



Multnomah County Oregon

Board of Commissioners & Agenda

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BOARD OF COMMISSIONERS

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JUNE 17 & 19, 2003

BOARD MEETINGS

FASTLOOK AGENDA ITEMS OF INTEREST

Pg 2	9:30 a.m. Tuesday Chair's Diversity Initiative Briefing Update
Pg 3	9:30 a.m. Thursday Opportunity for Public Comment on Non-Agenda Matters
Pg 4	9:45 a.m. Thursday Resolution Adopting a Policy for Paper and Paint Purchasing and Setting Goals for Paper Use
Pg 4	10:00 a.m. Thursday Resolution Approving Strategy for Relocating Warehouse Services from the Ford Building
Pg 4	10:15 a.m. Thursday Resolution Directing Assessment and Mitigation of Potential Earthquake Damage to County Facilities
Pg 4	10:45 a.m. Thursday Revenue Agreement Implementing Dogs in Parks Enforcement Program

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Tuesday, June 17, 2003 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

BOARD BRIEFING

- B-1 The Chair's Diversity Initiative Briefing Update. Presented by Chair Diane Linn, Cecilia Johnson and Invited Others. 90 MINUTES REQUESTED.
-

Thursday, June 19, 2003 - 9:30 AM
Multnomah Building, First Floor Commissioners Boardroom 100
501 SE Hawthorne Boulevard, Portland

REGULAR MEETING

CONSENT CALENDAR - 9:30 AM **DEPARTMENT OF COMMUNITY JUSTICE**

- C-1 Budget Modification DCJ03_13 Increasing the Annie E. Casey Foundation (Hostsite) Grant by \$33,500 plus \$607 in Carryover Funds for Additional Professional Services

DEPARTMENT OF COUNTY HUMAN SERVICES

- C-2 Budget Modification CHS #15 Increasing the Developmental Disabilities Budget by \$3,254,108 to Reflect Up-to-Date Revisions to the State Mental Health Intergovernmental Agreement through Amendment #108, to Correct an FY02 Error in Tri-Met's Contract, and to Reflect Current Staffing

OFFICE OF SCHOOL AND COMMUNITY PARTNERSHIPS

- C-3 Government Revenue Contract (190 Agreement) 0410453 with the City of Fairview to Continue the Multnomah County Community Development Block Grant Consortium for the Program Years July 1, 2004 – June 30, 2007
- C-4 Government Revenue Contract (190 Agreement) 0410454 with the City of Lake Oswego to Continue the Multnomah County Community Development Block Grant Consortium for the Program Years July 1, 2004 – June 30, 2007

- C-5 Government Revenue Contract (190 Agreement) 0410455 with the City of Maywood Park to Continue the Multnomah County Community Development Block Grant Consortium for the Program Years July 1, 2004 – June 30, 2007
- C-6 Government Revenue Contract (190 Agreement) 0410456 with the City of Troutdale to Continue the Multnomah County Community Development Block Grant Consortium for the Program Years July 1, 2004 – June 30, 2007
- C-7 Government Revenue Contract (190 Agreement) 0410457 with the City of Wood Village to Continue the Multnomah County Community Development Block Grant Consortium for the Program Years July 1, 2004 – June 30, 2007

SHERIFF'S OFFICE

- C-8 Budget Modification MCSO-03 EXT-18 Appropriating \$2,836.21 of Revenue from the Oregon State Fire Marshals office to Purchase Equipment for Hazardous Materials Cleanup

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.

NON-DEPARTMENTAL - 9:30 AM

- R-1 RESOLUTION Proclaiming Election Results of Ballot Measure 26-48 Imposing Three-Year 1.25% Personal Income Tax for Public Schools, Public Safety and Human Services
- R-2 First Reading and Adoption of an ORDINANCE Imposing Temporary Personal Income Tax for Public Schools, Public Safety and Human Services

DEPARTMENT OF HEALTH - 9:35 AM

- R-3 NOTICE OF INTENT to Apply for a Northwest Health Foundation Nursing Initiative Grant

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES - 9:40 AM

- R-4 RESOLUTION Adopting Financial and Budget Policies for Multnomah County, Oregon
- R-5 RESOLUTION Adopting and Defining the Various County Funds
- R-6 Briefing and RESOLUTION Adopting a Policy for Paper and Paint Purchasing and Setting Goals for Paper Use. Presented by Amy Joslin and Franna Hathaway.
- R-7 RESOLUTION Approving the Strategy for Moving Ford Warehouse Services and Authorizing the Negotiation with Portland Public Schools for Warehouse Space in the Blanchard Building
- R-8 RESOLUTION Directing the Facilities and Property Management Division and the Transportation Division to Assess the Potential for Earthquake Damage to County-owned Public Facilities and to Address Mitigation of the Risk of Earthquake Damage in Capital Improvement Plans
- R-9 RESOLUTION Approving the Final Space Utilization Plans of the Fifth Floor and Basement of the Multnomah Building and Authorizing the Facilities and Property Management Division to Proceed with the Project for the Design, Public Bidding and Construction of the Related Tenant Improvements
- R-10 Intergovernmental Revenue Agreement 0410459 with the City of Portland, Implementing the Dog Leash and Scoop Laws in City Parks Enforcement Program



Commissioner Serena Cruz, District 2

MULTNOMAH COUNTY OREGON

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MEMORANDUM

TO: Chair Diane Linn
Commissioner Maria Rojo de Steffey
Commissioner Lisa Naito
Commissioner Lonnie Roberts
Clerk of the Board Deb Bogstad

FROM: Ivo Trummer
Staff to Commissioner Serena Cruz

DATE: May 21, 2003

RE: Board/Briefing Meeting Excuse

Commissioner Cruz will have to leave the June 17 Board Briefing at 11:15 a.m. and the June 19 Board Meeting at ~~10:30~~ 11:30 a.m.



MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
501 S.E. HAWTHORNE BLVD., Room 600
PORTLAND, OREGON 97204
(503) 988-5217

LISA NAITO • DISTRICT 3 COMMISSIONER

MEMORANDUM

TO: Chair Diane Linn
Commissioner Maria Rojo de Steffey
Commissioner Serena Cruz
Commissioner Lonnie Roberts
Board Clerk Deb Bogstad

FROM: Carol Wessinger
Staff to Commissioner Lisa Naito

DATE: June 9th, 2003

RE: Commissioner Naito unable to attend Board Briefing June 17, 2003 and
Board Meeting June 19, 2003

Commissioner Naito will be away on vacation.

Thank you,

Carol Wessinger

BOGSTAD Deborah L

From: WESSINGER Carol M
Sent: Tuesday, June 17, 2003 12:30 PM
To: BOGSTAD Deborah L; ROBERTS Lonnie J; SCHRAEDER Heather M; CRUZ Serena M; TRUMMER Ivo M; ROJO DE STEFFEY Maria; ROMERO Shelli D; LINN Diane M; BRIDGES Laura M
Cc: WESSINGER Carol M; NAITO Terri W; COMITO Charlotte A; NAITO Lisa H
Subject: Commissioner Naito's attendance@June 19, 2003 Board meeting changed

Commissioner Lisa Naito will be participating in the Thursday, June 19, 2003 Board of Commissioners meeting by phone.

Thank You,
Carol

Carol Wessinger
Commissioner Lisa Naito's Office 503-988-5217
Local Public Safety Coordinating Council 503-988-5522
FAX 503-988-5262
Inter-Agency 503/6/LPSCC
501 SE Hawthorne Suite 600, Portland OR 97214

6/17/2003

BOGSTAD Deborah L

From: WESSINGER Carol M
Sent: Wednesday, June 18, 2003 2:40 PM
To: BOGSTAD Deborah L
Cc: WESSINGER Carol M
Subject: Number to reach Lisa - 503-849-4170

Carol Wessinger
Commissioner Lisa Naito's Office 503-988-5217
Local Public Safety Coordinating Council 503-988-5522
FAX 503-988-5262
Inter-Agency 503/6/LPSCC
501 SE Hawthorne Suite 600, Portland OR 97214

6/18/2003

AGENDA PLACEMENT REQUEST

BUD MOD #: DCJ03_13

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 06-19-03
DEB BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: June 19, 2003
Agenda Item #: C-1
Est. Start Time: 9:30 AM
Date Submitted: 05/27/03

Requested Date: June 19, 2003

Time Requested: 5 minutes

Department: Community Justice

Division: JCJ

Contact/s: Shaun Coldwell

Phone: 503 988-3961

Ext.: 83961

I/O Address: 503/250

Presenters: Dave Koch/Shawn Coldwell

Agenda Title: Budget Modification DCJ03_13 increases the Annie E. Casey Foundation (Hostsite) Grant by \$33,500 plus \$607 in carryover funds for additional Professional Services. Total increase \$34,107.

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?** Department of Community Justice (DCJ) requests approval of a budget modification to increase the FY03 adopted budget Hostsite revenue by \$34,107.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.** The Annie E. Casey Foundation awards grants to support technical assistance and consultation services on detention reform and system redesign to replicate the Juvenile Detention Alternatives Initiative. The Grant was renewed as of January 1, 2003 and it is our policy to make budgetary adjustments after receiving formal notification of the grant award. We were awarded an additional \$33,500 late in FY03 to continue consultation services provided by Jim Stegmiller's training of national jurisdictions and governmental entities on juvenile detention reform using the Donald E. Long Center as the hostsite model. We are also requesting approval to carry forward \$607 in unexpended funds from FY02 to FY03.

3. **Explain the fiscal impact (current year and ongoing).** These increased funds provide for additional training and consultation services that would not otherwise be provided. The FY04 budget includes an annual allocation of \$150,000 from the Annie E. Casey Foundation and allows for any unexpended funds to be carried forward into the New Year. There is a 5% limit for indirect costs on the total grant less pass through funds for contracted services with Zimlich Associates in the amount of \$20,000. General fund will cover the difference for county indirect and departmental administrative costs.

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

Required Signatures:

Department/Agency Director: Shaun Coldwell for Joanne Fuller Date: 05/27/03

Budget Analyst

By: Christian Yeager Date: 05/27/03

Dept/Countywide HR

By: Travis Graves Date: 05/27/03

Budget Modification:

DCJ03_13

EXPENDITURES & REVENUES

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

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
1	50-50	68010			CJ009.Hostsite	50210	(174,601)	(208,708)	(34,107)		Incr revenue in Annie Casey Grant funding
2								0		(34,107)	
3	50-50	68010			CJ009.Hostsite	60170	55,280	79,915	24,635		Incr Prof Svc for Stegmiller Contract
4	50-50	68010			CJ009.Hostsite	60240	1,976	600	(1,376)		Decr Supplies, tfr to Educ & Training
5	50-50	68010			CJ009.Hostsite	60260	0	12,873	12,873		Incr Educ & Training to cover expenditures
6	50-50	68010			CJ009.Hostsite	60270	5,128	0	(5,128)		Decr travel/mileage & move to Educ & Training
7	50-50	68010			CJ009.Hostsite	93019	0	3,103	3,103		Incr Shared Svc to cover expense
8								0		34,107	
9								0			
10								0			
11								0			
12								0			
13								0			
14								0			
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24								0			
25								0			
26								0			
27								0			
28								0			
29								0			
									0	0	Total - Page 1
									0	0	GRAND TOTAL

AGENDA PLACEMENT REQUEST

BUD MOD: CHS #15

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 06.19.03
DEB BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: C-2

Est. Start Time: 9:30 AM

Date Submitted: 06/03/03

Requested Date: June 19, 2003

Time Requested: N/A

Department: County Human Services

Division: DD

Contact/s: Chris Yager

Phone: 503 988-3691

Ext.: 26777

I/O Address: 166/7

Presenters: Consent Calendar

Agenda Title: Increase Developmental Disabilities budget by \$3,254,108 to reflect up-to-date revisions to the State Mental Health Intergovernmental Agreement through amendment #108, to correct a FY02 error in Tri-Met's contract, and to reflect current staffing.

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?** The Department of County Human Services recommends approval of budget modification CHS #15.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.** Budget Modification CHS #15 revises Developmental Disabilities Division budget as follows: \$3,254,108 net increase to reflect changes through Financial Assistance Award Amendment #108 in the State Mental Health Intergovernmental Agreement. Which includes a \$179,983 increase to correct a FY02 error in our transportation contract agreement with Tri-Met. Overall personnel expenditures are reduced by \$8,855; comprised of \$30,000 (.75 FTE) increase in personnel costs for the State funding reconciliation project, which is offset with a \$38,855 (.50 FTE) reduction in personnel costs to bring salary expense in line with the budget.

3. **Explain the fiscal impact (current year and ongoing).** Budget Modification CHS #15 results in a net increase in pass through expense of \$3,147,740, an increase in professional services expense of \$104,693, and an increase in materials & supplies expense of \$13,219. Grant paid indirect costs decrease by \$2,689. Personnel costs increase by \$30,000 (.75 FTE) to temporarily staff the reconciliation of State of Oregon funding for prior years. This was more than offset with a decrease in salary costs of \$38,855 for .50 FTE (\$239,599 and 3.00 FTE annualized) to reflect current organization staffing levels.

This budget modification results in a net increase in State Mental Health Grant revenue of \$3,254,108 with changes occurring in the following service elements: \$1,267,301 increase for self-directed individual & family support (DD49); \$821,358 increase for crisis intervention (DD44); \$462,824 increase for supported living services (DD51); \$436,173 increase for transportation needs (DD53); \$370,154 decrease in residential services (DD50); \$319,066 increase for employment assistance (DD54); \$109,876 increase for brokerage support services (DD148/149); \$79,731 increase in rent subsidies (DD56); \$63,940 increase for regional crisis coordination (DD157); \$37,562 increase for case management (DD48); \$23,944 increase for special projects (DD57); \$14,244 increase for nursing facility services (DD45); \$11,676 decrease in semi-independent living services (DD47); and \$81 decrease in local administration support (LA).

This budget modification decreases service reimbursements from the Fed/State fund to the General Fund (grant paid indirect) and to the Insurance Fund by \$2,689 and \$2,856, respectively.

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

If a budget modification, explain:

- ❖ **What revenue is being changed and why?** State Mental Health Grant increases by \$3,254,108.
- ❖ **What budgets are increased/decreased?** Developmental Disabilities
- ❖ **What do the changes accomplish?** Brings the budget in line with current grant & revenue agreements.
- ❖ **Do any personnel actions result from this budget modification? Explain.**
This Budget Modification reflects the following FTE changes:
Reductions to eliminate projected salary budget deficit
.13 CFS Administrator (1.00 FTE annualized)
.17 CFS Supervisor (1.00 FTE annualized)
.20 Case Manager 2 (1.00 FTE annualized)
Increases to temporarily staff for State funding reconciliation project
.45 Program Development Specialist Senior
.30 Program Development Specialist Senior
- ❖ **Is the revenue one-time-only in nature?** No
- ❖ **If a grant, what period does the grant cover?** 2001-2003 biennium.

❖ When the grant expires, what are funding plans? On going grant renewal.
NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

Required Signatures:

Department/Agency Director: Patricia K. Pate Date: 06/03/03

Budget Analyst

By: Michael D. Jaspin Date: 06/03/03

Dept/Countywide HR

By:

Date:

BUDGET MODIFICATION: DCHS #15
EXPENDITURES & REVENUES

Budget Fiscal Year: 02/03

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

Ln No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
1	20-50	81047			DD CLT 47	60160	230,593	206,118	(24,475)		Pass Through Payments
2	20-50	81047			DD CLT 47	50190	(230,593)	(206,118)	24,475		IG-OP-Fed Thru State
3											
4	20-50	81050			DD CLT 50	60160	30,271,556	29,854,425	(417,131)		Pass Through Payments
5	20-50	81050			DD CLT 50	50190	(30,271,556)	(29,854,425)	417,131		IG-OP-Fed Thru State
6											
7	20-50	81050			DD CLT PFY 50	60160	0	46,977	46,977		Pass Through Payments
8	20-50	81050			DD CLT PFY 50	50190	0	(46,977)	(46,977)		IG-OP-Fed Thru State
9											
10	20-50	81051			DD CLT 51	60160	5,758,754	5,764,978	6,224		Pass Through Payments
11	20-50	81051			DD CLT 51	50190	(5,758,754)	(5,764,978)	(6,224)		IG-OP-Fed Thru State
12											
13	20-50	81051			DD CLT PFY 51	60160	0	456,600	456,600		Pass Through Payments
14	20-50	81051			DD CLT PFY 51	50190	0	(456,600)	(456,600)		IG-OP-Fed Thru State
15											
16	20-50	81053			DD CLT 53	60160	2,739,264	2,590,824	(148,440)		Pass Through Payments
17	20-50	81053			DD CLT 53	50190	(2,739,264)	(2,590,824)	148,440		IG-OP-Fed Thru State
18											
19	20-50	81054			DD CLT 54	60160	11,125,679	10,770,663	(355,016)		Pass Through Payments
20	20-50	81054			DD CLT 54	50190	(11,125,679)	(10,770,663)	355,016		IG-OP-Fed Thru State
21											
22	20-50	81056			DD CLT 56	60160	362,406	408,768	46,362		Pass Through Payments
23	20-50	81056			DD CLT 56	50190	(362,406)	(408,768)	(46,362)		IG-OP-Fed Thru State
24											
25	20-50	81054			DD CLT PFY 54	60160	0	674,082	674,082		Pass Through Payments
26	20-50	81054			DD CLT PFY 54	50190	0	(674,082)	(674,082)		IG-OP-Fed Thru State
27											
28	20-50	80001			DD ADM LA	60270	1,338	1,257	(81)		Local Travel & Mileage
29	20-50	80001			DD ADM LA	50190	(315,851)	(315,770)	81		IG-OP-Fed Thru State
									0	0	Total - Page 1
									0	0	GRAND TOTAL

BUDGET MODIFICATION: DCHS #15
EXPENDITURES & REVENUES

Budget Fiscal Year: 02/03

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

Ln No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
30	20-50	81044			DD REG 44	60160	809,943	810,143	200		Pass Through Payments
31	20-50	81044			DD REG 44	50190	(809,943)	(810,143)	(200)		IG-OP-Fed Thru State
32											
33	20-50	81045			DD CLT 45	60160	186,691	186,634	(57)		Pass Through Payments
34	20-50	81045			DD CLT 45	50190	(186,691)	(186,634)	57		IG-OP-Fed Thru State
35											
36	20-50	81048			DD CLT 48	60000	(347,402)	(300,754)	46,648		Permanent
37	20-50	81048			DD CLT 48	60160	0	4,708	4,708		Pass Through Payments
38	20-50	81048			DD CLT 48	60170	85,252	108,575	23,323		Professional Services
39	20-50	81048			DD CLT 48	50190	(828,868)	(903,547)	(74,679)		IG-OP-Fed Thru State
40											
41	20-50	81049			DD CLT 49	60160	662,000	1,691,658	1,029,658		Pass Through Payments
42	20-50	81049			DD CLT 49	50190	(662,000)	(1,691,658)	(1,029,658)		IG-OP-Fed Thru State
43											
44	20-50	81047			DD CLT PFY 47	60160	0	12,799	12,799		Pass Through Payments
45	20-50	81047			DD CLT PFY 47	50190	0	(12,799)	(12,799)		IG-OP-Fed Thru State
46											
47	20-50	81057			DD CLT 57	60160	6,575	7,007	432		Pass Through Payments
48	20-50	81057			DD CLT 57	50190	(13,516)	(13,948)	(432)		IG-OP-Fed Thru State
49											
50	20-50	81157			DD REG 157	60000	(64,403)	(111,051)	(46,648)		Permanent
51	20-50	81157			DD REG 157	60170	114,761	163,117	48,356		Professional Services
52	20-50	81157			DD REG 157	60350	33,652	36,964	3,312		Indirect Costs (Grant Paid)
53	20-50	81157			DD REG 157	50190	(708,356)	(713,376)	(5,020)		IG-OP-Fed Thru State
54											
55	20-50	81149			DD BRK 149	60160	1,043,200	775,747	(267,453)		Pass Through Payments
56	20-50	81149			DD BRK 149	50190	(1,043,200)	(775,747)	267,453		IG-OP-Fed Thru State
57											
58											
									0	0	Total - Page 2
									0	0	GRAND TOTAL

BUDGET MODIFICATION: DCHS #15
EXPENDITURES & REVENUES

Budget Fiscal Year: 02/03

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

Ln No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
59	20-50	81148			DD BRK PFY 148	60160	0	130,343	130,343		Pass Through Payments
60	20-50	81148			DD BRK PFY 148	60170	81,701	87,702	6,001		Professional Services
61	20-50	81148			DD BRK PFY 148	60350	48,642	42,641	(6,001)		Indirect Costs (Grant Paid)
62	20-50	81148			DD BRK PFY 148	50190	(130,343)	(260,686)	(130,343)		IG-OP-Fed Thru State
63											
64	20-50	81053			DD CLT PFY 53	60160	0	584,613	584,613		Pass Through Payments
65	20-50	81053			DD CLT PFY 53	50190	0	(584,613)	(584,613)		IG-OP-Fed Thru State
66											
67	20-50	81048			DD MQA T19 48	60000	(64,126)	(77,802)	(13,676)		Permanent
68	20-50	81048			DD MQA T19 48	50190	(415,712)	(402,036)	13,676		IG-OP-Fed Thru State
69											
70	20-50	81048			DD KIDS 48	60000	(161,029)	(189,413)	(28,384)		Permanent
71	20-50	81048			DD KIDS 48	50190	(1,134,670)	(1,106,286)	28,384		IG-OP-Fed Thru State
72											
73	20-50	81148			DD BRK 148	60000	0	3,205	3,205		Permanent
74	20-50	81148			DD BRK 148	60170	28,596	45,014	16,418		Professional Services
75	20-50	81148			DD BRK 148	50190	(738,697)	(758,320)	(19,623)		IG-OP-Fed Thru State
76											
77	20-50	81044			DD CLT 44	60160	102,995	335,453	232,458		Pass Through Payments
78	20-50	81044			DD CLT 44	50190	(102,995)	(335,453)	(232,458)		IG-OP-Fed Thru State
79											
80	20-50	81057			DD MQA 57	60000	0	(4,943)	(4,943)		Permanent
81	20-50	81057			DD MQA 57	50190	(34,255)	(29,312)	4,943		IG-OP-Fed Thru State
82											
83	20-50	81044			DD CLT PFY RECON	60000	0	12,000	12,000		Permanent
84	20-50	81044			DD CLT PFY RECON	60100	0	18,000	18,000		Temporary
85	20-50	81044			DD CLT PFY RECON	50190	0	(30,000)	(30,000)		IG-OP-Fed Thru State
86											
87											
									0	0	Total - Page 3
									0	0	GRAND TOTAL

BUDGET MODIFICATION: DCHS #15
EXPENDITURES & REVENUES

Budget Fiscal Year: 02/03

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

Ln No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
88	20-50	81044			DD CLT PFY 44	60160	0	251,427	251,427		Pass Through Payments
89	20-50	81044			DD CLT PFY 44	50190	0	(251,427)	(251,427)		IG-OP-Fed Thru State
90											
91	20-50	81045			DD CLT PFY 45	60160	0	14,301	14,301		Pass Through Payments
92	20-50	81045			DD CLT PFY 45	50190	0	(14,301)	(14,301)		IG-OP-Fed Thru State
93											
94	20-50	81049			DD CLT PFY 49	60160	0	228,643	228,643		Pass Through Payments
95	20-50	81049			DD CLT PFY 49	50190	0	(228,643)	(228,643)		IG-OP-Fed Thru State
96											
97	20-50	81056			DD CLT PFY 56	60160	0	33,369	33,369		Pass Through Payments
98	20-50	81056			DD CLT PFY 56	50190	0	(33,369)	(33,369)		IG-OP-Fed Thru State
99											
100	20-50	81057			DD MQA PFY 57	60160	0	3,560	3,560		Pass Through Payments
101	20-50	81057			DD MQA PFY 57	50190	0	(3,560)	(3,560)		IG-OP-Fed Thru State
102											
103	20-50	81057			DD BRK SU PFY 57	60160	0	1,000	1,000		Pass Through Payments
104	20-50	81057			DD BRK SU PFY 57	60170	53,883	64,478	10,595		Professional Services
105	20-50	81057			DD BRK SU PFY 57	60220	0	1,000	1,000		Repairs & Maint
106	20-50	81057			DD BRK SU PFY 57	60240	75,000	86,800	11,800		Supplies
107	20-50	81057			DD BRK SU PFY 57	60340	0	500	500		Dues & Subscriptions
108	20-50	81057			DD BRK SU PFY 57	50190	(128,883)	(153,778)	(24,895)		IG-OP-Fed Thru State
109											
110	20-50	81048			DD MQA QA 48	60000	(55,388)	(50,445)	4,943		Permanent
111	20-50	81048			DD MQA QA 48	50190	(78,242)	(83,185)	(4,943)		IG-OP-Fed Thru State
112											
113	20-50	81149			DD BRK PFY 149	60160	227,363	454,726	227,363		Pass Through Payments
114	20-50	81149			DD BRK PFY 149	50190	(227,363)	(454,726)	(227,363)		IG-OP-Fed Thru State
115											
116											
									0	0	Total - Page 4
									0	0	GRAND TOTAL

BUDGET MODIFICATION: DCHS #15
EXPENDITURES & REVENUES

Budget Fiscal Year: 02/03

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

Ln No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
117	20-50	81157			DD REG PFY 157	60160	0	58,920	58,920		Pass Through Payments
118	20-50	81157			DD REG PFY 157	50190	0	(58,920)	(58,920)		IG-OP-Fed Thru State
119											
120	20-50	81044			DD REG PFY 44	60160	0	307,273	307,273		Pass Through Payments
121	20-50	81044			DD REG PFY 44	50190	0	(307,273)	(307,273)		IG-OP-Fed Thru State
122											
123	20-50	81049			DD CLT PFY RECON49	60160	0	9,000	9,000		Pass Through Payments
124	20-50	81049			DD CLT PFY RECON49	50190	0	(9,000)	(9,000)		IG-OP-Fed Thru State
125											
126	70-01	3500		705210		50316	954,705	957,561	2,856		Service Reimbursement - Insurance
127	70-01	3500		705210		60330	2,276,379	2,273,523	(2,856)		Insurance Claims Paid
128											
129	19	1000		9500001000		50310	(5,745,644)	(5,742,955)	2,689		Svc Reim F/S to General Fund
130	19	1000		9500001000		60470	14,589,375	14,586,686	(2,689)		CGF Contingency
131											
132											
133											
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143											
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145											
146											
									0	0	Total - Page 5
									0	0	GRAND TOTAL

BUDGET MODIFICATION: DCHS #15

5. ANNUALIZED PERSONNEL CHANGE

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

							ANNUALIZED			
Fund Ctr	Cost Center	JCN	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
20-50	205006	9745	63230	CFS Administrator	709135	(1.00)	(64,354)	(13,881)	(13,485)	(91,720)
20-50	205006	9745	63230	CFS Administrator	709135	1.00	61,758	13,321	12,941	88,020
20-50	205004	9745	63228	CFS Administrator	704061	(1.00)	(61,758)	(13,321)	(12,941)	(88,020)
20-50	205003	9008	63227	CFS Supervisor	709030	(1.00)	(56,824)	(12,257)	(12,974)	(82,055)
20-50	205004	6297	63228	Case Manager 2	704946	(0.50)	(21,737)	(4,688)	(6,487)	(32,912)
20-50	205004	6297	63228	Case Manager 2	700294	(0.50)	(21,737)	(4,688)	(6,487)	(32,912)
20-50	205900	6021	61137	Prog Devel Spec	709405	(1.00)	(41,382)	(8,926)	(11,889)	(62,197)
20-50	205001	6021	63225	Prog Devel Spec	709405	1.00	41,382	8,926	11,889	62,197
TOTAL ANNUALIZED CHANGES						(3.00)	(164,652)	(35,514)	(39,433)	(239,599)

6. 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 Ctr	Cost Center	JCN	HR Org Unit	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
20-50	205006	9745	63230	CFS Administrator	709135	(0.13)	(8,044)	(1,736)	(1,685)	(11,465)
20-50	205006	9745	63230	CFS Administrator	709135	0.17	10,293	2,220	2,157	14,670
20-50	205004	9745	63228	CFS Administrator	704061	(0.17)	(10,293)	(2,220)	(2,157)	(14,670)
20-50	205003	9008	63227	CFS Supervisor	709030	(0.17)	(9,471)	(2,043)	(2,162)	(13,676)
20-50	205004	6297	63228	Case Manager 2	704946	(0.10)	(4,529)	(977)	(1,351)	(6,857)
20-50	205004	6297	63228	Case Manager 2	700294	(0.10)	(4,529)	(977)	(1,351)	(6,857)
20-50	205900	6021	61137	Prog Devel Spec	709405	(0.75)	(31,037)	(6,695)	(8,916)	(46,648)
20-50	205001	6021	63225	Prog Devel Spec	709405	0.75	31,037	6,695	8,916	46,648
20-50	205001	9115	63225	Prog Devel Spec Sr (Temp)	710143	0.45	12,607	3,283	2,110	18,000
20-50	205001	6088	63225	Prog Devel Spec Sr	710277	0.30	8,266	2,151	1,583	12,000
TOTAL CURRENT FY CHANGES						0.25	(5,700)	(299)	(2,856)	(8,855)

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: C-3

Est. Start Time: 9:30 AM

Date Submitted: 06/09/03

Requested Date: June 19, 2003

Time Requested: 10 minutes

Department: Office of School & Community Partnerships

Division: Housing & Public Works

Contact/s: HC Tupper

Phone: 503 988-3114

Ext.: 83114

I/O Address: 166/200

Presenters: HC Tupper

Agenda Title: Government Revenue Contract (190 Agreement) 0410453 with the City of Fairview to Continue the Multnomah County Community Development Block Grant Consortium for the Program Years July 1, 2004 – June 30, 2007

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

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

The Office of School and Community Partnerships requests that the Board of County Commissioners review and approve the attached intergovernmental agreements to extend the Multnomah County Community Development Block Grant (CDBG) Consortium for the program years beginning July 1, 2004 and ending June 30, 2007. Since 1984, the County and the cities of Fairview, Lake Oswego, Wood Village, Troutdale and Maywood Park have participated in the CDBG Consortium to receive federal CDBG grant funds directly from the US Department of Housing and Urban Development. Each participating local government must adopt the attached Intergovernmental Agreement and provide the fully executed agreements to the local HUD office by July 11, 2003 in order to continue receiving CDBG funds for the 2004-07 program years.

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

The Community Development Act of 1974 and Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, allows local governments to form

consortia for the purpose of obtaining direct federal funding under the US Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. By applying jointly as a consortium, the population of the participating cities and unincorporated urban Multnomah County is sufficient to qualify our local consortium as an Urban County Entitlement area. This allows these federal funds to come directly to Multnomah County. The CDBG program makes monies available to local governments to benefit low and moderate income households through the provision of social services, public works projects and promoting housing opportunity.

The cities of Fairview, Troutdale, Wood Village, Maywood Park, a part of Lake Oswego and Multnomah County have participated in a Consortium since 1984 to receive funds under the CDBG program to support local community services and affordable housing activities. The participating members each provide a participant in the Policy Advisory Board that makes funding recommendations to the Board of County Commissioners regarding the use of CDBG funds. The Policy Advisory Board also makes recommendations regarding the County's portion of the federal HOME Investment Partnership funds to the Board of Commissioners. As the lead agency in the CDBG Consortium, the County has also participated in preparing the five-year Consolidated Plan that guides utilization of HOME and CDBG funds. The current Consolidated Plan is effective for fiscal years 2000-2005. During each year the Consolidated Plan's policy and planning priorities are effective, one-year Action Plans for implementing actual housing activities and services.

The amount of CDBG funding awarded to the Multnomah County Consortium each year is determined by HUD according to a formula counting the eligible low and moderate income populations within the jurisdictional boundaries of the Consortium. The CDBG Consortium is renewed on a three-year cycle with specific steps dictated by HUD. Each of the small cities within the CDBG Consortium has been given the opportunity to opt out of the Consortium. Each city has expressed a desire to continue participating in the Consortium. The CDBG Consortium has established an effective track record of meeting local concerns and fairly disbursing the available funds. In the present program year the County CDBG grant resources are approximately \$395,000 and its allocation as a member of the Portland HOME Consortium is \$185,000.

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

These intergovernmental agreements are basically cooperative agreements. There is no budgetary impact. The costs for administering the grant are paid from the grant; no general fund support is required.

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

If a budget modification, explain:

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

- ❖ When the grant expires, what are funding plans?

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

None Anticipated.

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

The five-year Consolidated Plan and yearly Action Plans have been exhaustively reviewed in public meetings before the joint Housing and Community Development Commission. The Consolidated Plan was also adopted in a public meeting before the Board of Commissioners. The annual award of CDBG and HOME funds controlled by the County is made in public meetings and before the Board of Commissioners. The participating members of the CDBG Consortium will approve the intergovernmental agreements in public meetings before their respective city councils.

Please feel free to contact HC Tupper from the Office of School and Community Partnerships at X83114 should you wish to discuss this material.

Required Signatures:



Department/Agency Director:

Date: 06/02/03

Budget Analyst

By: _____

Date:

Dept/Countywide HR

By: _____

Date:

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

(See Administrative Procedure CON-1)

Contract #: 0410453

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

Amendment #: 0

Class I	Class II	Class III A
Contracts \$75,000 and less per 12 month period	Contracts over \$75,000 per 12 month period	<input checked="" type="checkbox"/> Government Contracts (190 Agreement)
<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue Class III B <input type="checkbox"/> Government Contracts (Non-190 Agreement) <input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Interdepartmental Contracts

Department: Office Of School & Community Partnerships Division: Community Services Date: June 10, 2003

Originator: H. C. Tupper Phone: 83114 Bldg/Rm: 166/2

Contact: Patty Doyle Phone: 24418 Bldg/Rm: 166/2

Description of Contract: This agreement is concerning the cooperative participation in the Urban County Qualification for the Community Development Block Grant Program and the Home Investment Partnership Program for FY 2004-06

RENEWAL: <input checked="" type="checkbox"/>	PREVIOUS CONTRACT #(S): 0102408
RFP/BID: _____	RFP/BID DATE: _____
EXEMPTION # _____	_____
EFFECTIVE DATE: _____	EXPIRATION DATE: _____
CONTRACTOR IS: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> ESB <input type="checkbox"/> QRF State Cert# or <input type="checkbox"/> Self Cert <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> N/A (Check all boxes that apply)	

Contractor City of Fairview		Remittance Address _____	
Address 300 Harrison		(If different) _____	
City/State Fairview, OR		_____	
Zip Code 97024		Payment Schedule / Terms	
Phone 503.655.7929		<input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt <input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Net 30 <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other	
Employer ID# or SS# 93.6002161		Requirements Funding Info:	
Contract Effective Date July 1, 2004	Term Date June 30, 2007	Original Requirements Amount \$ 0	
Amendment Effect Date _____	New Term Date _____	Total Amt of Previous Amendments \$ 0	
Original Contract Amount \$ 0		Requirements Amount Amendment: \$ 0	
Total Amt of Previous Amendments \$ 0		Total Amount of Requirements \$ 0	
Amount of Amendment \$ 0			
Total Amount of Agreement \$ 0			

REQUIRED SIGNATURES

Department Manager Lorenzo T. Poe Jr. mcs DATE 6/10/03

Purchasing Manager Kate Saul DATE 6/10/03

County Attorney John Jones DATE 6.19.03

County Chair _____ DATE _____

Sheriff _____ DATE _____

Contract Administration _____ DATE _____

COMMENTS:

Exhibit A, Rev. 03/07/03

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APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-3 DATE 6.19.03
DEB BOGSTAD, BOARD CLERK

INTERGOVERNMENTAL AGREEMENT

between

MULTNOMAH COUNTY and CITY OF FAIRVIEW

for the

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM and
HOME INVESTMENT PARTNERSHIP PROGRAM

PROGRAM YEARS 2004 - 2007

This Agreement is entered into between Multnomah County (COUNTY), a political subdivision of the State of Oregon, and the City of Fairview (CITY), a municipal corporation of the State of Oregon within Multnomah County, for the cooperation of units of local government under the authority of ORS 190.010. It will become effective upon adoption by the parties and will continue until terminated as provided herein.

The circumstances surrounding the making of this Agreement are as follows:

- A. WHEREAS, the Congress of the United States has enacted the National Affordable Housing Act of 1990 and the Housing and Community Development Act of 1974 with amendments made by the Housing and Urban-Rural Recovery Act of 1983, and the Housing and Community Development Act of 1987, and the Department of Housing and Urban Development has adopted regulations pursuant thereto (hereinafter jointly referred to as the "Act"); and
- B. WHEREAS, the Congress has found and declared that the Nation's cities, towns and small urban communities face critical social, economic and environmental problems; and
- C. WHEREAS, the Congress has further found and declared that the future welfare of the Nation and the well-being of its citizens depend on the establishment and maintenance of viable urban communities as social, economic and political entities; and

- D. WHEREAS, the primary objective of the Act is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income.
- E. WHEREAS, consistent with this primary objective, the Federal assistance provided in this Act is for the support of community development activities which are directed toward the following specific objectives:
- (1) The elimination of slums, blight and the prevention of blighting influences and the deterioration of property and neighborhood and community facilities of importance to the welfare of the community, principally persons of low and moderate income; and
 - (2) The elimination of conditions which are detrimental to health, safety, and public welfare, through code enforcement, demolition, interim rehabilitation assistance, and related activities; and
 - (3) The conservation and expansion of the Nation's housing stock in order to provide a decent home and a suitable living environment for all persons, but principally those of low and moderate income; and
 - (4) The expansion and improvement of the quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development of viable urban communities;
 - (5) A more rational utilization of land and other natural resources and the better arrangement of residential, commercial, industrial, recreational, and other needed activity centers; and
 - (6) The reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial de-concentration of housing opportunities for persons of lower income and the revitalization of deteriorating or deteriorated neighborhoods to attract persons of higher income; and

- (7) The restoration and preservation of properties of special value for historic, architectural, or aesthetic reasons; and
 - (8) The alleviation of physical and economic distress through the stimulation of private investment and community revitalization in areas with population out-migration or a stagnating or declining tax base; and
 - (9) The conservation of the Nation's scarce energy resources, improvement of energy efficiency, and the provision of alternative and renewable energy sources.
- F. WHEREAS, it is found that certain of these objectives are pertinent to the concerns and needs of the COUNTY and its communities; and
- G. WHEREAS, on February 6, 1984 the COUNTY and the CITY entered into an intergovernmental agreement wherein they agreed to join together with other units of general local government to qualify the COUNTY as an urban county for federal Housing and Community Development block grant funds; and
- H. WHEREAS, on November 17, 1986, October 12, 1989, October 31, 1991, July 14, 1994, August 7, 1997 and August 2, 2000 the COUNTY and the CITY renewed the intergovernmental agreement to continue the County's urban county qualification; and
- I. WHEREAS, this agreement is scheduled to terminate on June 30, 2004; and
- J. WHEREAS, continued eligibility for block grant funds as an urban county depends on continuation of such intergovernmental agreements; and
- K. WHEREAS, the Department of Housing and Urban Development has specified the minimum provisions which must be included within any intergovernmental agreement into which local governments enter to qualify for urban county eligibility;

NOW, THEREFORE, providing that Multnomah County can continue to meet necessary criteria for participation in the Community Development Block Grant Program as an urban county and the HOME Investment Partnership Program as a member of the Portland HOME Consortium, and in consideration of the mutual promises made herein and the mutual benefits received hereunder, the parties agree as follows:

- (1) The CITY and the COUNTY agree to cooperate in undertaking, or assist in undertaking, community renewal and lower income housing activities, specifically urban renewal and publicly assisted housing.
- (2) The CITY authorizes the inclusion of its population for purposes of the Act; and joins together with other units of general local government to qualify the COUNTY as an urban county for Housing and Community Development Act block grant funds.
- (3) The CITY may not apply for grants under the Small Cities or State CDBG Programs from appropriations for fiscal years during the period in which it is participating in the urban county's CDBG program; and
- (4) The CITY may not participate in a HOME consortium except through the urban county, regardless of whether the urban county receives a HOME formula allocation.
- (5) The COUNTY, as the applicant, assumes full responsibility, including final decision-making, and also assumes all obligations of an applicant as specified in the Act and the regulations thereunder.
- (6) For the purposes of updating the Community Development and Housing Plan and Annual Community Development Program for an additional three years as required by Title I of the Act, a Policy Advisory Board is hereby retained which shall advise the COUNTY on program policies and project selection.

Said Policy Advisory Board shall be composed of one representative or a designated alternate from each unit of general government executing these intergovernmental agreements. Each such representative shall have one vote on said board. Each such representative shall be a public official or employee of said unit of government.

- (7) The COUNTY and CITY agree to take all required actions to comply with the provisions of Section 109 and Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended; Title I of the National Affordable Housing Act of 1990; the National

Environmental Policy Act of 1969; Title VI of the Civil Rights Act of 1964; Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988; Executive Order 11988, Section 3 of the Housing and Urban Development Act of 1968; and other applicable civil rights laws.

- (8) The COUNTY shall not fund any activities in the CITY or in support of the CITY that does not affirmatively further fair housing within its own jurisdiction or that impedes the COUNTY'S actions to comply with its fair housing certification.
- (9) The CITY supports the COUNTY's adoption and enforcement of a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations.
- (10) The CITY supports the COUNTY's adoption and enforcement of a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- (11) Pursuant to 24 CFR 570.501(b), the CITY is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement set forth in 24 CFR 570.503.
- (12) The COUNTY and CITY will cooperatively undertake the necessary actions, as determined by the COUNTY, to carry out a community development program and approved Consolidated Plan, and/or meet other requirements of the CDBG and HOME programs and other applicable laws.
- (13) This agreement shall remain in full force and effect from the date of execution for the program years commencing on July 1, 2004 through June 30, 2007 inclusive, and any additional time as may be required for the expenditure of related block grant funds or income generated from such funds, provided that the COUNTY qualifies as an urban county under, and block grant funding is allocated to the COUNTY pursuant to, the Act. The COUNTY and the CITY may not terminate or

withdraw from this Agreement while the Agreement remains in effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this _____ day of _____, 2003.

MULTNOMAH COUNTY, OREGON

CITY OF FAIRVIEW

By: Lorenzo T. Poe, Jr.
Lorenzo T. Poe, Jr., Director
Office of School and Community Partnerships

By: Diane M. Linn
Diane M. Linn, Chair
Board of Commissioners

By: _____
Mike Weatherby, Mayor of
Fairview

I hereby find that the terms and provisions of this Intergovernmental Agreement are fully authorized under State and local law and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing.

REVIEWED:

Katie Gaetjens
Katie Gaetjens
Assistant County Attorney

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-3 DATE 06.19.03
DEB BOGSTAD, BOARD CLERK

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: C-4

Est. Start Time: 9:30 AM

Date Submitted: 06/09/03

Requested Date: June 19, 2003

Time Requested: 10 minutes

Department: Office of School & Community Partnerships

Division: Housing & Public Works

Contact/s: HC Tupper

Phone: 503 988-3114

Ext.: 83114

I/O Address: 166/200

Presenters: HC Tupper

Agenda Title: Government Revenue Contract (190 Agreement) 0410454 with the City of Lake Oswego to Continue the Multnomah County Community Development Block Grant Consortium for the Program Years July 1, 2004 – June 30, 2007

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

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

The Office of School and Community Partnerships requests that the Board of County Commissioners review and approve the attached intergovernmental agreements to extend the Multnomah County Community Development Block Grant (CDBG) Consortium for the program years beginning July 1, 2004 and ending June 30, 2007. Since 1984, the County and the cities of Fairview, Lake Oswego, Wood Village, Troutdale and Maywood Park have participated in the CDBG Consortium to receive federal CDBG grant funds directly from the US Department of Housing and Urban Development. Each participating local government must adopt the attached Intergovernmental Agreement and provide the fully executed agreements to the local HUD office by July 11, 2003 in order to continue receiving CDBG funds for the 2004-07 program years.

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

The Community Development Act of 1974 and Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, allows local governments to form

consortia for the purpose of obtaining direct federal funding under the US Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. By applying jointly as a consortium, the population of the participating cities and unincorporated urban Multnomah County is sufficient to qualify our local consortium as an Urban County Entitlement area. This allows these federal funds to come directly to Multnomah County. The CDBG program makes monies available to local governments to benefit low and moderate income households through the provision of social services, public works projects and promoting housing opportunity.

The cities of Fairview, Troutdale, Wood Village, Maywood Park, a part of Lake Oswego and Multnomah County have participated in a Consortium since 1984 to receive funds under the CDBG program to support local community services and affordable housing activities. The participating members each provide a participant in the Policy Advisory Board that makes funding recommendations to the Board of County Commissioners regarding the use of CDBG funds. The Policy Advisory Board also makes recommendations regarding the County's portion of the federal HOME Investment Partnership funds to the Board of Commissioners. As the lead agency in the CDBG Consortium, the County has also participated in preparing the five-year Consolidated Plan that guides utilization of HOME and CDBG funds. The current Consolidated Plan is effective for fiscal years 2000-2005. During each year the Consolidated Plan's policy and planning priorities are effective, one-year Action Plans for implementing actual housing activities and services.

The amount of CDBG funding awarded to the Multnomah County Consortium each year is determined by HUD according to a formula counting the eligible low and moderate income populations within the jurisdictional boundaries of the Consortium. The CDBG Consortium is renewed on a three-year cycle with specific steps dictated by HUD. Each of the small cities within the CDBG Consortium has been given the opportunity to opt out of the Consortium. Each city has expressed a desire to continue participating in the Consortium. The CDBG Consortium has established an effective track record of meeting local concerns and fairly disbursing the available funds. In the present program year the County CDBG grant resources are approximately \$395,000 and its allocation as a member of the Portland HOME Consortium is \$185,000.

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

These intergovernmental agreements are basically cooperative agreements. There is no budgetary impact. The costs for administering the grant are paid from the grant; no general fund support is required.

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

If a budget modification, explain:

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

- ❖ When the grant expires, what are funding plans?
- NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

None Anticipated.

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

The five-year Consolidated Plan and yearly Action Plans have been exhaustively reviewed in public meetings before the joint Housing and Community Development Commission. The Consolidated Plan was also adopted in a public meeting before the Board of Commissioners. The annual award of CDBG and HOME funds controlled by the County is made in public meetings and before the Board of Commissioners. The participating members of the CDBG Consortium will approve the intergovernmental agreements in public meetings before their respective city councils.

Please feel free to contact HC Tupper from the Office of School and Community Partnerships at X83114 should you wish to discuss this material.

Required Signatures:



Department/Agency Director:

Date: 06/02/03

Budget Analyst

By: _____

Date:

Dept/Countywide HR

By: _____

Date:

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

(See Administrative Procedure CON-1)

Contract #: 0410454

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

Amendment #: 0

Class I	Class II	Class III A
Contracts \$75,000 and less per 12 month period	Contracts over \$75,000 per 12 month period	<input checked="" type="checkbox"/> Government Contracts (190 Agreement)
<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue
		Class III B <input type="checkbox"/> Government Contracts (Non-190 Agreement) <input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Interdepartmental Contracts

Department: Office Of School & Community Partnerships Division: Community Services Date: June 10, 2003

Originator: H. C. Tupper Phone: 83114 Bldg/Rm: 166/2

Contact: Patty Doyle Phone: 24418 Bldg/Rm: 166/

Description of Contract: This agreement is concerning the cooperative participation in the Urban County Qualification for the Community Development Block Grant Program and the Home Investment Partnership Program for FY 2004-06.

RENEWAL: <input checked="" type="checkbox"/>	PREVIOUS CONTRACT #(S): 0110510
RFP/BID: _____	RFP/BID DATE: _____
EXEMPTION # _____	EXPIRATION DATE: _____
EFFECTIVE DATE: _____	ORS/AR #: _____
CONTRACTOR IS: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> ESB <input type="checkbox"/> QRF State Cert# or <input type="checkbox"/> Self Cert <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> N/A (Check all boxes that apply)	

Contractor: City of Lake Oswego	Remittance Address: _____
Address: 380 A Lake Oswego	(If different) _____
City/State: Lake Oswego, OR	Payment Schedule / Terms
Zip Code: 97034	<input type="checkbox"/> Lump Sum \$ <input type="checkbox"/> Due on Receipt
Phone: 503.635.0290	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Net 30
Employer ID# or SS# _____	\$ <input type="checkbox"/> Other \$ <input type="checkbox"/> Other
Contract Effective Date: July 1, 2004	Term Date: June 30, 2007
Amendment Effect Date: _____	New Term Date: _____
Original Contract Amount \$ 0	Original Requirements Amount \$ 0
Total Amt of Previous Amendments \$ 0	Total Amt of Previous Amendments \$ 0
Amount of Amendment \$ 0	Requirements Amount Amendment: \$ 0
Total Amount of Agreement \$ 0	Total Amount of Requirements \$ 0

REQUIRED SIGNATURES

Department Manager: Lorenzo T. Poe, Jr. mbs DATE: 6/10/03

Purchasing Manager: _____ DATE: _____

County Attorney: Katie Gault DATE: 6/10/03

County Chair: Debbie Bogstad DATE: 6.17.03

Sheriff: _____ DATE: _____

Contract Administration: _____ DATE: _____

COMMENTS:

APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS

Exhibit A, Rev. 03/07/03

C:\Documents and Settings\tupperh\Local Settings\Temporary Internet Files\OLK25\CAF_LakeOswego.doc

AGENDA # C-4 DATE 06.19.03
DEB BOGSTAD, BOARD CLERK

INTERGOVERNMENTAL AGREEMENT

between

MULTNOMAH COUNTY and CITY OF LAKE OSWEGO

for the

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM and
HOME INVESTMENT PARTNERSHIP PROGRAM

PROGRAM YEARS 2004 - 2007

This Agreement is entered into between Multnomah County (COUNTY), a political subdivision of the State of Oregon, and the City of Lake Oswego (CITY), a municipal corporation of the State of Oregon within Multnomah County, for the cooperation of units of local government under the authority of ORS 190.010. It will become effective upon adoption by the parties and will continue until terminated as provided herein.

The circumstances surrounding the making of this Agreement are as follows:

- A. WHEREAS, the Congress of the United States has enacted the National Affordable Housing Act of 1990 and the Housing and Community Development Act of 1974 with amendments made by the Housing and Urban-Rural Recovery Act of 1983, and the Housing and Community Development Act of 1987, and the Department of Housing and Urban Development has adopted regulations pursuant thereto (hereinafter jointly referred to as the "Act"); and
- B. WHEREAS, the Congress has found and declared that the Nation's cities, towns and small urban communities face critical social, economic and environmental problems; and
- C. WHEREAS, the Congress has further found and declared that the future welfare of the Nation and the well-being of its citizens depend on the establishment and maintenance of viable urban communities as social, economic and political entities; and

D. WHEREAS, the primary objective of the Act is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income.

E. WHEREAS, consistent with this primary objective, the Federal assistance provided in this Act is for the support of community development activities which are directed toward the following specific objectives:

- (1) The elimination of slums, blight and the prevention of blighting influences and the deterioration of property and neighborhood and community facilities of importance to the welfare of the community, principally persons of low and moderate income; and
- (2) The elimination of conditions which are detrimental to health, safety, and public welfare, through code enforcement, demolition, interim rehabilitation assistance, and related activities; and
- (3) The conservation and expansion of the Nation's housing stock in order to provide a decent home and a suitable living environment for all persons, but principally those of low and moderate income; and
- (4) The expansion and improvement of the quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development of viable urban communities;
- (5) A more rational utilization of land and other natural resources and the better arrangement of residential, commercial, industrial, recreational, and other needed activity centers; and
- (6) The reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial de-concentration of housing opportunities for persons of lower income and the revitalization of deteriorating or deteriorated neighborhoods to attract persons of higher income; and

- (7) The restoration and preservation of properties of special value for historic, architectural, or aesthetic reasons; and
 - (8) The alleviation of physical and economic distress through the stimulation of private investment and community revitalization in areas with population out-migration or a stagnating or declining tax base; and
 - (9) The conservation of the Nation's scarce energy resources, improvement of energy efficiency, and the provision of alternative and renewable energy sources.
- F. WHEREAS, it is found that certain of these objectives are pertinent to the concerns and needs of the COUNTY and its communities; and
- G. WHEREAS, on February 6, 1984 the COUNTY and the CITY entered into an intergovernmental agreement wherein they agreed to join together with other units of general local government to qualify the COUNTY as an urban county for federal Housing and Community Development block grant funds; and
- H. WHEREAS, on November 17, 1986, October 12, 1989, October 31, 1991, July 14, 1994, August 7, 1997 and August 1, 2000, the COUNTY and the CITY renewed the intergovernmental agreement to continue the County's urban county qualification; and
- I. WHEREAS, this agreement is scheduled to terminate on June 30, 2004; and
- J. WHEREAS, continued eligibility for block grant funds as an urban county depends on continuation of such intergovernmental agreements; and
- K. WHEREAS, the Department of Housing and Urban Development has specified the minimum provisions which must be included within any intergovernmental agreement into which local governments enter to qualify for urban county eligibility;

NOW, THEREFORE, providing that Multnomah County can continue to meet necessary criteria for participation in the Community Development Block Grant Program as an urban county and the HOME Investment Partnership Program as a member of the Portland HOME Consortium, and in consideration of the mutual promises made herein and the mutual benefits received hereunder, the parties

agree as follows:

- (1) The CITY and the COUNTY agree to cooperate in undertaking, or assist in undertaking, community renewal and lower income housing activities, specifically urban renewal and publicly assisted housing.
- (2) The CITY authorizes the inclusion of its population for purposes of the Act; and joins together with other units of general local government to qualify the COUNTY as an urban county for Housing and Community Development Act block grant funds.
- (3) The CITY may not apply for grants under the Small Cities or State CDBG Programs from appropriations for fiscal years during the period in which it is participating in the urban county's CDBG program; and
- (4) The CITY may not participate in a HOME consortium except through the urban county, regardless of whether the urban county receives a HOME formula allocation.
- (5) The COUNTY, as the applicant, assumes full responsibility, including final decision-making, and also assumes all obligations of an applicant as specified in the Act and the regulations thereunder.
- (6) For the purposes of updating the Community Development and Housing Plan and Annual Community Development Program for an additional three years as required by Title I of the Act, a Policy Advisory Board is hereby retained which shall advise the COUNTY on program policies and project selection.

Said Policy Advisory Board shall be composed of one representative or a designated alternate from each unit of general government executing these intergovernmental agreements. Each such representative shall have one vote on said board. Each such representative shall be a public official or employee of said unit of government.

- (7) The COUNTY and CITY agree to take all required actions to comply with the provisions of Section 109 and Section 104(b) of Title I of the Housing and Community

Development Act of 1974, as amended; Title I of the National Affordable Housing Act of 1990; the National Environmental Policy Act of 1969; Title VI of the Civil Rights Act of 1964; Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988; Executive Order 11988, Section 3 of the Housing and Urban Development Act of 1968; and other applicable civil rights laws.

- (8) The COUNTY shall not fund any activities in the CITY or in support of the CITY that does not affirmatively further fair housing within its own jurisdiction or that impedes the COUNTY'S actions to comply with its fair housing certification.
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- (13) This agreement shall remain in full force and effect from the date of execution for the program years commencing on July 1, 2004 through June 30, 2007 inclusive, and any additional time as may be required for the expenditure of related block grant funds or income generated from such funds, provided that the COUNTY qualifies as an urban county under, and block

grant funding is allocated to the COUNTY pursuant to, the Act. The COUNTY and the CITY may not terminate or withdraw from this Agreement while the Agreement remains in effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this _____ day of _____, 2003.

MULTNOMAH COUNTY, OREGON

CITY OF LAKE OSWEGO

By: Lorenzo T. Poe, Jr.
Lorenzo T. Poe, Jr., Director
Office of School and Community
Partnerships

By: Diane M. Linn
Diane M. Linn, Chair
Board of County Commissioners

By: _____
Judie Hammerstad, Mayor
of Lake Oswego

I hereby find that the terms and provisions of this Intergovernmental Agreement are fully authorized under State and local law and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing.

REVIEWED:

Katie Gaetjens
Katie Gaetjens
Assistant County Attorney

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 06.19.03
DEB BOGSTAD, BOARD CLERK

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: C-5

Est. Start Time: 9:30 AM

Date Submitted: 06/09/03

Requested Date: June 19, 2003

Time Requested: 10 minutes

Department: Office of School & Community Partnerships **Division:** Housing & Public Works

Contact/s: HC Tupper

Phone: 503 988-3114

Ext.: 83114

I/O Address: 166/200

Presenters: HC Tupper

Agenda Title: Government Revenue Contract (190 Agreement) 0410455 with the City of Maywood Park to Continue the Multnomah County Community Development Block Grant Consortium for the Program Years July 1, 2004 – June 30, 2007

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

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

The Office of School and Community Partnerships requests that the Board of County Commissioners review and approve the attached intergovernmental agreements to extend the Multnomah County Community Development Block Grant (CDBG) Consortium for the program years beginning July 1, 2004 and ending June 30, 2007. Since 1984, the County and the cities of Fairview, Lake Oswego, Wood Village, Troutdale and Maywood Park have participated in the CDBG Consortium to receive federal CDBG grant funds directly from the US Department of Housing and Urban Development. Each participating local government must adopt the attached Intergovernmental Agreement and provide the fully executed agreements to the local HUD office by July 11, 2003 in order to continue receiving CDBG funds for the 2004-07 program years.

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consortia for the purpose of obtaining direct federal funding under the US Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. By applying jointly as a consortium, the population of the participating cities and unincorporated urban Multnomah County is sufficient to qualify our local consortium as an Urban County Entitlement area. This allows these federal funds to come directly to Multnomah County. The CDBG program makes monies available to local governments to benefit low and moderate income households through the provision of social services, public works projects and promoting housing opportunity.

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

These intergovernmental agreements are basically cooperative agreements. There is no budgetary impact. The costs for administering the grant are paid from the grant; no general fund support is required.

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

If a budget modification, explain:

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**
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- ❖ **Is the revenue one-time-only in nature?**
- ❖ **If a grant, what period does the grant cover?**

- ❖ When the grant expires, what are funding plans?
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- ❖ Why was the expenditure not included in the annual budget process?
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- ❖ Who is the granting agency?
- ❖ Specify grant requirements and goals.
- ❖ Explain grant funding detail – is this a one time only or long term commitment?
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- ❖ When the grant expires, what are funding plans?
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4. Explain any legal and/or policy issues involved.

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

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Please feel free to contact HC Tupper from the Office of School and Community Partnerships at X83114 should you wish to discuss this material.

Required Signatures:



Department/Agency Director:

Date: 06/02/03

Budget Analyst

By: _____

Date:

Dept/Countywide HR

By: _____

Date:

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

(See Administrative Procedure CON-1)

Contract #: 0410455

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

Amendment #: 0

Class I	Class II	Class III A
Contracts \$75,000 and less per 12 month period	Contracts over \$75,000 per 12 month period	<input checked="" type="checkbox"/> Government Contracts (190 Agreement)
<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue Class III B <input type="checkbox"/> Government Contracts (Non-190 Agreement) <input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Interdepartmental Contracts

Department: Office Of School & Community Partnerships Division: Community Services Date: June 10, 2003

Originator: H. C. Tupper Phone: 83114 Bldg/Rm: 166/2

Contact: Patty Doyle Phone: 24418 Bldg/Rm: 166/2

Description of Contract: This agreement is concerning the cooperative participation in the Urban County Qualification for the Community Development Block Grant Program and the Home Investment Partnership Program for FY 2004-06.

RENEWAL: <input checked="" type="checkbox"/>	PREVIOUS CONTRACT #(S): 0102408
RFP/BID: _____	RFP/BID DATE: _____
EXEMPTION #: _____	EXPIRATION DATE: _____
EFFECTIVE DATE: _____	ORS/AR #: _____
CONTRACTOR IS: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> ESB <input type="checkbox"/> QRF State Cert# _____ or <input type="checkbox"/> Self Cert <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> N/A (Check all boxes that apply)	

Contractor City of Maywood Park		Remittance Address _____
Address 4510 NE 102nd Annex #1		(If different) _____
City/State Maywood, OR		Payment Schedule / Terms
Zip Code 97220		<input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt
Phone 503.255.9805		<input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Net 30
Employer ID# or SS# _____		<input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other
Contract Effective Date July 1, 2004	Term Date June 30, 2007	<input type="checkbox"/> Requirements Funding Info:
Amendment Effect Date _____	New Term Date _____	Original Requirements Amount \$ 0
Original Contract Amount \$ 0	Total Amt of Previous Amendments \$ 0	Total Amt of Previous Amendments \$ 0
Total Amt of Previous Amendments \$ 0	Amount of Amendment \$ 0	Requirements Amount Amendment: \$ 0
Amount of Amendment \$ 0	Total Amount of Agreement \$ 0	Total Amount of Requirements \$ 0
Total Amount of Agreement \$ 0		

REQUIRED SIGNATURES

Department Manager	<u>Lorenzo T. Poe Jr. mas</u>	DATE	<u>6/10/03</u>
Purchasing Manager	<u>Kate Doyle</u>	DATE	<u>6/10/03</u>
County Attorney	<u>Joan [Signature]</u>	DATE	<u>6.9.03</u>
County Chair		DATE	
Sheriff		DATE	
Contract Administration		DATE	

COMMENTS:

APPROVED MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C-5 DATE 06/19/03

DEB BOGSTAD, BOARD CLERK

INTERGOVERNMENTAL AGREEMENT

between

MULTNOMAH COUNTY and CITY OF MAYWOOD PARK

for the

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM and
HOME INVESTMENT PARTNERSHIP PROGRAM

PROGRAM YEARS 2004 - 2007

This Agreement is entered into between Multnomah County (COUNTY), a political subdivision of the State of Oregon, and the City of Maywood Park (CITY), a municipal corporation of the State of Oregon within Multnomah County, for the cooperation of units of local government under the authority of ORS 190.010. It will become effective upon adoption by the parties and will continue until terminated as provided herein.

The circumstances surrounding the making of this Agreement are as follows:

- A. WHEREAS, the Congress of the United States has enacted the National Affordable Housing Act of 1990 and the Housing and Community Development Act of 1974 with amendments made by the Housing and Urban-Rural Recovery Act of 1983, and the Housing and Community Development Act of 1987, and the Department of Housing and Urban Development has adopted regulations pursuant thereto (hereinafter jointly referred to as the "Act"); and
- B. WHEREAS, the Congress has found and declared that the Nation's cities, towns and small urban communities face critical social, economic and environmental problems; and
- C. WHEREAS, the Congress has further found and declared that the future welfare of the Nation and the well-being of its citizens depend on the establishment and maintenance of viable urban communities as social, economic and political entities; and

D. WHEREAS, the primary objective of the Act is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income.

E. WHEREAS, consistent with this primary objective, the Federal assistance provided in this Act is for the support of community development activities which are directed toward the following specific objectives:

- (1) The elimination of slums, blight and the prevention of blighting influences and the deterioration of property and neighborhood and community facilities of importance to the welfare of the community, principally persons of low and moderate income; and
- (2) The elimination of conditions which are detrimental to health, safety, and public welfare, through code enforcement, demolition, interim rehabilitation assistance, and related activities; and
- (3) The conservation and expansion of the Nation's housing stock in order to provide a decent home and a suitable living environment for all persons, but principally those of low and moderate income; and
- (4) The expansion and improvement of the quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development of viable urban communities;
- (5) A more rational utilization of land and other natural resources and the better arrangement of residential, commercial, industrial, recreational, and other needed activity centers; and
- (6) The reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial de-concentration of housing opportunities for persons of lower income and the revitalization of deteriorating or deteriorated neighborhoods to attract persons of higher income; and

- (7) The restoration and preservation of properties of special value for historic, architectural, or aesthetic reasons; and
- (8) The alleviation of physical and economic distress through the stimulation of private investment and community revitalization in areas with population out-migration or a stagnating or declining tax base; and
- (9) The conservation of the Nation's scarce energy resources, improvement of energy efficiency, and the provision of alternative and renewable energy sources.

- F. WHEREAS, it is found that certain of these objectives are pertinent to the concerns and needs of the COUNTY and its communities; and
- G. WHEREAS, on February 6, 1984 the COUNTY and the CITY entered into an intergovernmental agreement wherein they agreed to join together with other units of general local government to qualify the COUNTY as an urban county for federal Housing and Community Development block grant funds; and
- H. WHEREAS, on November 17, 1986, October 12, 1989, October 31, 1991, July 14, 1994, August 7, 1997 and August 7, 2000, the COUNTY and the CITY renewed the intergovernmental agreement to continue the County's urban county qualification; and
- I. WHEREAS, this agreement is scheduled to terminate on June 30, 2004; and
- J. WHEREAS, continued eligibility for block grant funds as an urban county depends on continuation of such intergovernmental agreements; and
- K. WHEREAS, the Department of Housing and Urban Development has specified the minimum provisions which must be included within any intergovernmental agreement into which local governments enter to qualify for urban county eligibility;

NOW, THEREFORE, providing that Multnomah County can continue to meet necessary criteria for participation in the Community Development Block Grant Program as an urban county and the HOME Investment Partnership Program as a member of the Portland HOME Consortium, and in consideration of the mutual promises made herein and the mutual benefits received hereunder, the parties

agree as follows:

- (1) The CITY and the COUNTY agree to cooperate in undertaking, or assist in undertaking, community renewal and lower income housing activities, specifically urban renewal and publicly assisted housing.
- (2) The CITY authorizes the inclusion of its population for purposes of the Act; and joins together with other units of general local government to qualify the COUNTY as an urban county for Housing and Community Development Act block grant funds.
- (3) The CITY may not apply for grants under the Small Cities or State CDBG Programs from appropriations for fiscal years during the period in which it is participating in the urban county's CDBG program; and
- (4) The CITY may not participate in a HOME consortium except through the urban county, regardless of whether the urban county receives a HOME formula allocation.
- (5) The COUNTY, as the applicant, assumes full responsibility, including final decision-making, and also assumes all obligations of an applicant as specified in the Act and the regulations thereunder.
- (6) For the purposes of updating the Community Development and Housing Plan and Annual Community Development Program for an additional three years as required by Title I of the Act, a Policy Advisory Board is hereby retained which shall advise the COUNTY on program policies and project selection.

Said Policy Advisory Board shall be composed of one representative or a designated alternate from each unit of general government executing these intergovernmental agreements. Each such representative shall have one vote on said board. Each such representative shall be a public official or employee of said unit of government.

- (7) The COUNTY and CITY agree to take all required actions to comply with the provisions of Section 109 and Section 104(b) of Title I of the Housing and Community

Development Act of 1974, as amended; Title I of the National Affordable Housing Act of 1990; the National Environmental Policy Act of 1969; Title VI of the Civil Rights Act of 1964; Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988; Executive Order 11988, Section 3 of the Housing and Urban Development Act of 1968; and other applicable civil rights laws.

- (8) The COUNTY shall not fund any activities in the CITY or in support of the CITY that does not affirmatively further fair housing within its own jurisdiction or that impedes the COUNTY'S actions to comply with its fair housing certification.
- (9) The CITY supports the COUNTY's adoption and enforcement of a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations.
- (10) The CITY supports the COUNTY's adoption and enforcement of a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- (11) Pursuant to 24 CFR 570.501(b), the CITY is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement set forth in 24 CFR 570.503.
- (12) The COUNTY and CITY will cooperatively undertake the necessary actions, as determined by the COUNTY, to carry out a community development program and approved Consolidated Plan, and/or meet other requirements of the CDBG and HOME programs and other applicable laws.
- (13) This agreement shall remain in full force and effect from the date of execution for the program years commencing on July 1, 2004 through June 30, 2007 inclusive, and any additional time as may be required for the expenditure of related block grant funds or income generated from such funds, provided that the COUNTY qualifies as an urban county under, and block

grant funding is allocated to the COUNTY pursuant to, the Act. The COUNTY and the CITY may not terminate or withdraw from this Agreement while the Agreement remains in effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this _____ day of _____, 2003.

MULTNOMAH COUNTY, OREGON

CITY OF MAYWOOD PARK

By: Lorenzo T. Poe, Jr.
Lorenzo T. Poe, Jr., Director
Office of School and Community
Partnerships

By: Diane M. Linn
Diane M. Linn, Chair
Board of County Commissioners

By: _____
Mark Hardie, Mayor of Maywood
Park

I hereby find that the terms and provisions of this Intergovernmental Agreement are fully authorized under State and local law and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing.

REVIEWED:

Katie Gaetjens
Katie Gaetjens
Assistant County Attorney

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-5 DATE 06.19.03
DEB BOGSTAD, BOARD CLERK

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: C-6

Est. Start Time: 9:30 AM

Date Submitted: 06/09/03

Requested Date: June 19, 2003

Time Requested: 10 minutes

Department: Office of School & Community Partnerships

Division: Housing & Public Works

Contact/s: HC Tupper

Phone: 503 988-3114

Ext.: 83114

I/O Address: 166/200

Presenters: HC Tupper

Agenda Title: Government Revenue Contract (190 Agreement) 0410456 with the City of Troutdale to Continue the Multnomah County Community Development Block Grant Consortium for the Program Years July 1, 2004 – June 30, 2007

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

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

The Office of School and Community Partnerships requests that the Board of County Commissioners review and approve the attached intergovernmental agreements to extend the Multnomah County Community Development Block Grant (CDBG) Consortium for the program years beginning July 1, 2004 and ending June 30, 2007. Since 1984, the County and the cities of Fairview, Lake Oswego, Wood Village, Troutdale and Maywood Park have participated in the CDBG Consortium to receive federal CDBG grant funds directly from the US Department of Housing and Urban Development. Each participating local government must adopt the attached Intergovernmental Agreement and provide the fully executed agreements to the local HUD office by July 11, 2003 in order to continue receiving CDBG funds for the 2004-07 program years.

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

The Community Development Act of 1974 and Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended, allows local governments to form

consortia for the purpose of obtaining direct federal funding under the US Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. By applying jointly as a consortium, the population of the participating cities and unincorporated urban Multnomah County is sufficient to qualify our local consortium as an Urban County Entitlement area. This allows these federal funds to come directly to Multnomah County. The CDBG program makes monies available to local governments to benefit low and moderate income households through the provision of social services, public works projects and promoting housing opportunity.

The cities of Fairview, Troutdale, Wood Village, Maywood Park, a part of Lake Oswego and Multnomah County have participated in a Consortium since 1984 to receive funds under the CDBG program to support local community services and affordable housing activities. The participating members each provide a participant in the Policy Advisory Board that makes funding recommendations to the Board of County Commissioners regarding the use of CDBG funds. The Policy Advisory Board also makes recommendations regarding the County's portion of the federal HOME Investment Partnership funds to the Board of Commissioners. As the lead agency in the CDBG Consortium, the County has also participated in preparing the five-year Consolidated Plan that guides utilization of HOME and CDBG funds. The current Consolidated Plan is effective for fiscal years 2000-2005. During each year the Consolidated Plan's policy and planning priorities are effective, one-year Action Plans for implementing actual housing activities and services.

The amount of CDBG funding awarded to the Multnomah County Consortium each year is determined by HUD according to a formula counting the eligible low and moderate income populations within the jurisdictional boundaries of the Consortium. The CDBG Consortium is renewed on a three-year cycle with specific steps dictated by HUD. Each of the small cities within the CDBG Consortium has been given the opportunity to opt out of the Consortium. Each city has expressed a desire to continue participating in the Consortium. The CDBG Consortium has established an effective track record of meeting local concerns and fairly disbursing the available funds. In the present program year the County CDBG grant resources are approximately \$395,000 and its allocation as a member of the Portland HOME Consortium is \$185,000.

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

These intergovernmental agreements are basically cooperative agreements. There is no budgetary impact. The costs for administering the grant are paid from the grant; no general fund support is required.

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

If a budget modification, explain:

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

- ❖ When the grant expires, what are funding plans?

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

None Anticipated.

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

The five-year Consolidated Plan and yearly Action Plans have been exhaustively reviewed in public meetings before the joint Housing and Community Development Commission. The Consolidated Plan was also adopted in a public meeting before the Board of Commissioners. The annual award of CDBG and HOME funds controlled by the County is made in public meetings and before the Board of Commissioners. The participating members of the CDBG Consortium will approve the intergovernmental agreements in public meetings before their respective city councils.

Please feel free to contact HC Tupper from the Office of School and Community Partnerships at X83114 should you wish to discuss this material.

Required Signatures:



Department/Agency Director:

Date: 06/02/03

Budget Analyst

By: _____

Date:

Dept/Countywide HR

By: _____

Date:

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

(See Administrative Procedure CON-1)

Contract #: 0410456

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

Amendment #: 0

Class I	Class II	Class III A
Contracts \$75,000 and less per 12 month period	Contracts over \$75,000 per 12 month period	<input checked="" type="checkbox"/> Government Contracts (190 Agreement)
<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue
		Class III B
		<input type="checkbox"/> Government Contracts (Non-190 Agreement)
		<input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue
		<input type="checkbox"/> Interdepartmental Contracts

Department: Office Of School & Community Partnerships

Division: Community Services

Date: June 10, 2003

Originator: H. C. Tupper

Phone: 83114

Bldg/Rm: 166/2

Contact: Patty Doyle

Phone: 24418

Bldg/Rm: 166/2

Description of Contract: This agreement is concerning the cooperative participation in the Urban County Qualification for the Community Development Block Grant Program and the Home Investment Partnership Program for FY 2004-06.

RENEWAL: <input checked="" type="checkbox"/>	PREVIOUS CONTRACT #(S): 0102418
RFP/BID: _____	RFP/BID DATE: _____
EXEMPTION #: _____	_____
EFFECTIVE DATE: _____	EXPIRATION DATE: _____
CONTRACTOR IS: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> ESB <input type="checkbox"/> QRF State Cert# or <input type="checkbox"/> Self Cert <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> N/A (Check all boxes that apply)	

Contractor	City of Troutdale		
Address	104 SE Kibling		
City/State	Troutdale, OR		
Zip Code	97060		
Phone	503.665.5175		
Employer ID# or SS#	_____		
Contract Effective Date	July 1, 2004	Term Date	June 30, 2007
Amendment Effect Date	_____	New Term Date	_____
Original Contract Amount \$	0	Original Requirements Amount	\$ 0
Total Amt of Previous Amendments \$	0	Total Amt of Previous Amendments	\$ 0
Amount of Amendment \$	0	Requirements Amount Amendment	\$ 0
Total Amount of Agreement \$	0	Total Amount of Requirements	\$ 0

REQUIRED SIGNATURES

Department Manager

Lorenzo T. Poe Jr.

DATE 6/10/03

Purchasing Manager

Latie Doyle

DATE

County Attorney

Chris W. J.

DATE 6/10/03

County Chair

DATE 6.19.03

Sheriff

DATE

Contract Administration

DATE

COMMENTS:

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-6 DATE 6.19.03
DEB BOGSTAD, BOARD CLERK

INTERGOVERNMENTAL AGREEMENT

between

MULTNOMAH COUNTY and CITY OF TROUTDALE

for the

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM and
HOME INVESTMENT PARTNERSHIP PROGRAM

PROGRAM YEARS 2004 - 2007

This Agreement is entered into between Multnomah County (COUNTY), a political subdivision of the State of Oregon, and the City of Troutdale (CITY), a municipal corporation of the State of Oregon within Multnomah County, for the cooperation of units of local government under the authority of ORS 190.010. It will become effective upon adoption by the parties and will continue until terminated as provided herein.

The circumstances surrounding the making of this Agreement are as follows:

- A. WHEREAS, the Congress of the United States has enacted the National Affordable Housing Act of 1990 and the Housing and Community Development Act of 1974 with amendments made by the Housing and Urban-Rural Recovery Act of 1983, and the Housing and Community Development Act of 1987, and the Department of Housing and Urban Development has adopted regulations pursuant thereto (hereinafter jointly referred to as the "Act"); and
- B. WHEREAS, the Congress has found and declared that the Nation's cities, towns and small urban communities face critical social, economic and environmental problems; and
- C. WHEREAS, the Congress has further found and declared that the future welfare of the Nation and the well-being of its citizens depend on the establishment and maintenance of viable urban communities as social, economic and political entities; and

- D. WHEREAS, the primary objective of the Act is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income.
- E. WHEREAS, consistent with this primary objective, the Federal assistance provided in this Act is for the support of community development activities which are directed toward the following specific objectives:
- (1) The elimination of slums, blight and the prevention of blighting influences and the deterioration of property and neighborhood and community facilities of importance to the welfare of the community, principally persons of low and moderate income; and
 - (2) The elimination of conditions which are detrimental to health, safety, and public welfare, through code enforcement, demolition, interim rehabilitation assistance, and related activities; and
 - (3) The conservation and expansion of the Nation's housing stock in order to provide a decent home and a suitable living environment for all persons, but principally those of low and moderate income; and
 - (4) The expansion and improvement of the quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development of viable urban communities;
 - (5) A more rational utilization of land and other natural resources and the better arrangement of residential, commercial, industrial, recreational, and other needed activity centers; and
 - (6) The reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial de-concentration of housing opportunities for persons of lower income and the revitalization of deteriorating or deteriorated neighborhoods to attract persons of higher income; and

- (7) The restoration and preservation of properties of special value for historic, architectural, or aesthetic reasons; and
 - (8) The alleviation of physical and economic distress through the stimulation of private investment and community revitalization in areas with population out-migration or a stagnating or declining tax base; and
 - (9) The conservation of the Nation's scarce energy resources, improvement of energy efficiency, and the provision of alternative and renewable energy sources.
- F. WHEREAS, it is found that certain of these objectives are pertinent to the concerns and needs of the COUNTY and its communities; and
- G. WHEREAS, on February 6, 1984 the COUNTY and the CITY entered into an intergovernmental agreement wherein they agreed to join together with other units of general local government to qualify the COUNTY as an urban county for federal Housing and Community Development block grant funds; and
- H. WHEREAS, on November 17, 1986, October 12, 1989, October 31, 1991, July 14, 1994, August 7, 1997 and July 28, 2000, the COUNTY and the CITY renewed the intergovernmental agreement to continue the County's urban county qualification; and
- I. WHEREAS, this agreement is scheduled to terminate on June 30, 2004; and
- J. WHEREAS, continued eligibility for block grant funds as an urban county depends on continuation of such intergovernmental agreements; and
- K. WHEREAS, the Department of Housing and Urban Development has specified the minimum provisions which must be included within any intergovernmental agreement into which local governments enter to qualify for urban county eligibility;

NOW, THEREFORE, providing that Multnomah County can continue to meet necessary criteria for participation in the Community Development Block Grant Program as an urban county and the HOME Investment Partnership Program as a member of the Portland HOME Consortium, and in consideration of the mutual promises made herein and the mutual benefits received hereunder, the parties

agree as follows:

- (1) The CITY and the COUNTY agree to cooperate in undertaking, or assist in undertaking, community renewal and lower income housing activities, specifically urban renewal and publicly assisted housing.
- (2) The CITY authorizes the inclusion of its population for purposes of the Act; and joins together with other units of general local government to qualify the COUNTY as an urban county for Housing and Community Development Act block grant funds.
- (3) The CITY may not apply for grants under the Small Cities or State CDBG Programs from appropriations for fiscal years during the period in which it is participating in the urban county's CDBG program; and
- (4) The CITY may not participate in a HOME consortium except through the urban county, regardless of whether the urban county receives a HOME formula allocation.
- (5) The COUNTY, as the applicant, assumes full responsibility, including final decision-making, and also assumes all obligations of an applicant as specified in the Act and the regulations thereunder.
- (6) For the purposes of updating the Community Development and Housing Plan and Annual Community Development Program for an additional three years as required by Title I of the Act, a Policy Advisory Board is hereby retained which shall advise the COUNTY on program policies and project selection.

Said Policy Advisory Board shall be composed of one representative or a designated alternate from each unit of general government executing these intergovernmental agreements. Each such representative shall have one vote on said board. Each such representative shall be a public official or employee of said unit of government.

- (7) The COUNTY and CITY agree to take all required actions to comply with the provisions of Section 109 and Section 104(b) of Title I of the Housing and Community

Development Act of 1974, as amended; Title I of the National Affordable Housing Act of 1990; the National Environmental Policy Act of 1969; Title VI of the Civil Rights Act of 1964; Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988; Executive Order 11988, Section 3 of the Housing and Urban Development Act of 1968; and other applicable civil rights laws.

- (8) The COUNTY shall not fund any activities in the CITY or in support of the CITY that does not affirmatively further fair housing within its own jurisdiction or that impedes the COUNTY'S actions to comply with its fair housing certification.
- (9) The CITY supports the COUNTY's adoption and enforcement of a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations.
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- (13) This agreement shall remain in full force and effect from the date of execution for the program years commencing on July 1, 2004 through June 30, 2007 inclusive, and any additional time as may be required for the expenditure of related block grant funds or income generated from such funds, provided that the COUNTY qualifies as an urban county under, and block

grant funding is allocated to the COUNTY pursuant to, the Act. The COUNTY and the CITY may not terminate or withdraw from this Agreement while the Agreement remains in effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this _____ day of _____, 2003.

MULTNOMAH COUNTY, OREGON

CITY OF TROUTDALE

By: Lorenzo T. Poe Jr. mbs
Lorenzo Poe, Jr., Director
Office of School and Community Partnerships

By: Diane M. Linn
Diane M. Linn, Chair
Board of County Commissioners

By: _____
Paul Thalhofer: Mayor of
Troutdale

I hereby find that the terms and provisions of this Intergovernmental Agreement are fully authorized under State and local law and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing.

REVIEWED:

Katie Gaetjens
Katie Gaetjens
Assistant County Attorney

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-6 DATE 06.19.03
DEB BOGSTAD, BOARD CLERK

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: C-7

Est. Start Time: 9:30 AM

Date Submitted: 06/09/03

Requested Date: June 19, 2003

Time Requested: 10 minutes

Department: Office of School & Community Partnerships

Division: Housing & Public Works

Contact/s: HC Tupper

Phone: 503 988-3114

Ext.: 83114

I/O Address: 166/200

Presenters: HC Tupper

Agenda Title: Government Revenue Contract (190 Agreement) 0410457 with the City of Wood Village to Continue the Multnomah County Community Development Block Grant Consortium for the Program Years July 1, 2004 – June 30, 2007

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

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

The Office of School and Community Partnerships requests that the Board of County Commissioners review and approve the attached intergovernmental agreements to extend the Multnomah County Community Development Block Grant (CDBG) Consortium for the program years beginning July 1, 2004 and ending June 30, 2007. Since 1984, the County and the cities of Fairview, Lake Oswego, Wood Village, Troutdale and Maywood Park have participated in the CDBG Consortium to receive federal CDBG grant funds directly from the US Department of Housing and Urban Development. Each participating local government must adopt the attached Intergovernmental Agreement and provide the fully executed agreements to the local HUD office by July 11, 2003 in order to continue receiving CDBG funds for the 2004-07 program years.

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

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consortia for the purpose of obtaining direct federal funding under the US Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. By applying jointly as a consortium, the population of the participating cities and unincorporated urban Multnomah County is sufficient to qualify our local consortium as an Urban County Entitlement area. This allows these federal funds to come directly to Multnomah County. The CDBG program makes monies available to local governments to benefit low and moderate income households through the provision of social services, public works projects and promoting housing opportunity.

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

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

- ❖ When the grant expires, what are funding plans?

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

None Anticipated.

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

The five-year Consolidated Plan and yearly Action Plans have been exhaustively reviewed in public meetings before the joint Housing and Community Development Commission. The Consolidated Plan was also adopted in a public meeting before the Board of Commissioners. The annual award of CDBG and HOME funds controlled by the County is made in public meetings and before the Board of Commissioners. The participating members of the CDBG Consortium will approve the intergovernmental agreements in public meetings before their respective city councils.

Please feel free to contact HC Tupper from the Office of School and Community Partnerships at X83114 should you wish to discuss this material.

Required Signatures:

Juliano T. Pae Tr.

Department/Agency Director:

Date: 06/02/03

Budget Analyst

By: _____

Date:

Dept/Countywide HR

By: _____

Date:

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

(See Administrative Procedure CON-1)

Contract #: 0410457

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

Amendment #: 0

Class I Contracts \$75,000 and less per 12 month period	Class II Contracts over \$75,000 per 12 month period	Class III A <input checked="" type="checkbox"/> Government Contracts (190 Agreement)
<input type="checkbox"/> Professional Services Contracts	<input type="checkbox"/> Professional Services Contracts	<input type="checkbox"/> Expenditure <input checked="" type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue
<input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts	<input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts	Class III B <input type="checkbox"/> Government Contracts (Non-190 Agreement)
<input type="checkbox"/> Architectural & Engineering Contracts	<input type="checkbox"/> Architectural & Engineering Contracts	<input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue
<input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Interdepartmental Contracts

Department: Office Of School & Community Partnerships Division: Community Services Date: June 10, 2003

Originator: H. C. Tupper Phone: 83114 Bldg/Rm: 166/2

Contact: Patty Doyle Phone: 24418 Bldg/Rm: 166/2

Description of Contract: This agreement is concerning the cooperative participation in the Urban County Qualification for the Community Development Block Grant Program and the Home Investment Partnership Program for FY 2004-06.

RENEWAL <input checked="" type="checkbox"/>	PREVIOUS CONTRACT #(S): 0102408
RFP/BID:	RFP/BID DATE:
EXEMPTION #:	
EFFECTIVE DATE:	EXPIRATION DATE:
CONTRACTOR IS: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> ESB <input type="checkbox"/> QRF State Cert# or <input type="checkbox"/> Self Cert <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> N/A (Check all boxes that apply)	

Contractor City of Wood Village	Remittance Address
Address 2055 NE 238TH Drive	(If different)
City/State Wood Village, OR	
Zip Code 97060	Payment Schedule / Terms
Phone 503.667.6211	<input type="checkbox"/> Lump Sum \$ <input type="checkbox"/> Due on Receipt
Employer ID# or SS# 936.00.9021	<input type="checkbox"/> Monthly \$ <input type="checkbox"/> Net 30
Contract Effective Date July 1, 2004 Term Date June 30, 2007	<input type="checkbox"/> Other \$ <input type="checkbox"/> Other
Amendment Effect Date	New Term Date
Original Contract Amount \$ 0	<input type="checkbox"/> Requirements Funding Info:
Total Amt of Previous Amendments \$ 0	Original Requirements Amount \$ 0
Amount of Amendment \$ 0	Total Amt of Previous Amendments \$ 0
Total Amount of Agreement \$ 0	Requirements Amount Amendment \$ 0
	Total Amount of Requirements \$ 0

REQUIRED SIGNATURES

Department Manager Lorenzo T. Poon DATE 6/10/03

Purchasing Manager Katie Smith DATE 6/10/03

County Attorney Cham DATE 6.19.03

County Chair Cham DATE 6.19.03

Sheriff _____ DATE _____

Contract Administration _____ DATE _____

COMMENTS:

Exhibit A, Rev. 03/07/03

C:\Documents and Settings\tupperh\Local Settings\Temporary Internet Files\OLK25\CAF_WoodVillage.doc

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-7 DATE 06.19.03

DEB BOGSTAD, BOARD CLERK

INTERGOVERNMENTAL AGREEMENT

between

MULTNOMAH COUNTY and CITY OF WOOD VILLAGE

for the

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM and
HOME INVESTMENT PARTNERSHIP PROGRAM

PROGRAM YEARS 2004 - 2007

This Agreement is entered into between Multnomah County (COUNTY), a political subdivision of the State of Oregon, and the City of Wood Village (CITY), a municipal corporation of the State of Oregon within Multnomah County, for the cooperation of units of local government under the authority of ORS 190.010. It will become effective upon adoption by the parties and will continue until terminated as provided herein.

The circumstances surrounding the making of this Agreement are as follows:

- A. WHEREAS, the Congress of the United States has enacted the National Affordable Housing Act of 1990 and the Housing and Community Development Act of 1974 with amendments made by the Housing and Urban-Rural Recovery Act of 1983, and the Housing and Community Development Act of 1987, and the Department of Housing and Urban Development has adopted regulations pursuant thereto (hereinafter jointly referred to as the "Act"); and
- B. WHEREAS, the Congress has found and declared that the Nation's cities, towns and small urban communities face critical social, economic and environmental problems; and
- C. WHEREAS, the Congress has further found and declared that the future welfare of the Nation and the well-being of its citizens depend on the establishment and maintenance of viable urban communities as social, economic and political entities; and

D. WHEREAS, the primary objective of the Act is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income.

E. WHEREAS, consistent with this primary objective, the Federal assistance provided in this Act is for the support of community development activities which are directed toward the following specific objectives:

- (1) The elimination of slums, blight and the prevention of blighting influences and the deterioration of property and neighborhood and community facilities of importance to the welfare of the community, principally persons of low and moderate income; and
- (2) The elimination of conditions which are detrimental to health, safety, and public welfare, through code enforcement, demolition, interim rehabilitation assistance, and related activities; and
- (3) The conservation and expansion of the Nation's housing stock in order to provide a decent home and a suitable living environment for all persons, but principally those of low and moderate income; and
- (4) The expansion and improvement of the quantity and quality of community services, principally for persons of low and moderate income, which are essential for sound community development of viable urban communities;
- (5) A more rational utilization of land and other natural resources and the better arrangement of residential, commercial, industrial, recreational, and other needed activity centers; and
- (6) The reduction of the isolation of income groups within communities and geographical areas and the promotion of an increase in the diversity and vitality of neighborhoods through the spatial de-concentration of housing opportunities for persons of lower income and the revitalization of deteriorating or deteriorated neighborhoods to attract persons of higher income; and

- (7) The restoration and preservation of properties of special value for historic, architectural, or aesthetic reasons; and
 - (8) The alleviation of physical and economic distress through the stimulation of private investment and community revitalization in areas with population out-migration or a stagnating or declining tax base; and
 - (9) The conservation of the Nation's scarce energy resources, improvement of energy efficiency, and the provision of alternative and renewable energy sources.
- F. WHEREAS, it is found that certain of these objectives are pertinent to the concerns and needs of the COUNTY and its communities; and
- G. WHEREAS, on February 6, 1984 the COUNTY and the CITY entered into an intergovernmental agreement wherein they agreed to join together with other units of general local government to qualify the COUNTY as an urban county for federal Housing and Community Development block grant funds; and
- H. WHEREAS, on November 17, 1986, October 12, 1989, October 31, 1991, July 14, 1994, August 7, 1997 and August 9, 2000, the COUNTY and the CITY renewed the intergovernmental agreement to continue the County's urban county qualification; and
- I. WHEREAS, this agreement is scheduled to terminate on June 30, 2004; and
- J. WHEREAS, continued eligibility for block grant funds as an urban county depends on continuation of such intergovernmental agreements; and
- K. WHEREAS, the Department of Housing and Urban Development has specified the minimum provisions which must be included within any intergovernmental agreement into which local governments enter to qualify for urban county eligibility;

NOW, THEREFORE, providing that Multnomah County can continue to meet necessary criteria for participation in the Community Development Block Grant Program as an urban county and the HOME Investment Partnership Program as a member of the Portland HOME Consortium, and in consideration of the mutual promises made herein and the mutual benefits received hereunder, the parties

agree as follows:

- (1) The CITY and the COUNTY agree to cooperate in undertaking, or assist in undertaking, community renewal and lower income housing activities, specifically urban renewal and publicly assisted housing.
- (2) The CITY authorizes the inclusion of its population for purposes of the Act; and joins together with other units of general local government to qualify the COUNTY as an urban county for Housing and Community Development Act block grant funds.
- (3) The CITY may not apply for grants under the Small Cities or State CDBG Programs from appropriations for fiscal years during the period in which it is participating in the urban county's CDBG program; and
- (4) The CITY may not participate in a HOME consortium except through the urban county, regardless of whether the urban county receives a HOME formula allocation.
- (5) The COUNTY, as the applicant, assumes full responsibility, including final decision-making, and also assumes all obligations of an applicant as specified in the Act and the regulations thereunder.
- (6) For the purposes of updating the Community Development and Housing Plan and Annual Community Development Program for an additional three years as required by Title I of the Act, a Policy Advisory Board is hereby retained which shall advise the COUNTY on program policies and project selection.

Said Policy Advisory Board shall be composed of one representative or a designated alternate from each unit of general government executing these intergovernmental agreements. Each such representative shall have one vote on said board. Each such representative shall be a public official or employee of said unit of government.

- (7) The COUNTY and CITY agree to take all required actions to comply with the provisions of Section 109 and Section 104(b) of Title I of the Housing and Community

Development Act of 1974, as amended; Title I of the National Affordable Housing Act of 1990; the National Environmental Policy Act of 1969; Title VI of the Civil Rights Act of 1964; Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988; Executive Order 11988, Section 3 of the Housing and Urban Development Act of 1968; and other applicable civil rights laws.

- (8) The COUNTY shall not fund any activities in the CITY or in support of the CITY that does not affirmatively further fair housing within its own jurisdiction or that impedes the COUNTY'S actions to comply with its fair housing certification.
- (9) The CITY supports the COUNTY's adoption and enforcement of a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations.
- (10) The CITY supports the COUNTY's adoption and enforcement of a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- (11) Pursuant to 24 CFR 570.501(b), the CITY is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement set forth in 24 CFR 570.503.
- (12) The COUNTY and CITY will cooperatively undertake the necessary actions, as determined by the COUNTY, to carry out a community development program and approved Consolidated Plan, and/or meet other requirements of the CDBG and HOME programs and other applicable laws.
- (13) This agreement shall remain in full force and effect from the date of execution for the program years commencing on July 1, 2004 through June 30, 2007 inclusive, and any additional time as may be required for the expenditure of related block grant funds or income generated from such funds, provided that the COUNTY qualifies as an urban county under, and block

grant funding is allocated to the COUNTY pursuant to, the Act. The COUNTY and the CITY may not terminate or withdraw from this Agreement while the Agreement remains in effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement this _____ day of _____, 2003.

MULTNOMAH COUNTY, OREGON

CITY OF WOOD VILLAGE

By: Lorenzo T. Poe, Jr.
Lorenzo T. Poe, Jr., Director
Office of School and Community
Partnerships

By: Diane M. Linn
Diane M. Linn, Chair
Board of County Commissioners

By: _____
David Fuller: Mayor of
Wood Village

I hereby find that the terms and provisions of this Intergovernmental Agreement are fully authorized under State and local law and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing.

REVIEWED:

Katie Gaetjens
Katie Gaetjens
Assistant County Attorney

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-7 DATE 06.19.03
DEB BOGSTAD, BOARD CLERK

AGENDA PLACEMENT REQUEST

BUD MOD #: MCSO-03 EXT-18

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-8 DATE 06.19.03
DEB BOGSTAD, BOARD CLERK

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: C-8

Est. Start Time: 9:30 AM

Date Submitted: 06/10/03

Requested Date: June 19, 2003

Time Requested: N/A

Department: Sheriff's Office

Division: Enforcement

Contact/s: Sharie Lewis

Phone: 503 988-4415

Ext.: 84415

I/O Address: 503/350

Presenters: Sharie Lewis & Sgt. Jason Gates

Agenda Title: Budget Modification MCSO-03 EXT-18 Appropriating \$2,836.21 of Revenue from the Oregon State Fire Marshals office to Purchase Equipment for Hazardous Materials Cleanup

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?** Board approval of bud mod
- 2. Please provide sufficient background information for the Board and the public to understand this issue.** This bud modification adds revenue in the HAZMAT Special Operations fund. These funds are collected from the Oregon State Fire Marshals office for our assistance in performing Hazardous Materials Cleanup throughout the Portland Metro area. These funds can only be used to purchase supplies and equipment for the MCSO Hazmat Team.
- 3. Explain the fiscal impact (current year and ongoing).**
This bud modification adds \$2836.21 of revenue in the HAZMAT Special Operations fund. These funds are collected from the Oregon State Fire Marshals office for our assistance in performing Hazardous Materials Cleanup throughout the Portland Metro

area. These funds can only be used to purchase supplies and equipment for the MCSO Hazmat Team. This is a dedicated fund and subject to indirect. The funds will be replenished every year depending on the number of clean-ups performed each year . No personnel are affected by this revenue generating source.

4. Explain any legal and/or policy issues.

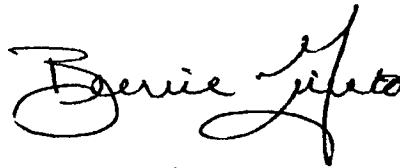
None

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

None

Required Signatures:

Department/Agency Director:



Date: 6/10/03

Budget Analyst

By:

Christian Yeager

Date: 06/10/03

Dept/Countywide HR

By:

Date:

BUDGET MODIFICATION: # MCSO 03-EXT- 18

EXPENDITURES & REVENUES

This bud mod is to create a dedicated budget for Hazmat.

Budget Fiscal Year: 02/03

Line No.	Fund Center	Fund Code	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center						
1	60-53	1516			SOENF.HZT3	50236	-	(2,836.21)	(2,836.21)	IG-Charges for Services
2	60-53	1516			SOENF.HZT3	60240	-	1,294.36	1,294.36	Supplies
3	60-53	1516			SOENF.HZT3	60260	-	1,503.22	1,503.22	Ed & Training
4	60-53	1516			SOENF.HZT3	60350	-	38.63	38.63	Indirect Costs
5								0		
6								0		
7								0		
8								0		
9								0		
10								0		
11								0		
12								0		
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22								0		
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24								0		
25								0		
26								0		
27								0		
28								0		
29								0		
								0	0	Total - Page 1
								0	0	GRAND TOTAL

#1

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

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 6/19/03

SUBJECT: Rate of Killing at Multnomah
County Animal ~~Control~~ Control

AGENDA NUMBER OR TOPIC: _____

FOR: _____ AGAINST: X THE ABOVE AGENDA ITEM

NAME: Justyne Moore

ADDRESS: 9721 NE 11th Ave.

CITY/STATE/ZIP: Vancouver, WA 98662

PHONE: DAYS: 360 910 5758 EVES: 360 896 4061

EMAIL: justbydesign@msn.com FAX: 360 896 7262

SPECIFIC ISSUE: The increased rate of killing at
MCAC, since the new director Mike Oswald
came on board.

WRITTEN TESTIMONY: _____

As a volunteer and concerned citizen, I
have witnessed Mike Oswald not working
with rescue groups, foster people or adoptive
families, but instead choosing to kill the dogs.

IF YOU WISH TO ADDRESS THE BOARD:

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

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

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

June 19, 2003

Hello my name is Justyne Moore. I would like to share with you a poem, and my experience at MCAC as a volunteer, foster mom and rescue person.

"There is an Indian legend which says when a human dies there is a bridge they must cross to enter into heaven. At the head of that bridge waits every animal that human encountered during their lifetime. The animals, based upon what they know of this person, decide which humans may cross the bridge.... and which are turned away."

I am a Native American. My father was full-blooded Oglala Sioux. Born and raised in Wamblee, South Dakota, on the reservation. I grew up with my father's beliefs. In the Indian religion, animals are very sacred. We are taught to honor them, and when they pass from this world, we help to release their spirit.

I have witnessed too many dogs losing their lives, not because they are vicious dogs and must be put to sleep for liability reasons. The reasons for their death at the hands of MCAC staff, range from stress, misuse of the temperament tests administered by an incompetent staff, minor bites, neglect and possible abuse by the staff, medical needs, the list goes on, and on.

Every dog I have been lucky enough to rescue from MCAC has been on the euthanasia list, or was heading in that direction because of mislabeling, the staff's inability to comfort an abused or neglected dog, stress, etc. One such sweet dog, a little 5 month old Chow Chow, was labeled as "insane, some wires crossed in her brain, withdrawn, staff member unable to approach her, needs to be put to sleep." All direct quotes from a staff member. I knew I needed to make every effort possible to save this sweet scared dog. With the help of friends, and the help of a well recognized trainer, Gail Amarose, I was able to save her from being killed. Her name is Chynna, and she is one of the sweetest loving dogs. She loves to give kisses and loves to be touched. She is one of the rare lucky ones to escape the death penalty associated with each dog who comes into MCAC.

Most recently several of the dogs I had either adoptive homes, rescues, sanctuaries, or foster homes for were killed. Not because myself or others did not do everything in our power to rescue them, but because Mike Oswald, the "new" director at MCAC has made the decision to not work with the available resources presented to him, for

each of these sweet dogs, but has decided instead to forego these resources and kill them. Does this look like the path to a "No-kill" shelter to you?

Sinatra, a beautiful blue-eyed pitbull, unable to be transferred to a rescue group, because he was labeled as a Tier III dog. The rescue person, Amanda Gribben of Pawsitively Pitbull begged the staff to release the dog to her. There were also two adopters for Sinatra. One of the adopters was unable to pick him up until Thursday of that week, due to her vacation. She called MCAC to find out about Sinatra, and was told, by the staff, he had been killed earlier in the day. How appalling is that to have a staff member tell a potential adopter that MCAC has killed your dog?

Then there is Bow Dee, an Akita. His only crime, being an Akita. I visited him in quarantine, and I would give him dog treats through the metal barricade. I would listen to him howl. I was unable to socialize with him, because he was in quarantine, and quarantine dogs are off limits. We had an adopter in Grants Pass, and a sanctuary in Coosbay, who were willing to rescue Bow Dee. Instead, Mike Oswald chose to kill him.

And my most recent heartbreak. Angel, a sweet AmStaff/English Bulldog mix who was killed on Wednesday, June, 18th. Reason for killing her, stress. I had an adopter for her too. The adopter came by the shelter on Tuesday, and was told the dog had been moved to D kennel, because of her Tier II status. Mike Oswald also signed her death sentence. The last time I saw Angel, I tried to take a picture of her, because I knew she was not doing well at the shelter. I was very concerned about her well being. Angel had always come to the front of her kennel for treats and pets, and love from me. On June 8th, she retreated to the back of the kennel and would not come forward, regardless of how much I spoke to her to let her know she was okay. I guess Angel knew her days were numbered. I was naïve to think I could rescue her before her time ran out.

When I first volunteered my time at MCAC, I would spend as much time as I could socializing with the dogs. Taking the time to comfort the abused and neglected dogs, letting them know, that someone cared. I always believed I was helping to make them more adoptable, by spending this time with them. They are happier, and present themselves better to the public. I believed this for the first three months I volunteered endless hours at MCAC. Today, my heart breaks, and I have not been able to go to MCAC in the last two weeks,

because I now know I am giving these sweet dogs their last doggie treat, their last bit of comfort, before they are killed. Their only crime, they were loose in Multnomah County, or were released by their owners, to await their time to be killed. This is not a shelter, where these sweet dogs are comforted, given playtime in the yards, treated with love and affection, instead this is a holding tank, where these sweet innocent dogs await their death sentence at the hands of MCAC staff, and Mike Oswald, the "new" director.

Thank you for your time today.

Justyne J. Moore
Just Rescued
(360) 910-5758



Dept of Business and Community Services

MULTNOMAH COUNTY OREGON

Animal Services Division

P.O. Box 698, 1700 West Historic Columbia River Hwy Troutdale, Oregon 97060
(503) 988-PETS (7387) Fax (503) 988-3002

June 8, 2003

Justyne Moore
9721 NE 111th Avenue
Vancouver, WA 98662

Dear Justyne;

This letter is intended to advise you of the code of behavior that is expected of visitors to the Multnomah County Animal Services ("MCAS") Shelter. Failure to comply with these expectations may result in a notice of infraction, fines, and/or exclusion from the shelter and the parking lot.

I have received recent reports from MCAS staff and citizens visiting the shelter that you have engaged in loud, disruptive, abusive, and harassing conduct. Multnomah County is committed to providing a facility open to the public to transact animal service needs and business. At the same time the County is likewise committed and obligated to provide its employees with a workplace free of hostility, intimidation, harassment and other unacceptable behavior.

Be advised that visitors to the shelter are expected to conduct themselves in a civil and courteous manner. The use of obscene language and verbal attacks against employees cannot and will not be tolerated.

In addition, it is not acceptable and it is a violation of the Multnomah County Code Section 13.500 (D) to hinder or interfere with MCAS' operations. I am aware of at least two instances in which you intentionally interfered with MCAS operations by intercepting animals in the parking lot of the Shelter in Troutdale. Be advised that the parking lot of the Shelter is County property. If you are interested in adopting or fostering an animal brought to the shelter, please contact John Rowton.

PLEASE BE ADVISED: Any future actions by you to verbally abuse or to harass County employees will result in your potential exclusion from the County's property; any actions by you to disrupt or interfere with Shelter operations will result in the issuance of a notice infraction to you and potential exclusion from County property. Please do not hesitate to contact me if you have any questions about these expectations and the consequences for failure to abide by them.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Oswald".

Mike Oswald, Director
Multnomah County Animal Services

Cc: County Attorney
Cecilia Johnson



Dept of Business and Community Services

MULTNOMAH COUNTY OREGON

Animal Services Division

P.O. Box 698, 1700 West Historic Columbia River Hwy Troutdale, Oregon 97060
(503) 988-PETS (7387) Fax (503) 988-3002

June 11, 2003

Justyne Moore
9721 NE 111th Avenue
Vancouver, WA 98662

Dear Justyne;

This letter is to inform you that you have been dismissed as a volunteer at Multnomah County Animal Services. Recent incidents reported to me from MCAS staff and citizens visiting the shelter that you have engaged in loud, disruptive, abusive, and harassing conduct. Multnomah County is committed to providing a facility open to the public to transact animal service needs and business. Our volunteer guidelines and expectations clearly identify this type of conduct as the non-negotiable actions or behavior that will result in dismissal from volunteer service.

Thank you for your volunteer service.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Oswald".

Mike Oswald, Director
Multnomah County Animal Services

"I looked at all the caged animals in the shelter...the cast-offs of human society. I saw in their eyes love and hope, fear and dread, sadness and betrayal. And I was angry. "God," I said, "this is terrible! Why don't you do something?" God was silent for a moment and then He spoke softly. I have done something," He replied. "I created you."

The Animals' Savior Copyright Jim Willis 1999

Angel MCAC 405043



6 8 83

June 19, 2003

Hello my name is Justyne Moore. I would like to share with you a poem, and my experience at MCAC as a volunteer, foster mom and rescue person.

"There is an Indian legend which says when a human dies there is a bridge they must cross to enter into heaven. At the head of that bridge waits every animal that human encountered during their lifetime. The animals, based upon what they know of this person, decide which humans may cross the bridge.... and which are turned away."

I am a Native American. My father was full-blooded Oglala Sioux. Born and raised in Wamblee, South Dakota, on the reservation. I grew up with my father's beliefs. In the Indian religion, animals are very sacred. We are taught to honor them, and when they pass from this world, we help to release their spirit.

I have witnessed too many dogs losing their lives, not because they are vicious dogs and must be put to sleep for liability reasons. The reasons for their death at the hands of MCAC staff, range from stress, misuse of the temperament tests administered by an incompetent staff, minor bites, neglect and possible abuse by the staff, medical needs, the list goes on, and on.

Every dog I have been lucky enough to rescue from MCAC has been on the euthanasia list, or was heading in that direction because of mislabeling, the staff's inability to comfort an abused or neglected dog, stress, etc. One such sweet dog, a little 5 month old Chow Chow, was labeled as "insane, some wires crossed in her brain, withdrawn, staff member unable to approach her, needs to be put to sleep." All direct quotes from a staff member. I knew I needed to make every effort possible to save this sweet scared dog. With the help of friends, and the help of a well recognized trainer, Gail Amarose, I was able to save her from being killed. Her name is Chynna, and she is one of the sweetest loving dogs. She loves to give kisses and loves to be touched. She is one of the rare lucky ones to escape the death penalty associated with each dog who comes into MCAC.

Most recently several of the dogs I had either adoptive homes, rescues, sanctuaries, or foster homes for were killed. Not because myself or others did not do everything in our power to rescue them, but because Mike Oswald, the "new" director at MCAC has made the decision to not work with the available resources presented to him, for

each of these sweet dogs, but has decided instead to forego these resources and kill them. Does this look like the path to a "No-kill" shelter to you?

Sinatra, a beautiful blue-eyed pitbull, unable to be transferred to a rescue group, because he was labeled as a Tier III dog. The rescue person, Amanda Gribben of Pawsitively Pitbull begged the staff to release the dog to her. There were also two adopters for Sinatra. One of the adopters was unable to pick him up until Thursday of that week, due to her vacation. She called MCAC to find out about Sinatra, and was told, by the staff, he had been killed earlier in the day. How appalling is that to have a staff member tell a potential adopter that MCAC has killed your dog?

Then there is Bow Dee, an Akita. His only crime, being an Akita. I visited him in quarantine, and I would give him dog treats through the metal barricade. I would listen to him howl. I was unable to socialize with him, because he was in quarantine, and quarantine dogs are off limits. We had an adopter in Grants Pass, and a sanctuary in Coosbay, who were willing to rescue Bow Dee. Instead, Mike Oswald chose to kill him.

And my most recent heartbreak. Angel, a sweet AmStaff/English Bulldog mix who was killed on Wednesday, June, 18th. Reason for killing her, stress. I had an adopter for her too. The adopter came by the shelter on Tuesday, and was told the dog had been moved to D kennel, because of her Tier II status. Mike Oswald also signed her death sentence. The last time I saw Angel, I tried to take a picture of her, because I knew she was not doing well at the shelter. I was very concerned about her well being. Angel had always come to the front of her kennel for treats and pets, and love from me. On June 8th, she retreated to the back of the kennel and would not come forward, regardless of how much I spoke to her to let her know she was okay. I guess Angel knew her days were numbered. I was naïve to think I could rescue her before her time ran out.

When I first volunteered my time at MCAC, I would spend as much time as I could socializing with the dogs. Taking the time to comfort the abused and neglected dogs, letting them know, that someone cared. I always believed I was helping to make them more adoptable, by spending this time with them. They are happier, and present themselves better to the public. I believed this for the first three months I volunteered endless hours at MCAC. Today, my heart breaks, and I have not been able to go to MCAC in the last two weeks,

because I now know I am giving these sweet dogs their last doggie treat, their last bit of comfort, before they are killed. Their only crime, they were loose in Multnomah County, or were released by their owners, to await their time to be killed. This is not a shelter, where these sweet dogs are comforted, given playtime in the yards, treated with love and affection, instead this is a holding tank, where these sweet innocent dogs await their death sentence at the hands of MCAC staff, and Mike Oswald, the "new" director.

Thank you for your time today.

Justyne J. Moore
Just Rescued
(360) 910-5758



Dept of Business and Community Services

MULTNOMAH COUNTY OREGON

Animal Services Division

P.O. Box 698, 1700 West Historic Columbia River Hwy Troutdale, Oregon 97060
(503) 988-PETS (7387) Fax (503) 988-3002

June 8, 2003

Justyne Moore
9721 NE 111th Avenue
Vancouver, WA 98662

Dear Justyne;

This letter is intended to advise you of the code of behavior that is expected of visitors to the Multnomah County Animal Services ("MCAS") Shelter. Failure to comply with these expectations may result in a notice of infraction, fines, and/or exclusion from the shelter and the parking lot.

I have received recent reports from MCAS staff and citizens visiting the shelter that you have engaged in loud, disruptive, abusive, and harassing conduct. Multnomah County is committed to providing a facility open to the public to transact animal service needs and business. At the same time the County is likewise committed and obligated to provide its employees with a workplace free of hostility, intimidation, harassment and other unacceptable behavior.

Be advised that visitors to the shelter are expected to conduct themselves in a civil and courteous manner. The use of obscene language and verbal attacks against employees cannot and will not be tolerated.

In addition, it is not acceptable and it is a violation of the Multnomah County Code Section 13.500 (D) to hinder or interfere with MCAS' operations. I am aware of at least two instances in which you intentionally interfered with MCAS operations by intercepting animals in the parking lot of the Shelter in Troutdale. Be advised that the parking lot of the Shelter is County property. If you are interested in adopting or fostering an animal brought to the shelter, please contact John Rowton.

PLEASE BE ADVISED: Any future actions by you to verbally abuse or to harass County employees will result in your potential exclusion from the County's property; any actions by you to disrupt or interfere with Shelter operations will result in the issuance of a notice infraction to you and potential exclusion from County property. Please do not hesitate to contact me if you have any questions about these expectations and the consequences for failure to abide by them.

Sincerely,

Mike Oswald, Director
Multnomah County Animal Services

Cc: County Attorney
Cecilia Johnson



Dept of Business and Community Services

MULTNOMAH COUNTY OREGON

Animal Services Division

P.O. Box 698, 1700 West Historic Columbia River Hwy Troutdale, Oregon 97060
(503) 988-PETS (7387) Fax (503) 988-3002

June 11, 2003

Justyne Moore
9721 NE 111th Avenue
Vancouver, WA 98662

Dear Justyne;

This letter is to inform you that you have been dismissed as a volunteer at Multnomah County Animal Services. Recent incidents reported to me from MCAS staff and citizens visiting the shelter that you have engaged in loud, disruptive, abusive, and harassing conduct. Multnomah County is committed to providing a facility open to the public to transact animal service needs and business. Our volunteer guidelines and expectations clearly identify this type of conduct as the non-negotiable actions or behavior that will result in dismissal from volunteer service.

Thank you for your volunteer service.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Oswald".

Mike Oswald, Director
Multnomah County Animal Services

"I looked at all the caged animals in the shelter...the cast-offs of human society. I saw in their eyes love and hope, fear and dread, sadness and betrayal. And I was angry. "God," I said, "this is terrible! Why don't you do something?" God was silent for a moment and then He spoke softly. I have done something," He replied. "I created you."

The Animals' Savior Copyright Jim Willis 1999

#2

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

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 6/20/03

SUBJECT: MCAC ethics

AGENDA NUMBER OR TOPIC: _____

FOR: _____ AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: Joy Gohl

ADDRESS: 1440 5 SE Ellis St

CITY/STATE/ZIP: Portland OR 97236

PHONE: _____ DAYS: 503-762-0939 EVES: _____

EMAIL: Joy@Adventurecruises.com FAX: _____

SPECIFIC ISSUE: MCAC

WRITTEN TESTIMONY: government ethics

IF YOU WISH TO ADDRESS THE BOARD:

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

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

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

BOGSTAD Deborah L

From: TURNER Kathy G
Sent: Wednesday, June 18, 2003 1:38 PM
To: BOGSTAD Deborah L
Subject: FW: Unanimous Consent Item: Confirm Agnes Sowle's Appointment to County Attorney

Importance: High

Here you go.

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

From: TURNER Kathy G
Sent: Wednesday, June 18, 2003 1:38 PM
To: BALL John; CRUZ Elena M; LINN Diane M; NAITO Lisa H; ROBERTS Lonnie J; ROJO DE STEFFEY Maria
Cc: SCHRAEDER Heather M; SMITH Andy J; CARROLL Mary P; COMITO Charlotte A; NAITO Terri W; ROMERO Shelli D; TURNER Kathy G; WALKER Gary R
Subject: Unanimous Consent Item: Confirm Agnes Sowle's Appointment to County Attorney
Importance: High

I have consulted with each office about the Chair's selection of Agnes Sowle as the new County Attorney and received positive responses from the majority of your offices. Because of Board absences and Agnes' vacation, tomorrow turns out to be the only date before July 10th that has both a Board quorum and Agnes present. We would like to start Agnes effective July 1. As a result, I have asked the Board Clerk to prepare the appropriate motions (two of them; one agreeing to consider it and a resolution confirming Agnes' appointment).

Let me know if this raises concerns.

FYI, we will be formally announcing the appointment tomorrow, as we are still in the process of notifying finalists that a selection has been made.

Kathy Turner
Chief of Staff
Office of Multnomah County Chair Diane Linn
501 SE Hawthorne Boulevard, Suite 600
Portland, OR 97214
503 988 3953/503 988 3093 fax
kathy.g.turner@co.multnomah.or.us

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Consent to Chair Appointment of Agnes Sowle as Chief Legal Officer of Multnomah County
and Director of the Office of County Attorney

The Multnomah County Board of Commissioners Finds:

- a. Pursuant to Multnomah County Code Chapter 7.200, the Office of County Attorney was established wherein the County Attorney is the Chief Legal Officer of the County and is the Office Director.
- b. Multnomah County Code Chapter 7.200 further established that the County Attorney shall be appointed by the Chair subject to consent of a majority of the entire Board.
- c. The Chair appoints Agnes Sowle as Chief Legal Officer of Multnomah County and Director of the Office of County Attorney, effective ~~immediately upon Board consent.~~
July 1, 2003.

The Multnomah County Board of Commissioners Resolves:

1. In accordance with Multnomah County Code Chapter 7.200, the Board consents to the appointment of County Attorney Agnes Sowle as Chief Legal Officer of Multnomah County and Director of the Office of County Attorney.

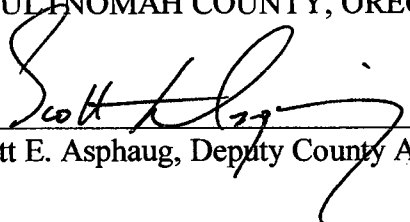
ADOPTED this 19th day of June, 2003.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
Scott E. Asphaug, Deputy County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 03-088

Consent to Chair Appointment of Agnes Sowle as Chief Legal Officer of Multnomah County and Director of the Office of County Attorney

The Multnomah County Board of Commissioners Finds:

- a. Pursuant to Multnomah County Code Chapter 7.200, the Office of County Attorney was established wherein the County Attorney is the Chief Legal Officer of the County and is the Office Director.
- b. Multnomah County Code Chapter 7.200 further established that the County Attorney shall be appointed by the Chair subject to consent of a majority of the entire Board.
- c. The Chair appoints Agnes Sowle as Chief Legal Officer of Multnomah County and Director of the Office of County Attorney, effective July 1, 2003.

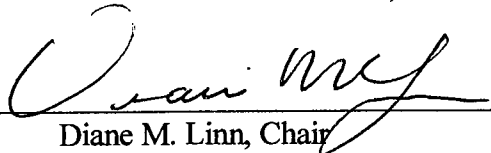
The Multnomah County Board of Commissioners Resolves:

1. In accordance with Multnomah County Code Chapter 7.200, the Board consents to the appointment of County Attorney Agnes Sowle as Chief Legal Officer of Multnomah County and Director of the Office of County Attorney.

ADOPTED this 19th day of June, 2003.

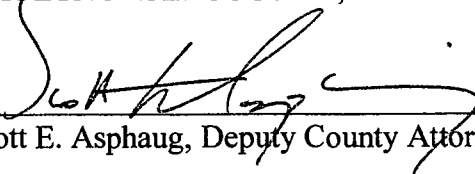


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Scott E. Asphaug, Deputy County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: R-1

Est. Start Time: 9:30 AM

Date Submitted: 06/02/03

Requested Date: Thursday, June 19, 2003 **Time Requested:** 2 minutes

Department: Non-Departmental **Division:** Chair's Office

Contact/s: John Kauffman, Katie Gaetjens

Phone: (503) 988-3720, (503) 988-3138 **I/O Address:** 503/500

Presenters: Katie Gaetjens

Agenda Title: RESOLUTION Proclaiming Election Results of Ballot Measure 26-48 Imposing Three-Year 1.25% Personal Income Tax for Public Schools, Public Safety and Human Services

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?** Adopt Resolution proclaiming election results of Ballot Measure 26-48 Imposing 3-Year 1.25% Income Tax.
2. **Please provide sufficient background information for the Board and the public to understand this issue.** On March 20, 2003, by Resolution 03-041, the Board submitted Measure 26-48, an ordinance imposing a temporary county personal income tax, to voters in a countywide election. On May 20, 2003, voters approved Measure 26-48, imposing a three-year 1.25% income tax for county schools, health and senior care and public safety. The Director of Elections has certified the election results to the Board. This resolution proclaims the election results as required under MCC § 5.107(F).
3. **Explain the fiscal impact (current year and ongoing). The temporary personal income tax will raise an estimated \$135 million annually.** About 75% of revenues from this measure will provide funds for the 2003-2004, 2004-2005, and 2005-2006 school years. Multnomah County schools may use the funds for services such as:

- Retaining teacher positions to maintain or improve student-teacher ratios;
- Maintaining instructional days to help ensure a full, 180 day school year;
- Funding programs and services that prepare students for college and the workforce;
- Communicating with citizens about achievement and accounting for the use of these tax dollars.

About 25% of revenues from this measure will provide funds for health care, mental health, senior services, and public safety. These funds will be used for services such as:

- Housing and living assistance to seniors and the disabled;
- Prescription drug assistance for low-income seniors;
- Emergency mental health services;
- Health, mental health and addiction treatment for offenders to help reduce recidivism;
- Prosecution of identity theft, stolen vehicles, theft, vandalism, criminal trespass and possession of controlled substances;
- Support for community courts;
- Restoration of jail beds;
- Juvenile justice and gang services - day reporting center, juvenile diversion, skill development, probation, gang outreach, receiving center/homeless youth;
- Community supervision of adult offenders;
- Restore alcohol and drug treatment for repeat offenders.

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

If a budget modification, explain: N/A

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain: N/A

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

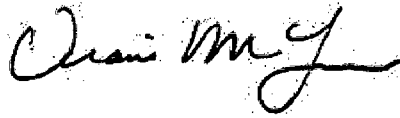
- ❖ Has this request been made before? When? What was the outcome?

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

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

4. Explain any legal and/or policy issues. N/A
5. Explain any citizen and/or other government participation that has or will take place. Voters approved Measure 26-48 imposing 3-year 1.25% income tax at May 20, 2003 election.

Required Signatures:



Department/Agency Director:

Date: 06/02/03

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

RUN DATE:06/04/03 08:22 AM

REPORT-EL111

PAGE 0001

COUNTY MEASURE 26-48 3-YR INCOME TAX

WITH 129 OF 129 PRECINCTS REPORTING

VOTE FOR 1

	Y E S	N O	O V V O E T R E S	U V N O D T E E R S
0001 PCT 0156	30	15	0	1
0002 PCT 0158	37	37	0	1
0003 PCT 0543	3	7	0	0
0004 PCT 0547	7	23	0	0
0005 PCT 0548	5	8	0	0
0006 PCT 0601	0	0	0	0
0007 PCT 1002	267	245	0	2
0008 PCT 1013	2104	796	0	15
0009 PCT 1025	1311	364	1	9
0010 PCT 1045	109	68	0	2
0011 PCT 1053	789	289	2	6
0012 PCT 1103	1155	422	2	6
0013 PCT 1156	1427	677	3	8
0014 PCT 1170	1858	840	1	16
0015 PCT 1183	871	478	0	7
0016 PCT 1205	1656	753	1	15
0017 PCT 1211	863	491	0	7
0018 PCT 1213	1251	671	0	4
0019 PCT 1222	1687	1035	1	15
0020 PCT 1224	1616	702	0	13
0021 PCT 1226	1173	497	0	10
0022 PCT 1230	1742	954	0	19
0023 PCT 1238	749	697	0	4
0024 PCT 1240	770	353	0	1
0025 PCT 1245	1830	1064	2	5
0026 PCT 1315	1226	529	1	13
0027 PCT 1321	895	753	0	8
0028 PCT 1400	529	489	3	4
0029 PCT 1500	177	184	1	3
0030 PCT 1504	450	532	0	8
0031 PCT 1505	167	305	1	3
0032 PCT 1507	145	117	0	4
0033 PCT 1515	536	313	0	6
0034 PCT 1546	366	323	0	2
0035 PCT 2002	843	865	1	6
0036 PCT 2026	909	771	1	11
0037 PCT 2029	980	829	0	8
0038 PCT 2077	1226	1147	0	9
0039 PCT 2086	1158	686	2	8
0040 PCT 2099	1056	346	2	10
0041 PCT 2100	1281	983	1	12
0042 PCT 2114	1236	733	0	12
0043 PCT 2143	571	731	1	3
0044 PCT 3000	982	809	0	5
0045 PCT 3002	1214	859	1	4
0046 PCT 3004	785	383	0	7
0047 PCT 3008	1390	695	2	6
0048 PCT 3058	1510	588	1	9
0049 PCT 3097	1558	477	0	14
0050 PCT 3113	1910	646	1	9
0051 PCT 3128	1984	723	1	10
0052 PCT 3144	1739	518	0	3

RUN DATE: 06/04/03 08:22 AM

REPORT-EL111

PAGE 0002

COUNTY MEASURE 26-48 3-YR INCOME TAX

WITH 129 OF 129 PRECINCTS REPORTING

VOTE FOR 1

	O V	U V
	V O	N O
Y	E T	D T
E	R E	E E
S	S	R S

(CONTINUED FROM PREVIOUS PAGE)

0053 PCT 3151	1776	407	1	17
0054 PCT 3177	1665	777	3	9
0055 PCT 3185	602	665	0	7
0056 PCT 3193	1758	774	1	14
0057 PCT 3240	1448	931	0	13
0058 PCT 3248	1112	492	1	2
0059 PCT 3253	1322	324	0	12
0060 PCT 3259	1946	457	1	20
0061 PCT 3274	1347	365	0	9
0062 PCT 3290	1764	718	3	4
0063 PCT 3297	581	497	0	5
0064 PCT 3307	741	810	2	7
0065 PCT 3311	776	863	0	5
0066 PCT 3315	522	530	1	1
0067 PCT 3322	572	741	0	2
0068 PCT 3327	525	552	1	11
0069 PCT 3329	950	1225	1	6
0070 PCT 3330	970	1102	1	6
0071 PCT 4022	1310	306	1	7
0072 PCT 4027	1444	291	0	11
0073 PCT 4041	1916	574	1	12
0074 PCT 4049	1669	570	1	9
0075 PCT 4065	1803	672	0	7
0076 PCT 4106	1225	352	0	5
0077 PCT 4111	1694	626	2	10
0078 PCT 4125	794	756	0	10
0079 PCT 4131	1098	616	0	5
0080 PCT 4155	1266	822	1	10
0081 PCT 4167	1688	662	0	8
0082 PCT 4178	742	611	0	12
0083 PCT 4185	643	563	0	1
0084 PCT 4202	806	763	0	11
0085 PCT 4216	217	333	0	1
0086 PCT 4242	1393	622	0	7
0087 PCT 4250	972	645	0	6
0088 PCT 4254	662	369	0	4
0089 PCT 4282	1665	754	1	11
0090 PCT 4295	1538	621	2	6
0091 PCT 4299	760	1015	2	7
0092 PCT 4309	474	815	0	2
0093 PCT 4320	627	571	0	6
0094 PCT 4333	783	839	0	2
0095 PCT 4338	645	1028	1	7
0096 PCT 4339	677	933	0	5
0097 PCT 4340	444	584	1	3
0098 PCT 4344	571	701	1	6
0099 PCT 4345	787	1092	0	3
0100 PCT 4350	789	1142	2	2
0101 PCT 4352	486	518	1	4
0102 PCT 4359	391	526	1	5
0103 PCT 4360	445	685	2	1
0104 PCT 4361	672	939	0	5
0105 PCT 4362	598	601	0	0

RUN DATE: 06/04/03 08:22 AM

REPORT-EL111

PAGE 0003

COUNTY MEASURE 26-48 3-YR INCOME TAX

WITH 129 OF 129 PRECINCTS REPORTING

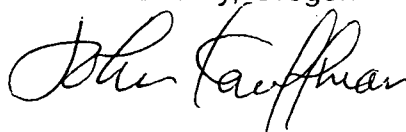
VOTE FOR 1

	Y E S	N O	O V V O E T R E S	U V N O D T E E R S
(CONTINUED FROM PREVIOUS PAGE)				
0106 PCT 4363	1284	829	3	10
0107 PCT 5029	170	139	0	1
0108 PCT 5100	634	1084	0	1
0109 PCT 5200	678	1287	0	3
0110 PCT 5201	581	1214	3	1
0111 PCT 5301	245	357	0	9
0112 PCT 5401	106	116	0	3
0113 PCT 5425	565	1051	2	13
0114 PCT 5602	59	142	0	0
0115 PCT 5604	433	856	0	6
0116 PCT 5605	28	49	0	0
0117 PCT 5819	714	957	2	2
0118 PCT 5820	958	1287	1	4
0119 PCT 5828	762	888	0	9
0120 PCT 5842	1104	1487	0	2
0121 PCT 5846	960	1592	2	4
0122 PCT 5850	416	616	0	0
0123 PCT 5851	906	1338	0	7
0124 PCT 5853	849	1025	1	8
0125 PCT 5855	920	1351	1	4
0126 PCT 5861	521	836	0	1
0127 PCT 5868	551	806	0	6
0128 PCT 5870	604	971	0	4
0129 PCT 5871	421	397	0	1
CANDIDATE TOTALS	118673	84242	84	823
CANDIDATE PERCENT	58.48	41.51		

Certificate

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

John Kauffman, Director of Elections
Multnomah County, Oregon



BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Proclaiming the Election Results of Ballot Measure 26-48 Three-Year Income Tax For Schools, Human Services, Public Safety

The Multnomah County Board of Commissioners Finds:

- a. On March 20, 2003, by Resolution 03-041, the Board referred a measure (26-48) to impose a three-year 1.25% income tax for schools, human services and public safety to the voters.
- b. Ballot Measure #26-48 entitled "Three-Year Income Tax For Schools, Human Services, Public Safety" appeared on the May 20, 2003, Primary Election ballot.
- c. The Director of Elections has certified that the abstract of votes cast at the Primary Election held May 20, 2003, for Measure #26-48 were 118,673 Yes votes and 84,242 No votes.

The Multnomah County Board of Commissioners Resolves:

1. The Board proclaims that said Measure #26-48 has been passed and approved by the voters of Multnomah County.

ADOPTED this 19th day of June 2003.

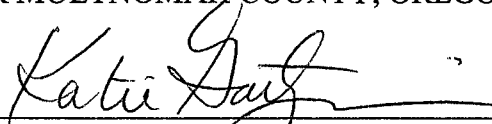
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By


Katie Gaetjens, Assistant County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 03-089

Proclaiming the Election Results of Ballot Measure 26-48 Three-Year Income Tax for Schools, Human Services, Public Safety

The Multnomah County Board of Commissioners Finds:

- a. On March 20, 2003, by Resolution 03-041, the Board referred a measure (26-48) to impose a three-year 1.25% income tax for schools, human services and public safety to the voters.
- b. Ballot Measure #26-48 entitled "Three-Year Income Tax For Schools, Human Services, Public Safety" appeared on the May 20, 2003, Primary Election ballot.
- c. The Director of Elections has certified that the abstract of votes cast at the Primary Election held May 20, 2003, for Measure #26-48 were 118,673 Yes votes and 84,242 No votes.

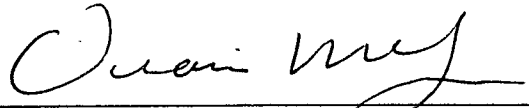
The Multnomah County Board of Commissioners Resolves:

1. The Board proclaims that said Measure #26-48 has been passed and approved by the voters of Multnomah County.

ADOPTED this 19th day of June 2003.

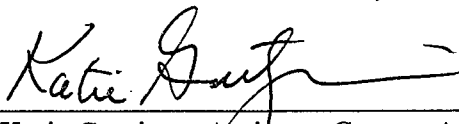


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Katie Gaetjens, Assistant County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: R-2

Est. Start Time: 9:33 AM

Date Submitted: 06/02/03

Requested Date: Thursday, June 19, 2003

Time Requested: 2 minutes

Department: Non-Departmental

Division: Chair's Office

Contact/s: Katie Gaetjens

Phone: (503) 988-3138

I/O Address: 503/500

Presenters: Katie Gaetjens

Agenda Title: ORDINANCE Imposing Temporary Personal Income Tax for Public Schools, Public Safety and Human Services

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

-
1. **What action are you requesting from the Board? What is the department/agency recommendation?** Adopt Ordinance Imposing Temporary Personal Income Tax approved by voters at May 20, 2003 election.
 2. **Please provide sufficient background information for the Board and the public to understand this issue.** On March 20, 2003, by Resolution 03-041, the Board submitted Measure 26-48, an ordinance imposing a temporary county personal income tax, to voters in a countywide election. On May 20, 2003, voters approved Measure 26-48, imposing a three-year 1.25% income tax for county schools, health and senior care and public safety. The Director of Elections has certified the election results to the Board. This Board action formally adopts the ordinance approved by voters on May 20.
 3. **Explain the fiscal impact (current year and ongoing). The temporary personal income tax will raise an estimated \$135 million annually.** About 75% of revenues from this measure will provide funds for the 2003-2004, 2004-2005, and 2005-2006 school years. Multnomah County schools may use the funds for services such as:

- Retaining teacher positions to maintain or improve student-teacher ratios;
- Maintaining instructional days to help ensure a full, 180 day school year;
- Funding programs and services that prepare students for college and the workforce;
- Communicating with citizens about achievement and accounting for the use of these tax dollars.

About 25% of revenues from this measure will provide funds for health care, mental health, senior services, and public safety. These funds will be used for services such as:

- Housing and living assistance to seniors and the disabled;
- Prescription drug assistance for low-income seniors;
- Emergency mental health services;
- Health, mental health and addiction treatment for offenders to help reduce recidivism;
- Prosecution of identity theft, stolen vehicles, theft, vandalism, criminal trespass and possession of controlled substances;
- Support for community courts;
- Restoration of jail beds;
- Juvenile justice and gang services - day reporting center, juvenile diversion, skill development, probation, gang outreach, receiving center/homeless youth;
- Community supervision of adult offenders;
- Restore alcohol and drug treatment for repeat offenders.

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

If a budget modification, explain: N/A

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain: N/A

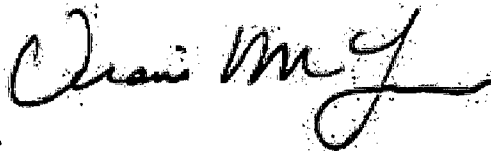
- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**
- ❖ **Why are no other department/agency fund sources available?**
- ❖ **Describe any new revenue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

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

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

4. Explain any legal and/or policy issues. N/A
5. Explain any citizen and/or other government participation that has or will take place. Voters approved Measure 26-48 imposing 3-year 1.25% income tax at May 20, 2003 election.

Required Signatures:



Department/Agency Director:

Date: 06/02/03

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

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

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: June 19, 2003

SUBJECT: R-1, R-2 Adoption of an Ordinance

Imposing Temporary Personal Income Tax

AGENDA NUMBER OR TOPIC: R-2

FOR: _____ AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: Marquetta Mitchell

ADDRESS: 21560 NW Gilkison Rd

CITY/STATE/ZIP: Scappoose, OR 97056

PHONE: _____ DAYS: 503 543-2071 EVES: _____

EMAIL: N/A FAX: _____

SPECIFIC ISSUE: I reside in 11 Scappoose school District
pay taxes to schools and vote on school Bonds in 11 Scappoose

WRITTEN TESTIMONY: _____

IF YOU WISH TO ADDRESS THE BOARD:

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

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

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

**BEFORE THE VOTERS OF MULTNOMAH COUNTY, OREGON
MAY 20, 2003**

ORDINANCE NO. 1012

Temporary Personal Income Tax for Public Schools, Public Safety and Human Services

The Multnomah County Board of Commissioners Finds:

- a. Oregon Constitution Article VI, section 10 grants county voters authority to adopt a county charter.
- b. Multnomah County Charter Section 2.10 grants the county legislative authority "over matters of county concern to the fullest extent permitted by the constitutions and laws of the United States and the State of Oregon." Multnomah County has authority to enact laws taxing incomes to pay for county services required for the health, safety and welfare of the people of the county.
- c. An income tax of 1.25% of Oregon taxable income will provide needed funds for public schools, public safety and human services.

Multnomah County Voters Ordain as follows:

SECTION 1. DEFINITIONS.

For the purpose of this ordinance, the following definitions apply unless the context requires a different meaning.

ADMINISTRATOR. The Multnomah County Finance Director.

RESIDENT. An individual who files a resident Oregon income tax return from Multnomah County.

TAXABLE INCOME. Taxable income under Oregon law.

SECTION 2. INCOME TAX.

A. A tax of 1.25% is imposed on Oregon taxable income for residents of Multnomah County. For single filers, \$2,500 of taxable income is exempt. For joint filers, \$5,000 of

taxable income is exempt. The net revenues will be paid to the County General Fund for distribution by the Board of County Commissioners for services such as:

- Teachers' salaries, programs and instructional days for Multnomah County public schools, including Centennial, Corbett, David Douglas, Gresham-Barlow, Parkrose, Portland, Reynolds, Riverdale Districts;
- Prescription drug benefits for low income seniors;
- Restoration of housing and independent living assistance for the elderly and disabled;
- Health and mental health care for low income people;
- Reduction of early release of inmates;
- Offender drug and alcohol treatment.

B. This tax will be effective from January 1, 2003, through December 31, 2005.

SECTION 3. PERFORMANCE AUDITS.

Independent performance audits will be conducted on the use of funds generated by this measure.

SECTION 4. REVIEW COMMITTEE.

A School Efficiency and Quality Advisory Council is created to review expenditures by county school districts of funds generated by this ordinance. The Chair, with approval of the Board, will appoint the council members. Membership will include parents, educators, taxpayers, and business, labor, and government leaders.

SECTION 5. PAYMENT OF TAX.

Payment of this tax is due on April 15th or the closest following business day.

SECTION 6. ADMINISTRATOR DUTIES.

A. **Receipt.** The Administrator will receive the tax imposed by this ordinance from the taxpayers, keep accurate records, and report all monies received.

B. **Collection.** The Administrator will collect and enforce payment of all taxes owing to the county.

C. **Rulemaking.** The Administrator will adopt administrative rules to implement this tax. Rules adopted will be consistent with the rules of the Oregon Department of Revenue regarding personal income tax.

D. **Contracting.** The Administrator may contract with public or private agencies, as necessary, to implement this ordinance.

SECTION 7. OTHER PROVISIONS.

A. **Savings Clause.** If any part of this ordinance, or any tax against any individual or group is found unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity will affect only that part of this ordinance or tax and will not affect or impair any other provisions of this tax or ordinance.

B. If the State reduces base funding allocation for county schools, public safety, or human services during the next three years, the County Board of Commissioners will consider immediate termination of this tax.

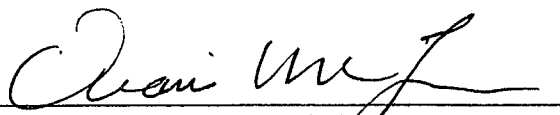
C. If the State restores funding for county public schools, public safety, or human services during the next three years, the County Board of Commissioners will consider immediate reduction or termination of this tax.

D. This ordinance takes effect immediately upon enactment by Multnomah County voters at the election called for May 20, 2003.

ADOPTED this 19th day of June 2003, pursuant to voter approval at an election held on May 20, 2003.

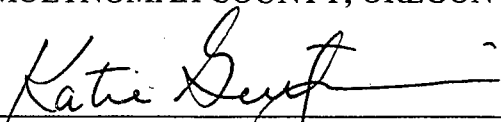


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Katie Gaetjens, Assistant County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: R-3

Est. Start Time: 9:35 AM

Date Submitted: 06/03/03

Requested Date: June 19, 2003

Time Requested: 5 minutes

Department: Planning and Development

Division: Health Department

Contact/s: Jodi Davich

Phone: 503-988-3663

Ext.: 26561

I/O Address: 106/14/1410

Presenters: Bonnie Kostecky

Agenda Title: Notice of Intent to Apply for a Northwest Health Foundation Nursing Initiative Grant

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

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

The Multnomah County Health Department (MCHD) is requesting approval to submit a proposal to the Northwest Health Foundation Nursing Initiative program. The Health Department recommends that this request be approved.

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

Between 2000 and 2010, the number of Registered Nurses (RNs) in Oregon per 100,000 population is expected to decrease by 10.7%, according to a study commissioned by the

Northwest Health Foundation.¹ The Oregon Employment Department forecasts an average of 650 annual job openings for RNs over the next ten years, and more than 320 openings per year in the Portland metropolitan area.²

Several factors contribute to the nursing shortage. A significant factor is the expansion of career opportunities for women over the past 25 years.³ Researchers also cite job dissatisfaction, related to inadequate staffing, heavy workloads, regulatory paperwork, and increased overtime, as a cause for problems in recruiting and retaining nurses.⁴ These and other factors have resulted in an aging nursing workforce. In 1980, over 25% of the national RN workforce was younger than 30 and over half was younger than 40. In 2000, less than 10 % of the national RN workforce was younger than 30, and less than a third was younger than 40.⁵ The situation is even more serious in Oregon, where only 5% of the RNs are younger than 30, and only 23% are younger than 40.⁶

A research document published by the Northwest Health Foundation in April 2001 reports that retirements in the next five years will create a significant gap in baccalaureate prepared nurses to meet the demand. Multnomah County is the major employer of community health nurses in Oregon, employing over 220 Community Health Nurses (CHN) at any given point in time. Over the next five years, 107 CHNs are eligible to retire from MCHD. During the past twelve months, MCHD had 62 vacancies for Community Health Nurses (CHN) across the following divisions:

MCHD Division	Number CHN Vacancies
Primary Care	30
Neighborhood Health	15
Corrections Health	12
Disease Control & Prevention	5

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

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?** Northwest Health Foundation.
- ❖ **Specify grant requirements and goals.** The proposed project will enhance Multnomah County's nursing workforce by:

¹ Christine Tanner (2001). *Oregon's Nursing Shortage: A Public Health Crisis in the Making*. Northwest Health Foundation, Portland, OR.

² Oregon Labor Market Information Service (2001). "Occupational Report for Registered Nurses." Oregon Employment Department, Salem, OR.

³ Peter Buerhaus, Douglas Staiger, and David Auerbach (2000). "Policy Responses to an Aging Registered Nurse Workforce." *Nursing Economics*, 18:16:278-303.

⁴ Government Accounting Office (2001). *Nursing Workforce: Emerging Nurse Shortage Due to Multiple Factors*. Washington, DC.

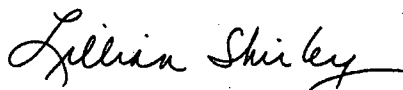
⁵ Ibid.

⁶ Oregon State Board of Nursing (2001).

1. Expanding capacity in the nursing education community to prepare an adequate number of entry-level nurses with demonstrated competencies to appropriately address the rapidly changing health and health care needs of current communities, including aging populations, the diversity of ethnic populations and the unique needs of urban and non-urban communities in Oregon and southwest Washington.
 2. Expanding capacity in nursing education to recruit and develop nursing faculty in adequate numbers and with appropriate specialization, to teach and clinically train entry-level nurses in competencies established by the nursing profession.
 3. Expanding the array of clinical education/training sites and the mentoring and clinical experiences in long-term care, acute care, public health, and community practice settings that are available to entry-level nursing students
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?** This is a three year, one time only project that will help the Health Department to meet the nursing shortage problem. We will request approximately \$125,000 per year.
 - ❖ **What are the estimated filing timelines?** Proposals are due June 30, 2003.
 - ❖ **If a grant, what period does the grant cover?** The project will begin in Fall, 2003 and continue through Fall, 2006.
 - ❖ **When the grant expires, what are funding plans?** To re-evaluate the need for a similar project. If such a need still exists, additional grant funds will be sought.
 - ❖ **How will the county indirect and departmental overhead costs be covered?** The County indirect and departmental overhead costs will be built into the project budget.
4. **Explain any legal and/or policy issues.** There are no legal and/or policy issues.
 5. **Explain any citizen and/or other government participation that has or will take place.** Citizen stakeholders are represented on the MCHD's Community Health Council. The project will involve working with nursing schools throughout the Portland metropolitan area.

Required Signatures:

Department/Agency Director:



Date: June 3, 2003

Budget Analyst

By:



Date: 06/03/03

Dept/Countywide HR

By:

Date:

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: R-4

Est. Start Time: 9:40 AM

Date Submitted: 06/09/03

Requested Date: June 19, 2003

Time Requested: 10 minutes

Department: Business & Community Services

Division: Finance

Contact/s: Dave Boyer

Phone: 988-3903 **Ext.:** 83903

I/O Address: 503/4

Presenters: Dave Boyer and Karyne Dargan

Agenda Title: RESOLUTION Adopting County Financial and Budget Policies for Fiscal Year 2003-2004

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?** Finance and Budget recommends approving the 2003-2004 County Financial and Budget Policies. (Replaces Financial and Budget Policy Resolution 02-084).
2. **Please provide sufficient background information for the Board and the public to understand this issue.** Each year the Finance and Budget Policies are updated. Finance and Budget, are recommending the attached Finance and Budget Policies be adopted for the 2003-2004 fiscal year.

There are several changes being recommended. They are as follows:

- Updated the Reserve section to identify funding plan over the next three years. The Unappropriated fund balance for fiscal year 2003/2004 is \$10.1 million.
- Updated tax section background to include personal income tax Measure 26-48

- Updated various other sections with current year information. No policy changes.

The following is a brief summary of each policy statement.

GENERAL FUND FINANCIAL FORECAST: The Board of County Commissioners recognizes the importance of combining the forecasting of revenues and the forecasting of expenditures into a single financial forecast. Budget will prepare a five year financial forecast for the General Fund that assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve its goals.

TAX REVENUE: The Board recognizes that taxation is necessary to provide public services to the citizens of the county. When considering changes to the County's tax structure, the Board will consider:

1. The ability of taxpayers to pay the taxes.
2. The impact of the taxes imposed by the County on other local governments.
3. The effect of taxes on the economy in the county.
4. Administration and collection costs of the taxes.
5. The ease of understanding the taxes by the taxpayers.

SHORT TERM LOCAL REVENUE POLICY STATEMENT: It is the intent of the Board to use short term revenue sources to fund priority service programs only after all other sources of revenue have been analyzed and have been determined not to be feasible for funding the service.

TRANSPORTATION FINANCING POLICY STATEMENT: It is the policy of the Board to support statewide and regional funding for transportation related needs. However, if statewide and regional funding packages fail the County will work with jurisdictions within the County boundaries to address the transportation funding needs of local governments located in Multnomah County.

FEDERAL/STATE GRANT AND FOUNDATION REVENUE POLICY STATEMENT: When applying for a grant, the Board will consider:

1. The opportunities for leveraging other funds.
2. How much locally generated revenue will be required to supplement the grant/foundation.
3. Whether the grant/foundation source will cover the full cost of the proposed program. It is the intent of the County to recover all overhead costs associated with the grant/foundation.
4. The degree of stability of the funding source.
5. Whether decline or withdrawal of the grant/foundation revenue source creates a budgetary expectation that the County will continue the program.
6. If the grant/foundation funds used for pilot or model programs will result in a more efficient way of doing business.
7. If the grant/foundation is aligned with the County's mission and goals.

INDIRECT COST ALLOCATION POLICY STATEMENT: Generally it is the policy of the Board to recover from dedicated revenue sources the full cost of programs supported by those sources. The full cost includes the appropriate proportionate share of the cost of County overhead functions, both central and departmental, that is attributable to programs funded with dedicated revenues.

USES OF ONE-TIME-ONLY RESOURCES POLICY STATEMENT: It is the policy of the Board that the County will fund ongoing programs with ongoing revenues. When the County receives unrestricted one-time-only revenue, the Board will consider setting these funds aside for reserves or allocating them to projects or programs that will not require future financial commitments. The Board will use the following criteria when allocating these one-time-only receipts:

1. The level of reserves set aside.
2. The County's capital needs set out in the five year Capital Improvement Plan or Information Systems Development Plan.
3. One-time only spending proposals for projects or pilot programs, particularly investments that may result in long-term efficiencies or savings that do not require additional ongoing costs.
4. Bridge or gap financing of programs that will not require additional ongoing funds.
5. One-time only dollars that encourage innovative ideas or technology.

USER FEES, SALES and INTERGOVERNMENTAL REVENUE POLICY STATEMENT: It is the general policy of the Board that user fees and service charges will be established at a level to recover the costs to provide services.

RESERVES POLICY STATEMENT: It is the Boards policy to have a goal of 5% of General Fund revenues budgeted in unappropriated fund balance. The policy defines the funding plan over the next three years. The Unappropriated fund balance for fiscal year 2003-2004 is \$10.1 million.

In addition the reserve section includes a General Reserve Fund that is separate from the General Fund. The goal is to maintain this fund at approximately 5% of the total budgeted revenues of the General Fund. This reserve fund is to be used for extreme emergencies. Extreme Emergencies is defined as uses for disaster relief, essential services or expenditures that are related to public life and safety issues. The General Reserve Fund Unappropriated fund balance for fiscal year 2003-2004 is \$10 million.

GENERAL FUND EMERGENCY CONTINGENCY POLICY STATEMENT: It is the policy of the Board to establish an emergency contingency account in the General Fund, as authorized by ORS 294.352, each fiscal year during the budget process. The account will be funded at a level consistent with actual use of transfers from contingency during the prior ten years. To achieve financial stability, the following are guidelines to be used by the Board in considering requests for transfers from the General Fund Contingency Account:

1. Approve no contingency requests for purposes other than "one-time only" allocations.
2. Limit contingency funding to the following:
 - a) Emergency situations which, if left unattended, will jeopardize the health and safety of the community.
 - b) Unanticipated expenditures that are necessary to keep previous public commitment, or fulfill a legislative or contractual mandate, or can be demonstrated to result in significant administrative or programmatic efficiencies that cannot be covered by existing appropriations.
3. The Board may, when it adopts the budget for a fiscal year, specify programs which it wishes to review during the year and increase the Contingency account to provide financial capacity to support those programs if it chooses.

COMPENSATION POLICY STATEMENT: When any wage or benefit increase is authorized in an amount exceeding budgeted set-asides for such wage and benefit increases, the alternatives considered for funding such increases shall include:

1. A budget reduction in the affected department or elsewhere in the County; or
2. An additional draw on contingency; or,
3. A combination of the above.

CAPITAL ASSET MANAGEMENT POLICY: The County shall prepare, adopt and annually update a five-year Capital Improvement Plan (CIP). The Plan will identify and set priorities for all major capital asset acquisition, renovation, maintenance or construction projects. The Capital Improvement Plan shall identify adequate funding to support repair and replacement of deteriorating capital assets and avoid a significant unfunded liability from deferred maintenance. In order to facilitate CIP discussions and to create a clear alignment of policy and funding, the Facilities and Property Management Division shall evaluate all owned County facilities and shall maintain a current list of facilities which are in substantial compliance with all applicable building codes and which have no required capital work.

As part of the CIP presented to the Board, the Capital Improvement Financial Plan Committee shall annually recommend the best use or disposition of surplus property held by the County. The recommendation will detail the financial and service impact of each recommendation. The Board will make the final determination on the best use or disposition of the property identified.

LONG-TERM LIABILITIES POLICY STATEMENT: It is the goal of the Board to fund 100% of all long term liabilities that are required by the Governmental Accounting Standards Board to be disclosed or accounted for in the County's comprehensive annual financial report.

ACCOUNTING AND AUDITS POLICY STATEMENT: The County's accounting system and financial records are required by State law to be maintained according to Generally Accepted Accounting Principles (GAAP), standards of the Government Finance Officers Association (GFOA) and the principles established by the Governmental Accounting Standards Board (GASB), including all effective pronouncements.

FUND ACCOUNTING STRUCTURE POLICY STATEMENT: The Finance Director is responsible for preparing and presenting a resolution defining the various County funds to the Board each fiscal year. The County will follow generally accepted accounting principles when creating a fund and determining if the fund is to be a dedicated fund.

INTERNAL SERVICE FUND POLICY STATEMENT: Multnomah County will establish internal service funds for the following services.

1. Risk Management
2. Facilities and Property Management
3. Motor pool and electronics
4. Mail distribution
5. Telephone
6. Data processing.

LIQUIDITY AND ACCOUNTS PAYABLE POLICY STATEMENT: The County will strive to maintain a liquidity ratio of at least \$1 dollar of cash and short-term investments to each \$1

dollar of current liabilities.

BANKING, CASH MANAGEMENT AND INVESTMENT POLICY STATEMENT: The Finance Director is authorized to act as "Custodial Officer" of Multnomah County and is responsible for performing the treasury functions of the County under ORS 208, 287, 294 and 295 and the County's Home Rule Charter. In carrying out these duties and functions, the Finance Director is authorized to establish internal Finance Program Area policy that meets generally accepted auditing standards relating to cash management. (County adopts separate investment policy each year as required by ORS)

SHORT-TERM AND LONG-TERM DEBT FINANCING POLICY STATEMENT: All financings are to be issued in accordance with the County's Home Rule Charter and applicable State and Federal Laws.

3. Explain the fiscal impact (current year and ongoing). No immediate financial impact will result from this action. The existence of the policies, and the County's adherence to them, has a positive effect on bond rating agencies which generally lowers the interest rates paid by the County on bonds.

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

- 4. Explain any legal and/or policy issues.** The policies are designed to preserve the County's overall fiscal stability.
- 5. Explain any citizen and/or other government participation that has or will take place.** None.

Required Signatures:

Department/Agency Director: David Boyer **Date:** 06/09/03

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

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

RESOLUTION NO. _____

Adopting Financial and Budget Policies for Multnomah County, Oregon, and Repealing
Resolution No. 02-084

The Multnomah County Board of Commissioners Finds:

- a. The Board is the fiscal authority for Multnomah County government.
- b. The Finance and Budget is responsible for the budget and fiscal operations of the County.
- c. The Chief Financial Officer and Budget Director is responsible for the preparation and management of the budget and for the management of the financial operations of the County.
- d. A financial and budget policy will provide for prudent financial practices.

The Multnomah County Board of Commissioners Resolves:

- 1. The Financial and Budget Policies set forth in Exhibit A are the policies of Multnomah County.
- 2. The Chief Financial Officer is directed to administer these Financial and Budget Policies.
- 3. The Chief Financial Officer is directed to review and update these policies as needed but not less than annually.
- 4. The Chief Financial Officer is directed to inform the Board on the status of these policies annually.
- 5. This Resolution replaces Resolution No. 02-084, which is repealed.

Adopted this day 19th of June, 2003.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON


By  _____
Agnes Sowle, Acting County Attorney

EXHIBIT A



MULTNOMAH COUNTY OREGON

FINANCIAL AND BUDGET POLICY

FISCAL YEAR 2003-2004

Prepared by: Finance and Budget

FINANCIAL AND BUDGET POLICY

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FINANCIAL AND BUDGET POLICY

GOALS

The goals of this financial policy are:

1. To preserve capital through prudent budgeting and financial management.
2. To achieve the most productive use of County funds that meets the goals of the Board of County Commissioners.
3. To ensure that all finance-related activities meet generally accepted accounting principles.
4. To achieve a stable balance between the County's ongoing financial commitments and the continuing revenues available to the County.
5. Leverage the maximum amount of local dollars with federal and state funding/grants.
6. To provide an accountable form of Government to the citizens of Multnomah County.

FINANCIAL AND BUDGET POLICY

FINANCIAL FORECASTS FOR THE GENERAL FUND

BACKGROUND:

Governments at all levels should forecast major revenues and expenditures. The forecast should extend at least three to five years beyond the budget period and should be regularly monitored and periodically updated. The forecast, along with its underlying assumptions and methodology, should be clearly stated and made available to participants in the budget process. It also should be referenced in the final budget document. To improve future forecasting, the variances between previous forecast and actual amounts should be analyzed. The variance analysis should identify the factors that influence revenue collections, expenditure levels, and forecast assumptions.

FINANCIAL FORECASTS FOR THE GENERAL FUND POLICY STATEMENT:

The Board of County Commissioners recognizes the importance of combining the forecasting of revenues and the forecasting of expenditures into a single financial forecast. Budget will prepare a five year financial forecast for the General Fund that assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve its goals. The General Fund revenue and expenditure forecasting will include the following:

1. Provides an understanding of available funding.
2. Evaluates financial risk.
3. Assesses the likelihood that services can be sustained.
4. Assesses the level at which capital investment can be made.
5. Identifies future commitments and resource demands.
6. Identifies the key variables that cause change in the level of revenue.
7. Identifies one time only resources and recommends appropriate uses

STATUS:

In compliance

FINANCIAL AND BUDGET POLICY

TAX REVENUES

BACKGROUND:

During the past decade Multnomah County has faced major decisions about the level and kind of taxation it should or could impose.

In response to a proposal of the Library Board (which had been tasked with recommending a long-term dedicated revenue source to replace property tax support of the Library system) the Board passed a utility excise tax in 1992, then rescinded the tax in 1993 before it took effect.

In November 1996, the voters of the State of Oregon approved a constitutional amendment, Ballot Measure 47, further limiting property taxes. In May 1997, the voters approved Ballot Measure 50 and repealed Measure 47. For Fiscal Year 1998, Measure 50 reduced the amount of property taxes imposed statewide by 17% from authorized levels (except taxes to pay exempt bonded indebtedness or Local Option levies approved by voters). Measure 50 limited the growth in taxable property value to 3% per year, with the exception on new construction. It also required that general obligation bonds and local option taxes must be approved by a majority of the voters at general election in even numbered years or at any other election in which not less than 50% of eligible registered voters cast a ballot-the double majority.

In November 1997, Multnomah County voters approved a five year Library Local Option Levy. The levy costs property owners 59 cents per thousand of assessed value per year.

In March 1998, Multnomah County voters imposed a temporary 0.5% Business Income Tax surcharge for tax year 1998 – one year only. The revenue generated from this surcharge was dedicated to supplement the various school districts within Multnomah County. This temporary increase generated approximately \$10.4 million.

In 1999 the County was approached with a proposal to increase the rates of both the Transient Lodging Tax and Motor vehicle Rental Tax and dedicate the proceeds to Metro and City of Portland for funding an expanded Convention Center, renovating Civic Stadium and renovating Portland Center for Performing Arts. The Board approved these increases in February 2000.

On March 20, 2003 the Board approved Resolution 03-041 submitting Measure 26-48 to the voters to impose a three year temporary Countywide personal income tax to benefit public schools, public safety and human services. On May 20, 2003 this income tax was passed by the voters of Multnomah County.

On March 13, 2003, the Board approved Resolution 03-36 accepting the recommendations of the Community Partnership Steering Committee for reform of the Multnomah County Business Income Tax and authorized the Chair to work with the City of Portland to implement the recommendations.

All of these tax decisions were made in an atmosphere of intense public and internal debate. Those debates consistently referred to these common factors: the progressivity of the tax, its administrative costs, its impact on the economy of the region, its effect on other local governments, and the degree to which the tax might be acceptable to the public.

FINANCIAL AND BUDGET POLICY

TAX REVENUE POLICY STATEMENT:

The Board recognizes that taxation is necessary to provide public services to the citizens of the county. When considering changes to the County's tax structure, the Board will consider the following:

1. The ability of taxpayers to pay the taxes.
2. The impact of the taxes imposed by the County on other local governments.
3. The affect of taxes on the economy in the county.
4. Administration and collection costs of the taxes.
5. The ease of understanding the taxes by the taxpayers.

STATUS:

The County has several sources of tax revenue. These sources include property taxes, which are paid based on an established assessed value of real, personal and utility property. Except for general obligation bond levies and local option taxes, County property taxes increase with the growth in assessed value. That assessed value growth is limited to 3% per year plus changes as a result of annexation, rezoning, and new construction. The County collects property taxes in three ways.

- a "permanent tax rate," the reduced combination of the County's "tax base" and two serial levies in effect when Measure 50 was approved.
- property taxes for the retirement of voter approved general obligation bonds.
- a local option levy for Library services.

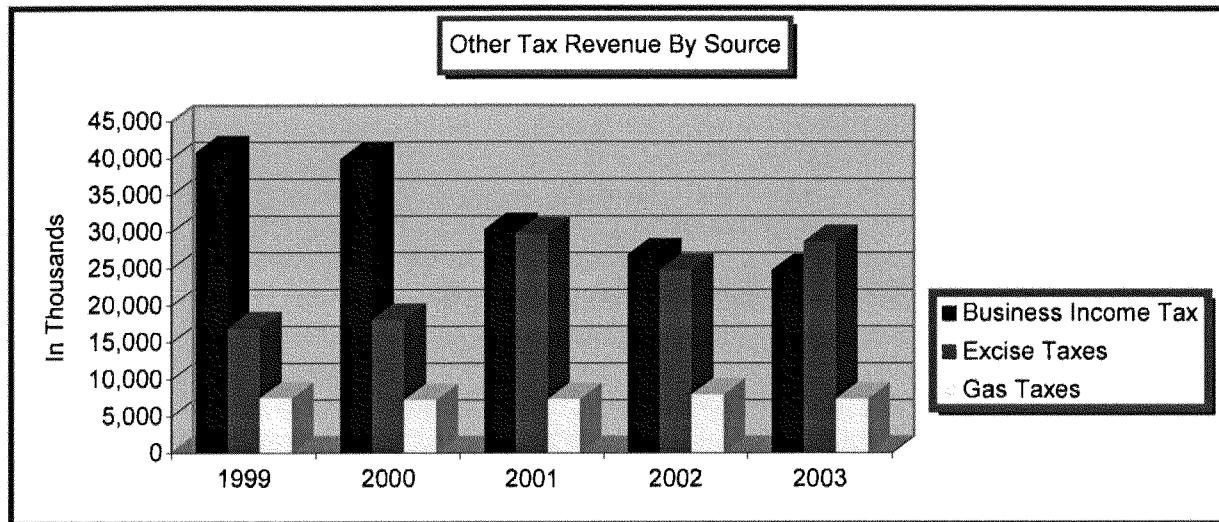
Business entities doing business in Multnomah County pay business income taxes (BIT) based on their net income. The County is in the process of revising the BIT to possibly include a payroll tax component to the tax mix. Information returns will be received during the summer of 2003 and a reformed BIT/Payroll Tax package will be presented to the Board in September of 2003.

The County has two excise taxes, a Motor Vehicle Rental Tax and a Transient Lodging Tax. Motor vehicle rental taxes are assessed on the gross income generated from short-term vehicle rentals. Transient lodging taxes are imposed on room rental rates at hotels/motels. The Transient Lodging Taxes collected are (with minor exceptions) passed through to Metro for Convention Center operations, funding of the operations of the Performing Arts Center and Regional Art and Culture Council, funding bonds issued by the City of Portland to expand the Oregon Convention Center, renovate Civic Stadium and renovate the Performing Arts Center and to provide monies for a Visitors Development Fund. A portion of the Motor Vehicle Rental Taxes also support these programs.

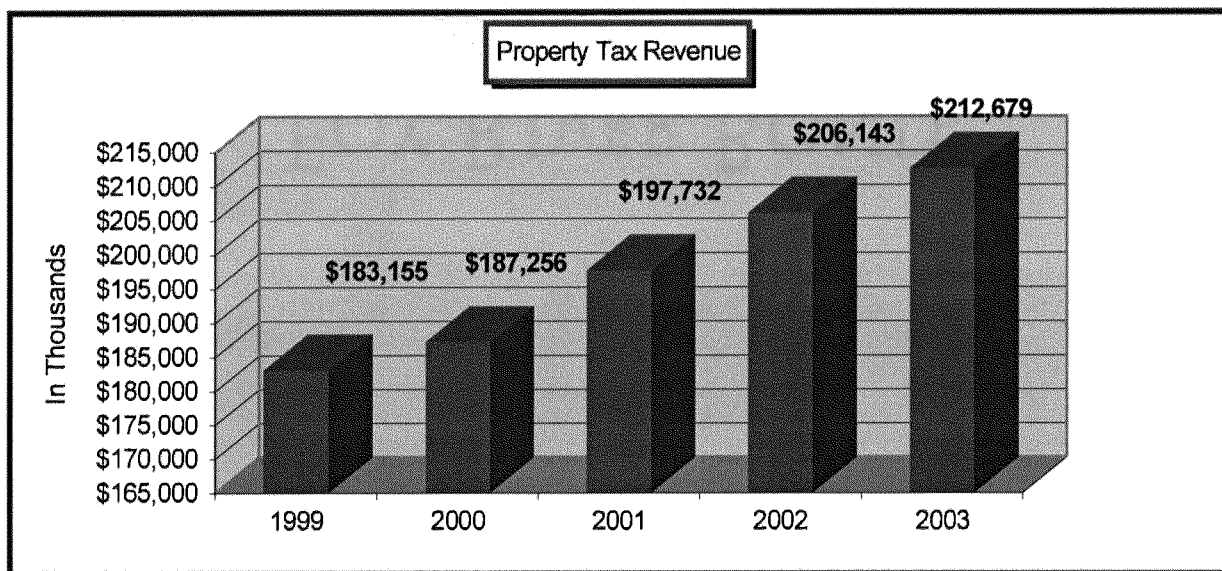
The County also imposes a gasoline tax that is dedicated to roads.

The County's tax revenues represent about 40% of the total Governmental Fund Type revenues (General and Special Revenue Funds). The following graphs depict the actual tax revenue by source since FY 1999. (FY2003 is estimated).

FINANCIAL AND BUDGET POLICY



	1999	2000	2001	2002	2003
Business Income Tax	40,904	39,934	30,377	26,935	24,800
Excise Taxes	16,974	18,101	29,821	24,849	28,712
Gas Taxes	7,470	7,221	7,372	7,951	7,375



FINANCIAL AND BUDGET POLICY

SHORT TERM LOCAL REVENUES

BACKGROUND:

Short-term revenues are sources of limited duration. The main source of these revenues has been serial levies for jail and library services and since the passage of Measure 50, a five-year local option levy for Library services. Continued use of short-term revenues for ongoing programs places these programs or other programs at risk if the voters fail to approve subsequent limited term levies.

In Fiscal Year 1998, the dollar amounts of existing library and public safety serial levies were combined with the County's general fund tax base amount to establish the permanent property tax rate per \$1,000 of assessed value. The expired serial levies, which were merged with the tax base into a permanent tax rate, are no longer dedicated revenues.

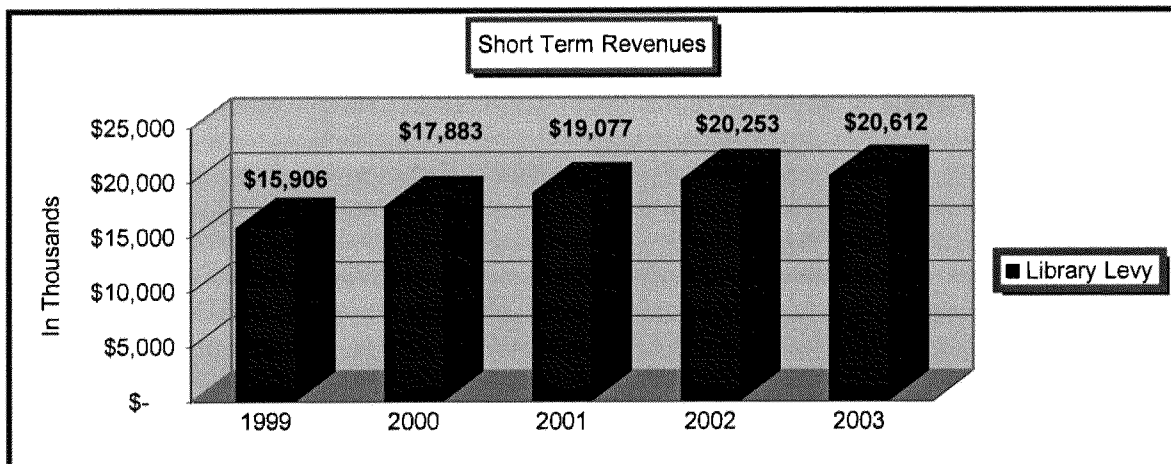
Measure 50 requires that any property tax measure needs both a majority vote and a 50% voter turnout unless it is voted on at a general election. Because of this requirement, it will be more difficult to obtain voter approval for short-term property tax revenues. Perhaps more important, the Constitution makes no provision for a government to change its permanent tax rate.

SHORT TERM LOCAL REVENUE POLICY STATEMENT:

It is the intent of the Board to use short term revenue sources to fund priority service programs only after all other sources of revenue have been analyzed and have been determined not to be feasible for funding the service.

STATUS:

In November 2002, the voters approved the second five year local option levy for library services. The following graph reflects the use of actual short term revenues since FY 1999 (FY2003 reflect budgeted figure).



FINANCIAL AND BUDGET POLICY

TRANSPORTATION FINANCING

BACKGROUND:

Transportation infrastructure, roads and bridges, has not been funded adequately for either ongoing maintenance or capital improvements. In the Portland metropolitan area, growth is placing additional demands on the transportation system. Ongoing maintenance and improvements to this system are needed to continue economic growth, to alleviate existing transportation problems and to maintain the livability of the region.

Multnomah County's Capital Improvement Plan (CIP) has identified about \$13 million in transportation projects for the road system in Fiscal Year 2003 to fiscal year 2007. The county funds currently leverage another \$22 million for a total of \$35 million in projects over the 5 year period

Multnomah County also maintains and operates the Willamette River Bridges. These bridges are a critical link in a highly integrated transportation system. Regional growth makes it increasingly essential to keep all bridges in good working order with a minimum of downtime. The Fiscal Year 2003 budget includes approximately \$3 million of County funding to match \$19.3 million in federal funding. The CIP identified a need for construction and maintenance for Bridge Capital need over a 20 year period exceeds \$280 million. Anticipated revenue is approximately \$47 million leaving a \$235 million shortfall.

TRANSPORTATION FINANCING POLICY STATEMENT:

It is the policy of the Board to support statewide and regional funding for transportation related needs. However, if statewide and regional funding packages fail the County will work with jurisdictions within the County boundaries to address the transportation funding needs of local governments located in Multnomah County.

STATUS:

The 2001 Legislature passed House Bill (HB) 2142 to raise car title fees from \$17 to \$30 and truck title fees from \$30 to \$90. This increase would raise about \$39.5 million per biennium. The legislature also passed HB 2139 to increase DMV fees. The total increases would amount to about \$81 million. The State would be required to issue \$400 million in transportation bonds.

Revenues generated in excess of the amount needed to repay the bonds would be allocated, 50% to the State, 30% to Counties and 20% to cities. The 2003 Legislature is considering several Bills that will generate revenues for County bridges and roads.

FINANCIAL AND BUDGET POLICY

FEDERAL/STATE GRANT AND FOUNDATION REVENUES

BACKGROUND:

Federal and State grant funds have increased significantly over the last ten years. Most of these revenues are restricted to a specific purpose such as mental health or community correction programs. Grants and Foundation funds are used for an array of County services and may offer an opportunity to assist the County in leveraging other funds. This policy statement is not intended to apply to Federal and State shared revenues, entitlements or fees for services.

FEDERAL/STATE GRANT AND FOUNDATION REVENUE POLICY STATEMENT:

The Board understands that grants from other governments and private sources represent both opportunities and risks. Grants allow the County to provide basic or enhanced levels of service and to cover gaps in the array of services the County otherwise offers. Grants may also commit the County to serve larger or different groups of clients and put pressure on County-generated revenues if the dedicated revenue source is withdrawn. When applying for a grant, the Board will consider:

1. The opportunities for leveraging other funds for continuing the grant/foundation related program.
2. How much locally generated revenue will be required to supplement the grant/foundation revenue source.
3. Whether the grant/foundation source will cover the full cost of the proposed program, or whether the County is expected to provide support and overhead functions to the program. It is the intent of the County to recover all overhead costs associated with the grant/foundation.
4. The degree of stability of the funding source.
5. Whether decline or withdrawal of the grant/foundation revenue source creates a budgetary expectation that the County will continue the program.
6. Maximizing revenue support for County programs from state or federal sources.
7. If the grant/foundation funds used for pilot or model programs will result in a more efficient and or effective way of doing business.
8. If the grant/foundation is aligned with the County's mission and goals.

STATUS:

The fiscal Year 2003 Federal State Budget has grant revenue sources of about \$239,035,000.

FINANCIAL AND BUDGET POLICY

INDIRECT COST ALLOCATION

BACKGROUND:

The Federal and State Governments recognize that the cost of providing services includes the overhead cost of support services. Generally, federal and state grantors allow programs to recover overhead charges based on an indirect cost allocation plan. The County prepares an indirect cost allocation plan in accordance with federal guidelines. This plan determines the indirect cost rate charged to all operations funded with dedicated revenues. The central services in the Cost Allocation Plan include, but are not limited to: the County Auditor, County Counsel, Employee Services, Equipment Use, Finance, Insurance, Labor Relations, Budget, Purchasing, Radio, and Records. In Fiscal Year 2003, the County is allocating departmental overhead costs directly to all programs in all departments except for the Sheriff and Library. Therefore the rates included in the cost allocation for the departments is for central services only. The Library's rate is 2.86% and the Sheriff's rate is 8.78%.

INDIRECT COST ALLOCATION POLICY STATEMENT:

Generally it is the policy of the Board to recover from dedicated revenue sources the full cost of programs supported by those sources. The full cost includes the appropriate proportionate share of the cost of County overhead functions that is attributable to programs funded with dedicated revenues.

The exception to the above policy is when the grantor agency does not allow the grantee to charge indirect costs or only allows a set indirect cost rate. The Board will have the final authority to accept a grant that does not allow the recovery of all or part of the indirect charge. In that event, the General Fund will pay the indirect cost allocated to the program.

The Finance Program Area is responsible for preparing an Indirect Cost Allocation Plan that meets the requirements of the Office of Management and Budget (Federal Government Agency) Circular A-87. Central service and departmental administrative support provided to non- General Fund programs, activities, and or functions that are not recovered by internal service charges or billed directly to dedicated revenues will be recovered through an indirect cost based on the approved Indirect Cost Allocation Plan. The plan will be updated annually.

STATUS:

The County is in compliance with this policy. The overhead rates for Fiscal Year 2004 is 2.02%

Department/Office	Central Rate	Departmental Rate	Combined Rate
County Human Service	2.02%	1.01%	3.03%
Community justice	2.02%	5.23%	7.25%
Health Services	2.02%	8.34%	10.36%
District Attorney	2.02%	3.66%	5.68%
Sheriff's Office	2.02%	3.04%	5.06%
Business & Community Service	2.02%	.51%	2.53%
Other County	2.02%	.22%	2.24%
Library	2.02%	.55%	2.57%

FINANCIAL AND BUDGET POLICY

USE OF ONE-TIME-ONLY RESOURCES

BACKGROUND:

Unrestricted one-time-only resources present organizations with temptations that are hard to resist. In the short run it appears more beneficial to allocate such resources to the highest priority public service that would otherwise be unfunded than to restrict their spending to cover costs that will not recur in following years. However, the result of this practice is to expand operational levels and public expectations beyond the capacity of the organization to generate continuing funding. This inevitably produces shortfalls and crisis.

Sustaining an ongoing program level by deferring necessary expenditures or by incurring future obligations also inevitably produces shortfalls and crisis.

RECURRING COSTS AND ONE-TIME-ONLY REVENUE POLICY STATEMENT:

It is the policy of the Board that the County will fund ongoing programs with ongoing revenues.

When the County budgets unrestricted one-time-only resources, the Board will consider setting these funds aside for reserves or allocating them to projects or programs that will not require future financial commitments. The Board will use the following criteria when allocating these one-time-only resources:

1. The level of reserves set aside as established by Board policy.
2. The County's capital needs set out in the five year Capital Improvement Plan or Information Systems Development Plan.
3. One-time only spending proposals for projects or pilot programs, particularly investments that may result in innovative ideas or technology or long-term efficiencies or savings that do not require ongoing support.
4. Bridge or gap financing for existing programs for a finite period of time.

STATUS:

During budget deliberations the Budget Manager is responsible for providing a list of sources and uses of one-time only funds and informing the Chair and the Board on the recommended use of the funds received.

FINANCIAL AND BUDGET POLICY

USER FEES, SALES and INTERGOVERNMENTAL REVENUES

BACKGROUND:

User fees are generally intended to cover all the costs or an agreed upon portion of the costs for providing services. Inflation or increased service delivery can erode the established user fees if the cost of service increases faster than revenue from the fee increases.

USER FEES, SALES and INTERGOVERNMENTAL REVENUE POLICY STATEMENT:

It is the general policy of the Board that user fees and service charges will be established at a level to recover the costs to provide services. Exceptions to this policy will be made depending on the benefit to the user of the service, ability of the user to pay for the service, benefit to County citizens, and the type of service provided.

As part of budget deliberations and during negotiations of Intergovernmental Agreements, Departments will be responsible for informing the Chair of a fully loaded cost analysis presenting the fee structure necessary to recover 100% of the cost of providing the service. Departments will also recommend whether fees or charges in each area should be set to recover 100% of the costs or be set at a lower rate such as sliding scale fees. The recommendation to the Chair will consider the benefits to an individual or agency, benefits to the citizens of the County, and the financial capacity of the users to pay for the service. The Budget Office is responsible for ensuring that departments are including all the costs associated with providing the service.

User fees and service charges collected by County agencies will be periodically reviewed. All fees and service charges will be reviewed each four years with approximately 25% of the fees and charges reviewed each fiscal year. Based on this review, the Chair will make recommendations to the Board regarding proposed changes, additions or deletions to current fee or service charge schedules.

Revenues generated from sales and commissions on sales of goods and services sold in County owned or leased facilities are to be credited to the County's General Fund unless the revenues are:

1. Generated for inmate welfare commissary operations.
2. Generated in Library facilities used for Library operations.
3. The Board grants an exception.

STATUS:

Departments are generally responsible for reviewing the fees and charges associated with their operations on an annual basis. There are four County departments which generate the majority of fee revenue – Community Services, County Human Services, Health, Sheriff's Office and Community Justice. A complete review of the fees charged for services provided by the Health Department was conducted during Fiscal Year 1999. Planning fees were reviewed and increased during Fiscal Year 2000.

FINANCIAL AND BUDGET POLICY

RESERVES

BACKGROUND:

Annually using all available ongoing revenue to pay for ongoing programs can result in fluctuations in program levels as revenues vary from one year to the next. Programs added in one year based on positive short term receipts can cause programs of equivalent cost being cut in the next year if economic factors cause those revenues not to grow as fast as costs. This has a detrimental effect on service delivery over time. It reduces efficiency. It also sets up difficult budget problems that could be avoided if program decisions were made in the context of the County's long-term financial capacity rather than on the basis of revenue available from one year to the next.

Maintaining an appropriate reserve assists the County in maintaining its favorable bond rating, which is currently Aa1 from Moody's Investors Service. Moody's generally established benchmark for the General Fund Balance or reserve is a dollar amount equal to at least 10% of actual General Fund revenues.

RESERVES POLICY STATEMENT:

The Board understands that to avoid financial instability, continuing requirements should be insulated from temporary fluctuations in revenues.

It is the goal of the Board to fund and fund and maintain two General Fund Reserves designated as unappropriated fund balance, funded at approximately 5% each of the total budgeted revenues of the General Fund. The Public Safety Fund is primarily supported by the General Fund and for purposes of calculating these reserves, revenues and actual ending fund balances reported in the Public Safety Fund will be included.

The first 5% is a reserve account in the General Fund, designated as unappropriated fund balance. This reserve account is to be used when basic revenue growth falls below the rate of basic revenue change achieved during the prior ten years.* In years when basic revenue growth falls below long term average growth, the Board will reduce the unappropriated fund balance to continue high priority services that could not otherwise be funded by current revenues. If the reserve account is so used, to maintain fiscal integrity, the Board will seek to restore the account as soon as possible.

The second 5% is a reserve maintained separate from the General Fund in the General Reserve Fund. This reserve fund is to be used for non-reoccurring extreme emergencies. Extreme Emergencies is defined as uses for disaster relief, expenditures related to essential services or expenditures that are related to public life and safety issues. If the reserve account is so used, to maintain fiscal integrity, the Board will seek to restore the account as soon as possible.

* "Basic revenue" is defined as the sum of General Fund property tax, business income tax, motor vehicle rental tax, cigarette tax, liquor tax and interest income. "Growth" is defined as total increase in fiscal year compared to the amount in the prior fiscal year, adjusted for changes in collection method, accrual method, or legislation defining the rate or terms under which the revenue is to be collected.

FINANCIAL AND BUDGET POLICY

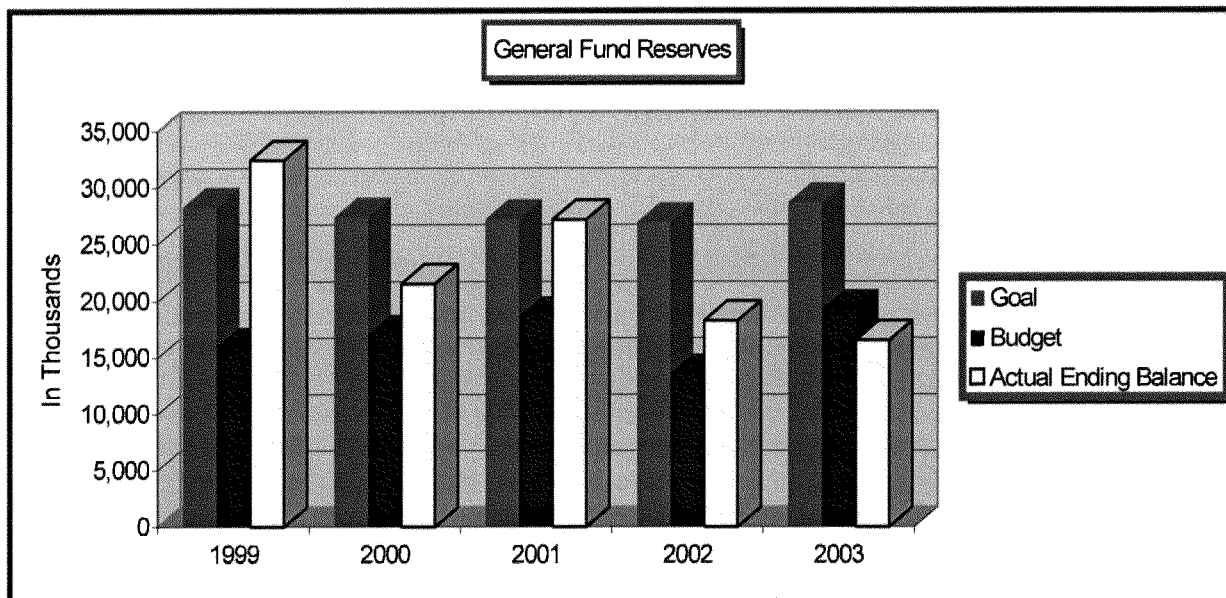
The Board will replenish the General Fund Reserve to approximately 5% of General Fund revenues over the next three years. The anticipated plan to accomplish this is as follows:

	Amount	Source
FY04	\$1,000,000	Reserves currently held for COPs issued in 1993. This issue will be refunded July 2003 backed by full faith and credit of County. Reserves will no longer be needed.
FY05	\$1,500,000	1. Restructured 1993 COP will allow an additional \$1,500,000 of second year savings be placed in reserves
FY06 FY07 FY08	\$1,300,000	Options Include: 2. Proceeds from asset sales 3. Yearend surplus identified through the audit. 4. Service reductions

STATUS:

In Fiscal Year 2002 and FY 2003 the basic revenue growth fell below the long term average growth. To continue funding priority services, the Board used \$5.7million of the reserve account. In Fiscal Year 2002 the Board established the General Reserve Fund and funded it with approximately \$9.1 million from the General Fund. In the fiscal year 2004 budget, the Board is budgeting the reserves at \$10.1 million and has outlined a plan to fund the reserve over the next 5 years.

The following graph shows the reserve goal, budget and actual reserve since FY 1999. The budgeted reserves do not include funds budgeted in contingency. Actual for 2003 is estimated.



FINANCIAL AND BUDGET POLICY

GENERAL FUND EMERGENCY CONTINGENCY

BACKGROUND:

General Fund contingency transfers have a significant effect on the annual budget process by reducing the amount of ending working capital that is carried over to the subsequent fiscal year. Contingency transfers should be reviewed in the context of other budget decisions so that higher priority projects are not jeopardized.

GENERAL FUND EMERGENCY CONTINGENCY POLICY STATEMENT:

The Board understands that in order to avoid financial instability, continuing requirements cannot increase faster than continuing revenues.

It is the policy of the Board to establish an emergency contingency account in the General Fund, as authorized by ORS 294.352, each fiscal year during the budget process. The account will be funded at a level consistent with actual use of transfers from contingency during the prior ten years.

To achieve financial stability, the following are guidelines to be used by the Board in considering requests for transfers from the General Fund Contingency Account:

1. Approve no contingency requests for purposes other than "one-time only" allocations.
2. Limit contingency funding to the following:
 - a) Emergency situations which, if left unattended, will jeopardize the health and safety of the community.
 - b) Unanticipated expenditures that are necessary to keep previous public commitment, or fulfill a legislative or contractual mandate, or can be demonstrated to result in significant administrative or programmatic efficiencies that cannot be covered by existing appropriations.
3. The Board may, when it adopts the budget for a fiscal year, specify programs which it wishes to review during the year and increase the Contingency account to provide financial capacity to support those programs if it chooses. Contingency funding of such programs complies with this policy.

STATUS:

The Budget Manager is responsible for informing the Board if contingency requests submitted for Board approval meet the criteria of this policy. In addition, each year the Board will receive a report on the prior year contingency actions. This report will include the total dollar amount of contingency requests, dollar amount approved and dollar amount that did not meet the criteria of this policy.

FINANCIAL AND BUDGET POLICY

COMPENSATION

BACKGROUND:

Wage and benefit increases are negotiated between collective bargaining units and the County. In addition the Board authorizes wage and benefit increases to exempt employees by ordinance.

COMPENSATION POLICY STATEMENT:

When any wage or benefit increase is authorized in an amount exceeding budgeted setasides for such wage and benefit increases, the alternatives considered for funding such increases shall include:

1. A budget reduction in the affected department or elsewhere in the County; or
2. An additional draw on contingency; or,
3. A combination of the above.

All tentative approved labor agreements or proposed exempt compensation packages presented to the Board for final approval shall contain, in writing, the following specific costing:

1. Estimates in percentage increases of the wage benefit and package as a whole for all years of the agreement or ordinance, as well as the absolute dollar amount of such increases; and
2. A specific narrative remark, if possible, of any future fiscal impacts of the contract or ordinance and financial impact on any language changes in the contract or ordinance. Such remarks shall address any estimated effects on the unfunded liability of the pension fund, any other fund or any other funded or unfunded liability.

The full financial impacts of negotiated labor agreements will be included in the current budget and financial forecasts.

STATUS:

This policy has been complied with throughout the prior fiscal year.

FINANCIAL AND BUDGET POLICY

CAPITAL ASSET MANAGEMENT POLICIES

BACKGROUND:

Capital financial management policies show the credit rating industry and prospective investors (bond buyers) the County's commitment to sound financial management and fiscal integrity. Adherence to adopted policies ensures the integrity of the financial planning process and can lead to maintaining or improving bond ratings and lowering the cost of capital.

In general, a facilities and property management plan includes three phases: (1) capital improvement planning and funding; (2) facility operations and long-term maintenance plan and funding; (3) property management to determine best use or disposition of property.

Multnomah County owns in excess of 60 buildings with a historical cost of about \$280 million and estimated replacement costs of \$800 million. Structural and systems maintenance in the County's capital plant is largely a non-discretionary activity. That is, the question is not whether such expenditures are necessary but in what year to schedule the expenditure on particular projects. Deferral of spending on capital improvements and maintenance builds an unfunded liability that will need to be funded sooner or later.

Multnomah County's Capital Improvement Program was last updated in 1995 and projects were reviewed in 1998. In 1998, the Strategic Space Plan contemplated innovative development offerings and public partnerships for mixed-use facilities and the County has taken steps toward the realization of such innovations in projects like the Multnomah County East Building and the Hollywood Library. Multnomah County's capital improvement project list and space utilization has significantly changed since it was last updated.

Over the last several years the County has been presented with several opportunities to improve efficiencies by acquiring equipment and/or by redirecting building rental payments to pay for the construction/renovation/acquisition of a facility. It is reasonable to assume that the County will have additional similar opportunities in the future. Given the current scarcity of capital funding, it may be appropriate to consider a variety of creative funding strategies to respond to these opportunities in the future.

The Board of County Commissioners may authorize the sale, long-term lease, or development of property and/or improvements and may authorize full faith and credit financing obligations. It is financially prudent to adequately plan capital projects and to address the unfunded need for capital improvements so that decisions about the use of revenues and financing may be made in an orderly and effective manner.

CAPITAL IMPROVEMENT PLANNING AND FUNDING POLICY:

The County shall prepare, adopt and annually update a five-year Capital Improvement Plan (CIP). The Plan will identify and set priorities for all major capital asset acquisition, renovation, maintenance or construction projects.

During the annual budget development process the Director of the Facilities and Property Management Division is directed to update the Capital Improvement Plan with input from the Chief Operating Officer's Cabinet. This plan shall include recommendations to the Chair and Board of County Commissioners on the priority of projects including those that may have been identified by the Cabinet, suggested by Commissioners or otherwise identified. A Capital Improvement Financial Plan Committee is established, to be composed of representatives of

FINANCIAL AND BUDGET POLICY

Finance, Budge, Facilities and Property Management, and others deemed necessary by the Chair.

The Capital Improvement Financial Plan Committee shall review the Capital Improvement Plan and any other equipment acquisitions being requested to be financed with long term obligations, develop a priority list and a plan to finance the requirements of the Capital Improvement Project plan and any other capital requests. Prior to the adoption of the annual budget, the Capital Improvement Financial Plan Committee shall present a report to the Board. This report shall include a listing of the projects, intended use, alternative methods of financing, current debt commitments, current debt capacity and recommendations.

FACILITY OPERATIONS AND LONG-TERM MAINTENANCE PLAN AND FUNDING POLICY:

The Board recognizes that adequate operations and long-term maintenance funding is essential to avoid costly reconstruction or replacement of capital assets.

The five year Capital Improvement Plan shall provide for anticipated future major improvements and maintenance to County capital assets as well as additional and replacement capital assets.

The Plan shall include major construction to be undertaken by the County, no matter what the funding source. The Plan will be reviewed and updated annually.

The Capital Improvement Plan shall identify adequate funding to support repair and replacement of deteriorating capital assets and avoid a significant unfunded liability from deferred maintenance. In order to facilitate CIP discussions and to create a clear alignment of policy and funding, the Facilities and Property Management Division shall evaluate all owned County facilities and shall maintain a current list of facilities which are in substantial compliance with all applicable building codes and which have no required capital work. These facilities shall be designated as Tier I (Asset Preservation) facilities.

An Asset Preservation Fee shall be assessed on tenants within all Tier I buildings. This fee is established to be \$1.65/rentable square feet in the initial year and shall be adjusted in future years to reflect the facilities needs and County funding capacity. It is the goal of the Board to fund the County's capital needs at approximately 2% of the cost of County buildings. (2% is equivalent to depreciating the facilities over a 50-year period). While the County does not have the capacity to fund facilities at this rate currently, the Board will keep this goal in mind when establishing the rate in future years.

An Asset Preservation Fund is maintained to collect the assessed Asset Preservation Fees and to serve as a long-term reserve fund to maintain the Tier I facilities in their current excellent condition. Required capital projects for Tier I facilities shall be budgeted annually in the Asset Preservation Fund. The remaining balance of the Fund shall be maintained as a long-term reserve and shall be budgeted as an unappropriated balance.

Any facility which does not meet the criteria for designation as a Tier I building shall be designated as a Tier II or Tier III building. Tier II buildings are not up to current building standards and may require substantial capital work but are determined appropriate for continued investment and long-term retention in the County facilities inventory.

Tier III buildings appear to be uneconomic or impractical for long-term retention and will be analyzed to determine if they should be declared surplus and offered for disposition. Only "fire life safety" and urgent capital projects will be considered for Tier III buildings in order to avoid further uneconomic investment in these facilities.

FINANCIAL AND BUDGET POLICY

A Capital Improvement Fee shall be assessed on tenants within all Tier II and III buildings. This fee is established to be \$1.65/rentable square feet in the initial year and shall be adjusted in future years to reflect the facilities needs and County funding capacity. It is the goal of the Board to fund the County's capital needs at approximately 2% of the cost of County buildings. (2% is equivalent to depreciating the facilities over a 50-year period). While the County does not have the capacity to fund facilities at this rate currently, the Board will keep this goal in mind when establishing the rate in future years.

A Capital Improvement Fund is maintained to collect the assessed Capital Improvement Fees. This Fund will be used to provide for the continuing repair and maintenance of Tier II and III buildings. Given the current inadequacy of these funds to adequately meet the needs of these buildings, projects will be identified and proposed for funding based on an annual assessment of need and urgency. The Facilities and Property Management Division shall maintain an inventory of the capital needs in all owned County facilities. An evaluation process and rating system shall be implemented and managed by the Facilities and Property Management to assist in determining which projects to propose for funding each year. Recommended capital projects for Tier II and III facilities shall be budgeted annually in the Capital Improvement Fund. Any remaining balance of the Fund shall be maintained as a long-term reserve.

Property and Facilities Management will perform all preventative and corrective maintenance on all County facilities to provide facilities that are safe, functional and reliable for County operations. Facilities and Property Management will prepare and administer tenant agreements, respond to service requests, and manage commercial leases. The service level agreements with each tenant will be prepared to reflect the level of service and various pricing of each service that have been agreed upon by the parties.

Best use or disposition of SURPLUS property policy:

As part of the CIP presented to the Board, the Capital Improvement Financial Plan Committee shall annually recommend the best use or disposition of surplus property held by the County. The recommendation will detail the financial and service impact of each recommendation. The Board will make the final determination on the best use or disposition of the property identified.

When deciding on the best uses or disposition of surplus property, the Board will consider that the proceeds from the sale of unrestricted property may be:

1. Credited to the Capital Improvement Fund for providing resources for future capital projects, deferred maintenance, or capital acquisition/construction.
2. Credited to the Asset Preservation Fund to provide adequate reserves to meet future capital needs in Tier I facilities.
3. Credited to increase General Fund reserves.
4. Used to retire outstanding debt.

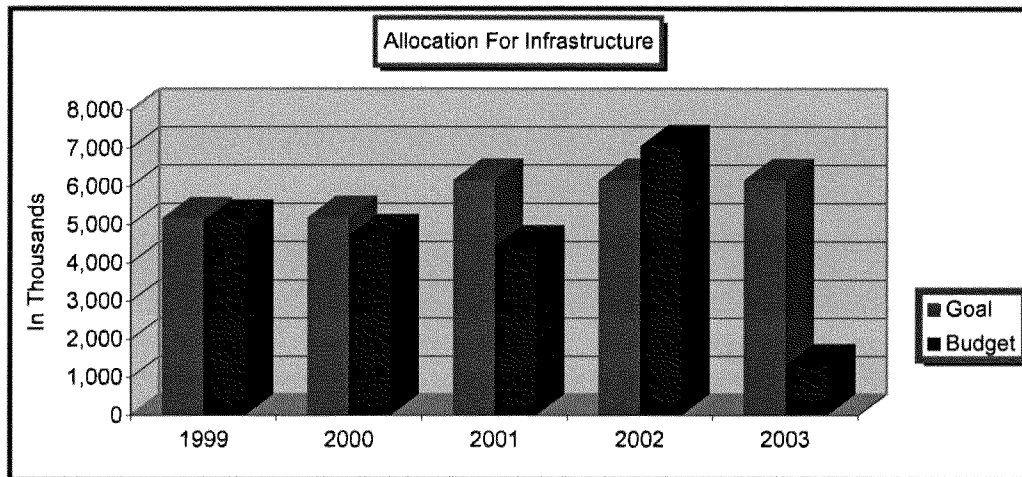
In addition:

1. Property may be traded for other properties that are needed to provide services or carry out the mission of the County.
2. Property may be leased to other agencies.

FINANCIAL AND BUDGET POLICY

STATUS:

The five year CIP Plan was updated in Fiscal Year 2003. The following graph depicts the goal and actual for FYs 1999 to 2002. FY 2003 reflect budget figures.



FINANCIAL AND BUDGET POLICY

LONG-TERM LIABILITIES

BACKGROUND:

The Financial Accounting Standards Board has issued various statements which require private sector organizations to record long-term liabilities in their financial records. The Governmental Accounting Standards Board has been moving towards private sector accounting standards and is requiring governmental organizations to either record long-term liabilities in the financial records of the organization or disclose the liabilities in the notes to the financial statements. To avoid having the Board or future Boards face huge unfunded liabilities, beginning in the mid 1980's, the County began funding many of its unfunded liabilities. By funding these liabilities over time the County will not be faced with liabilities without the resources to fund them. The practice of funding long-term liabilities has a favorable impact on our bond rating. The following is quoted from our most recent credit report: "The County's historically strong financial management is underscored by its response to revenue limitations imposed by Measure 5 beginning in Fiscal Year 1992. In addition to making dramatic program cuts and organizational changes, the County nevertheless continued its policy on funding long-term liabilities. The County's high credit rating is supported by the strong economy, sound financial management, high level of cooperation with underlying jurisdictions and moderate debt position."

LONG-TERM LIABILITIES POLICY STATEMENT:

It is the goal of the Board to fund 100% of all long term liabilities, except PERS, that are required by the Governmental Accounting Standards Board (GASB) to be disclosed or accounted for in the County's comprehensive annual financial report. GASB 34 states that vacation liabilities do not need to be reported in the governmental fund types until they are paid. Vacation liabilities in the proprietary funds will be recognized on the full accrual basis of accounting. These liabilities include, but are not limited to; medical & dental incurred but not reported (IBNR) claims, workers compensation IBNR claims, liability IBNR claims, post retirement benefits, and Library Retirement Plan benefits. The Finance Director is responsible for ensuring that these liabilities are funded according to the actual liability or the actuarially determined liability.

STATUS:

The following is the June 30, 2002 funding level of each liability (\$ in thousands):

Type of Liability	Total Liability	Amount Funded	Percent Funded
Self Insurance (1)	\$ 9,263	\$ 9,263	100.0%
Post Retirement (2)	11,000	6,232	56.7%
Library Retirement (3)	13,273	13,273	115.0%

(1) GASB requires self-insurance claims be recorded as a liability in the financial statements.

(2) GASB requires employer paid benefits extended to retirees be disclosed in the financial statements.

(3) The Library Retirement Funds are required to be disclosed. Funds are dedicated to former employees of the Library Association of Portland.

FINANCIAL AND BUDGET POLICY

ACCOUNTING AND AUDITS

BACKGROUND:

Under ORS 294 the County is required to have the County's financial records audited by an independent accounting firm annually.

ACCOUNTING AND AUDITS POLICY STATEMENT:

The Board understands that the County's accounting system and financial records are required by State law to be maintained according to Generally Accepted Accounting Principles (GAAP), standards of the Government Finance Officers Association (GFOA) and the principles established by the Governmental Accounting Standards Board (GASB), including all effective pronouncements.

Multnomah County's Ordinance No. 660 as amended, which established an Audit Committee, audit procedures and audit rules, will apply to all financial audits. The basic duties of the Audit Committee are:

1. Review the scope and general extent of the external auditor's planned examination.
2. Review with management and the external auditor the financial results of the audit.
3. Review with the external auditor the performance of the County's financial and accounting personnel.
4. Review written responses of management letter comments and single audit comments.
5. Present the Audit, Single Audit and Report to Management to the Board.
6. Select the external auditor.

The Comprehensive Annual Financial Report (CAFR) shall be sent to grantor agencies and rating agencies on a regular basis and at such other times as may be deemed appropriate in order to maintain effective relations.

It is the goal of the Board to maintain a fully integrated automated financial system that meets the needs of the County. This financial system is to include; general ledger, accounts payable, accounts receivable, purchasing, payroll and cost accounting for all applicable operations. The financial system will be maintained on a monthly basis to monitor expenditures and revenues, budget and actual.

STATUS:

In compliance.

FINANCIAL AND BUDGET POLICY

FUND ACCOUNTING STRUCTURE

BACKGROUND:

According to local budget law and generally accepted accounting principles the County is required to establish and maintain various funds. To ensure that the Board is informed of the various funds Finance has historically presented to the Board the County's fund structure each year.

FUND ACCOUNTING STRUCTURE POLICY STATEMENT:

The Finance Director is responsible for preparing and presenting a resolution defining the various County funds to the Board each fiscal year.

The County will follow generally accepted accounting principles number three and number four when creating a fund and determining if the fund is to be a dedicated fund.

PRINCIPLE 3 TYPES OF FUNDS: The following types of funds should be used by state and local governments:

GOVERNMENTAL FUNDS

General Fund - to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.

Capital Projects Funds - to account for financial resources to be used for the acquisition or construction of major facilities (other than those financed by proprietary funds and trust funds).

Debt Service Funds - to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

PROPRIETARY FUNDS

Enterprise Funds - to account for operations (a) that are financed and operated in a manner similar to private business enterprises-where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, or accountability.

Internal Service Funds - to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursement basis.

FINANCIAL AND BUDGET POLICY

FIDUCIARY FUNDS

Trust and Agency Funds - to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, governmental units, and/or other funds. These include (a) Expendable Trust Funds, (b) Nonexpendable Trust Funds, (c) Pension Trust Funds, and (d) Agency Funds.

PRINCIPLE 4 NUMBER OF FUNDS: Governmental units should establish and maintain those funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established, however, since unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.

STATUS:

In compliance.

FINANCIAL AND BUDGET POLICY

INTERNAL SERVICE FUNDS

BACKGROUND:

It is often advantageous to centralize the provision of certain goods and services within Multnomah County by establishing internal service funds. Internal service funds provide a useful means of accounting for such centralized intra governmental activities.

The Governmental Accounting Standards Board's (GASB) Codification of Governmental Accounting and Financial Reporting Standards (Codification) states that internal service funds may be used "to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit on a cost-reimbursement basis. The purpose of the internal service funds is that they use the flow of economic resources measurement focus and the full accrual basis of accounting, thus allowing them to measure and recover the full cost of providing goods and services to departments and agencies (including depreciation on fixed assets). Other governmental funds do not provide cost data, but instead focus on flows of financial resources.

GASB also directs governments to use either the general fund or an internal service fund if they wish to use a single fund to account for all of their risk financing activities of a given type. If a government chooses to use an internal service fund to account for its risk-financing activities, interfund premiums are treated as quasi-external transactions (similar to external insurance premiums), rather than as reimbursements. Because interfund premiums paid to internal service funds are treated as quasi-external transactions rather than as reimbursements, their amount is not limited by the amount recognized as expense in the internal service fund, provided that the excess represents a reasonable provision for anticipated catastrophe losses or the excess is the result of a systematic funding method designed to match revenues and expenses over a reasonable period of time (e. g., an actuarial funding method, a funding method based upon historical cost data).

GASB indicates that internal service funds may be used for services provided on a cost-reimbursement basis to other governments, nonprofits and quasi-governmental entities.

Most transactions between internal service funds and other funds take the form of quasi-external transactions. That is to say, the funds receiving goods or services report an expense or expenditure, while the internal service fund reports revenue. The practical consequence of this approach is that expenses/expenditures are duplicated within the financial reporting entity. The duplication resulting from the use of internal service funds is preferable to the duplication that sometimes occurs when internal service funds are not used. Under current Generally Accepted Accounting Principles, GAAP, quasi external transactions may occur between departments within the same fund:' (e.g., general fund) or between funds within the same fund type (e.g." special revenue funds). Consequently, if an internal service fund is used, duplication could occur within the same fund or fund type. The internal service fund has the advantage of isolating such duplicate transactions within a separate fund type, where their special character is clearer to users of the financial statements.

Internal service funds are used to account for services provided on a cost reimbursement basis without profit or loss.

Surpluses and deficits in internal service funds may be an indication that other funds were not charged properly for the goods or services they received.

FINANCIAL AND BUDGET POLICY

The principle that internal service funds should operate on a cost reimbursement basis applies to the operations of these funds over time. It is only when internal service funds consistently report significant deficits or surpluses that the adequacy or inadequacy of charges made to other funds must be reassessed. If it is determined that the charges made to other funds are either more or less than is needed to recover cost over a reasonable period, the excess or deficiency should be charged back to the participating individual funds. In particular, it is not appropriate to report a material deficit in internal service fund without the demonstrable intent and ability to recover that amount through future charges to other funds over a reasonable period.

Often internal service funds charge for asset use in excess of historical cost depreciation to ensure that adequate funds will be available to purchase replacement assets (whose cost is likely to be higher because of inflation). The systematic recovery of the replacement cost of fixed assets is not a violation of the cost allocation principle because the surpluses are only temporary (i.e., they will disappear when the higher priced assets are, in fact acquired).

In recent years, federal grantors have become increasingly sensitive to the potential for overcharges connected with internal service funds. Accordingly, high levels of retained earnings in internal service funds (as defined by federal cost allocation principles) may lead to the disallowance of some costs charged out to other funds.

The main purpose of establishing separate internal service funds is to identify and allocate costs related to the provision of specific goods and services within Multnomah County

INTERNAL SERVICE FUND POLICY STATEMENT:

Multnomah County will establish internal service funds for the following services:

1. Risk Management
2. Facilities and Property Management
3. Motor pool and electronics
4. Mail distribution
5. Telephone
6. Data processing.

Services provided by internal service funds will be defined and put in writing.

The internal service funds will be used to account for business operations and charge for services to account for the financing of the goods or services provided to other departments or agencies on a cost-reimbursement basis. Periodically the rates charged by internal service funds will be compared to other public or private sector operations to ensure that the pricing is competitive. The internal service fund charges will include asset replacement charges (depreciation) to ensure that adequate funds will be available to purchase replacement assets.

The internal service fund charges will include charges to maintain a contingency or reserve requirement no greater than 5% to ensure that service reimbursements charged to other departments are maintained at a relatively constant level. Excess reserves or retained earnings will be used to reduce future rates or will be returned to the originating fund.

The internal service reserves and amounts being billed to other departments or agencies will be reviewed annually by budget and finance to ensure they are meeting this policy.

FINANCIAL AND BUDGET POLICY

LIQUIDITY AND ACCOUNTS PAYABLE

BACKGROUND:

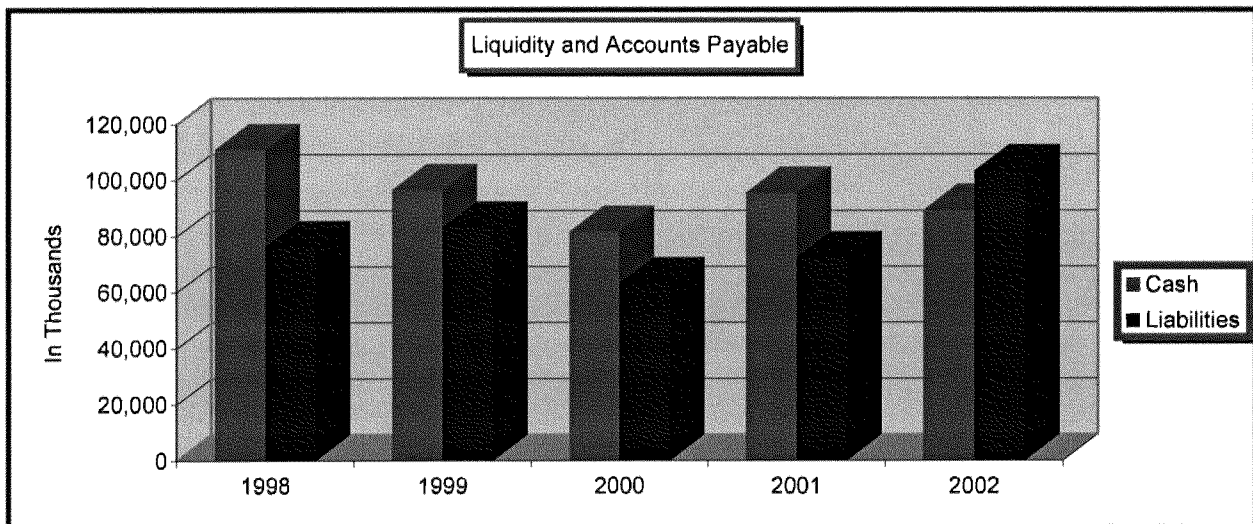
Liquidity is the ratio of cash and short-term investments to current liabilities including amounts held in trust. It reflects the County's ability to pay its short-term debts and accounts payable. Cash and Investments in the capital projects funds and debt retirement funds are long-term cash and investments. The credit rating industry considers a liquidity ratio of \$1 of cash to \$1 of debt as an acceptable liquidity ratio. Generally the County has maintained about \$2 of available cash to every \$1 of current liabilities.

LIQUIDITY AND ACCOUNTS PAYABLE POLICY STATEMENT:

The County will strive to maintain a liquidity ratio of at least \$1 dollar of cash and short-term investments to each \$1 dollar of current liabilities.

STATUS:

The following graphs depicts the comparison of cash and investments to current liabilities and accounts payable to revenues for fiscal years 1998 to 2002.



FINANCIAL AND BUDGET POLICY

BANKING, CASH MANAGEMENT AND INVESTMENTS

BACKGROUND:

Multnomah County maintains an active investment program. An investment policy was first formalized in 1982 and has been revised several times since. These policies incorporate various Oregon Revised Statute Codes which specify the types and maturity restrictions that local governments may purchase. The County's Investment Policy also contains self-imposed constraints in order to effectively safeguard the public funds involved.

BANKING, CASH MANAGEMENT AND INVESTMENT POLICY STATEMENT:

Banking services shall be solicited at least every five years on a competitive basis. The Finance Director is authorized to act as "Custodial Officer" of Multnomah County and is responsible for performing the treasury functions of the County under ORS 208, 287, 294 and 295 and the County's Home Rule Charter. In carrying out these duties and functions, the Finance Director is authorized to establish internal Finance Program Area policy that meets generally accepted auditing standards relating to cash management.

In accordance with ORS 294.135, Multnomah County's investment transactions shall be governed by a written investment policy, which will be reviewed and adopted annually by the Board of County Commissioners. The investment policy will include the investment objectives, diversification, limitations and reporting requirements. In accordance with MCC 2.60.305 through 2.60.315 the County will utilize an independent Investment Advisory Board to review the County's investment plan and investment performance. Unrecognized gains or losses on investments will be recorded in the County's financial report.

STATUS:

The County is in compliance with this policy. Banking services were put out to bid in the Summer of 2002. The following is the County's June 30, 2002 investment portfolio summary (\$ in thousands):

Description	Market Value
U.S. Government Agencies	\$99,406
Municipal Bonds	0
Repurchase Agreements	1,400
Commercial Paper	39,802
Bankers' Acceptances	10,980
LGIP	7,439
Library Pension	13,790
Cash Deposits	8,005
Total	<u>\$ 180,822</u>

FINANCIAL AND BUDGET POLICY

SHORT-TERM AND LONG-TERM DEBT FINANCINGS

BACKGROUND:

Prior to 1988, the County had maintained a pay-as-you-go philosophy for financing capital projects. The philosophy of pay-as-you-go may be costly in some ways due to cost acceleration in inflationary periods. Over-utilized facilities generate higher operation and maintenance costs and the citizens are not served well by over-utilized or nonexistent facilities. An alternative is to issue debt which is sometimes referred to as pay-as-you-use. The philosophy of issuing debt for public projects is to have the citizens benefiting from the project pay for the debt retirement costs.

SHORT-TERM AND LONG-TERM DEBT FINANCING POLICY STATEMENT:

All financings are to be issued in accordance with the County's Home Rule Charter and applicable State and Federal Laws.

1. **Short-Term Debt.** If it is determined by the Finance Program Area that the General Fund cash flow requirements will be in a deficit position prior to receiving property tax revenues in November, the County will issue short-term debt to meet the anticipated cash flow requirements. When financing a capital project, Bond Anticipation Notes or a Line of Credit may be issued if such financings will result in a financial benefit to the County. Before issuing short-term debt the Board must authorize the financing by adopting a resolution.
2. **Bonds and Other Long-Term Obligations.** It is the policy of the Board that the County will attempt to meet its capital maintenance, replacement or acquisition requirements on a pay as you go basis. If the dollar amount of the capital requirement cannot be met on a pay as you go basis, if it is financially beneficial to issue bonds or COPs, and if the project has been determined to benefit future citizens, the County will evaluate the feasibility of issuing a long-term debt financing instrument.
3. **Uses.** All long-term financings must provide the County with an economic gain or be as a result of a mandate by the Federal or State Government or court. Under no circumstances will current operations be funded from the proceeds of long-term borrowing.
4. **Purchase/Leasing Facilities.** It is also the policy of the Board to purchase or lease/purchase facilities, instead of renting, when the programs or agencies being housed in the facility are performing essential governmental functions.
5. **Debt.** When issuing debt, the County will follow the Government Finance Officers Association recommended practice of selecting and managing the method of sale of State and Local Government Bonds.
6. **Capital Expenditures.** If capital expenditures are anticipated to be incurred prior to the issuance of the debt, the Board authorizes the Finance Director to execute a declaration of official intent "DOI" with regard to such expenditure. The DOI must express the County's reasonable expectations that it will issue debt to reimburse the described expenditures. It must contain a general description of the project and state the estimated principal amount of obligations expected to be issued to finance the project. A copy of the DOI shall be sent to the Board.

FINANCIAL AND BUDGET POLICY

7. **Financing Mechanisms.** The following are the different types of financings the County may use to fund its major capital acquisitions or improvements.

a) **Revenue Bonds** may be used whenever possible to finance public improvements which can be shown to be self-supported by dedicated revenue sources, needed for infrastructure or economic development or approved by the Board for specific purposes.

i) Revenue supported bonds are to be used to limit the dependency on property taxes for those projects with available revenue sources, whether self-generated or dedicated from other sources.

ii) Adequate financial feasibility studies are to be performed for each project to determine the adequacy of the dedicated revenue source.

b) **General Obligation Bonds** (G.O. bonding) will be used to finance capital projects that have been determined to be essential to the maintenance or development of the County.

i) Capital improvement projects will be analyzed, prioritized and designated as to essential characteristics through the CIP committee process.

ii) Use of G.O. bonding will only be considered after exploring alternative funding sources such as Federal and State grants and project revenues.

c) **Full Faith and Credit or Limited Tax Bonds** will be considered as a financing method if Revenue bonding or G.O. bonding is not feasible.

d) **Lease-Purchases or Certificate of Participation** (COP) will be considered as a financing method if Revenue bonding or G.O. bonding is not feasible.

e) **Leases and limited tax bonds** as reported in the County's comprehensive annual financial report will be limited as follows:

i) Annual lease-purchase payments or limited tax bond payments recorded in the respective Funds, except proprietary funds, will be limited to 5% of the total revenues of the fund supporting the lease payment.

ii) All acquisitions will be limited to the economic life of the capital acquisition or improvement and in no cases shall exceed 20 years.

iii) All acquisitions must fit within the County's mission, goals & objectives or governmental role.

iv) All annual lease-purchase or bond payments must be included in the originating Departments' adopted budget or in the facilities management's building service reimbursement.

f) **Refundings or Advance Refundings** will be done if there is a present value savings of 3% or more or if the restructuring of the financing will benefit the County.

g) **Intergovernmental Agreements** with the State of Oregon for Energy Loans.

FINANCIAL AND BUDGET POLICY

- h) **Local Improvement Districts.** Except as required by State law, it is the policy of the Board not to form Local Improvement Districts (LIDs) for purposes of issuing debt to finance LID improvements unless specifically required by Oregon Revised Statutes. The reasoning for not forming LIDs is because of the added costs of administering the LIDs, the small number of citizens served, and the potential risk that in the event of default by the property owners, the County's General Fund will have to provide funds to retire any outstanding obligations.
- i) **Conduit Financings.** It is the policy of the Board to act as an "Issuer" of conduit financing for any private college, university, hospital, for profit or non-profit organization that is located in Multnomah County and is eligible to use this type of financing. The County will charge a fee of \$1.00 per \$1,000 of bonds issued or \$10,000, whichever is greater, to act as an issuer for the organization. The maximum fee to be collected will not exceed \$50,000. This fee is to offset any administrative costs that may be incurred by the County when acting as an issuer. The County will retain bond counsel to represent the County on any legal issues including any risks associated with the conduit financing. The university or college will be assessed an additional fee to cover any bond counsel expenses incurred by the County. In addition to the fees established above, the organization must have a Moody's rating of Baa or better or BBB rating from Standard and Poor's and must not condone any discriminatory practices or policies. The Board of County Commissioners must approve each conduit financing issue.
- j) **External financial advisors, underwriters and bond counsel** will be selected in accordance with the County's Administrative Procedures.

8. Revenue Bonds in Partnership with Nonprofit Agencies.

- a) The County may issue tax exempt revenue bonds in partnership with a 501(c)(3) non-profit agency. The non-profit agency is responsible for 100% of the capital project costs, all of the debt financing issue costs, any debt reserve requirements and will be responsible for the ongoing annual debt payments and other related costs. The County will issue debt not to exceed 60% of the total capital costs of the project.
- b) The County enjoys a very good credit rating and does not wish this rating to be negatively impacted. Before the County considers a proposal to assist a 501(c)(3) non-profit agency by issuing tax exempt revenue bonds to finance a capital project, the agency and the County must comply with the following. The conditions listed below are in addition to the applicable requirements contained in this section of the County's Financial and Budget Policies.
- c) **Preconditions:**
 - i) The agency must be an IRS 501(c)(3) organization and must demonstrate that it cannot obtain conventional financing at a reasonable cost.
 - ii) In general, it is intended that the County will be assisting small to medium size agencies that have total annual revenues from all sources of at least \$1,000,000 but not greater than \$10,000,000

FINANCIAL AND BUDGET POLICY

- iii) The planned use of the revenue bond proceeds must be consistent with County policy priorities or benchmarks.
- iv) The agency must provide the County with five years of historical financial information and operational trends.
- v) The agency must provide the County with a capital and business expansion plan including a five year revenue and expenditure forecast.
- vi) The agency must demonstrate its ability to conduct a capital fund raising campaign.
- vii) The agency must be non-discriminatory in providing access to its services and in its employment practices.

d) Cost Responsibilities:

- i) The agency is responsible for 100% of the capital project costs. The County will assist the agency by issuing tax exempt revenue bonds to finance no more than 60% of the capital project and related allowable debt issuance costs. The agency is responsible for raising the remaining project funds.
- ii) The agency is responsible for all bond issuance costs.
- iii) Unless granted an exception by the Chair, County administrative costs are to be reimbursed by the agency or capitalized as part of the debt to be repaid by the agency.
- iv) The agency is responsible for all ongoing costs related to the financing. These include annual debt payments, paying agent costs, or other related costs. The agency is obligated for the term of the financing and may not have the option of a "nonappropriation" clause.
- v) Before the County issues the debt, the agency must have raised 75% of the project funds for which it is responsible; with the County's administrative agreement, a portion of those funds may be in the form of well- secured promissory notes from grantors or private contributors; the remaining agency contributions must be deposited before matching debt funds are released, on a schedule negotiated in the contract for each project.
- vi) It is expected that all private funds will be collected within one year of the County's approval of the bond financing partnership. If the private funds are not collected within two years of the County's approval of bond financing, the County shall no longer be considered as committed to the revenue bond financing partnership.

e) Other Conditions:

- i) The County must have title, or first lien rights if the escrow agent holds title on behalf of the lender, to the property while debt is outstanding.

FINANCIAL AND BUDGET POLICY

- ii) The agency must provide the County an unencumbered cash reserve in the amount equal to at least six monthly payments or make monthly installment payments equal to 1/12 of the annual debt service requirement. Any interest earned on these funds remains the property of the County and will be used to offset administration costs. Payments are to begin upon the issuance of the debt. This reserve is in addition to any reserves required by the financing.
- iii) The County will conduct a risk analysis and fully disclose this information to the Board prior to approval of the debt. The County reserves the right to have a third party perform a credit analysis.
- iv) The Board must approve of the financing by resolution
- v) Contractual language must be in place to protect the County in case of late payments or default by the agency.
- vi) The agency must provide an annual, independently audited financial report to the County.

f) **Non-Profit Revenue Bond Limits:**

- i) In general, the County will not provide revenue bond financing for a non-profit agency for any project that is under \$1,000,000 or over \$4,000,000. in bonded indebtedness.
- ii) The issuance of revenue bonds in partnership with non-profit agencies shall not be greater than \$8,500,000 of principal outstanding.
- iii) The maximum term of revenue bonds issued under this policy will not exceed 15 years.

g) **Administration of this Policy Section:**

- i) The Finance Program Area is responsible for coordinating the overall process of accepting and reviewing proposals by non-profits to enter into partnership with the County for revenue bond financing and for making recommendations to the Chair in considering these requests.
- ii) County operating department(s) with related programs are responsible for analyzing proposals for conformity with related program policy guidelines
- iii) The Finance Program Area is responsible for analyzing proposals for conformity with these financial policy guidelines and for implementing revenue bond financing partnerships, as approved.

9. **Hospital Authority:** It is the policy of the Board to issue revenue bonds for hospital facilities as authorized by Resolution 98-1 adopted by the Board of County Commissioners, acting as Hospital Authority, on December 3, 1998.

FINANCIAL AND BUDGET POLICY

STATUS:

The following shows the County's outstanding obligations as of July 1, 2003:(\$ in thousands)

Description	Moody's Rating	Dated	Maturity Date	Amount Issued	Principal Outstanding	2003/2004 Prin & Int Payment
Short Term Notes "TRANS" Planned	MIG 1	7/1/02	6/30/04	\$ 20,000	\$ 20,000	\$ 20,900
General Obligation Bonds	Aa1	10/1/96	10/1/16	\$ 79,700	\$19,535	\$ 3,751
	Aa1	10/1/96	10/1/16	29,000	2,965	665
	Aa1	3/1/94	10/1/13	\$ 22,000	3,215	1,150
	Aa1	9/1/94	10/1/14	9,000	795	418
	Aa1	2/1/99	10/1/16	66,115	65,100	3,214
				<u>\$205,815</u>	<u>\$ 91,610</u>	<u>\$ 9,198</u>
Revenue Bonds						
RCC Series 1998	A3	10/1/98	10/1/14	\$3,155	\$2,665	\$ 286
Motor Vehicle Revenue Bonds 2000	A3	11/01/00	11/01/15	5,500	5,225	536
				<u>\$8,655</u>	<u>\$7,890</u>	<u>\$ 822</u>
Pension Obligation Revenue bonds	Aa2	12/1/99	6/1/30	<u>\$184,548</u>	<u>\$182,893</u>	<u>\$ 10,074</u>
Full Faith and Credit Obligations						
Series 2003 Refunding	Aa2	6/1/03	7/1/13	\$ 9,615	\$ 9,615	\$ 1,109
Series 1999A Multnomah Building	Aa2	4/1/99	8/1/19	\$ 36,125	\$ 32,480	2,744
Series 2000A Full Faith	Aa2	4/1/00	4/1/20	61,215	51,775	6,152
				<u>\$ 104,255</u>	<u>\$ 93,870</u>	<u>\$ 10,005</u>
Certificates of Participation						
1998 JJC Refunding & New	Aa3	2/1/98	8/1/17	48,615	\$ 29,726	\$ 3,580
Portland Building Contract	N/A	1/22/81	1/22/08	\$ 3,475	\$ 1,305	\$ 332
Total Debt Payments						<u>\$ 13,920</u>

REMAINING BORROWING CAPACITY

Debt Capacity (Supported by General Government Fund Types Only)

FY 2002 General Fund Revenues	\$ 269,580
5 % limitation	0.05
5% Limitation Dollar Amount	\$ 13,479.
Lease/Debt Capacity Used (1)	\$ (12,811)
Annual Payment Available	\$ 668
Estimate Principal Value Available	\$ 10,000

(1) Amount decreases from \$13,920 to \$12,811 due to 2003 advance refunding counted twice

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

RESOLUTION NO. 03-090

Adopting Financial and Budget Policies for Multnomah County, Oregon, and Repealing Resolution No. 02-084

The Multnomah County Board of Commissioners Finds:

- a. The Board is the fiscal authority for Multnomah County government.
- b. The Finance and Budget is responsible for the budget and fiscal operations of the County.
- c. The Chief Financial Officer and Budget Director is responsible for the preparation and management of the budget and for the management of the financial operations of the County.
- d. A financial and budget policy will provide for prudent financial practices.

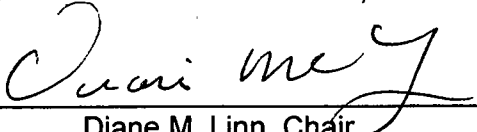
The Multnomah County Board of Commissioners Resolves:

1. The Financial and Budget Policies set forth in Exhibit A are the policies of Multnomah County.
2. The Chief Financial Officer is directed to administer these Financial and Budget Policies.
3. The Chief Financial Officer is directed to review and update these policies as needed but not less than annually.
4. The Chief Financial Officer is directed to inform the Board on the status of these policies annually.
5. This Resolution replaces Resolution No. 02-084, which is repealed.

Adopted this day 19th of June, 2003.



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



Diane M. Linn, Chair

REVIEWED:

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

By 

Agnes Sowle, Acting County Attorney

EXHIBIT A



MULTNOMAH COUNTY OREGON

FINANCIAL AND BUDGET POLICY

FISCAL YEAR 2003-2004

Prepared by: Finance and Budget

FINANCIAL AND BUDGET POLICY

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FINANCIAL AND BUDGET POLICY

GOALS

The goals of this financial policy are:

1. To preserve capital through prudent budgeting and financial management.
2. To achieve the most productive use of County funds that meets the goals of the Board of County Commissioners.
3. To ensure that all finance-related activities meet generally accepted accounting principles.
4. To achieve a stable balance between the County's ongoing financial commitments and the continuing revenues available to the County.
5. Leverage the maximum amount of local dollars with federal and state funding/grants.
6. To provide an accountable form of Government to the citizens of Multnomah County.

FINANCIAL AND BUDGET POLICY

FINANCIAL FORECASTS FOR THE GENERAL FUND

BACKGROUND:

Governments at all levels should forecast major revenues and expenditures. The forecast should extend at least three to five years beyond the budget period and should be regularly monitored and periodically updated. The forecast, along with its underlying assumptions and methodology, should be clearly stated and made available to participants in the budget process. It also should be referenced in the final budget document. To improve future forecasting, the variances between previous forecast and actual amounts should be analyzed. The variance analysis should identify the factors that influence revenue collections, expenditure levels, and forecast assumptions.

FINANCIAL FORECASTS FOR THE GENERAL FUND POLICY STATEMENT:

The Board of County Commissioners recognizes the importance of combining the forecasting of revenues and the forecasting of expenditures into a single financial forecast. Budget will prepare a five year financial forecast for the General Fund that assesses long-term financial implications of current and proposed policies, programs, and assumptions that develop appropriate strategies to achieve its goals. The General Fund revenue and expenditure forecasting will include the following:

1. Provides an understanding of available funding.
2. Evaluates financial risk.
3. Assesses the likelihood that services can be sustained.
4. Assesses the level at which capital investment can be made.
5. Identifies future commitments and resource demands.
6. Identifies the key variables that cause change in the level of revenue.
7. Identifies one time only resources and recommends appropriate uses

STATUS:

In compliance

FINANCIAL AND BUDGET POLICY

TAX REVENUES

BACKGROUND:

During the past decade Multnomah County has faced major decisions about the level and kind of taxation it should or could impose.

In response to a proposal of the Library Board (which had been tasked with recommending a long-term dedicated revenue source to replace property tax support of the Library system) the Board passed a utility excise tax in 1992, then rescinded the tax in 1993 before it took effect.

In November 1996, the voters of the State of Oregon approved a constitutional amendment, Ballot Measure 47, further limiting property taxes. In May 1997, the voters approved Ballot Measure 50 and repealed Measure 47. For Fiscal Year 1998, Measure 50 reduced the amount of property taxes imposed statewide by 17% from authorized levels (except taxes to pay exempt bonded indebtedness or Local Option levies approved by voters). Measure 50 limited the growth in taxable property value to 3% per year, with the exception on new construction. It also required that general obligation bonds and local option taxes must be approved by a majority of the voters at general election in even numbered years or at any other election in which not less than 50% of eligible registered voters cast a ballot-the double majority.

In November 1997, Multnomah County voters approved a five year Library Local Option Levy. The levy costs property owners 59 cents per thousand of assessed value per year.

In March 1998, Multnomah County voters imposed a temporary 0.5% Business Income Tax surcharge for tax year 1998 – one year only. The revenue generated from this surcharge was dedicated to supplement the various school districts within Multnomah County. This temporary increase generated approximately \$10.4 million.

In 1999 the County was approached with a proposal to increase the rates of both the Transient Lodging Tax and Motor vehicle Rental Tax and dedicate the proceeds to Metro and City of Portland for funding an expanded Convention Center, renovating Civic Stadium and renovating Portland Center for Performing Arts. The Board approved these increases in February 2000.

On March 20, 2003 the Board approved Resolution 03-041 submitting Measure 26-48 to the voters to impose a three year temporary countywide personal income tax to benefit public schools, public safety and human services. On May 20, 2003 this income tax was passed by the voters of Multnomah County.

On March 13, 2003, the Board approved Resolution 03-36 accepting the recommendations of the Community Partnership Steering Committee for reform of the Multnomah County Business Income Tax and authorized the Chair to work with the City of Portland to implement the recommendations.

All of these tax decisions were made in an atmosphere of intense public and internal debate. Those debates consistently referred to these common factors: the progressivity of the tax, its administrative costs, its impact on the economy of the region, its effect on other local governments, and the degree to which the tax might be acceptable to the public.

FINANCIAL AND BUDGET POLICY

TAX REVENUE POLICY STATEMENT:

The Board recognizes that taxation is necessary to provide public services to the citizens of the county. When considering changes to the County's tax structure, the Board will consider the following:

1. The ability of taxpayers to pay the taxes.
2. The impact of the taxes imposed by the County on other local governments.
3. The affect of taxes on the economy in the county.
4. Administration and collection costs of the taxes.
5. The ease of understanding the taxes by the taxpayers.

STATUS:

The County has several sources of tax revenue. These sources include property taxes, which are paid based on an established assessed value of real, personal and utility property. Except for general obligation bond levies and local option taxes, County property taxes increase with the growth in assessed value. That assessed value growth is limited to 3% per year plus changes as a result of annexation, rezoning, and new construction. The County collects property taxes in three ways.

- a "permanent tax rate," the reduced combination of the County's "tax base" and two serial levies in effect when Measure 50 was approved.
- property taxes for the retirement of voter approved general obligation bonds.
- a local option levy for Library services.

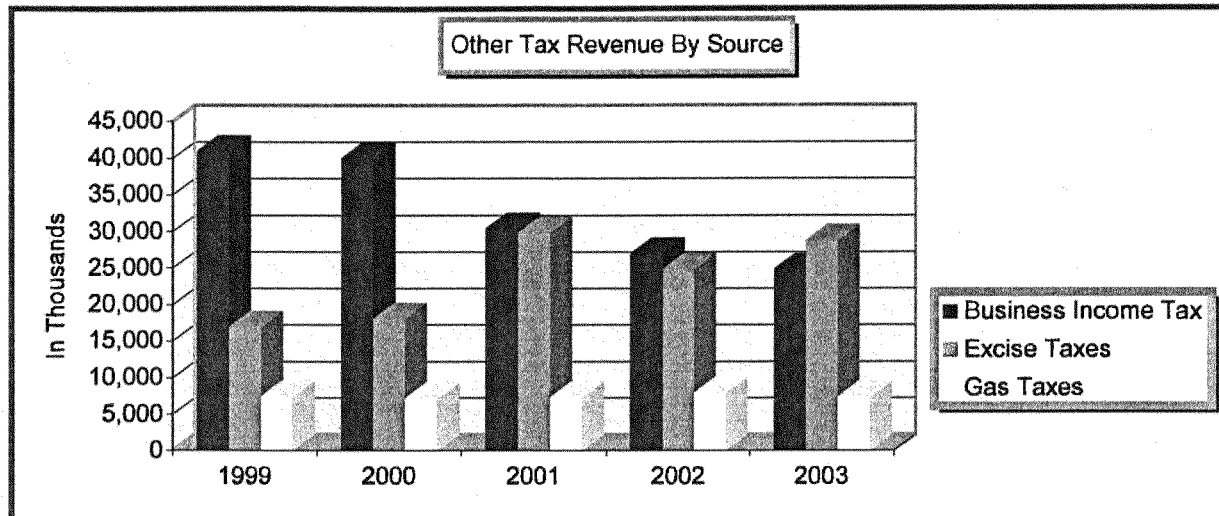
Business entities doing business in Multnomah County pay business income taxes (BIT) based on their net income. The County is in the process of revising the BIT to possibly include a payroll tax component to the tax mix. Information returns will be received during the summer of 2003 and a reformed BIT/Payroll Tax package will be presented to the Board in September of 2003.

The County has two excise taxes, a Motor Vehicle Rental Tax and a Transient Lodging Tax. Motor vehicle rental taxes are assessed on the gross income generated from short-term vehicle rentals. Transient lodging taxes are imposed on room rental rates at hotels/motels. The Transient Lodging Taxes collected are (with minor exceptions) passed through to Metro for Convention Center operations, funding of the operations of the Performing Arts Center and Regional Art and Culture Council, funding bonds issued by the City of Portland to expand the Oregon Convention Center, renovate Civic Stadium and renovate the Performing Arts Center and to provide monies for a Visitors Development Fund. A portion of the Motor Vehicle Rental Taxes also support these programs.

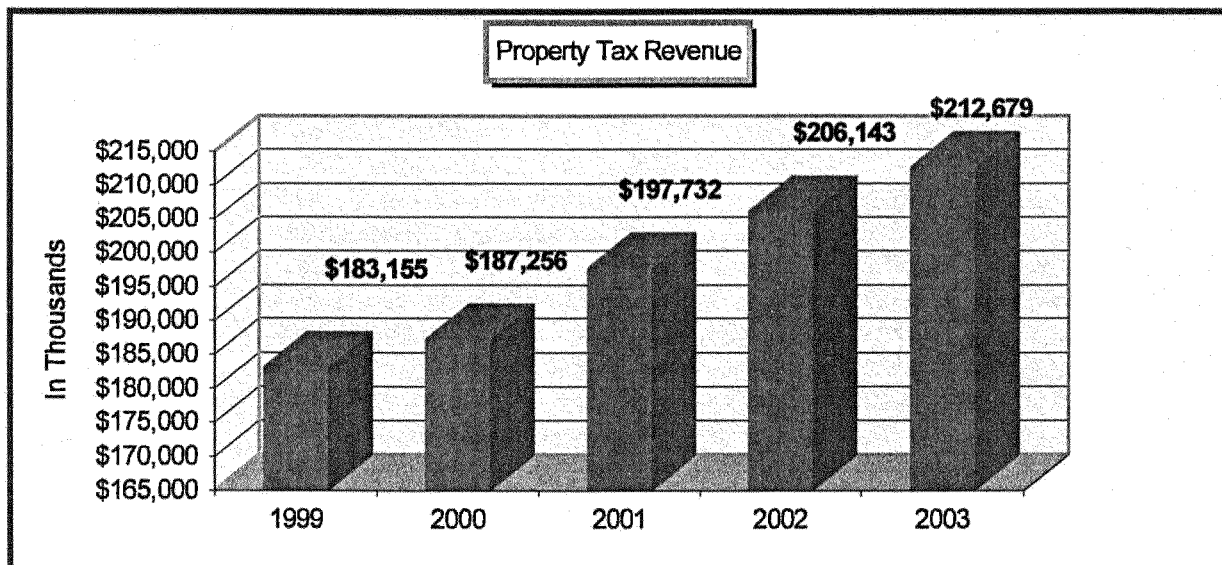
The County also imposes a gasoline tax that is dedicated to roads.

The County's tax revenues represent about 40% of the total Governmental Fund Type revenues (General and Special Revenue Funds). The following graphs depict the actual tax revenue by source since FY 1999. (FY2003 is estimated).

FINANCIAL AND BUDGET POLICY



	1999	2000	2001	2002	2003
Business Income Tax	40,904	39,934	30,377	26,935	24,800
Excise Taxes	16,974	18,101	29,821	24,849	28,712
Gas Taxes	7,470	7,221	7,372	7,951	7,375



FINANCIAL AND BUDGET POLICY

SHORT TERM LOCAL REVENUES

BACKGROUND:

Short-term revenues are sources of limited duration. The main source of these revenues has been serial levies for jail and library services and since the passage of Measure 50, a five-year local option levy for Library services. Continued use of short-term revenues for ongoing programs places these programs or other programs at risk if the voters fail to approve subsequent limited term levies.

In Fiscal Year 1998, the dollar amounts of existing library and public safety serial levies were combined with the County's general fund tax base amount to establish the permanent property tax rate per \$1,000 of assessed value. The expired serial levies, which were merged with the tax base into a permanent tax rate, are no longer dedicated revenues.

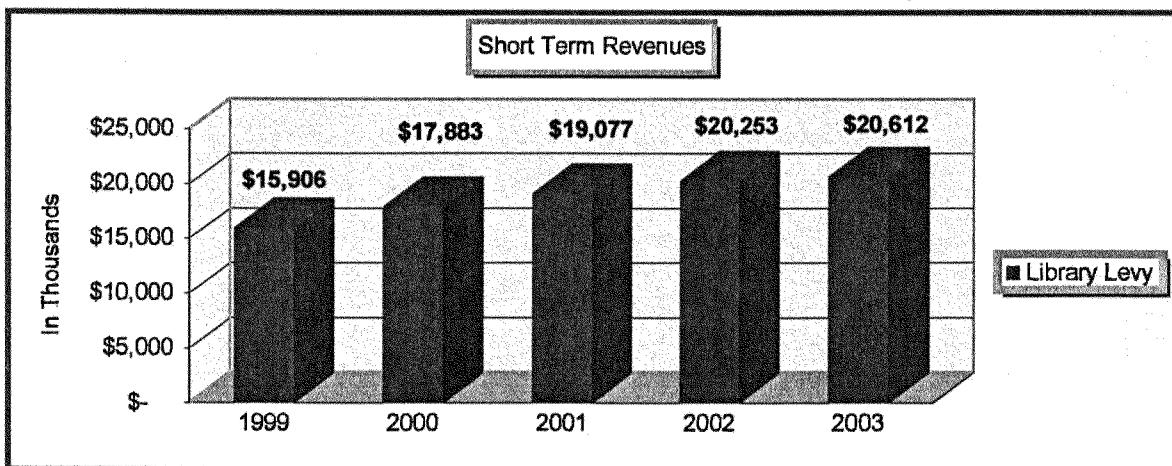
Measure 50 requires that any property tax measure needs both a majority vote and a 50% voter turnout unless it is voted on at a general election. Because of this requirement, it will be more difficult to obtain voter approval for short-term property tax revenues. Perhaps more important, the Constitution makes no provision for a government to change its permanent tax rate.

SHORT TERM LOCAL REVENUE POLICY STATEMENT:

It is the intent of the Board to use short term revenue sources to fund priority service programs only after all other sources of revenue have been analyzed and have been determined not to be feasible for funding the service.

STATUS:

In November 2002, the voters approved the second five year local option levy for library services. The following graph reflects the use of actual short term revenues since FY 1999 (FY2003 reflect budgeted figure).



FINANCIAL AND BUDGET POLICY

TRANSPORTATION FINANCING

BACKGROUND:

Transportation infrastructure, roads and bridges, has not been funded adequately for either ongoing maintenance or capital improvements. In the Portland metropolitan area, growth is placing additional demands on the transportation system. Ongoing maintenance and improvements to this system are needed to continue economic growth, to alleviate existing transportation problems and to maintain the livability of the region.

Multnomah County's Capital Improvement Plan (CIP) has identified about \$13 million in transportation projects for the road system in Fiscal Year 2003 to fiscal year 2007. The county funds currently leverage another \$22 million for a total of \$35 million in projects over the 5 year period.

Multnomah County also maintains and operates the Willamette River Bridges. These bridges are a critical link in a highly integrated transportation system. Regional growth makes it increasingly essential to keep all bridges in good working order with a minimum of downtime. The Fiscal Year 2003 budget includes approximately \$3 million of County funding to match \$19.3 million in federal funding. The CIP identified a need for construction and maintenance for Bridge Capital need over a 20 year period exceeds \$280 million. Anticipated revenue is approximately \$47 million leaving a \$235 million shortfall.

TRANSPORTATION FINANCING POLICY STATEMENT:

It is the policy of the Board to support statewide and regional funding for transportation related needs. However, if statewide and regional funding packages fail the County will work with jurisdictions within the County boundaries to address the transportation funding needs of local governments located in Multnomah County.

STATUS:

The 2001 Legislature passed House Bill (HB) 2142 to raise car title fees from \$17 to \$30 and truck title fees from \$30 to \$90. This increase would raise about \$39.5 million per biennium. The legislature also passed HB 2139 to increase DMV fees. The total increases would amount to about \$81 million. The State would be required to issue \$400 million in transportation bonds. Revenues generated in excess of the amount needed to repay the bonds would be allocated, 50% to the State, 30% to Counties and 20% to cities. The 2003 Legislature is considering several Bills that will generate revenues for County bridges and roads.

FEDERAL/STATE GRANT AND FOUNDATION REVENUES

BACKGROUND:

Federal and State grant funds have increased significantly over the last ten years. Most of these revenues are restricted to a specific purpose such as mental health or community correction programs. Grants and Foundation funds are used for an array of County services and may offer an opportunity to assist the County in leveraging other funds. This policy statement is not intended to apply to Federal and State shared revenues, entitlements or fees for services.

FEDERAL/STATE GRANT AND FOUNDATION REVENUE POLICY STATEMENT:

The Board understands that grants from other governments and private sources represent

FINANCIAL AND BUDGET POLICY

both opportunities and risks. Grants allow the County to provide basic or enhanced levels of service and to cover gaps in the array of services the County otherwise offers. Grants may also commit the County to serve larger or different groups of clients and put pressure on County-generated revenues if the dedicated revenue source is withdrawn. When applying for a grant, the Board will consider:

1. The opportunities for leveraging other funds for continuing the grant/foundation related program.
2. How much locally generated revenue will be required to supplement the grant/foundation revenue source.
3. Whether the grant/foundation source will cover the full cost of the proposed program, or whether the County is expected to provide support and overhead functions to the program. It is the intent of the County to recover all overhead costs associated with the grant/foundation.
4. The degree of stability of the funding source.
5. Whether decline or withdrawal of the grant/foundation revenue source creates a budgetary expectation that the County will continue the program.
6. Maximizing revenue support for County programs from state or federal sources.
7. If the grant/foundation funds used for pilot or model programs will result in a more efficient and or effective way of doing business.
8. If the grant/foundation is aligned with the County's mission and goals.

STATUS:

The fiscal Year 2003 Federal State Budget has grant revenue sources of about \$239,035,000.

FINANCIAL AND BUDGET POLICY

INDIRECT COST ALLOCATION

BACKGROUND:

The Federal and State Governments recognize that the cost of providing services includes the overhead cost of support services. Generally, federal and state grantors allow programs to recover overhead charges based on an indirect cost allocation plan. The County prepares an indirect cost allocation plan in accordance with federal guidelines. This plan determines the indirect cost rate charged to all operations funded with dedicated revenues. The central services in the Cost Allocation Plan include, but are not limited to: the County Auditor, County Counsel, Employee Services, Equipment Use, Finance, Insurance, Labor Relations, Budget, Purchasing, Radio, and Records. In Fiscal Year 2003, the County is allocating departmental overhead costs directly to all programs in all departments except for the Sheriff and Library. Therefore the rates included in the cost allocation for the departments is for central services only. The Library's rate is 2.86% and the Sheriff's rate is 8.78%.

INDIRECT COST ALLOCATION POLICY STATEMENT:

Generally it is the policy of the Board to recover from dedicated revenue sources the full cost of programs supported by those sources. The full cost includes the appropriate proportionate share of the cost of County overhead functions that is attributable to programs funded with dedicated revenues.

The exception to the above policy is when the grantor agency does not allow the grantee to charge indirect costs or only allows a set indirect cost rate. The Board will have the final authority to accept a grant that does not allow the recovery of all or part of the indirect charge. In that event, the General Fund will pay the indirect cost allocated to the program.

The Finance Program Area is responsible for preparing an Indirect Cost Allocation Plan that meets the requirements of the Office of Management and Budget (Federal Government Agency) Circular A-87. Central service and departmental administrative support provided to non- General Fund programs, activities, and or functions that are not recovered by internal service charges or billed directly to dedicated revenues will be recovered through an indirect cost based on the approved Indirect Cost Allocation Plan. The plan will be updated annually.

STATUS:

The County is in compliance with this policy. The overhead rates for Fiscal Year 2004 is 2.02%

Department/Office	Central Rate	Departmental Rate	Combined Rate
County Human Service	2.02%	1.01%	3.03%
Community justice	2.02%	5.23%	7.25%
Health Services	2.02%	8.34%	10.36%
District Attorney	2.02%	3.66%	5.68%
Sheriff's Office	2.02%	3.04%	5.06%
Business & Community Service	2.02%	.51%	2.53%
Other County	2.02%	.22%	2.24%
Library	2.02%	.55%	2.57%

FINANCIAL AND BUDGET POLICY

USE OF ONE-TIME-ONLY RESOURCES

BACKGROUND:

Unrestricted one-time-only resources present organizations with temptations that are hard to resist. In the short run it appears more beneficial to allocate such resources to the highest priority public service that would otherwise be unfunded than to restrict their spending to cover costs that will not recur in following years. However, the result of this practice is to expand operational levels and public expectations beyond the capacity of the organization to generate continuing funding. This inevitably produces shortfalls and crisis.

Sustaining an ongoing program level by deferring necessary expenditures or by incurring future obligations also inevitably produces shortfalls and crisis.

RECURRING COSTS AND ONE-TIME-ONLY REVENUE POLICY STATEMENT:

It is the policy of the Board that the County will fund ongoing programs with ongoing revenues.

When the County budgets unrestricted one-time-only resources, the Board will consider setting these funds aside for reserves or allocating them to projects or programs that will not require future financial commitments. The Board will use the following criteria when allocating these one-time-only resources:

1. The level of reserves set aside as established by Board policy.
2. The County's capital needs set out in the five year Capital Improvement Plan or Information Systems Development Plan.
3. One-time only spending proposals for projects or pilot programs, particularly investments that may result in innovative ideas or technology or long-term efficiencies or savings that do not require ongoing support.
4. Bridge or gap financing for existing programs for a finite period of time.

STATUS:

During budget deliberations the Budget Manager is responsible for providing a list of sources and uses of one-time only funds and informing the Chair and the Board on the recommended use of the funds received.

FINANCIAL AND BUDGET POLICY

USER FEES, SALES and INTERGOVERNMENTAL REVENUES

BACKGROUND:

User fees are generally intended to cover all the costs or an agreed upon portion of the costs for providing services. Inflation or increased service delivery can erode the established user fees if the cost of service increases faster than revenue from the fee increases.

USER FEES, SALES and INTERGOVERNMENTAL REVENUE POLICY STATEMENT:

It is the general policy of the Board that user fees and service charges will be established at a level to recover the costs to provide services. Exceptions to this policy will be made depending on the benefit to the user of the service, ability of the user to pay for the service, benefit to County citizens, and the type of service provided.

As part of budget deliberations and during negotiations of Intergovernmental Agreements, Departments will be responsible for informing the Chair of a fully loaded cost analysis presenting the fee structure necessary to recover 100% of the cost of providing the service. Departments will also recommend whether fees or charges in each area should be set to recover 100% of the costs or be set at a lower rate such as sliding scale fees. The recommendation to the Chair will consider the benefits to an individual or agency, benefits to the citizens of the County, and the financial capacity of the users to pay for the service. The Budget Office is responsible for ensuring that departments are including all the costs associated with providing the service.

User fees and service charges collected by County agencies will be periodically reviewed. All fees and service charges will be reviewed each four years with approximately 25% of the fees and charges reviewed each fiscal year. Based on this review, the Chair will make recommendations to the Board regarding proposed changes, additions or deletions to current fee or service charge schedules.

Revenues generated from sales and commissions on sales of goods and services sold in County owned or leased facilities are to be credited to the County's General Fund unless the revenues are:

1. Generated for inmate welfare commissary operations.
2. Generated in Library facilities used for Library operations.
3. The Board grants an exception.

STATUS:

Departments are generally responsible for reviewing the fees and charges associated with their operations on an annual basis. There are four County departments which generate the majority of fee revenue – Community Services, County Human Services, Health, Sheriff's Office and Community Justice. A complete review of the fees charged for services provided by the Health Department was conducted during Fiscal Year 1999. Planning fees were reviewed and increased during Fiscal Year 2000.

FINANCIAL AND BUDGET POLICY

RESERVES

BACKGROUND:

Annually using all available ongoing revenue to pay for ongoing programs can result in fluctuations in program levels as revenues vary from one year to the next. Programs added in one year based on positive short term receipts can cause programs of equivalent cost being cut in the next year if economic factors cause those revenues not to grow as fast as costs. This has a detrimental effect on service delivery over time. It reduces efficiency. It also sets up difficult budget problems that could be avoided if program decisions were made in the context of the County's long-term financial capacity rather than on the basis of revenue available from one year to the next.

Maintaining an appropriate reserve assists the County in maintaining its favorable bond rating, which is currently Aa1 from Moody's Investors Service. Moody's generally established benchmark for the General Fund Balance or reserve is a dollar amount equal to at least 10% of actual General Fund revenues.

RESERVES POLICY STATEMENT:

The Board understands that to avoid financial instability, continuing requirements should be insulated from temporary fluctuations in revenues.

It is the goal of the Board to fund and fund and maintain two General Fund Reserves designated as unappropriated fund balance, funded at approximately 5% each of the total budgeted revenues of the General Fund. The Public Safety Fund is primarily supported by the General Fund and for purposes of calculating these reserves, revenues and actual ending fund balances reported in the Public Safety Fund will be included.

The first 5% is a reserve account in the General Fund, designated as unappropriated fund balance. This reserve account is to be used when basic revenue growth falls below the rate of basic revenue change achieved during the prior ten years.* In years when basic revenue growth falls below long term average growth, the Board will reduce the unappropriated fund balance to continue high priority services that could not otherwise be funded by current revenues. If the reserve account is so used, to maintain fiscal integrity, the Board will seek to restore the account as soon as possible.

The second 5% is a reserve maintained separate from the General Fund in the General Reserve Fund. This reserve fund is to be used for non-reoccurring extreme emergencies. Extreme Emergencies is defined as uses for disaster relief, expenditures related to essential services or expenditures that are related to public life and safety issues. If the reserve account is so used, to maintain fiscal integrity, the Board will seek to restore the account as soon as possible.

* "Basic revenue" is defined as the sum of General Fund property tax, business income tax, motor vehicle rental tax, cigarette tax, liquor tax and interest income. "Growth" is defined as total increase in fiscal year compared to the amount in the prior fiscal year, adjusted for changes in collection method, accrual method, or legislation defining the rate or terms under which the revenue is to be collected.

FINANCIAL AND BUDGET POLICY

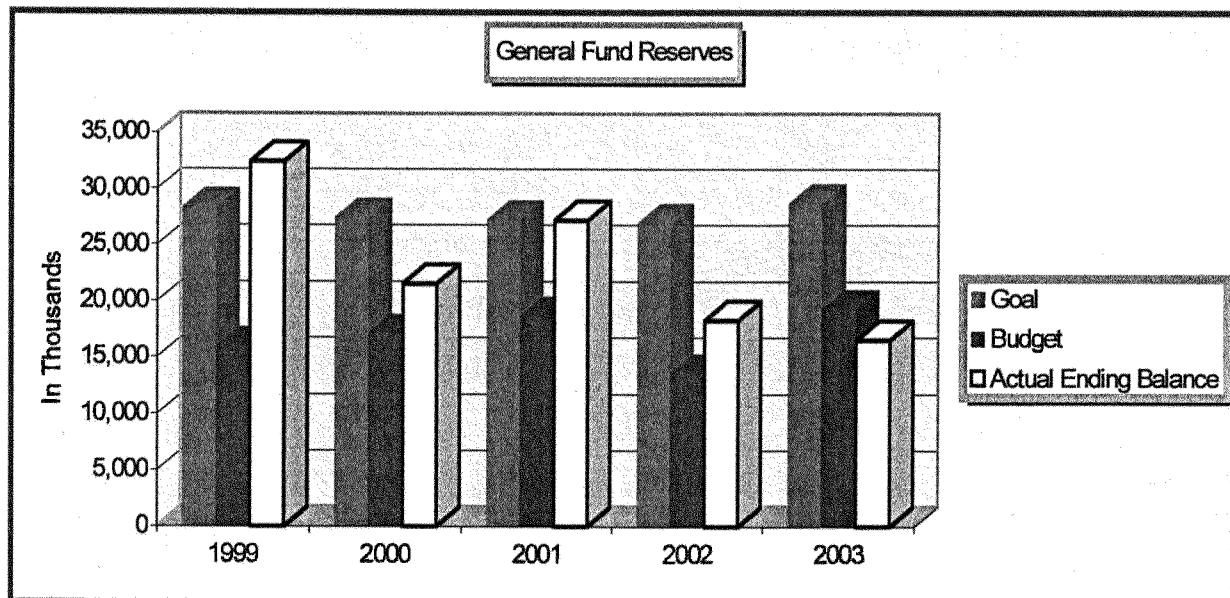
The Board will replenish the General Fund Reserve to approximately 5% of General Fund revenues over the next three years. The anticipated plan to accomplish this is as follows:

	Amount	Source
FY04	\$1,000,000	Reserves currently held for COPs issued in 1993. This issue will be refunded July 2003 backed by full faith and credit of County. Reserves will no longer be needed.
FY05	\$1,500,000	1. Restructured 1993 COP will allow an additional \$1,500,000 of second year savings be placed in reserves
FY06 FY07 FY08	\$1,300,000	Options Include: 2. Proceeds from asset sales 3. Yearend surplus identified through the audit. 4. Service reductions

STATUS:

In Fiscal Year 2002 and FY 2003 the basic revenue growth fell below the long term average growth. To continue funding priority services, the Board used \$5.7million of the reserve account. In Fiscal Year 2002 the Board established the General Reserve Fund and funded it with approximately \$9.1 million from the General Fund. In the fiscal year 2004 budget, the Board is budgeting the reserves at \$10.1 million and has outlined a plan to fund the reserve over the next 5 years.

The following graph shows the reserve goal, budget and actual reserve since FY 1999. The budgeted reserves do not include funds budgeted in contingency. Actual for 2003 is estimated.



FINANCIAL AND BUDGET POLICY

GENERAL FUND EMERGENCY CONTINGENCY

BACKGROUND:

General Fund contingency transfers have a significant effect on the annual budget process by reducing the amount of ending working capital that is carried over to the subsequent fiscal year. Contingency transfers should be reviewed in the context of other budget decisions so that higher priority projects are not jeopardized.

GENERAL FUND EMERGENCY CONTINGENCY POLICY STATEMENT:

The Board understands that in order to avoid financial instability, continuing requirements cannot increase faster than continuing revenues.

It is the policy of the Board to establish an emergency contingency account in the General Fund, as authorized by ORS 294.352, each fiscal year during the budget process. The account will be funded at a level consistent with actual use of transfers from contingency during the prior ten years.

To achieve financial stability, the following are guidelines to be used by the Board in considering requests for transfers from the General Fund Contingency Account:

1. Approve no contingency requests for purposes other than "one-time only" allocations.
2. Limit contingency funding to the following:
 - a) Emergency situations which, if left unattended, will jeopardize the health and safety of the community.
 - b) Unanticipated expenditures that are necessary to keep previous public commitment, or fulfill a legislative or contractual mandate, or can be demonstrated to result in significant administrative or programmatic efficiencies that cannot be covered by existing appropriations.
3. The Board may, when it adopts the budget for a fiscal year, specify programs which it wishes to review during the year and increase the Contingency account to provide financial capacity to support those programs if it chooses. Contingency funding of such programs complies with this policy.

STATUS:

The Budget Manager is responsible for informing the Board if contingency requests submitted for Board approval meet the criteria of this policy. In addition, each year the Board will receive a report on the prior year contingency actions. This report will include the total dollar amount of contingency requests, dollar amount approved and dollar amount that did not meet the criteria of this policy.

FINANCIAL AND BUDGET POLICY

COMPENSATION

BACKGROUND:

Wage and benefit increases are negotiated between collective bargaining units and the County. In addition the Board authorizes wage and benefit increases to exempt employees by ordinance.

COMPENSATION POLICY STATEMENT:

When any wage or benefit increase is authorized in an amount exceeding budgeted setasides for such wage and benefit increases, the alternatives considered for funding such increases shall include:

1. A budget reduction in the affected department or elsewhere in the County; or
2. An additional draw on contingency; or,
3. A combination of the above.

All tentative approved labor agreements or proposed exempt compensation packages presented to the Board for final approval shall contain, in writing, the following specific costing:

1. Estimates in percentage increases of the wage benefit and package as a whole for all years of the agreement or ordinance, as well as the absolute dollar amount of such increases; and
2. A specific narrative remark, if possible, of any future fiscal impacts of the contract or ordinance and financial impact on any language changes in the contract or ordinance. Such remarks shall address any estimated effects on the unfunded liability of the pension fund, any other fund or any other funded or unfunded liability.

The full financial impacts of negotiated labor agreements will be included in the current budget and financial forecasts.

STATUS:

This policy has been complied with throughout the prior fiscal year.

FINANCIAL AND BUDGET POLICY

CAPITAL ASSET MANAGEMENT POLICIES

BACKGROUND:

Capital financial management policies show the credit rating industry and prospective investors (bond buyers) the County's commitment to sound financial management and fiscal integrity. Adherence to adopted policies ensures the integrity of the financial planning process and can lead to maintaining or improving bond ratings and lowering the cost of capital.

In general, a facilities and property management plan includes three phases: (1) capital improvement planning and funding; (2) facility operations and long-term maintenance plan and funding; (3) property management to determine best use or disposition of property.

Multnomah County owns in excess of 60 buildings with a historical cost of about \$280 million and estimated replacement costs of \$800 million. Structural and systems maintenance in the County's capital plant is largely a non-discretionary activity. That is, the question is not whether such expenditures are necessary but in what year to schedule the expenditure on particular projects. Deferral of spending on capital improvements and maintenance builds an unfunded liability that will need to be funded sooner or later.

Multnomah County's Capital Improvement Program was last updated in 1995 and projects were reviewed in 1998. In 1998, the Strategic Space Plan contemplated innovative development offerings and public partnerships for mixed-use facilities and the County has taken steps toward the realization of such innovations in projects like the Multnomah County East Building and the Hollywood Library. Multnomah County's capital improvement project list and space utilization has significantly changed since it was last updated.

Over the last several years the County has been presented with several opportunities to improve efficiencies by acquiring equipment and/or by redirecting building rental payments to pay for the construction/renovation/acquisition of a facility. It is reasonable to assume that the County will have additional similar opportunities in the future. Given the current scarcity of capital funding, it may be appropriate to consider a variety of creative funding strategies to respond to these opportunities in the future.

The Board of County Commissioners may authorize the sale, long-term lease, or development of property and/or improvements and may authorize full faith and credit financing obligations. It is financially prudent to adequately plan capital projects and to address the unfunded need for capital improvements so that decisions about the use of revenues and financing may be made in an orderly and effective manner.

CAPITAL IMPROVEMENT PLANNING AND FUNDING POLICY:

The County shall prepare, adopt and annually update a five-year Capital Improvement Plan (CIP). The Plan will identify and set priorities for all major capital asset acquisition, renovation, maintenance or construction projects.

During the annual budget development process the Director of the Facilities and Property Management Division is directed to update the Capital Improvement Plan with input from the Chief Operating Officer's Cabinet. This plan shall include recommendations to the Chair and Board of County Commissioners on the priority of projects including those that may have been identified by the Cabinet, suggested by Commissioners or otherwise identified. A Capital Improvement Financial Plan Committee is established, to be composed of representatives of

FINANCIAL AND BUDGET POLICY

Finance, Budge, Facilities and Property Management, and others deemed necessary by the Chair.

The Capital Improvement Financial Plan Committee shall review the Capital Improvement Plan and any other equipment acquisitions being requested to be financed with long term obligations, develop a priority list and a plan to finance the requirements of the Capital Improvement Project plan and any other capital requests. Prior to the adoption of the annual budget, the Capital Improvement Financial Plan Committee shall present a report to the Board. This report shall include a listing of the projects, intended use, alternative methods of financing, current debt commitments, current debt capacity and recommendations.

FACILITY OPERATIONS AND LONG-TERM MAINTENANCE PLAN AND FUNDING POLICY:

The Board recognizes that adequate operations and long-term maintenance funding is essential to avoid costly reconstruction or replacement of capital assets.

The five year Capital Improvement Plan shall provide for anticipated future major improvements and maintenance to County capital assets as well as additional and replacement capital assets. The Plan shall include major construction to be undertaken by the County, no matter what the funding source. The Plan will be reviewed and updated annually.

The Capital Improvement Plan shall identify adequate funding to support repair and replacement of deteriorating capital assets and avoid a significant unfunded liability from deferred maintenance. In order to facilitate CIP discussions and to create a clear alignment of policy and funding, the Facilities and Property Management Division shall evaluate all owned County facilities and shall maintain a current list of facilities which are in substantial compliance with all applicable building codes and which have no required capital work. These facilities shall be designated as Tier I (Asset Preservation) facilities.

An Asset Preservation Fee shall be assessed on tenants within all Tier I buildings. This fee is established to be \$1.65/rentable square feet in the initial year and shall be adjusted in future years to reflect the facilities needs and County funding capacity. It is the goal of the Board to fund the County's capital needs at approximately 2% of the cost of County buildings. (2% is equivalent to depreciating the facilities over a 50-year period). While the County does not have the capacity to fund facilities at this rate currently, the Board will keep this goal in mind when establishing the rate in future years.

An Asset Preservation Fund is maintained to collect the assessed Asset Preservation Fees and to serve as a long-term reserve fund to maintain the Tier I facilities in their current excellent condition. Required capital projects for Tier I facilities shall be budgeted annually in the Asset Preservation Fund. The remaining balance of the Fund shall be maintained as a long-term reserve and shall be budgeted as an unappropriated balance.

Any facility which does not meet the criteria for designation as a Tier I building shall be designated as a Tier II or Tier III building. Tier II buildings are not up to current building standards and may require substantial capital work but are determined appropriate for continued investment and long-term retention in the County facilities inventory.

Tier III buildings appear to be uneconomic or impractical for long-term retention and will be analyzed to determine if they should be declared surplus and offered for disposition. Only "fire life safety" and urgent capital projects will be considered for Tier III buildings in order to avoid further uneconomic investment in these facilities.

FINANCIAL AND BUDGET POLICY

A Capital Improvement Fee shall be assessed on tenants within all Tier II and III buildings. This fee is established to be \$1.65/rentable square feet in the initial year and shall be adjusted in future years to reflect the facilities needs and County funding capacity. It is the goal of the Board to fund the County's capital needs at approximately 2% of the cost of County buildings. (2% is equivalent to depreciating the facilities over a 50-year period). While the County does not have the capacity to fund facilities at this rate currently, the Board will keep this goal in mind when establishing the rate in future years.

A Capital Improvement Fund is maintained to collect the assessed Capital Improvement Fees. This Fund will be used to provide for the continuing repair and maintenance of Tier II and III buildings. Given the current inadequacy of these funds to adequately meet the needs of these buildings, projects will be identified and proposed for funding based on an annual assessment of need and urgency. The Facilities and Property Management Division shall maintain an inventory of the capital needs in all owned County facilities. An evaluation process and rating system shall be implemented and managed by the Facilities and Property Management to assist in determining which projects to propose for funding each year. Recommended capital projects for Tier II and III facilities shall be budgeted annually in the Capital Improvement Fund. Any remaining balance of the Fund shall be maintained as a long-term reserve.

Property and Facilities Management will perform all preventative and corrective maintenance on all County facilities to provide facilities that are safe, functional and reliable for County operations. Facilities and Property Management will prepare and administer tenant agreements, respond to service requests, and manage commercial leases. The service level agreements with each tenant will be prepared to reflect the level of service and various pricing of each service that have been agreed upon by the parties.

Best use or disposition of SURPLUS property policy:

As part of the CIP presented to the Board, the Capital Improvement Financial Plan Committee shall annually recommend the best use or disposition of surplus property held by the County. The recommendation will detail the financial and service impact of each recommendation. The Board will make the final determination on the best use or disposition of the property identified.

When deciding on the best uses or disposition of surplus property, the Board will consider that the proceeds from the sale of unrestricted property may be:

1. Credited to the Capital Improvement Fund for providing resources for future capital projects, deferred maintenance, or capital acquisition/construction.
2. Credited to the Asset Preservation Fund to provide adequate reserves to meet future capital needs in Tier I facilities.
3. Credited to increase General Fund reserves.
4. Used to retire outstanding debt.

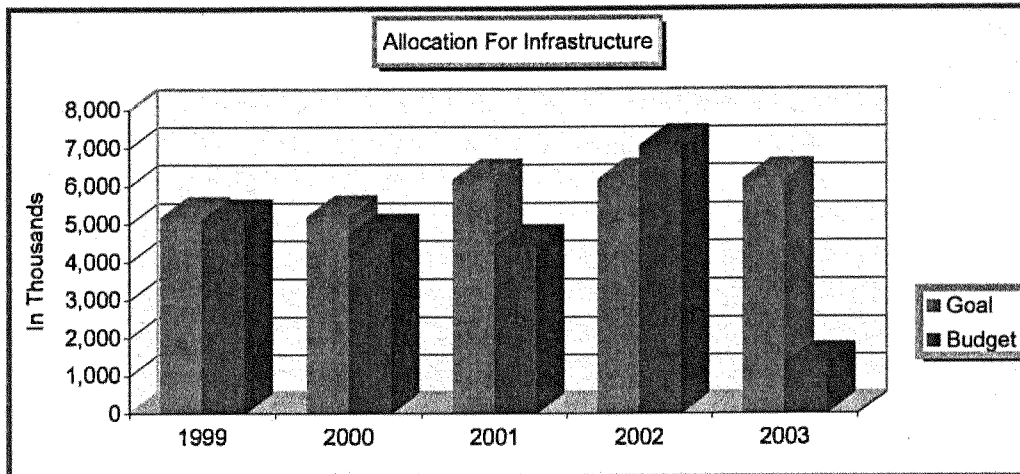
In addition:

1. Property may be traded for other properties that are needed to provide services or carry out the mission of the County.
2. Property may be leased to other agencies.

FINANCIAL AND BUDGET POLICY

STATUS:

The five year CIP Plan was updated in Fiscal Year 2003. The following graph depicts the goal and actual for FYs 1999 to 2002. FY 2003 reflects budget figures.



FINANCIAL AND BUDGET POLICY

LONG-TERM LIABILITIES

BACKGROUND:

The Financial Accounting Standards Board has issued various statements which require private sector organizations to record long-term liabilities in their financial records. The Governmental Accounting Standards Board has been moving towards private sector accounting standards and is requiring governmental organizations to either record long-term liabilities in the financial records of the organization or disclose the liabilities in the notes to the financial statements. To avoid having the Board or future Boards face huge unfunded liabilities, beginning in the mid 1980's, the County began funding many of its unfunded liabilities. By funding these liabilities over time the County will not be faced with liabilities without the resources to fund them. The practice of funding long-term liabilities has a favorable impact on our bond rating. The following is quoted from our most recent credit report: "The County's historically strong financial management is underscored by its response to revenue limitations imposed by Measure 5 beginning in Fiscal Year 1992. In addition to making dramatic program cuts and organizational changes, the County nevertheless continued its policy on funding long-term liabilities. The County's high credit rating is supported by the strong economy, sound financial management, high level of cooperation with underlying jurisdictions and moderate debt position."

LONG-TERM LIABILITIES POLICY STATEMENT:

It is the goal of the Board to fund 100% of all long term liabilities, except PERS, that are required by the Governmental Accounting Standards Board (GASB) to be disclosed or accounted for in the County's comprehensive annual financial report. GASB 34 states that vacation liabilities do not need to be reported in the governmental fund types until they are paid. Vacation liabilities in the proprietary funds will be recognized on the full accrual basis of accounting. These liabilities include, but are not limited to; medical & dental incurred but not reported (IBNR) claims, workers compensation IBNR claims, liability IBNR claims, post retirement benefits, and Library Retirement Plan benefits. The Finance Director is responsible for ensuring that these liabilities are funded according to the actual liability or the actuarially determined liability.

STATUS:

The following is the June 30, 2002 funding level of each liability (\$ in thousands):

Type of Liability	Total Liability	Amount Funded	Percent Funded
Self Insurance (1)	\$ 9,263	\$ 9,263	100.0%
Post Retirement (2)	11,000	6,232	56.7%
Library Retirement (3)	13,273	13,273	115.0%

(1) GASB requires self-insurance claims be recorded as a liability in the financial statements.

(2) GASB requires employer paid benefits extended to retirees be disclosed in the financial statements.

(3) The Library Retirement Funds are required to be disclosed. Funds are dedicated to former employees of the Library Association of Portland.

FINANCIAL AND BUDGET POLICY

ACCOUNTING AND AUDITS

BACKGROUND:

Under ORS 294 the County is required to have the County's financial records audited by an independent accounting firm annually.

ACCOUNTING AND AUDITS POLICY STATEMENT:

The Board understands that the County's accounting system and financial records are required by State law to be maintained according to Generally Accepted Accounting Principles (GAAP), standards of the Government Finance Officers Association (GFOA) and the principles established by the Governmental Accounting Standards Board (GASB), including all effective pronouncements.

Multnomah County's Ordinance No. 660 as amended, which established an Audit Committee, audit procedures and audit rules, will apply to all financial audits. The basic duties of the Audit Committee are:

1. Review the scope and general extent of the external auditor's planned examination.
2. Review with management and the external auditor the financial results of the audit.
3. Review with the external auditor the performance of the County's financial and accounting personnel.
4. Review written responses of management letter comments and single audit comments.
5. Present the Audit, Single Audit and Report to Management to the Board.
6. Select the external auditor.

The Comprehensive Annual Financial Report (CAFR) shall be sent to grantor agencies and rating agencies on a regular basis and at such other times as may be deemed appropriate in order to maintain effective relations.

It is the goal of the Board to maintain a fully integrated automated financial system that meets the needs of the County. This financial system is to include; general ledger, accounts payable, accounts receivable, purchasing, payroll and cost accounting for all applicable operations. The financial system will be maintained on a monthly basis to monitor expenditures and revenues, budget and actual.

STATUS:

In compliance.

FINANCIAL AND BUDGET POLICY

FUND ACCOUNTING STRUCTURE

BACKGROUND:

According to local budget law and generally accepted accounting principles the County is required to establish and maintain various funds. To ensure that the Board is informed of the various funds Finance has historically presented to the Board the County's fund structure each year.

FUND ACCOUNTING STRUCTURE POLICY STATEMENT:

The Finance Director is responsible for preparing and presenting a resolution defining the various County funds to the Board each fiscal year.

The County will follow generally accepted accounting principles number three and number four when creating a fund and determining if the fund is to be a dedicated fund.

PRINCIPLE 3 TYPES OF FUNDS: The following types of funds should be used by state and local governments:

GOVERNMENTAL FUNDS

General Fund - to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are legally restricted to expenditure for specified purposes.

Capital Projects Funds - to account for financial resources to be used for the acquisition or construction of major facilities (other than those financed by proprietary funds and trust funds).

Debt Service Funds - to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

PROPRIETARY FUNDS

Enterprise Funds - to account for operations (a) that are financed and operated in a manner similar to private business enterprises-where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, or accountability.

Internal Service Funds - to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursement basis.

FINANCIAL AND BUDGET POLICY

FIDUCIARY FUNDS

Trust and Agency Funds - to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, governmental units, and/or other funds. These include (a) Expendable Trust Funds, (b) Nonexpendable Trust Funds, (c) Pension Trust Funds, and (d) Agency Funds.

PRINCIPLE 4 NUMBER OF FUNDS: Governmental units should establish and maintain those funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established, however, since unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.

STATUS:

In compliance.

FINANCIAL AND BUDGET POLICY

INTERNAL SERVICE FUNDS

BACKGROUND:

It is often advantageous to centralize the provision of certain goods and services within Multnomah County by establishing internal service funds. Internal service funds provide a useful means of accounting for such centralized intra governmental activities.

The Governmental Accounting Standards Board's (GASB) Codification of Governmental Accounting and Financial Reporting Standards (Codification) states that internal service funds may be used "to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit on a cost-reimbursement basis. The purpose of the internal service funds is that they use the flow of economic resources measurement focus and the full accrual basis of accounting, thus allowing them to measure and recover the full cost of providing goods and services to departments and agencies (including depreciation on fixed assets). Other governmental funds do not provide cost data, but instead focus on flows of financial resources.

GASB also directs governments to use either the general fund or an internal service fund if they wish to use a single fund to account for all of their risk financing activities of a given type.

If a government chooses to use an internal service fund to account for its risk-financing activities, interfund premiums are treated as quasi-external transactions (similar to external insurance premiums), rather than as reimbursements. Because interfund premiums paid to internal service funds are treated as quasi-external transactions rather than as reimbursements, their amount is not limited by the amount recognized as expense in the internal service fund, provided that the excess represents a reasonable provision for anticipated catastrophe losses or the excess is the result of a systematic funding method designed to match revenues and expenses over a reasonable period of time (e. g., an actuarial funding method, a funding method based upon historical cost data).

GASB indicates that internal service funds may be used for services provided on a cost-reimbursement basis to other governments, nonprofits and quasi-governmental entities.

Most transactions between internal service funds and other funds take the form of quasi-external transactions. That is to say, the funds receiving goods or services report an expense or expenditure, while the internal service fund reports revenue. The practical consequence of this approach is that expenses/expenditures are duplicated within the financial reporting entity.

The duplication resulting from the use of internal service funds is preferable to the duplication that sometimes occurs when internal service funds are not used. Under current Generally Accepted Accounting Principles, GAAP, quasi external transactions may occur between departments within the same fund:' (e.g., general fund) or between funds within the same fund type (e.g." special revenue funds). Consequently, if an internal service fund is used, duplication could occur within the same fund or fund type. The internal service fund has the advantage of isolating such duplicate transactions within a separate fund type, where their special character is clearer to users of the financial statements.

Internal service funds are used to account for services provided on a cost reimbursement basis without profit or loss.

Surpluses and deficits in internal service funds may be an indication that other funds were not charged properly for the goods or services they received.

FINANCIAL AND BUDGET POLICY

The principle that internal service funds should operate on a cost reimbursement basis applies to the operations of these funds over time. It is only when internal service funds consistently report significant deficits or surpluses that the adequacy or inadequacy of charges made to other funds must be reassessed. If it is determined that the charges made to other funds are either more or less than is needed to recover cost over a reasonable period, the excess or deficiency should be charged back to the participating individual funds. In particular, it is not appropriate to report a material deficit in internal service fund without the demonstrable intent and ability to recover that amount through future charges to other funds over a reasonable period.

Often internal service funds charge for asset use in excess of historical cost depreciation to ensure that adequate funds will be available to purchase replacement assets (whose cost is likely to be higher because of inflation). The systematic recovery of the replacement cost of fixed assets is not a violation of the cost allocation principle because the surpluses are only temporary (i.e., they will disappear when the higher priced assets are, in fact acquired).

In recent years, federal grantors have become increasingly sensitive to the potential for overcharges connected with internal service funds. Accordingly, high levels of retained earnings in internal service funds (as defined by federal cost allocation principles) may lead to the disallowance of some costs charged out to other funds.

The main purpose of establishing separate internal service funds is to identify and allocate costs related to the provision of specific goods and services within Multnomah County

INTERNAL SERVICE FUND POLICY STATEMENT:

Multnomah County will establish internal service funds for the following services:

1. Risk Management
2. Facilities and Property Management
3. Motor pool and electronics
4. Mail distribution
5. Telephone
6. Data processing.

Services provided by internal service funds will be defined and put in writing.

The internal service funds will be used to account for business operations and charge for services to account for the financing of the goods or services provided to other departments or agencies on a cost-reimbursement basis. Periodically the rates charged by internal service funds will be compared to other public or private sector operations to ensure that the pricing is competitive. The internal service fund charges will include asset replacement charges (depreciation) to ensure that adequate funds will be available to purchase replacement assets.

The internal service fund charges will include charges to maintain a contingency or reserve requirement no greater than 5% to ensure that service reimbursements charged to other departments are maintained at a relatively constant level. Excess reserves or retained earnings will be used to reduce future rates or will be returned to the originating fund.

The internal service reserves and amounts being billed to other departments or agencies will be reviewed annually by budget and finance to ensure they are meeting this policy.

FINANCIAL AND BUDGET POLICY

LIQUIDITY AND ACCOUNTS PAYABLE

BACKGROUND:

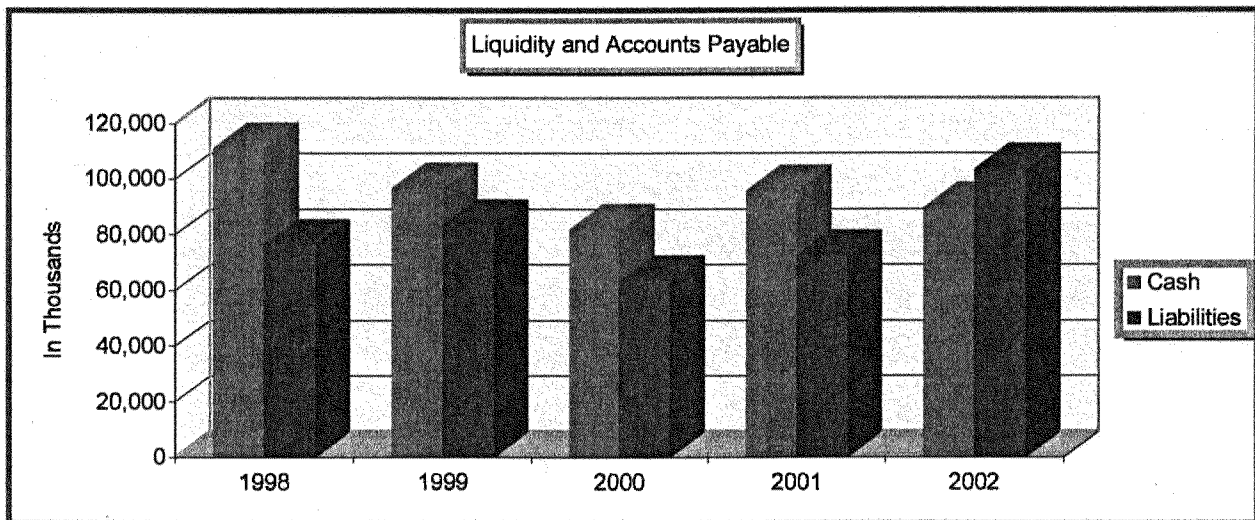
Liquidity is the ratio of cash and short-term investments to current liabilities including amounts held in trust. It reflects the County's ability to pay its short-term debts and accounts payable. Cash and Investments in the capital projects funds and debt retirement funds are long-term cash and investments. The credit rating industry considers a liquidity ratio of \$1 of cash to \$1 of debt as an acceptable liquidity ratio. Generally the County has maintained about \$2 of available cash to every \$1 of current liabilities.

LIQUIDITY AND ACCOUNTS PAYABLE POLICY STATEMENT:

The County will strive to maintain a liquidity ratio of at least \$1 dollar of cash and short-term investments to each \$1 dollar of current liabilities.

STATUS:

The following graph depicts the comparison of cash and investments to current liabilities and accounts payable to revenues for fiscal years 1998 to 2002.



FINANCIAL AND BUDGET POLICY

BANKING, CASH MANAGEMENT AND INVESTMENTS

BACKGROUND:

Multnomah County maintains an active investment program. An investment policy was first formalized in 1982 and has been revised several times since. These policies incorporate various Oregon Revised Statute Codes which specify the types and maturity restrictions that local governments may purchase. The County's Investment Policy also contains self-imposed constraints in order to effectively safeguard the public funds involved.

BANKING, CASH MANAGEMENT AND INVESTMENT POLICY STATEMENT:

Banking services shall be solicited at least every five years on a competitive basis. The Finance Director is authorized to act as "Custodial Officer" of Multnomah County and is responsible for performing the treasury functions of the County under ORS 208, 287, 294 and 295 and the County's Home Rule Charter. In carrying out these duties and functions, the Finance Director is authorized to establish internal Finance Program Area policy that meets generally accepted auditing standards relating to cash management.

In accordance with ORS 294.135, Multnomah County's investment transactions shall be governed by a written investment policy, which will be reviewed and adopted annually by the Board of County Commissioners. The investment policy will include the investment objectives, diversification, limitations and reporting requirements. In accordance with MCC 2.60.305 through 2.60.315 the County will utilize an independent Investment Advisory Board to review the County's investment plan and investment performance. Unrecognized gains or losses on investments will be recorded in the County's financial report.

STATUS:

The County is in compliance with this policy. Banking services were put out to bid in the Summer of 2002. The following is the County's June 30, 2002 investment portfolio summary (\$ in thousands):

Description	Market Value
U.S. Government Agencies	\$99,406
Municipal Bonds	0
Repurchase Agreements	1,400
Commercial Paper	39,802
Bankers' Acceptances	10,980
LGIP	7,439
Library Pension	13,790
Cash Deposits	8,005
Total	<u>\$ 180,822</u>

FINANCIAL AND BUDGET POLICY

SHORT-TERM AND LONG-TERM DEBT FINANCINGS

BACKGROUND:

Prior to 1988, the County had maintained a pay-as-you-go philosophy for financing capital projects. The philosophy of pay-as-you-go may be costly in some ways due to cost acceleration in inflationary periods. Over-utilized facilities generate higher operation and maintenance costs and the citizens are not served well by over-utilized or nonexistent facilities. An alternative is to issue debt which is sometimes referred to as pay-as-you-use. The philosophy of issuing debt for public projects is to have the citizens benefiting from the project pay for the debt retirement costs.

SHORT-TERM AND LONG-TERM DEBT FINANCING POLICY STATEMENT:

All financings are to be issued in accordance with the County's Home Rule Charter and applicable State and Federal Laws.

1. **Short-Term Debt.** If it is determined by the Finance Program Area that the General Fund cash flow requirements will be in a deficit position prior to receiving property tax revenues in November, the County will issue short-term debt to meet the anticipated cash flow requirements. When financing a capital project, Bond Anticipation Notes or a Line of Credit may be issued if such financings will result in a financial benefit to the County. Before issuing short-term debt the Board must authorize the financing by adopting a resolution.
2. **Bonds and Other Long-Term Obligations.** It is the policy of the Board that the County will attempt to meet its capital maintenance, replacement or acquisition requirements on a pay as you go basis. If the dollar amount of the capital requirement cannot be met on a pay as you go basis, if it is financially beneficial to issue bonds or COPs, and if the project has been determined to benefit future citizens, the County will evaluate the feasibility of issuing a long-term debt financing instrument.
3. **Uses.** All long-term financings must provide the County with an economic gain or be as a result of a mandate by the Federal or State Government or court. Under no circumstances will current operations be funded from the proceeds of long-term borrowing.
4. **Purchase/Leasing Facilities.** It is also the policy of the Board to purchase or lease/purchase facilities, instead of renting, when the programs or agencies being housed in the facility are performing essential governmental functions.
5. **Debt.** When issuing debt, the County will follow the Government Finance Officers Association recommended practice of selecting and managing the method of sale of State and Local Government Bonds.
6. **Capital Expenditures.** If capital expenditures are anticipated to be incurred prior to the issuance of the debt, the Board authorizes the Finance Director to execute a declaration of official intent "DOI" with regard to such expenditure. The DOI must express the County's reasonable expectations that it will issue debt to reimburse the described expenditures. It must contain a general description of the project and state the estimated principal amount of obligations expected to be issued to finance the project. A copy of the DOI shall be sent to the Board.

FINANCIAL AND BUDGET POLICY

7. **Financing Mechanisms.** The following are the different types of financings the County may use to fund its major capital acquisitions or improvements.

- a) **Revenue Bonds** may be used whenever possible to finance public improvements which can be shown to be self-supported by dedicated revenue sources, needed for infrastructure or economic development or approved by the Board for specific purposes.
 - i) Revenue supported bonds are to be used to limit the dependency on property taxes for those projects with available revenue sources, whether self-generated or dedicated from other sources.
 - ii) Adequate financial feasibility studies are to be performed for each project to determine the adequacy of the dedicated revenue source.
- b) **General Obligation Bonds** (G.O. bonding) will be used to finance capital projects that have been determined to be essential to the maintenance or development of the County.
 - i) Capital improvement projects will be analyzed, prioritized and designated as to essential characteristics through the CIP committee process.
 - ii) Use of G.O. bonding will only be considered after exploring alternative funding sources such as Federal and State grants and project revenues.
- c) **Full Faith and Credit or Limited Tax Bonds** will be considered as a financing method if Revenue bonding or G.O. bonding is not feasible.
- d) **Lease-Purchases or Certificate of Participation** (COP) will be considered as a financing method if Revenue bonding or G.O. bonding is not feasible.
- e) **Leases and limited tax bonds** as reported in the County's comprehensive annual financial report will be limited as follows:
 - i) Annual lease-purchase payments or limited tax bond payments recorded in the respective Funds, except proprietary funds, will be limited to 5% of the total revenues of the fund supporting the lease payment.
 - ii) All acquisitions will be limited to the economic life of the capital acquisition or improvement and in no cases shall exceed 20 years.
 - iii) All acquisitions must fit within the County's mission, goals & objectives or governmental role.
 - iv) All annual lease-purchase or bond payments must be included in the originating Departments' adopted budget or in the facilities management's building service reimbursement.
- f) **Refundings or Advance Refundings** will be done if there is a present value savings of 3% or more or if the restructuring of the financing will benefit the County.
- g) **Intergovernmental Agreements** with the State of Oregon for Energy Loans.

FINANCIAL AND BUDGET POLICY

- h) **Local Improvement Districts.** Except as required by State law, it is the policy of the Board not to form Local Improvement Districts (LIDs) for purposes of issuing debt to finance LID improvements unless specifically required by Oregon Revised Statutes. The reasoning for not forming LIDs is because of the added costs of administering the LIDs, the small number of citizens served, and the potential risk that in the event of default by the property owners, the County's General Fund will have to provide funds to retire any outstanding obligations.
- i) **Conduit Financings.** It is the policy of the Board to act as an "Issuer" of conduit financing for any private college, university, hospital, for profit or non-profit organization that is located in Multnomah County and is eligible to use this type of financing. The County will charge a fee of \$1.00 per \$1,000 of bonds issued or \$10,000, whichever is greater, to act as an issuer for the organization. The maximum fee to be collected will not exceed \$50,000. This fee is to offset any administrative costs that may be incurred by the County when acting as an issuer. The County will retain bond counsel to represent the County on any legal issues including any risks associated with the conduit financing. The university or college will be assessed an additional fee to cover any bond counsel expenses incurred by the County. In addition to the fees established above, the organization must have a Moody's rating of Baa or better or BBB rating from Standard and Poor's and must not condone any discriminatory practices or policies. The Board of County Commissioners must approve each conduit financing issue.
- j) **External financial advisors, underwriters and bond counsel** will be selected in accordance with the County's Administrative Procedures.

8. Revenue Bonds in Partnership with Nonprofit Agencies.

- a) The County may issue tax exempt revenue bonds in partnership with a 501(c)(3) non-profit agency. The non-profit agency is responsible for 100% of the capital project costs, all of the debt financing issue costs, any debt reserve requirements and will be responsible for the ongoing annual debt payments and other related costs. The County will issue debt not to exceed 60% of the total capital costs of the project.
- b) The County enjoys a very good credit rating and does not wish this rating to be negatively impacted. Before the County considers a proposal to assist a 501(c)(3) non-profit agency by issuing tax exempt revenue bonds to finance a capital project, the agency and the County must comply with the following. The conditions listed below are in addition to the applicable requirements contained in this section of the County's Financial and Budget Policies.
- c) **Preconditions:**
 - i) The agency must be an IRS 501(c)(3) organization and must demonstrate that it cannot obtain conventional financing at a reasonable cost.
 - ii) In general, it is intended that the County will be assisting small to medium size agencies that have total annual revenues from all sources of at least \$1,000,000 but not greater than \$10,000,000

FINANCIAL AND BUDGET POLICY

- iii) The planned use of the revenue bond proceeds must be consistent with County policy priorities or benchmarks.
- iv) The agency must provide the County with five years of historical financial information and operational trends.
- v) The agency must provide the County with a capital and business expansion plan including a five year revenue and expenditure forecast.
- vi) The agency must demonstrate its ability to conduct a capital fund raising campaign.
- vii) The agency must be non-discriminatory in providing access to its services and in its employment practices.

d) Cost Responsibilities:

- i) The agency is responsible for 100% of the capital project costs. The County will assist the agency by issuing tax exempt revenue bonds to finance no more than 60% of the capital project and related allowable debt issuance costs. The agency is responsible for raising the remaining project funds.
- ii) The agency is responsible for all bond issuance costs.
- iii) Unless granted an exception by the Chair, County administrative costs are to be reimbursed by the agency or capitalized as part of the debt to be repaid by the agency.
- iv) The agency is responsible for all ongoing costs related to the financing. These include annual debt payments, paying agent costs, or other related costs. The agency is obligated for the term of the financing and may not have the option of a "nonappropriation" clause.
- v) Before the County issues the debt, the agency must have raised 75% of the project funds for which it is responsible; with the County's administrative agreement, a portion of those funds may be in the form of well- secured promissory notes from grantors or private contributors; the remaining agency contributions must be deposited before matching debt funds are released, on a schedule negotiated in the contract for each project.
- vi) It is expected that all private funds will be collected within one year of the County's approval of the bond financing partnership. If the private funds are not collected within two years of the County's approval of bond financing, the County shall no longer be considered as committed to the revenue bond financing partnership.

e) Other Conditions:

- i) The County must have title, or first lien rights if the escrow agent holds title on behalf of the lender, to the property while debt is outstanding.

FINANCIAL AND BUDGET POLICY

- ii) The agency must provide the County an unencumbered cash reserve in the amount equal to at least six monthly payments or make monthly installment payments equal to 1/12 of the annual debt service requirement. Any interest earned on these funds remains the property of the County and will be used to offset administration costs. Payments are to begin upon the issuance of the debt. This reserve is in addition to any reserves required by the financing.
 - iii) The County will conduct a risk analysis and fully disclose this information to the Board prior to approval of the debt. The County reserves the right to have a third party perform a credit analysis.
 - iv) The Board must approve of the financing by resolution
 - v) Contractual language must be in place to protect the County in case of late payments or default by the agency.
 - vi) The agency must provide an annual, independently audited financial report to the County.
- f) **Non-Profit Revenue Bond Limits:**
- i) In general, the County will not provide revenue bond financing for a non-profit agency for any project that is under \$1,000,000 or over \$4,000,000. in bonded indebtedness.
 - ii) The issuance of revenue bonds in partnership with non-profit agencies shall not be greater than \$8,500,000 of principal outstanding.
 - iii) The maximum term of revenue bonds issued under this policy will not exceed 15 years.
- g) **Administration of this Policy Section:**
- i) The Finance Program Area is responsible for coordinating the overall process of accepting and reviewing proposals by non-profits to enter into partnership with the County for revenue bond financing and for making recommendations to the Chair in considering these requests.
 - ii) County operating department(s) with related programs are responsible for analyzing proposals for conformity with related program policy guidelines
 - iii) The Finance Program Area is responsible for analyzing proposals for conformity with these financial policy guidelines and for implementing revenue bond financing partnerships, as approved.
9. **Hospital Authority:** It is the policy of the Board to issue revenue bonds for hospital facilities as authorized by Resolution 98-1. adopted by the Board of County Commissioners, acting as Hospital Authority, on December 3, 1998.

FINANCIAL AND BUDGET POLICY

STATUS:

The following shows the County's outstanding obligations as of July 1, 2003: (\$ in thousands)

Description	Moody's Rating	Dated	Maturity Date	Amount Issued	Principal Outstanding	2003/2004 Prin & Int Payment
Short Term Notes "TRANS" Planned	MIG 1	7/1/02	6/30/04	\$ 20,000	\$ 20,000	\$ 20,900
General Obligation Bonds	Aa1	10/1/96	10/1/16	\$ 79,700	\$19,535	\$ 3,751
	Aa1	10/1/96	10/1/16	29,000	2,965	665
	Aa1	3/1/94	10/1/13	\$ 22,000	3,215	1,150
	Aa1	9/1/94	10/1/14	9,000	795	418
	Aa1	2/1/99	10/1/16	66,115	65,100	3,214
				<u>\$205,815</u>	<u>\$ 91,610</u>	<u>\$ 9,198</u>
Revenue Bonds						
RCC Series 1998	A3	10/1/98	10/1/14	\$3,155	\$2,665	\$ 286
Motor Vehicle Revenue Bonds 2000	A3	11/01/00	11/01/15	5,500	5,225	536
				<u>\$8,655</u>	<u>\$7,890</u>	<u>\$ 822</u>
Pension Obligation Revenue bonds	Aa2	12/1/99	6/1/30	<u>\$184,548</u>	<u>\$182,893</u>	<u>\$ 10,074</u>
Full Faith and Credit Obligations						
Series 2003 Refunding	Aa2	6/1/03	7/1/13	\$ 9,615	\$ 9,615	\$ 1,109
Series 1999A Multnomah Building	Aa2	4/1/99	8/1/19	\$36,125	\$32,480	2,744
Series 2000A Full Faith	Aa2	4/1/00	4/1/20	61,215	51,775	6,152
				<u>\$ 104,255</u>	<u>\$ 93,870</u>	<u>\$ 10,005</u>
Certificates of Participation						
1998 JJC Refunding & New	Aa3	2/1/98	8/1/17	48,615	\$ 29,726	\$ 3,580
Portland Building Contract	N/A	1/22/81	1/22/08	\$ 3,475	\$ 1,305	\$ 332
Total Debt Payments						<u>\$ 13,920</u>

REMAINING BORROWING CAPACITY	
Debt Capacity (Supported by General Government Fund Types Only)	
FY 2002 General Fund Revenues	\$ 269,580
5 % limitation	0.05
5% Limitation Dollar Amount	\$ 13,479.
Lease/Debt Capacity Used (1)	\$ (12,811)
Annual Payment Available	\$ 668
Estimate Principal Value Available	\$ 10,000

(1) Amount decreases from \$13,920 to \$12,811 due to 2003 advance refunding counted twice

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: R-5

Est. Start Time: 9:45 AM

Date Submitted: 06/09/03

Requested Date: June 19, 2003 **Time Requested:** 5 minutes

Department: Business & Community Services **Division:** Finance

Contact/s: Dave Boyer

Phone: 988-3903 **Ext.:** 83903 **I/O Address:** 503/4

Presenters: Dave Boyer

Agenda Title: Resolution Defining the Funds to be used in Fiscal Year 2003-2004

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

1. **What action are you requesting from the Board? What is the department/agency recommendation?** Finance recommends approving the resolution defining the funds to be used in fiscal Year 2003-2004 (Replaces Resolution 02-085).
2. **Please provide sufficient background information for the Board and the public to understand this issue.** Each year Finance requests the Board to ratify the fund structure by which the County does its accounting. The resolution lists all the funds in place as of July 1, segregates them by type of fund, and briefly describes the revenues and expenditures for which each fund accounts. Fund Structure follows generally accepted accounting principles and is consistent with the budget document.

The following Two new funds were created for FY 2003/2004.

- Children's Levy Fund - To account for revenues and expenditures related to the Children's levy.
- Library Property Fund – To account for the proceeds from the sale of surplus Library facilities. Expenditures are made for improvements to the Library system.

3. Explain the fiscal impact (current year and ongoing). None

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

4. Explain any legal and/or policy issues. The resolution follows generally accepted accounting principles.
5. Explain any citizen and/or other government participation that has or will take place. None.

Required Signatures:

Department/Agency Director: David Boyer Date: 06/09/03

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Adopting and Defining the Various County Funds

The Multnomah County Board of County Commissioners Finds:

- a. The Board has the responsibility to ensure that the County's financial records are maintained.
- b. The Chair of the Board is responsible under MCC 7.001 for the fiscal operations of the County.
- c. The Board has established various funds in the County's 2003-2004 Budget;

The Multnomah County Board of County Commissioners Resolves:

The following policies and fund structure are the guidelines for the financial accounting of County resources and expenditures.

GOVERNMENTAL FUNDS

Basis of Accounting

The County maintains all Governmental Fund Types including: the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded in the accounting period in which they become measurable and available, and expenditures are recorded at the time liabilities are incurred.

GENERAL FUND

General Fund (1000) - Accounts for the financial operations of the County which are not accounted for in any other fund. The principal sources of revenue are property taxes, business income taxes, motor vehicle rental taxes, intergovernmental revenue, and interest income. Primary expenditures in the General Fund are made for general government, public safety, health services, aging services, and youth and family services.

The General Fund also accounts for the repayment of short-term debt interest expenses incurred through the sale of short-term promissory notes.

SPECIAL REVENUE FUNDS

Special Revenue Funds are authorized for a specific purpose and generally operate on a year-to-year basis until the Fund is discontinued or revised by proper legislative authority. In the

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 03-091

Adopting and Defining the Various County Funds

The Multnomah County Board of County Commissioners Finds:

- a. The Board has the responsibility to ensure that the County's financial records are maintained.
- b. The Chair of the Board is responsible under MCC 7.001 for the fiscal operations of the County.
- c. The Board has established various funds in the County's 2003-2004 Budget;

The Multnomah County Board of County Commissioners Resolves:

The following policies and fund structure are the guidelines for the financial accounting of County resources and expenditures.

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The County maintains all Governmental Fund Types including: the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded in the accounting period in which they become measurable and available, and expenditures are recorded at the time liabilities are incurred.

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SPECIAL REVENUE FUNDS

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event the Fund is discontinued, any excess funds would be returned to the originating jurisdiction or the County General Fund.

Strategic Investment Program Fund (1500) - Accounts for revenues from large corporations receiving property tax abatements and paying fees to the County for specific purposes as part of the agreement by which those taxes were reduced. Expenditures are partly restricted by contractual obligations, and partly are at the discretion of the County for Community Service Fees, the statutorily required payment by the companies that equals one fourth of the annual tax savings enjoyed by the company.

Road Fund (1501) - In accordance with ORS 366.524 - 366.542 and ORS 368.705, accounts for revenues primarily received from the State of Oregon motor vehicle fee apportionment, County gasoline taxes, federal reserve yield, and interest income. Expenditures are restricted by Article IX, Section 3A of the Constitution of the State of Oregon and consist of construction, repair, maintenance, and operations of public highways and roads.

Emergency Communications Fund (1502) - Accounts for revenues received from the State Telephone Excise Tax. Expenditures are restricted for the Emergency Communication Network in conjunction with the City of Portland, pursuant to Multnomah County Code 5.90.060.

Bicycle Path Construction Fund (1503) - Accounts for one percent of State of Oregon Motor Vehicle fees collected pursuant to ORS 366.514. Expenditures are restricted by ORS for bicycle path construction and maintenance.

Recreation Fund (1504) - Accounts for State revenue paid to counties to supplement their parks programs. The revenues are County Marine Fuel Tax and RV License Fee Sharing. The General Fund contributes an amount to cover the cost of operating tours at the Bybee-Howell historical park. The expenditures of the fund are payments made to Metro under an Intergovernmental Agreement entered into in 1994.

Federal/State Program Fund (1505) - Accounts for the majority of dedicated revenues and expenditures related to federal and state financial assistance programs (grants). Also accounts for General Fund contributions (match) and operational revenues.

County School Fund (1506) - Accounts for Forest Reserve yield revenues received from the State pursuant to ORS 328.005 - 328.035. Funds are distributed to the County School districts.

Tax Title Land Sales Fund (1507) - Accounts for the receipt and sale of foreclosed properties. Under the provision of ORS 275.275, these revenues are distributed to the taxing districts in Multnomah County.

Animal Control Fund (1508) - Accounts for revenues from dog and cat licenses, control fees. Cash transfers are made to the General Fund for animal control activities.

Willamette River Bridge Fund (1509) - Accounts for State of Oregon Motor Vehicle fees and County gasoline taxes which are transferred from the Road Fund. Expenditures are made for inspections and maintenance of the Hawthorne, Morrison, Burnside, Sellwood, and Broadway bridges.

Library Fund (1510) - Accounts for the Multnomah County Public Library operations. Property taxes from a five-year special serial levy and transfers from the General Fund are the principal sources of revenue. The Multnomah County Public Library was established by Ordinance 649 pursuant to ORS 357.400 - 375.610.

Special Excise Tax Fund (1511) - Accounts for a portion of the County's transient lodging taxes collected from all hotels and motels in the County and motor vehicle rental tax collected from rental agencies. Expenditures are to be used for Convention Center, visitor development purposes, regional arts and culture purposes and other uses pursuant to Multnomah County Code 11.300 and 11.400.

Land Corner Preservation Fund (1512) - Accounts for the collection of recording fees on real property transactions and surveying activities. Expenditures are made for the establishment, re-establishment, and maintenance of public corners of government surveys pursuant to ORS 203.148.

Inmate Welfare Fund (1513) - Accounts for the proceeds from the sale of commissary items. Purchases are made for supplies for inmates in County jails. Excess funds are used on inmate amenities such as recreation equipment for the institutions.

Justice Services Special Operations Fund (1516) - This fund accounts for revenues and expenditures that are dedicated to Justice Services in the Community Corrections Department, the District Attorney's Office, and the Sheriff's Office. Revenues are primarily probation fees, criminal processing assessment fees, conciliation court fees and marriage license fees for the Community Corrections Department. This fund also accounts for revenues received from forfeitures and video lottery for the District Attorney's Office. In addition to the above, this fund accounts for the Sheriff's Office revenues received from forfeitures, alarm permits, concealed weapon permits, gun ordinance fees and liquor license fees collected for civil processing inspection.

General Reserve Fund (1517) - Accounts for a reserve maintained separate from the General Fund. This fund is to be maintained at approximately 5% of the total budgeted revenues of the General Fund. The General Reserve Fund balance is maintained by cash transfers from the General Fund. This reserve fund is to be used for extreme emergencies. Extreme Emergencies is defined as uses for disaster relief, essential services or expenditures that are related to public life and safety issues.

Children's Levy Fund (1518) - Accounts for the revenues generated by the Portland Children's Levy to be used for services to children.

DEBT SERVICE FUNDS

Debt Service Funds exist until all long-term debt is repaid. Once the debt is repaid, any receipts remaining in the fund are returned to the originating jurisdiction or County General Fund.

Limited Tax Debt Fund (2000) - Accounts for the principal and interest payments on limited tax obligation bonds or full faith and credit obligations issued to acquire equipment, land, facilities and/or construct facilities that for County use Revenues consist of service reimbursements and cash transfers from other County funds.

Revenue Bond Sinking Fund (2001) - Accounts for the principal and interest payments on bonds issued to acquire and construct non-profit facilities that are being financed in partnership with the County. The revenues are derived from lease of the facilities constructed with bond proceeds and from the pledge of the Motor Vehicle Rental Tax, a General Fund Revenue.

Capital Lease Retirement Fund (2002) - Accounts for lease/purchase principal and interest payments for buildings and major pieces of equipment acquired by the issuance of Certificates of Participation or other lease/purchase arrangements. Revenues consist of service reimbursements and cash transfers from other County funds.

General Obligation Bond Sinking Fund - (2003) - This fund accounts for the retirement of General Obligation Bonds approved in May 1993 and in May 1996 to repair the Central Library and construction of the Midland Library. Proceeds are derived from property taxes and interest earned on the cash balances.

PERS Pension Bond Sinking Fund (2004) - Accounts for the principal and interest payments on pension obligation revenue bonds issued to retire the County's PERS unfunded actuarial accrued liability. The revenues are derived from charge backs to departments based on their departmental personnel cost.

CAPITAL PROJECTS FUNDS

Capital Projects Funds operate until the capital project is completed. Upon completion, any remaining cash is transferred to the Debt Service Fund to retire debt associated with the construction or acquisition of designated fixed assets or to the originating source of the funds.

Justice Bond Project Fund (2500) - This fund accounts for projects to expand Inverness Jail, construct new jail facilities, upgrade other jail facilities, and pay for major data processing linkages in the Corrections system. Proceeds are derived from the sale of General Obligation Bonds approved by the voters May 21, 1996 and interest earned on these proceeds.

Revenue Bond Projects Fund (2501) - Fund closed in FY 2004. All projects have been completed.

SB 1145 Fund (2502) - Accounts for State revenue to build jail beds to house convicted felons with sentences less than twelve months. Until 1997, these felons were historically a responsibility of the State. The 1995 Legislature (in SB 1145) shifted that responsibility to counties and agreed to fund the construction of detention facilities and operational costs so that counties could assume the task of supervising these felons. The revenues are payments from the State of Oregon.

Building Project Fund (2504) - Accounts for expenditures for acquiring property, remodeling, and construction of County facilities. Resources are derived from certificates of participation or other financing proceeds and General Fund service reimbursements.

Deferred Maintenance Projects Fund (2505) - Fund closed in FY 2004. Projects now accounted for in the Capital Improvement Fund and Asset Preservation Fund.

Library Construction Fund (2506) - This fund accounts for the renovation of branch libraries, and upgrades to Library computer systems and linkages. Proceeds are derived from the sale of General Obligation Bonds approved by the voters May 21, 1996 and interest earned on these proceeds.

Capital Improvement Fund (2507) - Accounts for the proceeds derived from the sale of unrestricted property, interest income, and any service reimbursement or operating revenue from leased facilities. Expenditures are made for capital acquisitions or for the retirement of lease/purchases. Authorized by Resolution 99-144.

Capital Acquisition Fund (2508) - Accounts for capital purchases with economic payoffs of less than five years and acquisition of computer equipment. Expenditures will be reimbursed over time by service reimbursements charged to the budgets of programs for which equipment is purchased and by service reimbursement charges for the computers funded by the flat fee program.

Asset Preservation Fund (2509) - Accounts for expenditures for building scheduled maintenance projects such as boiler replacement, carpet replacement, roof replacement etc. This fund was established and being maintained to provide prospective maintenance and not deferred maintenance. Resources are derived from an asset preservation fee that is part of the facilities charges assessed to building tenants.

Library Property Fund (2510) - This fund accounts for the proceeds from the sale of surplus Library facilities. Expenditures are made for improvements to the Library system.

PROPRIETARY FUNDS

Basis of Accounting

The County maintains all Proprietary Fund Types including: Enterprise Funds using the full accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded at the time they are earned, and expenses are recorded at the time liabilities are incurred.

Internal Service Funds are entirely or predominantly self-supporting by user charges, operating earnings, or transfers from other funds. These funds, authorized under ORS 294.470, are considered to have indefinite life. In the event the fund is discontinued, any excess funds would be returned to the originating jurisdictions or County Fund.

ENTERPRISE FUNDS

Dunthorpe-Riverdale Service District No. 1 General Fund (3000) - Accounts for the operations of the sanitary sewer system in southwest unincorporated Multnomah County.

Mid County Service District No. 14 Fund (3001) - Accounts for the operations of street lights throughout unincorporated Multnomah County.

Behavioral Health Managed Care Fund (3002) - Accounts for all financial activity associated with the State required Children's Capitated Mental Health program. This includes payments to providers with whom the County contracts for services. Revenues are capitation payments from the State to the County.

INTERNAL SERVICE FUNDS

Risk Management Fund (3500) - Accounts for all internal service reimbursements, revenues, and expenses associated with the County's insurance requirements and administration of workers' compensation, general liability, tort, auto, property, employee medical, dental, vision, life and long-term disability claims and insurance, employee benefits, health promotion, post-retirement benefits, and unemployment insured and self-insured programs pursuant to Multnomah County Code 7.101.

Fleet Management Fund (3501) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's motor vehicle fleet and electronics.

Telephone Fund (3502) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's telephone system.

Data Processing Fund (3503) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's data processing services and operations. This fund includes replacement and upgrade of personal computers and a standard software suite common to all County users.

Mail Distribution Fund (3504) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's U.S. Mail, internal distribution and delivery.

Facilities Management Fund (3505) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's property management, custodial, maintenance and leasing of all County-owned and leased property.

FIDUCIARY (AGENCY) FUNDS

These agency funds accounts for resources received and held by the County in a fiduciary capacity. Disbursements are made in accordance with the agreement or applicable legislative enactment for each particular fund. The agency funds are as follows:

Public Guardian Fund (4000) - Accounts for receipts and disbursements for individuals who are not capable of handling their own financial affairs.

Library Retirement Fund (4001) - Accounts for the receipt and disbursement of funds for the Library Retirement Plan. The fund was established in Fiscal Year 1990-91 as a result of the Library merging with the County.

Property Tax Funds (Series 4500 to Series 5501) - Accounts for the collection and disbursement of various property tax accounts for governmental entities located in Multnomah County.

Department Trust Funds (Series 6000 to 6524) - Accounts for the collection and disbursement of various receipts held. Multnomah County maintains several sub-funds which are used to account for the receipt of resources held by the County in a fiduciary

capacity. Disbursements are made in accordance with the agreement or applicable legislative enactment for each particular fund:

MCSO Forfeitures (7000 and 7001) - Accounts for cash transactions subject to forfeiture under 1989 Oregon Law, Chapter 791.

Law enforcement and ROCN (Series 7500 to 8001) - Accounts for various law enforcement trust funds.

ADOPTED this 19th day of June, 2003.



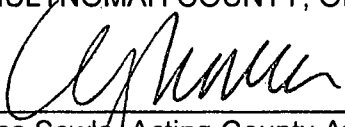
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON



Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 

Agnes Sowle, Acting County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: R-6

Est. Start Time: 9:50 AM

Date Submitted: 05/19/03

Requested Date: June 19, 2003

Time Requested: 15 minutes

Department: DBCS

Division: CPCA & Sustainability

Contact/s: Amy Joslin

Phone: 503-988-4092

Ext.: x84092

I/O Address: 503/4

Presenters: Amy Joslin and Franna Hathaway

Agenda Title: Sustainable Procurement Briefing and Consideration of a RESOLUTION
Adopting a Policy for Paper and Paint Purchasing and Setting Goals for Paper Use

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

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

The intent is to provide the Board a briefing on the recommendations from the five task forces as part of progress on the Sustainable Procurement Strategy (SPS) adopted in April of 2002. These are the first phase of product recommendations with the next round of product review scheduled to begin in August 2003. Task force recommendations are attached including recommendations in the areas of: paper products, office furniture, automotive vehicles, coating products and building materials.

Additionally, a resolution is being presented for Board approval to adopt a policy for paper and paint purchasing and set goals for paper use to reflect the recommendations of the paper and coating product task forces.

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

*See attached report titled Sustainable Procurement Strategy: A Joint City of Portland and Multnomah County Effort, 1st Annual Review – 2003.

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

By changing Multnomah County paint purchases to a rebled product significantly saves money. Rebled paint products are available at an 85% cost savings to the County. This is really a win-win recommendation for the economy and environment.

Fiscal impact (positive or negative) from changes to paper product purchases are not known, but will be evaluated as part of the upcoming paper bid. However, any cost increase would be more than offset by paper usage savings, and other government purchases have shown an actual cost savings for alternative paper products.

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

None.

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

The Sustainable Procurement Strategy is a joint Multnomah County and City of Portland effort with review and participation by the Sustainable Development Commission, a citizen advisory group to both agencies.

Required Signatures:



Department/Agency Director:

Date: 05/20/03

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

Sustainable Procurement Strategy: A Joint City of Portland and Multnomah County Effort - 1st Annual Review - 2003

Document Prepared by
the Sustainable Procurement Steering Committee
June, 2003

**Members of the Joint City of Portland/ Multnomah County
Sustainable Procurement Steering Committee**

First Name	Last Name	Bureau
SUE	KLOBERTANZ	BUREAU OF PURCHASES - CHAIR
ART	ALEXANDER	BUREAU OF INFORMATION TECHNOLOGY
LINDA	ANDREWS	PORTLAND DEVELOPMENT COMMISSION
JEFF	BAER	BUREAU OF PURCHASES
EDDIE	CAMPBELL	COMMISSIONER SALTZMAN
MOLLY	CHIDSEY	MULTNOMAH COUNTY
MATT	EMLEN	OFFICE OF SUSTAINABLE DEVELOPMENT
JORDAN	EPSTEIN	BUREAU OF FINANCIAL PLANNING
GREG	KELLER	FIRE BUREAU
BOB	KIETA	BUREAU OF GENERAL SERVICES
ALLEN	LEE	SUSTAINABLE DEVELOPMENT COMMISSION
AMY	JOSLIN	MULTNOMAH COUNTY
FRANNA	HATHAWAY	MULTNOMAH COUNTY - PROCUREMENT
KATHLEEN	HINICK	BUREAU OF PURCHASES
MARY	HUFF	PARKS BUREAU
DON	HOLMES	WATER BUREAU
DAVE	KENDALL	WATER BUREAU
MARGARET	NOVER	BUREAU OF ENVIRONMENTAL SERVICES
DEBORAH	SIEVER MORRIS	BUREAU OF TRAFFIC ENGINEERING
KENT	SNYDER	SUSTAINABLE DEVELOPMENT COMMISSION
STACEY	STACK	OFFICE OF SUSTAINABLE DEVELOPMENT
WILLIE	WASHINTON	BUREAU OF MAINTENANCE

Executive Summary

In April and May of 2002, the City of Portland Council and the Multnomah County Board of Commissioners approved Resolutions that adopted the *“Sustainable Procurement Strategy: A Joint City of Portland and Multnomah County Effort.”* The vision of that Strategy is to: “...promote actions which are environmentally, and socially beneficial while also being economically intelligent.” In other words, it is the desire of both the City and the County to buy less polluting products and services from less polluting companies that also provide additional societal benefits beyond the jobs, products, and services they already deliver.

Since that time, staff from Multnomah County and the City of Portland have been working to move toward purchasing decisions that promote long-term interests of the community. This 2003 Annual Report summarizes the recommendations resulting from the first year effort.

Specifically the Sustainable Procurement effort looked at the area of paper products, office furniture, automotive vehicles and equipment, cleaning and coating products and building materials. Each area was reviewed and specific procurement and use recommendations were made as described in more detail in the attached report. In summary, the recommendations include:

- A detailed paper use policy to be presented for approval to both the City Council and a similar paper use resolution to the County Board of Commissioners;
- Recommend changes to be included in future bid specifications for paper, office furniture, vehicles, and building specifications for recycled paint;
- The research and testing of safer and more environmentally preferable graffiti remover products; and
- Changes to City Code to make the donation of surplus property easier, purchasing guidelines for used furniture clearer.

It is recommended that the joint Sustainable Procurement effort continue. During the next year, another set of specific products will be identified. Staff will then work to identify possible policies and procedures that should be changed to ensure both the purchase of sustainable products, but also the appropriate use and disposal methods.

In addition to the continued review of specific commodities, the Steering Committee is continuing to look at ways to improve and provide coordinated employee training. Also, the Steering Committee continues to be frustrated by the lack of obvious ways to corporately provide incentives for employees to “do the right thing.” With limited resources – both fiscal and staff – this continues to be a difficult task.

Over all, the first year goals and of the *“Sustainable Procurement Strategy: A joint City of Portland and Multnomah County Effort”* have been met and it is recommended that the effort continue.

Background

In April and May of 2002, the City of Portland Council and the Multnomah County Board of Commissioners approved Resolutions that adopted the *"Sustainable Procurement Strategy: A joint City of Portland and Multnomah County Effort."* Both Resolutions are included in Appendix 1.

The Strategy set forth a process for integrating environmental, social, and economic factors into specific purchasing decisions. The Strategy also provided a blueprint to implement sustainable procurement at the City of Portland and Multnomah County and move both governments toward purchasing decisions that promote the long-term interests of the community.

The Strategy uses an inter-jurisdictional Steering Committee to oversee multiple Task Forces that would focus on specific commodity areas and determine proposed recommendations (See Table A). The Steering Committee identified what they believed to be key staff from both the City and County to participate on each Task Force (a full list of Task Force Members is included in Appendix 2).

Based on previous work done at the State level, the first five commodity areas for review were:

- Paper Products
- Office Furniture
- Automotive Vehicles and Equipment
- Cleaning and Coating Products
- Building Materials

On May 1, 2002, approximately 85 City and County staff participated in a four hour training session. The training included an introduction to the concept of sustainability from both a global, local and personal perspective, as well as short overviews of the purchasing parameters and initial Task Force assignments.

The Task Forces were charged with the responsibility to:

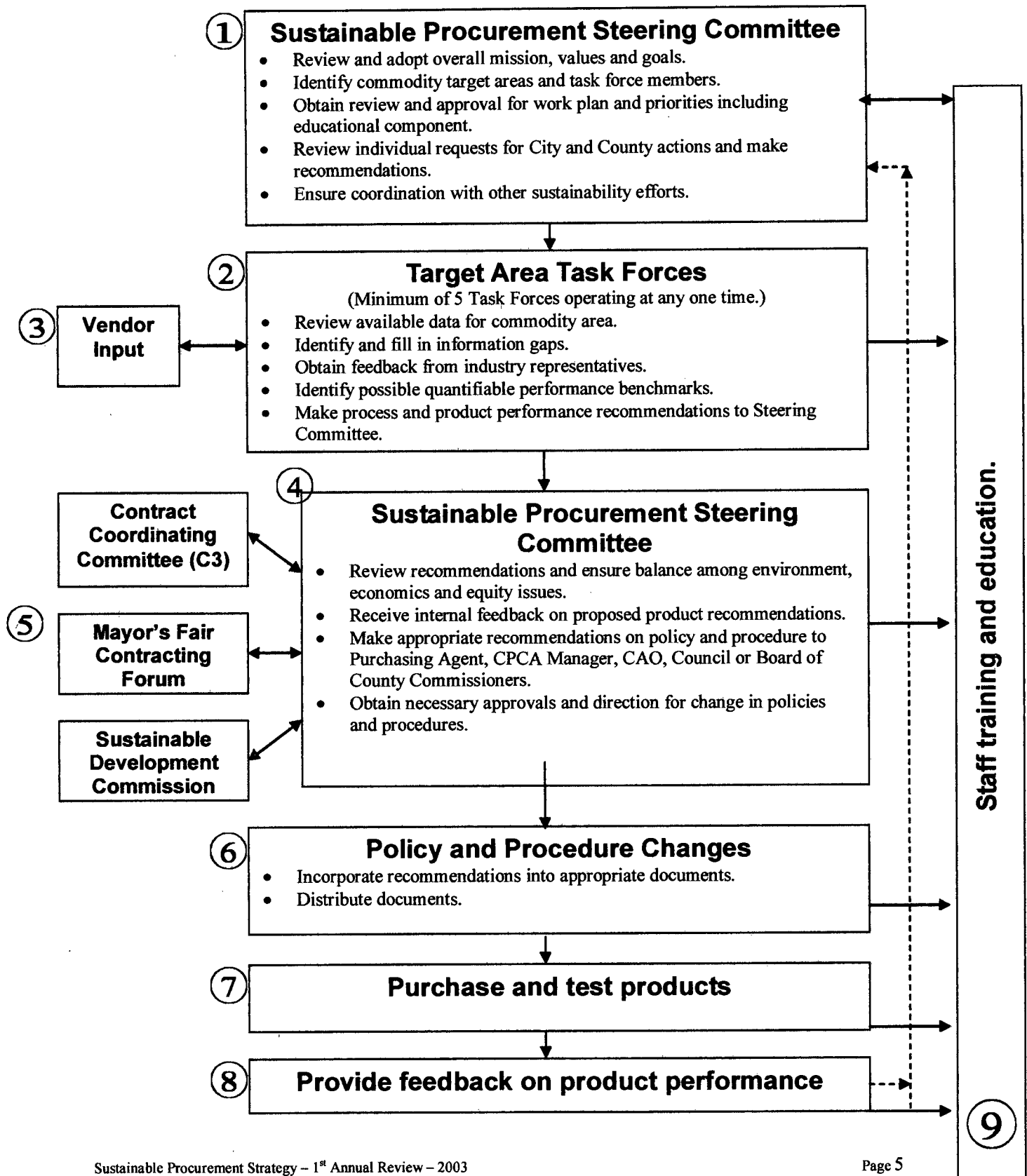
- Review available information about the specific commodity area and obtain any additional information needed.
- Determine focus of group effort within commodity area. For example, because the area of "Paper Products" is so broad, it was necessary to focus on copier paper in the beginning and then move on to other products as time permitted.
- Obtain feedback from industry representatives and/or subject matter experts about product availability, packaging, specifications, usage, disposal, or other aspects of a product's life cycle.
- Identify possible quantifiable performance benchmarks that will allow the City and County to measure the increased sustainable procurement of the particular product(s).
- Produce written recommendations on how to increase sustainable procurement of the particular product(s) to the Sustainable Procurement Steering Committee.

Each Task Force provided intermittent reports to the Steering Committee to ensure that the groups were able to stay on task and complete recommendations by January 2003.

Table B represents the Task Timeline or initial schedule proposed for the Steering Committee and Task Forces and approved by Council in March 2002.

While the Task Force effort was proceeding, the Steering Committee grappled with the question of how to continuously educate approximately 10,000 City and County employees on the concept of sustainability, the purchasing rules that exist and possible product choices. During the summer of 2002, an intern provided through the Oregon Performance Intern Program was able to focus on this question. The whitepaper developed is attached as Appendix 3.

Table A
Sustainable Procurement Strategy
Process Description



*Table B - Sustainable Procurement Strategy
Task Timeline as Approved by Council April 2002*

Priority / Task	Jan 02	Feb	Mar	Apr	May	Jun	July 02	Aug	Sept	Oct	Nov	Dec	Jan 03	Feb	Mar	Apr	May	Jun
Steering Committee																		
• Complete mission/ values and goals	Project Start-up																	
• Council and Board approval of Strategy		Submit for review and approval																
• Target Area Task Force Work		Identify staff.		Design and hold initial training.				Monitor progress of Task Force effort.					Receive recommendations/ review/ receive input/ obtain approval.					
• Educational component		Design training and education proposal. Review with committees					Implement training plan											
• City and countywide coordination	Ongoing Activity																	
• Product feedback											Ongoing feedback							
• Monitoring													Monitor implementation of policy and procedure changes					
Target Areas Task Forces				Receive introductory training		Complete commodity area review and recommendations						Receive introductory training		Complete commodity area review and recommendations				

Recommendations

Each of the five Task Forces submitted interim reports during the process (all reports are included in Appendices 4 – 8). Consistent with the Strategy Process Description (Table A), the Steering Committee reviewed each of the final reports and summarized the recommendations and related action items. This summary information was then reviewed with the City of Portland's Contract Coordinating Committee, the Mayor's Fair Contracting Forum and the joint City/County Sustainable Development Commission. No substantive changes were made as a result of these reviews.

Recommendations fell into three major categories:

- a. Those recommendations which can be implemented with no further action by Council or Board;
- b. Those items which require Council or Board direction because of a change to Code or laws; or
- c. Those items requiring Council or Board policy direction because of fiscal or service delivery impact.

The recommendations and next steps for each of the commodity areas is summarized and included in the following pages. Because the City and County have different structures and policies or procedures, it was necessary to articulate the distinctions between both jurisdictions. However, as much as possible, consistent actions were recommended for both agencies.

Current Actions

Many of the type "a." recommendations or those that can be implemented with no further action of the Council or Board are already being worked on. For example,

- The City and County are already collaborating on writing new specifications and an Invitation to Bid for a paper contract which will require that paper purchased by either jurisdiction meet or exceed EPA content guidelines and that the vendor report regularly on the amount of paper purchased.
- Purchases and the City Attorney's office is currently reviewing possible code changes that will allow easier donations of surplus property between or to bureaus, other government agencies, Qualified Rehabilitation Facilities and non-profit organizations.
- County fleet services is reviewing data on use of biodiesel fuel and sharing that information with the City to determine possible future use.
- Procurement staffs for both the City and County are incorporating more sustainability information into training packages.
- The Office of Sustainable Development (OSD) is working with the Mayor's Graffiti Task Force and external experts to research and test safer and more environmentally preferable graffiti remover products.
- Multnomah County Facilities is preparing recommendations for revisions to paint specifications to reflect pending Board action for rebled latex paint.

The remaining work elements, shown on the following pages, will be implemented by a cooperative effort between the City and the County. City Purchases Bureau, the Bureau of General Services, the Office of Sustainable Development and the City Attorney will lead the effort for the City of Portland. In the County, the Central Procurement and Contracts

Administration, Sustainability, Facilities and Property Management, Central Stores, and County Attorney will all be involved.

Council and Board Actions

Many of the recommendations can be implemented with no further action by the Council or Board. Some recommendations, however, require action by the elected officials to implement. Those include:

Paper

- Purchase copy and printing paper from the Printing and Distribution Bureau.
- Increase use of City printing services and centralized office printing stations.
- Eliminate use of individual desktop printers except as allowed by exception criteria (outlined in the separate Paper Policy to be adopted by Council).
- Set printer defaults to duplex mode and require future purchases of printer, facsimile, and copier equipment to have duplex capability.
- Increase internal and external electronic communications and transactions.
- Manage mailing lists to remove duplicate and unnecessary addresses.

Automotive

- Approval of future contract for biodiesel fuel for City vehicles.
- Approval of future contract for City vehicles which meet fuel and emissions requirements.

Cleaning and Coating Products

- Approve modified City Code and County PCRB Rules which further defines language requiring use of rebled latex paint products when latex paint is specified.

Bureau/ Department Actions Directed by Council/ Board

In addition to the specific Council or Board actions, by adoption of this 2003 annual update, the Council will be directing Bureaus and Departments to do the following:

Paper

- Increase use of centralized printing.
- Eliminate use of desktop printers except as allowed by exception criteria (outlined in the separate Paper Policy to be adopted by Council only).
- Increase internal and external electronic communications and transactions
- Manage mailing lists to remove duplicate and unnecessary addresses

Building Materials

- Continue/expand use of standard lighting best practices such as:
 - Low mercury lamps
 - Recycle all lamps at end-of-life
 - Replace T12 lamps with T8 lamps
 - LED exit signs
- Include recycling of unused paint in bid specs.

- Modify bid specs to not require gallons of extra paint.
- Educate Project Managers, contractors on new specs and best practices.

Education

- Encourage employee attendance at external sustainability training sessions – i.e. The Natural Step programs.
- Officially recognize the City's Green Team and direct major Bureaus to provide staff time to participate in citywide Green Team activities.
- Identify sustainability priorities for each bureau and department.

Next Steps

With the adoption of this 1st Annual Review, the Joint City/County Sustainable Procurement effort will continue. The recommendations outlined will be implemented.

In addition to the ongoing review of specific commodities, the Steering Committee will carry on with efforts to look at:

- ways to improve and provide coordinated employee training;
- ways to corporately provide incentives for employees to make sustainable procurement decisions; and
- ways to better communicate the sustainable procurement efforts so as to maximize the use of "best practices."

Paper Task Force

City of Portland Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
Reduce consumption of paper and create efficiencies	<p>BGS/P&D</p> <ul style="list-style-type: none"> • Mandate double-sided copying as standard • Set machine defaults to double sided • Replace old equipment with multi-function devices <p>All Bureaus</p> <ul style="list-style-type: none"> • Increase use of centralized printing • Eliminate use of desktop printers except as allowed by exception criteria • Increase internal and external electronic communications and transactions • Manage mailing lists to remove duplicate and unnecessary addresses <p>Purchases/ P&D</p> <ul style="list-style-type: none"> • Complete central paper contracts (May be in conjunction with County) • Measure paper use and establish reporting method • Require vendor use reports <p>Council</p> <ul style="list-style-type: none"> • Require that all paper purchases be centralized • Approve resolution directing Bureaus to reduce consumption of paper 	<ul style="list-style-type: none"> • Expected net savings 	<p>Many aspects currently underway;</p> <p>Paper policy for consideration by Council by July 1</p>
Require that all paper purchased and used must meet or exceed EPA content guidelines.	<p>Purchases/ OSD/ P&D</p> <ul style="list-style-type: none"> • Develop new code language and bid specs to specify EPA guidelines • Educate employees on guidelines • Explore ability to identify all paper used which does not meet EPA guidelines • Identify replacement products for papers that do not meet guidelines <p>Council</p> <ul style="list-style-type: none"> • Approve new code as needed 	<ul style="list-style-type: none"> • No fiscal impact expected 	<p>Paper policy for consideration by Council by July 1</p>
Mandate that at least 10% of paper purchased and used within the City is alternative environmentally preferable paper (AEPP). Promote the use of AEPP wherever possible.	<p>OSD/ P&D/ Purchases</p> <ul style="list-style-type: none"> • Identify AEPP paper products, availability, costs • Replace existing noncompliant paper products with AEPP products <p>P&D</p> <ul style="list-style-type: none"> • Develop pilot project for use of AEPP products <p>Purchases</p> <ul style="list-style-type: none"> • Investigate contractor preference for firms using AEPP • Specify use of AEPP in bids when prudent 	<ul style="list-style-type: none"> • No fiscal impact expected 	<p>Completed in conjunction with paper policy by July 1</p>

Paper Task Force

Multnomah County Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
Reduce consumption of paper and create efficiencies	<p>Department of Business & Community Services</p> <ul style="list-style-type: none"> • Mandate double-sided copying as standard • Set machine defaults to double sided • Replace old equipment with multi-function devices • Eliminate use of desktop printers except as allowed by exception criteria. <p>All Departments</p> <ul style="list-style-type: none"> • Increase use of centralized printing • Increase internal and external electronic communications and transactions • Manage mailing lists to remove duplicate and unnecessary addresses <p>Purchasing/ Central Stores</p> <ul style="list-style-type: none"> • Complete central paper contracts (May be in conjunction with City) • Measure paper use and establish reporting method • Require vendor use reports <p>Board</p> <ul style="list-style-type: none"> • Approve resolution directing Departments to reduce consumption of paper 	Expected net savings	Many aspects currently underway; Paper policy for consideration by Board by July 1
Require that all paper purchased and used must meet or exceed EPA content guidelines.	<p>Purchasing / Sustainability Program</p> <ul style="list-style-type: none"> • Develop new PCRB rules and bid specs to specify EPA guidelines • Educate employees on guidelines • Explore ability to identify all paper used which does not meet EPA guidelines • Identify replacement products for papers that do not meet guidelines <p>Board</p> <ul style="list-style-type: none"> • Approve new PCRB rules as needed 	No fiscal impact expected	Paper policy for consideration by Board by July 1
Mandate that at least 10% of paper purchased and used within the County is alternative environmentally preferable paper (AEPP). Promote the use of AEPP wherever possible.	<p>Department of Business & Community Services</p> <ul style="list-style-type: none"> • Identify AEPP paper products, availability, costs • Replace existing noncompliant paper products with AEPP products • Develop pilot project for use of AEPP products • Investigate contractor preference for firms using AEPP • Specify use of AEPP in bids when prudent 	No fiscal impact expected	Completed in conjunction with paper policy by July 1

Office Furniture Task Force

City of Portland Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
Donation of surplus property to in-house bureaus, other government agencies, QRFs, and non-profit organizations	Purchases/City Attorney <ul style="list-style-type: none"> Review existing code to ensure donation ability; draft code changes as needed, similar to County FIN-13 	No fiscal impact for code changes	Can be implemented by Summer of 2003.
Develop website to view excess property	<ul style="list-style-type: none"> Not included at this time due to funding issues. 		
Modify bid specifications to include extended/ transferable warranties; standards for deconstruction; and maintenance contracts on new furniture	BGS- Facilities/ Purchases <ul style="list-style-type: none"> Develop specifications to include transferable warranties; deconstruction standards and ongoing maintenance Develop warranty tracking system 	Potential price premium for additional product/services offset by reduced new furniture purchases	Can be implemented in 2003.
Modify existing used furniture policies	Purchases/City Attorney <ul style="list-style-type: none"> Modify existing Purchasing code for the purchase of used furniture, something similar to the County PCRB rule 310-0500, this rule gives purchasing guidelines such as dollar thresholds, need to include essential criteria for used furniture, i.e., UL listed electrical, ergonomics, limited warranty. 	No fiscal impact.	Can be implemented in 2003 with adoption by City Council.
Develop used furniture contracts for multi-agency use	Purchases <ul style="list-style-type: none"> Develop bid specifications Release solicitation Award contract 	No fiscal impact	Can be implemented in 2003

Office Furniture Task Force

Multnomah County Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
Donation of surplus property to in-house bureaus, other government agencies, QRFs, and non-profit organizations	Material Management <ul style="list-style-type: none"> Review existing administrative procedure FIN-13; suggest revised donation succession, dollar threshold revisions and revise policy for selling property to employees 	No fiscal impact for code changes	Can be implemented by 2004.
Develop website to view excess property	Not including at this time due to funding issues.		
Modify bid specifications to include extended/ transferable warranties; standards for deconstruction; and maintenance contracts on new furniture	CPCA (with departmental help) <ul style="list-style-type: none"> Develop specifications to include transferable warranties; deconstruction standards and ongoing maintenance Develop warranty tracking system 	Potential price premium for additional product/services offset by reduced new furniture purchases	Can be implemented in 2003.
Modify existing used furniture policies	CPCA/County Attorney <ul style="list-style-type: none"> Modify existing PCRB administrative rule 310-0500, this rule gives purchasing guidelines such as dollar thresholds, need to include essential criteria for used furniture, i.e., UL listed electrical, ergonomics, limited warranty. 	No fiscal impact	Can be implemented in 2003 with adoption by County Board.
Develop used furniture contracts for multi-agency use	CPCA <ul style="list-style-type: none"> Develop bid specifications Release solicitation Award contract 	No fiscal impact	Can be implemented in 2003

Automotive Task Force

City of Portland Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
Use biodiesel in City vehicles as a more sustainable alternative to diesel fuel	Vehicle Services <ul style="list-style-type: none"> Identify Source Review results of County pilot Discussion with customers Establish bid specs in conjunction with Purchases Council Approval of Contract 	Additional initial costs of \$100,000 a year until market matures	Contract approval by Nov. 2003 (dependent on County results)
Develop performance specifications for administrative sedans that includes fuel and emission requirements	Vehicle Services (in conjunction with County) <ul style="list-style-type: none"> Identify applicable EPA ratings Review vehicle requirements with customers Identify vehicles that meet requirements Establish bid specs in conjunction with Purchases Council Approval of Contract 	Will impact decisions on city car purchase (approx. 25 new cars a year)	Dependent on next vehicle purchase following completion of literature review. Expected to be implemented in next fiscal year.

Multnomah County Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
Use biodiesel in County vehicles as a more sustainable alternative to diesel fuel	Fleet Services and Sustainability Program <ul style="list-style-type: none"> Complete pilot – compile and review results Allocate funds in budget for FY 03-04 Contract with Purchasing Purchasing <ul style="list-style-type: none"> Establish bid specs and complete bid process 	Additional initial costs of \$11,000 a year until market matures	Pilot results complete March 31 Contract approval by Sept. 2003
Develop performance specifications for administrative sedans that includes fuel and emission requirements	Fleet Services (in conjunction with City) <ul style="list-style-type: none"> Identify applicable EPA ratings Review vehicle requirements with customers Identify vehicles that meet requirements Establish bid specs in conjunction with Purchases 	Will impact decisions on county car purchase (approx. 25 new cars a year)	Dependent on next vehicle purchase following completion of literature review. Expected to be implemented in next fiscal year.

Cleaning and Coating Products Task Force

City of Portland Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
City: Enforce Chapter 5.33.050 H of City Code regarding latex paint use and low VOC paint	<p>Purchases</p> <ul style="list-style-type: none"> • Provide awareness training for projects managers and others who influence what types of paint are used in construction and remodeling projects <p>Purchases / City Attorney</p> <ul style="list-style-type: none"> • Modify specifications in bid documents and language of City Code to further enforce the use of recycled paints. In City Code, further define "not appropriate" language limiting use of non recycled products and provide for exemption <p>Council</p> <ul style="list-style-type: none"> • Approve Code Change 	30-50% cost savings per gallon expected with extended use of recycled paints	<ul style="list-style-type: none"> • Immediate enforcement of current code • Inclusion in topic in 03-04 Project Manager training program • Code change prepared by 9-1-03.
Close recycling loop by requiring government agencies & contractors to recycle unused paints at the end of a project	<p>Construction Bureaus/ Purchases</p> <ul style="list-style-type: none"> • Include recycling of unused paint in bid specs • Modify bid specs to not require gallons of extra paint • Educate Project Managers, contractors 	No fiscal impact to City	
Conduct further research on graffiti removal product options	<p>City/ County Graffiti Task Force</p> <ul style="list-style-type: none"> • Collect inventory of graffiti removal products currently in use • Compile a comprehensive list of alternative graffiti removal products • Determine 'best alternatives' based on usage and do field tests • Share test results, incorporate effective products, and educate stakeholders about what type of products to avoid (i.e. most hazardous ingredients, etc.) 	No fiscal impact	<ul style="list-style-type: none"> • Test alternative products by end of July 2003 • Provide final recommendations by August 2003

Cleaning and Coating Products Task Force

Multnomah County Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
Create PCRB rules regarding latex paint use and low VOC paint	<p>Department of Business & Community Services</p> <ul style="list-style-type: none"> • Create PCRB amendment • Provide awareness training for projects managers and others who influence what types of paint are used in construction and remodeling projects <p>Purchasing/ Facilities</p> <ul style="list-style-type: none"> • Modify specifications in bid documents to further enforce the use of recycled paints and provide for exemption <p>Board</p> <ul style="list-style-type: none"> • Approve PCRB Change 	30-50% cost savings per gallon expected with extended use of recycled paints	<ul style="list-style-type: none"> • Inclusion in topic in 03-04 Project Manager training program • PCRB change prepared by 9-1-03.
Close recycling loop by requiring government agencies & contractors to recycle unused paints at the end of a project	<p>Purchasing/ Facilities</p> <ul style="list-style-type: none"> • Include recycling of unused paint in bid specs • Modify bid specs to not require gallons of extra paint • Educate Project Managers, contractors 	No fiscal impact to County	
Conduct further research on graffiti removal product options	<p>City/ County Graffiti Task Force</p> <ul style="list-style-type: none"> • Collect inventory of graffiti removal products currently in use • Compile a comprehensive list of alternative graffiti removal products • Determine 'best alternatives' based on usage and do field tests • Share test results, incorporate effective products, and educate stakeholders about what type of products to avoid (i.e. most hazardous ingredients, etc.) 	No fiscal impact	<ul style="list-style-type: none"> • Test alternative products by July 2003 • Provide final recommendations by August 2003

Building Materials Task Force

City of Portland Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
Ensure the City is using 'best practices' in lighting	<p>OSD (in cooperation with County Facilities and City/County stakeholders)</p> <ul style="list-style-type: none"> Assess what's been done and areas for further work Bring stakeholders together to: <ul style="list-style-type: none"> Develop standards in areas such as color rendition, T5 lamp use, extended life lamps, outdoor horizontal cutoffs, auto controls, and dimmers use. Explore incentives/budget packaging for lighting improvement projects Integrate standards and recommendations into O&M manuals and other purchasing decision documents <p>All Bureaus</p> <ul style="list-style-type: none"> Continue/expand use of standard lighting best practices such as: <ul style="list-style-type: none"> Low mercury lamps Recycle all lamps at end-of-life Replace T12 lamps with T8 lamps LED exit signs 	Recommended standards may involve higher initial costs, with payback over a couple of years	Ongoing
Incorporate sustainable procurement practices as renovation and new construction projects occur	<p>OSD/ All Bureaus</p> <ul style="list-style-type: none"> Work with bureau project managers to develop purchasing decision guides and/or purchasing specifications for target building material areas such as: <ul style="list-style-type: none"> Carpet purchasing and maintenance Low-VOC adhesives Wood (treatment methods and wood source) Recycled content in concrete Educate/train stakeholders as projects develop and produce results Educate vendors to ensure M/W/ESB businesses remain involved Distribute information on sustainable procurement best practices through: <ul style="list-style-type: none"> Incorporation into purchasing decision documents Online availability Hard copies as needed (such as in a manual format) 	Varies according to project. Common impacts may include: lower risk exposure, higher initial costs but long-term savings, spur market development	Ongoing
Integrate recommended "green" specs and maintenance procedures into O&M manual developments	<p>BGS Facilities</p> <ul style="list-style-type: none"> Coordinate and follow-up with OSD staff on the status of recommendation actions listed above 	No fiscal impact	During the next fiscal year.

Building Materials Task Force

Multnomah County Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
Ensure the County is using 'best practices' in lighting	<p>Facilities (in cooperation with City OSD and City/County stakeholders)</p> <ul style="list-style-type: none"> Assess what's been done and areas for further work Bring stakeholders together to: <ul style="list-style-type: none"> Develop standards in areas such as color rendition, T5 lamp use, extended life lamps, outdoor horizontal cutoffs, auto controls, and dimmers use. Explore incentives/budget packaging for lighting improvement projects Integrate standards and recommendations into O&M manuals and other purchasing decision documents <p>All Departments</p> <ul style="list-style-type: none"> Continue/expand use of standard lighting best practices such as: <ul style="list-style-type: none"> Low mercury lamps Recycle all lamps at end-of-life Replace T12 lamps with T8 lamps LED exit signs 	Recommended standards may involve higher initial costs, with payback over a couple of years	Ongoing
Integrate recommended sustainable Procurement practices and maintenance procedures into "Green Guidebook" for Facility managers.	<p>Facilities (in cooperation with Sustainability program)</p> <ul style="list-style-type: none"> Natural Step Process Improvement Team lead development with recommendations to Facilities management team. Sustainability Program lead on any Board action required to support adoption. Educate stakeholders as projects develop. Educate vendors to ensure M/W/ESB remain involved. 	Varies according to project. Common impacts may include: lower risk exposure, higher initial costs but long-term savings, spur market development	During the next fiscal year.

Education Task Force

City of Portland Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
Provide ongoing mechanisms to increase awareness and recognition of City sustainability accomplishments	<p>OSD / Green Team</p> <ul style="list-style-type: none"> Continue bi-weekly Green Tips emails to all employees, and include information on City policies and actions. Continue bi-annual Green Fair Establish monthly electronic newsletter for key Bureau contacts. This would feature current activities, training opportunities and program results. <p>OSD / Purchases</p> <ul style="list-style-type: none"> Establish web site with information on City sustainable purchasing practices, specifications, and other resources for employees 	<p>A new monthly newsletter would require staff resources from existing OSD programs.</p> <p>The web site can be completed by existing staff.</p>	<p>Green Tips--ongoing</p> <p>Green Fair--June 2004</p> <p>Initiate newsletter June 03</p>
Include sustainable product choices in ongoing training programs.	<p>Purchases / OSD</p> <ul style="list-style-type: none"> Project manager training. Procurement training New employee training <p>Bureaus</p> <ul style="list-style-type: none"> Encourage employee attendance at external sustainability training sessions-- i.e. The Natural Step programs 	Competes for time with other material included in training.	Integrate with the new employee training when it is released in spring 03
Implement paper campaign in City bureaus to address: <ul style="list-style-type: none"> paper use reduction paper specifications 	<p>Green Team</p> <ul style="list-style-type: none"> Develop campaign approach and materials to be implemented by bureaus. <p>Bureaus</p> <ul style="list-style-type: none"> Provide a Green Team liaison to lead implementation within the bureau. 	Target 10% reduction in paper costs	Launch campaign summer 03 in coordination with Council approval of paper policy and OSD Solid Waste & Recycling group initiatives
Provide technical assistance on sustainable products and designs	<p>OSD/Purchases</p> <ul style="list-style-type: none"> Provide information on sustainable products and designs. <p>Bureaus</p> <ul style="list-style-type: none"> Identify sustainability priorities for each bureau. 	Reduced resource-related costs, depends on project.	Ongoing

Education Task Force

Multnomah County Next Steps

Recommendation	Actions Needed	Estimated Impacts	Estimated Timeline for Implementation
Provide ongoing mechanisms to increase awareness and recognition of County sustainable procurement accomplishments	<p>Green Team / Purchasing:</p> <ul style="list-style-type: none"> • Include information on sustainable purchasing work on Purchasing and Green Team MINT sites. • Partner with the City on Green Fair <p>Sustainability Program:</p> <ul style="list-style-type: none"> • Include sustainable purchasing theme for one or more of “sustainability tips” that go out monthly to all employees. • Establish monthly electronic newsletter. This would feature current activities and program results. 	The web site and newsletter can be completed by existing staff.	<p>Green Tips--ongoing</p> <p>Green Fair—June 2004</p> <p>Initiate newsletter June 03</p>
Include sustainable product choices in ongoing training programs.	<p>Purchasing / Sustainability:</p> <ul style="list-style-type: none"> • Include brief information in new employee orientation (including transportation options.) • Web-based purchasing training for managers & project managers (this will only be possible if we have additional resources). 	Requires staff time allocated to development of training materials & program.	Realistically FY-04
Conduct education and awareness blitz to reduce paper consumption.	<p>Sustainability / Pollution Prevention:</p> <ul style="list-style-type: none"> • Develop educational materials in support of potential policy changes (such as duplexing copiers etc.) • Conduct a pilot to set printers and copiers to duplexing as default setting. • Document baseline paper usage. • Work with individual departments on publication specific reduction projects (i.e., court dockets, public health inspections etc.) 	Can be completed by existing staff with support by an intern.	By end of calendar year 2003.

Changes in Strategy

Task Timeline

The original timeline called for two sessions of Task Force efforts during the 18-month period. With reductions at both the City and the County, adequate staffing has not been available to complete that level of effort. The updated timeline, shown in Table C, recommends only one session during the next 18 months. With this change, the effort should still be able to meet the original Strategy Goal of:

Complete a review and procurement policy update of at least 3 to 5 major commodity areas annually for the next five years resulting in improvements in 15 to 25 major commodity areas. Each review and update should result in commodity or contract specific guidelines and/or specification, policy, rule and/or code changes.

Changes in Process

Following the first round of Task Force recommendations, all Task Force participants were asked to complete an evaluation survey. Of the 73 people involved in the Task Force effort, 42 (57.5%) responded to the survey. While more than 90% of respondents felt that the task force created an open environment in which they could express their ideas and that the City/ County collaboration was beneficial, there were some changes recommended by the participants.

- Select the specific products to be reviewed before selecting Task Force members.
Initially, broader commodity areas were selected and the Task Force members were asked to narrow their own discussions to specific products. Based on feedback from the Task Force members, the initial screening and selection of products for review will be conducted by the Steering Committee.
- Review and revise, as needed, report format.
Although opinions were mixed about the amount of structure provided for the Task Force reports (45.2% of respondents thought the reports were too structured while 47.6% thought the structure was adequate), an effort will be made to simplify the format and allow more flexibility for different commodities
- Method for Communication
Email notices are overwhelmingly preferred by Task Force members as the method for maintaining input on the continued development/implementation of task force recommendations once Task Force final reports have been submitted.
- Task Force Leader Support
Each of the five Task Force groups had an assigned leader from either the City or the County. These leaders expressed a desire for more up-front discussion as to group expectations, more support from the Steering Committee, and assignment of a "helper" to assist in note taking and report writing. Every effort will be made to better equip the Task Force leaders within the available resources.

**Table C – Sustainable Procurement Strategy
Task Timeline for FY 2003 – 04**

Priority / Task	May	Jun	July 03	Aug	Sept	Oct	Nov	Dec	Jan 04	Feb	Mar	Apr	May	Jun	July 04	Aug	Sept	Oct
Steering Committee																		
Council and Board approval of Updated Strategy with recommendations	Submit for review and approval																	
Council and Board approval of Paper Policy	Submit for review and approval																	
Target Area Task Force Work	Review and revise process based on feedback		Work with groups on next series of commodities and review process									Receive recommendations/ review/ receive input/ obtain approval						
Monitor Implementation of Council directives																		
Benchmark determination?????																		
City and countywide coordination	Ongoing Activity																	
Product feedback																		

Target Area Task Forces				Receive background	Complete commodity area review and recommendations							Assist Steering Committee in review of recommendations						
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Appendix 1
City of Portland Resolution
Multnomah County Resolution

RESOLUTION No. 36061

Adopt Sustainable Procurement Strategy - A Joint City of Portland and Multnomah County Effort (Resolution)

WHEREAS, In November 1994 Council adopted the Sustainable City Principles which direct the City to "purchase products based on long-term environmental and operating costs and find ways to include environmental and social cost in short-term prices;" and

WHEREAS, In April 2001, the City of Portland and Multnomah County adopted a joint Global Warming Action Plan which includes actions items addressing purchase of efficient equipment and vehicles and paper with recycled content; and

WHEREAS, The City of Portland values procurement actions that are beneficial for the environment and the natural resource capital base as well as for the health and safety of employees and the public. Changing purchasing practices is an important strategy for meeting the City's solid waste and clean river goals and the City should be a model of good practice; and

WHEREAS; The City of Portland values a strong, varied, adaptive, and diverse contracting economy that provides employment and training for all individuals; and

WHEREAS; The City of Portland values a long-term perspective in evaluating products, avoiding those that appear inexpensive, but cost more in the long run due to maintenance, operation, insurance, handling, training, disposal, or other costs; and

WHEREAS; An evaluation of alternatives is required to make recommendations for changes in how particular commodities are purchased. Identifying workable solutions will require a team approach because responsibility for purchasing within city government is very diffuse and widespread involvement and support will be needed for implementation; and

WHEREAS, A large number of employees affect the City's purchasing decisions, and many are unaware of current procurement policies, or are unclear about how to apply the City's policies; and

WHEREAS, Both the City and Multnomah County are working to promote more sustainable policies and actions, including the evaluation of the environmental, social, and economic impacts of the purchases they make. Improvements will occur faster by pooling resources and working together; and

WHEREAS, Assuming a joint leadership role and establishing a joint Strategy and shared procurement standards will increase coordination and staff ability to assess sustainable procurement information of both the City and the Multnomah County,

NOW, THEREFORE, BE IT RESOLVED

That The Sustainable Procurement Strategy: A Joint City of Portland and Multnomah County Effort, attached hereto as Exhibit A, is adopted, and that The Sustainable Procurement Strategy is Binding City Policy.

BE IT FURTHER RESOLVED

That the implementation of the Strategy in a timely fashion is imperative in order to address the many challenges identified; therefore, this Resolution shall be in full force and effect from and after its adoption by the Council.

Adopted by the Council: March 20, 2002

Mayor Vera Katz
Sue L. Klobertanz,
March 14, 2002

GARY BLACKMER
Auditor of the City of Portland

By /S/Susan Parsons
Deputy

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 02-058

Approving a Joint Multnomah County and City of Portland Sustainable Procurement Strategy to Balance Environmental Issues with Economic and Equity Issues in the Expenditures of Public Funds Promoting the Long Term Interests of the Community

The Multnomah County Board of Commissioners Finds:

- a) To achieve a sustainable community, Multnomah County must balance environmental, economic and social equity values in the procurement of goods and services.
- b) Multnomah County values procurement actions that reduce adverse impacts and effects on our natural capital base and on the health and safety of our employees and the public.
- c) Multnomah County values a strong, varied, adaptive, and diverse contracting economy that provides employment and training for all individuals.
- d) An evaluation of alternatives is required to review and make recommendations for changes in how particular commodities are purchased.
- e) All decisions should be evaluated with the standard of investing funds wisely today and in the future. Wherever possible, more than the initial purchase price should be considered in the evaluation of goods and services such as evaluating the full life cycle cost of the purchase including maintenance, disposal, or other costs.
- f) Multnomah County and the City of Portland have assumed leadership roles in working together to identify a strategy to develop recommendations that would balance environment, economics and equity issues with our procurement decisions.
- g) In April 2001 by Resolution No. 01-052, Multnomah County adopted a joint Global Warming Action Plan with the City of Portland that includes actions addressing purchase of recycled content products and energy efficient equipment and vehicles.
- h) In January 2002, the Board approved Ordinance No. 972 to establish the Sustainable Development Commission to "advise and make recommendations to the Jurisdictions' governing bodies on policies and programs to create sustainable communities and to encourage sustainable development."
- i) This strategy is consistent with Resolution No. 01-052 and Ordinance No. 972 in recommending a sustainable procurement strategy that reduces greenhouse gases and promotes sustainable communities.

The Multnomah County Board of Commissioners Resolves:

1. The Board approves the attached Sustainable Procurement Strategy to partner with the City of Portland and advance sustainable purchasing decisions that promote the long-term interests of the community.

ADOPTED this 25th day of April, 2002.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:
THOMAS SPONSLER, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
John S. Thomas, Assistant County Attorney

Appendix 2
City / Multnomah County Sustainable Procurement
Task Force Members

Proposed Sustainable Procurement Task Force Members – As of 4/2/03

✓ - Indicates where Bureau/Department representation is recommended. /* - Indicates Task Force Chair/Facilitator

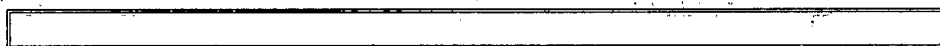
	Building Materials	Automotive Vehicles and Equipment	Cleaning and Coating Products	Paper Products	Office Furniture
COP- Purchases	✓ Harry Jacocks *	✓ Buddy Jamison	✓ Willette Rasmussen*	✓ Kathleen Hinick*	✓ Denise Johnson Syd Hendrickson
COP-BGS/ Facilities	✓ Rich Attridge		✓ Chuck Wiren, Bob Kieta		✓ Connie Johnson
COP-BGS/ Fleet		✓ Rodger Johnson, Jim Reynolds, Don Taylor			
COP P&D				✓ Ron Haddock	
COP – Parks	✓ Barbara Baker	✓ Tom Dufala	✓ Sky Goodrich; Andy Lee	✓ Lisa Turpel	✓ Ken McClain
COP – BES	✓ Randy Tomsik	✓ Scott Turpen	✓ Roy Hovey	✓ Linc Mann	✓ Scott Turpen Aimee Dexter
COP – Water		✓ Jim Hughes	✓ Stu Greenberger	✓ Barbara Streeter	
COP – PDOT	✓ Lavinia Gordan			✓ Evelyn Jefferis	
COP–Maintenance	✓ Bill Long, Bill Clarke	✓ Terry Kelsey;	✓	✓ Willie Washington, ✓ Kent Petersen	✓
COP – OSD	✓ Mike O'Brien	✓ Curt Nichols	✓ Dick Schmidt	✓ Robin Hawley	✓ Greg Acker
COP – Police		✓ Jim Shindler			
COP – Fire		✓ Duane Bray	✓		
COP – ONI			✓ Marcia Dennis		
COP – PDC	✓ Linda Naumcheff				✓ Tanya Lawrence
COP – Auditor/ Archives				✓ Diane Betcher	
COP – Risk					✓ Jamal Abusneineh
COP – BIT				✓ Mark Deeb	
COP – OPDR	✓				
MCO – Purchasing	✓ Lyle Block	✓ Amy Joslin* Roger Bruno	✓ Jan Thompson	✓ Dona Gaertner	✓ Christine Moody*
MCO – Central Stores			✓ Mike Dubesa	✓ Mike Dubesa	
MCO – Facilities	✓ Alan Proffitt	✓ Larry Whitney	✓ David Aldridge		✓ Martha Kavorinos
MCO – Transportation		✓ Kevin Kaufman			
MCO – Fleet		✓ Tom Guiney, Ron Patterson			
MCO – Weatherization	✓ Tom Brodbeck				
MCO – Sheriff			✓ Dave Braaksma		
MCO – Risk					✓
MCO- Green Team/Recds	✓ Patrick Jones	✓ Heidi Leibbrant	✓ Sue Nemeth	✓ Terry Baxter	✓ Christine Moody

Appendix 3
City / Multnomah County Sustainable Procurement
An Education Program for Sustainable Procurement



AN EDUCATION PROGRAM FOR SUSTAINABLE PROCUREMENT

GOALS AND RECOMMENDATIONS



Prepared for the
Sustainable Procurement Steering Committee
August 16, 2002

Executive Summary

The City and County have adopted a Sustainable Procurement Strategy that will lead to lasting changes in agency operations. The long term success of sustainable procurement will depend on whether employees receive the guidance and resources they need to understand and apply new policies. Consequently, education is an essential component of overall implementation efforts and is a priority for the City and County.

City and County education efforts must balance two needs:

1. **Broad-based learning** should focus on the concepts and goals of sustainable procurement. All employees should receive some information on this level so they have a common understanding of City and County priorities.
2. **Specific training** is necessary for employees who implement new procurement policies or use new products.

The recommendations in this report address both immediate implementation needs of the Sustainable Procurement Strategy, and long-term education goals.

Key components of this program include:

- A lead entity to coordinate education initiatives;
- An education subcommittee of the Steering Committee to provide executive direction;
- Active agency involvement;
- Effective use of available resources;
- Steps to evaluate training effectiveness.

These components are discussed further in the following recommendations:

1. **Dedicate staff resources in City and County central procurement offices to direct implementation and education initiatives.**
 - Dedicated staff attention will ensure resources are available to coordinate overall implementation, including education programs. This position could be either a new full-time hire, or become part of the duties of an existing position.
2. **Create an education subcommittee of the Steering Committee to direct education initiatives.**
 - The Education Subcommittee will be responsible for identifying learning needs and working with agencies to meet those needs through education programs.
3. **Create a system of agency-appointed procurement coordinators to direct agency education efforts, in cooperation with the Steering Committee.**
 - Agency coordinators would be the primary contact between their agency and the Education Subcommittee and would have responsibility for helping to coordinate education efforts within their agencies. The Education Committee should write a set of expectations and tasks for these coordinators.

- 4. Establish an agency recognition program to highlight agency successes and achievements accomplished through sustainable procurement.**
 - Agencies would be recognized separately in the City and the County on a monthly or quarterly basis to showcase and reward their accomplishments. An annual report to City Council and County Board will recognize agency accomplishments.
- 5. Evaluate the effectiveness of education programs and make changes in less effective efforts based on evaluation results.**
 - Effectiveness should be measured through surveys of employee attitudes and behavior and tracking product purchasing under new procurement policies.
- 6. Introduce sustainable procurement policies in all existing education and training venues for procurement officials.**
 - While new initiatives may also be necessary, agencies can maximize resources and minimize costs by integrating sustainability messages into existing education programs.
- 7. Educate employees on a general level about sustainable procurement concepts through existing education media that reach all employees.**
 - Using existing media will provide an efficient way to educate employees on a broad level in a context they are familiar with.
- 8. Educate employees about sustainability issues related to their personal choices and behaviors within the workplace.**
 - Use of existing media should be increased to educate employees on a personal level about sustainability and product usage.
- 9. Assist agencies in educating employees about the relationships between sustainable procurement goals and other City and County sustainability policies.**
 - Education programs should clarify how sustainable procurement supports social, environmental, and economic goals of the City and County.
- 10. Create informal working groups for each of the five commodity areas where procurement officials can discuss implementation issues.**
 - The Sustainable Procurement Strategy is already building partnerships and exchange of information between the City and the County. As the Task Forces complete their initial works, the City and County should transition to a self-sustaining system for continuing this exchange.
- 11. Involve vendors in the education process to address employee questions and concerns and communicate City and County procurement goals.**
 - Vendor participation can help build relationships with new and current vendors while providing employees with information about new products.

A majority of these recommendations depend on having an entity in place that can direct and coordinate education efforts. This report suggests that dedicated staff resources be

responsible for developing overall implementation programs in cooperation with the education subcommittee. However, if resources for new staff are unavailable, the education subcommittee would be responsible for coordinating education efforts in cooperation with agency procurement coordinators.

Should resources become available, existing staff or new full-time staff should be given primary responsibility for implementation efforts, with education as a key component of their duties. The education subcommittee should continue to function in addition to full-time staff in order to lend support and executive direction to staff efforts. Agency procurement coordinators should also continue to function in order to organize agency efforts and coordinate with the education subcommittee and sustainable procurement staff.

Fortunately, many educational resources are already in place. The critical piece needed is establishing mechanisms to shape and direct these resources to meet the needs of the Sustainable Procurement Strategy.

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A visual summary of who needs to be educated, specific learning goals and strategies for targeting key groups of employees based on their positions.

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An outline of the goals that sustainable procurement education should achieve. Goals are listed along with implementation strategies and recommendations.

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A discussion of the key challenges and opportunities facing the City and County.

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Case study analysis of the education efforts in two municipalities with environmental purchasing programs.

VI. Measuring Effectiveness.....25

Options for measuring the effectiveness of training.

I. Introduction

The City and County's commitment to sustainable procurement will lead to lasting changes in government operations. Education and training opportunities need to be focused on long-term outcomes to support these changes. The Steering Committee should consider education and training that meets immediate needs but also establishes the foundation for an educational process that can be used to meet future training requirements.

Education is necessary in order to ensure employees are aware of new policies and are prepared to implement them. Without some form of education, employees will either not be aware of new policies or be unable to apply them for lack of technical expertise.

In developing education efforts, the City and County must balance broad-based learning with specific training on new policies and products. Broad-based learning will focus on the concepts and goals involved in the Sustainable Procurement Initiative. All employees should receive some information on this level so they have a common understanding of City and County priorities. Specific training will be necessary for employees who are either implementing new procurement policies or using new products. This report identifies ways to address these varying education needs.

As this report indicates, there is considerable overlap between education strategies and implementation issues. In order to have employees use new purchasing guidelines, they need to be informed about the content and use of those guidelines. In some cases, the same entity will be responsible for education programs, as well as evaluating implementation progress. Due to this cross-cutting dynamic, a number of recommendations for education strategies in this report intersect with implementation strategies as well.

In order to develop an education process, there needs to be a lead entity responsible for coordinating education efforts on a long-term basis. The Steering Committee should not adopt this function given its primary responsibility for overseeing the task force process. However, the Steering Committee should have supervisory direction over the entity that is responsible for coordinating education efforts. This will help ensure that such efforts are properly targeted, are tied to the larger goals of the Sustainable Procurement Strategy and are balanced with other implementation issues.

To ensure program success, at least one full time staff person in both the City and the County should be responsible for coordinating education efforts. Dedicated staff will institutionalize the education function and establish direct lines of responsibility for education results rather than having this function shared among a committee. Full time staff would also facilitate consistent communication between the Steering Committee and agencies, and work with agencies on specific issues and education needs.

Lessons from other municipalities implementing environmental procurement programs, described in section VI, indicate that full-time staff dedicated to product education and support is a key component of program success. The two municipalities discussed

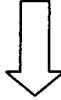
operate environmental purchasing programs that are not directly comparable to the sustainable procurement program envisioned in the City and County. However, the experience of those programs suggests that full time staff could lend the necessary skill, time and energy to ensure sustainable procurement education goals are achieved.

A majority of these recommendations depend on having an education infrastructure in place to coordinate efforts. However, depending on resource availability the City and County may be unable to create a new staff position as recommended. Until resources become available, education efforts should be coordinated through the education subcommittee, in cooperation with agency procurement coordinators.

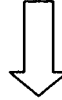
Should resources become available, full-time staff should be hired while maintaining the education subcommittee and system of agency procurement coordinators. Together these three elements will help ensure education and implementation initiatives are fully developed and coordinated.

II. Education Strategy Map

Sustainable Procurement
Concepts



Ways to Access to Further
Information



<u>Target Audience</u>	<u>Learning Goals</u>	<u>Strategies</u>
Employees with procurement or contracting authority	<ol style="list-style-type: none"> 1. Content of new policies 2. New ways of evaluating product costs 3. Guidelines for identifying sustainable products 4. Sustainable procurement task force process 5. How to identify sustainable products 	<ul style="list-style-type: none"> • Purchasing 101 • Agency liaison system • Purchasing Advisory Committee (MCO) • Contract Process Team (MCO) • Contract Coordinating Committee (COP)
Procurement agents in each of the commodity areas	<ol style="list-style-type: none"> 1. How to interpret and apply new policies 2. Problem-solving methods for applying sustainable procurement concepts 3. New ways of evaluating product costs 4. How to identify sustainable products 	<ul style="list-style-type: none"> • Purchasing 101 • Agency liaison system • Specialized training (LEEDS, etc.) • Informal working groups
Procurement card users	<ol style="list-style-type: none"> 1. Guidelines for identifying sustainable products 2. New ways of evaluating product costs 	<ul style="list-style-type: none"> • New user orientation • User manual
Product Users	<ol style="list-style-type: none"> 1. What makes a product "sustainable" 2. Product usage reduction policies 3. How to address product performance issues 	<ul style="list-style-type: none"> • Product evaluations • Information sheets about products • Website information • Meetings with vendors
All City/County employees	<ol style="list-style-type: none"> 1. Why sustainability matters 2. How procurement and product usage relates to sustainability 3. How sustainable procurement relates to City/County sustainability goals 	<ul style="list-style-type: none"> • New employee orientation • Displays and events • Bureau recognition system • Green Teams • Website information
Bureau and Department Supervisors	<ol style="list-style-type: none"> 1. New approach to cost evaluation 2. Education requirements and resources 3. Data tracking requirements 	<ul style="list-style-type: none"> • Bureau liaison system • Presentations to agency staff • Standing Committees
Bureau and Department Heads	<ol style="list-style-type: none"> 1. Sustainable procurement is a political priority 2. How it contributes to agency and City/County goals 3. Necessary resource allocations 4. Learn how to implement and monitor new policies 	<ul style="list-style-type: none"> • Presentations to meetings of agency heads • Bureau recognition system • Mayoral and County Commission support • SDC planning and reporting tools
Vendors	<ol style="list-style-type: none"> 1. City/County sustainable procurement goals 2. New product specifications 	<ul style="list-style-type: none"> • Bid specification packets • Website information
Public	<ol style="list-style-type: none"> 1. City/County sustainable procurement activities and goals 2. Sustainable procurement accomplishments 	<ul style="list-style-type: none"> • Website information • Press releases • Reports and publications

III. Goals and Recommendations

Given the scale of education on sustainable procurement, it is important to consider all of the ways employees receive information about policies and products. Apart from formal classroom training, education opportunities exist among the various ways that employees interact with one another, with their agencies, with external parties and with the products they use. Education on sustainable procurement will be most effective to the extent the City and County can leverage these opportunities and explain new policies and concepts to employees in a familiar context.

The following goals envision what sustainable procurement education should achieve. A strategy for each goal is identified in order to facilitate a discussion around the best approach for meeting a particular goal.

Each goal is followed by a recommendation suggests concrete way to achieve the goal. Recommendations are then followed by a set of sub-recommendations that are specific to certain programs or strategies.

Goal 1: Coordinate implementation and education initiatives on a consistent basis.

Strategy: Formalize sustainable procurement initiatives through a dedicated staff function.

Hiring dedicated staff will emphasize the City and County's commitment to sustainability initiatives and policy implementation. This commitment will influence the long-term success of sustainable procurement by providing an organizational resource that can keep sustainability issues elevated and visible among agencies. New staff dedicated to sustainable procurement will also allow the City and County to develop technical expertise that can support agencies, coordinate efforts and assist future task forces.

Recommendation: Dedicate staff resources in City and County central procurement offices to direct implementation and education initiatives.

Existing staff or new full-time staff member should be located in the City's Bureau of Purchases and in the County's Office of Central Procurement. Placing the staff function in these organizations will emphasize the connection between procurement and sustainability. This position should be staffed by someone with competency in both procurement and sustainability concepts and programs.

Staff responsibilities would include: overseeing implementation efforts within agencies; directing education programs; conducting training within agencies; helping agency staff to identify and evaluate products; identifying and communicating with vendors; helping the Steering Committee develop implementation plans; and, collecting and evaluating purchasing data from agencies.

Goal 2: Ensure education is provided on a consistent and long term basis.

Strategy: Develop a structure to coordinate new and ongoing education initiatives on sustainable procurement.

A strong focus on education is vital to the successful implementation of sustainable procurement policies, and for measuring the impact and results of those policies. In light of its long-term focus and potential impact on procurement within the City and the County, the sustainable procurement initiative needs to have a continuing focus on education and training.

Recommendation: Create an Education Subcommittee responsible for coordinating new and ongoing initiatives and reporting to the Steering Committee on the status of those initiatives.

The Education Subcommittee will be responsible for: identifying education needs; developing strategies for meeting those needs; coordinating initiatives between the City and the County; helping City and County agencies develop education opportunities; evaluating the effectiveness of education strategies.

The Steering Committee will be responsible for appointing subcommittee members, including the chair. The subcommittee will meet on a semi-regular basis, and will report to the Steering Committee on activities and accomplishments.

Sub-recommendation:

- Develop an annual report of sustainable procurement accomplishments to educate employees about City and County successes.

Responsible entities: Steering Committee, Education Subcommittee, agency procurement coordinators

Goal 3: Ensure agencies deliver consistent and ongoing education on sustainable procurement.

Strategy: Coordinate education efforts between City and County agencies and the Steering Committee on a structural level.

The Steering Committee can help ensure that agency education and training conforms to a uniform standard. Establishing clear lines of communication and feedback with the agencies will facilitate the Steering Committee's ability to fulfill this responsibility. Regular coordination with agencies will help ensure agency procurement officials are aware of new policies, can apply them, and know how to seek additional guidance where the criteria are unclear. It will also provide an important source of information on training effectiveness and on issues related to product procurement and usage.

Recommendation: Create a system of agency-appointed procurement coordinators to direct agency education efforts, in cooperation with the Education Subcommittee.

Agency procurement coordinators would be the primary contact between their agency and the Education Subcommittee. Responsibilities of agency coordinators would include: disseminating guidance on new procurement policies; coordinating agency training efforts; providing feedback to the Education Subcommittee on implementation issues; and collecting data on products purchased under new guidelines. In some cases agency coordinators might be asked to conduct agency training using a curriculum developed by the Education Subcommittee. Time requirements to fulfill these duties would be minimized to the greatest extent possible to reduce impact on the agencies.

To ensure continuity within agencies, procurement coordinator duties should be written into an existing position description to be identified by agency management. Coordinators would need to have procurement expertise and be familiar with the procurement and training requirements of their agency.

Sub-recommendations:

1. Provide specialized training for agency coordinators to instruct them on their responsibilities.
Responsible entities: COP Bureau of Purchases, MCO Central Procurement
2. Establish a train the trainer program to enable agencies to develop an internal capacity for training procurement officials on technical and specialized policies.
Responsible entities: Education Subcommittee, agency procurement coordinators, Office of Sustainable Development, COP Bureau of Purchases, MCO Central Procurement
3. Develop information prompts to accompany new products so employees can learn about the products they are using.
Responsible entities: Education Subcommittee, agency procurement coordinators

Goal 4: Facilitate agency efforts in implementing and educating employees about new procurement rules.

Strategy: Assist agencies in promoting their sustainable procurement efforts and accomplishments by disseminating City and Countywide information to all employees.

Many City and County agencies have agency-specific sustainability goals. New procurement policies will provide agencies with a means of developing those goals and objectives. However, implementing new policies will require substantial agency commitment. In order to reward agency efforts, the Steering Committee should publicize agency accomplishments in ways that also educate employees about overall City and County sustainable procurement activities.

Recommendation: Establish an agency recognition program in the City and County to highlight agency successes and achievements accomplished through sustainable procurement.

The Education Subcommittee will manage the program in cooperation with agency liaisons. The program will:

1. Publicize agency successes in implementing new guidelines
2. Highlight agencies that have gone beyond guidelines

Agencies would be recognized separately in the City and the County on a monthly or semi-monthly basis. Agencies should receive visible recognition of their success. For instance, the Education Subcommittee should issue an email to all City and County employees announcing the agency award. Recognizing agency awards in this manner will help educate all employees about agency sustainability activities and allow agencies to share information and best practices with one another.

Sub recommendation:

1. Promote OSD-OMF sustainability manual as a means for agencies to develop or enhance agency sustainability efforts.
Responsible entity: Steering Committee, COP Office of Sustainable Development and Office of Management and Finance
2. Responsible entity: COP Office of Sustainable Development Maintain an ongoing file of information about agency awards for use in publicizing City and County successes.
Responsible entity: Education Subcommittee
3. Develop an orientation on sustainable procurement to all employees who receive procurement cards, with follow-up education provided on a semi-annual basis.
Responsible entities: Education Subcommittee, agency procurement coordinators
4. Provide agencies with product evaluations forms they can use to share information between product users.
Responsible entity: Agency procurement coordinator

Goal 5: Ensure the quality and effectiveness of education efforts

Strategy: Evaluate the effectiveness of different education programs and make changes in under-performing programs based on evaluation results.

Some education methods will be more effective than others. As the City and County experiment with different methods, the Steering Committee should evaluate program effectiveness as a basis for making resource decisions. Education programs that demonstrate effectiveness should be maintained, and expanded where necessary. Those proving ineffective should be discontinued.

Education results should be measured based on overall effectiveness of education programs and the effectiveness of select programs. Data on overall program effectiveness can be derived from changes in the types of products that the City and County purchase. Data on the effectiveness of particular programs can be obtained from employees who benefited from the program being evaluated.

Recommendation: Evaluate the effectiveness of education programs and make changes in less effective programs based on evaluation results.

In order to measure effectiveness:

1. Conduct a follow-up survey of employee attitudes and perceptions six to twelve months after they have attended training.
Responsible entity: Education Subcommittee
2. Track those products that are covered under new procurement policies and for which data is available.
Responsible entity: COP Bureau of Purchases, MCO Central Procurement

Goal 6: Further educate City and County employees about procurement policies.

Strategy: Present new procurement policies in the context of existing policies so employees gain a better understanding of overall procurement rules.

As noted by City Council Resolution No. 36061, many employees with procurement authority "are unaware of current procurement policies, or are unclear how to apply the City's policies." Given the complexities of government procurement, County employees also require continuing education about procurement.

Training for employees with procurement authority should present new procurement policies alongside a review of general procurement guidelines. Sustainable procurement education can thereby accomplish the dual objective of implementing sustainability while also reinforcing existing policies. This approach will also ensure that employees realize sustainability will be a continuing feature of City and County procurement.

Recommendation: Introduce sustainable procurement policies in all existing education and training mediums for procurement officials.

Agencies can maximize resources by using existing education and training opportunities to implement new procurement policies. In some cases, it will be necessary to develop new education initiatives. However, using existing committees and training venues will help emphasize the connection between general procurement and new sustainability requirements.

Sub-recommendations:

1. Incorporate information about sustainable procurement into Purchasing 101 classes.

Responsible entities: COP Bureau of Purchases, MCO Central Procurement

2. Incorporate information about sustainable procurement into standing committee meetings, such as Purchasing Advisory Committee and Contract Process Team meetings in the County, and Contract Coordinator Committee and the Mayor's Fair Employment Forum meetings in the City.

Responsible entities: COP Bureau of Purchases, MCO Central Procurement

Goal 7: Ensure employees develop a general level of awareness about sustainable procurement.

Strategy: Use a clear and consistent message to introduce sustainable procurement terms and concepts.

Employees will have varying levels of familiarity with the three elements of sustainable procurement. There may also be some confusion about how some terms are being redefined in relation to procurement. For example, the concept of "sustainability" is typically associated with environmental issues, rather than economic and social ones.

The message employees receive should clearly distinguish between the three elements, describe relevant terms and how each relates to procurement. Information should be on a basic level, but sufficient to give employees a common framework for understanding sustainable procurement concepts. Finally, this message should be accompanied by a definition of terms that creates a common vocabulary about sustainability between the City and County employees.

Recommendation: Introduce sustainable procurement policies in all existing education and training mediums for procurement officials.

Employees have access to a variety of education tools. Using these mediums will provide an efficient way to educate employees on a broad level. Moreover, employees will likely respond better to mediums they are familiar with than to new ones.

Sub-recommendations:

1. Solicit employee input in designing the core message, definitions and terminology that will be used in education materials and training sessions.

Responsible entity: Education Subcommittee

2. Incorporate information about sustainable procurement into new employee orientation.

Responsible entities: COP and MCO Human Resources Departments

3. Approximately ten City and County Green Tips each year should include information about a product being purchased under new procurement policies. At least two products from each commodity area should be introduced within the year.

Responsible entities: COP Office of Sustainable Development, MCO Department of Business and Community Services

4. Develop website content that describes sustainable procurement goals, programs and products, along with links to other Internet information sources.

Responsible entity: Education Subcommittee

5. Showcase lobby displays and information to employees in City and County buildings.

Responsible entities: City and County Green Teams

Goal 8: Positively influence employee attitudes and behaviors about sustainability

Strategy: Engage employees on a personal level about how they can adopt sustainable practices and behaviors within the workplace.

Sustainable procurement refers to more than simply how products are purchased. It also relates to how products are used, disposed of, or not used. An element of sustainable procurement education should emphasize these various dimensions in a way that employees can understand on a personal level.

To achieve this goal, specific education efforts should address the attitudes and norms that support sustainable behaviors. These efforts should include appropriate ways to encourage employees to consider their own attitudes and behaviors about sustainability in the workplace in relation to agency and government-wide goals.

Recommendation: Educate employees about sustainability issues related to their personal choices and behaviors within the workplace through available education tools.

The City and County use a number of tools to teach employees about sustainability from an environmental perspective. Use of these tools should be increased to educate about how procurement practices and product usage pertains to the three elements of sustainable procurement.

City and County Green Teams, email Green Tips, agency Intranet content, special events, such as Green Fairs, and informational displays should be used as venues for educating employees about how personal attitudes and behaviors relate to sustainable procurement.

Sub-recommendations:

1. Develop special projects that teach employees about the personal elements of sustainable procurement.

Responsible entity: City and County Green Teams

2. Give employees the opportunity to sign a personal pledge in which they commit to adopt sustainable behaviors and practices discussed in training and education materials.

Responsible entities: City and County Green Teams

Goal 9: Emphasize how sustainable procurement relates to overall City and County sustainability policies

Strategy: Use overall City/County sustainability policies as the basis for introducing sustainable procurement concepts.

Existing sustainability policies provide a foundation for employees to understand what sustainable procurement is designed to achieve. While sustainable procurement is a new initiative, it is an outgrowth of long standing City and County goals. It is important employees understand this fact so they can place sustainable procurement in the proper framework. Sustainable procurement will appear more credible if presented as a continuation of the City and County's well developed commitment to economic, environmental and social sustainability.

Recommendation: assist agencies in educating employees about the relationships between sustainable procurement goals and other City and County sustainability policies.

The Education Subcommittee should develop education resources that identify existing policies that relate to the cost, environment and social elements that comprise sustainable procurement. For instance, policies and programs related to increasing contracting opportunities with the City and County should be discussed in relation to an explanation of the social elements of sustainability. Such resources will help employees understand each of the three elements and increase their awareness of other sustainability efforts in the City and County.

Sub-recommendations:

1. Solicit a letter from City Council and the County Commissioners emphasizing role of sustainable procurement in fulfilling overall sustainability goals.

Responsible entity: Steering Committee

2. Deliver presentations to agency staff on status of sustainable procurement policies and broader sustainability initiatives to meetings of agency heads.

Responsible entities: Steering Committee, Sustainable Development Commission

Goal 10: Facilitate coordination of City and County efforts to implement new procurement policies.

Strategy: Develop a mechanism for City and County employees to share information, solve problems and discuss approaches to common implementation issues.

While specific implementation issues may differ, the City and County will be impacted in similar ways through new procurement policies. As implementation progresses, City and County employees should have a means to interact with one another and share technical assistance. Such a mechanism will help the City and County coordinate efforts, create mutual learning opportunities, and provide a network for practical procurement information.

Recommendation: Create informal working groups around each of the five commodity areas for City and County procurement officials to discuss product procurement issues.

The proposed Education Subcommittee should organize the working groups once new procurement policies have been issued. The groups should be organized between the City and County to maximize the variety of information that is exchanged. Once established, the groups would become self-sustaining and not require a staff commitment.

The groups would meet informally and on a periodic basis as deemed necessary by members. Group meetings could be a forum for the Education Subcommittee to discuss procurement issues and facilitate interaction with industry representatives, current vendors and product experts. The Education Subcommittee should periodically monitor the groups and ensure they are providing a useful function.

Sub-recommendation:

- Support the working groups through semi-annual training and feedback sessions.
Responsible entity: Education Subcommittee

Goal 11: Strengthen relationships with new and existing vendors.

Strategy: Involve vendors in the education process to address employee questions and concerns and communicate City and County procurement goals.

Vendors can play a useful role in helping to educate employees about new products purchased under sustainability criteria. Vendor participation can take the form of personal contact with employees or indirect contact through written product information and guidance. Having vendors participate in employee education can provide a means of enhancing communication and trust between each party. Increased interaction will also help communicate City and County goals and encourage new opportunities for vendors who have not yet contracted with the City or County.

Recommendation: Develop forums for vendors, procurement officials and product users to discuss issues about products purchased under new policies.

The proposed Education Subcommittee should be given responsibility for organizing informal education sessions where City and County employees can interact with vendors about specific products. The forums should be held whenever sufficient interest exists

among City or County employees, and should be designed to address issues concerning product performance and usage.

Sub-recommendations:

1. Develop website content for City and County vendors explaining City and County sustainable procurement goals and activities.
Responsible entities: COP Bureau of Purchases, MCO Central Procurement
2. Develop informational materials to accompany bid specifications explaining City and County sustainable procurement goals and activities.
Responsible entity: Education Subcommittee

IV. Challenges and Opportunities

Distinct challenges will complicate how education is delivered and received. The Steering Committee must identify and address these challenges as it develops education initiatives. There are also significant opportunities that the City and County can identify for using sustainable procurement education to develop related goals and objectives. Education efforts should address both the challenges and opportunities that exist.

The following list is representative of possible challenges and opportunities. This list is not exhaustive and the task forces and other relevant parties should provide feedback on additional factors that will influence education efforts.

Challenges

- **Resource availability**

Developing education programs and delivering them to employees requires a significant investment of staff expertise and time. Without new resources, the Steering Committee must consider how existing resources can be used to implement the Sustainable Procurement Strategy. Asking agencies to do more with less and expecting employees to add new responsibilities to their current ones stretches agency resources and constrains the range of options for developing new education programs.

- **Resistance to change**

Employees may be resistant to change that forces them to change learned behaviors and skills. For instance, procurement officials may be reluctant to learn and apply new policies that conflict with previous policies they are used to following. Other employees may resent having to give up using a preferred product in place of a new, more sustainable product. These factors could influence the degree to which employees are open to learning about sustainable procurement.

- **Consistency of effort**

In order to implement a new approach to procurement, the City and County will have to provide education and training on a continuous and regular basis. The initial training that most employees receive will only serve to notify them of the fact procurement policies are changing. The actual content of those policies and how to implement them will require more in-depth and hands-on training, where employees have an opportunity to practice new skills and apply new policies. Maintaining training efforts over the long term is a challenge in terms of both sustaining agency support and maintaining employee attention.

- **Complexity of sustainability concepts**

The three elements that comprise sustainable procurement involve challenging concepts. Many employees will be unfamiliar with these concepts, or have little previous exposure to them. Even employees who are familiar with certain concepts, may not be familiar with how they relate to government procurement. Education initiatives will have to address these varying degrees of awareness and attempt to create a baseline level of understanding employees can use to implement City and County goals.

In addition to the complexity of the concepts, there are no clear guidelines the Steering Committee can draw upon to teach employees how to apply each element of sustainability to procurement decisions. In the absence of such guidelines, the Steering Committee may be required to develop its own guidelines, or instruct employees how to solve problems.

- **Complexity of Purchasing Operations**

The degree to which City and County procurement is decentralized complicates the Steering Committee's ability to ensure all agency employees with procurement authority receive the training they require. The process of identifying these individuals and delivering training materials will likely be time consuming, complex and resource-intensive.

Opportunities

- **Many education tools already exist**

The City and County educate employees about policies related to procurement and sustainability in a variety of ways. The Steering Committee can take advantage of existing education tools to deliver a significant portion of education on sustainable procurement. Using existing tools to the greatest extent possible will maximize resources, create efficiencies and take advantage of available expertise. It will also enable employees to learn new concepts and skills through training methods they are familiar with and have used before.

- **Reinforce existing rules**

Employees with procurement authority need continuing education and training on changing policies and issues given the complexity of government procurement. Educating employees about new sustainable procurement policies will provide agencies with the opportunity to review the existing procurement framework and ensure that employees are aware of current policies.

- **Develop agency goals**

Many agencies have developed sustainability programs that relate to their specific operations and needs. Sustainable procurement will provide an opportunity for these agencies, and others with less developed programs, to add a new dimension to how they fulfill their mission and implement City or County policies. Sustainable procurement will create a new way in which agencies can develop sustainability initiatives and engage employees about the range of those initiatives. Sustainable procurement will also provide a way for agencies to develop common goals and policies, thereby further developing the depth of City and County sustainability efforts.

- Enhance City-County cooperation

Through the efforts of the Steering Committee, City and County employees will receive education on sustainable procurement in similar ways and be built around a shared message and terminology. This will provide a common framework for sharing information, coordinating efforts and solving problems. By building this framework, the Steering Committee will facilitate mutual learning and cooperation between the City and County, and deepen their level of interaction.

- Enhance employee Awareness

Education on sustainable procurement provides an opportunity to elevate employee understanding of the importance and influence of City and County procurement. Employees may not be aware of the volume of agency procurement and the impact it has on the community and the environment. Learning about new policies and procurement goals will help employees gain a better appreciation for the potential that government procurement has to contribute to City and County goals.

V. Case Study Analysis

A number of municipalities have taken steps to reduce the impact that their procurement has upon the natural environment. However, few municipalities have attempted to focus on the impact that government procurement has upon the social, in addition to the natural, environment in the same way as the City and County are considering.

The following case studies describe the education programs that the City of Santa Monica, CA and King County, WA have developed to implement their respective environmental procurement policies. The case studies briefly describe each purchasing program, along with the challenges, opportunities and lessons each municipality has encountered in developing education initiatives.

The education programs discussed in the case studies differ from the one envisioned in this report. Santa Monica and King County have focused their education efforts around specific environmentally preferable products rather than on teaching employees about the broad concepts of environmental sustainability. Education staff in each municipality believe that employees respond better to product or policy specific information, rather than to broad concepts and ideas.

Case Study #1: Santa Monica, CA

Program description: The City of Santa Monica, CA has adopted a variety of policies and initiatives to promote the purchase of environmentally preferable goods and services. The City maintains an informal policy instructing City staff to purchase recycled content products "wherever practicable", in addition to more formal concerning the purchase of specific environmentally preferable products. Products covered by formal policy/administrative instructions include recycled content paper, non-hazardous janitorial products and clean fuel vehicles.

The Environmental Programs Division (EPD), within the Department of Environmental and Public Works Management, has primary responsibility to implement the City's environmental purchasing policies. EPD works with the Purchasing Section of the Department of Finance and with City departments to identify and evaluate environmental products, develop bid specifications, and educate employees who use the products.

Education strategies: Santa Monica does not train all employees on its environmental purchasing policies due to the scale and cost involved. Instead, EPD organizes specific training opportunities based around specific products. Training is provided for both product users and for purchasers. Training typically consists of introductory meetings where new products and policies are presented. Following this introduction, EPD organizes informal meetings on a regular basis so employees can discuss problems they have experienced in purchasing or using a product or learn about new environmental products

Training for product users: In 1993, EPD began an effort to reduce the use of toxic materials by developing new criteria for purchasing janitorial products. Janitorial staff were involved in developing these criteria and their input contributed to the development

of new bid specifications. EPD organized subsequent meetings on a semi-annual basis for janitorial staff to discuss products purchased through the new bid criteria. Vendors were included in many of these meetings to directly address staff concerns and discuss product specific issues.

Training for purchasing agents: In 1995, the city adopted several policies to increase the purchase and use of recycled and tree-free office paper products. EPD worked with the Purchasing Section to identify purchasing officials in each department who needed training. These individuals were organized into green purchasing groups to create a forum for ongoing education about paper purchasing requirements.

Purchasing Section staff led the initial training sessions in order to provide education on a peer level, rather than from EPD staff. Group meetings were kept informal and were held on a semi-annual basis. Guest speakers, product users and vendors have been included in these meetings to provide different perspectives. A number of green purchasing groups begun informal email exchange networks to share information between meetings.

Challenges and opportunities: Employee resistance to change, reluctance to give up preferred products and resentment at having to comply with new policies has been a significant challenge for the City. There have also been perceptions that EPD initiatives represent an attempt to force its priorities onto other departments.

To address these concerns, EPD staff emphasize peer interaction in training sessions whenever possible. For example, EPD relies on Purchasing Section staff to conduct the majority of training for purchasing officials. EPD staff tries to stimulate interaction among purchasers through informal work groups. In order to train product users, EPD staff invite employees who are excited about the City's environmental program, or who are familiar with a particular product, to discuss their experience.

According to EPD staff, this has been a highly effective way to communicate with employees on their level and in a non-threatening way. Involving purchasing officials and product users in developing product specifications has been another effective tool for soliciting employee input and encouraging buy-in.

Simplifying purchasing policies is an ongoing challenge. According to EPD staff, employees are less responsive to training on broad concepts and ideas than to specific, clearly stated procedures they must follow. As a result, EPD staff attempt to simplify purchasing policies to the extent possible.

City purchasing is centralized or decentralized based on dollar thresholds. The Purchasing Section has limited ability to track department purchasing below a certain threshold. This complicates data collection and efforts to measure program effectiveness. EPD and Purchasing Section staff are currently trying to develop a capability with the Department of Finance to track the ten products used most widely by the City for which environmental purchasing criteria exist. EPD staff are also working with the City's larger

vendors to help track what the City has purchased and determine what is "environmentally preferable."

Lessons:

1. Outreach is not necessary to inform vendors of new purchasing priorities. Issuing revised bid specifications is sufficient to attract vendor interest.
2. Vendor involvement in training and information sessions can be an effective tool for helping employees become familiar with new products.
3. Education and training must be consistent and regularly offered in order to communicate new purchasing information.
4. Peer education and interaction is a highly effective way to deliver training messages.

Case Study #2: King County Environmental Purchasing Program

description: King County adopted a Recycled Product Procurement Policy in 1989 which directed County agencies to purchase recycled products "whenever practicable". This policy was expanded in 1995 to include environmentally preferable products and processes in addition to recycled products and renamed the Environmental Purchasing Program (EPP).

The EPP is located in the Procurement and Contract Services Section of the Finance Division and is staffed by two full-time employees. EPP staff identifies and researches new products, identifies agencies which may benefit from a product and interacts with the agencies to encourage evaluation and purchase of new products. Agencies are required to designate "appropriate personnel" to coordinate with program staff for this purpose and to facilitate agency consideration of new products. Products currently purchased under the EPP program include recycled paper, remanufactured toner cartridges, recycled plastic can-liners, tire-retreading services, re-refined antifreeze and motor-oil, plastic lumber among others.

Education strategies: EPP staff does not conduct general training on new products and policies. EPP staff works with agencies directly to share information about new products and discuss alternatives to less sustainable products. They serve as product representatives in this regard, but only to the extent that they are promoting evaluation of certain types of products rather than vendors.

Education consists primarily of direct interaction with agency liaisons and purchasers. EPP staff has found direct interaction with County agencies to be the most effective way to discuss product issues and address agency concerns. EPP staff have developed other education methods to communicate with agency liaisons and County employees, such as an e-mail bulletin, Internet materials, newsletter articles, occasional product workshops, and an annual report describing the successes of County agencies.

EPP staff has found general classroom training less effective for program purposes because agencies use specific products for specific functions. However, EPP staff will conduct targeted training sessions and will share information on specialized training sponsored outside the County where it applies to specific agencies. The County also includes a brief summary of the policy and program in new employee orientation, but only at a general level.

Challenges and opportunities: Given the performance cost issues involved in evaluating and implementing product changes and new ideas agencies are frequently skeptical of new products. EPP staff has addressed this challenge by interacting with agencies on a consistent basis, while being careful to avoid putting inappropriate pressure on responsible agency staff and managers. EPP staff publicize agency efforts and successes through its annual report in order to encourage and recognize agency efforts. The report provides details about new products being used by agencies and resulting cost savings.

Presenting new policies in an interesting, non-threatening and informative way represents a continuing challenge for the County. EPP staff are persistent in working with agencies and help them address their concerns with new product alternatives. In particular, EPP staff are careful to emphasize that they understand the costs involved in evaluating and using new products and that budget issues often constrain agency choices.

Encouraging employees to attend EPP-sponsored events has been an additional challenge. Generally, individuals who are already motivated and interested in environmental issues participate in these events. EPP staff attempt to cultivate these individuals as leaders within their work units and encourage them to share information at their agencies.

Lessons:

1. It is more effective to provide product-specific information and support than to provide general classroom training about environmental purchasing.
2. Working with product users to address their concerns requires persistent effort and attention before they are comfortable with a new policy or product.
3. Agency recognition is an effective tool for motivating employees and agencies to implement new procurement policies.
4. Direct, personal contact is the most effective means of communicating new policies to employees.

VI. Measuring Effectiveness

Measuring the effectiveness of education and training is a significant challenge. Given the overlap between education and implementation, it is difficult to isolate the effects of specific education initiatives from other initiatives. Collecting the data needed to make accurate measurements is time-consuming and requires a substantial commitment of staff and resources. Despite these challenges, it is critical to evaluate training effectiveness to the extent possible.

The best measure of effectiveness is whether education leads to changes in employee attitudes and behaviors. This requires determining how employees have used their training and whether they internalized training lessons. This can be measured through a combination of methods that provide both direct and indirect measures of effectiveness.

Employee surveys should be used to obtain direct measures of how they have used and understood training material. Tracking product purchasing data should be used as a measure of overall implementation success, and thereby an indirect measure of training effectiveness.

Survey data will provide critical insights into whether employees feel they understood the training of the content, how they have used the training, and what ideas they have for how training could be improved. Behavior change can also be measured to based on whether employees report that training influenced their product usage and habits.

Training efforts cannot be directly correlated to changes in the types and amounts of products that are purchased. For instance, training effects will be commingled with the effect of other implementation efforts and other factors such as differing agency priorities or resources. However, tracking purchasing data can provide a partial indicator of whether training has had an impact on agency operations.

In some cases it will not be possible to track purchasing data depending on the product, how widely it is used and how it is purchased. The City and County should jointly determine which products affected by new purchasing policies can be tracked and then develop data collection mechanisms. Data collection will require a considerable degree of effort over the long term. Agencies will have to be willing to collect and provide data and collection will have to be coordinated by either a full time hire or through the Steering Committee.

I. Performance measures

The following list contains potential performance objectives and measures that the City and County can use to evaluate effectiveness. Most items are focused on direct, outcome measurements so training impacts can be evaluated. However, output measures are also included in order to collect data on the scope and breadth of training efforts.

Objective: determine cost savings achieved through reduced or more efficient product usage.

Measure: percent decrease in dollar amounts of product purchased each month.

Objective: determine if employee education and training results in the purchase of new products.

Measure: percent of x product purchased through new policies measured against all units of x purchased each year.

Objective: determine how education and training affects employee attitudes.

Measure: number of employees who report they personally practice sustainable habits after receiving training.

Objective: determine whether training leads employees to search for additional resources.

Measure: Number of visits to web pages containing sustainable procurement information.

Objective: determine the thoroughness of training

Measure: Number of follow-up questions from employees after attending training

Objective: if education and training messages are persuasive

Measure: Number of employees attending training who voluntarily sign a personal pledge to be more sustainable in their daily activities

Objective: determine extent of training efforts

Measure 1: Number of training sessions of all types delivered each year

Measure 2: Number of training publications delivered

Measure 3: Number of Green Tips delivered with information about sustainable products

Objective: determine whether sustainable procurement information reaches agencies

Measure 1: Number of presentations to agencies and senior agency staff

Measure 2: Number of presentations to procurement coordinating venues

These sample measures represent one approach to determining training effectiveness. Specific measures will need to be developed based on task force recommendations and subsequent training efforts.

II. Employee surveys

The following outline identifies how employees might be surveyed and to what extent:

Survey Objectives: the primary objective would be to measure how employees have responded to training on sustainable procurement. Specific areas of inquiry would include determining whether employees:

- Understand how sustainable procurement relates to their duties.
- Know the goals and concepts of sustainable procurement.
- Believe sustainable procurement has had a positive impact on their agency.

This information would indicate whether employees have a grasp of core concepts and the larger scope of sustainable procurement beyond specific purchasing rules. This would provide a means to evaluate the City and County's overall approach to training and education.

A secondary objective would be to collect data that can be used to improve training efforts. Employees would be asked to indicate training material that was useful and information that wasn't provided but would have been useful. This feedback will give an indication of training methods that are effective and ones that can either be improved or discontinued.

Survey Theory: employee surveys can test the basic assumption that employees need to understand core concepts in order to “do” sustainable procurement. By providing training on concepts and goals, the City and County would be assuming that employees need this information to understand and implement new purchasing guidelines. This connects to a broader assumption that training on concepts and goals will enhance overall implementation efforts, which include not only new purchasing guidelines but adopting new product usage policies and habits. While these are practical assumptions, survey data will help test whether they are valid or need to be reevaluated.

Target audience: employees to be surveyed would include purchasing officials who have attended classroom training. This would include employees who attend procurement card orientations, Purchasing 101 and agency organized training. These employees can be easily targeted for follow-up surveys through course rosters.

Survey Design: two types of surveys should be administered to each employee who attends training. The first should be a course evaluation that employees receive immediately following a training session. The second should be a follow-up survey that is administered at a standardized period after training has been delivered. This period should be set to allow employees enough time to apply sustainable procurement guidelines or concepts, while ensuring they can still remember details from the training. A period of six to nine months may be appropriate for this purpose.

Course evaluations and follow-up surveys should include similar questions and similar wording to facilitate comparisons between survey responses. Surveys should be anonymous but should be coded in a way that an employee’s evaluation and follow-up survey can be compared to one another.

Delivery methods: course evaluation surveys should be delivered in person following a training session. Follow-up surveys can be administered in two ways to facilitate employee responses and survey collection. Surveys should be delivered via email, but provide employees with options for completing the survey. This could be accomplished by directing employees to a website where they can complete the survey on-line, or to a survey attachment that could be completed and returned either in writing or electronically. Giving employees a range of options should increase their willingness and ability to respond.

Appendix 4

Paper Task Force Reports

2002 Sustainable Procurement Task Force: Paper Compilation of Task Force Reports I-IV

Phase I Report

Sustainable Procurement Product Selection Worksheet

CRITERIA FOR DETERMINING SELECTION											
	Economic			Environmental		Social		Timely/Ease			
Product/ Product Area	Volume Used (0-2)*	Cost/ Cost Savings (0-2)	Effect on Busin esses (0-2)	Market readiness of Alternatives (0-2)	Impacts (0-2)	Visibility (0-2)	Established Policy (0-2)	Ease of Implem entation	Upcoming Purchases	Total Score	General comments, things to consider, parallel issues
Copy Paper	2	2	2	2	2	2	2	2	2	18	Area of primary focus from here on
Hand Towels/Toi let Tissue	2	2	2	2	2	1	1	2	2	16	
Envelopes	1	2	1	2	1	2	2	2	1	14	

*Score each product/product area on a scale from 0-2 for each criteria selected. 0=no or very low opportunity/impact, 2=best opportunity/most impact.

Criteria Selections

Economic	Volume Used	How much does the City/County purchase? How Often?
	Cost	What are the total costs of products, including purchase, operating, maintenance, liability, and disposal costs?
	Effect on Business	Would a change in practice have an impact on small or local business?
Environment	Impact	Does the continued use of this product have a highly toxic impact, regardless of volume?
	Market Readiness of Alternatives	Are there certified products or reliable standards? Are there alternatives with clear life-cycle benefits? Are there suppliers available?
Social	Visibility	Does purchasing this product educate our employees or the public?
	Established Policy	Does this product elimination support established goals of City Council or the local community? Is there pressure for government to change its purchasing of this product?
Timely/Ease	Ease of Implementation	What administrative barriers must be overcome? Who do we need to work with to implement changes?
	Upcoming Purchases	When are the supply contracts up for renewal? What upcoming capital projects present opportunities?

Phase Two Task Force Report

Date: August 29, 2002

Task Force: Paper

Products selected for further investigation:

Products	Why Selected	Key Questions to be Answered
<p>Copier/Printer Paper:</p> <ul style="list-style-type: none"> ▪ All sizes ▪ All Colors ▪ All Paper Weights ▪ Carbonless (NCR) ▪ Card stock ▪ Labels <p>All papers that can be used in any copier or printer (including the print shop equipment)</p>	<ul style="list-style-type: none"> ▪ Used by all City Bureaus and County Departments ▪ Large quantities used ▪ Inconsistent usage / policies among agencies ▪ Can influence the market and vendors by creating demand ▪ Large environmental impact ▪ Benchmarks -- current usage can be measured 	<ul style="list-style-type: none"> ▪ Can Usage be Reduced? ▪ Who purchases paper now? Why? ▪ What systems are in place now to ensure sustainable practices and policies? ▪ What is the availability of recycled paper? ▪ Can we adopt existing standards? (EPA) ▪ How will small vendors be impacted by our decisions? ▪ Is the market ready to meet the demand? ▪ How can we educate staff in the need to practice sustainability? ▪ What do we print? Why? ▪ Are existing duplexing, copying, printing, faxing, and scanning equipment compatible with 100% usage of environmentally benign products? If not, why? ▪ What would be the monetary and equipment impact resulting from establishing sustainable purchasing paper practices? Will costs increase or decrease? ▪ Why do we buy any virgin paper? ▪ How can we eliminate purchasing 100% virgin papers? ▪ If no one buys virgin paper, where does the raw material for the recycled paper come from? ▪ Is the EPP (EPA?) going to move standards for office papers to 50% recycled content? Why? How? When? <p><u>CAN WE MEASURE:</u></p> <ul style="list-style-type: none"> ▪ current paper usage ▪ types of paper being used ▪ reduction of paper usage ▪ sustainable paper purchases ▪ and identify "appropriate" uses of paper ▪ compliance by City / County agencies
<p>Hand Towels / Toilet Tissue</p>	<ul style="list-style-type: none"> ▪ Everyone uses them ▪ Large quantities purchased ▪ Large environmental impact in both manufacturing and disposal ▪ Current usage can be benchmarked ▪ Quantity purchasing may influence market and vendors 	<ul style="list-style-type: none"> ▪ Why not include facial tissue and general purpose industrial wipes? ▪ Should we adopt the EPA tissue product list / guidelines? ▪ Why not require universal dispensers for paper & tissue? ▪ Why are we still using white towels? ▪ Are there readily available alternatives? ▪ How to change the culture of the end users to accept alternatives? ▪ Can improvements be measured?

Envelopes: Kraft Letter Windowed Manila Interoffice	<ul style="list-style-type: none"> ▪ A main source of conveying messages to customers ▪ Used by most City Bureaus & County Departments ▪ Can be easily measured for benchmarking purposes ▪ Large environmental impact in manufacturing and disposal options 	<ul style="list-style-type: none"> ▪ Do envelopes with windows need to have a covering over the window? ▪ Is window covering recyclable ▪ Is the market ready to respond to demand? ▪ Can usage be reduced by alternative means? ▪ Do guidelines already exist that we can easily adopt? (EPA) ▪ Can we influence materials used in the glue? ▪ Do Postal regulations affect the item? ▪ Do we have to provide all employee earnings statements in special window envelopes? ▪ Can mailings to employee's homes be replaced with interdepartmental deliveries? ▪ Can postcards replace letters?
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Products that were not chosen:

Products	Reasons Not Selected
Writing Papers: Post-it Notes Lined tablets Note Pads	Already recycled or reused to large extent Difficult to measure current and future usage Small overall impact on City / County agencies
Packaging Products: Padded Mailers Corrugated Containers Folding Cartons Report Covers Wrapping Papers Mailing Tubes Hanging folders Boxes	Already recycled or reused to large extent Difficult to measure current and future usage Good candidates for subsequent task force
Specialty Items: Stationary Invitations Currency Ledgers Maps Art Papers Coated / shiny covers Calendars	Requires high quality paper to support application We have no control over item (currency, most maps) Difficult to measure current and future usage

Phase Three Task Force Report

Date: September 24, 2002

Task Force: Paper

Product: Copier/Printer Paper- *All sizes, all colors, all paperweights, carbonless (NCR); card stock. All papers that can be used in any copier or printer (including the print shop equipment).*

What City bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Used by all groups.	20# Bond (30% PCW)-48,440 Rms. 20# Bond (Virgin)-19,700 Rms. Water Bill Stock (Virgin)-2,560 Rms. Enviro 100 (100% PCW+PCF, used mostly by BES & OSD)-11,750 Rms. General Text, Cover, Writing Papers (Partial 30% PCW)-4,950 Rms. Misc.(Partial 30% PCW)-1,710 Rms. 1-Ream = 500 8.5X11 Sheets	\$106,600 \$ 59,100 \$ 13,800 \$ 38,200 \$ 74,200 \$ 25,700 <u>\$317,600 Total</u> **Dollar value unable to be accurately tracked.	<p>-DECENTRALIZED PURCHASING through informal quotes, limited purchase orders, purchase orders and accessing citywide annual requirement contracts. The City does not warehouse paper.</p> <p>The majority of City bureaus: Purchase from P&D and the current annual requirement office supply contractor. This product includes copier/office paper and all papers used in the printing processes. Product ordered is delivered the next business day.</p> <p>Outsource printing jobs- Paper used in printing jobs outsourced through other print houses is not reflected in this report. Product description and usage figures are unavailable and are not currently being tracked.</p> <p>Assessment and Liens outsourcing: Printing and mailing of monthly bills done by private printing firm. City is charged per sheet but it includes a professional service time. Paper used has a 30% recycled content and are using the same printer as the Water Bureau.</p> <p>Office of Management and Finance, Bureau of General Services, Printing and Distribution: 20# white paper is purchased at the end of every month. Price and vendor are arrived at by an informal quote process controlled by P&D. Order is placed with the average order size being 1 to 2 pallets</p>	<p>The majority of City bureaus: support group personnel in various bureaus order product over the phone, internet or fax.</p> <p>Office of Management and Finance, Bureau of General Services, Printing and Distribution: Purchased through the Printing and Distribution Manager .</p>

	<p>*Note: Above does not include paper used by commercial printers for City print jobs that cannot be economically produced in-house.</p> <p>**Note: Assessment and Liens Division of the Auditors Office outsourcing usage- 98,873 sheets= 197.75 Rms.</p>		<p>of paper. A pallet is 400 reams. Product is delivered to P&D the next day. Billing is through P&D. Other specialty items are ordered on an as-needed basis.</p> <p>Water Bureau: Purchased in several places; Office support areas- If used in a general-purpose copier, paper is ordered & delivered via P&D the next day. All other office papers are ordered through the current annual requirement office supply contractor via internet, phone or fax and delivered the next business day. Interstate office areas- buys from office supply contractor, about 2 pallets per year through the stores operation. Data processing area- If used for customer water billing statements and or run through the "4890 printer" <i>perforated bill stock</i> the 24# virgin paper is bought from a price quote through Xerox for a one time purchase of a yearly supply of paper. Price quote includes the cost for COP Water Bureau storage of the paper at a local private storage company and delivered by the storage company on an as-needed basis (about 6 wk intervals) a pallet at a time to the bureau DT location. 3-hole punch paper, and regular 20# virgin paper, are ordered every 6 weeks, 1-pallet at a time from Xerox, again through the use of an LPO and delivered in 2-3 days delivery window from Xerox.</p> <p>Office of Transportation, Maintenance Bureau: Purchased through an informal quote process. Product is ordered at a rate of 1 pallet every 2 to 3 months, delivered to the Kerby address maintenance warehouse location.</p> <p>Office of Management and Finance, Bureau of Information Technology (BIT): Purchase 3-hole and no-hole virgin paper from Xerox. Order placed and delivered every 3 months. BIT uses 3 pallets of 3-hole paper and 1 pallet of no-hole paper every 3 months. Shipment is received at BIT next day from Seattle.</p>	<p>Water Bureau:</p> <p>Office support areas Purchased through office support group manager.</p> <p>Interstate office areas purchase through the storekeeper.</p> <p>Data processing area- Purchased all paper needs through Xerox by the data operations supervisor.</p> <p>Office of Transportation, Maintenance Bureau: Purchased, received, distributed by the storekeeper at the maintenance bureau Kerby warehouse.</p> <p>Office of Management and Finance, Bureau of Information Technology (BIT): Purchased by Data processing technician.</p>
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Product: Copier/Printer Paper--All sizes, all colors, all paper weights, carbonless (NCR), card stock. All papers that can be used in any copier or printer (including the print shop equipment).

What County bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Used by all groups of employees.	<p>20# Bond (30% PCW)- 96,050 Rms</p> <p>General Text, Cover, Writing Papers (Partial 30% PCW)- 2,550 Rms.</p> <p>Misc.(Partial 30% PCW)- 6,190 Reams</p> <p>Library print shop – Misc. papers for special print jobs, brochures, posters, art – quantities not known</p> <p>Large outsourced County print jobs that include paper (partial listing): Library print jobs Elections (ballots, pamphlets, etc) Verity health forms printing</p> <p>1-Ream = 500 8.5X11 Sheets</p>	<p>\$216,700</p> <p>\$ 38,200</p> <p>\$ 92,800</p> <p>\$ 32,000</p> <p><u>\$379,700 Total</u></p> <p>\$ 69,385</p> <p>\$ 699,033</p> <p>\$ 80,000</p>	<p>CENTRALIZED PURCHASING through Central Stores annual requirement contract. County warehouses paper. Papers used in the printing process for the County are purchased by the City printing and distribution group and those figures are reflected in the City figures.</p> <p>Purchased by the carload (22 pallets or 8800 reams) every 6 weeks. Product is purchased through the use of an in-place annual requirement contract. Product is delivered to the central warehouse location and distributed throughout the county for copier and general office equipment.</p>	<p>The storekeeper of Central Stores purchases the paper products.</p> <p>The annual requirement contracts are arrived at through a formal purchasing process in collaboration with central purchasing. The current contract has a 3-year term and will be available for re-bid in Spring 2003.</p> <p>Library has their own buyer and handles outsource of paper print jobs and purchases their own paper</p>

Product: Restroom Tissue Paper- Toilet Tissue, Tissue Seat Covers, and Hand Towels

What City bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Used by all groups.	Seat Covers (30% PCW)-50 Cases Toilet Tissue (Partial PCW)-3,210 Cases Paper Towels (Partial PCW)-5,400 Cases	\$1,500 \$114,500 \$ 80,700 <u>\$196,700</u> <u>Total</u>	DECENTRALIZED PURCHASING Office of Transportation, Maintenance Bureau: Purchased through Citywide annual requirement janitorial supply contract via storekeepers at Kerby warehouse. Bureau of Parks & Recreation, Parks Facilities: Products are supplied by custodial service provider at various site facilities as part of the Custodial Services contract via site director feedback on the needs of specific facilities. Bureau of Parks & Recreation, Parks Mt. Tabor Yard Store Facility: Product ordered and stored in the warehouse for use to City Parks employees at Mt. Tabor Office of Management and Finance, Bureau of General Services Facility Management Division: Purchase through Citywide annual requirement janitorial supply contract.	Office of Transportation, Maintenance Bureau: Storekeeper and vendor. Bureau of Parks & Recreation, Parks Facilities: Purchased through the site directors placing an order to the custodial contractor. Bureau of Parks & Recreation, Parks Mt. Tabor Yard Store Facility: Storekeeper orders items. Office of Management and Finance, Bureau of General Services Facility Management Division: Facility dispatch group places order with annual requirement janitorial supply vendor. Products are delivered according to specification requirements.

Product: Restroom Tissue Paper- Toilet Tissue, Tissue Seat Covers, and Hand Towels.

What County bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Used by all bought groups.	Seat Covers (30% PCW)-435 Cases Toilet Tissue (Partial PCW)- 2,105 Cases Paper Towels (Partial PCW)-7,280 Cases Jumbo Roll Toilet Tissue- 280 cases PCW=post consumer waste	\$ 12,700 \$ 79,900 \$110,200 \$ 7,300 \$210,100 Total	CENTRALIZED PURCHASING Central stores: Purchase through the county janitorial supplies annual requirement contract. Delivery is taken every 2 weeks to Central Store warehouse. Supplies are distributed through the County owned distribution channels.	Central stores: The buyer places, receives, and oversees distribution of janitorial paper products for all of the County needs. The buyer works with a Central Purchasing Specialist to put in place the term contract.

Product: Envelopes- Business envelopes (Letter, Windowed, Manila, Interoffice, H2O billing design)

What City bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Used by all bureaus to some extent.	Std Business Eps (Partial PCW)-1,825 Boxes Water Bill Eps (100% PCW)-4,000 Boxes 1-Box = 500 Envelopes	\$ 27,500 \$ 34,000 \$ 61,500 Total	CENTRALIZED PURCHASING Water Bill Envelopes: Competitive bid on an annual or semi-annual basis. Business Envelopes: Purchased along with the regular copy/office paper.	Printing and Distribution Purchased through the Printing and Distribution Manager. Purchased through the Printing and Distribution Manager.

Product: Envelopes- Business envelopes (Letter, Windowed, Manila, Interoffice, H2O billing design)

What County bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Used by most departments	Std Business Eps (Partial PCW)-2,700 Boxes Misc. Envelopes (Partial PCW)-850 Boxes 1-Box = 500 Envelopes	\$ 40,500 \$ 24,000 \$ 64,500 Total	CENTRALIZED PURCHASING Standard business envelopes: Letter head envelopes by P&D through an informal bid process. CENTRALIZED PURCHASING All other products are bid by the County. Products are stored and disbursed by the County store facility.	Standard business Envelopes: Pre-printed: Purchased through the City of Portland Printing and Distribution Manager.

Existing sustainable practices and policies; or practices and policies to upgrade in each product area: Copier/Printer Paper

City	County
<p>1. Portland City Code 5.33.060, Section C. defines sustainable materials and products, gives preference to recycled materials under certain conditions and references the State Statute, ORS 279.545. See http://municipalcodes.lexisnexis.com/codes/portland. ORS 279.545 to 279.650 provides definitions, policies, directives for their purchasing agency, guidelines and procedures to encourage paper conservation, preference for recycled material and reporting requirements on the effect of recycling programs; content, recycled paper specifications; purchasing practices; in state preference for tax credit, state waste audit, and certain exceptions. See http://landru.leg.state.or.us/ors/279.html. The U.S. Environmental Protection Agency published its original "Procurement Guideline for Paper and Paper Products Containing Recovered Materials in 1988. These guidelines are updated each year and designate items that must contain recycled content when purchased by federal, state, and local agencies or by government contractors using appropriated federal funds. There have been great strides in buying recycled content paper, but paper is still the most predominant material in our trash. See</p>	<p>1. Multnomah County Public Contract Review Board Administrative Rule, 30-0009 defines recycled materials, states policy and gives the preference for recycled materials. It also references and adheres to Oregon State Statutes, ORS 279.545 and 279.570. Link: http://www.co.multnomah.or.us/dss/cPCA/laws.shtml In addition to recycled products purchased and used by the County, individual bids, RFPS and most contracts instruct vendors and contractors to use recycled materials wherever possible in carrying out contracts with the County. The Countywide IT Policies & Procedures Plan includes reducing paper use in its objectives, speaks to standardization of equipment in its policies, and encourages employees to use electronic communications and technology in County business both internally and externally. The Multnomah County Natural Step Green Team Charter outlines objectives for sustainability efforts including working with and providing information to employees.</p>

<p>www.epa.gov/cpg/paprman.htm.</p>	
<p>2. The City provides containers for employees to recycle paper and other materials. The City encourages this effort and there is 100% compliance with this practice.</p> <p>The City has a decentralized purchasing process. Printing and Distribution purchases and distributes copier and printer paper for most city bureaus. For these bureaus, P & D purchases paper that has a 30% recycled content.</p> <p>Two bureaus, BES and the Office of Sustainable Development, purchase paper that has a 100% recycled content and is chemical free. Two bureaus, Water and BIT, purchase virgin paper that has no recyclable content.</p> <p>The City outsources some print jobs; there is no requirement for these vendors to use recycled paper.</p>	<p>2. Multnomah County provides containers for employees to recycle paper and other materials and encourages this practice.</p> <p>The County purchases 30% recycled paper centrally, stores it and distributes it to all departments. Departments order using an on-line reservation system. Based on purchasing activity review, very little decentralized paper buying occurs in the county with the exception of specialty papers purchased by the library print shop.</p>
<p>3. The committee interviewed most bureaus to determine what sustainable practices are in place. There is no city standard, but some bureaus have implemented the following:</p> <ul style="list-style-type: none"> ▪ the use of printers and copiers that print two-sided copies ▪ the use of sticky labels to send fax copies instead of a cover sheet ▪ the use of word processing templates instead of letterhead ▪ sending Interoffice mail in reusable interoffice envelopes ▪ OSD prints draft documents on used paper ▪ OSD tracks copy and printer paper used and evaluates print jobs 	<p>3. Multnomah County departments outsource print jobs for special runs that include the purchase of paper. Some of these jobs include ballots, voting envelopes, voter pamphlets, etc. The recycle content varies, from a 30/40% for pamphlets to none for ballots and special mailers. Many County departments use word processing templates instead of letterhead.</p>
<p>4. Other City sustainable practices include:</p> <ul style="list-style-type: none"> ▪ Email and Word and Excel documents are used for most formal and informal communications ▪ The City is using the Internet and Intranet to share information with the public and with its internal work force. The City has a central Website that includes bureau information or links to bureau Websites. ▪ The Parks Bureau has an online class registration and facility booking system in place. 	<p>4. Other County sustainable practices include: (This list is not exhaustive, there are surely other practices we did not find.)</p> <ul style="list-style-type: none"> ▪ The County uses electronic means for most informal and formal communications. ▪ The County internal training calendar is available only online; paper copies are not mailed. ▪ Web-based forms and public folders are used both within and across departments to share information electronically and reduce the need for individual printed files.

<ul style="list-style-type: none"> ▪ The Purchasing Department posts all formal quotes, bids and RFP opportunities on its central procurement website where interested vendors may download. ▪ The Auditor's Office has put the City Code, Charter and Portland Policy Repository on the Internet. Ordinances and Resolutions will be available on the Internet by November 2002. ▪ The Auditor's Office is implementing an Electronic Records Management system. This system provides catalogue information about all City records, and will allow the City to archive many of the City's nonpermanent records. 	<ul style="list-style-type: none"> ▪ County posts all formal quote, bid and RFP opportunities on its central procurement website where interested vendors may download; saves unnecessary broadcast mailings. ▪ The Sheriff's Office has booking records online – replaces an older paper and picture system.. ▪ Animal Control provides the public the opportunity to license pets on line, and pay for tags electronically. ▪ The library system provides on-line reservation and on-line payment will follow. ▪ Assessment and Taxation has begun to archive on CDs. ▪ Some departments use printers and copiers that print two-sided copies. ▪ Note pads are made from used paper; some departments reuse paper in printers, copiers and fax machines. ▪ The County performs "trash audits" to get reliable data on recyclable items, including paper, that are being disposed in the trash. ▪ Inter-departmental paper communications are sent in reusable envelopes. ▪ Centralized printing of financial system reports has been reduced; however departments can print their own reports.
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Existing sustainable practices and policies; or practices and policies to upgrade in each product area: Hand Towels/Toilet tissue

City	County
1. Current sustainable practices and policies by some City bureaus: Purchasing requires that custodial contracts require sustainable practices and policies. Transportation/maintenance purchases single ply paper towels. BGS purchases only unbleached paper towels.	1. Current sustainable practices and policies: All custodial paper products are purchased centrally, and are stored and distributed throughout the County.
	2. Practices to upgrade: Buying according to EPA standards for custodial papers allows the recycle content to vary from 10% to 100%. Toilet paper currently purchased has no recycle content. Paper hand towels purchased by the County are white which means they have been bleached.

Existing sustainable practices and policies; or practices and policies to upgrade in each product area: Envelopes

City	County
1. Printing and Distribution purchases most of the envelopes for City bureaus. These envelopes are made with virgin paper. The Water Bureau purchases envelopes that have a 100% recycled content.	1. Current sustainable practices and policies:
2. Interoffice envelopes are used by all City bureaus, but the County is responsible for purchasing them.	2. Practices to upgrade: Envelopes are not purchased with the highest recycle content possible; in fact many have no recycle content at all.

Barriers/constraints to replacing a product or modifying product usage: Copier/Printer paper

	City	County
External	<p>There are no sustainability practices and requirements regarding paper products that apply to citizens, contractors, and vendors that do business with the city, except for the janitorial contracts. There is inadequate control over products used by vendors, such as PHC janitorial supplies.</p> <p>There is a lack of sustainable products available on the open market that can result in limited choices, a lack of alternative products and higher prices.</p> <p>There are a large number of citizens without access to email or the internet which leaves the City with no choice except to continue printing and mailing information and documents.</p>	<p>While policy, bids, RFPS and contracts speak to contractors using recycled products in the performance of County contracts, there are no measurements made to check compliance. There are no sustainability requirements specifically regarding paper products and recycle content that apply to citizens and vendors that do business with the County, other than those that might be specified in a bid.</p> <p>There are reporting requirements from the State and Federal oversight agencies that require forms and reports in particular formats; the County has to complete these in paper form rather than electronically.</p> <p>The digital divide - there are a large number of citizens without access to email or the internet which precludes this as a sole means of disseminating information.</p> <p>Higher content recycled paper products or alternatives to paper use may be cost-prohibitive when viewed at the purchase point instead of with the overall perspective of sustainability.</p>
Internal	<ol style="list-style-type: none"> 1. The committee has identified a number of internal barriers that need to be overcome in order to implement Phase IV recommendations. The first barrier is the lack of a citywide, coordinated leadership effort to develop, approve and implement recommendations for sustainable paper practices. The City structure itself presents an additional challenge; the commission form of government sometimes creates the perception that no one is responsible. 2. There are no city mandates to purchase recycled paper products. The Portland City Code gives preference to recycled materials under certain conditions, but it doesn't require the purchase of recycled paper products. 3. There is no centralized purchase process or annual supply contract in place. While the Printing and Distribution division in the Bureau of General Services purchases paper for some bureaus, other bureaus purchase their own paper from various vendors. This decentralized purchasing process makes it difficult and time consuming to benchmark the amount, type and cost of paper products purchased by the City. It also prevents the City from leveraging its buying power on the open market. 	<p>While many departments have their own sustainable policies and practices, there is no Countywide umbrella directing and standardizing these efforts.</p> <p>There is no centralized auditing ensuring that sustainable practices are being practiced in all County departments.</p> <p>While the Green Team does provide some information and scattered training, there is no county-wide training for employees in the area of sustainability (akin to the diversity training).</p> <p>There are no goals for departments regarding paper usage and no compliance measures.</p> <p>Office culture and/or public perception – changing beliefs are very difficult to achieve. Some employees do not trust electronic systems and print out reports that are not needed.</p>

	<p>4. There are no citywide sustainable goals, practices, and/or policies for the purchase, use and disposal of paper products. While two bureaus have developed goals on their own, most bureaus have not developed sustainable goals, objectives and a reporting and feedback mechanism.</p> <p>5. Most bureaus lack the knowledge, training, and internal resources of staff time and funding to develop, research and implement sustainable paper practices. In some cases, there is a lack of management commitment and sustainability is not seen as a high priority.</p> <p>6. The resistance to change in how we do business is a barrier in implementing sustainable paper practices. Change needs to occur at a corporate as well as at the individual level. The success of this effort will depend on the cooperation of management and individual employees because our recommendations will not only deal with the purchase of paper, but its everyday use in the work environment.</p>	
Technical	<p>BIT is currently working on a citywide policy, but at this time there is no citywide directive to increase the use of electronic communications. There is no electronic system in place that allows citizens to conduct city business, obtain permits and pay their bills or fees by automatic withdrawal or the use of a debit or credit card.</p> <p>There are no citywide policies, guidelines and standards regarding the purchase of computers, monitors, printers, copiers and other equipment that directly impact the use of paper products</p>	<p>There is no Countywide plan or directive to increase the use of electronic communications internally, with other agencies and with the public. None-the-less, departments may provide access to information, to filling out forms, to conducting business and to allowing citizens to obtain permits and to pay bills online.</p> <p>Communications with some outside agencies and clients are not effective because they have incompatible electronic systems.</p> <p>No cost-benefit analyses have been performed in the areas of electronic vs. printed information storage, including electronic file storage system capacity, document imaging systems, copying costs, paper storage systems and equipment, etc</p>
Financial	<p>There are no resources available to free up staff time in the bureaus so they can work on developing, implementing and monitoring sustainable practices in their work environment. There are no funds available to assist bureaus to increase their use of electronic communications. There is no funding or resources available to assist bureaus to create electronic systems that allow the public to pay their bills and services in an electronic fashion either as an automatic withdrawal, debit, or the use of credit cards.</p> <p>There is no funding available to purchase 100% recycled chemical free paper products and envelopes. There is no funding available to replace and standardize current copy machines with printer/copier machines that print on both sides.</p>	<p>There is no funded replacement plan to purchase printer/copier machines that print on both sides for all County departments. Standards are not in place to require this type of equipment when new printers are purchased.</p> <p>The cost to purchase paper that is chemical free and 100% recycled content may be prohibitive.</p> <p>There is a lack of good information regarding how paper is used, why it is used and the cost benefits of different media types.</p> <p>Due to financial constraints, investments in equipment or systems that will result in long-term savings may not be funded.</p>

Other	The accounting and payroll divisions automatically print and distribute IBIS computerized reports on a weekly, biweekly or accounting period basis. They do not provide a listing of these reports to bureaus on an annual basis to see if bureaus still need these documents in a printed format. The IBIS system does not allow users to view these summarized reports in an electronic format.	
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Barriers/constraints to replacing a product or modifying product usage: Hand towels/toilet tissue

	City	County
External	The Purchasing division requires that janitorial contracts include specific sustainable practices and policies the vendor must adhere to, but there is no reporting or enforcement mechanism built into these contracts.	Wide range of recycle content in this category.
Internal	There are no citywide sustainable goals, practices, and/or policies for the purchase of hand towels and toilet tissue. There are no City mandates that require the purchase of hand towels or toilet tissue that contain recycled content. There is no centralized purchasing process and there is no annual supply contract in place. Bureaus are allowed to purchase any type of product from various vendors.	Perception that "white" hand towels are better or cleaner.
Technical	There are no standardized hand towel or toilet tissue dispensers. This lack of standardization forces the City to purchase many different types of towels and tissue. The City is not able to leverage an advantageous price for large quantities of supplies and we are forced to keep a large stock of products in our inventory.	
Financial	There are no funds available to purchase and replace the hand towel and toilet tissue dispensers within the City.	

Barriers/constraints to replacing a product or modifying product usage: Envelopes

	City	County
External	There are no sustainable requirements included in City contracts with outside vendors.	High cost and lack of products in the recycled category.
Internal	<p>There are no citywide sustainable goals, practices, and/or policies for the purchase, use and disposal of envelopes.</p> <p>There are no city mandates to purchase envelopes that contain recycled content. There is no centralized purchasing process or annual supply contract in place. The decentralized purchasing process makes it difficult to benchmark the amount, type and cost of envelopes purchased by the City. It also prevents the city from leveraging its buying power on the open market.</p> <p>The County purchases all Interoffice envelopes; there is no established standard for Interoffice envelopes that can be used by both agencies.</p>	<p>No county-wide goals, practices or policies for purchase and use of envelopes.</p> <p>Employees are paid bi-monthly. Employees making multiple direct deposits receive multiple remuneration statements (pay stubs), each in its own specially-made envelope. For example, an employee with four direct deposit accounts would receive four statements in four envelopes, twice a month. Can our software accommodate a single statement/envelope?</p>
Technical	There is no directive to increase the use of electronic communications which would decrease the need for envelopes.	
Financial		High cost and lack of products in the recycled category.

Phase Four Task Force Report

Date: December 1, 2002

Task force: Paper

Goal to be accomplished: Reduce the environmental, economic, and social impact of governmental paper consumption through new policies and practices that seek to reduce usage and establish more sustainable purchasing requirements.

Recommendation	Priority H/M/L	Benefits	Negative Impacts
1. Reduce consumption	H	1. Environmental: Reduces pollution and the consumption of water, electricity and natural resources in the manufacturing process; reduces waste sent to landfills.	1. Environmental: If increased use of electronic media results from reduction in use of paper media there will be increased pollution, consumption of water, electricity and natural resources in the manufacturing process; and more toxic waste for disposal.
		2. Economic: Dollar savings from buying less paper can be used to off set the cost of higher-priced, more environmentally preferable paper; there are associated savings in reducing storage space and equipment, distribution, and warehouse costs; there may be related savings in toner, ink, and power used for printing technology.	2. Economic: Higher costs for electronic media equipment and power used for information storage and dissemination; costs to local economy resulting from reduced paper market; higher costs associated with the disposal of more toxic substances used to manufacture electronic equipment; data & equipment migration costs related to long-term storage of information as systems evolve.
		3. Social: Helps foster sustainability culture in employees and public by setting the example of reduced consumption. Shift from paper-based to electronic communications and transactions may benefit both government and public.	3. Social: Shifts from paper-based to electronic information technologies may heighten the digital divide [<i>see glossary</i>]. Some evidence indicates that people trust paper resources more than electronic ones.

Recommendation	Priority H/M/L	Benefits	Negative Impacts
2. Require all paper purchased and used to meet or exceed EPA content guidelines [see EPA document EPA530-F-00-013].	H	1. Environmental: Reduces the use of pulp trees and encourages the use of recycled materials; reduces the amount of paper waste going to landfills.	1. Environmental: None.
		2. Economic: Creating the demand for more environmentally preferable products will eventually encourage their production, availability, and lower pricing. Adopting and using a national standard insures a broader base of available products. Currently, there is no real price penalty for using EPA content guidelines.	2. Economic: Initial purchases of higher content papers (EPA will increase the requirement for recycled content of these papers at some point) will probably come at a price premium. Transition to standardized higher content papers may initially cause production inefficiencies for existing equipment, and could increase maintenance costs.
		3. Social: Helps foster sustainability culture in employees and public by setting the example of purchasing recycle content products.	3. Social: May exclude local vendors and producers who do not offer higher recycle content papers or alternative products.

Recommendation	Priority H/M/L	Benefits	Negative Impacts
3. Mandate that at least 10% of paper purchased and used within the City and County is alternative environmentally preferable paper [AEPP; see glossary]. Promote the use of alternative environmentally preferable paper wherever possible.	H	1. Environmental: Reduces pollution (especially to water), the use of pulp trees and encourages the use of alternatives (including recycled material, different manufacturing processes, other fiber sources); reduces the amount of paper waste going to landfills.	1. Environmental: Impact of shipping (packaging, fuel, pollution) from greater distances if products are not available locally.
		2. Economic: Creating the demand for more environmentally preferable products will eventually encourage their production and availability, and lower pricing. Cleaner manufacturing will reduce clean-up costs for dioxin contamination.	2. Economic: More environmentally preferable paper is currently much more expensive and not always readily available in quantity; purchasing these products can send local dollars out of our region, especially if paper is manufactured elsewhere. Transition to more environmentally preferable papers may initially cause production inefficiencies for existing equipment, and could increase maintenance costs.
		3. Social: Helps foster even greater sustainability culture in employees and public by setting the example of purchasing a certain percentage of environmentally preferable products that go beyond current practice.	3. Social: In some applications, alternative papers may not provide a high-enough quality product; there may be some reductions in product choice. Will require a change in employee mindset.

Recommendation	Priority H/M/L	Benefits	Negative Impacts
4: Provide for and support product research, employee training and evaluation of success in the implementation of the goal.	H	1. Environmental: Will create a long term systematic approach to reducing the environmental impact of our current practices and set targets for continued improvement.	1. Environmental: None.
		2. Economic: Savings from successful implementation of this program could be used to fund the program, much like actual energy savings are used to pay for energy conservation programs	2. Economic: Cost of program implementation and continuing support will be an addition to budgets already in trouble if off-setting savings cannot be achieved.
		3. Social: Creates an educated workforce over time and provides information that can be used to foster even greater efforts.	3. Social: Requires change and people may be resistant.

Actions needed to implement recommendations:**1. Recommendation: Reduce Consumption**

Recommended actions	Implementation steps	Jurisdiction/who does it?	Estimated timeline (after implementation)
A. Mandate double-sided copying	a) Set printers/copiers/fax defaults to duplex (double-sided) mode where capable.	a) P&D (for their devices); BIT; ITO; users; vendors	a) 6 months
	b) As equipment is replaced or contract expires, replace single function printers/copiers/ faxes with multifunctional reproduction devices.	b) P&D; users; BIT; ITO; users; CPCA; BOP	b) 5 years
	c) Require double-sided printing for all contracted multi-page work products where possible.	c) CPCA; BOP; P&D; users	c) 6 months
	d) Work towards standardization of duplication peripherals.	d) P&D; BIT; ITO; CPCA; BOP	d) 5 years
B. Reduce unnecessary copying/printing	a) Increase use of centralized printing services, decrease use of desktop printers; reduce outside printing services.	a) Users; P&D; ITO; BIT	a) 1 year
	b) Increase internal electronic business communications and transactions.	b) Users; P&D; ITO; BIT	b) 1 year
	c) Increase external electronic business communications and transactions.	c) Users; P&D; ITO; BIT	c) 1 year
	d) Manage internal and external mailing lists by removing outdated, unnecessary, and duplicate addresses.	d) Users	d) 6 months

Recommended actions	Implementation steps	Jurisdiction/who does it?	Estimated timeline (after implementation)
C. Measure paper used and establish reporting structure	a) Develop baseline for use of paper products.	a) P&D: Central Stores; BOP; CPCA	a) 6 months
	b) Develop system for regular paper use measurement and quarterly reporting.	b) P&D: Central Stores; BOP; CPCA	b) 6 months
	c) Require vendor usage reports (quarterly) for all paper products.	c) P&D: Central Stores; BOP; CPCA; vendors	c) 1 year
D. Centralize city and county paper purchasing efforts.	a) Require that all paper purchases (both stand alone and in conjunction with printed products) be centralized through P&D and Central Stores.	a) P&D: Central Stores; BOP; CPCA	a) 1 year
	b) Support the implementation of a cooperative city/county large-volume purchasing effort.	b) P&D: Central Stores; BOP; CPCA	b) 1 year

2. Recommendation: Require all paper purchased and used to meet or exceed EPA content guidelines (*see EPA document EPA530-F-00-013*)

Recommended actions	Implementation steps	Jurisdiction/who does it?	Estimated timeline (after implementation)
A. Review and revise City and County policies to specify all papers used in the performance of City/County work shall meet or exceed current EPA guidelines	a) Locate codes, rules, policies and procedures that address recycled paper and develop new language specifying EPA guidelines for minimum content. Present to Council and Commissioners for approval.	a) CPCA; BOP; City Council and County Commissioners	a) 6 months
	b) Review existing quote, bid, RFP and contract boilerplates and revise areas where paper use meeting EPA guidelines should be specified.	b) CPCA; BOP	b) 6 months
	c) Educate employees and vendors about changes.	c) CPCA; BOP; COOL; vendors; users	c) 6 months
B. Identify all paper used that does <i>not</i> meet current EPA guidelines.	a) Identify centrally procured paper and non-centralized paper product purchases that do not meet current EPA guidelines.	a) P&D; CPCA; BOP; Central Stores	a) 6 months
	b) Identify outsourced/contracted work products produced on paper that do not meet current EPA guidelines.	b) P&D; CPCA; BOP; Central Stores	b) 6 months
C. Identify replacement products for the non-compliant paper products identified above.	a) Survey market for replacement products that meet mandated guidelines.	a) P&D; CPCA; BOP; Central Stores	a) 6 months
	b) Create a list or database of recommended replacement products available to all City and County employees.	c) P&D; CPCA; BOP; Central Stores; BIT; ITO	c) 1 year
D. Insure that all paper purchased and used meets or exceeds EPA content guidelines	a) When purchasing products, use the list above to replace non-compliant products with products that meet or exceed EPA content guidelines.	a) BOP; CPCA; Central Stores	a) 1 year

3. Recommendation: Mandate that at least 10% of paper purchased and used within the City and County is alternative environmentally preferable paper (AEPP). Promote the use of alternative environmentally preferable paper wherever possible.

Recommended actions	Implementation steps	Jurisdiction/who does it?	Estimated timeline (after implementation)
A. Identify AEPP products, their availability through local vendors, and their costs.	a) Develop list or database of existing AEPP products, availability, and costs.	CPCA; BOP; Central Stores; vendors	a) 6 months
	b) Analyze current paper uses and make recommendations about where AEPP would have the best impact.	b) CPCA; BOP; Central Stores	b) 1 year
B. Insure that at least 10% of paper purchased and used is AEPP.	a) When purchasing products, use the list above to replace existing products with AEPP products as recommended.	a) BOP; CPCA; Central Stores	a) 1 year
C. Conduct and evaluate pilot projects that utilize AEPP.	a) Develop list of prioritized pilot projects.	a) CPCA; BOP; OSD; SD	a) 6 months
	b) Develop criteria for all pilot projects, including: definite performance standards, measurement tools, clearly identified objectives, and scopes of work.	b) CPCA; BOP; OSD; SD; users	b) 18 months
	c) Review pilot project results and recommend either discontinuation of project or conversion to ongoing status.	c) CPCA; BOP; OSD; SD; auditors; users	c) 18 months
D. Promote contractor use of AEPP.	a) Investigate the possibility of providing contract preference to contractors who use AEPP.	a) CPCA; BOP; county and city counsels	a) 1 year
	b) Specify the use of AEPP in bids and contracts when prudent.	b) CPCA; BOP	b) 1 year

4. Recommendation: Provide for and support research, training and evaluation of success in the implementation of the goal.

Recommended actions	Implementation steps	Jurisdiction/who does it?	Estimated timeline (after implementation)
A. Designate county and city sustainability programs as bodies responsible for research, training, and evaluation.	a) Executive order from council and commission making designation.	a) City Council and County Commission	a) 6 months
	b) Publicize both programs and their missions.	b) OSD; SD; public affairs offices	b) 6 months
	c) Formalize a city-county subgroup of the two sustainability programs to synchronize their efforts.	c) OSD; SD	c) 6 months
B. Develop training program to insure that all city and county employees have been familiarized with sustainability concepts and their application in the workplace.	a) Include sustainability in city and county orientation training presentations.	a) OSD; SD; COOL; city training department	a) 1 year
	b) Develop and deliver formal training courses offered though county and city training programs.	b) OSD; SD; COOL; city training department	b) 18 months
	c) Develop additional training resources accessible to city and county programs and employees. Should include a library, a list of training providers and courses, and a website.	c) OSD; SD; COOL; city training department; ITO; BIT	c) 18 months
C. Evaluate city and county sustainable practices and make recommendations for positive change.	a) Have city and county performance audits include an evaluation of sustainable practices.	a) City and county auditors	a) 6 months
	b) Develop format for annual city-county sustainability report; to include evaluation of sustainable purchasing, sustainability training, and pilot projects.	b) OSD; SD; P&D; BOP; City Auditor; SDC	b) 1 year
	c) Insure that procurement practices in the city and county match the recommendations of this report.	c) Sustainable Procurement Steering Committee, expanded to include vendor, public and user representation	c) 1 year

Actions needed to monitor implementation:**1. Recommendation: Reduce consumption**

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Reduce total volume of paper used by 10% within five years. This includes office papers, envelopes, and janitorial paper.	Annual measurement of paper used against baseline and previous year measurement of paper used.	P&D; BOP	Midterm: 6/30/2004 Final: 6/30/2008
County	Reduce total volume of paper used by 10% within five years. This includes office papers, envelopes, and janitorial paper.	Annual measurement of paper used against baseline and previous year measurement of paper used.	CPCA; Central Stores; P&D	Midterm: 6/30/2004 Final: 6/30/2008

2. Recommendation: Require all paper used to meet or exceed EPA content guidelines (see EPA document EPA530-F-00-013).

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines (after implementation)
City	All paper used by city employee and contractors will meet or exceed EPA recycled content guidelines.	Compare inventory of paper used against most recent EPA recycled content guidelines.	P&D; BOP	Midterm: 9/1/2003 Final: 1/1/2004
County	All paper used by county employee and contractors will meet or exceed EPA recycled content guidelines.	Compare inventory of paper used against most recent EPA recycled content guidelines.	CPCA; Central Stores; P&D	Midterm: 9/1/2003 Final: 1/1/2004

3. Recommended practice: Mandate that at least 10% of paper purchased and used within the City and County is alternative environmentally preferable paper (AEPP). Promote the use of alternative environmentally preferable paper wherever possible.

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines (after implementation)
City	10% of paper used will be alternative environmentally preferable paper.	Analyze all paper used by type and determine percentage that is AEPP.	P&D; BOP	Midterm: 1/1/2004 Final: 6/30/2004
County	10% of paper used will be alternative environmentally preferable paper.	Analyze all paper used by type and determine percentage that is AEPP.	CPCA; Central Stores	Midterm: 1/1/2004 Final: 6/30/2004

4. Recommendation: Provide for and support research, training and evaluation of success in the implementation of the goal.

Jurisdiction	Target	Indicators	Reporting Entities	Reporting Deadlines (after implementation)
City	Make sustainability training mandatory for all city employees.	Sustainability training is part of mandatory training package for new employees. Measure percentage of existing employees who have received sustainability training.	City training department; employees; supervisors	Midterm: 6/30/2004 Final: 1/1/2005
County	Make sustainability training mandatory for all county employees.	Sustainability training is part of mandatory training package for new employees. Measure percentage of existing employees who have received sustainability training.	COOL; employees; supervisors	Midterm: 6/30/2004 Final: 1/1/2005

Accomplishments/improvements achieved as a result of task force efforts in addition to final recommendations:

1. *Reduction in office paper storage room and equipment.* The reduction in paper use has a direct effect on the need to store and dispose of it. In addition to the reduction in space used to store paper in offices, onsite storage areas, offsite storage areas, records centers, and archives; a reduction in paper use also has a direct effect on paper storage supplies and equipment, including: file folders, hanging folders, storage boxes, various types of shelving, and file cabinets. In addition, costs for the disposition of paper, through centralized destruction processes (like the county and city records centers) or through decentralized processes using onsite or contracted shredding services are reduced.
2. *Creation of a viable market for environmentally preferable paper.* The city and county purchase large volumes of paper products. Requiring the use of papers that meet or exceed EPA recycling content guidelines and promoting the use of alternative environmentally preferable papers will encourage the production of these papers. Providing a market for local producers of these papers will also enhance the local job market, which promotes the social equity component of sustainable development.
3. *Fostering a work culture that values sustainability.* Changes to work culture are often slow and incremental. The combination of required behaviors, like purchasing and use of prescribed paper, with ongoing and comprehensive employee training will ensure that the transition of city and county workplaces to ones that value sustainability will be as quick and as smooth as possible. Once the transition is complete, city and county workplaces can serve as models for other sectors of the workforce.
4. *Standardization of paper and paper-dependant technologies.* Centralizing county and city purchase of paper will standardize the types of paper used. Additionally, paper standardization may allow purchasing programs to standardize technologies that use paper. From paper towel dispensers to multifunction printer-copiers, the standardization these technologies allows for bulk purchases, interchangeable consumables like toner or ink, and easier maintenance.

Acronyms

AEPP: Alternative Environmentally Preferable Paper
BIT: Bureau of Information Technology (city)
BOP: Bureau of Purchasing (city)
COOL: Countywide Office of Organizational Learning (county)
CPCA: Central Procurement and Contract Administration (county)
EPA: Environmental Protection Agency (federal)
EPP: Environmentally Preferable Products
ITO: Information Technology Organization (county)
OSD: Office of Sustainable Development (city)
P&D: Printing and Distribution (city)
SD: Division of Sustainability (county)

Annotated Glossary

Alternative Environmentally Preferable Papers (AEPP): The EPA defines environmentally preferable products (EPP) as products or services that “have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.” [EPA EPP Final Guidance Report, August 1999]. Alternative EPP (AEPP) are papers which fit the definition of EPP’s but are more restrictive in nature than the minimum EPA recycling content requirements. <http://www.rmi.org/sitepages/art7037.php> identifies the following alternative papers in descending order of preference: agricultural residues, post-consumer recycled paper, certified sustainably-harvested wood fiber, purpose-grown non-wood fiber crops. Also indicates paper that is unbleached if possible, not genetically modified, and lighter in weight.

Digital Divide: “The term ‘digital divide’ describes the fact that the world can be divided into people who do and people who don’t have access to - and the capability to use - modern information technology” [www.whatis.com; accessed 11/25/2002] “By ‘digital divide,’ we refer to inequalities in access to the Internet, extent of use, knowledge of search strategies, quality of technical connections and social support, ability to evaluate the quality of information, and diversity of uses. [“Social Implications of the Internet,” Paul DiMaggio et al, *Annual Review of Sociology*, 2001, 27:307–36]

Appendix 5

Office Furniture Task Force Reports

2002 Sustainable Procurement Task Force: Office Furniture Compilation of Task Force Reports I-IV

Phase I Report

Sustainable Procurement Product Selection Worksheet											
CRITERIA FOR DETERMINING SELECTION											
Product/ Product Area	Economic			Environmental		Social		Timely/Ease		Total Score	General comments, things to consider, parallel issues
	Volume Used (0-2)*	Cost/ Cost Savings (0-2)	Effect on Busin esses (0-2)	Market readiness of Alternatives (0-2)	Impacts (0-2)	Visibility (0-2)	Established Policy (0-2)	Ease of Impleme ntation	Upcoming Purchases		
New Systems Furniture	2	1	1	0	0	0	2	2	1	9	See following comments
Disposal & Reuse of Existing Excess Furniture	1	2	2	1	0	0	2	1	1	10	
Used Systems Furniture Specifications	1	0	2	2	0	1	2	1	1	10	
*Score each product/product area on a scale from 0-2 for each criteria selected. 0=no or very low opportunity/impact, 2=best opportunity/most impact.											

Comments for Furniture Task Group Matrix

1) New Systems Furniture

The group had a big discussion on the topic of new systems furniture. We discovered the City and County buy Herman Miller off of the State price agreement. The Office Furnishing Work Group Report done in May of 2001 recommended adding sustainable specifications in the State's RFP and ITB for Systems Furniture. The state put out a solicitation for systems furniture in early 2002. After some research we found out that the work group recommendations were never adopted by the Governor, therefore not included in the solicitation.

The group discussed adopting the sustainable specifications and including them in a joint City/County solicitation. We thought this could be a problem, because our procurement would not have the volume of purchase and would not be able to get better pricing than what already exists on the state price agreement, along with the committee members being discouraged that the recommendation was not adopted by the Governor. We will not be working on this target area.

2) Disposal and Reuse of Already Existing Excess Furniture

The committee realized that since both agencies no longer get rid of their excess furniture to the State that this is becoming a problem. The City is currently storing excess furniture on the 3rd floor of the Portland Building. The County is currently storing excess furniture at various locations. Both agencies have no idea what excess furniture is available and might be reused; instead a lot of times, new furniture is being bought. This is an interesting target area to look at, because we might be able to combine and save money on storage and the buying of new furniture.

3) Used Systems Furniture Specifications

Some times both agencies have the need to outfit a temporary office. Because of the amount of staff involved with the project the option is to buy new furniture or buy used furniture. Buying of new furniture for a temporary project/office is not usually wanted or recommended. Buying of used furniture would require a formal solicitation. The committee would like to create specifications that can be adopted into a solicitation including the interests of local government agencies. If any agency had the need to outfit a temporary office they would have the option of a contract they could use instead of writing up new specifications. The committee will be working on this target area also.

Phase Two Task Force Report

Date: July 1, 2002

Task Force: Office Furniture

Products selected for further investigation:

Products	Why selected (effective/easy/timely)	Key questions that need to be answered
Used Systems Furniture Specifications	<p>Outfit temporary office(s) with large staff numbers. Buy new or buy used?</p> <p>Establish a contract for government agencies to use</p>	<p>Does this require a formal solicitation? (City/County Policy)</p> <p>How do ergonomics come into play with the specifications?</p> <p>Can we use ANSI durability testing instead?</p>
Disposal and Reuse of Existing Surplus Furniture	<p>At this point, big surplus of office furniture at both COP and Multco.</p> <p>This effort would be sustainable as well as save money.</p> <p>Recycle furniture within local agencies/partnerships (not to landfill).</p>	<p>How to centralize the ownership of furniture?</p> <p>How to allocate money when needed (between agencies).</p> <p>Where to store it & how long?</p> <p>Feasibility of a central warehouse?</p> <p>Cost for COP/Multco: Staff, Resources</p> <p>Outsource (Contractor, non-profits)</p> <p>Auction</p> <p>Repair damaged furniture(contract for repairs and upholstery work)</p>

Products that were not chosen:

Product	Reasons for not choosing
New Systems Furniture	<p>The majority of the systems furniture used by the City and County is Herman Miller bought off of the Oregon State Price Agreement. The state put out a solicitation for systems furniture in early 2002. This RFP implements most of the 23 recommendations for sustainable specifications done by the Office Furnishings Work Group in May 2001. The exceptions were water-based adhesives, water-based solvents, TVOC and formaldehyde and hazardous material. The exceptions are specifications that exceed the manufacturer's ability to carry out at the present time. The longevity of systems furniture is very high and Herman Miller is covered by a lifetime warranty. Both the Portland Building and Multnomah Buildings were recently reconfigured with new systems furniture and do not anticipate replacement in the near future.</p>
Remanufactured Furniture	<p>A solicitation will be released in 2002 by the state to procure re-furnished office systems furniture. This secondary market has only recently been in existence and the state intends to minimize impact of destruction or disposal of used office systems furniture items by this method of re-use of the materials. The refurbished furniture market does not exist on a scale that provides a greater benefit than the current method of disposal (property transfer between agencies). No local manufacturer provides this type of furniture.</p>

Phase Three Task Force Report

Date: October 15, 2002

Task Force: Office Furniture

Product: Disposal and Reuse of Existing Surplus Furniture

Goal to be accomplished: User friendly, cost effective, consistent means to dispose of surplus property, resulting in extending furniture life, sustainability and cost savings.

What City bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	Who are key people in the purchasing process?
Any City Bureau	<p>Maint/Transportation Storing excess furniture from a recent refit, plan to reuse but will only keep in storage for 2 – 5 years, then will give to State.</p> <p>BES None</p> <p>BGS Storing in the garage, 3rd and 13th floors of the Portland Building. Garage – systems partitions, carpet, staging area for construction, not secured or monitored. 3rd floor – carpet tiles, light fixtures, computers, file cabinets, systems partitions, chairs, tables. Belongs to: Water, Parks, Cable Access, BGS, not monitored. 13th floor – Systems furniture, file cabinets, surplus furniture not storing for reuse. Belongs to: Purchasing</p> <p>Water Bureau Interstate building – Storing systems furniture, useable ergonomic furniture and misc. chairs. Portland Building – Store surplus here, but do not track it.</p> <p>PDC No surplus at this time uses state to dispose of surplus. PDC stores parts of systems furniture for reuse.</p>	<p>Costs = Maint/Trans Stored on site in two 600 sq. ft. storage areas plus excess furniture not in storage area. No cost:</p> <p>BES No cost associated with surplus.</p> <p>BGS Garage Portland Bldg. - 750 sq. ft., 375 sq. ft. actual 3rd floor Portland Bldg. - 9000 sq. ft. available, 2250 sq. ft. actual @ \$20.73 (lease rate) = \$46,642.00 13th floor Portland Bldg. 4500 sq. ft. available, 1125 sq. ft. actual @ \$20.73 (lease rate) = \$23,321.00</p> <p>Water Bureau Interstate has 1500 sq. ft, but only use 500 – 600 sq. ft. for surplus. Portland Bldg info above combined with BGS numbers.</p> <p>PDC Warehouse is 8000 sq. ft., estimate of 800 sq. ft. used to store surplus.</p>	<p>Water Bureau Jim Hughes Dave Mozuch</p> <p>BES Scott Turpen</p> <p>Maint/Transportation Gary Halverson</p> <p>Fire Bureau Mike Speck</p>

Product: Disposal and Reuse of Existing Surplus Furniture

What County departments buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	Who are key people in the purchasing process?
Any County department	<p>Sheriff: Storing-odds and ends, office furniture, Hanson Bldg, Inverness Jail, the Farm, approx.300 sq.ft., not disposing at this point, not a priority.</p> <p>Aging Svc: Office furniture, office equipment.</p> <p>Health/Various Dept : McCoy Bldg storing systems furniture, office furniture, machines, tables, chairs, medical furniture and equipment.</p> <p>Facilities: Ford/Blanchard bldgs storing office furniture, office equipment, institutional furniture.</p> <p>DBCS: Multnomah bldg storing misc. office furniture.</p> <p>Transportation: Yeon bldg</p>	<p>Costs= Sheriff: Nothing</p> <p>Aging Svc: 2 locations, approx 400 sq ft.</p> <p>Health/Various Dept: McCoy Building, approx 8155 sq. ft, only using 2238 sq. ft. for surplus @ approx \$12 sq. ft. = \$26,856</p> <p>Facilities 1000 sq. ft. for surplus @ \$4.80 = \$4,800.</p> <p>DBCS - 400 sq. ft.</p> <p>Transportation: 500 sq. ft. at Yeon</p>	<p>Materials Management/ Facilities Brian Lewis</p> <p>Property Managers Sheriff Stephen Wright Mark Gustafson</p> <p>Library Matt Newstrom</p> <p>Aging Svc Esther Lugalía</p> <p>Health Bob Lilly</p> <p>DBCS/Transportation Stephen Kelly</p>

Product: Disposal and Reuse of Existing Surplus Furniture**Existing sustainable practices and policies:**

City	County
External: PDC Green Building Policy, LEEDS rating system	External: PDC Green Building Policy, LEEDS rating system
Internal: Environmentally Preferred Purchasing, City Purchasing Manual (Recommend amend policy)	Internal: Environmentally Preferred Purchasing, City Purchasing Manual(Recommend amend policy)
Technical: Green product specifications including post consumer recycled content and reusability.	Technical: Green product specifications including post consumer recycled content and reusability.
Financial: Cost analysis, Life cycle analysis, Regulations	Financial: Cost analysis, Life cycle analysis, Regulations

Product: Disposal and Reuse of Existing Surplus Furniture**Barriers/constraints to replacing a product or modifying product usage:**

	City	County
External	Disposal of inoperable furniture, Policy against selling of surplus property to employees (State statute?)	Disposal of inoperable furniture, Policy against selling of surplus property to employees (State statute?)
Internal	Ergonomic requirements City Code for surplus property Educational barriers to end users	Ergonomic requirements County Policy for surplus property Educational barriers to end users
Technical	Outsource: Furniture Broker (Sundeleaf already has existing contract for disposal) Transfer of Property: <ul style="list-style-type: none"> To other bureaus/departments To other government agencies Sale of property to organizations(public & private)	Outsource: Furniture Broker (Sundeleaf already has existing contract for disposal) Transfer of Property: <ul style="list-style-type: none"> To other bureaus/departments To other government agencies Sale of property to organizations(public & private)
Financial	Cost of warehouse space Cost of internal staff Rate Payers (water bureau)	Cost of warehouse space Cost of internal staff
Other	City/County Coordination of project Other government agency usage	City/County Coordination of project Other government agency usage

Product: Used Systems Furniture Specifications

Goal to be accomplished: To promote the increased use of used furniture as well as providing a tool to end users while modifying the guidelines to existing City/County policies.

What City bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
<p>Utility Bureaus that need to set up construction offices</p> <p>Bureaus that have budget restrictions</p> <p>Outside government agencies in the metro area (IGA)</p>	<p>Used furniture = BES – 20 to 30 workstations</p> <p>PDC – 22 workstations</p> <p>Water Bureau – None</p> <p>New furniture = Water Bureau – 10 to 20 workstations</p> <p>BES – None, only components</p> <p>Maint/Transportation -46 workstations</p> <p>Fire Facilities – Workstations, possibly for the admin remodel in 2004. Mostly purchase beds, recliners and conference room furniture, not modular.</p> <p>PDC – 10 workstations</p>	<p>Costs/Used = BES - \$30 - \$50,000</p> <p>PDC - \$30,000</p> <p>Costs/ New = Water Bureau – \$60 - \$70,000</p> <p>Maint/Transportation - \$103,500.00</p> <p>Fire Bureau – \$50,000.00 (not systems furniture, includes beds, recliners, etc.)</p> <p>\$200 - \$400,000 for the 2004 admin remodel, depending on funding and if they will move to a new building.</p> <p>PDC – \$40,000.00</p>	<p>Used: PO's LPO's Procurement Card</p> <p>New: IGA's Annual contracts PO's LPO's Procurement Card</p>	<p>Water Bureau Jim Hughes Dave Mozuch</p> <p>BES Scott Turpen</p> <p>Maint/Transportation Gary Halverson</p> <p>Fire Bureau Mike Speck</p>

Product: Used Systems Furniture Specifications

What County departments buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Departments that have budget restrictions Outside government agencies in the metro area (IGA)	Used furniture = Aging Services – A01 Herman Miller panels, Conference furniture & seating New furniture = Sheriff – Wapato 45 – 50 workstations Aging Services – None Facilities – 8 – 10 workstations Blanchard Bldg DA's Office - 10 workstations Courthouse, 6 th floor DBCS/Various Dept 30 - 35 workstations Multnomah Building, 5 th floor	Costs/Used = Aging Services – \$15 - \$20,000 Costs/New = Sheriff – \$160 - \$200,000 Facilities – \$40,000 DA's Office - \$40,000 DBCS/Various Dept Multnomah Bldg – \$120 - \$140,000	Used: PO's LPO's Procurement Card New: IGA's Annual contracts PO's LPO's Procurement Card	Sheriff Gwen Tyler Stephen Wright Aging Svc Debra Meyers Health Stacey Widick DBCS Martha Kavorinos Library – Sue Robinson

Product: Used Systems Furniture Specifications**Existing sustainable practices and policies:**

City	County
External: ORS 279, Industry Standards, DEQ Emissions, OSHA	External: ORS 279, Industry Standards, DEQ Emissions, OSHA
Internal: New City code to buy used furniture (this code is pretty vague, this group will be writing guidelines for the existing policy, i.e., need to meet certain criteria, meet UL listed electrical, some type of limited warranty)	Internal: County PCRB administrative rule 310-0500 addresses the purchase of used personal property. This administrative rule has a few guidelines such as purchases \$5,000 - \$75,000 get quotes were feasible and over \$75,000 shall be a formal procurement. This group feels there needs to be additional guidelines added.

Product: Used Systems Furniture Specifications

Barriers/constraints to replacing a product or modifying product usage:

	City	County
External	OSHA Regulations ANSI Regulations	OSHA Regulations ANSI Regulations
Internal	City Bid Process Ergonomics Policies Compatibility with existing furniture Note: We would like to implement new furniture specifications to include manufacturer to provide a transferable warranty to the new owners.	County Bid Process Ergonomics Policies Compatibility with existing furniture Note: We would like to implement new furniture specifications to include manufacturer to provide a transferable warranty to the new owners.
Technical	Availability & reach-ability of products that meet COP furniture standards. Outsource: space planner/office designer Manufacturer rep. Installer	Availability & reach-ability of products that meet COP furniture standards. Outsource: Space planner/office designer Manufacturer rep. Installer
Financial	Accounting for assets	Accounting for assets
Other	Determine the vendors that would provide this product Hazardous discharge of fumes form outdated materials	Determine the vendors that would provide this product Hazardous discharge of fumes form outdated materials

Phase Four Task Force Report

Date: December 1, 2002

Task force: Office Furniture

Product: Furniture Disposal and Reuse

Goal to be accomplished: Consistent and environmentally responsible means of disposal of surplus property.

Recommended Practice	Priority – H/M/L	Benefits	Negative Impacts
1. Donation of surplus property to in-house dept./bureaus, other government agencies, QRF's and non-profit organizations	H	1. Environmental: Reusing furniture; less waste to landfill	1. Environmental: Loss of chain of custody; could end up in landfill
		2. Economic: Not purchasing new furniture resulting in cost savings; disposal costs reduced	2. Economic: Not purchasing new furniture impacts regional economy
		3. Social: Increases social harmony between public and non-profit agencies; eases costs for agencies in budget crisis	3. Social: Loss of regional jobs at manufacturing companies
2. Website to view excess property	H	1. Environmental: Not driving to view surplus; paperless	1. Environmental: None
		2. Economic: Easily maintainable, same cost no matter how many employees reached	2. Economic: Pay staff, potential software or licensing costs (minimal)
		3. Social: Wide distribution of information	3. Social: None
3. Employee education on sustainability and proper disposal methods	H	1. Environmental: Keep furniture out of landfill	1. Environmental: None
		2. Economic: Save money on new purchases; fewer non-standard & non-sustainable purchases	2. Economic: Education materials & training expenses, staff time
		3. Social: Setting an example of educating our employees on proper sustainable & disposal methods	3. Social: Fewer purchases of new products from local businesses

4. Extended/transferable warranties on new furniture	H	1. Environmental: Keep furniture out of landfill	1. Environmental: None
		2. Economic: Extend the lifecycle of furniture	2. Economic: Could increase overall product cost with limited overall value
		3. Social: Manufacturer hires local company to provide warranty work	3. Social: Could increase overall product cost with limited overall value, that may not be visible to taxpayers
5. Deconstruction of furniture component parts	L	1. Environmental: If recycled appropriately less waste to landfill	1. Environmental: No market for some of the parts
		2. Economic: Less disposal costs; income from recycling broke down material	2. Economic: Time and money for staff wages; potential injuries and toxic liabilities
		3. Social: Creates jobs for disassembly	3. Social: None
6. Maintenance contracts	L	1. Environmental: Less breakdown; stay out of landfills	1. Environmental: None
		2. Economic: Upkeep of furniture life; less new purchases	2. Economic: Cost for maintenance contract
		3. Social: Maintenance contract with local company, possibly underutilized vendor	3. Social: Increased cost translated into taxpayer dollars and may take away from in-house workers

Product: Furniture Disposal and Reuse
Actions needed to implement changes:

Recommended Practice	Actions to implement	Jurisdiction/who does it?	Estimated timeline
1. Donation of surplus property to in-house dept/bureaus, other gov't agencies, QRF's and non-profit orgs.	1. Modify existing donation policies	a) City Purchasing/Risk Management & County Materials Management/Risk Management	a) FY 2003
	2. Facility, staff, access to vehicle	b) City Purchasing/Surplus & County Materials Management (Central Stores)	b) FY 2003/2004
2. Website to view excess property	a) Set up website & site maintenance	a) City Purchasing/Surplus & County Materials Management	a) FY 2003
3. Employee education on sustainability and proper disposal methods	a) Develop Training	a) City Purchasing/Surplus & County Materials Management	a) FY 2003/2004
	b) Market Training	b) City Purchasing/Surplus & County Materials Management	b) FY 2003/2004
4. Extended/transerable warranties on new furniture	a) Develop Specifications	a) City Purchasing & County Central Procurement	a) FY 2003
	b) Work with furniture manufacturers for transferable warranties	b) City Purchasing & County Central Procurement	b) FY 2003
	c) Tracking furniture warranties	c) City bureaus & County departments	c) FY 2003
5. Deconstruction of component parts	a) Facility, staff, access to vehicle	a) City Purchasing/Surplus & County Materials Management (Central Stores)	a) FY 2003/2004
	b) Outsourcing	b) City Purchasing/Surplus & County Materials Management (Central Stores)	b) FY 2003/2004
6. Maintenance contracts	a) Develop specifications and release solicitation	a) City Purchasing & County Central Procurement	a) FY 2003

Actions needed to monitor implementation:**Product:** Furniture Disposal and Reuse**3. Recommended practice:** Donation of surplus property to in-house dept./bureaus, other government agencies, QRF's and non-profit organizations

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Facility, staff, access to vehicle for surplus property warehouse	Committee recommendation	City Purchasing/Surplus	Midterm: December, 2003 Final: June, 2004
County	Facility, staff, access to vehicle for surplus property warehouse	Committee recommendation	County Materials Management (Central Stores)	Midterm: December, 2003 Final: June, 2004

Product: Furniture Disposal and Reuse**4. Recommended Practice:** Website to view excess property

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Facility, staff, access to vehicle for surplus property warehouse	Committee recommendation	City Purchasing/Surplus	Midterm: December, 2003 Final: June, 2004
County	Facility, staff, access to vehicle for surplus property warehouse	Committee recommendation	County Materials Management (Central Stores)	Midterm: December, 2003 Final: June, 2004

Product: Furniture Disposal and Reuse

3. Recommended practice: Employee education on sustainability and proper disposal methods

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Facility, staff, access to vehicle for surplus property warehouse	Committee recommendation	City Purchasing/Surplus	Midterm: December, 2003 Final: June, 2004
County	Facility, staff, access to vehicle for surplus property warehouse	Committee recommendation	County Materials Management (Central Stores)	Midterm: December, 2003 Final: June, 2004

Product: Furniture Disposal and Reuse

4. Recommended practice: Extended/transferable warranties on new furniture

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	<ul style="list-style-type: none"> Meet with furniture manufacturers Develop specifications Develop warranty tracking system 	<ul style="list-style-type: none"> Committee recommendation Specifications developed Tracking system developed 	City Purchasing	Midterm: February, 2003 Final: August, 2003
County	<ul style="list-style-type: none"> Meet with furniture manufacturers Develop specifications Develop warranty tracking system 	<ul style="list-style-type: none"> Committee recommendation Specifications developed Tracking system developed 	County Central Procurement	Midterm: February, 2003 Final: August, 2003

Product: Furniture Disposal and Reuse

5. Recommended practice: Deconstruction of component parts

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Facility, staff, access to vehicle for surplus property warehouse	Committee recommendation	City Purchasing/Surplus	Midterm: December, 2003 Final: June, 2004
County	Facility, staff, access to vehicle for surplus property warehouse	Committee recommendation	County Materials Management (Central Stores)	Midterm: December, 2003 Final: June, 2004

Product: Furniture Disposal and Reuse

6. Recommended practice: Maintenance contracts

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Research existing specifications and possible vendors	<ul style="list-style-type: none"> ▪ Committee recommendation ▪ Specifications developed ▪ Solicitation released 	City Purchasing	Midterm: February, 2003 Final: August, 2003
County	Research existing specifications and possible vendors	<ul style="list-style-type: none"> ▪ Committee recommendation ▪ Specifications developed ▪ Solicitation released 	County Central Procurement	Midterm: February, 2003 Final: August, 2003

Product: Furniture Disposal and Reuse

Accomplishments/improvements achieved as a result of task force efforts in addition to final recommendations:

1. Identified three potential partners (City, County, PDC) for a combination surplus warehouse that will provide services to other local governments, underutilized vendors and non-profit agencies.
2. Identified the need of warehouse space (est. 10,000 sq. ft.) with loading area, outside fenced area with adequate parking, office space with access to computer, telephone and alarm system. Also, needed is material handling equipment and access to a vehicle.
3. Identified cost savings and sustainability from reuse of existing furniture and surplus property that includes easy access to inventory by a web based system as well as cost savings from a centralized storage area.
4. Identified possible revenue from sales of surplus property with 100 % retained

Phase Four Task Force Report**Date:** December 1, 2002**Task force:** Office Furniture**Product:** Used Systems Furniture**Goal to be accomplished:** Promote increased use of used furniture while modifying guidelines to existing City/County policy.

Recommended Practice	Priority – H/M/L	Benefits	Negative Impacts
1. Modify existing policies	H	1. Environmental: Keeps furniture out of landfill & reduces consumption of natural resources for new product	1. Environmental: Paper consumption
		2. Economic: Create a market & encourage competition	2. Economic: None
		3. Social: Promote environmental goals and social benefits	3. Social: Take business away from small businesses that sell new furniture
2. Develop used furniture contracts for multi-agency use	H	1. Environmental: Keeps furniture out of landfill & reduces consumption of natural resources for new product	1. Environmental: Paper consumption
		2. Economic: Volume savings; long term relationships	2. Economic: None
		3. Social: Less work; more efficient/streamlined process	3. Social: Long term contract eliminates other bidders (vendors)
3. Reuse & redistribution of furniture	H	1. Environmental: Refer back to disposal & reuse goals of furniture task group.	1. Environmental: Refer back to disposal & reuse goals of furniture task group.
		2. Economic: Refer back to disposal & reuse goals of furniture task group.	2. Economic: Refer back to disposal & reuse goals of furniture task group.
		3. Social: Refer back to disposal & reuse goals of furniture task group.	3. Social: Refer back to disposal & reuse goals of furniture task group.

Product: Used Systems Furniture

Actions needed to implement changes:

Recommended Practice	Actions to implement	Jurisdiction/who does it?	Estimated timeline
1. Modify existing policies	a) City to modify existing Purchasing code	a) City Purchasing	a) Can be implemented in 2003 with adoption by City Council
	b) County to modify existing PCRB administrative rule 310-0500	b) County Central Procurement	b) Can be implemented in 2003 with adoption by County Board
2. Develop used furniture contracts for multi-agency use	a) Develop bid specifications and release solicitation	a) City or County Procurement office	a) Can be implemented in 2003
3. Reuse & redistribution of furniture	a) Adoption of any disposal & reuse recommendations from the furniture task group	a) Responsible parties of disposal & reuse recommendations	a) Can be implemented in 2003

Actions needed to monitor implementation:

Product: Used Systems Furniture

1. Recommended practice: Modify existing policies

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	City to modify existing Purchasing code	Committee working on re-write	City Purchasing	Midterm: February, 2003 Final: July, 2003
County	County to modify PCRB administrative rule	Committee working on re-write	County Central Procurement	Midterm: February, 2003 Final: July, 2003

Product: Used Systems Furniture

2. Recommended Practice: Develop used furniture contracts for multi-agency use

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Develop used furniture contracts for multi-agency use	Solicitation released	City Purchasing	Midterm: March, 2003 Final: July, 2003
County	Develop used furniture contracts for multi-agency use	Solicitation released	County Central Procurement	Midterm: March, 2003 Final: July, 2003

Product: Used Systems Furniture

3. Recommended practice: Reuse & redistribution of furniture

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Adoption of any disposal & reuse recommendations from the furniture task group	None	Responsible parties of disposal & reuse recommendations	Midterm: Final: Can be implemented in 2003
County	Adoption of any disposal & reuse recommendations from the furniture task group	None	Responsible parties of disposal & reuse recommendations	Midterm: Final: Can be implemented in 2003

Product: Used Systems Furniture

Accomplishments/improvements achieved as a result of task force efforts in addition to final recommendations:

1. Identified that the City and County used furniture policies need revisions.
2. The need to identify base furniture standards of agency acceptability.
3. Identified the need for internal clearinghouse.
4. Multiple agencies working together for a common goal.

Appendix 6

Automotive Task Force Reports

2002 Sustainable Procurement Task Force: Automotive Compilation of Task Force Reports I-IV

Phase I Report

Sustainable Procurement Product Selection Worksheet

CRITERIA FOR DETERMINING SELECTION											
	Economic			Environmental		Social		Timely/Ease			
Product/ Product Area	Volume Used (0-2)*	Cost/ Cost Savings (0-2)	Effect on Busin esses (0-2)	Market readiness of Alternatives (0-2)	Impacts (0-2)	Visibility (0-2)	Established Policy (0-2)	Ease of Implem entation	Upcoming Purchases	Total Score	General comments, things to consider, parallel issues
Biodiesel	2	1	2	1	2	2	2	1	1	14	County piloting currently – results not available. Immediate application gives high potential for success.
Hybrid Vehicles	2	0	1	2	2	2	2	0	1	12	City has purchased hybrid vehicles however no policy in place to continue commitment. Successful application could get County to go there.
Performa nce-based Vehicle Specs	2	1	1	2	2	1	2	0	0	11	Area with most impact, but least amount of work done already. Larger commitment. Concerns over “right-sizing”. Not limited to administrative vehicles.
Vehicle Sharing	1	1	0	1	1	0	2	0	0	6	Limit to business use. Sharing between agencies less opportunity than sharing within own organizations. “Optimize vehicle usage” or “Better utilization of existing vehicles” better description. Flex car ruled out.
Ultra Low Sulfur Diesel	2	0	0	0	2	2	2	0	1	9	Federal requirement by 2006. Not available in Oregon – WA using in Puget Sound

*Score each product/product area on a scale from 0-2 for each criteria selected. 0=no or very low opportunity/impact, 2=best opportunity/most impact.

Criteria Selections

Economic	Volume Used	How much does the City/County purchase? How Often?
	Cost	What are the total costs of products, including purchase, operating, maintenance, liability, and disposal costs?
	Effect on Business	Would a change in practice have an impact on Minority, Women or Emerging Small Businesses?
Environment	Impact	Does the continued use of this product have a highly toxic impact, regardless of volume?
	Market Readiness of Alternatives	Are there certified products or reliable standards? Are there alternatives with clear life-cycle benefits? Are there suppliers available?
Social	Visibility	Does purchasing this product educate our employees or the public?
	Established Policy	Does this product elimination support established goals of City Council or the local community? Is there pressure for government to change its purchasing of this product?
Timely/Ease	Ease of Implementation	What administrative barriers must be overcome? Who do we need to work with to implement changes?
	Upcoming Purchases	When are the supply contracts up for renewal? What upcoming capital projects present opportunities?

Phase Two Task Force Report

Date: August 13, 2002

Task Force: Sustainable Automotive Procurement Task Force

Products selected for further investigation:

Products or Practices	Why selected (effective/easy/timely)	Key questions that need to be answered
Alternative Fuel Vehicles	Fleet vehicles were chosen due to readily available hybrid vehicle technology. With City and County vehicles commuting all over the metropolitan region – high visibility associated with choice of vehicle. Our choice of fleet vehicle also has significant environmental impacts. Recent pilot applications at the City have provided successful model that hope to build upon.	<ul style="list-style-type: none"> • Since hybrid technology is relatively new, what performance data do we have available from the City pilot that can be used in our analysis? • Is there data from other jurisdictions we can use? • How to balance increased dollar costs with decreased cost to environment? • Can we quantify the health benefits of reduced emissions for triple bottom line analysis (to expand beyond strictly economic decision-making)? • Can we build in flexibility to allow for future purchase of alternative fuel vehicles (such as fuel cells) when they become available?
Alternates to Diesel Fuel or Practices to Reduce Diesel Fuel Emissions	Significant environmental and human health impacts associated with diesel vehicles. Provides opportunity to focus on other major automotive product area that frequently ignored: heavy equipment. Could leverage results from upcoming pilot at County to gain support. High market development opportunity for both supply and demand.	<ul style="list-style-type: none"> • Is there an opportunity to partner with other major diesel users to develop local market? • What are the actual emission reductions that can be expected from biodiesel? • Would particulate traps be a better alternative to biodiesel? • How to balance increased dollar costs with decreased cost to environment?
Performance Based Specs	Area with most impact due to quantity, visibility and high usage of sedans at both the City and County. Focus on sedan due to common terminology and opportunity for consistency for large number of similar vehicles. Ability to transfer among government agencies (increasing impact). Finally, methodology to incorporate environmental impacts into vehicle purchases.	<ul style="list-style-type: none"> • Do we address “right-sizing” to purchase appropriate vehicle for appropriate usage. • Can we create meaningful performance specifications in the timeframe given? • Are there other organizations using performance specifications? • How will performance specifications be received by suppliers/manufacturers? • How do we get user input and driver acceptance?

Products that were not chosen:

Product	Reasons for not choosing
Ultra low Sulfur Diesel	Not available in Oregon. Significant cost premium. Requires modification to existing vehicle fueling infrastructure.
Electric Vehicles	Limited product availability, limited range and high initial cost. Limited application vs. ease of use with new hybrid technology.
CNG Vehicles	Limited availability of refueling stations and significant cost to building refueling station barrier to successful application. High initial cost. Space concerns (limits storage space in vehicles) and range.

Note: Still under discussion particulate traps and life cycle cost analysis.

Phase Three Task Force Report

Date: October 4, 2002

Task Force: Sustainable Automotive Procurement

Product: Diesel

Goal to be accomplished: Identify a more sustainable alternative to diesel fuel for City and County vehicles.

What City bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Diesel fuel is used primarily by Maintenance, Fire, Water, Parks and Environmental Services Bureaus. However, all purchases are coordinated through Vehicle Services.	FY-02 City total use 609,840 gallons diesel fuel Biggest Users By Bureau: Maintenance 341,765 Fire 102,025 Water 97,921 Parks 46,656 BES 14,798 Police 3,851 Vehicle Services 2060	\$380,000 cost for fuel provided at in-house refueling sites in FY-02. Ave cost \$0.75/gallon. (~504,000 gallons) Contractor provided fuel costs additional \$90,000 in FY-02. Ave cost \$0.85/gallon. (~104,000)	Contract agreement with provider. Contractor can change with each annual supply bid. Contract with Jubitz for Pacific Pride locations.	Vehicle Services, Bureau of Purchases, and Maintenance Bureau.

What County departments buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Department of Business & Community Services (DBCS), FREDs division currently purchases diesel fuel for Multnomah County. Use is primarily DBCS and Sheriff Office.	83,587 gallons diesel in FY-01 and 75,442 gallons in FY-02	\$40,376 cost for fuel provided at in-house refueling sites in FY-02. Ave cost \$0.70 / gallon. (~ 57,280 gallons) Contractor provided fuel costs additional \$14,694 in FY-02. Ave cost \$0.81/gal (~18,162 gallons)	Contract agreement with Don Thomas (varies year to year.) Contract with Jubitz / Pacific Pride (shared with the City of Portland).	Fleet Services (Tom Guiney), Transportation (Terrie Weisz), and Central Procurement.

Product: Diesel**Barriers/constraints to replacing diesel or modifying diesel usage:**

	City	County
External	Limited competition and availability of biodiesel. Currently one significant supplier that provides to multiple distributors. Also currently limited availability for card lock purchases which has significant ramifications for some bureaus such as Fire.	Limited competition and availability of biodiesel. Currently one significant supplier that provides to multiple distributors. Also currently limited availability for card lock purchases.
Internal	Concern about perceived performance problems with biodiesel and simple fact that change in practice might also be a barrier.	Concern about perceived performance problems with biodiesel and simple fact that change in practice might also be a barrier.
Technical	Possible increased frequency in filter changes required initially after conversion to biodiesel use.	Possible increased frequency in filter changes required initially after conversion to biodiesel use.
Financial	Price premium for biodiesel. Current premium for B-20 blend is about \$0.20 / gallon. Total cost premium for FY-03 would be about \$100,800 for entire in-house Fleet.	Price premium for biodiesel. Current premium for B-20 blend is about \$0.20 / gallon. Total cost premium for FY-03 would be about \$11,450 for entire in-house Fleet.
Other	Lack of details on possible other alternatives that offers greater "bang for the buck" for environmental and community health benefits gained.	Lack of details on possible other alternatives that offers greater "bang for the buck" for environmental and community health benefits gained.

Product: Administrative Sedans

Goal to be accomplished: Identify a more sustainable alternative to conventionally fueled administrative sedans.

What City bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Vehicle Services buys all of these vehicles and all bureaus use them.	30 vehicles per year. (Based on 276 sedans in City Class 1001. Vehicles have 9-year life. Average purchase per year was determined by dividing 276 vehicles by 9-year life.)	\$420,000. (Based on 30 vehicles multiplied by average cost per vehicle of \$14,000.) (Cost of an electric hybrid sedan is \$19,000.)	By City competitive bid or State Price Agreement.	Vehicle Services and Purchases.

What County bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Fleet Services buys all of these vehicles and all departments use them.	25 new vehicles per year. (Based on 225 administrative sedans, most with a 9-year life. Purchasing is not done at 25 per year, but is done in larger quantities less frequently.)	\$325,000. (Based on 25 vehicles multiplied by an average cost per vehicle of \$13,000.)	By County competitive bid or State Price Agreement.	Michele Gardner and Tom Guiney (Fleet Services) and Central Procurement.

Product: Administrative Sedans**Barriers/constraints to replacing administrative sedans with or modifying administrative sedan usage:**

	City	County
External	Limited number of responsible manufacturers of reliable alternative fuel vehicles. Limited quantities of reliable alternative fuel vehicles in Portland/Multnomah County area.	Limited number of responsible manufacturers of reliable alternative fuel vehicles. Limited quantities of reliable alternative fuel vehicles in Portland/Multnomah County area.
Internal	Driver training to increase awareness of unique characteristics of some alternative fuel vehicles. Drivers often assume alternative fuel is associated with less power, less reliability, and less convenience.	Driver training to increase awareness of unique characteristics of some alternative fuel vehicles. Drivers often assume alternative fuel is associated with less power, less reliability, and less convenience.
Technical	New technology will require increased training for mechanical service and repair employees. (If electric hybrid,) Battery replacement and old battery disposal will create new problems. Lack of a reliable performance history when introducing new technology.	New technology will require increased training for mechanical service and repair employees. (If electric hybrid,) Battery replacement and old battery disposal will create new problems. Lack of a reliable performance history when introducing new technology.
Financial	Alternative fuel vehicles normally include a higher purchase price. (If electric hybrid,) Battery replacement and old battery disposal will increase costs. The resale value of an alternative fuel vehicle may be less than a conventional vehicle.	Alternative fuel vehicles normally include a higher purchase price. (If electric hybrid,) Battery replacement and old battery disposal will increase costs. The resale value of an alternative fuel vehicle may be less than a conventional vehicle.
Other	Potential changing technology could speed the obsolescence of alternative fuel vehicles purchased today. If tax credit advantages (or similar credits) are used to obtain alternative fuel vehicles, administrative costs increase.	Potential changing technology could speed the obsolescence of alternative fuel vehicles purchased today. If tax credit advantages (or similar credits) are used to obtain alternative fuel vehicles, administrative costs increase.

Product: Administrative Sedans**Goal to be accomplished:** Develop performance specifications for administrative sedans that include fuel and emission requirements.

What City bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Vehicle Services buys all of these vehicles and all bureaus use them.	30 vehicles per year. (Based on 276 sedans in City Class 1001. Vehicles have 9-year life. Average purchase per year was determined by dividing 276 vehicles by 9-year life.)	\$420,000. (Based on 30 vehicles multiplied by average cost per vehicle of \$14,000.) (Cost of an electric hybrid sedan is \$19,000.)	By City competitive bid or State Price Agreement.	Vehicle Services and Purchases.

What County bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Fleet Services buys all of these vehicles and all departments use them.	25 new vehicles per year. (Based on 225 administrative sedans, most with a 9-year life. Purchasing is not done at 25 per year, but is done in larger quantities less frequently.)	\$325,000. (Based on 25 vehicles multiplied by an average cost per vehicle of \$13,000.)	By County competitive bid or State Price Agreement.	Michele Gardner and Tom Guiney (Fleet Services) and Central Procurement.

Product: Administrative Sedans**Barriers/constraints to replacing a product or modifying product usage:**

	City	County
External	Dealers may have some additional work to research compliance with performance specifications.	Dealers may have some additional work to research compliance with performance specifications.
Internal	Using a new set of performance specifications may cause some purchasing and headache issues, but we currently are not aware of any. There are perception issues to deal with such as a new vehicle standard that will lead to less satisfactory vehicle, and accommodating individual needs while incorporating flexibility. Vehicle function will require multiple performance specifications and the bid cycle will be longer.	Using a new set of performance specifications may cause some purchasing and headache issues, but we currently are not aware of any. There are perception issues to deal with such as a new vehicle standard that will lead to less satisfactory vehicle, and accommodating individual needs while incorporating flexibility. Vehicle function will require multiple performance specifications and the bid cycle will be longer.
Technical	Developing the proper set of performance specifications may require some learning and experience.	Developing the proper set of performance specifications may require some learning and experience.
Financial	If the specifications were to be restrictive enough to prevent competition, there could be some financial impact. Overall the move toward performance specifications for more fuel efficient and potentially smaller vehicles should have a positive financial impact. Some additional staff time has financial implications (takes longer to complete first time around.)	If the specifications were to be restrictive enough to prevent competition, there could be some financial impact. Overall the move toward performance specifications for more fuel efficient and potentially smaller vehicles should have a positive financial impact. Some additional staff time has financial implications (takes longer to complete first time around.)
Other	Existing State contract does not include environmental performance criteria such as ACEEE standards which limit use of State contracts for vehicle purchasing.	Existing State contract does not include environmental performance criteria such as ACEEE standards which limit use of State contracts for vehicle purchasing.

Existing sustainable practices and policies:

City	County
<ol style="list-style-type: none"> 1. Use of retread tires to extend life of existing tires. 2. Purchase re-refined motor oil & hydraulic oil creating closed loop system. 3. Use of recycled antifreeze. 4. Establish retrofit program to move away from ozone containing refrigerants 5. Reusing parts from damaged vehicles and auxiliary equipment from vehicles at end of vehicle life. Purchasing remanufactured parts where appropriate 6. Seeking ecological certification for automotive services. 7. Use of bio-based cleaning chemicals and recycled water for vehicle cleaning. 8. Providing fleet bike for business travel to reduce emissions. 9. Share maintenance equipment with other local governments to reduce the need to purchase redundant equipment. 	<ol style="list-style-type: none"> 1. Use of retread tires to extend life of existing tires. 2. Purchase re-refined motor oil & hydraulic oil creating closed loop system. 3. Use of recycled antifreeze. 4. Establish retrofit program to move away from ozone containing refrigerants 5. Reusing parts from damaged vehicles and auxiliary equipment from vehicles at end of vehicle life. Purchasing remanufactured parts where appropriate 6. Seeking ecologic certification for automotive services. 7. Use of bio-based cleaning chemicals and recycled water for vehicle cleaning. 8. Providing fleet bike for business travel to reduce emissions. 9. Share maintenance equipment with other local governments to reduce the need to purchase redundant equipment.
<p>In the addition the City has:</p> <ol style="list-style-type: none"> 1. Established paint policies to purchase low VOC paint and equipment that uses less paint. 2. Adopted practice of refurbishing bumper covers rather than purchasing new. 3. Revised purchasing standard for batteries to buy "no-maintenance" batteries to extend life of battery. 4. Purchased maintenance van that uses solar power to run equipment. 5. Initiated an alternative vehicle (hybrid) test project. 	<p>In addition the County has:</p> <ol style="list-style-type: none"> 1. Adopted practice of using water for parts cleaning instead of chemicals. 2. Adopted practice of purchasing used vehicles from rental agencies and other local governments instead of new vehicles. 3. Adopted practice to use ultrasonic air filter cleaning instead of replacing and disposing with each use. 4. Initiated a biodiesel test project.

Phase Four Task Force Report

Date: December 2, 2002

Task force: Sustainable Automotive Procurement

Product: Diesel

Goal to be accomplished: Identify a more sustainable alternative to diesel fuel for City and County vehicles.

Recommendation	Priority – H/M/L	Benefits	Negative Impacts
1. Use biodiesel in City and County vehicles as a more sustainable alternative to diesel fuel.	M	1. Environmental: <ul style="list-style-type: none"> • Tailpipe emission reductions including particulate matter, carbon monoxide and air toxics. • Life cycle carbon dioxide reductions (most significant greenhouse gas contributing to global warming) • If waste product is used, environmental benefit of diverting from landfill 	1. Environmental: <ul style="list-style-type: none"> • Transportation trade-offs associated with shipping in product from out-of-state
		2. Economic: <ul style="list-style-type: none"> • Market development potential for local production of biodiesel (including support for local farmers to raise crops for biodiesel production and/or alternative use for existing waste vegetable oils) and development of local manufacturing capability • Reduction in dependence on foreign oil 	2. Economic: <ul style="list-style-type: none"> • Cost premium currently (can change, particularly if waste vegetable oil product became available)
		3. Social: <ul style="list-style-type: none"> • Potential emerging small business opportunity • Reduced community dependence on foreign oil • Health benefits – reducing carcinogens from diesel exhaust and helping reduce climate change from global warming 	3. Social: <ul style="list-style-type: none"> • Competition for tax dollars – money spent on biodiesel is money not spent on other community projects

Product: Administrative Sedans

Goal to be accomplished: Identify sustainable purchasing recommendation for City and County administrative sedans.

Recommendation	Priority – H/M/L	Benefits	Negative Impacts
2. Develop performance specifications for administrative sedans that includes fuel and emission requirements.	M	1. Environmental: <ul style="list-style-type: none"> • Capture City and County trying to meet environmental goals by establishing standards for air emissions and fuel usage. 	1. Environmental: <ul style="list-style-type: none"> • Potential that performance specifications will result in vehicle purchases that do not have as high of environmental benefits as policy to purchase hybrids.
		2. Economic: <ul style="list-style-type: none"> • Not clear if economic impacts from this recommendations will be +/- but clearly focused attempt to achieve social and environmental goals at the “greatest bang for the buck.” 	2. Economic: <ul style="list-style-type: none"> • Cost premium for hybrids currently.
		3. Social: <ul style="list-style-type: none"> • Improving fuel efficiency in administrative sedans would reduced community dependence on foreign oil • Improving air emissions from administrative sedans would reduce air toxics and greenhouse gas emissions from exhaust, helping reduce climate change from global warming • Clearly communicating to community goals in this area – educational. • Picked performance rating system that easily accessible to all bidders to promote competition. 	3. Social: <ul style="list-style-type: none"> • Competition for tax dollars – money spent on higher efficiency vehicles is money not spent on other community projects

Actions needed to implement changes:**Product:** Diesel**1. Recommendation (City):** . Use biodiesel in City vehicles as a more sustainable alternative to diesel fuel.

Actions needed to implement recommendation	Steps needed to complete action	Jurisdiction - who does it?	Estimated timeline
A. Identify source for biodiesel	a) Review smaller business & ability to meet standards	a) Vehicle Services	a) Jan 15 th , 2003
	b) Address distribution concerns – availability for direct purchase tanks and card-locks	b) Vehicle Services	b) Jan 15 th , 2003
B. Review results of County pilot and results reported by Biodiesel User Group	a) Review actual emission reduction results	a) Vehicle Services & Office of Sustainable Development	a) March – April 2003 (dependent on County provision of results).
	b) Review maintenance & operational experience	b) Vehicle Services	b) March – April 2003 (dependent on County provision of results).
C. Educate stakeholders	a) Develop educational materials	a) Vehicle Services and Office of Sustainable Development with input from Biodiesel User Group	a) April 2003 (dependent on County provision of results).
	b) Discussion with customer bureaus including benefits, impacts, cost etc.	b) Vehicle Services & OSD	b) End of June 2003 (dependent on County provision of results).
D. Establish contract for biodiesel	a) Develop bid specifications	a) Vehicle Services & OSD	a) July 2003 (dependent on County provision of results).
	b) Get City Council approval	b) Vehicle Services & OSD	b) Nov 2003 (dependent on County provision of results).

Product: Diesel

1. Recommendation (County): Use biodiesel in County vehicles as a more sustainable alternative to diesel fuel.

Actions needed to implement recommendation	Steps needed to complete action	Jurisdiction - who does it?	Estimated timeline
A. Complete pilot – compile & review results	a) Complete air emissions testing	a) FREDS – Fleet Services	a) January 2003
	b) Discuss with operators performance. Compare to performance results reported by others.	b) FREDS – Fleet Services & Transportation Biodiesel User Group	b) February 2003
	c) Review maintenance requirements & costs	c) FREDS – Fleet Services	c) February 2003
	d) Make recommendation based on pilot results	d) FREDS – Fleet Services & Sustainability Program	d) March 1 st 2003
B. Allocate funds in budget for FY-04	a) Gain department approval for funding requirement	a) FREDS – Fleet Services & Sustainability Program	a) March – May 2003
	b) Seek Board approval as part of budget process	b) FREDS – Fleet Services & Sustainability Program	b) June 2003
C. Contract with Purchasing	a) Develop bid specifications	a) Purchasing & FREDS – Fleet Services	a) July – August 2003
	b) Determine bidding requirements (RFP, exemption, or renewal)	b) Purchasing & FREDS – Fleet Services	b) July – August 2003

Product: Administrative Sedans

2. Recommendation (City and County combined): Develop performance specifications for administrative sedans that includes fuel and emission requirements.

Actions needed to implement recommendation	Steps needed to complete action	Jurisdiction - who does it?	Estimated timeline
A. Identify applicable EPA ratings (emissions and mileage)	Review most current EPA ratings	City – Vehicle Services (VS) County – Fleet Services (FS)	Dependent on vehicle purchasing schedules – once identified need to purchase vehicle - 2 weeks this step.
B. Review basic requirements for vehicle.	a) Review customer requirements.	a) Customer & VS (City) or FS (County)	a) 3 months dependent on customer
	b) Write specification and review with customer.	b) Customer & VS (City) or FS (County)	b) 2 months
C. Identify vehicles that meet basic requirements and then identify EPA ratings for those vehicles.	Review current literature	City – Vehicle Services (VS) County – Fleet Services (FS)	2 weeks
D. Determine maximum rating that meets basic requirements and allows competition.	Vehicle comparison for these factors	City – Vehicle Services (VS) County – Fleet Services (FS)	2 weeks

Actions needed to monitor implementation:**Product:** Diesel**5. Recommendation:** Use biodiesel in City and County vehicles as a more sustainable alternative to diesel fuel.

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Reduce use of nonrenewable diesel fuel by 10% by end of 2004.	# gallons biodiesel fuel as compared to # gallons petrodiesel fuel.	Vehicle Services	June 2004
County	Reduce use of nonrenewable diesel fuel by 10% by end of 2003.	# gallons biodiesel fuel as compared to # gallons petrodiesel fuel	Fleet Services	Assuming pilot results are successful, November 2003 as part of Global Warming Action Plan Implementation Update

Product: Administrative Sedans**2. Recommendation:** Develop performance specifications for administrative sedans that includes fuel and emission requirements.

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City and County	Receive bids that meet specifications.	# bids receive that meet specifications	Vehicle Services (City) Fleet Services (County)	Dependent on next vehicle purchase.
County	Determine if this process resulted in more sustainable purchase than if purchased off State contract (current method).	Mpg and emission standards higher in performance specifications than available on State vehicle price agreement.	Fleet Services and Sustainability	Dependent on next vehicle purchase.

Appendix 7

Cleaning and Coating Products Task Force Reports

2002 Sustainable Procurement Task Force: Cleaning and Coating Compilation of Task Force Reports I-IV

Phase I Report

Sustainable Procurement Product Selection Worksheet

CRITERIA FOR DETERMINING SELECTION											
	Economic			Environmental		Social		Timely/Ease			
Product/ Product Area	Volume Used (0-2)*	Cost/ Cost Savings (0-2)	Effect on Busin esses (0-2)	Market readiness of Alternatives (0-2)	Impacts (0-2)	Visibility (0-2)	Established Policy (0-2)	Ease of Implem entation	Upcoming Purchases	Total Score	General comments, things to consider, parallel issues
Interior & Exterior Paint	2	2		2	1	2	2	2	2	15	
Graffiti Remover	1	2		1	2	2	2	2	1	14	
Hand Soaps	2	2		2	1	0	0	2	2	11	

*Score each product/product area on a scale from 0-2 for each criteria selected. 0=no or very low opportunity/impact, 2=best opportunity/most impact.

Criteria Selections

Economic	Volume Used	How much does the City/County purchase? How Often?
	Cost	What are the total costs of products, including purchase, operating, maintenance, liability, and disposal costs?
	Effect on Business	Would a change in practice have an impact on small or local business?
Environment	Impact	Does the continued use of this product have a highly toxic impact, regardless of volume?
	Market Readiness of Alternatives	Are there certified products or reliable standards? Are there alternatives with clear life-cycle benefits? Are there suppliers available?
Social	Visibility	Does purchasing this product educate our employees or the public?
	Established Policy	Does this product elimination support established goals of City Council or the local community? Is there pressure for government to change its purchasing of this product?
Timely/Ease	Ease of Implementation	What administrative barriers must be overcome? Who do we need to work with to implement changes?
	Upcoming Purchases	When are the supply contracts up for renewal? What upcoming capital projects present opportunities?

Phase Two Task Force Report

Date: July 1, 2002

Task Force: Cleaning and Coating Products

Products and practices selected for further investigation:

Product or practice	Why selected (effective/easy/timely)	Key questions about products or practices that need to be addressed
Latex paint (interior/exterior)	<p>Large volume used by both City and County, ready availability of alternatives, and committee expertise in this area.</p> <p>By using more sustainable product at City/County facilities, have opportunity to be an example for the public.</p> <p>Potential cost savings by purchasing paint in bulk.</p>	<ul style="list-style-type: none"> ▪ Are there existing environmental standards for use of this product? (review MSDS, VOC requirements, and other documents regarding toxicity) ▪ What is economic impact of alternatives? ▪ What are existing codes/policies? ▪ Implementation of existing codes/policies? ▪ What are issues/barriers to using recycled paint? <ul style="list-style-type: none"> - Color selection and availability - Acceptance by architects & contractors - Durability - Ease of application - Coverage - If City/County start specifying recycled paint, can METRO recycled paint facility meet product demand? ▪ What are restrictions on use at specific-use facilities (i.e., Corrections, Health)?
Graffiti Removal Products	<p>High toxicity, visibility in the community, ease of implementation, and committee expertise in this area. Complements efforts with latex paint, as paint is typically last alternative for graffiti removal.</p> <p>Not a large volume of product purchased, but significant environmental impact. Generally, products are highly toxic in order to be effective.</p> <p>City and County looked at as leaders in the area of graffiti removal. Good opportunity to be a leader in use of sustainable products.</p>	<ul style="list-style-type: none"> ▪ Are there existing environmental standards for use of this product? (review MSDS and other documents regarding toxicity) ▪ Is it possible to determine how much product we are using? ▪ How is graffiti removed? <ul style="list-style-type: none"> - different graffiti media (i.e. paint, markers) - different surfaces (i.e. wood, brick) ▪ Who outside the city/county are involved in graffiti removal efforts? (i.e., contractors, volunteers) ▪ What are user safety issues? ▪ What is economic impact of alternatives? ▪ Are alternative products effective? ▪ What are restrictions on product use at specific-use facilities (i.e., Corrections, Health)? ▪ How does Mayor's 24-hour graffiti removal guideline affect choice of products?

Products and practices that were not chosen:

Product or practice	Reasons for not choosing
Hand soaps	High volume of usage by both City and County but City and County needs very different; in particular, the specific security restrictions on products by County Health and Corrections facilities.
Janitorial cleaning products	Several "green" efforts already underway in this area. To committee's knowledge, large volume of sustainable products already in use at City/County.
Laundry detergents	City uses contractors for laundry services who are already required to meet State and Federal discharge standards. County has specific product requirements for Corrections, Animal Control and Health facilities.
HVAC coil cleaners	Specialized applications, low volume, limited alternative products.
Wood stains/finishes	Low volume and a limited selection of alternative products.

Phase Three Task Force Report**Date:** October 14, 2002**Task Force:** Cleaning & Coating Products**Product:** Latex Paint**Goal to be accomplished:** Find an environmentally friendly alternative that is durable and cost-effective. Review existing policies.

What City bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
PDOT Parks BGS BES Water Maintenance ONI	<p>1250 gallons/yr. (Parks bureau)</p> <p>This data is for paint purchased directly by the City Parks Bureau only and is not complete. Unable to gather complete data as purchase of paint is decentralized. The vast majority of paint used at City facilities is purchased by painting contractors.</p> <p>The City currently maintains approximately 158 staffed buildings and 267 "out" buildings, i.e. Parks restrooms.</p>	\$25,000/yr.	Decentralized, purchased by using bureau or purchased by contractor.	Bureau users & storekeepers Contractors Architects/Designers Project Managers

What County bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Facilities Management Corrections Work Crews	<p>110 gallons/yr.</p> <p>This data is for paint purchased directly by County only and is not complete. Unable to gather complete data as purchase of paint is decentralized. The vast majority of paint used at County facilities is purchased by painting contractors.</p> <p>County currently maintains approximately 110 County facilities.</p>	\$2,200/yr.	<p>Decentralized, purchased by using department* or purchased by contractor.</p> <p>*(County-wide annual contract for paint was executed in 11/02.)</p>	Central Procurement, Senior Buyer Contractors Project Managers Architects/Designers

Product: Latex Paint

Existing sustainable practices and policies:

City	County
1. BES conducted and implemented Enhanced Chemical Management System (ECMS) study. Zero Waste Alliance was consultant for this study.	1. Natural Step Committee – Tasked to come up with new standards for use of recycled, solvent-free or low VOC paints. Trades and project managers are testing products.
2. Informally, attempt to use low VOC product where possible.	2. Informally, project managers are using solvent-free and low VOC paints for special use areas. Attempting to use latex paints in areas where traditionally only oil-based paints have been used before.
3. Parks is recycling paint.	3. Currently recycling latex paint (in house).
4. <u>Use of recycled paint.</u> Parks testing use of recycled paint. BGS specified recycled paint on the Horse Barn project.	
<p>5. Chapter 5.33 of the City Code sets forth policy for purchase of reprocessed and low VOC paint but it appears that this policy has yet to be implemented in any City bureaus. The policy is as follows:</p> <p>5.33.050 Purchasing Policies</p> <p>H. Purchasing of Reprocessed Latex Paint and/or Low VOC Paint</p> <p>General Policy: As collected, re-blended, and made available for sale by Metro Regional Services or other local suppliers, reprocessed latex paint shall be used for all interior and exterior architectural applications where appropriate. Where not appropriate the use of Low or Zero VOC (Volatile Organic Compounds) paint shall be used.</p> <p>5.33.060 Procedures to Implement Purchasing Policies.</p> <p>H. Purchasing of Reprocessed Latex Paint and Low or Zero VOC Paint Products.</p> <p>1. Definition: Reprocessed latex paint means surplus good-quality latex paints that have been re-blended into a recycled paint product as part of Metro's recycled latex paint program or other recycled paint program.</p> <p>2. Any interior or exterior architectural application of latex paint shall, where appropriate colors are available, be specified using reprocessed latex paint products.</p> <p>3. When reprocessed latex paint is not appropriate, the City of Portland shall specify and use Low or Zero VOC latex paint.</p> <p>4. Cost Differential: While reprocessed latex paint products are currently available for a fraction of the cost of virgin paint products, should the price differential change so that reprocessed paint prices exceed virgin paints by five percent or more, the City will no longer be obligated to purchase and use reprocessed latex paints.</p>	

Product: Latex Paint

Barriers/constraints to replacing a product or modifying product usage:

	City	County
External	<ul style="list-style-type: none"> Architects/Designers reluctant to specify recycled paint due to limited color palette. Contractors' concerned about warranty issues when using alternative products (i.e. recycled paint). Availability of recycled paint in desired color(s). 	<ul style="list-style-type: none"> Architects/Designers reluctant to specify recycled paint due to limited color palette. Contractors' concerned about warranty issues when using alternative products (i.e. recycled paint). Availability of recycled paint in desired color(s).
Internal	<ul style="list-style-type: none"> Limiting color selection in City facilities to allow for use of recycled paint. How to implement policies already set forth in City Code. 	<ul style="list-style-type: none"> Limiting color selection in County facilities to allow for use of recycled paint.
Technical	<ul style="list-style-type: none"> Perception that recycled paint less durable. Difficulty in the past using recycled paint in paint sprayers (problem has been corrected). Requires a little more effort to apply (need to stir recycled paint occasionally during application to keep mixed). Limited availability of popular off-white colors. 	<ul style="list-style-type: none"> Perception that recycled paint less durable. Difficulty in the past using recycled paint in paint sprayers (problem has been corrected). Requires a little more effort to apply (need to stir recycled paint occasionally during application to keep mixed). Limited availability of popular off-white colors.
Financial	<ul style="list-style-type: none"> Solvent-free or low VOC products cost more. 	<ul style="list-style-type: none"> Solvent-free or low VOC products cost more.
Other	<ul style="list-style-type: none"> Resistance to change. Negative previous experiences with recycled products and low VOC products. 	<ul style="list-style-type: none"> Resistance to change. Negative previous experiences with recycled products and low VOC products.

Product: Graffiti Removal Products

Goal to be accomplished: Reduce environmental impact at an effective cost while continuing to meet community commitment.

What City bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
PDOT Parks BGS BES Water Maintenance ONI*	Unable to gather complete data as a fair amount of graffiti removal is performed by contractors and volunteer groups.	\$7,500 for product purchased by City.	Decentralized, purchased by using bureau, contractor, or volunteer group. City provides product to volunteer groups in some cases.	Bureau storekeepers Contractors Volunteer groups

*through contracts with Youth Employment Institute, Portland Business Alliance

What County departments buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
Corrections Work Crews	The estimated use by the Sheriff's office is about 108 aerosol cans of product annually.	The cost is estimated at only \$700 per year.	Through local hardware stores using open purchase orders	Inmate Work Crew Sergeant Phil Anderchuck.

Product: Graffiti Removal Products

Existing sustainable practices and policies:

City	County
1. None	1. None 2. Informally, try to use least toxic approach for each project.

Product: Graffiti Removal Products

Barriers/constraints to replacing a product or modifying product usage:

	City	County
External		
Internal	Safety to user. Mayor's 24-hour graffiti removal guideline	Safety to user.
Technical	Effectiveness of alternative products.	Effectiveness of alternative products.
Financial	Use of products with lower toxicity results in higher labor costs.	Use of products with lower toxicity results in higher labor costs.
Other		

Phase Four Task Force Report

Date: December 5, 2002

Task force: Cleaning and Coating Products

Product: Latex Paint

Goal to be accomplished: Through new usage policies and practices, reduce the economic and environmental impact of using latex paints made from virgin materials or having a high levels of Volatile Organic Compounds (VOCs).

Recommendation	Priority – H/M/L	Benefits	Negative Impacts.
1. In the City, enforce Chapter 5.33 of the City Code which outlines the use of recycled latex paint for all interior and exterior architectural applications where appropriate. At the County, adopt by resolution the same mandate.	H	1. Environmental: a) Reduces consumption of natural resources used in the manufacture of new latex paint. b) Recycling paint into a reusable product decreases dumping into landfills.	1. Environmental: None.
		2. Economic: Less expensive than new paint.	2. Economic: a) Higher use of recycled materials may impact retailers of new paint. b) High demand colors such as off-white may be in short supply.
		3. Social: a) As demand increases, so do the business opportunities within the community. (Possible MWESB opportunities?) b) Educate employees, public and contractors in the benefits and possibilities in using recycled paints.	3. Social: None
2. In the City, enforce Chapter 5.33 of the City Code which outlines the use of low VOC paint for all interior and exterior architectural applications where appropriate. At the County, adopt by resolution the same		1. Environmental: a) Less VOCs released into the Atmosphere. b) Lower dependency on petroleum based products. c) Low VOC products meet or exceed EPA and Green Building standards (LEEDS)	1. Environmental: None.
		2. Economic: a) Reduction in use of expensive personal protective equipment (PPE) during application. b) Healthier work environment for employees thus reducing possible sick time due to fume issues.	2. Economic: Some low VOC paints can be significantly more expensive.

mandate.		3. Social: Demonstrate to employees and community a commitment to environmentally sound practices.	3. Social: None.
3. Close the recycling loop by requiring government agencies and contractors to recycle unused paints at the end of a project.		1. Environmental: a) Reduce landfill space needed. b) Improve water quality. c) Further lower reliance on natural resources.	1. Environmental: None.
		2. Economic: a) Disposal costs reduced. b) Provides more resources for recyclers to turn out more recycled paint.	2. Economic: When larger quantities are submitted to recyclers, fees may be imposed. (categorized as hazardous material)
		3. Social: Demonstrate to employees and community a commitment to environmentally sound practices	3. Social: None.

Actions needed to implement changes:

Product: Latex Paint

- 1. Recommendation (City):** In the City, enforce Chapter 5.33 of the City Code which outlines the use of recycled latex paint for all interior and exterior architectural applications where appropriate.

Actions needed to implement recommendation	Steps needed to complete action	Jurisdiction - who does it?	Estimated timeline
A. Provide awareness training and education for project managers and others who influence what types of paint are used in construction and remodeling projects.	a) Establish awareness campaign regarding availability of recycled paint.	a) Purchasing	a)
	b) Include topic in project manager training classes to facilitate project manager's understanding of City Code 5.33	b) Purchasing	b)
B. Modify specifications in bid documents and language of City Code to further enforce the use of recycled paints. In City Code, further define "not appropriate" language limiting use of non recycled products.	a). In cases where recycled paint is not chosen, make Contractor/ Project Manager file some form of exemption.	a) Purchasing/ Project Managers	a)
	b) Determine the legal implications for the above exemptions and for the modifications to City Code.	b) City Attorney's Office	b)

Product: Latex Paint

- 1. Recommendation (County):** Adopt by resolution purchasing language similar to Chapter 5.33 of the City Code which outlines the use of recycled latex paint for all interior and exterior architectural applications where appropriate.

Actions needed to implement recommendation	Steps needed to complete action	Jurisdiction - who does it?	Estimated timeline
A. Create additional language to be included in the County's PCRB rules, amending PCRB rule 30-0009, "Preferences-Recycled Materials-Resident Bidders."	a) Create amendment	a) Purchasing Manager	a)
	b) Present to Board of County Commissioners	b) Purchasing Manager	b)
	c) Board adoption	c) County Board	c)
B. Modify specifications in bid documents to further enforce the use of recycled paints. Limit use of non-recycled products, by requiring an exemption for virgin material use.	a) In cases where recycled paint is not chosen, make Contractor/ Project Manager file some form of exemption.	a) Purchasing/ Project Managers	a)
	b) Determine the legal implications for the above exemptions and for the inclusion of proper language in bid documents.	b) County Attorney's Office	b)

Product: Latex Paint

2. Recommendation (City): In the City, enforce Chapter 5.33 of the City Code which outlines the use of low VOC paint for all interior and exterior architectural applications where appropriate.

Actions needed to implement recommendation	Steps needed to complete action	Jurisdiction - who does it?	Estimated timeline
A. Provide awareness training and education for project managers and others who influence what types of paint are used in construction and remodeling projects.	a) Establish awareness campaign regarding use of low VOC Paints.	a) Purchasing	a)
	b) Include topic in project manager training classes to facilitate project manager's understanding of City Code 5.33	b) Purchasing	b)
B. Modify specifications in bid documents and language of City Code to further enforce the use of low VOC paints.	a) In cases where low VOC paint is not chosen, make Contractor/ Project Manager file some form of exemption.	a) Purchasing/ Project Managers	a)
	b) Determine the legal implications for the above exemptions and for the modifications to City Code.	b) City Attorney's Office	b)

Product: Latex Paint

2. Recommendation (County): Adopt by resolution purchasing language similar to Chapter 5.33 of the City Code which outlines the use of low VOC paint for all interior and exterior architectural applications where appropriate.

Actions needed to implement recommendation	Steps needed to complete action	Jurisdiction - who does it?	Estimated timeline
A. Create additional language to be included in the County's PCRB rules, Division 40, "Public Improvement Contracts."	a) Create amendment	a) Purchasing Manager	a)
	b) Present to Board of County Commissioners	b) Purchasing Manager	b)
	c) Board adoption	c) County Board	c)
B. Modify specifications in bid documents to further enforce the use of low VOC paints.	a) In cases where low VOC paint is not chosen, make Contractor/ Project Manager file some form of exemption.	a) Purchasing/ Project Managers	a)
	b) Determine the legal implications for the above exemptions and for the inclusion of proper language in bid documents.	b) County Attorney's Office	b)

Product: Latex Paint

3. Recommendation (for both City and County): Close the recycling loop by requiring government agencies and contractors to recycle unused paints at the end of a project.

Actions needed to implement recommendation	Steps needed to complete action	Jurisdiction - who does it?	Estimated timeline
A. Include recycling of unused paint in bid specifications.	a) Modify boilerplate bid language to include these requirements.	a) Purchasing	a)
	b) Educate project managers so that they are aware of new requirements.	b) Purchasing	b)
	c) Ensure paint recycling is being done by contractors.	c) Project Managers	c)
B. Work to remove "High Level Hazardous Waste Generator" status from contractors turning in large quantities of paint for recycling.	a) Modify laws exempting contractors from this status so as to not penalize them for recycling unused product.	a) Legislature?	a)

Phase Four Task Force Report

Date: December 5, 2002

Task Force: Cleaning and Coating Products / Graffiti Removers

Goal to be accomplished: Through new usage policies and practices, reduce the environmental impact of using graffiti removal products while, at the same time, effectively removing graffiti in a cost-effective manner.

The Task Force determined that it lacked sufficient information and expertise to form specific product and/or practices recommendations. The Task Force recommends that further work be done in this area and suggests the following actions:

1. Compile a comprehensive list of graffiti removal products. Further research products currently in use; develop a list of alternative products; test alternative products on various surfaces and mediums.
2. Educate/inform staff, contractors, volunteers about sustainable graffiti removal products and methods. Develop a hand-out outlining recommended sustainable graffiti removal products and methods.
3. Ongoing sharing of knowledge and resources to determine what products are most effective on what surfaces and the material to be removed. Refer the topic of sustainable products and practices to the Graffiti Removal Task Force. This task force consists of representatives from various public agencies, contractors, and citizen groups who are involved in graffiti removal efforts in the metro area. It appears that this would be an excellent forum to discuss the topic of more sustainable graffiti removal practices.

Appendix 8

Building Materials Task Force Reports

2002 Sustainable Procurement Task Force: Building Materials Compilation of Task Force Reports I-IV

Phase I Report

Sustainable Procurement Product Selection Worksheet

CRITERIA FOR DETERMINING SELECTION											
	Economic			Environmental		Social		Timely/Ease			
Product/ Product Area	Volume Used (0-2)*	Cost/ Cost Savings (0-2)	Effect on Busin esses (0-2)	Market readiness of Alternatives (0-2)	Impacts (0-2)	Visibility (0-2)	Established Policy (0-2)	Ease of Impleme ntation	Upcoming Purchases	Total Score	General comments, things to consider, parallel issues
Lighting	2	2	0	2	2	2	2	2	2	16	Area of primary focus from here on.
Energy Star roofs	0	2	1	2	2	2	2	2	2	16	
Carpet and Backing	2	1	2	2	2	2	2	1	2	16	
Green Spec for remodels	2	1	1	2	2	2	2	1	2	15	
Certified wood products	2	1	1	1	2	2	2	1	2	14	
Low VOC adhesives	1	0	0	2	0	2	2	2	2	11	
Replace CCA wood with alternative	1	0	0	0.5	2	2	2	2	1	10.5	
Fly ash in concrete products	1	0	0	2	2	0	2	2	1	10	

*Score each product/product area on a scale from 0-2 for each criteria selected. 0=no or very low opportunity/impact, 2=best opportunity/most impact.

Criteria Selections

Economic	Volume Used	How much does the City/County purchase? How Often?
	Cost	What are the total costs of products, including purchase, operating, maintenance, liability, and disposal costs?
	Effect on Business	Would a change in practice have an impact on small or local business?
Environment	Impact	Does the continued use of this product have a highly toxic impact, regardless of volume?
	Market Readiness of Alternatives	Are there certified products or reliable standards? Are there alternatives with clear life-cycle benefits? Are there suppliers available?
Social	Visibility	Does purchasing this product educate our employees or the public?
	Established Policy	Does this product elimination support established goals of City Council or the local community? Is there pressure for government to change its purchasing of this product?
Timely/Ease	Ease of Implementation	What administrative barriers must be overcome? Who do we need to work with to implement changes?
	Upcoming Purchases	When are the contracts going to be let? What upcoming capital projects present opportunities?

Phase Two Task Force Report**Date:** July 1, 2002**Task Force:** Building Materials**Products selected for further investigation:**

Products	Why selected (effective/easy/timely)	Key questions that need to be answered
1. (a.) Specify Low Mercury Lamps	Reduce mercury production and waste in our landfills. Easy to specify and market available.	Owner's Project Manager/Architect/Engineer/Consultants need to implement changes consistently from project to project. Not business as usual practice until fully accepted by participants.
1. (b.) Specify / Replace T12 Bulbs & Magnetic Ballasts with T8 Bulbs & Electronic Ballasts	Lower energy consumption, cost savings for building operations. Easy to specify and available on the market.	Owner's Project Manager/Architect/Engineer/Consultants need to implement changes consistently from project to project. Not business as usual practice until fully accepted by participants.
1. (c.) Specify / Replace Auto/Motion Controls	Easy to specify, available on the market and cost effective and lower energy consumption.	Owner's Project Manager/Architect/Engineer/Consultants need to implement changes consistently from project to project. Not business as usual practice until fully accepted by participants.
1. (d.) Develop Lighting Design Standards for Tenant Improvements and Remodeling	Will begin change-over to cost effective, low energy products and cost effective over time.	Owner's Project Manager/Architect/Engineer/Consultants need to implement changes consistently from project to project. Not business as usual practice until fully accepted by participants.
1. (e.) Develop Extended Life Lamp Specifications	Reduces waste, less labor, cost effective	Owner's Project Manager/Architect/Engineer/Consultants need to implement changes consistently from project to project. Not business as usual practice until fully accepted by participants.
1. (f.) Replace HID with High-output T-5 Lamps	Low energy consumption, cost effective and available. Produces better light.	Owner's Project Manager/Architect/Engineer/Consultants need to implement changes consistently from project to project. Not business as usual practice until fully accepted by participants.
1. (g.) Replace High-pressure Sodium with Metal Halides	Lower energy consumption, cost effective and available.	Owner's Project Manager/Architect/Engineer/Consultants need to implement changes consistently from project to project. Not business as usual practice until fully accepted by participants.
1. (h.) Outdoor Fixture Horizontal cut-off	Reduces light pollution, easy to specify.	Owner's Project Manager/Architect/Engineer/Consultants need to implement changes consistently from project to project. Not business as usual practice until fully accepted by participants.
1. (i.) Dimmer Standards	Reduces energy usage by allowing daylight to be used to its maximum potential, cost effective, easy to specify	Owner's Project Manager/Architect/Engineer/Consultants need to implement changes consistently from project to project. Not business as usual practice until fully accepted by participants.
1. (j.) Color Rendition Standards	Newer fluorescent bulbs produces excellent color rendition at a lower wattage, Easy to specify, available on the market and cost effective.	Owner's Project Manager/Architect/Engineer/Consultants need to implement changes consistently from project to project. Not business as usual practice until fully accepted by participants.

1. (k.) Recycling Standards	Develop procedure to make standard policy for lamp replacement. Can be incorporated into specifications.	County and City should produce a bid/contract together for this implementation and use of this service.
1. (l.) LED Exit Signs	Low energy consumption, cost effective and available.	
2. Energy Star Roofs Specifications	By implementing and using Energy Star rated roofing specifications/products in all City/County/PDC remodeling and new construction projects where practical. We will and can aide in the reduction of interior heating & cooling costs. These two reasons alone will provide sufficient enough reasons to stand by these future policies let alone the environmental benefits derived from consuming less power by each structure. The products accomplish this by utilizing color/reflectivity such as silver/white/light green colors. In addition to the above, the elimination of exterior urban heat islands will also help with the surrounding areas saving in cooling costs. Easy to specify and market ready.	Can the products be incorporated in the design or can the design be modified to utilize the products? Can a cost/benefit analysis be utilized to show the benefits derived from using Energy Star rated products?
3. Carpet & Backing Specifications	Standardizes City/County/PDC's approach to carpet recycling and specification for recycled content. Carpet, cushion and adhesives can be large contributors to indoor air pollution by off gassing hazardous chemicals, unless safe products are specified.	Will each agency create there own specification or can this be a joint effort?
4. Green Specifications for Remodeling (LEED for Commercial Interiors)	Standardizes City/County/PDC's approach to Remodeling specification for all structures. LEED CI guidelines in pilot phase; will be available next year.	LEED ratings are time consuming and expensive for the documentation required. Is the cost benefit ratio acceptable? Or should we follow all the guidelines and not submit documentation? OSD has created a green TI Guide; could it be applied in the interim until LEED is ready?
5. Certified Wood Products	Promotes the use of wood from conservation oriented suppliers that meet certain criteria regarding managing and maintaining renewable forests harvested in a way that reduces environmental damage combined with the ability to provide a "Chain of Custody" showing the product as it moves from the forest to the ultimate user. Specifying of this type of product will build demand for wood from sustainable forests.	Is the supply of "Certified Wood" sufficient to meet the City/County/PDC needs? What are the costs or savings to be realized from the use of "Certified Wood"?
6. Low VOC Adhesives	Reduce harmful vapors in the interior of a building, promotes good health, easy to specify, market ready.	Owner's Project Manager/Architect/Engineer/Consultants need to implement changes consistently from project to project. Not business as usual practice until fully accepted by participants.

7. Replace CCA Wood with alternatives	Reduce arsenic seepage and waste in the dirt/sand and ground water supply. Helps to keep children safe at playgrounds made of wood. Easy to specify and available. EPA is banning consumer purchase of CCA wood so communities will be aware of restrictions.	Certain projects may need to use these types of products but should only be allowed when no other alternative method can be used. Restrictive standards should be incorporated.
8. Fly Ash in Concrete Specifications	This is a proven substitute for a percentage of the cement called for in various concrete mixes. It improves workability; Decreases permeability which increases resistance to freezing and thawing; Reduces the heat of hydration, taking longer to achieve ultimate strength which, generally, is higher than that provided by the cement it replaced.	Is the supply of fly ash available to local concrete vendors sufficient to meet the City/County needs? What are the costs or savings possible with fly ash being substituted for concrete? Will the percentage of use be determined by each project or application? By whom? Architect/Engineer/Owner?

Products that were not chosen:

Product	Reasons for not choosing
1. Acoustic Tile - Recycle content	Not enough time to analyze this subject.
2. Steel Stud - Recycle content	Not enough time to analyze this subject.
3. Eco Roofs	Not enough time to analyze this subject.

Phase Three Task Force Report**Date:** October 24, 2002**Task Force: Building Materials****Products: As follows**

What City bureaus buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
1. (a.) Specify Low Mercury Lamps	Twenty-five (25) lamps per year.	1.90 ea. material costs only / excludes labor	Through specifications in construction bid.	Architect and City Project Manager.
1. (b.) Specify / Replace T12 Bulbs & Magnetic Ballasts with T8 Bulbs & Electronic Ballasts	Three hundred (300) units per year.	51.00 ea. material costs only / excludes labor	Through specifications in construction bid.	Architect and City Project Manager.
1. (c.) Specify / Replace Auto/Motion Controls	Seventy-five (75) per year.	73.13 ea. material costs only / excludes labor	Through specifications in construction bid.	Architect and City Project Manager.
1. (d.) Develop Lighting Design Standards for Tenant Improvements and Remodeling	City uses Environmental Building News "Green Spec" guidelines for standards.			Architect and City Project Manager.
1. (e.) Develop Extended Life Lamp Specifications	City uses Environmental Building News "Green Spec" guidelines.			Architect and City Project Manager.
1. (f.) Replace HID with High-output T-5 Lamps	Fifteen (15) units per year.	300.00 ea. material costs only / excludes labor	Through specifications in construction bid.	Architect and City Project Manager.
1. (g.) Replace High-pressure Sodium with Metal Halides	Twenty (20) units per year.	175.00 ea. material costs only / excludes labor	Through specifications in construction bid.	Architect and City Project Manager.
1. (h.) Outdoor Fixture Horizontal cut-off	Fifty (50) units per year.	275.00 ea. material costs only / excludes labor	Through specification in construction bid.	Architect and City Project Manager.

1. (i.) Dimmers Standards		15.00 ea. Material costs only / excludes labor		
1. (j.) Color Rendition Standards				
1. (k.) Recycling Standards	City of Portland requirements and LEED Guidelines.		Through specification in construction bid.	Architect and City Project Manager.
1. (l.) LED Exit Signs	Thirty (30) units per year.	40.00 ea. material costs only / excludes labor	Through specification in construction bid.	Architect and City Project Manager.
2. Energy Star Roofs Specifications	Five (5) roof per year.	Less then 10% more in price then a standard roof.	Through specification in construction bid.	Architect and City Project Manager.
3. Carpet & Backing Specifications	Thirty-five thousand (35,000) square feet per year.		Through specification in construction bid.	Architect and City Project Manager.
4. Green Specifications for Remodeling (LEED)	City of Portland mandates the use of LEED Certification.		Through specification in construction bid.	Architect and City Project Manager.
5. Certified Wood Products	Fifty (50) units of 2 X 6 hem-fir certified wood.	Approx. \$230,000.00 per year	Supervisor purchases from bureau store or purchases directly from supplier.	Supervisor or purchasing agent from bureau store.
6. Low VOC Adhesives	3,600 "tubes" per year or approximately 150 cartons.		Through specification in construction bid.	Architect and City Project Manager.
7. Replace CCA Wood with alternatives	100-150 6' guardrail posts (BOM)	\$2350-\$3525	Supervisor purchases from bureau store or purchases directly from supplier.	Supervisor or purchasing agent from bureau store.
8. Fly Ash in Concrete Specifications	City – Maint, Parks, Water Use 3,700 yds. average	\$65.00 per yd = \$240,500.00 annual	Individual Supervisors order from menu provided by vendor who won the annual supply contract.	Purchasing Agent responsible for bid invitation for annual supply contract. Engineers who provide specifications.

Products: As follows

What County departments buy or use this? EM	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
1. (a.) Specify Low Mercury Lamps	125 Units per year, but no low Mercury lamps. Not proven technology yet.	1.90 ea. material costs only / excludes labor	Specification/Product/Project Bid	Central Procurement & Facilities Management & Project Manager/ Architect
1. (b.) Specify / Replace T12 Bulbs & Magnetic Ballasts with T8 Bulbs & Electronic Ballasts	500 Units per year	51.00 ea. material costs only / excludes labor	Specification/Product/Project Bid	Central Procurement & Facilities Management
1. (c.) Specify / Replace Auto/Motion Controls	100 units per year	73.13 ea. material costs only / excludes labor	Specification/Product/Project Bid	Central Procurement & Facilities Management
1. (d.) Develop Lighting Design Standards for Tenant Improvements and Remodeling			Specification/Product/Project Bid	Central Procurement & Facilities Management & Project Manager/ Architect
1. (e.) Develop Extended Life Lamp Specifications			Specification/Product/Project Bid	Central Procurement & Facilities Management
1. (f.) Replace HID with High-output T-5 Lamps	200 Units per year	300.00 ea. material costs only / excludes labor	Specification/Product/Project Bid	Central Procurement & Facilities Management
1. (g.) Replace High-pressure Sodium with Metal Halides	No Sodium Available/ All have been previously switched over.	175.00 ea. material costs only / excludes labor	Specification/Product/Project Bid	Central Procurement & Facilities Management
1. (h.) Outdoor Fixture Horizontal cut-off	15 Units per year	275.00 ea. material costs only / excludes labor	Specification/Product/Project Bid	Central Procurement & Facilities Management
1. (i.) Dimmers Standards	25 Units per year	15.00 ea. Material costs only / excludes labor	Specification/Product/Project Bid	Central Procurement & Facilities Management
1. (j.) Color Rendition Standards			Specification/Product/Project Bid	Central Procurement & Facilities Management

1. (k.) Recycling Standards			Specification/Product/Project Bid	Central Procurement & Facilities Management
1. (l.) LED Exit Signs	25 Units per year	40.00 ea. material costs only / excludes labor	Specification/Product/Project Bid	Central Procurement & Facilities Management
2. Energy Star Roofs Specifications	3 Roofs per year	Less then 10% more in price over a standard roof. Price varies by size & complexity	Specification/Product/Project Bid	Central Procurement & Facilities Management & Project Manager/ Architect
3. Carpet & Backing Specifications	26,000 sq ft per year.		Specification/Product/Project Bid	Central Procurement & Facilities Management & Project Manager/ Architect
4. Green Specifications for Remodeling (LEED)			Specification/Product/Project Bid	Central Procurement & Facilities Management & Project Manager/ Architect
5. Certified Wood Products	Hillsdale Lib. Project The County's first project using this product.	134,000.00 total costs. Less then 18% more in price over standard wood pricing. As market supplies more products price will continually drop.	Specification/Product/Project Bid	Central Procurement & Facilities Management
6. Low VOC Adhesives	2,600 "tubes" per year or approximately 100 cartons		Specification/Product/Project Bid	Central Procurement & Facilities Management
7. Replace CCA Wood with alternatives	Guard Rail & Sign Posts	\$ 10,500.00 est. per year	Specification/Product/Project Bid	Central Procurement & Facilities Management
8. Fly Ash in Concrete Specifications	4,500 cubic yards (average)	65.00 per yd. \$ 292,500.00 annual	Specification/Product/Project Bid	Central Procurement & Facilities Management & Project Manager/ Architect

What PDC Departments buy or use this?	Actual (or estimated) annual use	Actual (or estimated) annual cost	How is the product purchased?	Who are key people in the purchasing process?
1. (a.) Specify Low Mercury Lamps	PDC uses Greening Portland Affordable Housing Criteria & Maint. Manual.	Unable to estimate. Some direct purchase but design input/requirements on large projects provided with funding.	Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
1. (b.) Specify / Replace T12 Bulbs & Magnetic Ballasts with T8 Bulbs & Electronic Ballasts	PDC uses Greening Portland Affordable Housing Criteria & Maint. Manual.		Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
1. (c.) Specify / Replace Auto/Motion Controls	PDC uses Greening Portland Affordable Housing Criteria & Maint. Manual.		Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
1. (d.) Develop Lighting Design Standards for Tenant Improvements and Remodeling	PDC uses Greening Portland Affordable Housing Criteria & Maint. Manual.		Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
1. (e.) Develop Extended Life Lamp Specifications	PDC uses Greening Portland Affordable Housing Criteria & Maint. Manual.		Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
1. (f.) Replace HID with High-output T-5 Lamps	PDC uses Greening Portland Affordable Housing Criteria & Maint. Manual.		Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
1. (g.) Replace High-pressure Sodium with Metal Halides	PDC uses Greening Portland Affordable Housing Criteria & Maint. Manual.		Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
1. (h.) Outdoor Fixture Horizontal cut-off	PDC uses greening Portland Affordable Housing Criteria & Maint. Manual.		Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders

1. (i.) Dimmers Standards	PDC uses Greening Portland Affordable Housing Criteria & Maint. Manual.		Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
1. (j.) Color Rendition Standards	PDC uses greening Portland Affordable Housing Criteria & Maint. Manual.		Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
1. (k.) Recycling Standards	PDC uses greening Portland Affordable Housing Criteria & Maint. Manual, LEED req.		Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
1. (l.) LED Exit Signs			Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt.	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
2. Energy Star Roofs Specifications			Direct bid/ Value Engineered/Contractor Design/	Professional Services & Project Manager/Architect & Contractors/Bidders
3. Carpet & Backing Specifications			Direct bid/ Value Engineered/Contractor Design	Professional Services & Project Manager/Architect & Contractors/Bidders
4. Green Specifications for Remodeling (LEED)	PDC mandates use of LEED Certification		Direct bid/ Value Engineered/Contractor Design	Professional Services & Project Manager/Architect & Contractors/Bidders
5. Certified Wood Products			Direct bid/ Value Engineered/Contractor Design	Professional Services & Project Manager/Architect & Contractors/Bidders
6. Low VOC Adhesives			Specification/Product/ Direct bid/ Value Engineered/Contractor Design/Outsource Mgmt	Professional Services & Project Manager/Architect & Property Managers & Contractors/Bidders
7. Replace CCA Wood with alternatives			Direct bid/ Value Engineered/Contractor Design	Professional Services & Project Manager/Architect & Contractors/Bidders
8. Fly Ash in Concrete Specifications			Direct bid/ Value Engineered/Contractor Design	Professional Services & Project Manager/Architect & Contractors/Bidders

EXTERNAL Barriers/constraints to replacing or modifying product usage:

External	City	County	PDC
1. (a.) Specify Low Mercury Lamps	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met.
1. (b.) Specify / Replace T12 Bulbs & Magnetic Ballasts with T8 Bulbs & Electronic Ballasts	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met..
1. (c.) Specify / Replace Auto/Motion Controls	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met.
1. (d.) Develop Lighting Design Standards for Tenant Improvements and Remodeling	Bureau of General Services is developing standards based on Environmental Building News "Green-Spec" technical specifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met.
1. (e.) Develop Extended Life Lamp Specifications	Bureau of General Services is developing standards based on Environmental Building News "Green-Spec" technical specifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met.
1. (f.) Replace HID with High-output T-5 Lamps	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met.

1. (g.) Replace High-Pressure Sodium with Metal Halides	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met.
1. (h.) Outdoor Fixture Horizontal cut-off	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met.
1. (i.) Dimmers Standards	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met.
1. (j.) Color Rendition Standards	No specifications being developed.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met.
1. (k.) Recycling Standards	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met.
1. (l.) LED Exit Signs	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Some outsource Architects/Contractors do not encourage standards. Architect/developer follow through to ensure specs. met.

2. Energy Star Roofs Specifications	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications.
3. Carpet & Backing Specifications	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications.
4. Green Specifications for Remodeling (LEED)	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications.
5. Certified Wood Products	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications. Limited supply
6. Low VOC Adhesives	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications
7. Replace CCA Wood with alternatives	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications
8. Fly Ash in Concrete Specifications	No barriers or restraints. It is important to specify product prior to bid for best cost results. City of Portland has mandated LEED Certifications.	Architects/Consultants do not specify or encourage a standard/policy for specifying use. Use of the existing specifications. Why change what is not broke.	PDC has mandated LEED certifications Longer curing time may slow project if not specified clearly prior to bid/value engineering.

INTERNAL Barriers/constraints to replacing or modifying product usage:

Internal	City	County	PDC
1. (a.) Specify Low Mercury Lamps	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
1. (b.) Specify / Replace T12 Bulbs & Magnetic Ballasts with T8 Bulbs & Electronic Ballasts	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
1. (c.) Specify / Replace Auto/Motion Controls	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
1. (d.) Develop Lighting Design Standards for Tenant Improvements and Remodeling	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
1. (e.) Develop Extended Life Lamp Specifications	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
1. (f.) Replace HID with High-output T-5 Lamps	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
1. (g.) Replace High-Pressure Sodium with Metal Halides	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
1. (h.) Outdoor Fixture Horizontal cut-off	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
1. (i.) Dimmers Standards	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
1. (j.) Color Rendition Standards	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.

1. (k.) Recycling Standards	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
1. (l.) LED Exit Signs	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
2. Energy Star Roofs Specifications	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications.
3. Carpet & Backing Specifications	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications.
4. Green Specifications for Remodeling (LEED)	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications.
5. Certified Wood Products	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications.
6. Low VOC Adhesives	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications. Technical standards need to be developed for some areas.
7. Replace CCA Wood with alternatives	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications.
8. Fly Ash in Concrete Specifications	No barriers or restraints. It is important to specify product prior to bid for best cost results. COP has mandated LEED.	No standard/policy for specifying, purchasing, installation. Use of the existing specs. Why change what is not broke.	No barriers. PDC has mandated LEED Certifications.

TECHNICAL Barriers/constraints to replacing or modifying product usage:

Technical	City	County
1. (a.) Specify Low Mercury Lamps		No existing policy or specifications for Architects/Consultants/Department.
1. (b.) Specify / Replace T12 Bulbs & Magnetic Ballasts with T8 Bulbs & Electronic Ballasts		No existing policy or specifications for Architects/Consultants/Department.
1. (c.) Specify / Replace Auto/Motion Controls		No existing policy or specifications for Architects/Consultants/Department.
1. (d.) Develop Lighting Design Standards for Tenant Improvements and Remodeling		No existing policy or specifications for Architects/Consultants/Department.
1. (e.) Develop Extended Life Lamp Specifications		No existing policy or specifications for Architects/Consultants/Department.
1. (f.) Replace HID with High-output T-5 Lamps		No existing policy or specifications for Architects/Consultants/Department.
1. (g.) Replace High-Pressure Sodium with Metal Halides		No existing policy or specifications for Architects/Consultants/Department.
1. (h.) Outdoor Fixture Horizontal cut-off		No existing policy or specifications for Architects/Consultants/Department.
1. (i.) Dimmers Standards		No existing policy or specifications for Architects/Consultants/Department.
1. (j.) Color Rendition Standards		No existing policy or specifications for Architects/Consultants/Department.
1. (k.) Recycling Standards		No existing policy or specifications for Architects/Consultants/Department.

1. (L) LED Exit Signs		No existing policy or specifications for Architects/Consultants/Department.
2. Energy Star Roofs Specifications		No existing policy or specifications for Architects/Consultants/Department.
3. Carpet & Backing Specifications		No existing policy or specifications for Architects/Consultants/Department.
4. Green Specifications for Remodeling (LEED)		No existing policy or specifications for Architects/Consultants/Department.
5. Certified Wood Products		No existing policy or specifications for Architects/Consultants/Department.
6. Low VOC Adhesives		No existing policy or specifications for Architects/Consultants/Department.
7. Replace CCA Wood with alternatives		No existing policy or specifications for Architects/Consultants/Department.
8. Fly Ash in Concrete Specifications		No existing policy or specifications for Architects/Consultants/Department.

FINANCIAL Barriers/constraints to replacing or modifying product usage:

Financial	City	County
1. (a.) Specify Low Mercury Lamps		Low initial or negligible cost impact, but definitely a cost pay back over time
1. (b.) Specify / Replace T12 Bulbs & Magnetic Ballasts with T8 Bulbs & Electronic Ballasts		Low initial or negligible cost impact, but definitely a cost pay back over time
1. (c.) Specify / Replace Auto/Motion Controls		Low initial or negligible cost impact, but definitely a cost pay back over time
1. (d.) Develop Lighting Design Standards for Tenant Improvements and Remodeling		Low initial or negligible cost impact, but definitely a cost pay back over time
1. (e.) Develop Extended Life Lamp Specifications		Low initial or negligible cost impact, but definitely a cost pay back over time
1. (f.) Replace HID with High-output T-5 Lamps		Low initial or negligible cost impact, but definitely a cost pay back over time
1. (g.) Replace High-Pressure Sodium with Metal Halides		Low initial or negligible cost impact, but definitely a cost pay back over time
1. (h.) Outdoor Fixture Horizontal cut-off		Low initial or negligible cost impact
1. (i.) Dimmers Standards		Low initial or negligible cost impact, but definitely a cost pay back over time
1. (j.) Color Rendition Standards		Low initial or negligible cost impact
1. (k.) Recycling Standards		Medium initial cost impact, but definitely will drop over time, but definitely a health benefit

1. (1.) LED Exit Signs		Low initial or negligible cost impact, but definitely a cost pay back over time
2. Energy Star Roofs Specifications		Low initial or negligible cost impact, but definitely a cost pay back over time
3. Carpet & Backing Specifications		Medium initial cost impact, but definitely will drop over time, but definitely a health benefit
4. Green Specifications for Remodeling (LEED)		Medium to large initial cost impact, but definitely a cost pay back over time
5. Certified Wood Products		Medium initial cost impact, but definitely will drop over time
6. Low VOC Adhesives		Low initial or negligible cost impact, but definitely a health benefit
7. Replace CCA Wood with alternatives		Medium initial cost impact, but definitely will drop over time, but definitely a health benefit
8. Fly Ash in Concrete Specifications		Low initial or negligible cost impact, but definitely a cost pay back over time with higher structural strength.

Existing Sustainable Practices and Policies

City	County	PDC
<ol style="list-style-type: none"> 1. Use of recycled paint to cover graffiti on concrete surfaces. 2. The Bureau of Maintenance crushes approximately 60,000 cubic yards of old sidewalk and curb into gravel for use as roadbed & fill. 3. 720 cu yd of wood waste from maintenance activities annually is recycled into hog fuel for paper production. 4. The Bureau of Maintenance sells approximately 75,000 cubic yards of asphalt grindings back to asphalt plants. The asphalt plants recycle the grindings into new asphalt mix. 	<ol style="list-style-type: none"> 1. Use of Recycled concrete for back filler on retaining walls, side walks etc..(Trans) 2. May use recycled asphalt grindings in new asphaltic concrete pavement according to the approved engineered mix design. (Trans) 3. Adopted sustainable carpet standards for new construction & tenant improvements. (FM) 4. Switched to more environmentally friendly ice melt(Trans) 5. Piloting both Metro recycled paint and low-VOC paint to evaluate performance for future standards. (FM) 6. Maintenance personnel switched to more environmentally friendly graffiti remover. (Trans) 7. Adopted energy executive rule setting performance levels for energy in new construction & tenant improvements. (FM) 8. Adopted energy star requirement for all appliance purchases. (FM) 9. Use of latex paints were feasible for maintenance applications. (Bridge) 10. Use of less toxic and natural based cleaners were possible.(Bridge) 11. Recycle oils removed from gear boxes, etc., for maintenance.(Bridge) 12. Shop fabricate repair/replacement parts were possible to eliminate welding over the water.(Bridge) 13. Prior to Bridge shop when flushing out drain lines and sump pits, pick up and sweep bridges, installed vacuum tubes to pick up debris in lieu of allowing sumps to pump debris into river, experiment with vacuum flush equipment in lieu of water flush, use of bio-bags around catch basins and drains prior to flushing. (Bridge) 14. New specification implementation for Bridge Section on construction projects: Waste Management Plan required by all contractors. The plan requires recycling of all removed materials (Steel, Asphalt, Concrete and Paint). (Bridge) 	<ol style="list-style-type: none"> 1. Greening Portland's Affordable Housing 2. PDC Green Building Policy 3. Internal Sustainable Bldg. Committee

Phase Four Task Force Report**Date:** November 14, 2002**Task force:** Building Products and Practices**Goal to be accomplished:**

Recommended Practice	Priority – H/M/L	Benefits	Negative Impacts
1. (a) Specify Low Mercury Lamps	L	1. Environmental: Reduce mercury production and waste in our landfills.	1. Environmental: The current life of the product does not last as long as a T8 bulb at present time. This could produce more lamps needing recycling.
		2. Economic: Low initial or negligible cost impact, but definitely a cost pay back over time. More study of this product could serve useful.	2. Economic: Could cost more in funds to replace then standard T-8 lamps.
		3. Social: Shows taxpayers we are looking at all avenues regarding energy conservation. Improve health by keeping mercury out of air & water supply.	3. Social: Could produce more lamps and mercury for landfills and our environment.
1. (b) Specify / Replace T12 Lamps & Magnetic Ballasts with T8 Lamps & Electronic Ballasts	H	1. Environmental: Lower energy consumption, cost savings for building operations. Less product going to landfills.	1. Environmental: None known
		2. Economic: : Low initial or negligible cost impact, but definitely a cost pay back over time	2. Economic: None known
		3. Social: Shows taxpayers we are looking at all avenues regarding energy conservation.	3. Social: None known
1. (c) Specify / Replace Auto/Motion Controls	H	1. Environmental: Cost effective and lower energy consumption.	1. Environmental: None known
		2. Economic: Low initial or negligible cost impact, but definitely a cost pay back over time	2. Economic: None known
		3. Social: Shows taxpayers we are looking at all avenues regarding energy conservation.	3. Social: None known

Recommended Practice	Priority – H/M/L	Benefits	Negative Impacts
1. (d) Develop Lighting Design Standards for Tenant Improvements and Remodeling	H	1. Environmental: Will begin change-over to cost effective, low energy products and cost effective over time. Reduces electrical consumption and use of natural resources for generation.	1. Environmental: None known
Both 1.(d) and 1(e) are related closely together.		2. Economic: Definitely a cost pay back over time. Lower energy costs.	2. Economic: Medium initial or low cost impact over normal practices. More specific task lighting is needed for individual work areas. May have higher initial cost.
		3. Social: Shows taxpayers we are looking at all avenues regarding energy conservation.	3. Social: None known
1. (e) Develop Extended Life Lamp Standards/Specifications	H	1. Environmental: Reduces waste, less labor, cost effective.	1. Environmental: None known
Both 1.(d) and 1(e) are related closely together.		2. Economic: Low initial or negligible cost impact, but definitely a cost pay back over time	2. Economic: None known
		3. Social: Shows taxpayers we are looking at all avenues regarding energy conservation.	3. Social: None known
1. (f) Replace HID with High-output T-5 Lamps	H	1. Environmental: Low energy consumption, cost effective and available. Produces a more pleasurable visible light.	1. Environmental: None known
		2. Economic: Low initial or negligible cost impact, but definitely a cost pay back over time.	2. Economic: None known
		3. Social: Shows taxpayers we are looking at all avenues regarding energy conservation.	3. Social: None known

Recommended Practice	Priority – H/M/L	Benefits	Negative Impacts
1. (g) Replace High-pressure Sodium with Metal Halides	H	1. Environmental: Lower energy consumption, cost effective.	1. Environmental: None known
		2. Economic: Low initial or negligible cost impact, but definitely a cost pay back over time. Replace when failure occurs or use in new construction.	2. Economic: None known
		3. Social: Shows taxpayers we are looking at all avenues regarding energy conservation and light pollution.	3. Social: None known
1. (h) Outdoor Fixture Horizontal cut-off	L	1. Environmental: Reduces light pollution.	1. Environmental: None known
		2. Economic: Low initial or negligible cost impact	2. Economic: None known
		3. Social: Shows taxpayers we are looking at all avenues regarding pollution including lighting of exterior locations.	3. Social: May reduce amount of light directed toward large expanses, i.e., a parking lot.
1. (i) Dimmers Standards	H	1. Environmental: Reduces energy usage by allowing daylight to be used to its maximum potential, cost effective.	1. Environmental: None known
		2. Economic: Low initial or negligible cost impact, but definitely a cost pay back over time.	2. Economic: None known
		3. Social: Shows taxpayers we are looking at all avenues regarding energy conservation.	3. Social: None known

Recommended Practice	Priority – H/M/L	Benefits	Negative Impacts
1. (j) Color Rendition Standards	H	1. Environmental: Newer fluorescent lamps produces excellent color rendition at a lower wattage, Easy to specify, available on the market and cost effective.	1. Environmental: None known
		2. Economic: Low initial or negligible cost impact	2. Economic: None known
		3. Social: Shows all stakeholders/taxpayers that energy conversation can benefit employees work environment. Easy on a person eyes through focusing, reduction of headaches, nausea and winter “Blues”, a more positive and healthier environment.	3. Social: None known
1. (k) Recycling Standards	H	1. Environmental: Develop procedure to make standard policy for lamp replacement.	1. Environmental: None known
		2. Economic: Medium initial cost impact, but definitely will drop over time	2. Economic: Medium initial cost impact, but definitely will drop over time.
		3. Social: Shows taxpayers we are looking at all avenues regarding landfill and health benefit issues by exploring all avenues of recycling.	3. Social: None known
1. (l) LED Exit Signs	H	1. Environmental: Low energy consumption.	1. Environmental: None known
		2. Economic: Low initial or negligible cost impact, but definitely a cost pay back over time	2. Economic: May have initial cost impact.
		3. Social: Shows taxpayers we are looking at all avenues regarding energy conservation.	3. Social: None known

Recommended Practice	Priority – H/M/L	Benefits	Negative Impacts
2. Energy Star Roofs Specifications	H	1. Environmental: We will and can aide in the reduction of interior heating & cooling costs. These two reasons alone will provide sufficient enough reasons to stand by these future policies let alone the environmental benefits derived from consuming less power by each structure. The products accomplish this by utilizing color/reflectivity such as silver/white/light green colors. In addition to the above, the elimination of exterior urban heat islands will also help with the surrounding areas saving in cooling costs.	1. Environmental: None known
		2. Economic: Low initial or negligible cost impact, but definitely a cost pay back over time.	2. Economic: None known
		3. Social: Benefits our surrounding environment by utilizing our limit energy resources. Shows taxpayers that we care about saving money.	3. Social: None known
3. Carpet & Backing Standards/Specifications	H	1. Environmental: Carpet, cushion and adhesives can be large contributors to indoor air pollution by off gassing hazardous chemicals, unless safe products are specified.	1. Environmental: None known
		2. Economic: Medium initial cost impact, but definitely will drop over time.	2. Economic: Medium initial cost impact, but definitely will drop over time
		3. Social: Health benefit to employees and client /taxpayers that we serve.	3. Social: None known

Recommended Practice	Priority – H/M/L	Benefits	Negative Impacts
4. Green Specifications for Remodeling (LEED)	H	1. Environmental: Standardizes City/County/PDC's approach to Remodeling specification for all structures. LEED City guidelines in pilot phase; will be available next year. Will result in reduction in the depletion of natural resources.	1. Environmental: None known
		2. Economic: Medium to large initial cost impact, but definitely a cost pay back over time. Mainly reduces energy and water consumption.	2. Economic: Medium to large initial cost impact, but definitely a cost pay back over time
		3. Social: Makes a statement that we care about managing our limit natural resources wisely. Helps contribute to a sustainable environment.	3. Social: None known
5. Certified Wood Products	H	1. Environmental: Promotes the use of wood from conservation oriented suppliers that meet certain criteria regarding managing and maintaining renewable forests harvested in a way that reduces environmental damage combined with the ability to provide a "Chain of Custody" showing the product as it moves from the forest to the ultimate user. Specifying of this type of product will build demand for wood from sustainable forests.	1. Environmental: None known
		2. Economic: Medium initial cost impact, but definitely will drop over time	2. Economic: Medium initial cost impact, but definitely will drop over time. Availability of some dimensional lumber may be limited.
		3. Social: Makes a statement that we care about old growth forest and managing our limit resources wisely.	3. Social: None known

Recommended Practice	Priority – H/M/L	Benefits	Negative Impacts
6. Low VOC Adhesives	H	1. Environmental: Reduce harmful vapors in the interior of a building, promotes good health, easy to specify, market ready.	1. Environmental: None known
		2. Economic: Low initial or negligible cost impact, but definitely a health benefit	2. Economic: None known
		3. Social: Healthy choice for employees and clients/taxpayers we serve.	3. Social: None known
7. Replace CCA Wood with alternatives	H	1. Environmental: Reduce arsenic seepage and waste in the dirt/sand and ground water supply. Helps to keep children safe at playgrounds made of wood.	1. Environmental: None known
		2. Economic: Medium initial cost impact, but definitely will drop over time, but definitely a health benefit.	2. Economic: Medium initial cost impact, but definitely will drop over time., but definitely a health benefit
		3. Social: Makes a statement that we care about polluting our water and land. EPA is banning consumer purchase of CCA wood so communities will be aware of restrictions.	3. Social: None known
8. Fly Ash in Concrete Specifications	H	1. Environmental: This is a proven substitute for a percentage of the cement called for in various concrete mixes. Takes this by product from burning coal and puts it to good use and keeps it out of landfills.	1. Environmental: None Known
		2. Economic: Low initial or negligible cost impact, but definitely a cost pay back over time.	2. Economic: Slower cure time then non-fly ash concrete mix, but when strength is achieved it is stronger then normal mix.
		3. Social: Takes this by product from burning coal and puts it to good use and keeps it out of landfills.	3. Social: None Known

Actions needed to implement changes:

Recommended Practice	Actions to implement	Jurisdiction/who does it?	Estimated timeline
1. (a.) Specify Low Mercury Lamps	a) Develop Policy / Specification.	a) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	a) Can implement by end of '03, after City/County/PDC governing body adoption.
1. (b.) Specify / Replace T12 Lamps & Magnetic Ballasts with T8 Lamps & Electronic Ballasts	a) Develop Policy / Specification & Standards	b) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	b) Can implement by end of '03, after City/County/PDC governing body adoption.
1. (c.) Specify / Replace Auto/Motion Controls	c) Develop Policy / Specification & Standards	c) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	c) Can implement by end of '03, after City/County/PDC governing body adoption.
1. (d.) Develop Lighting Design Standards for Tenant Improvements and Remodeling	d) Develop Policy / Specification & Standards	d) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	d) Can implement by end of '03, after City/County/PDC governing body adoption.
1. (e.) Develop Extended Life Lamp Specifications	e) Develop Policy / Specification & Standards	e) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	e) Can implement by end of '03, after City/County/PDC governing body adoption.
1. (f.) Replace HID with High-output T-5 Lamps	f) Develop Policy / Specification & Standards	f) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	f) Can implement by end of '03, after City/County/PDC governing body adoption.
1. (g.) Replace High-Pressure Sodium with Metal Halides	g) Develop Policy / Specification & Standards	g) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	g) Can implement by end of '03, after City/County/PDC governing body adoption.
1. (h.) Outdoor Fixture Horizontal cut-off	h) Develop Policy / Specification & Standards	h) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	h) Can implement by end of '03, after City/County/PDC governing body adoption.
1. (i.) Dimmers Standards	i) Develop Policy / Specification & Standards	i) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	i) Can implement by end of '03, after City/County/PDC governing body adoption.
1. (j.) Color Rendition Standards	j) Develop Policy / Specification & Standards	j) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	j) Can implement by end of '03, after City/County/PDC governing body adoption.
1. (k.) Recycling Standards	k) Develop Policy / Specification & Standards	k) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	k) Can implement by end of '03, after City/County/PDC governing body adoption.
1. (l.) LED Exit Signs	l) Develop Policy / Specification & Standards	l) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	l) Can implement by end of '03, after City/County/PDC governing body adoption.

Recommended Practice	Actions to implement	Jurisdiction/who does it?	Estimated timeline
2. Energy Star Roofs Specifications	a) Develop Policy / Specification & Standards	a) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	a) Can implement by end of '03, after City/County/PDC governing body adoption.
3. Carpet & Backing Specification	a) Develop Policy / Specification & Standards	a) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	a) Can implement by end of '03, after City/County/PDC governing body adoption.
4. Green Specifications for Remodeling (LEED)	a) Develop Policy / Specification & Standards	a) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	a) Can implement by end of '03, after City/County/PDC governing body adoption.
5. Certified Wood Products	a) Develop Policy / Specification & Standards	a) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	a) Can implement by end of '03, after City/County/PDC governing body adoption.
6. Low VOC Adhesives	a) Develop Policy / Specification & Standards	a) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	a) Can implement by end of '03, after City/County/PDC governing body adoption.
7. Replace CCA Wood with alternatives	a) Develop Policy / Specification & Standards	a) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	a) Can implement by end of '03, after City/County/PDC governing body adoption.
8. Fly Ash in Concrete Specifications	a) Develop Policy / Specification & Standards	a) City/County/PDC: Capital Impvmnt / Facility Mgmnt / Architect / Consultant / Engineer	a) Can implement by end of '03, after City/County/PDC governing body adoption.

Actions needed to monitor implementation:**6. Lighting Products and Practices:**

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
County	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
Portland Development Commission	Implementation of developed specification & standards into all procurements/ contracts.	Specification and Standards are apart of all procurements/contracts, and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003

2. Energy Star Roofs Specifications:

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
County	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
Portland Development Commission	Implementation of developed specification & standards into all procurements/ contracts.	Specification and Standards are apart of all procurements/contracts, and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003

3. Carpet & Backing Specifications:

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
County	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
Portland Development Commission	Implementation of developed specification & standards into all procurements/ contracts.	Specification and Standards are apart of all procurements/contracts, and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003

4. Green Specifications for Remodeling (LEED):

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
County	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
Portland Development Commission	Implementation of developed specification & standards into all procurements/ contracts.	Specification and Standards are apart of all procurements/contracts, and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003

5. Certified Wood Products:

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
County	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
Portland Development Commission	Implementation of developed specification & standards into all procurements/ contracts.	Specification and Standards are apart of all procurements/contracts, and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003

6. Low VOC Adhesives:

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
County	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
Portland Development Commission	Implementation of developed specification & standards into all procurements/ contracts.	Specification and Standards are apart of all procurements/contracts, and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003

7. Replace CCA Wood with alternatives:

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
County	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
Portland Development Commission	Implementation of developed specification & standards into all procurements/ contracts.	Specification and Standards are apart of all procurements/contracts, and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003

8. Fly Ash in Concrete Specifications:

Jurisdiction	Target	Indicator	Reporting Entities	Reporting Deadlines
City	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
County	Implementation of developed specification & standards into all procurements.	Specification and Standards are apart of all procurements and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003
Portland Development Commission	Implementation of developed specification & standards into all procurements/ contracts.	Specification and Standards are apart of all procurements/contracts, and work.	City/County/PDC – Capital Improvement / Facility Management / Architect / Consultant / Engineer / Purchasing	Midterm: July 2003 Final: December 2003

Accomplishments/improvements achieved as a result of task force efforts in addition to final recommendations:

1. Education in Sustainability Practices of Task Group Members.
2. Develop resources for sustainability between Task Group Members.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Adopting a Policy for Paper and Paint Purchasing and Setting Goals for Paper Use

The Multnomah County Board of Commissioners Finds:

- a. In March and April of 2002, the City of Portland and Multnomah County adopted The Sustainable Procurement Strategy: A Joint City of Portland and Multnomah County Effort to set the process and direction for a sustainable procurement effort.
- b. Task teams comprised of City of Portland and Multnomah County employees found that taking simple steps, such as reconsidering the paper we use – 105,000 reams of copy paper a year – or the type of paint we use – hundreds of gallons of new paint a year - will make a lasting difference.
- c. Existing PCRB rule 30-0009 adopted by Multnomah County supports the purchase of recycled content products. State statutes including Oregon Revised Statute 279.570 Preference for Recycled Materials, also “encourage the use of recycled products whenever quality of a recycled product is functionally equal to the same product manufactures with virgin resources.”
- d. Reducing the rate of consumption of natural resources and the extraction of virgin materials through the use of recycled content products is essential to maintaining the natural resource base required for sustainable economic development.
- e. Persistent Bioaccumulative Toxic chemicals (PBTs) are toxic, persist in the environment and build up in the food chain posing risks to public health and the environment. The federal Environmental Protection Agency (EPA) has identified dioxin as a priority PBT slated for elimination through national, regional, and local mandates. Pulp and paper bleaching processes that use chlorine compounds have been identified as producing dioxin as a by-product. Paper bleached without chlorine (PCF - Processed Chlorine Free or TCF – Totally Chlorine Free) adds no additional dioxin or other organochlorides to the environment, preventing pollution.
- f. In order to protect remaining endangered forests of the world, it is essential to encourage the paper industry to clearly identify the origin of the fibers used to manufacture their products and to certify that the fibers used are not from endangered forests.

- g. Alternative environmentally preferable paper is readily available in the marketplace. For example, paper that contains 50% and 100% post-consumer recycled content and is processed chlorine free can be purchased now. . Additionally, over 100 private organizations and public agencies nationally have committed to purchase paper that meet these criteria.
- h. Reducing paper use supports goals included in the adopted Local Action Plan on Global Warming and can be accomplished by a variety of means including: setting copier defaults to duplex mode; increasing the use of internal centralized printing and including duplex capability in new equipment purchases and/or contracts.
- i. Many of the materials used to make paints are derived from petrochemicals. Oil and natural gas extraction is responsible for a variety of environmental pollutants, including air emissions and discharge of toxic wastes into lakes and streams. Using rebleded paint minimizes waste generation, natural resource depletion, habitat destruction, and energy consumption from paint production.
- j. Over 1500 contractors, architects, and local governments use rebleded latex paint.

The Multnomah County Board of Commissioners Resolves:

- 1. To reduce overall printing and copy paper consumption by 10% by September 2005 and 15% by 2008 from fiscal year 2001 levels.
- 2. To require that all copier and general use paper product purchases by Multnomah County shall at a minimum meet EPA Comprehensive Procurement Guidelines and Recovered Materials Advisory Notice standards. Additionally, Multnomah County shall set a target for a minimum of 10% of paper products used to be alternative environmentally preferable paper. To assure this goal is met, all copier and general use paper purchases by Multnomah County shall be made through Central Stores, unless a contract currently in effect requires purchase from a particular vendor.
- 3. To establish a preference for post-consumer recycled content paper products that are processed chlorine free with a goal that all copier and general use paper products will be processed chlorine free by September 2005.
- 4. To commit to achieving a minimum 50% post consumer content for all copier and general use paper products by September 2005.
- 5. To require the use of rebleded latex paints when latex paint is specified and appropriate for the application.

6. To direct the Chair to implement this policy and provide information to county employees about sustainable purchasing guidelines and methods to reduce paper consumption. The Chair will also provide a report to the Board on the goals established in this resolution by September 2005.

ADOPTED this 19th day of June, 2003

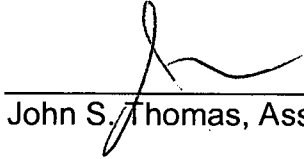
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By



John S. Thomas, Assistant County Attorney

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

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: 6/19/03

SUBJECT: R-6 - Paper Policy

AGENDA NUMBER OR TOPIC: R-6

FOR: X AGAINST: _____ THE ABOVE AGENDA ITEM

NAME: HARRY BONDAREFF

ADDRESS: 3655 SE Belmont

CITY/STATE/ZIP: Portland, OR 97214

PHONE: _____ DAYS: 503-963-9393 EVES: SAME

EMAIL: HARRY@NEWLEAFPAPER.COM FAX: _____

SPECIFIC ISSUE: ADOPTION OF PAPER POLICY

WRITTEN TESTIMONY: _____

IF YOU WISH TO ADDRESS THE BOARD:

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

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

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

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 03-092

Adopting a Policy for Paper and Paint Purchasing and Setting Goals for Paper Use

The Multnomah County Board of Commissioners Finds:

- a. In March and April of 2002, the City of Portland and Multnomah County adopted The Sustainable Procurement Strategy: A Joint City of Portland and Multnomah County Effort to set the process and direction for a sustainable procurement effort.
- b. Task teams comprised of City of Portland and Multnomah County employees found that taking simple steps, such as reconsidering the paper we use – 105,000 reams of copy paper a year – or the type of paint we use – hundreds of gallons of new paint a year - will make a lasting difference.
- c. Existing PCRB rule 30-0009 adopted by Multnomah County supports the purchase of recycled content products. State statutes including Oregon Revised Statute 279.570 Preference for Recycled Materials, also "encourage the use of recycled products whenever quality of a recycled product is functionally equal to the same product manufactures with virgin resources."
- d. Reducing the rate of consumption of natural resources and the extraction of virgin materials through the use of recycled content products is essential to maintaining the natural resource base required for sustainable economic development.
- e. Persistent Bioaccumulative Toxic chemicals (PBTs) are toxic, persist in the environment and build up in the food chain posing risks to public health and the environment. The federal Environmental Protection Agency (EPA) has identified dioxin as a priority PBT slated for elimination through national, regional, and local mandates. Pulp and paper bleaching processes that use chlorine compounds have been identified as producing dioxin as a by-product. Paper bleached without chlorine (PCF - Processed Chlorine Free or TCF – Totally Chlorine Free) adds no additional dioxin or other organochlorides to the environment, preventing pollution.
- f. In order to protect remaining endangered forests of the world, it is essential to encourage the paper industry to clearly identify the origin of the fibers used to manufacture their products and to certify that the fibers used are not from endangered forests.

- g. Alternative environmentally preferable paper is readily available in the marketplace. For example, paper that contains 50% and 100% post-consumer recycled content and is processed chlorine free can be purchased now. . Additionally, over 100 private organizations and public agencies nationally have committed to purchase paper that meet these criteria.
- h. Reducing paper use supports goals included in the adopted Local Action Plan on Global Warming and can be accomplished by a variety of means including: setting copier defaults to duplex mode; increasing the use of internal centralized printing and including duplex capability in new equipment purchases and/or contracts.
- i. Many of the materials used to make paints are derived from petrochemicals. Oil and natural gas extraction is responsible for a variety of environmental pollutants, including air emissions and discharge of toxic wastes into lakes and streams. Using rebleded paint minimizes waste generation, natural resource depletion, habitat destruction, and energy consumption from paint production.
- j. Over 1500 contractors, architects, and local governments use rebleded latex paint.

The Multnomah County Board of Commissioners Resolves:

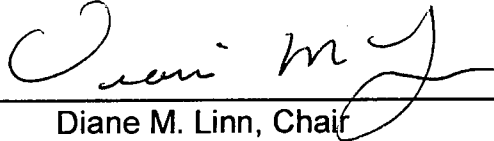
- 1. To reduce overall printing and copy paper consumption by 10% by September 2005 and 15% by 2008 from fiscal year 2001 levels.
- 2. To require that all copier and general use paper product purchases by Multnomah County shall at a minimum meet EPA Comprehensive Procurement Guidelines and Recovered Materials Advisory Notice standards. Additionally, Multnomah County shall set a target for a minimum of 10% of paper products used to be alternative environmentally preferable paper. To assure this goal is met, all copier and general use paper purchases by Multnomah County shall be made through Central Stores, unless a contract currently in effect requires purchase from a particular vendor.
- 3. To establish a preference for post-consumer recycled content paper products that are processed chlorine free with a goal that all copier and general use paper products will be processed chlorine free by September 2005.
- 4. To commit to achieving a minimum 50% post consumer content for all copier and general use paper products by September 2005.
- 5. To require the use of rebleded latex paints when latex paint is specified and appropriate for the application.

6. To direct the Chair to implement this policy and provide information to county employees about sustainable purchasing guidelines and methods to reduce paper consumption. The Chair will also provide a report to the Board on the goals established in this resolution by September 2005.

ADOPTED this 19th day of June, 2003



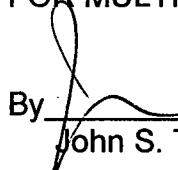
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON



Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 

John S. Thomas, Assistant County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: R-7

Est. Start Time: 10:00 AM

Date Submitted: 05/22/03

Requested Date: Thursday, June 19, 2003

Time Requested: 15 minutes

Department: Dept of Business & Community Services

Division: Facilities & Property Management

Contacts: Doug Butler, Director Ph Ext: #86294 I/O Add: 274
Facilities and Property Management
Lynn Dinger, Project Planning Supervisor Ph Ext: # 82443 I/O Add: 274
Facilities and Property Management

Presenters: Doug Butler, Director Ph Ext: #86294 I/O Add: 274
Facilities & Property Management Division
Lynn Dinger, Project Planning Supervisor Ph Ext: # 82443 I/O Add: 274
Facilities & Property Management Division
Tom Guiney, Program Manager Ph Ext: #85353 I/O Add: 425
Fleet, Records, Electronics and Distribution

Agenda Title: Resolution Approving the Strategy for Relocating Warehouse Services from the Ford Building and Authorizing Negotiation with the Portland Public Schools for Warehouse Space in the Blanchard Building

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

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

Facilities & Property Management recommends the adoption of the resolution approving the strategy for relocating Records Management to the Yeon Building basement and Central Stores and Distribution to the Blanchard Building. Also, we request authorization to negotiate with the Portland Public Schools (PPS) for warehouse space in the Blanchard Building.

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

Multnomah County has sold the Ford Building and now must relocate the current occupants. There are three warehousing activities located at the Ford Building, Central Stores, Distribution, and Records. Central Stores and Distribution should be co-located for service efficiency while Records may be located at another site. The basement of the Yeon Building can accommodate Records and there is appropriate, available space in Portland Public School's Blanchard Building warehouse for Central Stores and Distribution. (For detail see the attached staff report)

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

During FY 03/04 warehouse program moves and tenant improvement to the Yeon and Blanchard Building will cost the County approximately \$715,000. The funding is provided for in the FY 03/04 Capital Improvement Program (Fund 2507), Disposition and Related Moves.

Central Stores, Disposition, and Records will suffer no negative budget impact in FY 03/04 due to moves. The following year Records will actually have lower lease costs (approximately a net \$30,000) at the Yeon and Central Stores and Distribution will incur a modest (approximately a net \$16,000) increase in their lease costs at the Blanchard.

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

4. Explain any legal and/or policy issues.

Use of County Owned Facilities – *Whenever appropriate County functions should be located in County owned facilities.* Locating Records at the Yeon building would meet this policy.

Support of Schools – *While not an official policy of the County, intergovernmental cooperation and particularly support of schools has been a practice of the County.* Leasing warehouse space from the Portland Public Schools will support this objective.

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

Currently, Multnomah County holds a ninety nine year lease on space at the Blanchard Building. County staff has explored opportunities for shared service and co-location of programs with Portland Public Schools and the Housing Authority of Portland. While the PPS warehouse space is being used the Portland Public Schools staff has agreed to the leasing of warehouse space to further the end.

Required Signatures:



Department/Agency Director:

Date: 05/22/03

Budget Analyst

By: _____

Date:

Dept/Countywide HR

By: _____

Date:



MULTNOMAH COUNTY OREGON

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES
FACILITIES AND PROPERTY MANAGEMENT DIVISION
401 N DIXON ST
PORTLAND, OREGON 97227
(503) 988-3322

BOARD OF COUNTY COMMISSIONERS
DIANE LINN • CHAIR OF THE BOARD
MARIA ROJO DE STEFFEY • DISTRICT 1 COMMISSIONER
SERENA CRUZ • DISTRICT 2 COMMISSIONER
LISA NAITO • DISTRICT 3 COMMISSIONER
LONNIE ROBERTS • DISTRICT 4 COMMISSIONER

RELOCATION OF FORD WAREHOUSE SERVICES

SITUATION

The Board of County Commissioners directed the sale of the Ford Building at SE 11th and Division (Resolution 03-005). This decision was based, in part, on the need for substantial maintenance work on major systems and building structure at the Ford Building. The cost of these maintenance projects was forecasted to exceed \$900,000 over the next three years. Even with this substantial expenditure the building would still be a liability with another \$1.4 million of work yet to be done. With the investment in necessary major system repair the lease rate would jump from the 2003 rate of \$4.73 per sq. ft. to \$8.00+ per sq. ft. in 2006. Consequently, the decision was made to sell the Ford and relocate the tenants.

A provision of the sale was a nine month leaseback, with two three month extensions available. During this post sale period F&PM is directed to relocate the remaining Ford Building tenants, Central Stores, Distribution, Records to suitable space. As part of this relocation, a discussion with the Multnomah County Sheriff's Office about the co-location with Central Stores of the Hassalo Warehouse will be undertaken.

Two programs currently located at the Ford Building will not be addressed in this report. The ITO Mainframe Migration program will sunset in October of 2003 and School Dental Program will be moved to another location through planning with the Health Department.

WAREHOUSE PROGRAMS

1. Materials/Central Stores – 22,000 sq ft with 9 FTE at the Ford

- Materials/Central Stores purchases commonly used supplies for Health Services, the Sheriff's operations, janitorial supplies for the County, general office supplies, as well as supplies for other government agencies (enterprise activities). Central Stores purchases and receives goods, performs bulk case breakdowns, warehouses, repackages, and resells the goods to the agency requesting them. Central Stores also receives and stores vaccines and pharmaceuticals requiring secure and refrigerated handling
- To achieve these functions Materials/Central Stores requires a large warehouse type facility, with high ceilings (minimum 14') , wide column spacing (minimum

25')), a minimum of four dock high loading doors (4' above grade), with the capacity to handle trucks with up to 53 ft. trailers.

2. FRED'S Records Management- 23,000 sq ft with 3.8 FTE at the Ford

- Records Management provides records storage and management services to all county agencies. Records also retrieves these stored records for agencies and deliveries them to distribution for delivery, usually within the same day. It maintains archival records including original maps, microfilm and genealogy records, which are available for public viewing within their office. Additionally, in cooperation with county agencies and the State Archives, Records Management develops records retention schedules which ensure that records are maintained in a manner that complies with operational, legal, fiscal, and historical requirements.
- To perform these functions Records Management requires a large warehouse type facility, wide column spacing, and a conditioned area for storage of archival material, with an area capable of holding 40,000 boxes of records. The facility must allow materials to be transferred to a loading dock for large truck delivery and pickup.

3. FRED'S Distribution - 2,000 sq ft with 9.2 FTE at the Ford

- Distribution Services processes material for distribution, delivers interoffice mail, supplies to/from Central Stores, and records to/from Records Management to all County facilities at least once a day. Distribution also provides special services to the Health Clinics/School based clinics and Sheriff's functions such as delivering medical tests and prescriptions. Delivery vehicles are loaded and unloaded several times a day at their facility where items are sorted for further delivery to other County facilities, or processed to be sent by other carriers.
- To perform these functions Distribution Services requires an area to process material, a dock area of adequate size to load/unload up to five vans simultaneously. Distribution services are most closely linked with Central Stores and both programs need to be sited together.

4. Sheriff's Hassalo Warehouse – 10,000 SQ FT WITH 11 FTE at Hassalo

- The Sheriff's Hassalo Warehouse is 10,000 sq. ft. in total size. Prison Inmate Commissary uses 1600 sq. ft. with the remaining 8,400 is used for general Sheriff's Office warehouse. Within the 10,000 sq. ft. envelope there is roughly 1,060 sq. ft. in administrative space and 420 sq. ft. of refrigerated space for the commissary.
- Approximately 1/3 of the stock contained in the general warehouse area is purchased and delivered to Hassalo by Central stores.
- It appears that some of the Hassalo functions could be absorbed into Central Stores.

ASSUMPTIONS

The following assumptions are based on known changes in efficiencies, growth in records retention, security requirements, and special services. What is not accounted for is the uncertainty of the impact of technology and potential changes in county functions and services over the next five to ten years.

- Central Stores will require 22,000 sq ft of space,
- Records Management will require 25,000 sq ft of space,
- Distribution will require 2,000 sq ft of space,
- Central Stores and Distribution will co-locate,
- Records Management can be located at a separate facility,
- The Ford functions will be relocated in County owned space when feasible,
- If County space is not available relocate the Ford functions in Portland Public Schools (PPS) space since it is preferable that PPS receive benefit of lease revenue,
- PPS lease rate, will be competitive with the market,
- Sheriff's Hassalo Warehouse could be incorporated into Central Stores or co-located for efficiencies,
- State Court Records will not addressed in this report.

STUDY TASKS:

1. PROGRAMMATIC ANALYSIS OF COUNTY WAREHOUSING FUNCTIONS LOCATED IN THE FORD/HASSALO BUILDINGS

- a. This work builds on the previous Hennebery/Eddy warehouse space needs analysis, The Warehouse Work Group recommendations, and the Report of the Ford Building Tenants Space Needs Work Group. These reports are available through Lynn Dingler at F&PM (503) 988-3322, X24443.
- b. Staff has reviewed the programs and space requirements of Distribution, Records, and Materials Central Stores.

Conclusion:

- Without significant program modifications, each of the three Ford functions needs approximately their existing space, even assuming increased efficiency of between 10% and 20% in the new space.

2. REVIEW ALL COUNTY FACILITIES FOR VACANT AND UNDERUTILIZED SPACE

- a. Staff looked at every County owned and leased building for vacant and underutilized space. Vacant space is obvious but underutilized space required discussion with the program currently leasing the space. There are several areas in County ownership that are used intermittently but are

necessary for efficient program operation and consequently are not available for other uses. Additionally, F&PM Facilities Service Representatives looked for space that may be vacated due to budget constraints. (*List of all facilities surveyed in Appendix "A"*) Staff determined whether available space could be used for the Ford warehousing and distribution functions. Additionally, when a space was identified (such as at the Yeon) the present users, (FREDS and the Transportation Department) reviewed the conceptual documents and advised on areas in which staff and/or functions could be relocated.

Conclusion:

- The Yeon Shops Building is the only County-owned facility which could accommodate all of the Ford/Hassalo functions; however it cannot accommodate all of these functions without significant capital cost and operations impacts to Central Stores, Distribution and Transportation.
- The Yeon Shops can accommodate Records Management with moderate tenant improvements (TI's) and with manageable operations impacts.
- Site modifications will not be required with a Records only move to the Yeon Building. With location of all warehouse services to the Yeon Building a new Conditional Use (CU) permit may be required. Even if a new CU is not required the existing permit stipulates that a DEQ review will occur with an increase in site use intensity. The DEQ use would possibly result in extensive environmental work at the Yeon site.

3. EVALUATED PORTLAND PUBLIC SCHOOLS BLANCHARD EDUCATIONAL SERVICES BUILDING FOR WAREHOUSE USE

- a. The special requirements of an active warehouse/central stores operation require loading docks and other features that make the Blanchard Building the only PPS facility that could accommodate this function.
- b. Currently F&PM is vacating 6,973 sq. ft. of warehouse space in the Blanchard Building which is being reprogrammed for other uses. This space is not large enough for Central Stores and the floor is not strong enough for heavy warehouse use.
- c. The Blanchard Building L2 level contains 100,000+/- of warehouse in which there is adequate space available to lease for the County's Central Stores and Distribution services.
- d. The Hasslo Warehouse could be merged with Central Stores at the Blanchard site with the addition of leased space.
- e. The impact of the potential sale of the Blanchard Building is an unknown at this time. However, the culmination of a sale is probably far enough in the future that moderate tenant improvements could be amortized (assume 5 years).
- f. School District Administrative staff has agreed to negotiate a near market lease rate.

Conclusion:

- The location of Central Stores, Distribution, and potentially MCSO's Hasslo Warehouse at the Blanchard Building, L2 Level, is a viable option.

4. EVALUATE COMMERCIAL WAREHOUSE MARKET FOR OPPORTUNITIES TO LEASE SPACE

- a. Staff has researched commercial leased warehouse space availability and costs. (*Warehouse Space Availability and Cost in Multnomah County July 17, 2002, is available from F&PM, and Market Survey-Available Warehouse Facilities January 29, 2003, Cushman & Wakefield, Appendix "B"*)

Conclusion:

- There is an adequate, inventory of warehouse lease space available at around \$5.00 per square foot within an acceptable service area for Multnomah County's Central Store and Distribution Services.

RELOCATION CONSIDERATIONS

The following considerations were used when evaluating the various options for warehouse service location.

- **Countywide Cost and Benefit** – The evaluation of options considered the impact on the County as a whole. An example is the benefit of locating warehouse services in County owned space. While locating at a specific site might require payment of lease rates slightly higher than available on the commercial market or substantial tenant improvements, the County is better off using space that we are already paying for. There is a net savings from using County space which allows the County to recoup the cost of tenant improvements quickly.
- **Program Cost and Benefits** – Each program needs to cover the cost of their space in their budget. Also, the impact on operations cost dictated by location is an annual cost that was considered in option evaluation.
- **Move in Cost** – Each site requires tenant improvements to enable the programs to operate efficiently. The cost of these tenant improvements is a capital cost that is considered at each site.
- **Co-location with Portland Public Schools at the Blanchard Building** – Leasing space from the PPS would increase the efficient use of public facilities, enhance opportunities for operational efficiencies and provide PPS with lease revenue.
- **Uncertainty** – County owned space is the safest place to locate services that require substantial investment. This is because of flexibility in owned space that allows programs to react to changes in their approach and also to changes in client's business services.

OPTIONS

Option 1 - Move all Warehouse Services from the Ford Building to the Yeon Shops Basement.

Summary: Good use of County space, very high front end cost, significant program issues and annual costs.

<p>Pro</p> <ul style="list-style-type: none"> • All Warehouse services are located in County owned space. (County Benefit) • This site would offer flexibility due to ownership. (Uncertainty) 	<p>Con</p> <ul style="list-style-type: none"> • Tenant improvements are excessive due to program needs such as loading docks and elevators. (County Cost) • Transportation would lose part of the use of the Yeon basement. This would cause them to store equipment outside and assemble equipment attachments outside. (Program Cost) • Major potential for expensive site environmental modifications (not shown in cost estimate due to additional site development required by code due to increased use at site). (County Cost) • Central Stores and Distribution operations cost would raise substantially due to location. (Program Cost)
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Option 2 - Move Records, Central Stores and Distribution to a commercial, leased warehouse.

Summary: No efficiency gained for County owned space, lowest capital costs of any option, annual lease rate is competitive, and location would be efficient for the programs.

<p>Pro</p> <ul style="list-style-type: none"> • Commercial warehouse space is configured and built for warehouse services. (Program Benefit) • Tenant Improvements are less than for other options. (County Benefit) • Site options within efficient service area are available. (Program Benefit) 	<p>Con</p> <ul style="list-style-type: none"> • The tenant improvements will go into non County owned space. (County Cost) • This is "new money" that will be charged annually over the term of the lease and will escalate annually. (County Cost) • Yeon basement will remain under utilized. (Program Cost) • Lease may obligate the County for a longer period than is prudent. (Uncertainty)
---	--

Option 3 - Move Records to the Yeon Basement and Central Stores and Distribution to the Blanchard Bldg.

Summary: Efficient use of County space, moderate front end costs, support for schools, efficient program location and predictable annual costs.

Pro	Records	Con	Records
	<ul style="list-style-type: none"> Records, is located in County owned space. (County Benefit) Investment is made to County owned space. (County Benefit) By investing in County owned space the cost of tenant improvements are paid back in 4 to 5 years. (County Benefit) This site would offer flexibility due to ownership. (Uncertainty) 		<ul style="list-style-type: none"> Records will incur moderately increased program costs due to location. (Program Cost) Transportation would lose part of the use of the Yeon basement. This would cause them to store equipment outside and assemble equipment attachments outside. (Program Cost)
	<p>Central Stores and Distribution</p> <ul style="list-style-type: none"> Program costs are contained due to location close to a majority of clients. (Program Benefit) Facility is designed for warehouse use. (Program Benefit) Facility location is desirable for efficient service. (Program Benefit) 		<p>Central Stores and Distribution</p> <ul style="list-style-type: none"> Stores and Distribution are not located in a County owned space. (County Cost) Tenant improvements are higher than commercial option. (County Cost)

Current Cost at Ford

	<i>Sq Ft.</i>	<i>Move \$</i>	<i>TIs \$</i>	<i>Cost Sq.Ft.</i>	<i>Annual Rent</i>
Ford (1)	46,348			\$4.73	\$219,226

(1) The current Annual Rent does not reflect the substantial increase in Annual Rent after the 1st stage of the major repairs is completed in 2006. ($\$8.00 \times 46,348 = \text{Annual Rent of } \$370,784$)

Cost Estimates

OPTION 1 (All At Yeon)

	<i>Sq Ft.</i>	<i>Move \$</i>	<i>TIs \$</i>	<i>Cost Sq.Ft.</i>	<i>Annual Rent</i>
Yeon (All Warehouse Services)	49,000	\$120,000	\$1,200,000	\$3.83	\$188,000
Yeon (Office Space)	2,000			\$8.15	\$16,300
Total Estimate		\$120,000	\$1,200,000		\$204,300

OPTION 2 (All in Commercial)

	<i>Sq Ft.</i>	<i>Move \$</i>	<i>TIs \$</i>	<i>Cost Sq.Ft.</i>	<i>Annual Rent</i>
Commercial Warehouse (1)	61,360	\$120,000	\$300,000	\$5.70	\$349,750
Total Estimate		\$120,000	\$300,000		\$349,750

(1) Appendix "C" - Based on a ten and a half year lease proposal for 2455 NW Nicolai, and assuming a triple net cost of .48 cents per sq. ft. for first year lease. Lease proposal includes a 3% annual base rate escalation (Year 2 escalation - $\$204,960 \text{ base} \times .03 = \$6,149$)

OPTION 3 (Records at Yeon; Central Stores and Distribution at Blanchard)

	<i>Sq Ft.</i>	<i>Move \$</i>	<i>TIs \$</i>	<i>Cost Sq.Ft.</i>	<i>Annual Rent</i>
Records to Yeon (Warehouse)	25,000	\$60,000	\$355,000	\$3.83	\$95,750
Yeon (Office)	500			\$8.15	\$4,075
Yeon Total		\$60,000	\$355,000		\$99,825
Central Stores & Distribution to Blanchard (1)	24,000	\$60,000	\$310,000	\$5.40	\$129,600
Blanchard Total		\$60,000	\$310,000		\$129,600
Total Estimate		\$120,000	\$665,000		\$229,425

(1) Office space is included in this estimate

Option 3 Note – As part of the commercial market study, realtors were asked if a shorter term lease (less than 10+ years) was available at similar terms and for around 25,000 sq. ft. Their response was that a shorter term was available at similar terms. However, a 25,000 sq. ft. warehouse with docks and the other efficiency tools the County is seeking will be hard to find.

RECOMMENDATION

1. Move Records to the Yeon Shops

- a. The move to the Yeon Basement will cost:
 - i. \$60,000 for moving from Ford to Yeon, which is comparable to all other sites
 - ii. \$355,000 in tenant improvements recoverable in an owned space investment. (Cost recovery 4 to 5 years)
 - iii. Cost per square foot and annual rent for warehouse space will be 19% lower, for the program, at the Yeon Building.
 - iv. The annual rent payment of \$99,825 in FY 05 is an internal County transfer not “new money” paid to an outside entity. This keeps County money funding County objectives.
- b. The Transportation Division will realize annual saving of \$99,825 in their lease cost.
- c. County owned space will be more efficiently utilized

2. Negotiate with School District 1 for warehouse space in the Blanchard Building for Central Stores and Distribution.

- a. The move to the Blanchard will cost:
 - i. \$60,000 in moving costs,
 - ii. Approximately \$350,000 in tenant improvements
 - iii. Specific annual rate will be negotiated after approval by the Board. However, the Portland Public Schools has agreed to meet the market rate for warehouse space. F&PM assumption is approximately \$5.40 per sq. ft. annually.
- b. Presuming a market rate Central Stores and Distribution will incur a modest increase in lease cost of approximately \$16,000 annually.
- c. Leasing warehouse space from the School District will provide funding to schools.

3. Prepare a feasibility analysis of the merging or co-location of the Multnomah County Sheriff's Office, Hassalo warehouse with Central Stores and Distribution.

Appendix "A"

INVESTIGATION OF EXISTING VACANT OR UNDERUTILIZED COUNTY OWNED AND OTHER NON-COUNTY SPACE

Staff was instructed to "exhaustively research all County Owned or leased facilities for sizable space even if functions were to be located separately." We have looked at every County owned and leased building for vacant and underutilized space. Additionally our Facilities Service Representatives looked for space that may be vacated due to budget constraints. If space is or maybe available, we determined whether the space could be used for the Ford warehousing and distribution functions from the programmatic information provided by the Ford users Records, Distribution and Materials Departments. Additionally when a space was identified (such as at the Yeon) the present users, (FREDS and the Transportation Department) reviewed the conceptual documents and advised us on areas in which relocated staff and/or functions could be located to provide the necessary functional adjacencies. We thank everyone for their conscientious efforts and for the assistance.

The following is an outline of the process utilized for this study.

■ **Data Collection**

FPM's Fiscal and Data Management Sections compiled data to analyze the County's warehouse and shop space, as well as all available County space. It should be noted that for FPM administrative purposes, "space" is categorized by its intensity of use rather than actual use. An example of this would be at the Justice Center. The "shop space" in the Justice Center is actually structured parking and "warehouse space" is vacant detention cells. Therefore, a download of warehouse and shop from Fiscal's database will not give an accurate picture of the County's vacant warehouse and shop activities. We reviewed all of the County's vacant space, called warehouse, shop, or otherwise, for this study. Additionally, we looked at opportunities for central integration of services, at duplication of services, or opportunities for co-location.

■ **User Consensus**

Initially, a decentralized concept for the three Ford functions, Distribution, Records, and Materials, was examined based on the availability of smaller spaces that could accommodate each of the functions, such as Distribution (1100 square feet) in the Multnomah Building basement. FREDS administration believed that the current relationships of the three programs reflects the **shared services model** and that breaking up the programs to different locations would be less efficient. Investigations into the Yeon Shops possibilities convinced FREDS that the Records Storage functions could be sited at the Yeon Shops without significant loss of efficiencies.

■ **Warehouse Space and Maintenance Shop Requirements**

For this study, these spaces are defined as:

- ☐ Warehouse space requires loading docks for receiving and distributing materials, with large enough areas for fifty-foot trucks to maneuver for loading and unloading, clean temperature-conditioned space, and good access to major arterials. Presently, the County has developed a centralized Warehouse, Distribution, and Records Storage function which is presently located in the Ford Building
- ☐ Shop/Maintenance spaces are for vehicular equipment repairs, including hydraulic lifts and ceiling mounted cranes for removal of engines, paint booths, and other areas for body work. Shop spaces are not as clean, temperatures are not as controlled as warehouse, and have a

variety of fumes such as from exhaust, welding operations, etc. An example of this is at the Yeon building where a centralized road shop function has developed which services all of the equipment needed to maintain the County road system as well as a repair facility for all County vehicles.

Additionally many spaces called "Shop/Maintenance" are generally of an accessory to a particular function. For example, most of Transportation's roadshops have a shop component. Facilities Management often has shop spaces in the larger buildings to service the heating equipment.

- Both Warehouse and Shop/Maintenance functions have an administrative office function. These functions include administrative and supervising staff supervising.

By examining all County facilities shown as warehouse, shop, or vacant, a short list of twelve facilities was identified that could possibly be appropriate for the three County Warehouse functions now located in the Ford Building.

Bldg	Building Name	Space Available	Use	Further Study
B-119	Justice Center		Detention Facility	No
B-155	Restitution Center		Detention Facility	No
B-160	McCoy Bldg		Health Facility	No
B-161	Mead Bldg		Office Facility	No
B-274	The Blanchard	33,000 sq. ft.	Office and Warehouse	Yes
B-322	Walnut Park Aging Services Basement/Mezzanine		Office and Basement Storage	No
B-331	MCCF		Detention Facility	No
B-400	Gresham Neighborhood Center		Office (scheduled for Disposition)	No
B-412	Morrison Bldg		Office (scheduled for Disposition)	No
B-425 B-455	Yeon Annex and Shops	55,000 sq. ft.	Office, Shops and Warehouse	Yes
B-448	Gateway Children's Center		Office Facility	No
B-503	The Multnomah Bldg		Office Facility	No

1. B-425 and B-455 Yeon Building and Annex 1600/1620 SE 190th Gresham

The Yeon building was constructed in the early 1980's to replace County facilities lost due to the construction of I-205.

Facilities Planning has been aware that the building, though 95% leased to county agencies, is underutilized. Facilities Planning conducted a preliminary investigation of possible additional uses for this facility in the spring of 2001. At the time, three options were considered: Option 1 proposed MCSO relocating from the Hansen to the Annex; Option 2 proposed MCSO relocating to the Yeon Building; and Option 3 recommended moving Records and Central Stores from the Ford to the Yeon Building. FREDs strongly believed at that time that the impact to their operations would be too great if all warehouse functions were to move to Yeon.

- **Advantages:** This is a relatively new County owned facility with adequate space and a loading facility which appears presently to be underutilized.
- **Disadvantages:** Its location is relatively remote, causing the possible necessity of additional vehicle trips, and will create inconveniences for the users of the Record storage and deliveries.
- **Recommendation:** This option is viable, but will require a detailed evaluation.

2. B-274 Blanchard Building 401 N Dixon

Warehouse areas of the Blanchard Building, although owned by the Portland Public School District, are proposed to be available for lease by the County. While this is not a County-owned facility, due to the County's current 99 year lease of more than 46,000 square feet. it is understood the County will occupy this building for a time period equal to any "owned" facility.

- **Advantages:** Convenient location for the service of the County programs, availability of adequate loading dock facilities, and existing fire sprinklered warehouse area. Additionally advantages include the adjacency to the Facilities and Property Management function, and ancillary facilities such as a cafeteria and restroom, which are already available for use. While presently not used by the school district, a CCTV system is available for use to monitor the warehouse operations.
- **Disadvantages:** A disadvantage of the Blanchard is the possible sale of the building and future relocation costs. In addition, construction of a small office area within the warehouse for Records and Distribution employees is required due to functional considerations for Distribution and Records.
- **Recommendation:** This option is viable, but will require a detailed evaluation

3. B-119 Justice Center 1120 SW 3rd

The seventh floor and seventh floor mezzanine show significant vacant space. The space is primarily comprised of jail cells with built in concrete beds. The areas are fully sprinkled and exit ways are code complainant. This area is best suited for jail uses. Level L1 is presently utilized for unloading of bulk storage including kitchen supplies, Facilities and Sheriff parking and for bus transport operations.

- **Advantages:** The space is vacant and centrally located.
- **Disadvantages:** Access in and out of this facility is difficult as the elevators are used for corrections. Since storage would be considered a change of use, both siting a warehouse function and a change back to detention space in the future would require a Conditional Use and would require additional code upgrades.
- **Recommendation:** Do not consider. Unavailable for this use.

4. B-155 Restitution Center 1115 SW 11th

The Restitution Center is a three story residential type facility located within the PSU campus. Until recently the Restitution Center has been a work release facility that operates under a conditional use permit. Although presently vacant due to the budget constraints of the Sheriff Department, the space is not appropriate for a warehousing operation.

- **Advantages:** The space is vacant space, central location.

- **Disadvantages:** Currently Residential space. Since storage would be considered a change of use, both siting a warehouse function and a change back to work release space in the future would require a Conditional Use and would require additional code upgrades.

- **Recommendation:** Do not consider. Unavailable for this use

5. B-160 McCoy Building 426 SW Stark

The McCoy building is the County's central health clinic housing a variety of health programs as well as its administrative functions. Vacant space on the first floor has been recently leased as storefront commercial. Some space is available in the basement.

- **Advantages:** Available space, central location
- **Disadvantages:** No loading areas, available space is too small for any of the Fords functions
- **Recommendation:** Do not consider

6. B-161 Mead Building 421 SW 5th

2,621 square feet is presently available at the Mead Building, Mezzanine Floor. The present use is for the telecommunications area of ISD which is being relocated to the Kelly building. This area is best suited for offices.

- **Advantages:** None
- **Disadvantages:** Size, cost, location, security requirements
- **Recommendation:** Do not consider

7. B-322 Walnut Park/Aging Services 5225 NE MLK Jr Blvd.

The Multnomah Building is the County's administrative headquarters housing programs that provide core services to the public. With the buildout of the fifth floor and basement, minimal vacant space will be available. Planning considered locating distribution in the basement, however FREDs strongly believes that Distribution needs to be co-located with Central Stores.

- **Advantages:** Central location, Basement is appropriate for the storage of records.
- **Disadvantages:** The available vacant space has been committed for additional records Storage for the State Courts.
- **Recommendation:** Do not consider

8. B-331 Multnomah County Corrections Facility 1906 SE Halsey St. Troutdale
MCCF has been the County's minimum Security Detention facility.

- **Advantages:** May become available when Wappato opens spring of 2004.
- **Disadvantages:** Remote location. Since storage would be considered a change of use, both siting a warehouse function and a change back to detention space in the future would require a Conditional Use and would require additional code upgrades.
- **Recommendation:** Do not consider

9. B-400 Gresham Neighborhood Center 50 NE Elliot Gresham

The Gresham Neighborhood Center is vacant, is a disposition property, and is presently for sale.

- **Advantages:** None
- **Disadvantages:** The Building functions like an office facility. The building suffers from major structural deficiencies and cannot be occupied without significant structural upgrades.
- **Recommendation:** Do not consider

10. B-412 Morrison Building 2115 SE Morrison

The Morrison Building was constructed prior to 1950, and two separate additions to the structure were added in 1955 and 1960. Moffatt, Nichol and Bonney conducted a seismic analysis of the building in 1995, and the report concluded that in the event of an earthquake – the building would fail. The building is being vacated and is scheduled for sale.

- **Advantages:** Vacant space appears to be available; however the building is scheduled for disposition.
- **Disadvantages:** Building is structurally unsound with repair costs needed to address seismic issues larger than the value of the building
- **Recommendation:** Do not consider

11. B-448 Gateway Children's Center- The MDT Building 103127 E Burnside

3500 square feet of general use space is shown as available in the MDT lower level. This building is presently being renovated to provide open offices on all three floors.

- **Advantages:** Close in location.
- **Disadvantages:** Available space is presently being converted to offices. Lease cost is too high for this type of function. Not appropriate for warehouse or distribution functions.
- **Recommendation:** Do not consider

12. B-503 The Multnomah Building 501 SE Hawthorne

The Multnomah Building is the County's administrative headquarters housing programs that provide core services to the public. With the buildout of the fifth floor and basement, minimal vacant space will be available. Planning studie3d the option of locating distribution in the basement, however FREDs strongly believes that Distribution needs to be co located with Central Stores.

- **Advantages:** Central location
- **Disadvantages:** Limited available space in the basement with the current buildout of the building; loss of program efficiency.
- **Recommendation:** Do not consider



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Oregon, Inc.
200 S.W. Market Street, Suite 200
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(503) 279 1700 Tel
(503) 279 1790 Fax
www.cushwake.com

January 29, 2003

Patrick Jones
Multnomah County
401 N. Dixon Street
Portland, OR 97227-1865

Re: **Market Survey – Available Warehouse Facilities**

Dear Patrick:

We would like to thank you for the opportunity to present the enclosed matrix of available office and warehouse facilities located close-in Eastside along with other submarkets in Multnomah County including N.W. Guilds Lake, Swan Island, Rivergate, Columbia Corridor and Airport – I-205 Corridor. Evidenced by the extensive enclosed list, as we get further out of the CBD core, the availabilities expand significantly.

The reflective lease rates range from \$.25 psf - \$.35 psf shell rates and \$.50 - \$.65 psf office surcharges. Monthly triple nets will range between \$.06 - \$.12 psf with real property taxes making up the bulk of the operating expenses per facility.

In addition to lease opportunities, we have also enclosed the office/warehouse facilities for sale. The properties vary in functionality, age, parking and lot size and price ranges. The market for warehouse is between \$45 - \$65 per square foot.

We look forward to touring the market with you, surveying the initial list of options to determine a short list of viable alternatives based on your criteria.

Sincerely,

Brad R. Carnese
Associate Director

rd\NBRC\ C3012905

Enclosure

c: Scott Madsen

Thursday, May 01, 2003

Multnomah County
Patrick Jones
Department of Business and Community Services
Facilities and Property Management Division
401 N Dixon St
Portland, OR 97227

601 SW Second Avenue, Suite 1500
Portland, Oregon 97204
Telephone: 503.223.3123
Facsimile: 503.227.2447
www.colliers.com

RE: Lease Proposal - 2455 NW Nicolai, Portland, Oregon 97210

Dear Patrick:

On behalf of Rosan, Inc., we are pleased to offer a proposal to lease space to Multnomah County at 2455 NW Nicolai, Portland, OR, under the following basic terms:

- Tenant:** Multnomah County
- Premises:** Approximately 61,360 square feet including 2,057 square feet of office space located at 2455 NW Nicolai, Portland, OR, 97210
- Lease Term:** 126 months, commencing June 1, 2003 and expiring November 30, 2013.
- Monthly Base Rent:** Beginning December 1, 2003 the monthly base rent shall be \$17,180.00/NNN (\$.28 per square foot on the shell area with no office surcharge) per month with annual increases of 3% thereafter. During the first six months of the lease term tenant shall be responsible for triple net expenses only. Landlord shall offset rental during months 7,8, and 9 equal to the amount paid by Multnomah County for the existing lease in the "Ford" building; said offset shall not exceed \$10,000.00 per month.
- Additional Expense:** Tenant shall be responsible for the pro-rata share of the property taxes, insurance and common area maintenance that are currently estimated at \$.085 per square foot per month. Tenant shall be responsible for its separately metered utilities, which include electricity, natural gas, phone and data connections. Tenant shall be entitled to apply for the real estate property tax exemption for the Premises and, if successful in obtaining the exemption, the NNN charges payable by tenant shall be reduced by an amount equal to all of the tax savings resulting from the exemption of the Premises from taxation.
- Security Deposit:** Upon mutual execution of a lease, Tenant shall pay for the first month's Base Rent (\$17,180.00) and a security Deposit in the amount of \$17,180.00 totaling \$34,360.00.

Use of Premises: Tenant shall use the premises for warehousing and distribution of county owned materials and related goods.

This letter is explicitly limited to an invitation to the Tenant to enter into negotiations with the Landlord for an amendment to the existing lease upon the terms and conditions expressed herein. This letter constitutes only an expression of intent and is not an agreement to consummate the transaction contemplated herein. Either party may terminate negotiations at any time for any reason without liability to the other party; each party proceeds with any actions taken in anticipation of an agreement at its sole risk

Please call if you have any questions or concerns regarding this proposal.

Sincerely,

COLLIERS INTERNATIONAL

A handwritten signature in cursive script that reads "Dan Slevin". The signature is written in black ink and is positioned below the printed name of the sender.

Dan Slevin
(503) 499-0065

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Approving The Strategy For Moving Ford Warehouse Services And Authorizing The Negotiation With Portland Public Schools For Warehouse Space In The Blanchard Building.

The Multnomah County Board of Commissioners Finds:


- a. Multnomah County has sold the Ford Building at SE 11th and Division in Portland, Oregon.
- b. Tenants in the Ford Building, that need to be moved, include Materials/Central Stores, Records Management, and Distribution.
- c. County owned facilities were surveyed for appropriate warehouse space; only the Yeon Building has adequate, available space.
- d. The private warehouse market was evaluated for warehouse lease opportunities and it was found to be expensive over the long term for county leasing.
- e. Portland Public School's warehouse, located in the Blanchard Building has warehouse space available and the School District is interested in leasing warehouse space to the County.
- f. Records can be located at the Yeon Building creating an efficient space and a cost effective use of a County owned building.
- g. Central Stores and Distribution could be located at the Portland Public Schools Blanchard Building which would provide program efficiencies and support public schools.
- h. The Multnomah County Sheriff's Office operates a separate warehouse that may be more efficient if co-located or merged with Central Stores.

The Multnomah County Board of Commissioners Resolves:

1. The Board approves the strategy of moving Records Management from the Ford Building to the Yeon Building.
2. The Board authorizes Facilities and Property Management to proceed with negotiations with Portland Public Schools for the leasing of warehouse space in the Blanchard Building.
3. The Board directs Facilities and Property Management to work with the Multnomah County Sheriff's Office to evaluate the potential for increased efficiency and the cost savings through the co-location or merger of Central Stores and the Sheriff's warehouse.

ADOPTED this 19th day of June, 2003

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:
AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
John S. Thomas, Assistant County Attorney

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 03-093

Approving the Strategy for Moving Ford Warehouse Services and Authorizing the Negotiation with Portland Public Schools for Warehouse Space in the Blanchard Building

The Multnomah County Board of Commissioners Finds:

- a. Multnomah County has sold the Ford Building at SE 11th and Division in Portland, Oregon.
- b. Tenants in the Ford Building, that need to be moved, include Materials/Central Stores, Records Management, and Distribution.
- c. County owned facilities were surveyed for appropriate warehouse space; only the Yeon Building has adequate, available space.
- d. The private warehouse market was evaluated for warehouse lease opportunities and it was found to be expensive over the long term for county leasing.
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- g. Central Stores and Distribution could be located at the Portland Public Schools Blanchard Building which would provide program efficiencies and support public schools.
- h. The Multnomah County Sheriff's Office operates a separate warehouse that may be more efficient if co-located or merged with Central Stores.

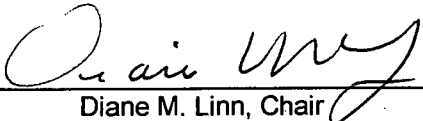
The Multnomah County Board of Commissioners Resolves:

1. The Board approves the strategy of moving Records Management from the Ford Building to the Yeon Building.
2. The Board authorizes Facilities and Property Management to proceed with negotiations with Portland Public Schools for the leasing of warehouse space in the Blanchard Building.
3. The Board directs Facilities and Property Management to work with the Multnomah County Sheriff's Office to evaluate the potential for increased efficiency and the cost savings through the co-location or merger of Central Stores and the Sheriff's warehouse.

ADOPTED this 19th day of June, 2003.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
John S. Thomas, Assistant County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: R-8

Est. Start Time: 10:15 AM

Date Submitted: 05/16/03

Requested Date: June 19, 2003

Time Requested: 10 minutes

Department: DBCS

Division: Facilities & Property Mgmt

Contact/s: Doug Butler, Jim Emerson, Stan Ghezzi

Phone: 503 988-3322

Ext.: 86294

I/O Address: 274/F&PM

Presenters: Doug Butler

Agenda Title: RESOLUTION Directing the Facilities and Property Management Division and the Transportation Division to Assess the Potential for Earthquake Damage to County-owned Public Facilities and to Address Mitigation of the Risk of Earthquake Damage in Capital Improvement Plans

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

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

The Department of Business and Community Services, Facilities and Property Management Division and Transportation Division recommends adoption of the Resolution.

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

After discovery of a hazardous structural situation at Central Library (which led to the 1993 G.O.Bond-funded project to renovate that building) the Board of County Commissioners funded preliminary seismic evaluations of other County buildings deemed likely to have seismic deficiencies. Several studies per year were funded in the CIP budget through the 1990's. The Board also passed Resolution 92-121 in June 1992,

committing to continue with assessments through the Facilities Management and Transportation Divisions.

A summary of structural/seismic evaluations for County buildings has been prepared, and evaluation of the principal County bridges has also been accomplished. A list of seismic remediation needs for both buildings and bridges, including preliminary, order-of-magnitude estimates, has been included in the FY04 Capital Improvements Plan so that all capital needs are represented in a comprehensive context. There is no expectation that the seismic needs will be met immediately, or in any single budget year, as the funding needs for both buildings and bridges are considerable.

Meanwhile, due to recent geologic discoveries, the building code for Oregon was substantially revised in the early 1990's to require much greater seismic resistance in new or substantially renovated structures. County buildings built since 1993 meet current codes, and many buildings have been retrofitted to approximate current codes. The Burnside Bridge approach ramps have also received a Phase I seismic retrofit. A list of accomplished work is in the Resolution.

This Resolution is submitted on the advice of the County Attorney's Office to establish a process by which the Board of County Commissioners may recognize work accomplished, changed conditions (such as buildings sold or to be sold,) and which will allow the Board to annually (or more often as necessary) evaluate seismic risks in County-owned public facilities and take appropriate action to remediate risks to the extent appropriate and possible considering budget constraints.

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

No current year budget impact. Ongoing impact will be budgeting of seismic strengthening projects into the capital budgets of both Transportation and Facilities Divisions, as financial capability allows and as appropriate for each structure.

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

- ❖ **Why was the expenditure not included in the annual budget process?**
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?**

- ❖ Why are no other department/agency fund sources available?
- ❖ Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.
- ❖ Has this request been made before? When? What was the outcome?

If grant application/notice of intent, explain:

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

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

Passage of this Resolution is recommended by the County Attorney to provide a process for the Board to receive and evaluate information concerning seismic risk and to, as a matter of policy, commit the County to continually assess, monitor, and as necessary and appropriate, fund the reduction of seismic risks in County-owned public facilities.

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

N/A

Required Signatures:



Department/Agency Director:

Date: 05/16/03

Budget Analyst

By: _____

Date:

Dept/Countywide HR

By: _____

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Directing the Facilities and Property Management Division and the Transportation Division to Assess the Potential for Earthquake Damage to County-owned Public Facilities and to Address Mitigation of the Risk of Earthquake Damage in Capital Improvement Plans

The Multnomah County Board of Commissioners Finds:

- a. On June 30, 1992, this Board adopted Resolution 92-121 directing Facilities Management, Transportation and Risk Management staff to assess the vulnerability of county structures to earthquake damage and to use seismic mitigation strategies in any new construction in the 1992-93 budget years. The resolution further provided that the Board would consider new strategies to address earthquake preparedness as new information became available.
- b. Since Resolution 92-121 was adopted, significant new research has been done concerning the likelihood and severity of earthquakes in Multnomah County.
- c. Since Resolution 92-121 was adopted, the county has taken the following actions to mitigate earthquake damage to persons and property in and around county owned and occupied facilities:
 - 22 buildings, representing most of the major, older County buildings, have had preliminary seismic studies prepared by structural engineers
 - Substantial seismic renovation was accomplished at Central Library, North Portland Library, Elections Building, Kelly Building, the south half of the Walnut Park Building and the GCC Service Building.
 - The ten new buildings built since 1993 are built to Seismic Zone 3 standards
 - Sale or offering for sale of three of the most seismically-deficient buildings: Ford Building which has been sold, Gresham Neighborhood Center which is being sold and Morrison Building which is being offered for sale.
 - The Burnside Bridge, a designated Regional Lifeline, has received a Phase 1 seismic retrofit to its approach ramps, with deck, beams, and girders tied to supporting substructure. (Main span Phase 1, and substructure Phase 2, remains to be done.)

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 03-094

Directing the Facilities and Property Management Division and the Transportation Division to Assess the Potential for Earthquake Damage to County-owned Public Facilities and to Address Mitigation of the Risk of Earthquake Damage in Capital Improvement Plans

The Multnomah County Board of Commissioners Finds:

- a. On June 30, 1992, this Board adopted Resolution 92-121 directing Facilities Management, Transportation and Risk Management staff to assess the vulnerability of county structures to earthquake damage and to use seismic mitigation strategies in any new construction in the 1992-93 budget years. The resolution further provided that the Board would consider new strategies to address earthquake preparedness as new information became available.
- b. Since Resolution 92-121 was adopted, significant new research has been done concerning the likelihood and severity of earthquakes in Multnomah County.
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 - Sale or offering for sale of three of the most seismically-deficient buildings: Ford Building which has been sold, Gresham Neighborhood Center which is being sold and Morrison Building which is being offered for sale.
 - The Burnside Bridge, a designated Regional Lifeline, has received a Phase 1 seismic retrofit to its approach ramps, with deck, beams, and girders tied to supporting substructure. (Main span Phase 1, and substructure Phase 2, remains to be done.)

- Commencement of construction of three projects which will provide enhanced seismic safety for County operations which will be located in the project improvements: GCC "MDT Building" renovation and new construction to current Zone 3 codes at Wapato Facility and Hillsdale Library.
 - Extensive study of County Courthouse options, driven in large measure by concerns about that building's seismic performance, has been undertaken.
- d. A November, 2001 report entitled "Summary Report of Structural/Seismic Evaluations for Multnomah County Buildings" (Report) summarized seismic studies previously done on twenty-two Multnomah County owned and occupied buildings. The Report indicates that a number of county owned and occupied public facilities may be susceptible to significant earthquake damage from a major seismic event in the Portland Metropolitan area.
 - e. A July 1996 Report entitled, "Willamette River Bridges Main Spans Seismic Evaluation," and a November 1996 ODOT Report entitled, "Seismic Vulnerability of Local Agency Bridges," have been prepared summarizing the Phase 1 (superstructure) and Phase 2 (substructure) seismic remediation work which needs to be done on the six Multnomah County Willamette River bridges.
 - f. It is important for the Board to regularly assess the seismic vulnerability of county owned and occupied structures and plans for mitigation of potential earthquake damage. The annual consideration of capital improvement projects is the most appropriate process by which to assess such risks and mitigation plans. However, whenever significant mid-year developments require reassessment of approved plans, such developments should be presented to the Board with recommendations for supplements and revisions to approved capital improvement budgets.
 - g. The County has limited resources to fund a broad range of programs important to the public; earthquake damage mitigation is one of many competing priorities.
 - h. The Board is responsible for allocating limited county resources through its annual operating budget and capital budget. Upon weighing the available information on seismic activity, the structural integrity of county transportation facilities and county owned and occupied buildings, and competing budget interests, the Board of County Commissioners concludes that the actions and policy described in this resolution are an appropriate response.

The Multnomah County Board of Commissioners Resolves:

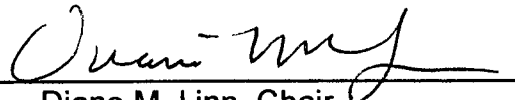
1. The Board is committed to assessing the seismic vulnerability of county owned and occupied structures and mitigation of potential earthquake damage. The Transportation and Facilities and Property Management Divisions (Divisions) are directed to continue to assess earthquake risk to county facilities and to develop plans for risk mitigation.

2. The Board further directs the Divisions to address earthquake mitigation as part of their budget prioritization in the Capital Improvement Programs (CIPs) and to include in the CIPs a detailed statement of all work needed to mitigate potential earthquake damage that, for budgetary reasons, is not included in the CIP.
3. The Divisions are further directed to advise the Board of any significant developments occurring after adoption of the CIP that affect earthquake preparedness and that the Board should consider for mid-year amendment to the CIP.

ADOPTED this 19th day of June, 2003.

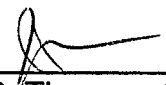


BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
John S. Thomas, Assistant County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: R-9

Est. Start Time: 10:30 AM

Date Submitted: 05/19/03

Requested Date: June 19, 2003

Time Requested: 15 minutes

Department: Business and Community Services

Division: Facilities and Property Mgmt

Contact/s: Doug Butler, Director

Phone: 503-988-3322

Ext.: 86294

I/O Address: B/274

Wanda Yantis, Operations Program Manager

Phone: 503-988-3322

Ext.: 84242

I/O Address: B/274

Presenters: Doug Butler, Director, Facilities and Property Management Division

Phone: 503-988-3322

Ext.: 86294

I/O Address: B/274

Agenda Title: Resolution approving the final space utilization plans of the fifth floor and basement of Multnomah Building and authorization to proceed with the design, public bidding and construction through the completion of the related tenant improvements.

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

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

Adoption of the resolution approving the final space utilization plans of the fifth floor and basement of the Multnomah Building and authorization to complete the design, bidding and construction of the tenant improvement as described in the project charter attached.

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

The fifth floor and the basement of the Multnomah building are under utilized. On the fifth floor, vacant space on the north side of the Building will be remodeled to create 5,831 square feet of office space and 941 square feet employee break room. Information Technology Organization will occupy 4,552 square feet and the rest will be available for another County program to occupy. The computer and general training rooms will be moved to the basement. In the basement, the available vacant space will be remodeled to create a computer training room and a general training room, add more space to the wellness center for men's and women's locker and shower rooms and an area for health related classes. The \$1,350,000 budget was allocated in the FY 02/ 03.

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

FY 02/03 line item budget		\$1,350,000
Project cost		
Construction hard cost	(850,000)	
Soft cost	<u>(500,000)</u>	
Total cost		(\$1,350,000)
Budgeted		\$1,350,000
Expense to date		<u>(\$86,000)</u>
Remaining		\$1,264,000

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

4. Explain any legal and/or policy issues.

No legal or policy issue involved.

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

Not Applicable.

Required Signatures:



Department/Agency Director:

Date: 05/15/03

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. _____

Approving Final Space Utilization Plans of the Fifth Floor and Basement of the Multnomah Building and Authorizing the Facilities and Property Management Division to Proceed with the Project for the Design, Public Bidding and Construction of the Related Tenant Improvements

The Multnomah County Board of Commissioners Finds:

- a. The need for full space utilization of the Multnomah Building.
- b. The tenant improvement project for the final build-out of the fifth floor and the basement of the Multnomah Building is a Major Facilities Capital Project as defined in County Resolution 02-136. The initial phases of this project, preliminary planning and project proposal, are complete. Under Resolution 02-136, Board approval of the Project Charter is necessary in order for the project to proceed further.
- c. The \$1,264,000 project budget is the remaining portion of the \$1,350,000 budgeted for the project to finalize space utilization of Multnomah Building.
- d. Necessary capital funds exist within the Capital Improvement Program's current FY03/04 budget to complete the tenant improvement project.
- e. The proposed final space utilization layout is accepted as indicated in the proposed schematic plan layout attached to the Project Charter.
- f. The kitchen equipment of the decommissioned cafeteria will be disposed of prior to construction according to the County rules and procedures for the disposal of surplus property.

The Multnomah County Board of Commissioners Resolves:

1. The Board approves the project plans proposed and tentative project schedule as indicated in the Project Charter.
2. The Board authorizes Facilities and Property Management to proceed with the project to complete the design, documentation, permit process, public bidding, construction, and completion of the tenant improvement of the fifth floor and basement of the Multnomah Building.

ADOPTED this 19th day of June, 2003

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By _____
John S. Thomas, Assistant County Attorney



MULTNOMAH COUNTY OREGONS

PROJECT APPROVAL FORM

Project Titles: Final build-out of the fifth floor and basement of the Multnomah Building

Project Summary:

Fifth floor:

- 1- Demolition of the decommissioned cafeteria and the Computer Training room
- 2- Tenant improvement of the about 4'600 square feet office space to move Information Technology to the fifth floor from Kelly building
- 3- Tenant improvement to provide about 950 square feet employee Break room

Basement:

- 1- Demolition of existing movable file system, existing break room and other walls as required
- 2- Tenant improvement for about 3,000 square feet employee Wellness Center including men's and women's locker and shower rooms
- 3- Tenant improvement of about 2,500 square feet Total of a Computer Training and a General Training rooms

Project Type:

- ☐ Minor Project (< \$1,000,000 including soft costs)
☒ Major Project (> \$1,000,000 including soft costs)

Approval Phase:

- ☐ Preliminary Planning Proposal
☐ Project Proposal
☐ Project Plan
☒ Project Design and Construction

Submitted by:

Cyrus Yamin, AIA, CSI

Project Manager

Signature

Date

Section Manager Review:

John Lindenthal

CIP Section Manager

Signature

Date

Review and approvals required for all projects:

FPM Director Review:

Doug Butler

Signature

Date

Impacted Department Director:

Cecilia Johnson

Signature

Date

Review and approvals required for Major Projects:

DBCS Director Review:

Cecilia Johnson

Signature

Date

Cabinet Review:

John Ball

Signature

Date

Chair's Office Review (as needed):

Signature

Date

BCC Approval:

Diane Linn

Signature

Date



MULTNOMAH COUNTY OREGON

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES
FACILITIES AND PROPERTY MANAGEMENT DIVISION
401 N DIXON ST
PORTLAND, OREGON 97227
(503) 988-4384 – Tel
(503) 988-5643 - FAX

BOARD OF COUNTY COMMISSIONERS
DIANE LINN • CHAIR OF THE BOARD
MARIA ROJO DE STEFFEY • DISTRICT 1 COMMISSIONER
SERENA CRUZ • DISTRICT 2 COMMISSIONER
LISA NAITO • DISTRICT 3 COMMISSIONER
LONNIE ROBERTS • DISTRICT 4 COMMISSIONER

MULTNOMAH BUILDING FINAL BUILD-OUT FIFTH FLOOR AND BASEMENT

TENANT IMPROVEMENT PROJECT

Major Facilities Capital Project Review

Documents Required for Board of County Commissioners' Approval

Defined in Resolution 02-136

TABLE of CONTENTS

1. BOARD AGENDA PLACEMENT REQUEST	(2 pages)
2. RESOLUTION	(1 page)
3. PROJECT APPROVAL FORM	(1 page)
4. PROJECT CHARTER	(7 pages)
5. IMPACTED PROGRAMS CONFIRMATIONS	(5 pages)
6. DRAWINGS ATTACHED	(6 pages)
1- Fifth floor current uses and square footage plan	
2- Fifth floor proposed uses and square footage plan	
3- Fifth floor proposed layout plan	
4- Basement current uses and square footage plan	
5- Basement proposed uses and square footage plan	
6- Basement proposed layout plan	

PROJECT CHARTER



PROJECT NAME

503 Multnomah Building – Final Build-out of Fifth Floor and Basement

Project Number

CP 10.40.03

Charter Creation Date

Original draft	April 10, 2003
First revision	April 25, 2003
Second revision	May 6, 2003
Third revision	May 12, 2003

Project Description

Complete renovation and occupancy of available spaces on the Fifth Floor and Basement of the Multnomah Building. Maximize utilization of building floor areas. Provide finished office space to accommodate new tenants. Provide building support spaces for use by tenants and other County employees, including employee Break Room and Wellness Center equipped with men's and women's locker and shower facilities.

Fifth Floor:

Current uses, 7,549 square feet of the south and southeast corner occupied by the County Attorney, 2,012 square feet total of the Computer and General Training rooms and 5,901 square feet vacant area previously used as the cafeteria (see existing layout BOMA square footage plan attached).

Tenant improvement plan, Demolish the decommissioned Cafeteria and existing Computer Training room and remodel the space to provide 5,831 square feet of office space for tenant occupancy and 941 square feet space for employee Break room adjacent to the deck area on the Green Roof (see drawings attached.) Information Technology Organization (ITO) will be the tenant occupying 4,552 square feet of the office space on the northeast corner of the building and the remaining 1,279 square feet space on the northwest corner will be ready to be occupied by a future tenant. Install Herman Miller work stations to meet the County space standards and the ITO requirements, and relocate ITO personnel from their current locations to the new space. The area currently indicated as General Training Room will be available for computer and other training classes through the construction, but after the completion of the computer and general training rooms in the basement, this space will be available for future tenants. Construct the employee break room adjacent and with immediate access to the deck area on the Green roof. Install cabinets with counter top and sink and provide area needed for up to three vending machines and containers for recycling and trash.

Basement:

Current uses, 5,326 square feet occupied by Information Technology Organization (ITO) Local Area Network (LAN,) 1,525 square feet for Wellness program, 3,219 square feet warehouse space and 1,703 vacant space (see existing layout BOMA square footage plan attached).

Tenant improvement plan, Demolish the existing rolling files, existing break room and other walls as required. Build new Computer and General Training rooms, total of 2,452 square feet, to meet the requirements of the operating organization. Relocate and reuse training equipment and material from the fifth floor. Relocate three of the vending machines to the employee Break room on the fifth floor. Relocate other vending machines to a specific area in the basement. Remodel about 3,000 square feet of space for the Wellness Center. Construct men's and women's lockers and showers for the wellness center. Include a space in the women's locker room allocated specifically for the use of nursing mothers. The remaining 1,510 square feet in the basement adjacent to the training rooms and the ITO areas will be left as unfinished space to be used as facilities storage or as available space for future tenant occupancy see drawings attached).

Stakeholders or Sponsors

Sponsor(s):

Department of Business and Community Services

Dept(s) for Whom Project is done:

Department of Business & Community Services

Dept(s) Affected:

Department of Business & Community Services

Other Building Tenants: Chair's Office, Board of Commissioners, Auditor's Office, Public Affairs Office, County Attorney, Multnomah County Sheriff's Office, Department of Community Justice

Agreements/Contracts Needed Outside County

None

Goals and Objectives

Why is This Project Being Done?

Complete renovation and occupancy of available spaces on the Fifth Floor and Basement at the Multnomah Building. Maximize utilization of building floor areas. Provide building support spaces for tenants and other County employees including an employee Break room and a Wellness Center equipped with men's and women's locker and shower rooms.

What Will It Achieve?

See above.

Background Reports:

B503 Multnomah Building – Space Recommendations (February 25, 2002 memo from CR Jurgemeyer)

B503 Multnomah Building – Space Allocation Revisions (February 19, 2002 memo from CR Jurgemeyer)

B503 Multnomah Building – Space Allocation Proposals (February 14, 2002 memo from CR Jurgemeyer)

Key Personnel Resources

Doug Butler, Director of Facilities & Property Management

Stephen Kelly, Property Manager

Cyrus Yamin, AIA, CSI, Project Manager

Project Budget

The budgeted amount as a line item in the FY 03: \$ 1.35 million

Construction Hard Cost		\$850,000
Soft Cost		
A&E	\$150,000	
Project Management	\$76,500	
ITO Herman Miller Furniture and Move	\$100,000	
Telecom	\$60,000	
Contingency	\$113,500	
Total Soft Cost		\$500,000
Total Project Cost		\$1,350,000
Amount Budgeted		\$1,350,000
Cost to Date		
A&E	(\$48,000)	
Project Management	(\$38,000)	
Total Cost to Date		(\$86,000)
Balance		\$1,264,000

Funding Plan

FY 02/ 03 budgeted \$ 1.35 million

Exclusions

Only Herman Miller systems furniture workstations for ITO are included. Furniture or Herman Miller workstations for no other program are included. No freestanding bookcases, chairs, desks, files, tables or other office equipment is included in the budget. The computers and telephone sets currently used by the employees will be moved and installed in the new office. No new computers or telephone sets are included in the project budget. The 1,510 square feet vacant space in the basement will be left unfinished. No budget contribution to the construction of the Green roof or access to the roof is included in the budget of this project.

Benefits

Maximize building utilization. Locate personnel workspaces on upper floors with windows. The employee Break room, currently located in the basement will be located on the fifth floor adjacent to the deck on the Green roof to provide access to daylight and outside air. The Wellness Center will provide areas for exercise equipment and space to conduct health related classes for all County employees.

Impact

The operational budgets of programs involved will be impacted.

- 1- Although square footage charges for common areas in the building will be unchanged in FY 04, the FY 05 rates will be affected due to lunch/break room on the fifth and the Wellness Center in the basement.
- 2- Facilities and Property Management is planning to charge the warehouse rate for the basement space in the Multnomah building.
- 3- According to the project schedule, the construction operations will be in the six months from September 03 through February 04. The square footage charges to the programs are adjusted accordingly.
 - a- The first two months of FY 04, the programs will be charged for their current occupancy. Wellness has 1,383 sq. ft. of general use on the third floor. Training has 2,760 sq. ft. on the fifth floor and 2,741 sq. ft. on the forth floor a total of 5,501 sq. ft. all general use. ITO's LAN has a total of 7,144 sq. ft. in the basement. However, only 4,902 sq. ft. of that is actually occupied by LAN. The balance is an unfinished space that ITO originally reserved for its future expansion. Note that all square footages are including 14% for common areas.

FY 04 Client expense - No enhanced

Program	Cost Center	Gen. Use sq ft	Wrhs Use sq ft	Monthly amount	July & Aug 03
DBCS Employee Wellness	705500	1,383	2,046	\$5,979.00	\$11,958.00
DBCS Training	706000	5,501	0	\$10,686.00	\$21,372.00
DBCS ITO	709161	0	7,144	\$11,496.00	\$22,993.00
Total three programs					\$56,323.00

- b- From September 03 through February 04, the project is in construction phase. The wellness program will be charged for the 1,383 sq. ft. general use on the third floor and will not be charged for the space in the basement which will be under construction. The Computer training room on the fifth will be eliminated and the training program will be charged only for the General training room on the fifth floor for 1,514 sq. ft. and the 2,741 sq. ft. on the forth floor a total of 4,255 sq. ft. of general use. The ITO, LAN in the basement will be charged for the space that they actually occupying, 4,902 sq. ft. The unfinished space will be modified, due to the proposed basement plan layout. Note that all square footages are including 14% common area.

FY 04 Client expense - No enhanced

Program	Cost Center	Gen. Use sq ft	Wrhs Use sq ft	Monthly amount	Sep. 03 to March 04
DBCS Employee Wellness	705500	1,383	0	\$2,741.00	\$16,445.00
DBCS Training	706000	4,255	0	\$8,299.00	\$49,792.00
DBCS ITO	709161	0	4,902	\$7,948.00	\$47,687.00
Total three programs					\$113,924.00

- c- From March 04 through June 04, the new occupancy will be in place. The Wellness program has 1,383 sq. ft. general use on the third floor and 3,425 sq. ft. in the basement. The Training program will be charged for 2,741 sq. ft. general use on the forth floor and 2,795 sq. ft. in the basement for the new computer training and general training rooms. The ITO will be occupying the new space on the fifth floor a total of 6,385 sq. ft. of general use space. In the basement however, there could be two scenarios for ITO. If ITO decides not to reserve any vacant space, they will be charged only for the 4,902 sq. ft. that currently is occupying, as the table shows.

FY 04 Client expense - No enhanced

Program	Cost Center	Gen. Use sq ft	Wrhs Use sq ft	Monthly amount	March to June 30
DBCS Employee Wellness	705500	1,383	3,425	\$8,162.00	\$32,647.00
DBCS Training	706000	2,741	2,795	\$9,821.00	\$39,286.00
DBCS ITO	709161	6,385	4,902	\$20,182.00	\$80,728.00
Total three programs					\$152,661.00

If ITO needs space for future expansion, there is more space available in the basement for tenants. According to the new basement plan there will be about 1,500 sq. feet of vacant unfinished space next to ITO space. This space will be available for ITO expansion or other tenants. Currently, the Facilities and Property Management is working with ITO to determine their space needs.

The following table describes the charges to the programs for the three periods in FY 04.

FY 04 Client expense - No enhanced

Program	Cost Center	July & Aug 03	Sep. 03 to march. 04	March to July 04	Program Total FY 04
DBCS Employee Wellness	705500	\$11,958.00	\$16,445.00	\$32,647.00	\$61,050.00
DBCS Training	706000	\$21,372.00	\$49,792.00	\$39,286.00	\$110,450.00
DBCS ITO	709161	\$22,993.00	\$47,687.00	\$80,728.00	\$151,408.00
Total three programs		\$56,323.00	\$113,924.00	\$152,661.00	\$322,908.00

Constraints

- ☐ SPACE
- ☐ SCOPE
- ☐ PERMITS/ZONING
- ☐ LAND ACQUISITION
- ☐ FUNDING/BUDGETING
- ☐ TIMING
- ☐ NEIGHBORHOOD
- ☐ OTHER

To perform all construction work during regular working hours while the rest of the building is occupied and all programs in the building operating without interruptions.

Citizen Involvement

None

Assumptions

- 1- All construction work to be performed during regular hours
- 2- The kitchen equipment of the decommissioned cafeteria will be disposed of, prior to construction, according to the County rules and procedures for the disposal of surplus property.

Location and/or Directions to Project Site

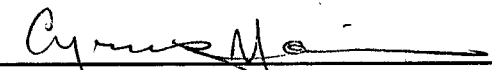
Multnomah Building is located at 501 SE Hawthorne Boulevard in Portland, Oregon 97214. The project work is on the Fifth Floor and Basement.

Plans of Project


See attached preliminary plans for the Fifth Floor and Basement attached.

Fifth floor existing layout BOMA square footage plan
Fifth floor proposed layout BOMA square footage plan
Fifth floor plan
Basement existing layout BOMA square footage plan
Basement proposed layout BOMA square footage plan
Basement plan

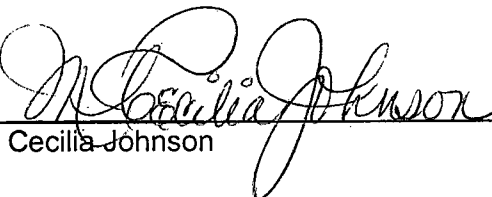
Charter Approvals**Charter Prepared By:**


Cyrus Yamin, AIA, CSI

Date: 5 / 12 / 03**Facilities & Property
Management Director:**


Doug Butler

Date: 5 / 14 / 03**Budget Office:****Date:** / / **Department of Business
& Community Services
Director:**


Cecilia Johnson

Date: 5 / 15 / 03**Dept. Stakeholder:**

DBCS

Date: / / **County Chair:**

Diane Linn

Date: / /



MULTNOMAH COUNTY OREGON

DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES
FACILITIES AND PROPERTY MANAGEMENT DIVISION
401 N DIXON ST
PORTLAND, OREGON 97227
(503) 988-3322

BOARD OF COUNTY COMMISSIONERS
DIANE LINN • CHAIR OF THE BOARD
MARIA ROJO DE STEFFEY • DISTRICT 1 COMMISSIONER
SERENA CRUZ • DISTRICT 2 COMMISSIONER
LISA NAITO • DISTRICT 3 COMMISSIONER
LONNIE ROBERTS • DISTRICT 4 COMMISSIONER

Date: May 5, 2003

To: Gail Parnell
Human Resources, Director

From: Stephen Kelly
Facilities Management, FSM-DBCS

Re: B503 Multnomah Building - Approving Proposed Cost for Remodeled Space

This memorandum concerns the improvements to the Multnomah Building *Basement, Wellness Center* that shall occur during the next fiscal year (2004). The numbered items below as well as the figures table are part of the Capital Improvements Project Charter that will be presented to the Board of County Commissioners in an Agenda Placement Packet in the immediate future. Please read carefully below:

- 1- Although square footage charges for common areas in the building will be unchanged in FY 04, the FY 05 rates will be affected due to lunch/break room on the fifth and the wellness room in the basement.
- 2- The Facilities and Property Management is planning to charge warehouse rate for the basement space in the Multnomah building.
- 3- According to the project schedule, the construction operations will be in the six months from September 03 through February 04. The square footage charges to the programs are adjusted accordingly.
 - a- The first two months of FF 03, the programs will be charged for their current occupancy.
 - b- From September 03 through February 04, during the construction, The Computer training room on the fifth will be eliminated and the training program will be charged only for the General training room. The wellness program will not be charged for the basement space due to the construction. The ITO's LAN in the basement will be charged for 4,299 square feet instead of 5,326.
 - c- From March through June 04, Training program will be charged for the new Computer and General training rooms in the basement only. The ITO will be charged for the 4,640 square feet office on the fifth and 4,299 square feet warehouse rate in the basement. Wellness program will be charged for 3,004 square feet warehouse rate in the basement.

The following table describes the charges to the programs for the three periods in FY 04.

FY 04 No enhanced lease charges							
Program	Cost Center	Gen. Use sq ft	Wrhs. Use sq ft	July & Aug 03	Sep. 03 to march. 04	March to July 04	Program Total FY 04
DBCS Employee Wellness	705500	1,383	2,046	\$11,958.00	\$16,640.00	\$29,981.00	\$58,579.00
DBCS Training	706000	5,501	0	\$21,372.00	\$18,280.00	\$39,286.00	\$78,938.00
DBCS ITO	709161	0	7,144	\$22,993.00	\$46,623.00	\$87,432.00	\$157,048.00
Total three programs							\$294,565.00

These are the project cost estimate as of May 1st for the Wellness Center. I have attached a color floor plan of the proposed remodeled space. The Wellness Center is number 4 on the plan.

Your signature reflects that Human Resources is aware of the fiscal responsibilities associated with occupying the future improved space, and are committed to budgetary funding for the above dollar amounts as shown above, which could fluctuate plus or minus 5 %.

Sign: Gail Parnell date: 5-5-03
 Gail Parnell
 Human Resources, Director

Cc: Colleen Bowles, F&PM
 BDMC, F&PM

YAMIN Cyrus

From: KELLY Stephen G
Sent: Tuesday, May 13, 2003 7:54 AM
To: YAMIN Cyrus
Cc: LINDENTHAL John A; BOWLES Colleen; MAHONEY-CLARK Deirdre
Subject: FW: B503 - FW: Facilities expense for (ITO and Training)

Importance: High

Here is the answer from ITO. They will budget for the \$151,408 dollars for the existing basement space as well as the future 5th Floor space.

This looks pretty clear.

Stephen Kelly

Facilities Services Manager
Inter-Office: 274
Extension: 84210
Phone: 503-988-4210
stephen.g.kelly@co.multnomah.or.us

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

From: THOMPSON Janet M
Sent: Monday, May 12, 2003 1:23 PM
To: KELLY Stephen G
Subject: FW: B503 - FW: Facilities expense for (ITO and Training)
Importance: High

Steve,
Let this e mail serve as confirmation of the scenarios for the ITO square footage in the Multnomah building.

We do want first rights to the vacant space in the basement.

We will budget 151,408 for the existing space in the basement and the 6,385 square feet on the 5th floor. We will need a full wall between us and any other tenant on the fifth floor for data system security.

Thanks.

Janet M. Thompson
Multnomah County
Information Technology Organization
4747 East Burnside Street
Portland, OR 97215
503 988 3749 x 26641
fax 503 988 5009
janet.m.thompson@co.multnomah.or.us

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

From: JACOBSON Rick L
Sent: Monday, May 12, 2003 10:54 AM
To: THOMPSON Janet M
Subject: FW: B503 - FW: Facilities expense for (ITO and Training)
Importance: High

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

From: KELLY Stephen G
Sent: Thursday, May 08, 2003 3:56 PM
To: JACOBSON Rick L; YEO Lisa; GONZALES Carla K
Cc: LINDENTHAL John A; YAMIN Cyrus; PROFFITT Alan D
Subject: B503 - FW: Facilities expense for (ITO and Training)
Importance: High

Hello everyone.

Please open the document below. I was directed to get this to each of you as quickly as possible. Please review and accept or reject the information enclosed. You may do this via email.

We would like your answer(s) if possible by tomorrow (5/9) if at all possible.

Thanks for your valuable time.

Stephen Kelly
Facilities Services Manager
Inter-Office: 274
Extension: 84210
Phone: 503-988-4210
stephen.g.kelly@co.multnomah.or.us

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

From: YAMIN Cyrus
Sent: Thursday, May 08, 2003 12:49 PM
To: KELLY Stephen G
Subject: Facilities expense

Steve.

This is an explanation of charges. If you have any question, please let me know.
Thanks

Cyrus



operational
charges.doc (62 K...

YAMIN Cyrus

From: KELLY Stephen G
Sent: Tuesday, May 13, 2003 7:59 AM
To: YAMIN Cyrus; MAHONEY-CLARK Deirdre; BOWLES Colleen
Subject: FW: B503 - FW: Facilities expense for (ITO and Training)

FYI...

SK

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

From: GONZALES Carla K
Sent: Monday, May 12, 2003 10:26 AM
To: KELLY Stephen G
Cc: MOUNTS Tony D; DARGAN Karyne A
Subject: RE: B503 - FW: Facilities expense for (ITO and Training)

Good Morning Steve,
The grand total '04 charges for OE 706000 of \$110,450.00 are accepted.

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

From: KELLY Stephen G
Sent: Thursday, May 08, 2003 3:56 PM
To: JACOBSON Rick L; YEO Lisa; GONZALES Carla K
Cc: LINDENTHAL John A; YAMIN Cyrus; PROFFITT Alan D
Subject: B503 - FW: Facilities expense for (ITO and Training)
Importance: High

Hello everyone.

Please open the document below. I was directed to get this to each of you as quickly as possible. Please review and accept or reject the information enclosed. You may do this via email.

We would like your answer(s) if possible by tomorrow (5/9) if at all possible.

Thanks for your valuable time.

Stephen Kelly

Facilities Services Manager
Inter-Office: 274
Extension: 84210
Phone: 503-988-4210
stephen.g.kelly@co.multnomah.or.us

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

From: YAMIN Cyrus
Sent: Thursday, May 08, 2003 12:49 PM
To: KELLY Stephen G
Subject: Facilities expense

Steve.
This is an explanation of charges. If you have any question, please let me know.
Thanks

Cyrus

Tenant Information

- ① B503-Base
Vacant
General Use
5901
- ② 107001
County Attorney
General Use
7549
- ③ 706000
DBCS - Training
General Use
2012

Multnomah Building - B503
501 SE Hawthorne Blvd.
Portland, Oregon 97214

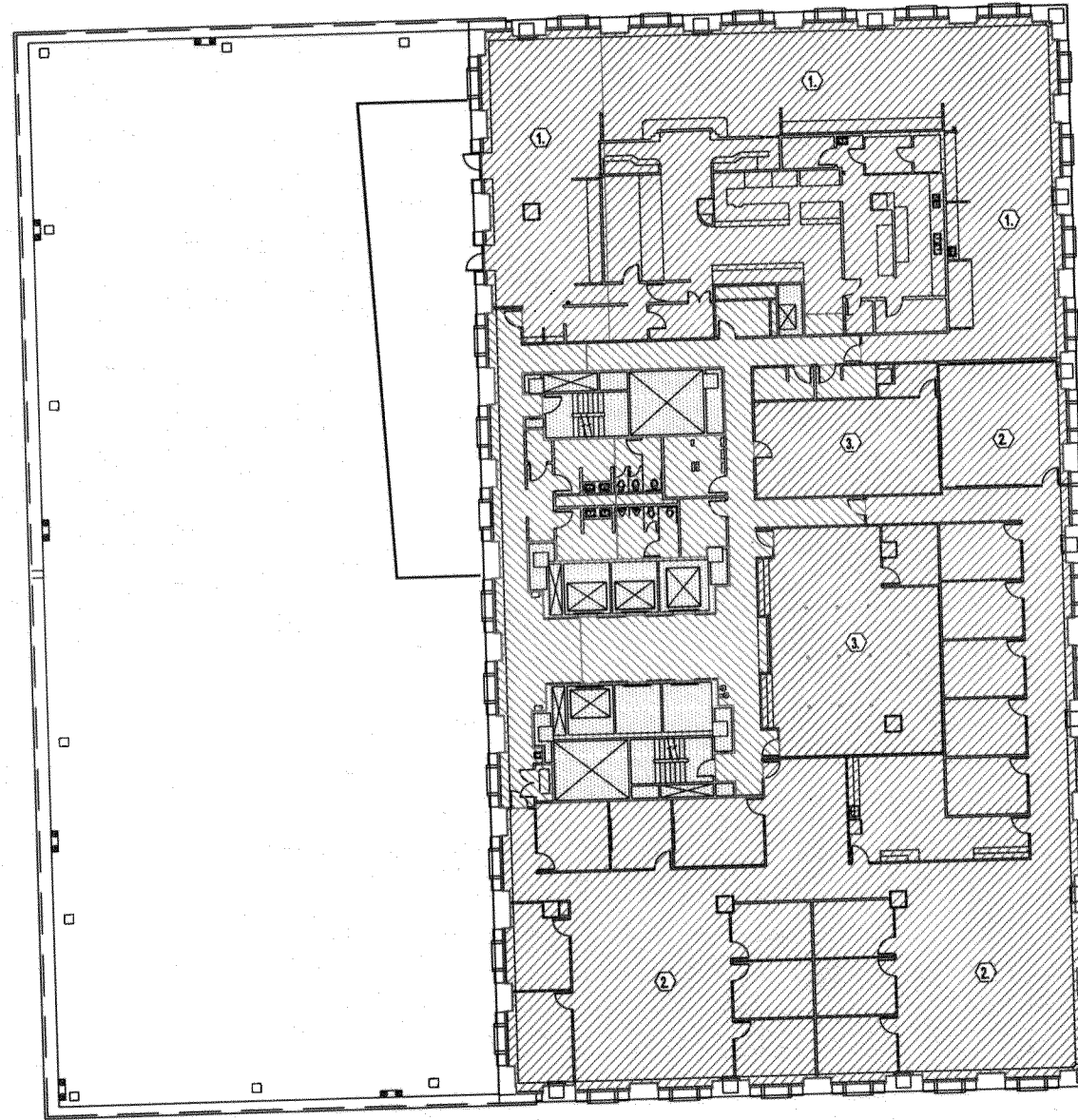
Floor Information

GMA
20092

MVP
1577

FCA
3053

BCA
0



Figures above represent occupied areas by tenant and do not reflect total billable square footage. For example, the figures above do not include common areas. For further information contact Property Manager.

May 2001
Steve Kelly

Existing - Fifth Floor

Measured by: Brett Taute
Date: 01 March 2001



For BDMC Use Only

GBA
21323

TCS
????

(0.1% variance allowance)
0

Control # 109

Tenant Information

- 1. 709000
DBCS - ITO
General Use
4552
- 2. 107001
County Attorney
General Use
7547
- 3. b503 - Base
Vacant
General Use
1328
- 4. B503-Base
Vacant
General Use
1279

Multnomah Building - B503
501 Hawthorne Blvd.
Portland, OR 97214

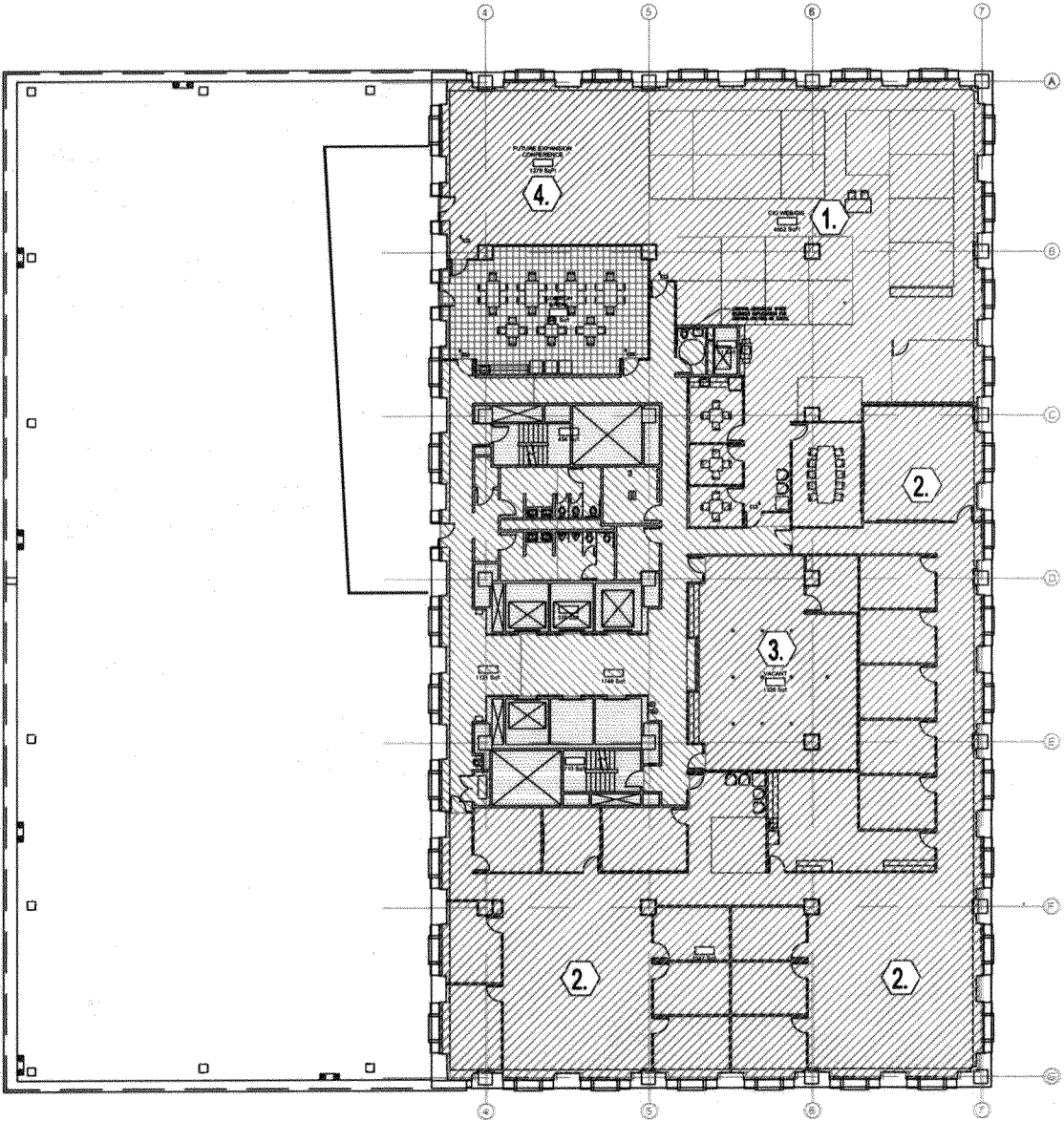
Floor Information

GMA
20092

MVP
1577

FCA
2868

BCA
941



Figures above represent occupied areas by tenant and do not reflect total billable square footage. For example, the figures above do not include common areas. For further information contact Property Manager.

Proposal D
Steve Kelly

Final Proposal- Fifth Floor

Measured by: Brett Taute
Date: 15 April 2003

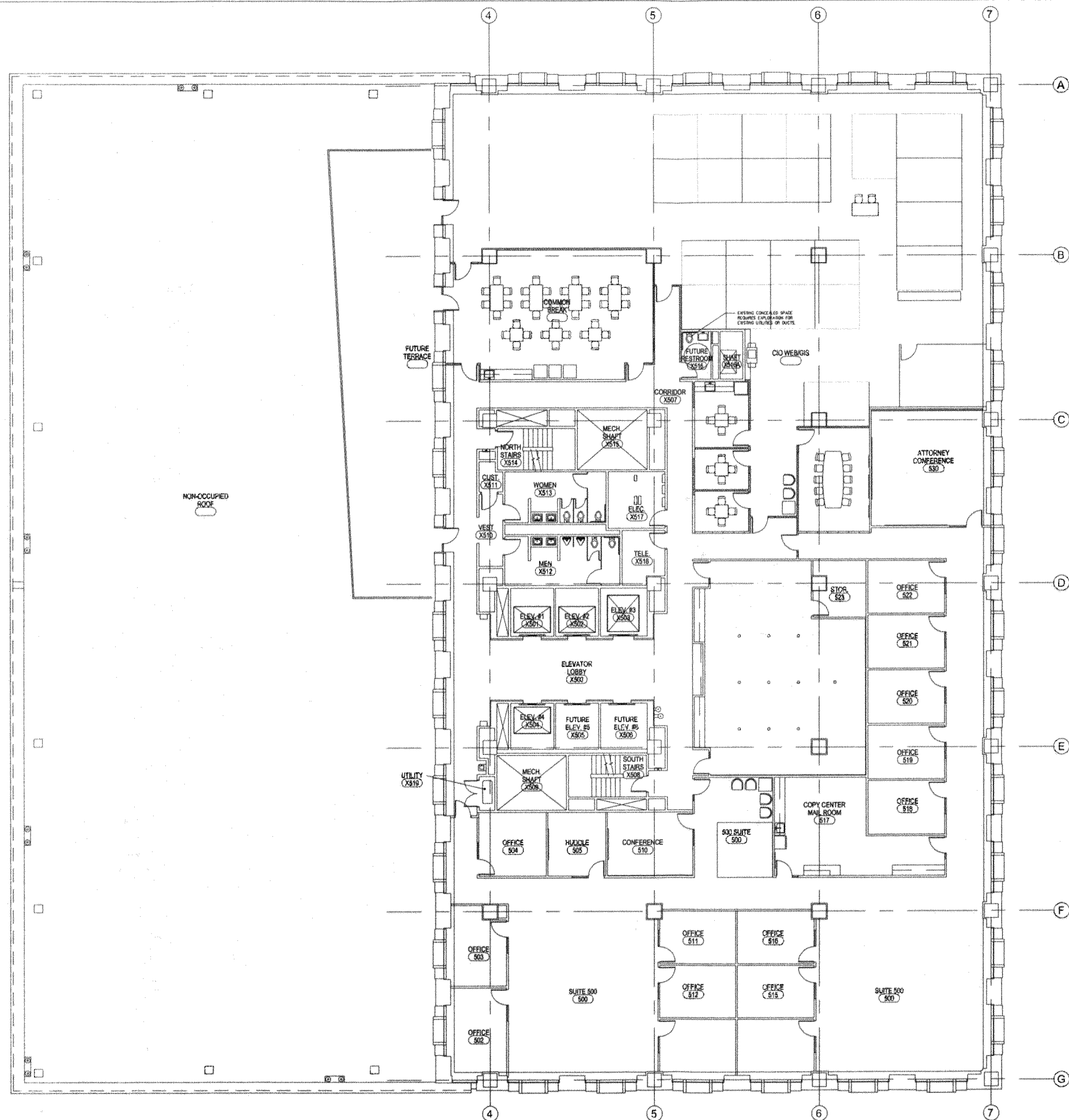


For BDMC Use Only

GBA
21323
TCS
0

(0.1% variance allowance)
-1 in FCA

Control # n/a



MULTNOMAH COUNTY OREGON
Facilities & Property Management
401 N. Dixon Street
Portland, OR 97227-1865

Multnomah Building

501 SE Hawthorne Blvd.
Portland, OR 97214

Mark	Date	Description of Revision	By

Consultant Project No:

CAD DWG File: MUr-fp05

Checked By:

Drawn By:

Approved By:

M.C. Bldg.# - Proj.#

B503

Sheet Title

ARCHITECTURE
PLAN

FIFTH FLOOR
PROPOSED

Date

A-102-05

A Sheet 2 of 2

20 May 2003

Tenant Information

① 709000
DBCS-ITO
General Use
5326

② Not Used

③ B503-base
Vacant
Warehouse
3219

④ 705500
Wellness
Warehouse
1525

⑤ B503-base
Vacant
General Use
1703

Multnomah Building - B503
501 SE Hawthorne
Portland, Oregon 97214

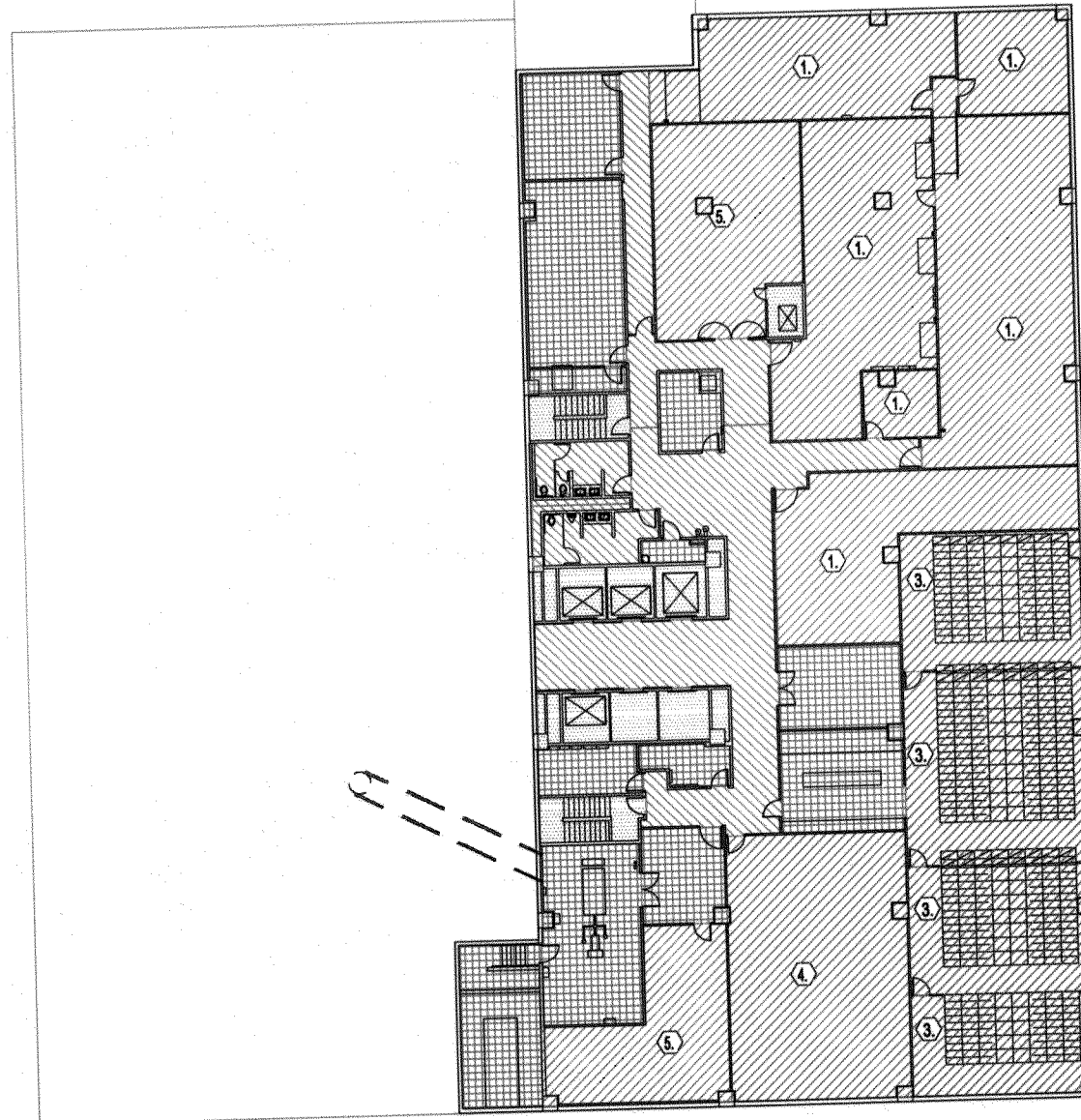
Floor Information

GMA
18976

MVP
1119

FCA
2608

BCA
3476



Figures above represent occupied areas by tenant and do not reflect total billable square footage. For example, the figures above do not include common areas. For further information contact Property Manager.

February 2003
Mike Crank

Existing - Basement Floor

Measured by: Michael Khaligh
Date: 5 February 2003



For BDMC Use Only

GBA
19456

TCS
0

(0.1% variance allowance)
-1 in FCA

Control # 396

Tenant Information

- ① 709000
DBCS - ITO
Warehouse
4299
- ② Vacant
B503-Base
Warehouse
1510
- ③ 706000
DBCS - Training
Warehouse
2452
- ④ 705500
Wellness
Warehouse
3004

Multnomah Building - B503
501 SE Hawthorne Blvd.
Portland, OR 97214

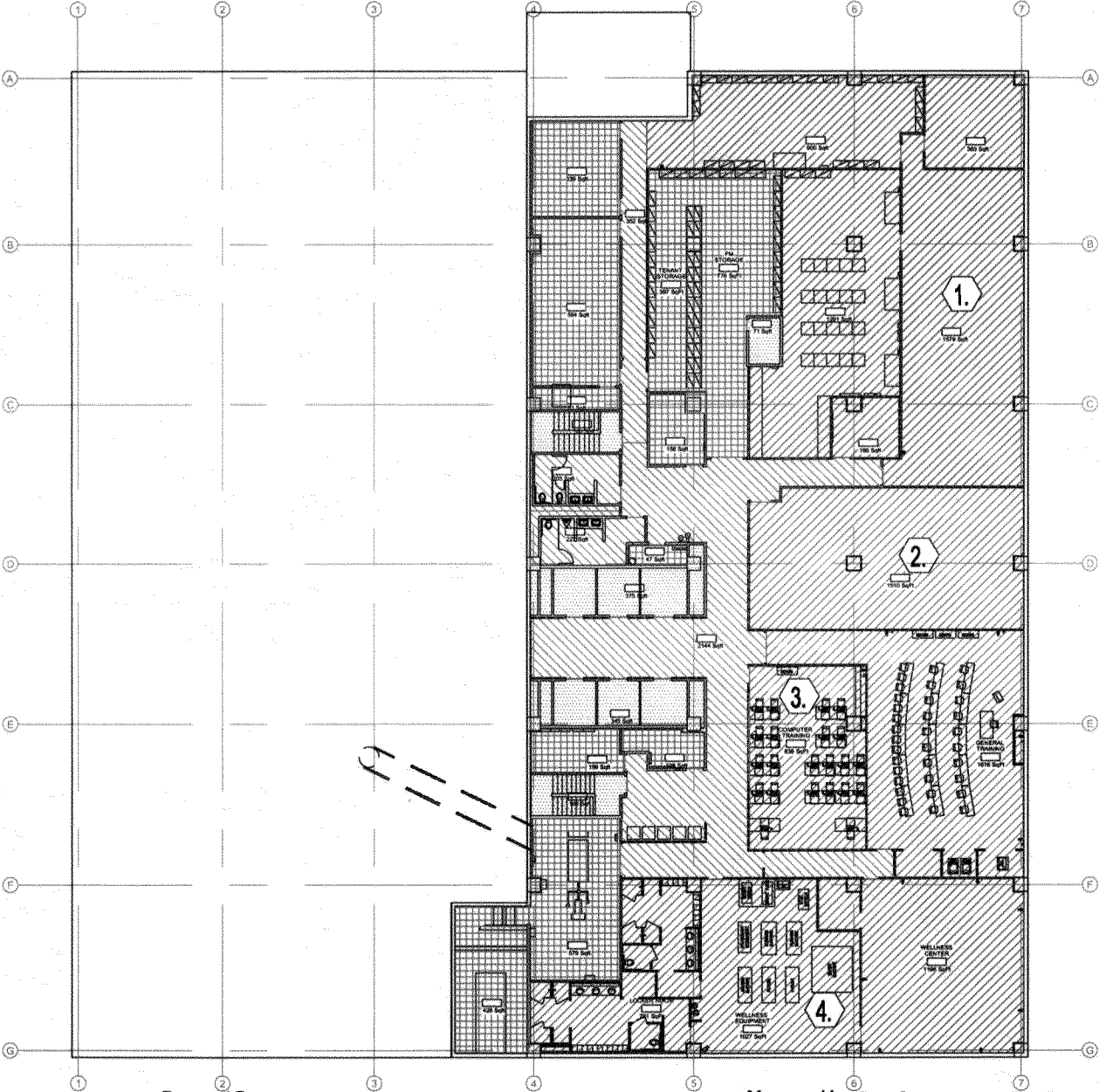
Floor Information

GMA
18976

MVP
1119

FCA
2926

SCA
3666



Figures above represent occupied areas by tenant and do not reflect total billable square footage. For example, the figures above do not include common areas. For further information contact Property Manager.

Proposal D
Steve Kelly

Final Proposal - Basement

Measured by: Brett Taute
Date: 4 April 2003

For BDMC Use Only

GBA
19456
TCS
0
(0.1% variance allowance)
-1 in FCA
Control # n/a



Multnomah Building
 501 SE Hawthorne Blvd.
 Portland, OR 97214

Mark	Date	Description of Revision	By

Consultant Project No:

CAD DWG File: Drawn By:

Checked By: Approved By:

M.C. Bldg.# - Proj.#
B503

Sheet Title
**ARCHITECTURAL
 PLAN
 BASEMENT
 PROPOSED**

Date

Tenant Information

- ① B503-Base
Vacant
General Use
5901
- ② 107001
County Attorney
General Use
7549
- ③ 706000
DBCS - Training
General Use
2012

Multnomah Building - #503
501 SE Hawthorne Blvd.
Portland, Oregon 97214

Floor Information

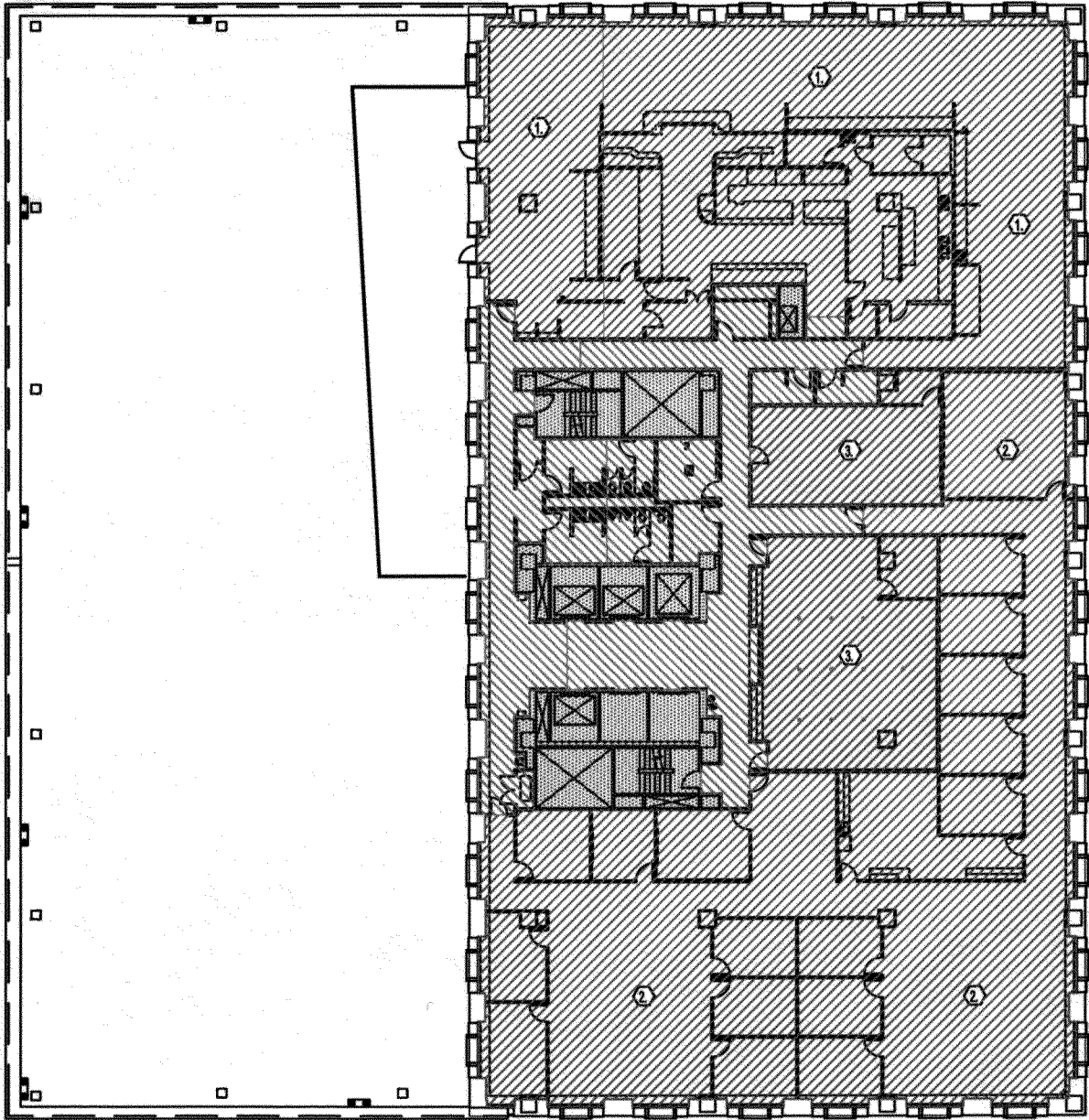
GMA
20092

MVP
1577

FCA
3053

BCA
0

Existing Layout



Figures above represent occupied areas by tenant and do not reflect total billable square footage. For example, the figures above do not include common areas. For further information contact Property Manager.

May 2001
Steve Kelly

Fifth Floor

Measured by: Brett Taute
Date: 01 March 2001



For BDMC Use Only

GBA
21323

TCS
????

(0.1% variance allowance)
0

Control # 109

Tenant Information

- ① 709000
DBCS - ITO
General Use
4640
- ② 107001
County Attorney
General Use
7547
- ③ b503 - Base
Vacant
General Use
1328
- ④ B503-Base
Vacant
General Use
1363

Multnomah Building - b503
501 Hawthorne Blvd.
Portland, OR 97214

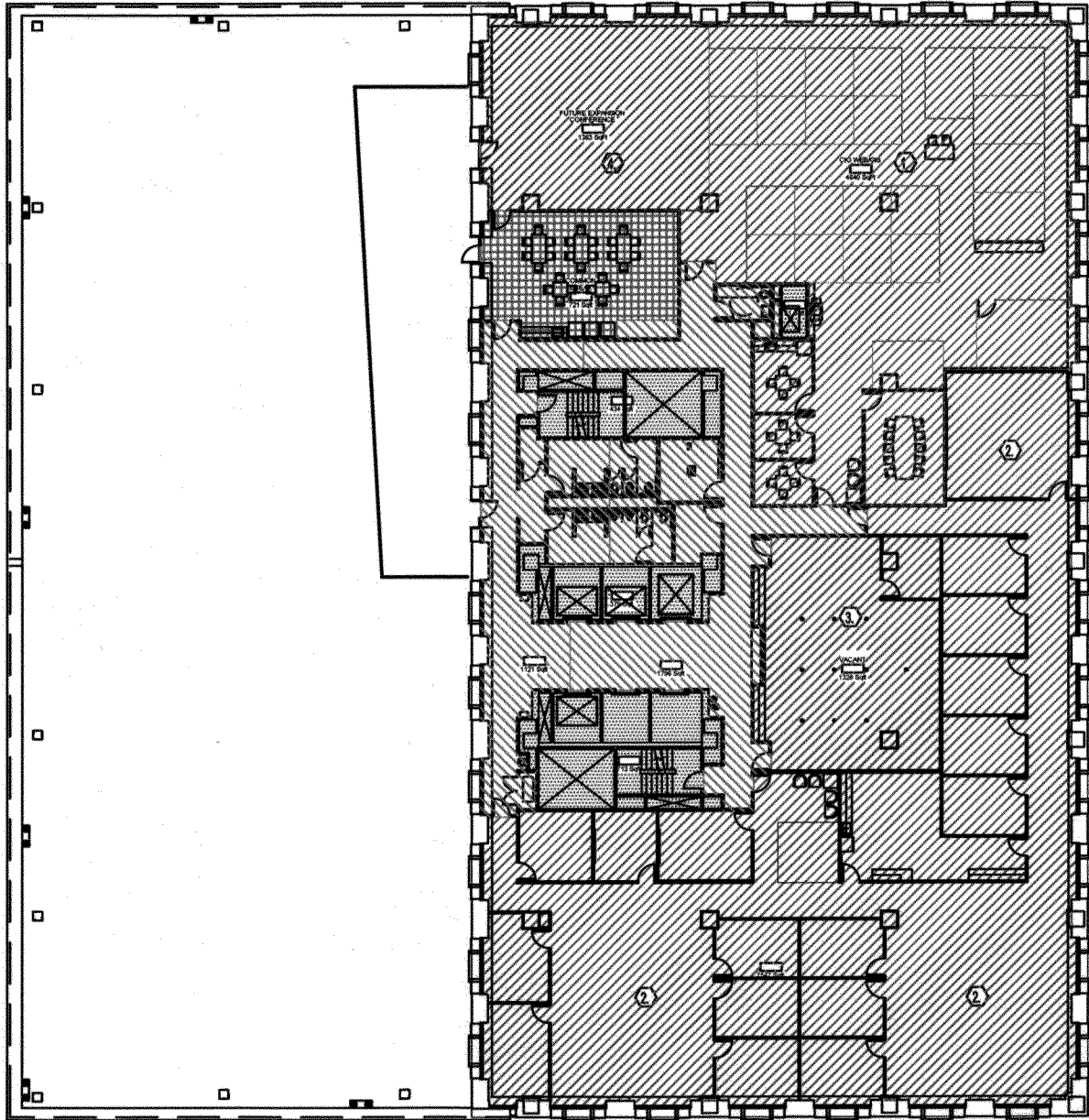
Floor Information

GMA
20092

MVP
1577

FCA
2916

BCA
721



Figures above represent occupied areas by tenant and do not reflect total billable square footage. For example, the figures above do not include common areas. For further information contact Property Manager.

Proposal D
Steve Kelly

Proposal E- Fifth Floor

Measured by: Brett Taute
Date: 15 April 2003



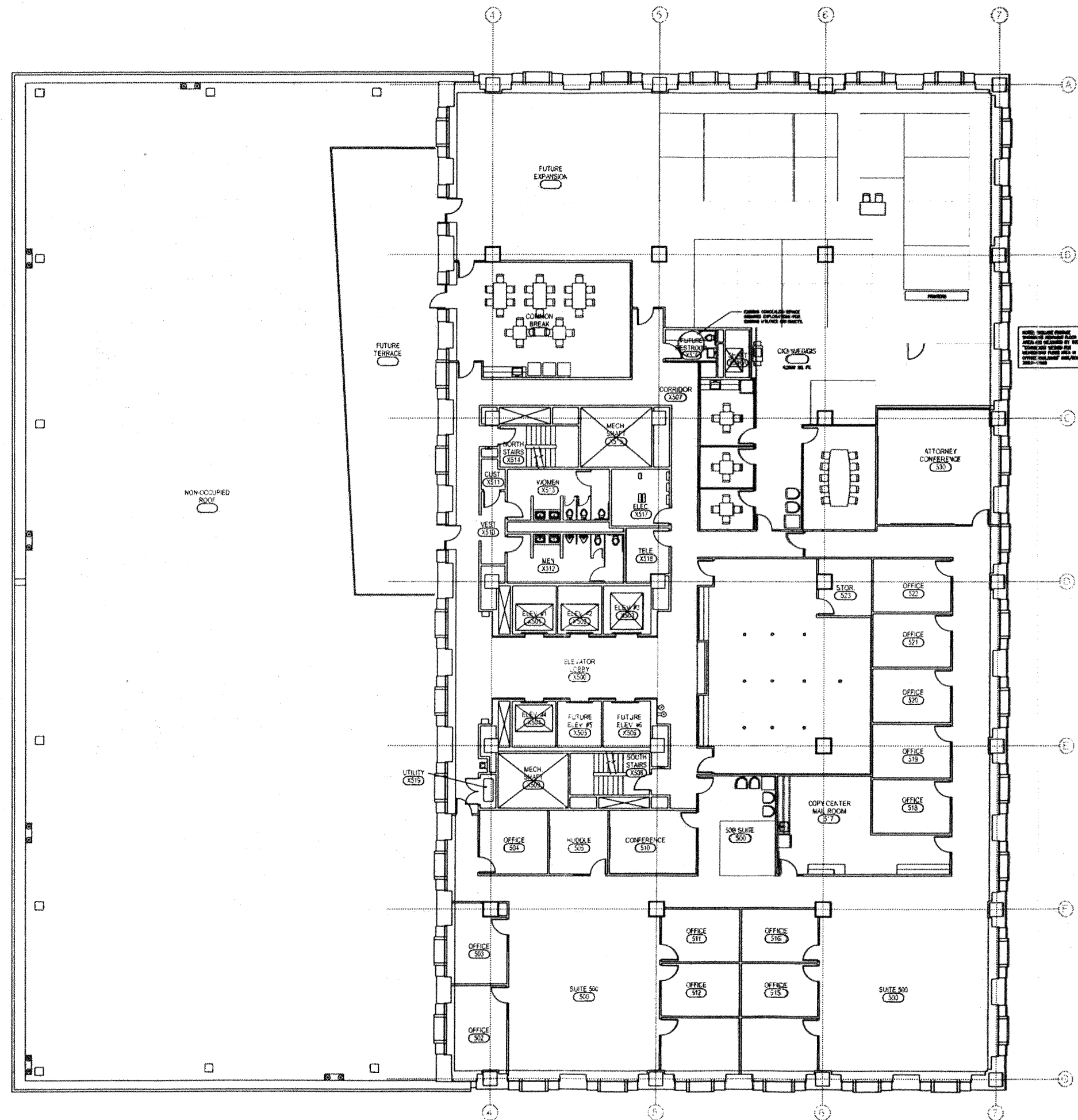
For BDMC Use Only

GBA
21323

TCS
0

(0.1% variance allowance)
-1 in FCA

Control # n/a



Tenant Information

- ① 709000
DBCS-ITO
General Use
5326
- ② Not Used
- ③ B503-base
Vacant
Warehouse
3219
- ④ 705500
Wellness
Warehouse
1525
- ⑤ B503-base
Vacant
General Use
1703

Existing Layout

Multnomah Building #503
501 SE Hawthorne
Portland, Oregon 97214

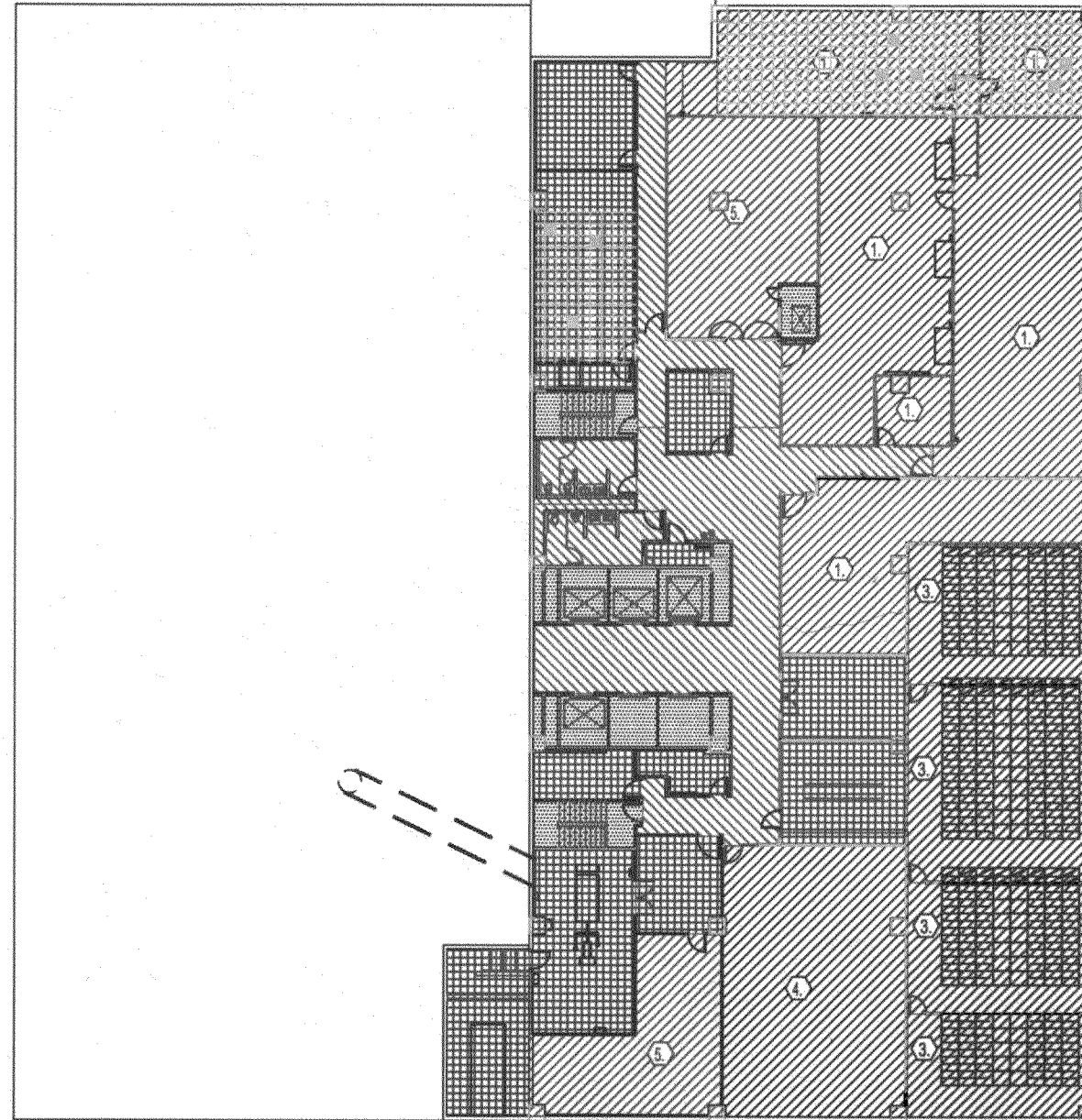
Floor Information

GMA
18976

MVP
1119

FCA
2608

BCA
3476



February 2003
Mike Crank

Basement Floor

Measured by: Michael Khaligh
Date: 5 February 2003



For BDMC Use Only

GBA
19456

TCS
0

(0.1% variance allowance)
-1 in FCA

Control # 396

Tenant Information

- ① 709000
DBCS - ITO
Warehouse
4299
- ② Vacant
B503-Base
Warehouse
1510
- ③ 706000
DBCS - Training
Warehouse
2452
- ④ 705500
Wellness
Warehouse
3004

Multnomah Building - b503
501 SE Hawthorne Blvd.
Portland, OR 97214

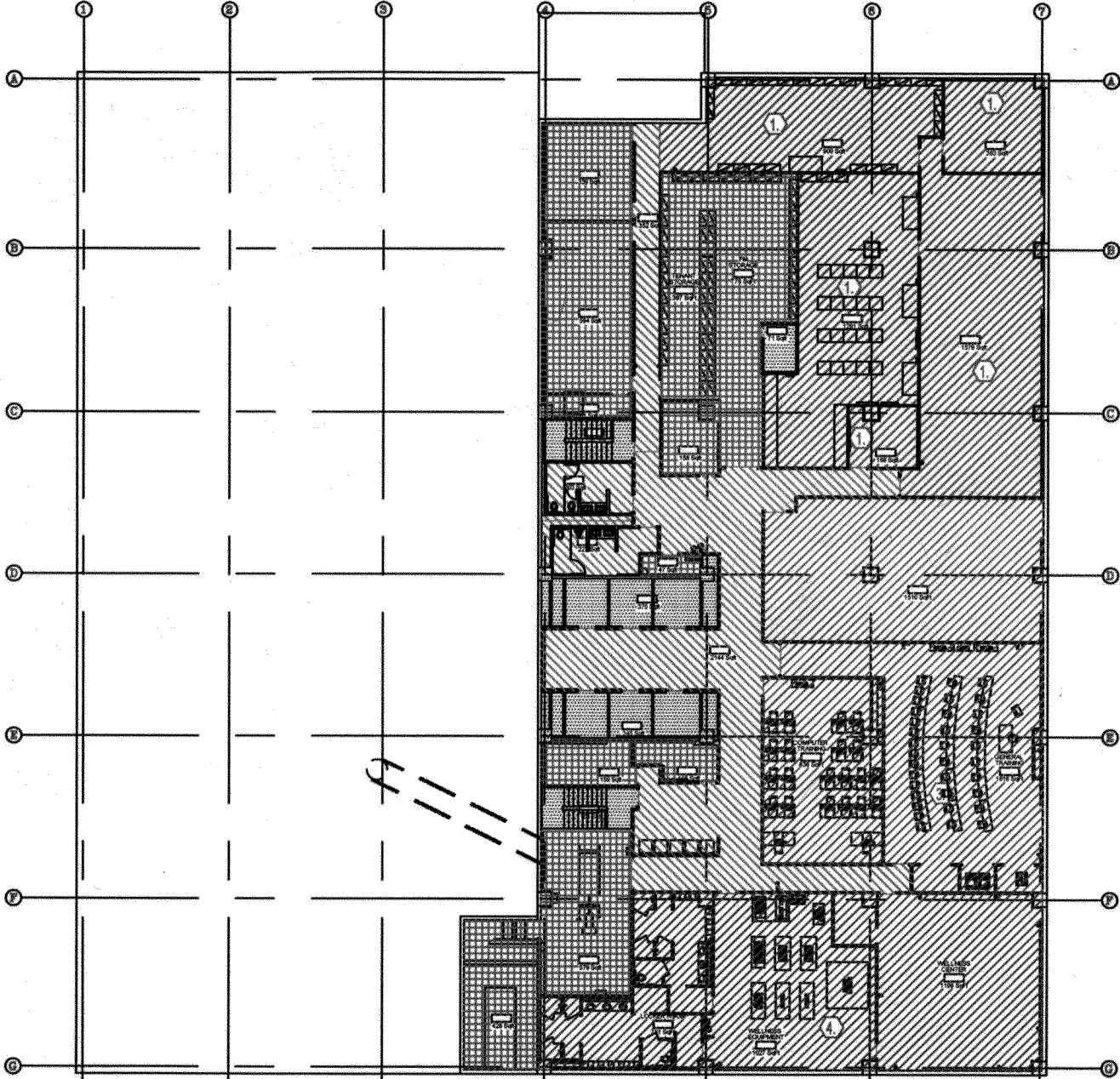
Floor Information

GMA
18976

MVP
1119

FCA
2926

BCA
3566



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Proposal D
Steve Kelly

Proposal D - Basement

Measured by: Michael Khaligh
Date: 4 April 2003

For BDMC Use Only

GBA
19456
TCS
0
(0.1% variance allowance)
-1 in FCA
Control # n/a



BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 03-095

Approving Final Space Utilization Plans of the Fifth Floor and Basement of the Multnomah Building and Authorizing the Facilities and Property Management Division to Proceed with the Project for the Design, Public Bidding and Construction of the Related Tenant Improvements

The Multnomah County Board of Commissioners Finds:

- a. The need for full space utilization of the Multnomah Building.
- b. The tenant improvement project for the final build-out of the fifth floor and the basement of the Multnomah Building is a Major Facilities Capital Project as defined in County Resolution 02-136. The initial phases of this project, preliminary planning and project proposal, are complete. Under Resolution 02-136, Board approval of the Project Charter is necessary in order for the project to proceed further.
- c. The \$1,264,000 project budget is the remaining portion of the \$1,350,000 budgeted for the project to finalize space utilization of Multnomah Building.
- d. Necessary capital funds exist within the Capital Improvement Program's current FY03/04 budget to complete the tenant improvement project.
- e. The proposed final space utilization layout is accepted as indicated in the proposed schematic plan layout attached to the Project Charter.
- f. The kitchen equipment of the decommissioned cafeteria will be disposed of prior to construction according to the County rules and procedures for the disposal of surplus property.

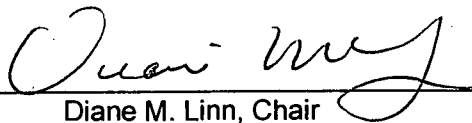
The Multnomah County Board of Commissioners Resolves:

1. The Board approves the project plans proposed and tentative project schedule as indicated in the Project Charter.
2. The Board authorizes Facilities and Property Management to proceed with the project to complete the design, documentation, permit process, public bidding, construction, and completion of the tenant improvement of the fifth floor and basement of the Multnomah Building.

ADOPTED this 19th day of June, 2003



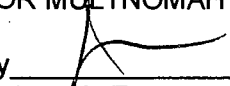
BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By


John S. Thomas, Assistant County Attorney

AGENDA PLACEMENT REQUEST

BUD MOD #:

Board Clerk Use Only:

Meeting Date: June 19, 2003

Agenda Item #: R-10

Est. Start Time: 10:45 AM

Date Submitted: 06/11/03

Requested Date: June 19, 2003

Time Requested: 30 mins

Department: Business and Community Services

Division: Animal Services

Contact/s: Mike Oswald and Andy Smith

Phone: 503 988-7387

Ext.: 234

I/O Address: 324

Presenters: Mike Oswald and Andy Smith

Agenda Title: Intergovernmental Revenue Agreement 0410459 with the City of Portland, Implementing the Dog Leash and Scoop Laws in City Parks Enforcement Program

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

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

Requesting approval of a 5-year Intergovernmental Agreement between the County and the City of Portland in which the City will provide the County \$100,000 per year, over a five year period, for increased enforcement of dog leash and scoop laws in City parks.

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

Numerous complaints to Portland Parks and Recreation and Multnomah County Animal Services have prompted the City and County to plan for increased enforcement of unleashed dogs in Portland Parks. City and County laws require dog owners to keep their dogs on leash at all times while in City parks, with the exception of the City's three designated off-leash areas. In addition pet owners are required to pick-up and dispose of their dog's waste. The purpose of the leash law is to ensure that dogs are kept under control at all times while in the parks to ensure the safety and enjoyment of all park

visitors, and to protect the park's environment and wildlife. The reason for increased enforcement at this time is due to ongoing complaints by the public of dog owners disregarding the leash and scoop laws.

Dogs in Parks Enforcement Program

This IGA creates a new "Dogs in Parks Enforcement Program" that will begin July 1, 2003. The goal of the program is to help maintain safe and healthy parks and neighborhoods by means of public education and enforcement of animal laws in City parks. The program will consist of two components: 1) increased public education about responsible dog ownership—leash, scoop and license—with new park signs, brochures, newsletters, website information; and, 2) increased enforcement by animal control officers in City parks. The fine for violating the leash or scoop law will be \$150 per violation. The City will provide the County \$100,000 per year to fund the equivalent of one full-time animal control officer dedicated to enforcement in the parks. Animal Services will work in close cooperation with City Parks and Recreation to coordinate the elements of the program.

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

The City will provide the County with \$100,000 per year, in quarterly installments. The FY04 Approved Budget for Animal Services includes the \$100,000 as revenue to the program to fund (1.66) FTE animal control officer. This IGA has a term of five-years.

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

If a budget modification, explain:

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

- ❖ **Who is the granting agency?**

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

4. Explain any legal and/or policy issues.

This IGA obligates the County to provide services to the City for the life of the agreement. At the end of each year of the five-year agreement, the City and County will review the agreement and determine whether amendments need to be made to improve the scope of services. The IGA contains standard language whereby either party at any time by mutual written agreement may terminate the agreement. In addition, either party upon thirty days written notice may also terminate the IGA.

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

The City has had extensive discussions and meetings with city residents and neighborhood groups over the past two years concerning the issues of unleashed dogs in parks. The City and the County have worked together to develop the program and IGA.

Required Signatures:



Department/Agency Director:

Date: 06/11/03

Budget Analyst

By:

Date:

Dept/Countywide HR

By:

Date:

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

Please complete this form and return to the Board Clerk

This form is a public record

MEETING DATE: JUNE 19, 2003

SUBJECT: CITY PARKS ENFORCEMENT PROGRAM

AGENDA NUMBER OR TOPIC: R-10

FOR: _____ AGAINST: ✓ THE ABOVE AGENDA ITEM

NAME: MICHAEL KINNEY

ADDRESS: PO Box 18051

CITY/STATE/ZIP: PORTLAND OR 97218

PHONE: _____ DAYS: 503-282-2883

EVES: _____

EMAIL: _____

FAX: _____

SPECIFIC ISSUE: LEVEL OF ENFORCEMENT

WRITTEN TESTIMONY: I ASK THAT THE COUNTY REACH AN

AGREEMENT WITH THE CITY OF PORTLAND TO ISSUE

CITATIONS ONLY WHEN A VIOLATION IS WITNESSED IN

ADDITION TO THE OFF-LEASH REGULATION. OWNERS

WHOSE DOG IS UNDER CONTROL AND NOT HARMING OTHERS
OR PARK PROPERTY SHOULD NOT BE CITED.

IF YOU WISH TO ADDRESS THE BOARD:

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

IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:

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

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

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

Contract #: 0410459

Amendment #:

CLASS I	CLASS II	CLASS III A
Contracts \$75,000 and less per 12 month period	Contracts over \$75,000 per 12 month period	<input type="checkbox"/> Government Contracts (190 Agreement)
<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Professional Services Contracts <input type="checkbox"/> PCRB Contracts <input type="checkbox"/> Maintenance Agreements <input type="checkbox"/> Licensing Agreements <input type="checkbox"/> Public Works Construction Contracts <input type="checkbox"/> Architectural & Engineering Contracts <input type="checkbox"/> Revenue Contracts <input type="checkbox"/> Grant Contracts <input type="checkbox"/> Non-Expenditure Contracts	<input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input type="checkbox"/> Revenue CLASS III B <input checked="" type="checkbox"/> Government Contracts (Non-190 Agreement) <input type="checkbox"/> Expenditure <input type="checkbox"/> Non-Expenditure <input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Interdepartmental Contracts

Department: DBCS Division: Animal Services Date: June 10, 2003
 Originator: Mike Oswald Phone: 87387 x 234 Bldg/Rm: 324
 Contact: Mike Oswald Phone: 87387 x 234 Bldg/Rm: 324
 Description of Contract: City of Portland will provide the County \$100,000 per year for increased enforcement of dog leash and scoop laws in city parks.

RENEWAL: ☐ PREVIOUS CONTRACT #(S):

RFP/BID:

RFP/BID DATE:

EXEMPTION #:

ORS/AR #:

EFFECTIVE DATE:

EXPIRATION 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, Parks and Recreation		Remittance address	
Address	1120 S.W. Fifth Ave, Suite 1302		(If different)	
City/State	Portland, Oregon		Payment Schedule / Terms	
ZIP Code	97204-1933		<input type="checkbox"/> Lump Sum \$	<input type="checkbox"/> Due on Receipt
Phone	503 823-5459		<input type="checkbox"/> Monthly \$	<input type="checkbox"/> Net 30
Employer ID# or SS#			<input checked="" type="checkbox"/> Other \$	comments
Contract Effective Date	07/01/03	Term Date	06/30/03	<input type="checkbox"/> Other
Amendment Effect Date		New Term Date		<input type="checkbox"/> Requirements Funding Info:
Original Contract Amount	\$500,000		Original Requirements Amount	\$
Total Amt of Previous Amendments	\$		Total Amt of Previous Amendments	\$
Amount of Amendment	\$		Requirements Amount Amendment	\$
Total Amount of Agreement	\$		Total Amount of Requirements	\$

REQUIRED SIGNATURES:

Department Manager

DATE 6/12/03

Purchasing Manager

DATE

County Attorney

DATE 6/12/03

County Chair

DATE

Sheriff

DATE

Contract Administration

DATE

COMMENTS: City of Portland will make quarterly installments of \$25,000 each to Multnomah County Animal Service over the five year agreement according to the following payment schedule: July 1; October 1; January 23; April 1.

APPROVED MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # R-10 DATE 06/19/03

DEB BOGSTAD, BOARD CLERK

Intergovernmental Agreement

This Intergovernmental Agreement (IGA) is entered into on July 1, 2003 between the following parties:

City of Portland (CITY)
Portland Parks and Recreation (PP&R)
1120 SW Fifth Avenue Ste. 1302
Portland Oregon 97204-1933

Representative: Mark Warrington
Public Safety Manager
(503) 823-5459

Multnomah County, Oregon (COUNTY)
Animal Services Division
1700 W Columbia River Hwy
Troutdale, OR 97060-1093

Representative: Mike Oswald
Animal Services, Director
(503) 988-7387 x 234

Hereinafter referred to as Parties.

The Parties agree that upon the commencement date of this agreement, they shall be deemed to have become parties in an Intergovernmental Agreement.

The purposes, terms and conditions of this Agreement are as follows:

1. Name

The name of this agreement shall be "Dogs in Parks Enforcement Program" also referred to in this document as "the Program."

2. Address

The address of record for the Agreement will be:

Portland Parks and Recreation (PP&R)
1120 SW Fifth Avenue Ste. 1302
Portland, Oregon 97204-1933
Attn: Mark Warrington (503) 823-5459

The operational location for personnel, equipment, and coordination of field activities is:

Multnomah County Animal Services Division (MCAS)
1700 W Columbia River Hwy
Troutdale, OR 97060-1093
Attn: Mike Oswald (503) 988-7387 x 234

3. Purpose

- 3.1 This Intergovernmental Agreement is for the purpose of increasing current service levels from Multnomah County Animal Services Division specifically to City of Portland park and recreation facilities to carry out enforcement and education of County animal leash, licensing and scoop laws as part of a County and City Intergovernmental Agreement.
- 3.2 The goal of the Program is to help maintain safe and healthy parks and neighborhoods by means of public education and enforcement of animal laws in City Parks. The Program is also intended to foster responsible dog ownership, especially as it pertains to public spaces and use of parks.
- 3.3 The Program will be coordinated with and supportive of other dog initiatives sponsored by both of the parties.
- 3.4 The parties agree to cooperate with each other and to work with other public safety providers within the scope of this agreement, their respective organizations' policies, and in compliance with all applicable city, county, state and federal laws and regulations.

4. Scope of Agreement

- 4.1 The City will pay the County \$100,000 per year for five years.
- 4.2 The County will assign one (1.66 FTE) MCAS Officers to patrol City Parks through a flexible work schedule;
- 4.3 The Agreement covers only activities that occur in, near, or pertaining to City of Portland Park and Recreation facilities, or public education activities agreed upon by the parties;

5. Scope of Services

- 5.1 The County will be the employer of the MCAS officers and will be responsible for recruiting, training, assigning staff; and payroll, benefits and discipline.
- 5.2 The County will be the primary point of contact for complaints and reports of unleashed, aggressive or threatening dogs in parks. The parties agree that they will renegotiate the assignment of this responsibility for the second and succeeding years of the Agreement, if the County makes a written request for such renegotiation not less than 60 days prior to the end of the first year of the term of this Agreement.

- ## 5.4 Details of MCAS Coverage in Parks

- | | | | | | | |
|-----------------------|---------------|-----------|---|---------|---|-----------------|
| December to February: | 12 wks | 10 hrs/wk | x | (1) ACO | = | 120 hrs |
| March to April: | 8 wks | 20 hrs/wk | x | (1) ACO | = | 160 hrs |
| May to September: | 24 wks | 40 hrs/wk | x | (1) ACO | = | 960 hrs |
| May to September: | 24 wks | 40 hrs/wk | x | (1) AS | = | 680 hrs |
| October to November: | 8 wks | 20 hrs/wk | x | (1) ACO | = | 160 hrs |
| | 52 wks | | | | | 2080 hrs |

- ## 6. Term

- 3

be made by the parties, and a determination made as to whether amendments need to be made to this agreement to improve the scope of services.

7. Funding contributions, Cost Sharing, Expenses

7.1 The City of Portland will provide the following:

- a) The City will pay \$100,000 per year for 5 years.
- b) Reasonable access to park facilities including, keys to gates, restrooms, park maps, access to park communication links;
- c) Assistance in identifying needs, scheduling coverage, and coordinating field operations and current park rules;
- d) Installation of signs in parks relating to dogs;
- e) Participation and support in development and delivery of joint public education messages and related materials;
- f) Access to Parks network and wireless communications links as mutually agreed upon by parties;
- g) Park Ranger support as mutually agreed upon by parties.

7.2 MCAS will provide the following:

- a) Assign one (1.66 FTE) trained and fully equipped MCAS Officer as the point of contact for this program;
- b) Assign Auxiliary Staff (Temporary, Part time, and/or trainees) to supplement enforcement efforts during peak season, to be mutually agreed upon by the Parties;
- c) Facilities, vehicles, equipment, supplies and information reasonably necessary to safely and effectively accomplish animal rules enforcement duties under this agreement;
- d) Participation and support in development and delivery of joint public education messages and related materials;

7.3 A tally of expenses shall be kept by each party and a calculation of program costs shall be made at such time as may be agreed upon by the parties, but at a minimum, every three months, and at the conclusion of the program.

7.4 Costs associated with program planning and administration, including staff time of managers, supervisors, trainers, and other administrative personnel devoted to this program is not part of this agreement.

7.5 Program operational expenses and employee payroll will be paid by MCAS.

8. Transfer of Funds

Throughout the period of this agreement, PP&R will transfer funds to Animal Services in quarterly installments of \$25,000 for the total amount of \$100,000 according to the following payment schedule: July 1st, October 1st, January 23rd, and April 1st.

9. Personnel and Supervision

- 9.1 MCAS shall be the employer of MCAS officers and is responsible for recruiting, hiring, training and assigning staff, payroll, benefits and other employee administration.
- 9.2 Day to day field operation, assignment and supervision of MCAS Officers (ACO's) will be provided by MCAS.
- 9.3 MCAS will assign one MCAS officer who will act as an operational point of contact for the program within the normal supervisory structure and chain of command at MCAS.

10. Control and Communications

- 10.1 MCAS will have operational and administrative control of all Officers assigned to parks as well as county vehicles, other county owned equipment used in this agreement.
- 10.2 PP&R will have operational control of all parks facilities, equipment and park personnel who may help with the program.
- 10.3 Changes to the program may be made after both parties approve them in writing. Program details and specific arrangements will be defined after operations have commenced. Should a problem or dispute arise, parties agree to discuss and make a good faith effort to resolve the dispute before terminating the program.

11. Reports and Records

- 11.1 Parties will keep adequate records to account for all contributions, expenses and labor costs in connection with the program.
- 11.2 MCAS employees will document their time and activities in parks in a level of detail, form and frequency of submission that is mutually agreed upon by the parties.

- 11.3 A statistical summary of enforcement actions, fines, hearing dispositions, etc., will be provided to PP&R at such times the parties agree.
- 11.4 Records will remain available to both parties.

12. Public Announcements

The timing, format, and content of any announcements, public information releases, and events, such as press conferences about the program, will be mutually agreed upon by the parties prior to the scheduling of such events or release of information about the program to the public.

13. Insurance and Indemnification

- 13.1 Subject to the limitations and conditions of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 to 30.300, each party shall hold harmless, defend, and indemnify the other, their officers and employees against all claims, demands, actions, and suits (including attorney fees and costs) brought against any of them, arising out of the acts or errors of the indemnifying party under this IGA.
- 13.2 MCAS and all its employees shall comply with Oregon Workers Compensation law and shall comply with ORS 656.017. MCAS agrees to maintain workers compensation insurance for the duration of this agreement and will provide PP&R with a certificate of proof that it is in compliance with all Workers Compensation requirements under ORS 656.430.

14. Termination

- 14.1 This agreement may be terminated at any time by mutual written agreement of both parties. Either partner upon thirty days (30) written notice to the other may also terminate this IGA.
- 14.2 In the event of early termination of this agreement, the funds paid into the program will be refunded in full, less costs of work performed in accordance with the agreement prior to the termination date.

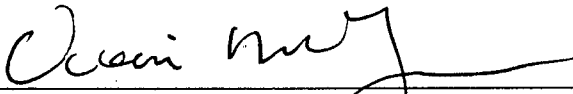
Signatures of the representatives of the City and County:

FOR THE CITY OF PORTLAND

By _____
Portland Parks and Recreation

Date: _____

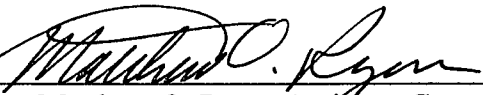
FOR MULTNOMAH COUNTY:

By  _____
Diane M. Linn, County Chair

Date: 06.19.03

REVIEWED:

AGNES SOWLE, ACTING COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By  _____
Matthew O. Ryan, Assistant County Attorney

Date: 6/12/03

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-10 DATE 06.19.03
DER BOGSTAD, BOARD CLERK