

BROADWAY BRIDGE



1925 SELLWOOD BRIDGE



HAWTHORNE BRIDGE

# FY 2013

## ADOPTED BUDGET VOLUME 2

Community Justice  
Community Services  
County Assets  
County Management  
District Attorney's Office  
Sheriff's Office

*Multnomah County*

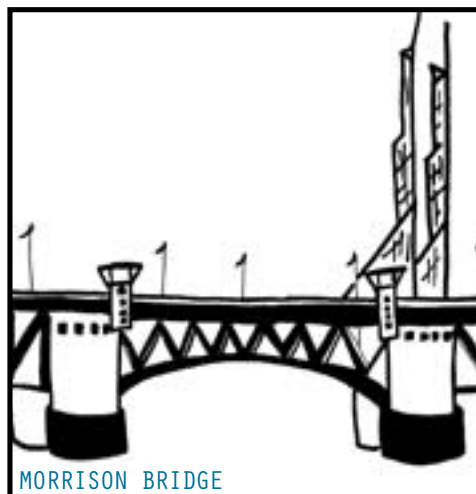


BURNSIDE  
BRIDGE

**BIG & AWESOME BRIDGES of MULTNOMAH COUNTY**  
ARTWORK BY STUDENTS OF THE SABIN/ACCESS ART PROJECT



SAUVIE ISLAND BRIDGE



MORRISON BRIDGE

## *About our cover*

Local elementary school students in the Sabin/ACCESS Art Project created the art on the cover. These and other drawings are featured in *The Big & Awesome Bridges of Portland & Vancouver—A Book For Young Readers*. The book, by Sharon Wood Wortman and Ed Wortman, and edited by Edith Fuller, will be used to teach about bridges in our region.

The artists are Anna Dreher, age 8 (Broadway Bridge), Susan McHarris, age 8 (Burnside Bridge), Emrie Langfeldt, age 8 (Morrison Bridge), Youki limor, age 10 (Hawthorne Bridge), Jessica Yang, age 11 (Sellwood Bridge), and Molly Peterson, age 9 (Sauvie Island Bridge).

For more information, visit [www.pdxbridgefestival.org](http://www.pdxbridgefestival.org) and/or <http://www.bridgestories.com>.

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### Understanding Program Offers

This volume contains the program offers submitted by departments and funded in the budget. Each section is separated by department/division and contains the following items, in order:

- An introduction to the department along with budget trends and a division summary
- Division narrative including significant changes by division
- A list of all of the program offers in the department
- The department's individual program offers (in numerical order)

Program offers form the basis for County's budget process. They constitute a department's budget request and narrative budget, and provide the information that the Board of County Commissioners uses to select programs that will best serve the community.

"Nothing astonishes people so much as common sense and plain dealing."  
~Ralph Waldo Emerson

### What Makes a Good Program Offer

A good program offer explicitly shows the relationship between the program and the desired results for services. Program offers should:

- Describe how they will make a significant contribution to the services indicated.
- Show why the County's spending on this program is effective – the 'bang for the buck'.
- Show evidence the program can deliver and measure its results
- Give performance measures that accurately track the program's contributions.
- Link the offer to the policy direction/frameworks.
- Describe program activities in layperson's terms.

Program offers are not about funding programs because these programs exist – they are about outcomes. They emphasize meeting the County's goals, not preserving the government status quo. The following describes the configuration of each program offer and the major types of information each should contain.

### Program Offer Description

In Multnomah County's budget, a "program" is an organizational unit that provides services to the public or to other County departments or divisions. Its description should briefly and clearly explain the activities encompassed in the program offer. If the offer represents a change in current practice (a reorganization or change in staffing levels, service hours, etc.), it should briefly describe the nature of that change. The description should describe how the program will support the strategies outlined for the department or in known County policy frameworks. It should cite research, experience, or logic to convincingly make the case. If it is a new program, it should note how the department created its costs.

"I have no data yet. It is a capital mistake to theorize before one has data. Insensibly one begins to twist facts to suit theories instead of theories to suit facts."

~Sir Arthur Conan Doyle, Sherlock Holmes

### Performance Measures

Every program offer includes a minimum of two and up to four performance measures which indicate the level of service that the County can expect to receive if this program is selected. Two types of measures are required; the output which represents the volume of work and the outcome which represents the measurable results of that work. For example, a hypothetical addictions treatment program for abused teenage girls might report the number of teenage girls who entered and received treatment (output), and the percentage of teenage girls who were clean and sober and completed their treatment plan upon exit (outcome).

Departments also have the option of including additional types of measures to better illustrate a program's performance. These can include resources other than staffing or finances (inputs), measures of the quality service that's delivered, and measures of service efficiency in terms of cost or time. Using the addictions treatment example above, inputs might be reported as the number of treatment beds available to serve abused teenage girls. Quality could be reported as the percent of teenage girls that rated counseling staff as engaging and supportive, and efficiency might be reported as the cost to the county for each successful treatment completion.

The performance measures are organized in a uniform table. The table identifies the type of measure, the definition, and several cells to report the results. The cells present program history where available, annualized estimates of the current service level (what's being delivered at the time of printing), and the anticipated target service level for the upcoming year if the program is selected. Additional supporting information, such as explanations as to notable changes in a program's performance, are located in the description section below the table.

### *Legal and Contractual Mandates*

Many program offers will be constrained by legal or contractual mandates. If a program offer is affected by a mandate, the mandate and its authorizing document (a statute, contract, etc.) should be noted.

### *Program Costs*

This area should show the cost to the County of providing the program, as well as the revenues generated by the program for its support. These costs include personnel, contracted services, materials and supplies and internal services.

### *Explanation of Revenues*

This section explains how non-General Fund revenues or General Fund fee revenues were estimated. Revenue estimates should clearly demonstrate the reasonableness of the estimate.

### *Significant Program Changes*

This section details significant programmatic changes that affect the program—not financial changes up or down. Such changes might include the following information:

- Increases or decreases in the scope or level of services
- Increases or decreases in net personnel resources (FTE's)
- Revenue increases or decreases
- How this change affects other departments and/or service delivery programs.

In this section you will find a link from this years program offer to its predecessor, if applicable. Note that program offer numbering can change between fiscal years.

### Types of Programs

Program offers were categorized based on the “type” of services they deliver. Program offers fall into one of the following groups:

- Administration
- Support
- Operating Program
- New/Innovative Program
- Program Alternative/Reconstruction
- Internal Service
- Revenue

#### *Administration*

Department- or division-level management and related expenses (i.e. office space, supplies, telephones, etc.) Direct program supervision is considered to be a part of the operating program (NOT administration), and could be included in the operating program’s offer.

#### *Support*

An activity in a department that provides services directly to some or all operating programs within a department. Examples include the Health Department’s pharmacy, which supports the various health clinics; the Library’s Technical Services, which maintains the Library’s materials and catalog system-wide; or the District Attorney’s Human Resources unit.

#### *Operating Program*

An “on the ground” activity of the County. Includes front-line supervisors/ program managers with specific responsibilities for particular operating programs. An example would be the Health Departments Primary Care Clinics.

#### *New/Innovative*

“On the ground” or support activity the County currently does not perform.

#### *Program Alternative or Reconstruction*

A program that has been or is currently operated by one or more County departments that is proposed to be operated in a different way, by different providers, or with different business models.

#### *Internal Service*

Programs that support Countywide operations. Examples of these types of programs would be Fleet or Information Technology services.

#### *Revenues*

These programs are used to budget discretionary (primarily General Fund) revenues at the fund level. Program revenues are budgeted within the applicable program offer.



### Other Important Notes

#### *Characteristics of Program Offers*

Reading through the program offers, one should keep in mind:

- Program Offer characteristics (backfill and offers requesting one time only resources or those denoted as advancing the Climate Action Plan)
- The way in which program offers are scaled

**Backfill** - Backfill is defined as “discretionary dollars (General Fund) applied to a program that formerly was funded by a grant, state, or other dedicated funding source. Explicitly identifying backfill allows the Chair and the Board to decide to partially or fully backfill expiring grants, state or federal funds with General Fund dollars.

**One-Time-Only Resources** - In most budget years, the County has a varying amount of one-time-only funds. These funds will not be available in the following years and thus should be spent on projects that do not have or have minimal ongoing expenses.

**Measure 5 Education Offers** - Multnomah County has General Fund revenues which are not derived from real property taxes. These revenues can be expended on educational services without violating the Constitutional limitation on spending real property tax for educational services. In order for the County to easily demonstrate that it has complied with the Constitutional limitation on spending for “educational services,” departments can designate such programs so that they may be funded by non real property tax revenues.

**Climate Action Plan** - In 2009, Multnomah County adopted the Climate Action Plan (CAP), a comprehensive framework for reducing greenhouse gases and preparing County operations and the community for climate change impacts in the region. If a program contributes toward achieving a Climate Action Plan goal, the check box for Climate Action Plan (CAP) is marked on the program offer. The program offer will also include a description of the particular action the program addresses in the “program description” text box in the program offer.

### *Scaled Program Offers*

Program offers represent discrete increments of service and many County programs can deliver services at varying levels. For example, an Alcohol and Drug Treatment Program may be able to offer 100, 150 or 200 beds. Departments were asked, when appropriate, to provide decision-makers with the option to choose from those service levels. Looking at scaled program offers, one should consider:

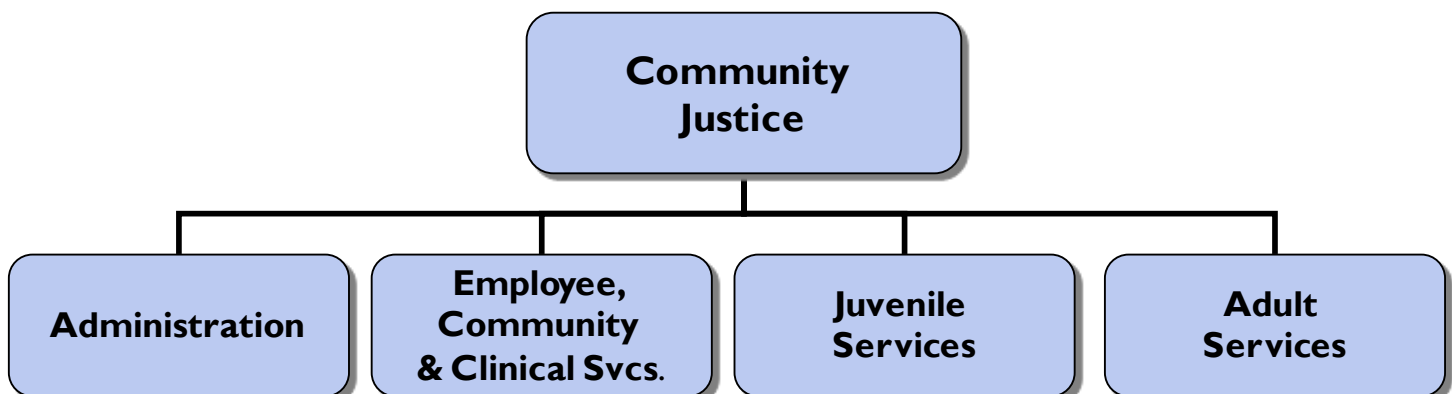
- The Base Level of Service - Program "A" is the base level of service that can be provided while still delivering the expected results. In the example above, the base level of service would be 100 beds.
- Increments of Service - Program "B and beyond" represent incremental levels of service that buy additional outcomes. In the A&D treatment example, one increment could be 50 additional beds, and another, separate increment could be 100 additional beds.

## Department Overview

The Department of Community Justice (DCJ) serves a vital role in protecting our public safety and the strength of our communities. We intervene to prevent the recurrence of crime among juvenile and adult defendants and offenders by supervising them and helping them to change problem behavior. We provide supervision, sanctions, and treatment resources to youth, adults, families, and communities to address the underlying problems that drive crime. DCJ organizes our operations and aligns our resources around five strategic goals:

- **Behavior Change** – We work with adult offenders and youth to reduce delinquent and criminal behavior;
- **Accountability** – We hold adult offenders and youth accountable for their actions;
- **Resource Management** – We direct our resources to delivering cost-effective services;
- **System Change** – We use advocacy and innovation to guide our work with stakeholders to improve community safety and assure a fair and just system;
- **Commitment to Victims and Community** – We respect and address victims' rights and needs and restore the community.

We actively manage our limited time and resources in order to maximize services provided to the public. We are dedicated to continuous improvement throughout the department by collecting, analyzing and utilizing performance data. We consult evidence-based practices in our policy and program development. We make long-term investments in our employees through the provision of education and training. We believe that in order to enhance public safety we must work in collaboration with the courts, law enforcement, schools, treatment agencies, and the community.



### Budget Overview

The FY 2013 budget for the Department of Community Justice is \$84.6 million with 499.55 FTE. Roughly two-thirds, or \$55.9 million, of the budget comes from the County General Fund with the remaining one-third, or \$28.7 million, coming from other funds. From FY 2012 to FY 2013 the total departmental budget decreased 2.6%, or \$2.2 million, and FTE decreased 5.6%, or 29.43 FTE.

The year over year change from the FY 2012 adopted budget for the General Fund plus the Video Lottery Fund is an increase of \$3.1 million and 8.07 FTE. Other funds decreased \$5.4 million with a reduction of 37.51 FTE. In FY 2012, due to the uncertainty of the State budget, DCJ waited until after the State adopted their budget to take any funding reductions. During the FY 2012 approved State rebalance, DCJ's state funding was reduced by \$3.0 million, though \$2.0 million was backfilled with one-time only and ongoing General Fund for FY 2012. Two programs were discontinued from FY 2012 to FY 2013: 50013 Adult Prostitution Alternatives Program-City Funding (\$250K) and 0.00 FTE, 50039 - Adult Recovery Management Center (\$596K) and (6.50) FTE.

In FY 2012 a significant accounting change occurred moving funds out of the General Fund and into the Video Lottery Fund. In FY 2013 \$2.3 million and 24.15 FTE were moved from the General Fund to the Video Lottery Fund.

New Programs in FY 2013:

- 50004 Victims Unit- \$248,898 and 2.00 FTE
- 50025B Juvenile Sex Offender Treatment- \$225,000 and 0.00 FTE. This program was previously administered by County Human Services.
- 50059 Facilities Transition- \$122,115 and 0.00 FTE
- 50061 ASD State Funding Bridge- \$508,265 and 0.00 FTE

Additional information on these programs, as well as changes in other programs, can be found in the individual program offers.

<b>Budget Trends*</b>		<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	
	<b>FY 2011</b>	<b>Current</b>	<b>Adopted</b>	<b>Adopted</b>	
	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Difference</b>
Staffing FTE	516.55	519.51	528.98	499.55	(29.43)
Personnel Services	\$51,038,505	\$52,135,283	\$53,512,332	\$51,462,008	(2,050,324)
Contractual Services	16,564,350	17,332,015	18,510,662	18,391,274	(119,388)
Materials & Supplies	13,227,310	14,665,550	14,774,224	14,697,213	(77,011)
Capital Outlay	0	0	11,000	11,000	0
<b>Total Costs</b>	<b>\$80,830,165</b>	<b>\$84,132,848</b>	<b>\$86,808,218</b>	<b>\$84,561,495</b>	<b>(2,246,723)</b>

\*Does not include cash transfers, contingencies or unappropriated balances.

## Successes and Challenges

The Department of Community Justice has seen many successes over the past year. We expanded our electronic monitoring services and we now have more adult and juvenile offenders on GPS/electronic monitoring than ever before. We expanded our mobile workforce pilot by increasing the number of staff teleworking, providing access to new equipment and technology, and developing a network of community drop-in sites. We developed a department-wide Continuous Quality Improvement Plan which is essential to our monitoring our adherence to the goals of our Strategic Plan that was published in FY 2011. We automated the Release on Your own Recognizance (Recog) interview form which not only streamlined DCJ operations but also benefitted our public safety partners.

In our Juvenile Services Division, we held a nationwide search for a new Assistant Director which resulted in over 80 applicants. We continue to reach milestones in our implementation of the Functional Family Probation (FFP) case management model. Approximately, 60 staff members have been trained on the model and 31 are continuing on to participate in fidelity exercises to assure adherence to evidence-based practice (EBP).

In our Adult Services Division, we found successful approaches to re-entry through the Reentry Enhancement Coordination Program (REC) program. Our preliminary outcomes helped to extend our grant award provided through the Oregon Criminal Justice Commission. We also had four training cohorts or 133 staff trained in the EPICS (Effective Practices in Community Supervision) case management model. We are already beginning to see subsequent changes in officer sanctioning and treatment referral practices. The progress being made in EPICS and FFP is a success for FY 2012 but also an ongoing challenge in FY 2013. As we continue to move forward in the implementation of EBP, we discover the need for new policies, procedures and alternative ways of doing business.

Additional challenges facing DCJ in FY 2013 include the escalation of gang violence and the increased number of gang-affected adults and juveniles on supervision. The recent loss of Federal grant money (STRYVE) and other funding opportunities (OJJDP Comprehensive Gang Model grant) has been a setback to deepening the coordination of our public safety partners. We will continue to find ways to collaborate with county, city and community-based providers.

Lastly, it is critical that DCJ begin succession planning in FY 2013. Already, we have begun to experience a loss of important institutional knowledge with personnel changes in our technology services. Projections indicate substantial losses in our senior management and executive management teams. Careful planning and strategic use of professional development opportunities will be key to DCJ navigating the staffing challenges ahead.

### Diversity and Equity

The Department of Community Justice (DCJ) has made a long-term commitment to achieving organizational cultural competence which supports a diverse and equitable workplace. We move forward through the efforts of several active committees and workgroups, including our Cultural Competency Steering Committee, Community and System Change Workgroup, CSEC workgroup, and the Cultural Diversity Committee operating in the juvenile detention center.

DCJ invests in our employees and their professional development in the areas of diversity and equity. As part of our efforts to implement evidence-based practices, all case carrying staff members receive training in cultural responsiveness. In the last fiscal year (FY 2011), our employees have participated in over 50 internal and external trainings that promoted diversity, equity and responsiveness. Additionally, three DCJ employees who were accepted into the Multnomah County Leadership Training chose to focus their stretch assignments on improving diversity and equity within our organization. Our current and future employees also benefit from the efforts of our human resources team which continually reviews and addresses the potential for adverse impact at each step in the hiring and recruitment process.

The DCJ Equity Inventory details many of our recent accomplishments in this area. Highlights include: the development of policies and support materials to assist DCJ employees in meeting client needs for language interpretation; the translation of our Victims Handbook, cultural programming for youth in detention, new community partnerships (such as the Community Healing Initiative) providing adult and juvenile clients with culturally specific services.

### Budget by Division

Division Name	FY 2013 General Fund	Other Funds	Total Division Cost	Total FTE
Director's Office	\$9,468,910	\$0	\$9,468,910	29.20
Employee, Community and Clinical Services	9,903,986	1,240,712	11,144,698	18.20
Juvenile Services	17,040,159	7,935,718	24,975,877	167.70
Adult Services	<u>19,462,108</u>	<u>19,509,902</u>	<u>38,972,010</u>	<u>284.45</u>
<b>Total Community Justice</b>	<b>\$55,875,163</b>	<b>\$28,686,332</b>	<b>\$84,561,495</b>	<b>499.55</b>

### Director's Office

The Department of Community Justice (DCJ) Director's Office provides departmental leadership and additional support through the Business Services team and the Business Applications and Technology team. These areas work together to help sustain a progressive environment that values evidence-based practices and data-driven decision making. The Director's Office provides policy, program and fiscal direction to DCJ and ensures that DCJ is accountable to County residents, the Board of County Commissioners and system partners. The Director's Office has guided policies that have reduced crime, promoted rehabilitation, reduced spending and reduced racial and ethnic disparities in the juvenile justice system. Business Services works with DCJ programs to ensure that they have the resources they need to get to the results we want. Through a collaborative partnership with our divisions, we provide support to sound budgeting, grants management, invoice processing, contracting, fee collection, medical billing, procurement for goods and services, and travel arrangements. The Business Applications and Technology (BAT) team directs the evaluation, selection, purchase, implementation and training of effective, innovative technology solutions to enhance the effectiveness of DCJ staff and improve the delivery of services to our clients, monitors use of technology to obtain maximum benefits, and increases the use and understanding of data for decision making. We collaborate with partner agencies to develop system-wide technology solutions and share and exchange data.

### Significant Changes

In FY 2013, the Director's Office is establishing a victim services unit to help fulfill our department's commitment to supporting the rights and needs of crime victims in our Strategic Plan. This unit will be initially comprised of 2.00 FTE (a new Program Specialist Position and the transfer of one OA Senior from another program). As part of a span of control review, the Director's Office eliminated 1.00 FTE Community Justice Manager from the Business Applications and Technology team.

### Employee, Community and Clinical Services

The Department of Community Justice (DCJ) Employee, Community and Clinical Services (ECCS) division provides administrative support to both the Juvenile and Adult Services Divisions. ECCS hires qualified, ethical people and provides training programs for employees to enhance skills specific to working with a diverse offender population. ECCS works with management and members of three different unions to hold employees accountable. ECCS also plays a critical role in holding programs and services accountable. This is accomplished by providing data to assess program impacts, assuring employee performance fidelity, guiding program development to ensure alignment with evidence-based practice principles, monitoring contract compliance and supporting legislative mandates. ECCS provides management and support of policies and procedures, internal investigations and Prisoner Rape Elimination Act (PREA) complaints. ECCS also manages volunteers. Volunteer engagement allows for connectivity between the Department and the community. ECCS is also responsible for leading DCJ's Cultural Competency Steering Committee.

ECCS works with community treatment providers on system design and also provides technical assistance. We work with providers to find sustainable solutions and monitor treatment outcomes. ECCS uses multi-level workgroups, process improvement teams, best practice research and comprehensive evaluation to improve services to our offenders and community.

### Significant Changes

ECCS has received grant award renewals which continue the START drug court program, treatment enhancements for the STOP drug court, and the Reentry Enhancement Coordination Program (REC) program. However, the Community Response to Commercial Sexual Exploitation of Children (CSEC) grant is scheduled to end two months into FY 2013.

ECCS is decreasing the laboratory costs associated with drug tests by promoting greater use of instant drug testing within the department. The Access to Recovery (ATR) pilot from FY12 (Program # 50039) is not being continued in FY 2013. While the program did provide recovery services to low and medium risk offenders who were previously ineligible for DCJ services, the number served never reached the target level for the program to be self-sustaining. The program did provide many valuable lessons learned for future interventions of this type. The elimination of the ATR program has resulted in a loss of an 1.00 FTE Addictions Specialist (plus an additional 5.50 vacant FTE). In FY 2013, ECCS reduced 1.00 FTE Community Justice Manager due to span of control considerations which has resulted in the transition of internal investigation responsibilities to external contractors.



### Juvenile Services Division

The Juvenile Services Division (JSD) ensures that the juvenile system will protect the public, provide fair and equitable accountability and deliver cost-effective, evidence-based services to delinquent youth and their families. JSD provides a continuum of juvenile services ranging from informal handling (diversion) and formal probation, shelter care, electronic monitoring, mental health assessments and care coordination, outpatient and secure residential substance abuse treatment, and detention.

Although delinquency referrals have declined over the past decade there remains a group of youth whose behavior warrants intervention from the juvenile justice system. Last year, JSD completed over 1,100 detention screens and approximately 625 youth were admitted to the Donald E. Long Juvenile Detention Home. Many of these youth arrive in crisis and require comprehensive wraparound services.

Annually, about 2,275 youth (referred for less serious criminal activity) are diverted from court and held accountable through case management, community service, paying restitution to victims, completing community-based educational/behavioral interventions, or receive a warning letter. On a daily basis, Juvenile Court Counselors (JCCs) supervise about 300 youth on formal probation. JSD manages the higher-risk youth in this population with treatment services, custody sanctions, detention alternatives and accountability interventions.

### Significant Changes

JSD is undergoing several significant reconfigurations to streamline operations and improve service delivery. As part of the mid-year state reductions, JSD reduced 1.75 FTE and established a low risk and a high risk specialty unit for youth. In FY 2013, JSD is discontinuing the Youth Development Services unit, 8.00 FTE, and is redesigning these services so that youth have expanded access to these services and JSD can better leverage existing community supports in education and employment. The implementation of the Functional Family Probation (FFP) case management model continues to present new and alternative opportunities of meeting the needs of youth and families. FFP is an evidence-based practice that incorporates a holistic, family-focused approach that is based in the community.

### Adult Services Division

The Adult Services Division (ASD) provides leadership and direction for the supervision of approximately 8,300 probationers and post-prison adult offenders in the community who have been convicted of felony and misdemeanor crimes. In addition, our Recog unit helped process over 21,000 pretrial cases last year with over 2,200 defendants being supervised by our Pretrial Supervision Program. Together, these programs promote public safety while reducing County jail utilization. ASD's mission is to enhance community safety, reduce crime and change offender behavior by holding offenders accountable in a fair and just manner. ASD also effectively coordinates with public safety partners and ensures the safety of DCJ employees who supervise adult offenders. In accordance with best practices, ASD has specialized units for offenders who have been convicted of specific crimes or who have needs that require Probation and Parole Officers (PPO) with specialized training. These units are Domestic Violence, Gang, Mentally Ill, Gender Specific, Sex Offender and Special Supervision Team for violent offenders. Generic supervision units manage offenders with property and drug convictions, including robbery and burglary crimes. Additionally, we enhance supervision with GPS/electronic monitoring and computer forensics monitoring as needed. We manage supervised Community Service teams to strengthen offender accountability. ASD also provides services to help offenders develop pro-social skills, such as the Day Reporting Center for cognitive skill interventions and the Londer Learning Center for educational support, employment training, and GED services.

### Significant Changes

We are closing the Couch Street Women's Transitional Housing Program. The women and children currently in the program will be transferred to alternative settings.

As part of the mid-year state reductions, ASD was decreased by 6.00 FTE including

- 4.00 FTE parole/probation officers,
- 1.00 FTE Addictions Specialist, and
- 1.00 FTE Records Technician.

In FY 2013, 6.00 FTE were reduced including:

- 1.00 FTE District Manager (50034),
- 2.00 FTE Corrections Counselors (50039 and 50043),
- 2.00 FTE Clinical Coordinators (50041A and 50044), and
- 1.00 FTE Corrections Technician (50047).

### Department of Community Justice

The following table shows the programs that make up the departments total budget. The individual programs follow in numerical order.

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>Director's Office</b>					
50000	Director's Office	\$730,127	\$0	\$730,127	4.00
50001	Business Services	2,418,584	0	2,418,584	16.70
50002	Business Applications & Technology	5,942,549	0	5,942,549	6.00
50003	Court Appearance Notification System (CANS)	128,752	0	128,752	0.50
50004	Victims Unit	248,898	0	248,898	2.00
<b>Employee, Community and Clinical Services</b>					
50005	Employee, Community & Clinical Services	642,983	84,033	727,016	5.00
50006	Quality Systems & Evaluation Services	596,140	0	596,140	5.00
50007	Human Resources	984,753	0	984,753	7.20
50008A	Response to Commercial Sexual Exploitation of Children	9,078	41,198	50,276	1.00
50008B	Response to Commercial Sexual Exploitation of Children - Collaboration Specialist	93,068	0	93,068	0.00
50009	Adult Offender Mental Health Services	1,150,468	0	1,150,468	0.00
50010	Addiction Services-Adult Offender Outpatient	664,459	128,392	792,851	0.00
50011	Addiction Services-Adult Offender Residential -Primarily Men	3,286,121	0	3,286,121	0.00
50012	Addiction Services-Adult Women's Residential Treatment	1,728,693	0	1,728,693	0.00
50013	Addiction Services-Adult Drug Court Program	748,223	246,089	994,312	0.00
50014	Adult Chronic Offender Program-City Funding	0	741,000	741,000	0.00

# Community Justice

fy2013 adopted budget

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>Juvenile Services Division</b>					
50016	Juvenile Services Management	1,551,669	217,949	1,769,618	9.80
50017	Juvenile Services Support	1,928,403	0	1,928,403	11.00
50018	Family Court Services	44,274	1,045,762	1,090,036	8.35
50019	Family Court Services - Supervised Parenting Time	41,999	166,345	208,344	1.05
50020A	Juvenile Detention Services - 64 Beds	7,194,825	880,038	8,074,863	70.50
50020B	Juvenile Detention Services - 16 Beds	698,858	0	698,858	0.00
50021	Juvenile Community Detention/Electronic Monitoring	327,082	270,467	597,549	5.00
50022	Juvenile Shelter & Residential Placements	144,218	500,678	644,896	0.00
50023	Juvenile Delinquency Risk Assessment, Court Services, and Informal Probation Services (DRACSIPS)	1,433,577	137,183	1,570,760	14.00
50024	Juvenile Female Probation Services	239,037	85,468	324,505	3.00
50025A	Juvenile Sex Offender Probation Supervision	709,486	15,080	724,566	6.00
50025B	Juvenile Sex Offender Treatment	225,000	0	225,000	0.00
50026	Juvenile East Metro Gang Enforcement Team (EMGET)	0	590,642	590,642	0.00
50027	Juvenile High Risk Unit - RISE	673,568	847,891	1,521,459	10.67
50028	Juvenile Low Risk Unit	152,865	167,818	320,683	3.00
50029	Juvenile Community Service & Project Payback Program	668,748	104,568	773,316	6.00
50030	Juvenile Secure Residential A&D Treatment (RAD)	547,250	1,477,878	2,025,128	7.99
50032	Juvenile Assessment & Treatment for Youth & Families (ATYF)	86,052	1,319,361	1,405,413	11.01
50033	Juvenile Culturally Specific Intervention	373,248	108,590	481,838	0.33

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>Adult Services Division</b>					
50034	Adult Services Management	1,562,643	169,749	1,732,392	8.50
50035	Adult Recog Program	1,403,853	0	1,403,853	15.00
50036	Adult Pretrial Supervision Program	1,422,049	0	1,422,049	15.00
50037	Adult Forensics Unit	300,775	0	300,775	2.00
50038	Adult Parole/Post Prison Violation Hearings & Local Control	1,046,652	1,029,802	2,076,454	11.00
50039	Adult Transition and Re-Entry Services	1,441,277	2,135,487	3,576,764	14.00
50040	Adult Re-Entry Enhancement Coordination Grant	0	703,864	703,864	0.25
50041A	Adult Field Services-High Risk Generic Supervision	3,069,129	6,274,177	9,343,306	73.61
50041B	Employment Transition Services for African American Males	50,000	0	50,000	0.00
50042	Adult Mentally Ill Offender Supervision	749,367	0	749,367	6.00
50043	Adult Programs Unit	124,974	682,232	807,206	5.75
50044	Adult Sex Offender Supervision & Treatment	471,003	2,098,657	2,569,660	16.00
50045	Adult Domestic Violence Supervision	1,142,694	1,416,251	2,558,945	19.50
50046	Adult Family Supervision Unit	1,525,909	24,690	1,550,599	14.00
50047	Adult Day Reporting Center	918,856	1,475,070	2,393,926	23.00
50048	Adult Electronic Monitoring	488,668	0	488,668	3.00
50049	Adult Property Crimes Programs (RAIN & START)	172,794	1,521,075	1,693,869	6.64
50050	Adult Community Service - Formal Supervision	932,280	219,644	1,151,924	11.92
50051	Adult Londer Learning Center	0	898,864	898,864	9.70
50052	Adult Field Services-Medium Risk Generic Supervision	744,370	78,230	822,600	8.50
50053	Adult Community Service-Bench Probation	237,547	0	237,547	3.00
50054	Support to Community Court	85,212	0	85,212	1.00
50055	Adult Domestic Violence Deferred Sentencing Program (DSP)	83,612	0	83,612	1.00
50056	Adult Sex Offender Reduced Supervision (SORS)	0	130,640	130,640	1.00

# Community Justice

fy2013 adopted budget

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
50057	Adult Generic Reduced Supervision (Casebank)	858,064	366,652	1,224,716	12.00
50058	Adult Enhanced Bench for DUII	0	284,818	284,818	3.08
50059	Facilities Transition	122,115	0	122,115	0.00
50061	ASD State Funding Bridge	<u>508,265</u>	<u>0</u>	<u>508,265</u>	<u>0.00</u>
<b>Total Community Justice</b>		<b>\$55,875,163</b>	<b>\$28,686,332</b>	<b>\$84,561,495</b>	<b>499.55</b>

**Lead Agency:** Community Justice

**Program Contact:** Scott Taylor

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Director's Office provides the Department of Community Justice (DCJ) with the policy, program and fiscal direction to achieve its mission of enhancing community safety and reducing criminal activity. DCJ is a 24-hour operation with about 645 permanent, on-call, and temporary employees. The Director's Office provides leadership, communication, and coordination across the Department's Divisions. It is the role of the Director's Office to hold the Department accountable to county residents, the Board of County Commissioners and system partners.

### Program Description

The Director's Office monitors the daily operations of an agency that supervises approximately 8,300 adult probationers and parolees, and 1,200 youth on supervision. Additionally, DCJ oversees approximately 2,200 defendants requiring pretrial services, as well as a juvenile detention facility that houses up to 80 youth.

The Director's Office is responsible for the fiscal management of more than \$84 million in county, state, federal and private grant funds. This area also provides leadership across department divisions and strategic planning for department-wide initiatives. It is the responsibility of the Director's Office to create an organizational culture that values evidence-based practices and continuous quality improvement. Through collaboration with partner agencies, shared public safety goals are continuously evaluated and pursued.

Over the last decade the Director's Office has guided policies that have reduced crime, promoted rehabilitation, reduced spending and reduced racial and ethnic disparities in the juvenile justice system. Year after year, DCJ has continued to make improvements in statewide performance benchmarks in community corrections.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of adult offenders supervised annually	8,278	8,300	8,269	8,300
Outcome	Percent of adult offenders not recidivating one year post admit to supervision	92.0%	91.0%	90.0%	90.0%
Output	Number of youth disposed annually	2,566	2,500	2,275	2,275
Outcome	Percent of youth not re-adjudicated/convicted within 3 years of probation start	70.9%	70.0%	71.0%	71.0%

### Performance Measure - Description

Adult recidivism is measured by 12 months new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$434,784	\$0	\$566,224	\$0
Contracts	\$118,546	\$0	\$75,657	\$0
Materials & Supplies	\$77,110	\$0	\$80,409	\$0
Internal Services	\$4,278	\$0	\$7,837	\$0
Total GF/non-GF:	<b>\$634,718</b>	<b>\$0</b>	<b>\$730,127</b>	<b>\$0</b>
Program Total:	<b>\$634,718</b>		<b>\$730,127</b>	
Program FTE	3.00	0.00	4.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes**

**Last year this program was:** #50000, DCJ Director's Office

This program offer reflects an increase of 1 FTE transferred during FY12 from another program.



**Lead Agency:** Community Justice

**Program Contact:** Joyce Resare

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Department of Community Justice (DCJ) Business Services provides administrative and business services to the Department through exercising sound, accurate and transparent financial management. Services include: Department budget development, analysis and tracking; administration of the Department's budget and numerous revenue streams; financial policy development and oversight; grants management; accounts receivable; accounts payable; medical billing; travel and training; procurement and contract development and administration.

### Program Description

DCJ is funded by a variety of federal, state, local and other grant sources. A primary responsibility of Business Services is to integrate these resources to develop a balanced budget that meets Oregon Budget Law, County's policies, and the accounting practices established by the County's Chief Financial Officer. Business Services ensures that the Department's budget adequately supports operations and aligns with the programs authorized by the Board of County Commissioners.

Business Services also continually monitors departmental spending throughout the budget cycles so that spending occurs within designated spending limits. Business Services participates in cross-county teams such as the County Operations Council, Purchasing/Contract Committees and the Finance Users Group. This area also sees that cash handling and accounting are closely monitored, ensures compliance with grant financial requirements, that contracts meet County Attorney standards and provide legal authority to procure goods and services for the programs.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of invoices paid in 30 days or less	75.0%	80.0%	75.0%	80.0%
Outcome	Percent spending within legal appropriation (total budget)	100.0%	100.0%	100.0%	100.0%

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,577,921	\$0	\$1,598,236	\$0
Contracts	\$3,256	\$0	\$3,789	\$0
Materials & Supplies	\$60,880	\$0	\$64,539	\$0
Internal Services	\$762,764	\$0	\$752,020	\$0
Total GF/non-GF:	<b>\$2,404,821</b>	<b>\$0</b>	<b>\$2,418,584</b>	<b>\$0</b>
Program Total:	<b>\$2,404,821</b>		<b>\$2,418,584</b>	
Program FTE	16.80	0.00	16.70	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$2,038,790	\$0	\$1,695,782	\$0
<b>Total Revenue:</b>	<b>\$2,038,790</b>	<b>\$0</b>	<b>\$1,695,782</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund which includes Department Indirect Revenue of \$1,690,782 based on indirect rate of 7.89% of total allowable expenditures in the federal/state fund; Fee revenue of \$5,000 deposited into the General Fund. Revenue is unanticipated and not program related. Assuming same budget amount as FY12.

**Significant Program Changes**

**Last year this program was:** #50001, DCJ Business Services

This program offer reflects a decrease of .10 FTE Finance Specialist 1 position.

**Lead Agency:** Community Justice

**Program Contact:** Jann Brown

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Business Applications and Technology (BAT) section supports the implementation and use of new and existing information systems which increases the effectiveness of staff and improves the delivery of services to clients. Team members of BAT also work to foster the use and understanding of data for decision making and facilitate a variety of information system trainings that enhance the Department of Community Justice's (DCJ) operations. Through innovative technological solutions and wise technology investments, the Department is better equipped to promote community safety and reduce criminal activity.

### Program Description

The BAT program provides oversight for evaluation, selection, purchase and implementation of effective, innovative technology solutions. BAT collaborates with partner agencies from local, state and federal governments as well as private service providers in order to develop system-wide technology solutions for data sharing. BAT also supports DCJ's efforts to increase its mobile workforce by finding technology-based solutions that maintain communications across multiple work settings.

This program offer contains services provided by the County's Information Technology organization which facilitate support information needs of the Department, system partners and the public. This includes development and maintenance of information systems to support business needs and easy access to data and other support services in order for DCJ to effectively utilize technology. This program also provides for the purchase and replacement of computer equipment, software and technology tools.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of BAT Team projects completed within one year	0.0%	0.0%	0.0%	80.0%
Outcome	Percent of BAT clients satisfied with application classes	0.0%	0.0%	0.0%	90.0%

### Performance Measure - Description

✓ **Measure Changed**

These are new performance measures.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$927,904	\$0	\$698,839	\$0
Contracts	\$70,000	\$62,500	\$70,000	\$0
Materials & Supplies	\$192,917	\$0	\$341,093	\$0
Internal Services	\$4,027,329	\$6,563	\$4,832,617	\$0
Total GF/non-GF:	<b>\$5,218,150</b>	<b>\$69,063</b>	<b>\$5,942,549</b>	<b>\$0</b>
Program Total:	<b>\$5,287,213</b>		<b>\$5,942,549</b>	
Program FTE	8.00	0.00	6.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$4,988	\$0	\$0	\$0
Intergovernmental	\$0	\$69,063	\$0	\$0
<b>Total Revenue:</b>	<b>\$4,988</b>	<b>\$69,063</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes**

✔ Significantly Changed

**Last year this program was:** #50002, DCJ Business Applications & Technology

This program offer reflects FY12 reduction of 1 FTE OA Sr position due to mid-year state rebalance and a FY13 reduction of 1 FTE CJM as part of the span of control reduction.

**Lead Agency:** Community Justice

**Program Contact:** Jann Brown

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Court Appearance Notification System (CANS) is a collaborative, multi-jurisdictional program designed to reduce offenders' rate of failure to appear (FTA) in court. Reducing FTAs is accomplished through the use of automated telephone reminders for appointments. The automated system also alerts offenders of payments due on restitution and supervision fees. As a result of the thousands of notifications made by CANS for the first half of FY 2012, there was a 92% average appearance rate in court for offenders who were successfully notified by CANS. CANS regularly monitors and reports program performance to the Local Public Safety Coordinating Council (LPSCC) and the Criminal Justice Advisory Committee (CJAC).

### Program Description

CANS works by reminding defendants of: a) upcoming court hearing dates, times and locations; and b) any outstanding restitution, compensatory and/or supervision fees. CANS is a collaborative effort of the State Courts and multiple county public safety agencies. The Department of Community Justice (DCJ) provides management of the project (half time program coordinator) and a vendor contract. The District Attorney's Office provides police training, the State Courts provide information technology support, and both LPSCC and the County Budget Office provide technical assistance.

FTAs incur substantial costs to the various enforcement agencies for re-arrest, re-booking, additional jailing, additional prosecution, increased matrix releases and increased backlog of warrant entries. This program demonstrates effective agency collaboration, fiscal responsibility and efficient use of the criminal justice system.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of circuit court notifications that are successful	0.0%	80.0%	88.0%	90.0%
Outcome	Appearance rate for successful circuit court notifications	0.0%	92.0%	92.0%	90.0%

### Performance Measure - Description

There is no data for FY11 due to service interruptions by contractor.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$42,272	\$0
Contracts	\$86,000	\$0	\$86,000	\$0
Materials & Supplies	\$597	\$0	\$480	\$0
Internal Services	\$350	\$0	\$0	\$0
Total GF/non-GF:	<b>\$86,947</b>	<b>\$0</b>	<b>\$128,752</b>	<b>\$0</b>
Program Total:	<b>\$86,947</b>		<b>\$128,752</b>	
Program FTE	0.00	0.00	0.50	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes****Last year this program was:**

50007 Adult Court Appearance Notification System

This program offer reflects the addition of a .50 FTE Program Specialist. This was a limited duration position in FY12.

**Lead Agency:** Community Justice

**Program Contact:** Kimberly Bernard

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Community supervision serves three main purposes: 1) holding the offenders accountable, 2) making positive changes in offender behavior, and 3) protecting the rights of victims and the larger community. The Victim's Unit will coordinate and enhance each division's response to the victim advocate community and to the individual victims of offenders on supervision. This unit will be responsible for advancing the goals of the Department of Community Justice (DCJ) Strategic Plan related to our long-term commitment to victims' rights and needs. The Victims Unit will be responsible for problem-solving to improve responsiveness to victims both within DCJ and across our public safety partners.

### Program Description

The victims unit will develop a workplan to guide their activities and growth over the next fiscal year. A comprehensive set of performance benchmarks will be developed. The Victims Unit will meet and collaborate with public safety agencies and community partners to develop a more coordinated system response to victims issues. The Victims Unit will work with community partners to develop and pilot a program to increase restitution collections. The Victims Unit will develop and provide trainings to parole/probation officers and juvenile court counselors that will lead to improvements in the following areas:

- 1) Victim notification.
- 2) Restitution collection.
- 3) Referrals to services.
- 4) Victim protection.
- 5) Communication to victims about probation and parole.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of case carrying parole/probation officers receiving training	0.0%	0.0%	0.0%	95.0%
Outcome	Percent of training participants reporting learning objectives were met	0.0%	0.0%	0.0%	90.0%
Output	Percent of case carrying juvenile court counselors receiving training	0.0%	0.0%	0.0%	95.0%

### Performance Measure - Description

This is a new program offer so previous fiscal year data is not available.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$168,378	\$0
Contracts	\$0	\$0	\$75,000	\$0
Materials & Supplies	\$0	\$0	\$5,520	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$248,898</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$248,898</b>	
Program FTE	0.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes****Last year this program was:**

New Program established in FY12 as part of the implementation of our strategic plan. This offer reflections the addition of 1 FTE Program Specialist in FY12 and 1 FTE Office Assistant Sr transferred from another program in FY13.



**Lead Agency:** Community Justice

**Program Contact:** Kathleen Treb

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:** Backfill State/Federal/Grant

### Executive Summary

The Employee, Community and Clinical Services (ECCS) unit oversees implementation of community and clinical treatment options, orchestrates training requirements and options for personnel, updates department-wide policies, conducts internal investigations, coordinates department-wide safety plans and manages volunteers. This unit often works closely with non-profit providers and community members to collaboratively problem solve service-related issues.

### Program Description

The ECCS unit provides Juvenile and Adult Services Divisions with the following:

- 1) Administration and operational support for alcohol, drug and mental health services for adult offenders;
- 2) Coordination of programs for contracted services;
- 3) Supervision and support of DCJ programs/units - Quality Systems and Evaluation Services, Contract Monitoring and Compliance, Human Resources, Trainings, Prevention of Childhood Sexual Exploitation of Children, and Volunteer functions of DCJ; and

Public safety is achieved by investing in both our community and our employees. Careful background investigations ensure that we hire qualified, ethical people. Training programs enhance skills specific to working with a diverse offender population. Competent contracting services strengthen our effectiveness in providing meaningful treatment services. Volunteer engagement fosters connectivity between the Department and the community. All of these elements help drive DCJ's mission of holding offenders accountable while changing their behavior and keeping the community safe.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of volunteer hours delivered annually	22,500	23,000	20,000	23,000
Outcome	Number of adult offenders receiving contracted addiction services	0	0	0	690

### Performance Measure - Description

The outcome measure is new.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$702,209	\$113,567	\$520,054	\$84,033
Contracts	\$43,929	\$0	\$43,929	\$0
Materials & Supplies	\$66,002	\$618	\$76,482	\$0
Internal Services	\$6,587	\$876	\$2,518	\$0
Total GF/non-GF:	<b>\$818,727</b>	<b>\$115,061</b>	<b>\$642,983</b>	<b>\$84,033</b>
Program Total:	<b>\$933,788</b>		<b>\$727,016</b>	
Program FTE	6.00	1.00	4.33	0.67
<b>Program Revenues</b>				
Intergovernmental	\$0	\$115,061	\$0	\$84,033
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$115,061</b>	<b>\$0</b>	<b>\$84,033</b>

**Explanation of Revenues**

County General Fund plus US Dept of Justice JAG Grant \$84,033. Funds .67 FTE that assists DCJ adult clients in accessing alcohol & drug treatment. Grant ends 9/30/2012, but anticipating grant will be renewed for another year.

**Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #50003, DCJ Employee, Community & Clinical Services

This program offer reflects FY13 reduction of 1 FTE CJM as part of the span of control reduction and 1 FTE Admin Analyst transferred to another program. Due to grant funding reductions a previously funded FTE is no longer fully covered by the grant. This offer includes backfill funding for .33 FTE.

**Lead Agency:** Community Justice

**Program Contact:** Charlene Rhyne

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The DCJ Quality Systems and Evaluation Services (QSES) unit is comprised of continuous quality improvement (CQI) functions as well as traditional research and evaluation (R&E) activities. The QSES unit analyzes and reports on issues critical to the Department (including program planning, program implementation, quality improvement and assessing program impacts) for both the Adult and Juvenile Divisions. The QSES unit also develops and reports on performance measures for all departmental programs, services and contracts. Results are presented to the Department's management team, staff, and the Board of County Commissioners before being posted on DCJ's website for community review.

In sum, services provided by QSES ensure that departmental operations have fidelity and are delivered in a manner optimizing client outcomes. Nationally, DCJ's research is studied (through corrections publications and national conferences) and recognized in a manner that enhances our reputation with national and state funders.

### Program Description

QSES supports the Department's principle of information-based decision making by:

- 1) Conducting process and outcome evaluations of programs and initiatives;
- 2) Presenting research and evaluation studies orally and in writing to internal and external stakeholders;
- 3) Providing ongoing contract monitoring for compliance;
- 4) Providing support for routine and periodic management reporting;
- 5) Monitoring program fidelity through continuous quality improvement process; and
- 6) Making recommendations regarding the research and evaluation process.
- 7) Assuring policies and procedures are written in a way that makes expectations of behavior clear to staff.

Our research and evaluation approach is consistent with the American Evaluation Association's (AEA) 'Guiding Principles for Evaluators.' QSES responsibilities are critical for holding programs and services accountable. Accountability is accomplished by providing data that assesses program impacts, employee performance fidelity and contract compliance. This model ensures data-driven decision making and supports legislative mandates.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of contracts monitored for quality annually	48	55	48	50
Outcome	Percent of offenders who do not recidivate one year post admit to supervision	92.0%	91.0%	90.0%	90.0%
Outcome	Percent of youth not re-adjudicated/convicted within 3 years of probation start	70.9%	70.0%	71.0%	71.0%

### Performance Measure - Description

Adult recidivism is measured by 12 months new felony conviction following current admit date.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$474,090	\$0	\$586,999	\$0
Materials & Supplies	\$11,368	\$0	\$8,526	\$0
Internal Services	\$4,764	\$0	\$615	\$0
Total GF/non-GF:	\$490,222	\$0	\$596,140	\$0
Program Total:	\$490,222		\$596,140	
Program FTE	4.00	0.00	5.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #50004A, DCJ Quality Systems & Evaluation Services  
This program offer reflects FY13 increase of 1 FTE Admin Analyst transferred from another program.(Refer #50005).

**Lead Agency:** Community Justice

**Program Contact:** James Opoka

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Department of Community Justice (DCJ) Human Resources (HR) unit recruits, hires, trains and assists with the management of nearly 645 permanent, on-call and temporary employees. DCJ's HR and training consultants work closely with both internal and external customers to design responsive programs and services. HR staff work with management and members of three different unions to hold employees accountable. The HR unit directly supports the culture and mission of the Department.

### Program Description

The HR unit supports 645 permanent, on-call and temporary employees; 3 union contracts; and 24-hour operations in Juvenile Detention, the Multnomah County Justice Center and the community. HR will continue to:

- 1) Assess diverse organizational and employee needs to provide strategic direction as well as succession and workforce planning;
- 2) Consult with managers and employees about employee and labor relations issues, including performance management, discipline and grievances, recruitment and selection of diverse workforce, leave administration, layoffs and bumping, and compliance with County Personnel Rules, department policies, and union contracts;
- 3) Ensure compliance with all laws, rules, regulations, policies and labor agreements so liability and costs of unlawful employment actions are reduced or eliminated;
- 4) Manage the recruitment and selection process, leave administration, discipline and grievance process, layoffs and bumping, and personnel records;
- 5) Manage 209 leave requests and 1,079 personnel transactions in SAP;
- 6) Develop and implement HR initiatives with Central Human Resources and Labor Relations; and
- 7) Complete 388 background investigations / records checks on DCJ employees, volunteers and interns.
- 8) Coordinate internal investigations as needed.

DCJ's HR unit supports the Department's mission and accountability to the public through hiring, training and evaluating competent staff. By hiring qualified people, giving them the tools they need to do their job and supporting management performance, the Department is able to continue changing offender behavior and keeping the community safe.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of HR data entry errors that results in a dock of pay	6.0%	2.0%	7.0%	5.0%
Outcome	Percent of grievances where it was determined there were no contract violations	89.0%	100.0%	100.0%	100.0%

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$770,222	\$0	\$812,989	\$0
Contracts	\$46,198	\$0	\$140,204	\$0
Materials & Supplies	\$35,110	\$0	\$31,285	\$0
Internal Services	\$6,612	\$0	\$275	\$0
Total GF/non-GF:	<b>\$858,142</b>	<b>\$0</b>	<b>\$984,753</b>	<b>\$0</b>
Program Total:	<b>\$858,142</b>		<b>\$984,753</b>	
Program FTE	7.00	0.00	7.20	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes**

Last year this program was: #50005, DCJ Human Resources

**Lead Agency:** Community Justice

**Program Contact:** Kathleen Treb

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The three year Commercial Sexual Exploitation of Children (CSEC) project is scheduled to end two months into FY 2013. Over the last two and a half years, this project has coordinated a victim-centered system response in Multnomah County that developed a steering committee, executive team and eight specialized workgroups. An assigned Collaboration Specialist has been responsible for orchestrating the multi-jurisdictional system collaborative process that includes social services leaders, elected officials, state policy makers, criminal justice system representatives, citizens and survivors. The Collaboration Specialist oversees and staffs the monthly CSEC Steering Committee meetings (chaired by County Commissioner Diane McKeel), and eight designated workgroups. The goals of the Office of Juvenile Justice Delinquency Prevention (OJJDP) are to: a) identify exploited youth and youth at risk for exploitation; b) actively investigate and prosecute cases where adults have exploited children; and c) intervene appropriately with youth and compassionately serve victims.

### Program Description

The commercial sexual exploitation of children (CSEC) is a prevalent problem in Multnomah County. Because the I-5 corridor passes directly through Portland, this city is an easy transport artery for CSEC victims and illegal drugs. Runaways from Oregon, Idaho and Southwest Washington migrate to downtown Portland. Traffickers prey upon and manipulate young people who are desperate for food and shelter.

Local and federal law enforcement agencies in Multnomah County have worked on over 200 sex trafficking cases (fraction of the activity in Oregon) involving both domestic and international victims. This grant funded project is helping expose and derail this once flourishing "business". However, Multnomah County still faces two main challenges. First, service providers and law enforcement professionals must continue to be trained and educated on the evolving sophistication of perpetrators, as well as how to assist victims. Secondly, trafficking victims themselves need information and support services in order to successfully remove themselves from the paralyzing grasp of pimps/traffickers. A comprehensive victim services plan has been developed, but full implementation is reliant upon funding and community partnership. The objectives of the program are to:

- 1) Maintain a full-time Program Coordinator for Multnomah County's response to victims of CSEC;
- 2) Contract with a full-time Program Advocate and volunteers to provide 24-hour crisis responses; and
- 3) Offer CSEC training to hundreds of individuals from 50+ local agencies.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of CSEC youth receiving advocacy services	267	125	250	70
Outcome	Number of community agencies that have received training	112	50	100	5

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$105,508	\$8,841	\$9,563
Contracts	\$0	\$70,557	\$0	\$27,714
Materials & Supplies	\$0	\$7,589	\$237	\$186
Internal Services	\$0	\$20,251	\$0	\$3,735
Total GF/non-GF:	<b>\$0</b>	<b>\$203,905</b>	<b>\$9,078</b>	<b>\$41,198</b>
Program Total:	<b>\$203,905</b>		<b>\$50,276</b>	
Program FTE	0.00	1.00	0.08	0.09
<b>Program Revenues</b>				
Indirect for dep't Admin	\$14,725	\$0	\$2,956	\$0
Intergovernmental	\$0	\$203,905	\$0	\$41,198
<b>Total Revenue:</b>	<b>\$14,725</b>	<b>\$203,905</b>	<b>\$2,956</b>	<b>\$41,198</b>

**Explanation of Revenues**

County General Fund plus US Dept of Justice Grant for intervention into the Commercial Sexual Exploitation of Children \$41,198. Award period is 9/1/2009 – 8/31/2012.

**Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #50006, DCJ Response to Commercial Sexual Exploitation of Children  
 This offer reflects a reduction of .83 FTE Program Spec Sr and contract reductions due to ending of the USDOJ grant effective 8/31/12.



**Lead Agency:** Community Justice

**Program Contact:** Kathleen Treb

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:** One-Time-Only Request, Backfill State/Federal/Grant

### Executive Summary

The three year Commercial Sexual Exploitation of Children (CSEC) project is scheduled to end two months into FY 2013. An assigned Collaboration Specialist has been responsible for orchestrating the multi-jurisdictional system collaborative process that includes social services leaders, elected officials, state policy makers, criminal justice system representatives, citizens and survivors. The Collaboration Specialist oversees the monthly CSEC Steering Committee meetings (chaired by County Commissioner Diane McKeel), and eight designated workgroups. The goals of the grant funded project include: a) identify exploited youth and youth at risk for exploitation; b) actively investigate and prosecute cases where adults have exploited children; and c) intervene appropriately with youth and compassionately serve victims. The Department of Community Justice (DCJ) works closely with the Department of County Human Services (DCHS). DCHS is submitting a program offer to continue funding for the current shelter and for assertive engagement case management for young children being sexually exploited. This offer is for the continuance of one full time Collaboration Specialist.

### Program Description

The commercial sexual exploitation of children (CSEC) is a prevalent problem in Multnomah County. Because the I-5 corridor passes directly through Portland, this city is an easy transport artery for CSEC victims and illegal drugs. Runaways from Oregon, Idaho and Southwest Washington migrate to downtown Portland. Traffickers prey upon and manipulate young people who are desperate for food and shelter. Local and federal law enforcement agencies in Multnomah County have worked on over 200 sex trafficking cases (fraction of the activity in Oregon) involving both domestic and international victims. This project is helping expose and derail this once flourishing "business".

This project began because concerned professionals felt the metropolitan area needed a more strategic and coordinated approach to ending the CSEC. Over the last two and a half years, joint efforts have created a coordinated victim-centered system response. The work is not yet over, as Multnomah County still faces two main challenges. First, service providers and law enforcement professionals must continue to be trained and educated on the evolving sophistication of perpetrators, as well as how to assist victims. Secondly, trafficking victims themselves need information and support services in order to successfully remove themselves from the paralyzing grasp of pimps/traffickers. A comprehensive victim services plan has been developed, but full implementation is reliant upon funding and community partnerships.

The main objectives for this next year include:

- 1) Improve the recognition of CSEC and collaborative response to CSEC;
- 2) Continue to provide support and leadership for the eight specialized CSEC workgroups;
- 3) Continue implementing a comprehensive plan to end the demand for CSEC in Multnomah County;
- 4) Offer CSEC training to hundreds of individuals from 50+ local agencies. Focus on raising awareness within the community and faith groups; and
- 5) Develop and deliver training for first responders (EMT, Fire, ER staff and school resource officers).

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of CSEC youth receiving advocacy services	267	125	250	200
Outcome	Number of community agencies that have received training	112	50	100	100

### Performance Measure - Description

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$0	\$0	\$89,852	\$0
Materials & Supplies	\$0	\$0	\$3,216	\$0
Total GF/non-GF:	\$0	\$0	\$93,068	\$0
Program Total:	\$0		\$93,068	
Program FTE	0.00	0.00	0.83	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

Last year this program was:

**Lead Agency:** Community Justice

**Program Contact:** Kathleen Treb

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The rate of mental illness among those incarcerated is two to three times higher than among the general population (Roskes and Feldman 1999). These offenders eventually leave prison or jail and are then supervised in the community, bringing with them a variety of mental health and chronic medical issues. Research indicates that these offenders are likely to have continued contact with the corrections system. The Department of Community Justice (DCJ) provides funding for services that assist Parole/Probation Officers (PPO) in their work with over 270 adult mentally ill offenders annually. This work is essential for stabilizing and decreasing recidivism rates for this specific population and is always coordinated in collaboration with other community-based treatment.

### Program Description

Mental Health Services (MHS) helps PPOs access necessary resources for severe and persistent mentally ill adult offenders. Special limited services that benefit this target population are not available without DCJ assistance. MHS provides the following contracted services:

- 1) Mental Health Evaluations -- To determine the best way to achieve supervision compliance for offenders who pose a serious risk to the community, and to identify/determine severity of mental illness;
- 2) Three contracted staff to work with 60 offenders at any one time -- To prepare offenders for community treatment by providing crisis stabilization, access to emergency mental health care and access to basic living needs;
- 3) One psychiatric nurse practitioner -- To provide prescription services; and
- 4) Fifteen residential beds of Dual Diagnosis -- To provide treatment for male offenders who have not been successful in alternate treatment modalities, or who have mental health symptoms that are too severe for less specialized treatment providers.

This program supports public safety by providing a continuum of social services to high and medium risk offenders who require assistance in accessing services. Without these services, many of these offenders would remain unstabilized and would likely return to jail on supervision violations and/or new criminal charges.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of mentally ill offenders that received treatment	97	100	100	100
Outcome	Percent of offenders not recidivating one year post treatment exit	0.0%	0.0%	95.0%	95.0%

### Performance Measure - Description

✓ **Measure Changed**

Recidivism is a measure of new felony convictions one year post treatment exit using a recidivism rate.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Contracts	\$1,124,596	\$0	\$1,150,468	\$0
Total GF/non-GF:	\$1,124,596	\$0	\$1,150,468	\$0
Program Total:	\$1,124,596		\$1,150,468	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

Last year this program was: #50008, Adult Offender Mental Health Services

**Lead Agency:** Community Justice

**Program Contact:** Kathleen Treb

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Outpatient treatment is an essential part of the alcohol and drug treatment continuum that impacts public safety. At any time, 130 offenders attend these community-based, outpatient treatment programs one to three times per week. Nearly 90% of the participants are classified as high risk and are statistically more likely to commit a new crime if intervention measures are not implemented. The remaining ten percent of participants are referred for treatment from our Medium Risk Unit.

### Program Description

Services are provided through contracts with nine non-profit providers who are dually licensed to provide drug and alcohol treatment and mental health services. Outpatient treatment is an option for qualified offenders. Currently contracted treatment programs are equipped to respond to culturally-specific needs, provide comprehensive mental health counseling, assist with job related issues and support housing transitions. All contracted treatment programs use research-based approaches which are geared towards motivating offenders to learn new skills that support a lifestyle free of crime and addiction. In addition, this program offer includes approximately 60,000 for urinalysis testing at Redwood Toxicology.

Without treatment, offenders are more likely to reoffend and/or end up occupying expensive jail beds. A study published by the Oregon Legislature Public Safety Strategies Task Force (2008) found that drug treatment programs in the community have been shown to reduce criminal re-offense rates by 9%.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	866	600	600	600
Outcome	Percent of offenders who do not recidivate one year post treatment exit	0.0%	0.0%	88.0%	88.0%

### Performance Measure - Description

✓ **Measure Changed**

Recidivism is a measure of new felony convictions one year post treatment using a recidivism rate.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Contracts	\$399,011	\$129,991	\$624,249	\$116,752
Materials & Supplies	\$0	\$0	\$40,210	\$0
Internal Services	\$0	\$13,647	\$0	\$11,640
Total GF/non-GF:	<b>\$399,011</b>	<b>\$143,638</b>	<b>\$664,459</b>	<b>\$128,392</b>
Program Total:	<b>\$542,649</b>		<b>\$792,851</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$10,372	\$0	\$9,212	\$0
Fees, Permits & Charges	\$0	\$2,000	\$0	\$2,000
Intergovernmental	\$0	\$60,138	\$0	\$44,892
Other / Miscellaneous	\$0	\$81,500	\$0	\$81,500
<b>Total Revenue:</b>	<b>\$10,372</b>	<b>\$143,638</b>	<b>\$9,212</b>	<b>\$128,392</b>

**Explanation of Revenues**

County General Fund plus State Alternative Incarceration Program (AIP) \$44,892. This is the budgeted amount for second half of the FY11-13 biennium; Civil Forfeitures \$81,500. Funds are received from Mult Co. Circuit Court or City of Portland for civil forfeitures seized from clients and turned over to DCJ per ORS 131A360. Amount based on FY12 CYE; Laboratory Drug Testing fees \$2,000. Fee is set at \$9.50 per Board Resolution.

**Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #50009, Addiction Services-Adult Offender Outpatient

This Program offer reflects a reduction of 40 outpatient slots resulting in 160 fewer offenders being served.

**Lead Agency:** Community Justice

**Program Contact:** Kathleen Treb

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Residential drug treatment is an essential part of the alcohol and drug treatment continuum that impacts public safety. This offer provides 90 beds of residential drug and alcohol treatment for high risk male offenders and allows courts and Parole/Probation Officers (PPO) an alternative sanction to jail. Past evaluations have shown that these county services effectively reduce re-arrest rates. Eighty-nine percent of offenders who successfully complete treatment do not re-offend one year after exiting treatment (Hamblin and Rhyne 2011).

### Program Description

Fifty-two beds serve high risk offenders in a facility specialized in treating males involved with the criminal justice system. The remaining beds are located in three residential facilities within the community. Some of these beds are reserved for specific populations (e.g., sex offenders, East County property offenders). While the length of treatment varies for each individual, the average length of stay for successful completion in residential treatment is 168 days, but may last up to six months. When appropriate, offenders are transported directly from jail to residential treatment, ensuring a drug-free transition.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of male clients participating in treatment	213	235	284	235
Outcome	Percent of offenders who do not recidivate one year post treatment exit	0.0%	0.0%	85.0%	85.0%

### Performance Measure - Description

✓ **Measure Changed**

Recidivism is a measure of new felony convictions one year post treatment exit using a recidivism rate.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Contracts	\$3,564,437	\$0	\$3,286,121	\$0
Total GF/non-GF:	\$3,564,437	\$0	\$3,286,121	\$0
Program Total:	\$3,564,437		\$3,286,121	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

Last year this program was: #50010, Addiction Services-Adult Offender Residential-Primarily Men



**Lead Agency:** Community Justice

**Program Contact:** Kathleen Treb

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Residential drug treatment is an essential part of the alcohol and drug treatment continuum that impacts public safety. When residential treatment is successful for women offenders, the long-term collateral costs of re-arrest, re-incarceration and inadvertent consequences for the children of female offenders significantly decline. Eighty-nine percent of offenders who successfully complete treatment do not re-offend one year after exiting treatment (Hamblin and Rhyne 2011).

This program serves 40 residential alcohol and drug treatment beds for high risk female offenders in two facilities. This offer also funds 9 beds for dependent children. The current community treatment providers have been in existence for over 18 years and work collaboratively with the Department of Community Justice (DCJ) to treat women with addictions and criminality.

### Program Description

This program uses evidence-based practices to address addiction, mental health issues, parenting skills, healthy relationship dynamics, criminality, employment resources and relapse prevention counseling. Regular communication and coordination with a Parole/Probation Officer (PPO) is maintained to develop and implement treatment and supervision plans.

Programs that provide family therapy, childcare and child-rearing services have improved outcomes with regard to treatment completion and reduction of recidivism (National Institute on Drug Abuse 2006; National Institute of Corrections 2005). The National Institute on Drug Abuse (NIDA) reports that drug abuse treatment is cost effective in reducing drug use and bringing about cost savings associated with health care, crime and incarceration. NIDA also reports that gender-specific programs may be more effective for female offenders, especially those with trauma and abuse in their background (2006).

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of female offenders participating in treatment	180	185	180	173
Outcome	Percent of offenders who do not recidivate one year post treatment exit	0.0%	0.0%	81.0%	80.0%

### Performance Measure - Description

✔ **Measure Changed**

Recidivism is a measure of new felony convictions one year post treatment exit.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Contracts	\$1,691,151	\$0	\$1,728,693	\$0
Total GF/non-GF:	\$1,691,151	\$0	\$1,728,693	\$0
Program Total:	\$1,691,151		\$1,728,693	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #50011, Addiction Services-Adult Women's Residential Treatment  
This program offer reflects a reduction of three residential beds for women.

**Lead Agency:** Community Justice

**Program Contact:** Kathleen Treb

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Drug Diversion Drug Court (STOP) contributes to public safety by providing outpatient treatment and supervision to approximately 650 adult offenders each year, with a daily capacity of 275 individuals. STOP holds adults charged with drug offenses accountable while providing them an opportunity for treatment. Those who successfully complete treatment and court requirements have their charges dismissed.

### Program Description

STOP serves adults charged with various drug-related offenses. Multnomah County's Drug Court is one of the oldest of its kind that collaborates with criminal justice partners to expedite the court process and offer drug treatment. The treatment component is facilitated by a contracted agency who works closely with the court to provide mental health and drug treatment, employment resources, housing referrals, mentoring, residential treatment referrals and long-term follow-up services. Offenders may attend STOP as frequently as once a week during the first phases of their recovery and as little as one time per month as they stabilize with treatment.

There is a well-researched link between substance abuse and criminal behavior. A recent report from the National Institute of Corrections (NIC) states that half of offenders were under the influence of alcohol or drugs when they committed their current offense (Przybylski 2008). The NIC says, "It is unlikely that recidivism rates can be appreciably reduced without breaking the cycle of substance abuse and crime." This program has proven its effectiveness through independent studies and measures a cost savings to the County of nearly \$1,400 per offender (NPC Research 2003). A ten-year analysis of STOP Drug Court (from 1991 to 2001) published by NPC Research in 2007, showed that STOP reduced re-arrests by 30% compared to eligible defendants who did not go through STOP.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of participants served annually.	620	650	650	650
Outcome	Percent of offenders who exit successfully	82.0%	90.0%	85.0%	85.0%

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Contracts	\$724,628	\$224,172	\$748,223	\$224,232
Internal Services	\$0	\$21,917	\$0	\$21,857
Total GF/non-GF:	<b>\$724,628</b>	<b>\$246,089</b>	<b>\$748,223</b>	<b>\$246,089</b>
Program Total:	<b>\$970,717</b>		<b>\$994,312</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$16,394	\$0	\$17,297	\$0
Fees, Permits & Charges	\$0	\$5,000	\$0	\$5,000
Intergovernmental	\$0	\$241,089	\$0	\$241,089
<b>Total Revenue:</b>	<b>\$16,394</b>	<b>\$246,089</b>	<b>\$17,297</b>	<b>\$246,089</b>

**Explanation of Revenues**

County General Fund plus State CJC Drug Court Enhancement grant \$241,089. Award ends 6/30/2012. Anticipating funding to be renewed in FY13 at same service level which enhances the Drug Court Program; Drug Diversion Fees from clients \$5,000. All fees collected by DCJ are passed-through to contractor that runs Drug Diversion Program. The majority of these fees are paid directly to the contractor by the client.

**Significant Program Changes**

Last year this program was: #50012, Addiction Services-Adult Drug Court Program

**Lead Agency:** Community Justice

**Program Contact:** Kathleen Treb

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The City of Portland has collaborated with Multnomah County and others to address specific issues of chronic offenders within the Portland area. The goal of the coordination team is to reduce offender risk and promote long-term behavioral and attitudinal change.

The Services Coordination Team (SCT) is a system-wide response to chronic and repeat offenders, most of whom are homeless and residing in downtown Portland. The County's Department of Community Justice (DCJ) acts as a pass-through for the treatment component of SCT (currently at the Volunteers of America) and employs one Parole/ Probation Officer (PPO) and one District Attorney specifically assigned to SCT clients.

### Program Description

On average, 48 offenders each month receive services (housing assistance, substance abuse treatment, etc.) to decrease their addiction(s) and criminal behavior. Individuals eligible for SCT are identified pre- and post-adjudication. The PPO assigned to this caseload facilitates an individualized intervention plan and coordinates with community partners to address the needs of the offenders. The services available to this population include 12 case managed housing units and 20 alcohol and drug day treatment slots.

The Chronic Offenders Program supports public safety by targeting the most chronic offenders and working to improve livability and safety within the community.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average number of offenders supervised monthly	47	48	46	48
Outcome	Percent of offenders that did not recidivate one year post exit	0.0%	0.0%	87.0%	90.0%

### Performance Measure - Description

✔ **Measure Changed**

DCJ serves as a "pass through" for this program.  
Recidivism is a measure of felony convictions one year post exit.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Contracts	\$0	\$611,000	\$0	\$741,000
Total GF/non-GF:	<b>\$0</b>	<b>\$611,000</b>	<b>\$0</b>	<b>\$741,000</b>
Program Total:	<b>\$611,000</b>		<b>\$741,000</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$611,000	\$0	\$741,000
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$611,000</b>	<b>\$0</b>	<b>\$741,000</b>

**Explanation of Revenues**

IGA with City of Portland \$741,000. Provides outpatient treatment and housing for 30 male clients identified by the Service Coordination Team. Current IGA through 6/30/2012 and expecting to be renewed at same funding level for FY13.

**Significant Program Changes**

**Last year this program was:** #50014, Adult Chronic Offender Program-City Funding

**Lead Agency:** Community Justice

**Program Contact:** Christina McMahan

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Department of Community Justice's (DCJ) Juvenile Services Division supervises the highest percentage of high-risk youth on probation in the entire state. Juvenile Services Management (JSM) leads, supports and monitors Delinquency Intervention, Probation, Accountability, Community Engagement, Treatment, and Detention services for delinquent youth 12-18 years of age, and in the case of probation, youth up to the age of 23. Within these services, managers oversee a variety of programs designed to reduce recidivism as well as the overrepresentation of youth of color in detention.

### Program Description

JSM ensures that the Juvenile Services Division protects public safety, provides fair and equitable accountability and delivers cost effective, evidence-based services to delinquent youth and their families. This program is responsible for engaging with the community and collaborating with system partners (e.g., the judiciary, law enforcement, etc) to enhance the coordination and effectiveness of the overall juvenile system. Specific oversight responsibilities include:

- 1) **COUNSELING SERVICES** - Coordinates and monitors units devoted to intake/assessment, prevention/intervention, adjudication, probation, sanctioning and connectivity to resources.
- 2) **CUSTODY SERVICES** - Responsible for the operations and security of a regional juvenile detention facility. This facility operates 24 hours a day, 7 days a week and serves tri-county youth awaiting subsequent court hearings (including Measure 11 youth), or are serving a sanction. Additionally, Custody Services oversees Community Service and Project Payback (a juvenile restitution program) and Community Detention/Electronic Monitoring programs.
- 3) **TREATMENT SERVICES** - Provides clinical oversight of in-house mental health services, alcohol and drug services and specialized services for delinquent youth. Within Treatment Services, youth can receive assessments, case planning, care coordination, individual/family therapy, cognitive skills programming, educational reconnection, and/or secure residential substance abuse treatment.
- 4) **DETENTION ALTERNATIVES INITIATIVE PROGRAMMING** - Holds youth accountable and protects public safety through shelter care use, residential placement options, and other detention alternative intervention outlets.
- 5) **FAMILY COURT SERVICES** - Provides mediation, parent education and child custody evaluations, as well as support to the court in dependency matters and system initiatives.

In addition, JSM manages a position that serves as a liaison to the family court judiciary for community-based programs and agencies, coordinates the efforts of the model court program, advocates and implements best practices, staffs judicial meetings, and partners with the Chief Family Law Judge as a point of contact for foster care reform.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	percent of youth in county not referred to DCJ on delinquency matters	96.5%	96.0%	97.0%	97.0%
Outcome	% of youth not re-adjudicated/convicted within three years of probation start	70.9%	70.0%	71.0%	71.0%

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$940,809	\$170,788	\$1,064,303	\$187,079
Contracts	\$169,101	\$0	\$208,101	\$6,200
Materials & Supplies	\$173,592	\$54,886	\$247,288	\$13,076
Internal Services	\$31,855	\$12,073	\$31,977	\$11,594
Total GF/non-GF:	<b>\$1,315,357</b>	<b>\$237,747</b>	<b>\$1,551,669</b>	<b>\$217,949</b>
Program Total:	<b>\$1,553,104</b>		<b>\$1,769,618</b>	
Program FTE	7.39	1.41	8.28	1.52
<b>Program Revenues</b>				
Indirect for dep't Admin	\$6,386	\$0	\$7,277	\$0
Intergovernmental	\$0	\$0	\$0	\$12,923
Other / Miscellaneous	\$10,000	\$237,747	\$10,000	\$205,026
<b>Total Revenue:</b>	<b>\$16,386</b>	<b>\$237,747</b>	<b>\$17,277</b>	<b>\$217,949</b>

**Explanation of Revenues**

County General Fund plus Juvenile Informal Restitution \$10,000 which is deposited into the general fund. Revenue is collected from the youth and passed-through to the victim for restitution. Assuming same budget as FY12; Annie E. Casey Foundation \$205,026. Amount includes annual grant award of \$150,000 plus projected unspent balance that can be carried forward; Oregon Research Institute's Center for Family and Adolescent Research (ORI-CFAR) \$12,923. Award ends 7/30/2013.

**Significant Program Changes**

**Last year this program was:** #50015, DCJ Juvenile Services Management

This program offer reflects an increase of 1 FTE transferred during FY12 from another program.



**Lead Agency:** Community Justice

**Program Contact:** Thach Nguyen

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Juvenile Support Services unit supports all aspects of the Juvenile Services Division's (JSD) Administration, Probation, Accountability, Treatment and Custody Services departments. Support Services staff members perform the following functions: a) maintain accurate records internally and in various statewide data systems; b) provide information and referrals to the public and community partners; c) provide administrative and clerical support to division personnel; d) coordinate payroll, property management and purchasing; and e) provide reception coverage.

### Program Description

Functions covered by Support Services:

- 1) **DATA SERVICES** - Provides specialized entry and records maintenance in the statewide Juvenile Justice Information System (JJIS) and the Law Enforcement Data System (LEDS). This team enters warrants into LEDS, provides law enforcement with field access to juvenile Electronic Probation Records (EPR), and expunges juvenile records that meet statutory criteria.
- 2) **DOCUMENT AND SUPPORT SERVICES** - Works with the District Attorney's Office, State Clerk's Office and other jurisdictions to process adoption. The team maintains all closed juvenile files and processes documents and forms for JSD, the District Attorney's Office, the Department of Human Services and the judiciary.
- 3) **THE CHILD ABUSE UNIT** - Partners with the judiciary, the District Attorney's Office, the Department of Human Services and other agencies to ensure legal compliance regarding service of legal documents affecting the outcome of dependency cases and termination of parental rights cases. They adhere to strict legal deadlines, providing precise records which are vital to the outcome of individual cases. They also provide direct client services to parents involved in the Child Welfare System.
- 4) **GENERAL ADMINISTRATIVE SUPPORT** - Entails maintaining juvenile sex offender registration information, performing record checks, providing office support to Counseling, Treatment and Custody units, processing subpoenas, archiving requests, processing payroll, entering data, purchasing equipment, and providing public assistance with general inquiries.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of referrals processed annually	5,371	5,400	5,000	5,000
Outcome	Number of court orders and dispositions processed	1,695	2,000	1,500	1,500

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$853,229	\$0	\$877,026	\$0
Contracts	\$12,400	\$0	\$12,400	\$0
Materials & Supplies	\$93,562	\$0	\$68,963	\$0
Internal Services	\$873,291	\$0	\$970,014	\$0
Total GF/non-GF:	<b>\$1,832,482</b>	<b>\$0</b>	<b>\$1,928,403</b>	<b>\$0</b>
Program Total:	<b>\$1,832,482</b>		<b>\$1,928,403</b>	
Program FTE	11.00	0.00	11.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes**Last year this program was: #50016, DCJ Juvenile Services Support

**Lead Agency:** Community Justice

**Program Contact:** Janice Garceau

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Exposure to parental conflict and the potential loss of a parent through divorce and separation places children at risk for delinquency, teen pregnancy and poor school performance, all of which can lead to a cycle of dysfunction and offending behavior. Family Court Services (FCS) helps keep children safe, parents healthy, families stable and promotes public safety through services to approximately 1,200 at risk families as they go through separation and divorce. Through parent education, mediation, evaluation, information and referral services, FCS stabilizes families involved with the Family Court and plays a critical role in preventing family dysfunction and juvenile delinquency.

### Program Description

The Parent Education Program (under FCS) provides divorce and parenting information to over 2,200 Multnomah County parents experiencing the major life transition of separation or divorce. Over 1,200 child custody mediations and approximately 100 child custody evaluations are performed each year to assist families experiencing high levels of conflict. Reducing parental conflict during separation decreases risks for delinquency and teen pregnancy, decreases subsequent litigation and increases children's meaningful contact with both parents (Wallerstein 1998; Emery 2001; Sarkadi et al. 2008).

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of clients satisfied with parent education classes	89.0%	92.0%	90.0%	90.0%
Outcome	Percent of custody/parenting time evaluations result in settlement	84.0%	81.0%	85.0%	85.0%

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$109,677	\$843,373	\$37,954	\$809,722
Contracts	\$0	\$51,845	\$0	\$51,699
Materials & Supplies	\$1,860	\$39,601	\$65	\$36,533
Internal Services	\$0	\$171,963	\$6,255	\$147,808
Total GF/non-GF:	<b>\$111,537</b>	<b>\$1,106,782</b>	<b>\$44,274</b>	<b>\$1,045,762</b>
Program Total:	<b>\$1,218,319</b>		<b>\$1,090,036</b>	
Program FTE	1.00	8.70	0.25	8.10
<b>Program Revenues</b>				
Indirect for dep't Admin	\$79,929	\$0	\$72,106	\$0
Fees, Permits & Charges	\$0	\$1,066,800	\$0	\$1,005,000
Intergovernmental	\$0	\$39,982	\$0	\$40,762
<b>Total Revenue:</b>	<b>\$79,929</b>	<b>\$1,106,782</b>	<b>\$72,106</b>	<b>\$1,045,762</b>

**Explanation of Revenues**

County General Fund plus Domestic Relation Filing fees \$85,000 (fees vary and are collected by the Multnomah County Circuit Court), Conciliation Fees \$800,000 (\$10 fee), Evaluation Fees \$10,000 (\$1,200 fee, 70% of clients qualify for a waiver), Parent Education Fees \$110,000 (\$55 or \$70 fee). Fees are collected per ORS 205.320 and 107.510 to 107.610, and are set by Board Resolution. Fee revenue is based on history of collections; OR Dept of Justice Grant \$40,762. Grant ends 9/30/12. Assuming FY13 at same funding level.

**Significant Program Changes**

**Last year this program was:** #50017, DCJ Family Court Services

This program offer reflects a decrease of 1 FTE transferred during FY12 to another program; a decrease of .80 FTE OA 2; a increase of 0.20 FTE Marriage and Family Counselor; and a increase of .23 FTE for a Marriage and Family Counselor Asst in FY13.

**Lead Agency:** Community Justice

**Program Contact:** Janice Garceau

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Family Court Services' Safety First Program helps keep victims of domestic violence and their children safe by providing supervised parenting time and safe exchange services to families impacted by domestic violence. Family Court Services will implement a new service for this population: The Safe Havens Supervised Parenting Time and Safe Exchange Program. The Office of Violence against Women (OVW) provides funds to support direct supervision and staff training.

### Program Description

Upon having established the framework and foundation for The Safe Havens Supervised Parenting Time and Safe Exchange Program, FCS will begin providing supervised visitation and safe exchange services to at least 100 families a year in the tri-county area. The Safe Havens Program will accept community and court referrals; recruit, train and supervise parenting time monitors; and provide free and/or low cost monitored parenting time and safe exchanges for children and families experiencing domestic violence.

Research identifies the period in which a victim leaves a violent relationship as the highest risk period for increased violence or homicide. Multnomah and neighboring counties have experienced a significant increase in domestic violence homicides involving both victims and children over the past two years.

Research shows that witnessing domestic violence contributes to children demonstrating depression, aggression, anxiety, and school problems. Older child witnesses are more apt to tolerate violence and be involved in violent relationships. In addition, child abuse and domestic violence co-occur at an overall rate of at least 40%, making children in these families doubly at risk.

The absence of a safe visitation and exchange program in the tri-county area, the significant increase in local domestic violence homicides involving children, as well as the need to interrupt children's exposure to violence underscores the necessity of developing this vital service.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of families served annually	0	1,200	1,200	1,200
Outcome	Number of security incidents during supervised parenting time or exchange	0	4	4	4

### Performance Measure - Description

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$34,591	\$45,528	\$41,869	\$83,130
Contracts	\$0	\$76,024	\$0	\$64,324
Materials & Supplies	\$99	\$3,766	\$130	\$3,810
Internal Services	\$0	\$13,158	\$0	\$15,081
Total GF/non-GF:	<b>\$34,690</b>	<b>\$138,476</b>	<b>\$41,999</b>	<b>\$166,345</b>
Program Total:	<b>\$173,166</b>		<b>\$208,344</b>	
Program FTE	0.38	0.45	0.50	0.55
<b>Program Revenues</b>				
Indirect for dep't Admin	\$10,000	\$0	\$11,935	\$0
Intergovernmental	\$0	\$138,476	\$0	\$166,345
<b>Total Revenue:</b>	<b>\$10,000</b>	<b>\$138,476</b>	<b>\$11,935</b>	<b>\$166,345</b>

## Explanation of Revenues

County General Fund plus US DOJ OVW Supervised Parenting Grant \$166,345. Award period ends 9/30/2013.

## Significant Program Changes

**Last year this program was:** #50060A, Family Court Services - Supervised Parenting Time  
This program offer reflects an increase of .22 FTE Marriage & Family Counselor Asst in FY13

**Lead Agency:** Community Justice

**Program Contact:** Craig Bachman

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Juvenile Detention protects the community by holding youth in custody when it has been determined that they are a serious risk to public safety and/or are high risk to not appear for court. In FY 2011, over 1,100 youth were brought to Juvenile Detention for intake screening. This offer funds 48 of the 64 beds required to meet the County's daily detention needs and also provides a 16-bed unit (funded by Morrison Child and Family Services) for youth under the jurisdiction of the Division of Unaccompanied Minor Children Services, Office of Refugee Resettlement (ORR).

### Program Description

The Juvenile Detention facility has a capacity of 191 beds. Of the 64 beds required to meet the County's daily detention needs, 28 beds are contracted and reserved for Clackamas and Washington Counties. The remaining 36 beds hold high risk Multnomah County youth who are NOT appropriate for community placement. Of those 36 beds, a unit of 16 beds must be kept available for female clients.

Funding for the County's 48 beds allows for Intake and Admissions services and housing arrangements for youth who are awaiting a trial, who are parole violators, who have serious probation violations, or who are out-of-state holds awaiting to be returned to their jurisdiction.

The ability to safely detain delinquent youth is mandated by Oregon law and is essential to community protection. Decisions to hold youth are based on the results of a validated detention screening system. This system has saved Multnomah County millions of dollars by safely diverting lower risk youth into less costly community placement alternatives. The ability to house tri-county youth in one facility maximizes the use of space and provides the flexibility needed to structure units according to age and gender.

The additional 16 bed unit is tied to a grant Morrison Child and Family Services received to provide secure shelter for youth under supervision of the Office of Refugee Resettlement. The majority of these youth are from Mexico and Latin American countries and without parents or guardians in the United States. This is a revenue agreement in which DCJ serves as a subcontractor of Morrison.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Annual number of inmate/staff assaults	25	30	22	22
Outcome	Use of isolation and room confinement per 100 person days of detention	0.8%	1.0%	0.8%	0.8%

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$5,671,562	\$529,666	\$6,079,079	\$558,768
Contracts	\$4,933	\$1,810	\$5,297	\$451
Materials & Supplies	\$324,048	\$272,083	\$265,228	\$241,676
Internal Services	\$790,394	\$83,758	\$834,221	\$79,143
Capital Outlay	\$11,000	\$0	\$11,000	\$0
Total GF/non-GF:	<b>\$6,801,937</b>	<b>\$887,317</b>	<b>\$7,194,825</b>	<b>\$880,038</b>
Program Total:	<b>\$7,689,254</b>		<b>\$8,074,863</b>	
Program FTE	58.00	5.50	59.00	5.50
<b>Program Revenues</b>				
Indirect for dep't Admin	\$63,634	\$0	\$62,498	\$0
Fees, Permits & Charges	\$178,000	\$0	\$178,000	\$727,538
Intergovernmental	\$2,975,709	\$885,317	\$2,947,287	\$152,000
Other / Miscellaneous	\$0	\$2,000	\$0	\$500
<b>Total Revenue:</b>	<b>\$3,217,343</b>	<b>\$887,317</b>	<b>\$3,187,785</b>	<b>\$880,038</b>

**Explanation of Revenues**

County General Fund offset by Cafeteria/Catering Sales to the public \$178,000. FY13 amount based on three year average; Detention sub-lease to Washington County \$153,609. Annual amount per current lease agreement thru 2016; Detention Bed IGA with Clackamas and Washington County for 14+ beds each \$2,793,678. IGA with each County for 14 Beds \$1,396,839. Assuming daily rate @ \$282.69=\$1,444,546 plus estimated 12 Beds over minimum @ 282.69 = \$3,392 total \$1,447,938 less \$51,099 allocated to Corrections Health = \$1,396,839. All deposited into the general fund; Food commodities from the USDA ODE school lunch program for youth in Juvenile detention \$9,000. The value of food supplement is estimated based on the average received in the lower of three prior fiscal years; Funding from USDA ODE school lunch program youth in Juvenile detention \$143,000. Rates through 6/30/2012 are \$1.80 per breakfast served, \$2.79 per lunch served, and \$0.76 per snack served. Anticipating meal count at same level as FY12; Detention pay phone revenue \$500. DCJ receives 10% commission on pay phone usage. Amount based on declining revenues due to decreased phone usage; Contract with Morrison Child & Family Service to provide a 16-Bed secure custody unit for placement of youth referred by the Division of Unaccompanied Children's Services (DUCS), Office, Office of Refugee Resettlement (ORR) \$727,538.

**Significant Program Changes**

**Last year this program was:** #50018A, Juvenile Detention Services - 64 Beds

This program offer reflects an increase of 2 FTE transferred during FY12 from another program and a decrease of 1 FTE OA Sr (.50 as part of mid-year state rebalance and .50 converted as part of reconfigurations for Strategic Plan) for a net 1 FTE increase.



**Lead Agency:** Community Justice

**Program Contact:** Craig Bachman

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Juvenile Detention protects the community by holding youth in custody when they have been determined to be a serious risk to public safety and/or are high risk to not appear for court. This offer funds 16 of the 64 beds required to meet the County's daily detention needs.

### Program Description

Of the 64 beds required to meet the County's daily detention needs, 28 beds are contracted and reserved for Clackamas and Washington Counties. The remaining 36 beds hold high risk Multnomah County youth who are NOT appropriate for community placement. Of those 36 beds, a unit of 16 beds must be kept available for female clients.

Funding for this offer's 16 beds allows for Intake and Admissions services and housing arrangements for youth who are awaiting a trial, who are parole violators, who have serious probation violations, or who are out-of-state holds awaiting to be returned to their jurisdiction.

In FY 2011 over 1,100 youth were brought to Juvenile Detention for intake screening. The ability to safely detain delinquent youth is mandated by Oregon law and is essential to community protection. Decisions to hold youth are based on the results of a validated detention screening system developed over the past 15 years. This system has saved Multnomah County millions of dollars by safely diverting lower risk youth into less costly community placement alternatives. The ability to house tri-county youth in one facility maximizes the use of space and provides the flexibility needed to structure units according to age and gender.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Annual number of inmate/staff assaults	25	30	22	22
Outcome	Use of isolation and room confinement per 100 person days of detention	0.8%	1.0%	0.8%	0.8%

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$641,649	\$0	\$636,564	\$0
Materials & Supplies	\$73,599	\$0	\$62,294	\$0
Internal Services	\$8,321	\$0	\$0	\$0
Total GF/non-GF:	<b>\$723,569</b>	<b>\$0</b>	<b>\$698,858</b>	<b>\$0</b>
Program Total:	<b>\$723,569</b>		<b>\$698,858</b>	
Program FTE	6.00	0.00	6.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes**

Last year this program was: #50018B, Juvenile Detention Services - 16 Beds

**Lead Agency:** Community Justice

**Program Contact:** Craig Bachman

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

One of the key components for supervision of pre-adjudicated, at risk youth is to allow for qualified youth to remain at home or in community placements while awaiting court processing. The Community Detention / Electronic Monitoring (CD/EM) program provides supervision and support while reserving the use of costly detention bed spaces for higher risk youth. The research published by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) shows that detaining low risk offending youth makes it more likely they will re-offend after they return to the community.

### Program Description

This program serves as an immediate sanction for youth who have gone to court and need additional support to assure compliance with probation. The program may supervise up to 40 clients daily and serves approximately 210 youth annually. CD/EM is comprised of four levels of supervision. All youth start out being placed on the highest level and are reduced in their level of supervision based on their performance.

While on CD/EM, each youth must make several daily phone calls to the CD/EM office for required check-ins. CD/EM staff conduct face to face visits at home, school and place of employment (referred to as field visits) to assure program compliance and that conditions of release are being followed. Field visits are random and are conducted 7 days a week, 365 days a year. Each youth is reviewed weekly by the team to measure client compliance. The goal of the program is for each youth to comply with the court ordered release conditions and successfully complete the program.

Multnomah County Juvenile Services Division (JSD) is a national model site for Juvenile Detention Alternatives Initiative (JDAI). JDAI's success is dependent on having detention alternative programs which use the least restrictive means for youth who are involved in the court process. Without alternatives to detention, Multnomah County JSD would detain nearly 300 additional youth per year.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of youth served	201	230	210	210
Outcome	Percent of youth who attend their court appearance	97.0%	90.0%	97.0%	97.0%

### Performance Measure - Description

Output is unduplicated count of youth. Youth can be served more than once in a year.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$208,242	\$204,638	\$279,042	\$245,426
Contracts	\$33,150	\$0	\$33,150	\$0
Materials & Supplies	\$2,991	\$520	\$780	\$520
Internal Services	\$15,730	\$21,542	\$14,110	\$24,521
Total GF/non-GF:	<b>\$260,113</b>	<b>\$226,700</b>	<b>\$327,082</b>	<b>\$270,467</b>
Program Total:	<b>\$486,813</b>		<b>\$597,549</b>	
Program FTE	2.00	2.00	2.69	2.31
<b>Program Revenues</b>				
Indirect for dep't Admin	\$16,372	\$0	\$19,405	\$0
Intergovernmental	\$0	\$226,700	\$0	\$270,467
<b>Total Revenue:</b>	<b>\$16,372</b>	<b>\$226,700</b>	<b>\$19,405</b>	<b>\$270,467</b>

**Explanation of Revenues**

County General Fund plus Oregon Youth Authority Gang Transition Services (OYA GTS) funds \$270,467. This is the budgeted amount for second half of the FY11-13 biennium.

**Significant Program Changes**

**Last year this program was:** #50019, Juvenile Community Detention/Electronic Monitoring

This program offer reflects an increase of 2 FTE transferred during FY12 from another program and a decrease of 1 FTE Juvenile Counselor converted as part of reconfiguration for Strategic Plan. Net increase 1 FTE

**Lead Agency:** Community Justice

**Program Contact:** Christina McMahan

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Juvenile detention alternatives in the form of short-term shelter and residential placements protect the public by safely supervising identified high risk youth in the community. Many of these youth are Latino and African American juvenile offenders. By placing these youth in culturally appropriate placements (short-term shelter care or treatment foster care), the disproportionate confinement of minority youth drops significantly. Juvenile shelter and residential placements additionally save the County significant funding each year while preserving public safety.

### Program Description

Oregon Revised Statute (ORS) 419C.145 defines the circumstances under which a juvenile offender may be placed in custody. A youth having committed a felony crime, accumulated a history of warrants for failure to appear in court, engaged in probation or conditions of release violations, or participated in certain person to person misdemeanors, is eligible for custody. Further stipulated in this statute are mandates that allow these youth to be released to a parent, shelter or other responsible party as long as their release does not endanger the welfare of the community or the youth. In FY 2011, shelter and residential placements served approximately 130 high risk youth 12-18 years old. While in care, these youth attend school, participate in treatment and work with an assigned juvenile probation officer.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of youth served	136	130	136	130
Outcome	Percent of youth who do not leave the shelter during their stay	69.0%	75.0%	64.0%	75.0%

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Contracts	\$308,430	\$473,442	\$144,218	\$455,286
Internal Services	\$0	\$49,712	\$0	\$45,392
Total GF/non-GF:	<b>\$308,430</b>	<b>\$523,154</b>	<b>\$144,218</b>	<b>\$500,678</b>
Program Total:	<b>\$831,584</b>		<b>\$644,896</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$37,781	\$0	\$35,922	\$0
Intergovernmental	\$0	\$523,154	\$0	\$500,678
<b>Total Revenue:</b>	<b>\$37,781</b>	<b>\$523,154</b>	<b>\$35,922</b>	<b>\$500,678</b>

**Explanation of Revenues**

County General Fund plus Oregon Youth Authority Gang Transition Services (OYA GTS) funds \$500,678. This is the budgeted amount for second half of the FY11-13 biennium.

**Significant Program Changes**

**Last year this program was:** #50020, Juvenile Shelter & Residential Placements

This program offer reflects a decrease in the number of shelter care beds. We anticipate being able to serve the same # of youth through decreasing length of stay.

**Lead Agency:** Community Justice

**Program Contact:** Thach Nguyen

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Delinquency Risk Assessment, Court Services, and Informal Probation Services (DRACSIPS) carries an average daily caseload of 100 children (under 12) and youth (12-18). Youth who are at imminent risk of becoming chronic juvenile offenders are identified; supervision and services are provided to 300 juvenile offenders annually. In the first six months of FY 2010, 80% of DRACSIPS youth did not re-offend in the one year follow-up period.

DRACSIPS conducts daily intakes, responds to victim and public inquiries, and administers delinquency risk assessments. These assessments identify and divert low risk youth from further penetration into the justice system and funnel the highest risk youth to adjudication and probation services in order to effectively use scarce, public resources. DRACSIPS holds targeted medium and high risk juvenile offenders accountable, provides intervention and supervision, and aligns youth with other services designed to reduce recidivism, repair harm to victims and prevent school drop-outs.

The District Attorney's Office relies on DRACSIPS to review police reports of divertible misdemeanor and felony cases. Judges rely heavily on DRACSIPS to provide critical information and technical support for daily court docketing and proceedings.

### Program Description

DRACSIPS reviews law enforcement reports and facilitates documentation and communication with the District Attorney's Office for charging decisions, provides valuable information and referral services to the public, and facilitates victim services as mandated by Oregon Victims' Rights Law. DRACSIPS staff monitor the daily court docket, assist the Juvenile Court with dependency matters, set court proceedings in motion, and collaborate with Deputy District Attorneys, defense attorneys, State Court Clerk's Office, and Judicial Officers concerning matters of law and court processes including preparation of court reports and recommendations. DRACSIPS staff represent the Juvenile Services Division during these court proceedings.

DRACSIPS administers standardized, comprehensive delinquency risk assessments to identify children and youth who are at the highest risk to reoffend. Children age 11 and under who commit serious acts such as arson and felony assault are assessed and referred to specialized services. Medium and high risk youth age 12 and older are assessed and held accountable via contracts such as Formal Accountability Agreements (FAA), instead of formal probation. FAA conditions include community service, restitution, skill building groups and treatment services. DRACSIPS youth who do not comply with agreements or who continue to demonstrate unsafe, illegal behavior can be taken to court and placed on formal probation.

This program offer also provides additional restorative justice principles within school settings. Youth learn how to effectively navigate peer and teacher relationships and resolve conflicts that often lead to suspensions and/or expulsions. These preventative principles contribute to keeping kids engaged in school and away from the slippery slope that leads to the formal justice system.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of youth diverted from juvenile system	1,078	900	900	900
Outcome	percent of diverted youth without new criminal referral within 12 months	79.0%	75.0%	80.0%	80.0%

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,084,677	\$0	\$1,389,336	\$0
Contracts	\$32,000	\$153,221	\$32,000	\$137,183
Materials & Supplies	\$17,706	\$0	\$12,241	\$0
Internal Services	\$9,636	\$0	\$0	\$0
Total GF/non-GF:	<b>\$1,144,019</b>	<b>\$153,221</b>	<b>\$1,433,577</b>	<b>\$137,183</b>
Program Total:	<b>\$1,297,240</b>		<b>\$1,570,760</b>	
Program FTE	11.00	0.00	14.00	0.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$153,221	\$0	\$137,183
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$153,221</b>	<b>\$0</b>	<b>\$137,183</b>

**Explanation of Revenues**

County General Fund plus State funding through the Commission on Children, Families and Communities which are passed through to Court Appointed Special Advocates (CASA) \$137,183. Contract ends 6/30/2013.

**Significant Program Changes**

**Last year this program was:** #50021, Juvenile Delinquency Intake & Assessment and 50031 Juvenile Informal Intervention & Sanctions Program (JDIS). This program offer reflects an increase of 3.00 FTE transferred during FY12 from another program; 1.00 FTE transferred in FY13; and a decrease of 1.00 FTE Juvenile Counselor due to mid-year state rebalance. Net increase 3.00 FTE.



**Lead Agency:** Community Justice

**Program Contact:** Thach Nguyen

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Juvenile Female Probation Services (JFPS) women promotes public safety by annually supervising about 95 high and medium risk female offenders, ages 12 to 18 years old. JFPS improves public safety by using appropriate gender-specific approaches to hold youth accountable for their actions and prevents them from committing new crimes.

### Program Description

JFPS works in partnership with the youth, family and the community in holding youth accountable while also supporting efforts to repair harm to victims. The mission of JFPS is to provide effective gender-specific case management and programming to medium and high risk adjudicated females. This program acknowledges differences between males and females as it relates to learning, socialization, relationship styles and life experiences. This approach incorporates evidence-based intervention techniques that are specific to the needs of this population.

Each female's case is directed by a range of comprehensive risk assessments that review drug abuse, violence, trauma, child sexual exploitation and mental health issues. Juvenile probation officers meet with the youth and their families in the client's home, school, residential placements and other community settings. Probation officers employ Functional Family Probation Services (FFPS), an evidence based case management model that has proven results in reducing recidivism among juvenile offenders. In addition to implementing FFPS, a probation officer monitors compliance with court ordered conditions, progress in treatment, victim restoration, a client's living situation and school attendance/employment. If a youth is not in compliance, the probation officer holds the youth accountable and imposes sanctions ranging from community service to detention.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of youth supervised annually	97	120	95	95
Outcome	Percent of youth who did not penetrate further into the system	97.0%	0.0%	95.0%	95.0%

### Performance Measure - Description

✓ **Measure Changed**

Outcome measure changed - it measures percent of youth NOT having probation closed with YCF/DOC commitment. Number for 'FY12 Purchased' is not available.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$300,588	\$0	\$230,962	\$77,719
Materials & Supplies	\$10,255	\$0	\$8,075	\$0
Internal Services	\$2,628	\$0	\$0	\$7,749
Total GF/non-GF:	<b>\$313,471</b>	<b>\$0</b>	<b>\$239,037</b>	<b>\$85,468</b>
Program Total:	<b>\$313,471</b>		<b>\$324,505</b>	
Program FTE	3.00	0.00	2.24	0.76
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$6,132	\$0
Intergovernmental	\$0	\$0	\$0	\$85,468
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,132</b>	<b>\$85,468</b>

**Explanation of Revenues**

County General Fund plus Oregon Youth Authority Juvenile Crime Prevention (OYA JCP) funds \$85,468. This is the budgeted amount for second half of the FY11-13 biennium. Funding must be allocated to evidence-based programs.

**Significant Program Changes**

**Last year this program was:** #50023, Juvenile Probation Services for Young Women

**Lead Agency:** Community Justice

**Program Contact:** Thach Nguyen

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Juvenile Sex Offender Probation Supervision (JSOPS) protects public safety by holding approximately 100 adolescent sex offenders responsible for their actions. These youth are predominantly males 12-18 years of age. They have appeared before a judge or referee and received special court ordered conditions and sanctions pertaining to their sexual offending behavior. The Court orders these youth to be supervised by JSOPS for a duration that often extends into an offender's early 20s. Juvenile probation officers regularly communicate with schools and law enforcement about the status of these offenders.

### Program Description

The Juvenile Sex Offender Probation staff supervise adolescent sex offenders with court ordered conditions. This program has three primary goals:

- 1) Youth will not commit new sexual offenses or any other crimes;
- 2) Youth will be in school/training or be employed; and
- 3) Youth will be actively engaged in appropriate sex offender treatment.

Juvenile probation officers monitor youth at home, in school, in treatment, and in the community. They collect DNA samples and ensure that youth are photographed and fingerprinted for the Oregon State Police Sex Offender Registry. Probation officers meet frequently with assigned youth and use polygraph exams to monitor compliance with court orders, safety plans, probation case plans and sex offender treatment. Services are adjusted and sanctions swiftly imposed when a youth fails to follow conditions of supervision. Because these young people are high risk, specialized caseloads allow for close collaboration with community partners and implementation of Functional Family Probation Services.

Evidence-based practices show that juvenile sexual offending is most effectively addressed through supervision, treatment and accountability (Association for the Treatment of Sex Abusers 2002). JSOPS probation officers follow these practices and receive training on current research and best practices.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of youth supervised annually	98	100	100	100
Outcome	Percent of youth who did not penetrate further into the system	97.0%	0.0%	97.0%	97.0%

### Performance Measure - Description

✓ **Measure Changed**

Outcome measure changed - it measures percent of youth NOT having probation closed with YCF/DOC commitment. Number for 'FY12 Purchased' is not available.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$546,567	\$59,423	\$602,855	\$13,713
Contracts	\$100,000	\$0	\$100,000	\$0
Materials & Supplies	\$9,940	\$9,708	\$6,391	\$0
Internal Services	\$5,354	\$7,259	\$240	\$1,367
Total GF/non-GF:	<b>\$661,861</b>	<b>\$76,390</b>	<b>\$709,486</b>	<b>\$15,080</b>
Program Total:	<b>\$738,251</b>		<b>\$724,566</b>	
Program FTE	5.45	0.55	5.87	0.13
<b>Program Revenues</b>				
Indirect for dep't Admin	\$5,517	\$0	\$1,082	\$0
Intergovernmental	\$0	\$76,390	\$0	\$15,080
<b>Total Revenue:</b>	<b>\$5,517</b>	<b>\$76,390</b>	<b>\$1,082</b>	<b>\$15,080</b>

**Explanation of Revenues**

County General Fund plus US DOJ for the Comprehensive Approaches to Sex Offender Mgmt (CASOM) Grant \$15,080. Grant ends 9/30/2012.

**Significant Program Changes**

Last year this program was: #50024, Juvenile Sex Offender Probation Supervision

**Lead Agency:** Community Justice

**Program Contact:** Thach Nguyen

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Specialized outpatient treatment services for non court involved children/youth ages 4-18 with sexually acting out behaviors, provide developmentally appropriate services with a focus on preventing future sexual acting out and risky behavior. Children/youth and their families are referred to treatment by school, community providers, parents/families, the Department of County Human Services, and other child serving agencies. The length of treatment is about 18 months and clients are served based on their developmental stage.

### Program Description

Outpatient treatment served a total of 53 youth in FY 2011. The treatment modalities applied include: individual, group and family therapy; intensive case management; and psychiatric services. Treatment helps clients learn new skills to prevent sexual acting out, addresses existing trauma issues, assists with developing appropriate social skills, and promotes healthy parenting skills. Interrupting sexual offending behaviors through these services prevents the accumulation of more victims and prevents young people from a life-long entanglement in criminal justice systems.

It should be noted, Medicaid and most insurance companies do not cover this specialized treatment for children with sexual acting out behavior. These services were previously funded by DCHS - Verity, but no longer qualify under that program. Without access to this type of specific programming, many children/youth will not receive the appropriate treatment they need and would therefore, likely enter more restrictive and more expensive treatment settings within secure facilities.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of youth served	0	0	55	55
Outcome	% of clients not involved in the juvenile justice system one year post-tx	0.0%	0.0%	80.0%	80.0%

### Performance Measure - Description

New program offer from DCJ (previously administered by DCHS). The outcome measure reflects the program target.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Contracts	\$0	\$0	\$225,000	\$0
Total GF/non-GF:	\$0	\$0	\$225,000	\$0
Program Total:	\$0		\$225,000	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

Last year this program was:

**Lead Agency:** Community Justice

**Program Contact:** Thach Nguyen

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Gang violence and disproportionate minority contact (DMC) of African American and Latino youth in the justice system are serious issues within Multnomah County. In the late 1980s, Multnomah County saw an increase in gang recruitment, drug sales, violence and gang activity. Today, gang activity is not only increasing in Multnomah County, it is spreading. Latino gangs have established themselves east of 122nd street and their high risk activities have increased in recent years. In 2005, the Oregon Legislature established a funding stream to enhance important law enforcement activities in the eastern part of Multnomah County via the East Metro Gang Enforcement Team (EMGET).

### Program Description

EMGET includes a partnership between the Gresham Police Department, the Multnomah County Sheriff's Office, and other east county law enforcement agencies. In order to reduce the impact of criminal street gangs on citizens, schools, businesses and neighborhoods of Gresham, Fairview, Troutdale, Wood Village and unincorporated areas of east Multnomah County, the EMGET exercises five major strategies: 1) provides a high level of coordinated law enforcement; 2) locates and identifies individuals affiliated with criminal street gangs; 3) gathers and shares intelligence information related to criminal street gang activity; 4) investigates crimes associated with criminal street gangs; and 5) provides an increased level of police presence in known or suspected ceremonial street gang affected areas.

EMGET conducts monthly, multi-agency, coordinated missions and holds quarterly meetings (open to the public) to release the latest numbers/data related to criminal street gang contacts, weapons seized, arrests of gang members and EMGET cases referred for prosecution.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of outreach/contacts with suspected gang members/associates	0	0	1,300	1,300
Outcome	Number of gang-activity related criminal arrests	0	0	250	250

### Performance Measure - Description

New program offer with 'pass through' fund. Starting this year, EMGET will be seperated from previous anti-gang program offer.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Contracts	\$0	\$536,993	\$0	\$581,689
Internal Services	\$0	\$13,532	\$0	\$8,953
Total GF/non-GF:	<b>\$0</b>	<b>\$550,525</b>	<b>\$0</b>	<b>\$590,642</b>
Program Total:	<b>\$550,525</b>		<b>\$590,642</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$550,525	\$0	\$590,642
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$550,525</b>	<b>\$0</b>	<b>\$590,642</b>

**Explanation of Revenues**

Oregon Youth Authority East Metro Gang Enforcement Team (OYA EMGET) funds \$590,642. This is the budgeted amount for second half of the FY11-13 biennium.

**Significant Program Changes****Last year this program was:**

Last Year this program was included as part of 50025A Juvenile Gang Resource Intervention Team (GRIT). This is pass through funding from the State for the East Metro Gang Enforcement Team.



**Lead Agency:** Community Justice

**Program Contact:** Thach Nguyen

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Studies have shown that if young people can successfully leave a gang within a year or two of joining, they are likely to avoid a variety of negative life outcomes, including chronic reoffending (Greene and Pranis 2007). The Resource Intervention Services to Empower Unit (RISE) formerly known as Gang Resource Intervention Team (GRIT), supervises approximately 200 high risk, gang-involved offenders annually. RISE's work promotes public safety by reducing juvenile crime, preventing disproportionate numbers of minority youth from entering a correctional facility, and assisting high risk youth of color to change their lives.

This offer also provides for restorative justice principles identified through work done within schools. Youth learn how to effectively navigate peer and teacher relationships and resolve conflicts that often lead to suspensions and/or expulsions.

### Program Description

The Resource Intervention Services to Empower Unit (RISE) provides probation supervision to high risk, gang-involved offenders using strategies that are tailored to each youth's issues, strengths, needs, culture and environmental influences. Public safety requires diverse community collaboration. RISE is an integral member of the Community Healing Initiative (CHI) which is grant funded. This grant funded project uses an inter-disciplinary approach to develop and implement plans for positive youth development, family support and community protection. RISE also partners with the police, Adult Parole/Probation Officers (PPO) and the community to gather intelligence that helps dismantle gang activity. In partnership with the CHI interdisciplinary team, Juvenile Counselors develop probation case plans that establish enforceable expectations and address victim restitution. Along with holding gang youth accountable through specialized supervision and sanctions, Juvenile Counselors coordinate treatment (e.g. mental health and drug abuse) and interventions designed to address anti-social behavior. Skill building, mentoring, educational advocacy and the incorporation of positive age-appropriate activities are all used to counter gang involvement.

Gang activity continues to be a major concern in Multnomah County. RISE focuses on the highest risk offenders by utilizing Functional Family Probation Services (FFPS), an evidence-based case management model that has proven results in reducing recidivism and promoting accountability among juvenile offenders. Interventions that take place in this program include: intensive family-based counseling, specialized youth treatment, culturally appropriate services, employment training opportunities, positive peer influences, and community support systems.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of youth supervised annually	0	0	200	200
Outcome	Percent of youth who did not penetrate further into the system	0.0%	0.0%	92.0%	92.0%

### Performance Measure - Description

Program significantly changed during FY12. Output is based on the estimated service capacity. Outcome measure indicates percent of youth NOT having probation closed with YCF/DOC commitment.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$862,687	\$749,816	\$372,105	\$675,211
Contracts	\$180,306	\$75,825	\$122,768	\$75,825
Materials & Supplies	\$95,363	\$30,153	\$55,609	\$23,067
Internal Services	\$191,426	\$86,106	\$123,086	\$73,788
Total GF/non-GF:	<b>\$1,329,782</b>	<b>\$941,900</b>	<b>\$673,568</b>	<b>\$847,891</b>
Program Total:	<b>\$2,271,682</b>		<b>\$1,521,459</b>	
Program FTE	8.60	7.40	4.02	6.65
<b>Program Revenues</b>				
Indirect for dep't Admin	\$65,270	\$0	\$58,116	\$0
Intergovernmental	\$0	\$941,900	\$0	\$847,891
<b>Total Revenue:</b>	<b>\$65,270</b>	<b>\$941,900</b>	<b>\$58,116</b>	<b>\$847,891</b>

**Explanation of Revenues**

County General Fund plus Federal Juvenile Accountability Block Grant \$71,621. The grant funds \$143,242, of which 50% goes to the DA. DCJ meets the required 10% CGF match of 15,916 with personnel costs; Oregon Youth Authority (OYA) Flex Fund Grant \$107,037. This is the budgeted amount for second half of the FY11-13 biennium; Oregon Youth Authority Gang Transition Services (OYA GTS) funds \$669,233. This is the budgeted amount for second half of the FY11-13 biennium.

**Significant Program Changes**
 **Significantly Changed**
**Last year this program was:**

50022 Juvenile Probation Services for Young Men and part of 50025A Juvenile Gang Resource Intervention Team (GRIT). This program offer reflects a decrease of 5.33 FTE due to transfers to/from other programs in both FY12 & FY13. This was part of a reorganization of our Juvenile Services Division.

**Lead Agency:** Community Justice

**Program Contact:** Thach Nguyen

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Low Risk Unit promotes public safety and accountability by annually supervising 80 youth, ages 12-18 years old. By appropriately classifying and supervising youth according to risk, low youth can be held accountable for their actions without further penetrating the Juvenile Justice System. Best practices stipulate the need for low risk youth services to be separate from high risk youth services. The Low Risk caseload focuses on providing access to services and interventions such as community service and project payback.

### Program Description

The low risk caseload works in partnership with the youth, family, and the community in holding youth accountable, supporting efforts to repair harm, assisting the youth in creating a healthy identity, and reconnecting the youth to the community in ways that reduce recidivism and support the youth's success. The low risk caseload is designed for youth who are placed on formal probation but are assessed as low risk according to the Oregon Juvenile Crime Prevention Risk Assessment Tool (OJCP). The OJCP assessment tool measures a youth's risk to re-offend. In addition to supervising low risk probation youth from Multnomah County, this unit also supervises Interstate Compact and courtesy cases from other Jurisdictions.

By having a stand alone caseload specifically designed for low risk youth offenders, the Department of Community Justice (DCJ) can focus on accountability measures for youth such as paying restitution and completing community service. A low risk juvenile unit allows DCJ to appropriately allocate limited resources while ensuring that all youth placed on formal probation receive supervision.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of youth supervised annually	0	0	80	80
Outcome	Percent of youth who did not penetrate further into the system	0.0%	0.0%	99.0%	99.0%

### Performance Measure - Description

New program. Output is based on the estimated service capacity. Outcome measure indicates percent of youth NOT having probation closed with YCF/DOC commitment.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$152,588	\$152,605	\$152,604
Materials & Supplies	\$0	\$0	\$260	\$0
Internal Services	\$0	\$16,022	\$0	\$15,214
Total GF/non-GF:	<b>\$0</b>	<b>\$168,610</b>	<b>\$152,865</b>	<b>\$167,818</b>
Program Total:	<b>\$168,610</b>		<b>\$320,683</b>	
Program FTE	0.00	1.50	1.50	1.50
<b>Program Revenues</b>				
Indirect for dep't Admin	\$12,176	\$0	\$12,040	\$0
Intergovernmental	\$0	\$168,610	\$0	\$167,818
<b>Total Revenue:</b>	<b>\$12,176</b>	<b>\$168,610</b>	<b>\$12,040</b>	<b>\$167,818</b>

**Explanation of Revenues**

County General Fund plus Portland Public Schools Grant \$167,818. Agreement ends 6/30/2012 and covers 75% of personnel costs, plus indirect. Anticipating funding will continue under the same terms into FY13.

**Significant Program Changes****Last year this program was:**

New Program established in FY12. This program offer reflects an increase of 1 FTE transferred during FY12 from another program and 2 FTE transferring in FY13. History reflects the FY12 funding by Portland Public Schools in FY12 Offer 50028 YDS of 2 positions at .75 FTE each. These positions are moving to this offer in FY13 includes .50 FTE matched by the County. This was part of a reorganization of our Juvenile Services Division.

**Lead Agency:** Community Justice

**Program Contact:** Craig Bachman

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Community Service and Project Payback (CSPP) Program includes a number of components and services that together constitute an effective public safety investment that serves approximately 450 juveniles per year. The program's purpose is to hold juvenile offenders accountable and provide them with opportunities to repair harm to victims and the community. CSPP provides youth with opportunities to earn money to repay victims and give back to the community. In FY 2011, CSPP youth performed approximately 3,000 hours of community services.

### Program Description

CSPP provides youth with opportunities to complete court mandated community service and pay victims restitution. Youth in Project Payback can earn money for court ordered fiscal obligations and payments to the State Victims' Crime Fund. All youth participating in community service or Project Payback are doing so as a condition of their probation or as a sole sanction.

By utilizing the National Restorative Justice Model, CSPP empowers youth to repair the harm they caused victims. The participants in the program include informally sanctioned, post-adjudicated and Measure 11 youth who are currently under the Department's supervision.

Community Service and Project Payback are the primary sanctioning options used by juvenile court judges. Without these options, at least 90% of DCJ youth would not be able to earn money for restitution and fines. This program is also the primary detention alternative for all DCJ youth, ensuring that costly detention beds are reserved for appropriate youth.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of hours of community service performed	2,894	3,500	2,800	2,800
Outcome	Number of dollars of restitution paid	71,692	90,000	72,000	72,000

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$562,774	\$0	\$568,986	\$0
Contracts	\$0	\$94,633	\$0	\$95,088
Materials & Supplies	\$34,289	\$0	\$30,140	\$0
Internal Services	\$72,514	\$9,935	\$69,622	\$9,480
Total GF/non-GF:	<b>\$669,577</b>	<b>\$104,568</b>	<b>\$668,748</b>	<b>\$104,568</b>
Program Total:	<b>\$774,145</b>		<b>\$773,316</b>	
Program FTE	6.00	0.00	6.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$7,551	\$0	\$7,502	\$0
Intergovernmental	\$0	\$104,568	\$0	\$104,568
<b>Total Revenue:</b>	<b>\$7,551</b>	<b>\$104,568</b>	<b>\$7,502</b>	<b>\$104,568</b>

**Explanation of Revenues**

County General Fund plus IGA with COP Water Bureau through 6/30/2016 to provide youth work crew for outdoor maintenance and landscape services to the Bureau of Water Works at locations throughout the City. IGA is for \$75,000 each fiscal year; IGA with Metro for \$29,568 to provide youth work crew through Project Payback for twice weekly litter pick-up. Proceeds used for victim restitution. Anticipating funding will be at the same level for FY13.

**Significant Program Changes**

Last year this program was: #50026, Juvenile Community Service & Project Payback Program

**Lead Agency:** Community Justice

**Program Contact:** Thuy Vanderlinde

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Residential Alcohol and Drug (RAD) Program is an important public safety program that serves the County's juvenile justice population. RAD is a secure treatment program for high risk probation youth with serious drug and alcohol abuse, chronic offending behaviors, and mental health issues. RAD is a "last chance" resource for youth who have been unsuccessful in community-based treatment and are facing commitment to a youth correctional facility. In FY 2011, 7 out of 10 youth did not recidivate one year after leaving the program.

### Program Description

RAD is an 18-bed secure residential treatment unit located in the Department of Community Justice's (DCJ) detention facility. The secure facility environment prevents highly addicted and impulsive clients from using drugs, reoffending or running away. The average length of stay is 126 days. It is co-managed by DCJ and Morrison Child and Family Services and provides intensive drug and alcohol services to high risk male and female juvenile probationers.

While in treatment, youth attend school, receive addiction treatment, mental health services, family therapy, life skills training and participate in pro-social activities that support sobriety. RAD differs from community-based alcohol and drug treatment programs by its ability to address delinquency, aggression and gang involvement as well as addiction and mental health issues. Clients are also offered the opportunity to complete restitution/community service, and are provided client-specific transition plans that support sobriety, school enrollment and vocational/employment placement.

National reports underscore the need to intervene with juvenile alcohol and drug abuse. Seventy-five percent of juvenile offenders have a history of substance abuse (Belenko, Sprott and Peterson 2004). Because of the developmental stage during adolescence, it is a time of heightened vulnerability to emotional, behavioral and substance use disorders (Rosser, Stevens and Ruiz 2005). The earlier a youth begins to use drugs, the more challenging it is to treat them. Therefore, adolescence is the most critical period for intervention efforts (Hse, Grella, Collins and Teruya 2003).

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of youth served	64	75	65	65
Outcome	Percent of youth completed the treatment when exit	75.0%	0.0%	75.0%	75.0%

### Performance Measure - Description

✔ **Measure Changed**

Outcome measure changed so no data for 'FY12 Purchased'.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$68,461	\$776,379	\$84,227	\$773,038
Contracts	\$225,528	\$564,757	\$317,875	\$564,757
Materials & Supplies	\$24,823	\$6,084	\$16,142	\$6,097
Internal Services	\$119,008	\$138,114	\$129,006	\$133,986
Total GF/non-GF:	<b>\$437,820</b>	<b>\$1,485,334</b>	<b>\$547,250</b>	<b>\$1,477,878</b>
Program Total:	<b>\$1,923,154</b>		<b>\$2,025,128</b>	
Program FTE	0.00	8.00	0.18	7.82
<b>Program Revenues</b>				
Indirect for dep't Admin	\$104,164	\$0	\$106,033	\$0
Intergovernmental	\$0	\$1,485,334	\$0	\$1,477,878
<b>Total Revenue:</b>	<b>\$104,164</b>	<b>\$1,485,334</b>	<b>\$106,033</b>	<b>\$1,477,878</b>

**Explanation of Revenues**

County General Fund plus Oregon Youth Authority Juvenile Crime Prevention (OYA JCP) funds \$719,516. This is the budgeted amount for second half of the FY11-13 biennium. Funding must be allocated to evidence-based programs; Behavioral Rehabilitation Services (BRS), a form of Medicaid \$758,362. Estimate based on FY12 CYE.

**Significant Program Changes**

**Last year this program was:** #50027A, Juvenile Secure Residential A&D Treatment (RAD)  
and 50027B



**Lead Agency:** Community Justice

**Program Contact:** Thuy Vanderlinde

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Assessment and Treatment for Youth and Families (ATYF) is a unique public safety program serving medium and high risk probation youth with substance abuse, mental health and/or behavioral problems who cannot be effectively treated in community-based programs because of severe delinquency. ATYF provides clinical assessments and outpatient treatment to 150 probationers per year. In conjunction with these services, this program also provides mental health care coordination and intervention to approximately 200 detained youth each year. In FY 2009, approximately 70% of youth did not recidivate one year after ATYF program involvement--closely matching the overall recidivism rate for juveniles, despite serving a more challenging population.

### Program Description

ATYF therapists administer an evidence-based clinical assessment, the Global Appraisal of Individual Needs (GAIN) which provides a comprehensive analysis of the youth's risks and needs, including specialized assessment and screening for youth adjudicated for fire setting charges. The therapists also develop and provide clinical recommendations to help the courts with dispositional planning. This increases the likelihood that youth will receive appropriate treatment without compromising community safety.

ATYF therapists provide outpatient individual and family treatment using an evidence-based model, Multidimensional Family Therapy (MDFT). Services are provided in the youth's home, school and other community settings and focus on changing anti-social behaviors and reducing drug and alcohol use. Additionally, ATYF provides two Mental Health Consultants (MHC) for youth held in detention. Many of the youth served by these MHCs exhibit an array of mental health issues that require specialized care.

Research shows that youth with untreated substance abuse issues are nearly ten times more likely to become chronic reoffenders. Delinquent youth who receive substance abuse treatment have fewer re-arrests, convictions and detention visits (Cuellar, Markowitz and Libby 2004). ATYF keeps at-risk youth from reoffending and penetrating deeper into the justice system by linking them to treatment services that change their delinquent thinking and behaviors. The program also completes assessments for the Juvenile Division's Residential Alcohol & Drug (RAD) program and provides the critical service of ongoing in-home and in-school treatment for youth unable to be served in the community because of delinquent and runaway behaviors.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of youth served	158	140	150	150
Outcome	Percent of youth referred for further treatments after assessment	47.0%	0.0%	50.0%	50.0%

### Performance Measure - Description

✓ **Measure Changed**

Outcome measure changed. data for 'FY12 Purchased' is not available.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$199,756	\$1,069,086	\$56,896	\$1,131,348
Contracts	\$0	\$56,000	\$0	\$56,000
Materials & Supplies	\$27,331	\$9,754	\$14,377	\$12,398
Internal Services	\$20,073	\$114,457	\$14,779	\$119,615
Total GF/non-GF:	<b>\$247,160</b>	<b>\$1,249,297</b>	<b>\$86,052</b>	<b>\$1,319,361</b>
Program Total:	<b>\$1,496,457</b>		<b>\$1,405,413</b>	
Program FTE	2.23	9.77	0.55	10.45
<b>Program Revenues</b>				
Indirect for dep't Admin	\$85,859	\$0	\$94,660	\$0
Intergovernmental	\$0	\$1,249,297	\$62,568	\$1,319,361
<b>Total Revenue:</b>	<b>\$85,859</b>	<b>\$1,249,297</b>	<b>\$157,228</b>	<b>\$1,319,361</b>

**Explanation of Revenues**

County General Fund plus Oregon Youth Authority Juvenile Crime Prevention (OYA JCP) funds \$762,289. This is the budgeted amount for second half of the FY11-13 biennium. Funding must be allocated to evidence-based programs; Oregon Commission on Children & Families Juvenile Crime Prevention (OCCF JCP) funds \$402,594. This is the budgeted amount for second half of the FY11-13 biennium; Medicaid insurance reimbursement for FQHC eligible services from Verity, CareOregon, and DMAP \$217,046. Revenue based on 3 year average using FY12 CYE.

**Significant Program Changes**

**Last year this program was:** #50029A, Juvenile Assessment & Treatment for Youth & Families (ATYF) and 50029B - Juvenile Assessment & Treatment for Youth & Families (ATYF) - State Funding Scale Up  
This program offer reflects a decrease of 1 FTE Mental Health Counselor converted as part of reconfiguration for Strategic Plan.

**Lead Agency:** Community Justice

**Program Contact:** Thach Nguyen

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Culturally Specific Intervention Services (CSIS) is a family- and community-centered collaboration designed to stop youth and gang violence in Multnomah County by addressing its root causes. This new collaborative paradigm between the County's Department of Community Justice (DCJ), Department of County Human Services (DCHS), and community based providers is a joint system responsibility that entails shared financial resources and investments, shared system outcomes and shared risk. CSIS provides culturally specific services to medium and high risk African American and Latino youth and their families. This program serves 120 families annually.

### Program Description

CSIS applies supervision/suppression, intervention, and prevention strategies to youth and families who have recent involvement with high risk activities and behaviors relevant to violence/gun violence.

Each family receives a comprehensive assessment and individualized family service plan. Services are tailored to meet a family's individual needs and integrated in a manner that reduces and prevents gang violence. A network of public safety and social service agencies, and community-based organizations known as The Youth, Family and Community Team, build service capacity, promote integrated case management, increase connection to ethnic communities in the metropolitan area, and augment community safety. The Team focuses on sustainability through fostering family and community ownership and empowerment. Team services are evidence-based, culturally specific and family oriented. The family service plans address criminogenic needs that most closely link with recidivism and youth violence.

The goals of CSIS are to prevent high risk youth of color from committing new crimes and penetrating further into the justice system. Culturally competent, strength-based programs that are delivered in homes, schools and the community are shown to be most effective with disenfranchised youth. All the work conducted through CSIS prevents unnecessary and expensive detainment in correctional facilities.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of youth/family served	0	0	120	120
Outcome	Percent of youth completed the program	0.0%	0.0%	75.0%	75.0%

### Performance Measure - Description

Program with new providers. Output is based on the estimated service capacity. Output is based on projected service capacity. Outcome is estimated.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$29,440
Contracts	\$75,931	\$339,083	\$373,248	\$69,305
Internal Services	\$0	\$35,604	\$0	\$9,845
Total GF/non-GF:	<b>\$75,931</b>	<b>\$374,687</b>	<b>\$373,248</b>	<b>\$108,590</b>
Program Total:	<b>\$450,618</b>		<b>\$481,838</b>	
Program FTE	0.00	0.00	0.00	0.33
<b>Program Revenues</b>				
Indirect for dep't Admin	\$27,059	\$0	\$7,791	\$0
Intergovernmental	\$0	\$374,687	\$0	\$108,590
<b>Total Revenue:</b>	<b>\$27,059</b>	<b>\$374,687</b>	<b>\$7,791</b>	<b>\$108,590</b>

**Explanation of Revenues**

County General Fund plus Oregon Youth Authority Gang Transition Services (OYA GTS) funds \$58,590. This is the budgeted amount for second half of the FY11-13 biennium; Oregon Commission on Children and Families (OCCF) Title II Formula Grant - Disproportionate Minority Contact \$50,000. Current grant award ends 6/30/2012. Anticipating no-cost extension to 10/31/2012.

**Significant Program Changes**

**Last year this program was:** #50030A, Juvenile Culturally Specific Intervention  
and 50030B - Juvenile Culturally Specific Intervention  
The program offer reflects a change of .33 FTE transferring from other program in FY13.

**Lead Agency:** Community Justice

**Program Contact:** Carl Goodman

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:** Climate Action Plan

### Executive Summary

Adult Services Management (ASM) provides leadership and direction for the supervision of approximately 8,300 adult offenders in the community. It is responsible for implementing evidence-based practices, managing risk, creating service standards, coordinating with public safety partners and ensuring the safety of department staff who supervise adult offenders.

This program offer supports critical oversight and leadership for our adult staff, as significant reductions in recidivism have been achieved.

### Program Description

Adult Services Division managers are responsible for regulating policy, maintaining quality services and implementing evidence-based practices that reduce crime. They partner with other public safety representatives through the Local Public Safety Coordinating Council, Criminal Justice Advisory Council, Oregon Association of Community Corrections Directors, and Oregon Department of Corrections (DOC).

Within ASM, the Survival Skills Manager is responsible for the development, implementation and oversight of a training program that enables sworn and armed Parole/Probation Officers (PPO) to meet department and legal mandates.

A sustainability liaison dedicates 10 hours per month to educate and facilitate implementation of recycling, waste reduction and other sustainability efforts within the Department. These efforts align with the Climate Action Plan Objective 18-8 and facilitate 75% of waste reductions within city and county operations.

As budget reductions necessitate that we focus our resources on the highest risk and highest need offenders, the Department is utilizing the latest and most effective assessment tools that 1) guide supervision by identifying criminogenic risk and need factors, and 2) help develop case plans that reduce reoffending. In the coming year, ASM will continue to train our PPOs on the use of a recently adopted assessment tool as we continue moving towards even more efficient supervision plans that reduce recidivism rates associated with high risk offenders.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served annually	8,278	8,300	8,269	8,300
Outcome	Percent of offenders not recidivating one year post admit to supervision	92.0%	91.0%	90.0%	90.0%

### Performance Measure - Description

Recidivism is measured by 12 months new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,372,984	\$161,857	\$1,181,133	\$169,749
Contracts	\$47,713	\$0	\$4,000	\$0
Materials & Supplies	\$287,831	\$0	\$343,660	\$0
Internal Services	\$35,787	\$0	\$33,850	\$0
Total GF/non-GF:	<b>\$1,744,315</b>	<b>\$161,857</b>	<b>\$1,562,643</b>	<b>\$169,749</b>
Program Total:	<b>\$1,906,172</b>		<b>\$1,732,392</b>	
Program FTE	9.00	1.00	7.50	1.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$161,857	\$0	\$169,749
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$161,857</b>	<b>\$0</b>	<b>\$169,749</b>

**Explanation of Revenues**

County General Fund plus National Institute of Corrections (NIC) \$169,749 for DCJ employee on loan to agency in Washington DC. Personnel costs fully reimbursed by partner agency.

**Significant Program Changes**

**Last year this program was:** #50032, DCJ Adult Services Management

This program offer reflects a decrease of 1.50; .50 CJM transferred during FY12 as part of span of control and 1 FTE Manager Sr cut in FY13.

**Lead Agency:** Community Justice

**Program Contact:** Bill Penny

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

By assessing a defendant's potential to appear for court hearings and/or reoffend if released from custody, the Adult Recognizance (Recog) unit performs functions critical to the effective operation of the local justice system. If a defendant is determined to most likely appear for court hearings and is a low risk to reoffend, he/she is released. This process allows for scarce jail beds to be reserved for higher risk defendants.

Data from FY 2011 has shown that nine out of ten defendants released by Recog returned for their scheduled court appearance. A recent study designed to measure the success of Recog's risk assessment tool found, "The Recog instrument currently provides sound guidance about which defendants can be safely released on their own recognizance. Any recommended modifications to the instrument are designed to improve upon these already encouraging results." (Dedel, 2008)

### Program Description

The Recog unit is a 24-hour, seven-day-a-week program housed in the County jail. Recog staff interview all defendants with a pending Multnomah County charge. Defendants charged with felonies and/or person-to-person misdemeanor crimes are subject to a full criminal history and warrant check in addition to a risk screening. This process takes approximately one hour per defendant and provides a comprehensive, objective and valid system for release decisions based upon victim and community safety in addition to the defendant's flight risk. The screening tool used to guide Recog staff has been validated by an independent research group. The results of that study have been approved by the Community Justice Advisory Council. By administering this process, the Recog program allows lower risk defendants the ability to maintain pro-social conditions such as employment and housing.

Recog serves as a 24-hour link between local law enforcement agencies and Parole/Probation Officers (PPO) by coordinating the process of holding parole and probation violators in jail and providing after-hours information on high risk individuals who are on electronic monitoring.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of cases processed annually	21,896	32,500	35,736	35,000
Outcome	Percent of interviewed defendants who return to court	94.0%	88.0%	94.0%	90.0%

### Performance Measure - Description

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$1,314,345	\$0	\$1,390,653	\$0
Contracts	\$378	\$0	\$383	\$0
Materials & Supplies	\$22,587	\$0	\$12,817	\$0
Internal Services	\$12,979	\$0	\$0	\$0
Total GF/non-GF:	\$1,350,289	\$0	\$1,403,853	\$0
Program Total:	\$1,350,289		\$1,403,853	
Program FTE	14.80	0.00	15.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

Last year this program was: #50033, Adult Recog Program



**Lead Agency:** Community Justice

**Program Contact:** Bill Penny

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Pre-Trial Supervision Program (PSP) performs functions necessary for public safety and the effective operation of the local justice system. PSP uses Oregon Revised Statute (ORS) release criteria to assess safety risks of defendants to determine their potential to attend court once out of custody. During 2011, about 2,200 defendants were supervised and 1,100 investigated by PSP. The defendants were maintained in the community instead of occupying scarce and expensive jail beds. In FY 2011, less than 1% of felony defendants were arrested for another felony offense while under PSP supervision. In addition, during the first 6 months of FY 2011, 90% of felony defendants appeared for their court dates.

### Program Description

The primary mission of PSP is to evaluate the risk of releasing defendants prior to trial, supervise defendants in the community and ensure that defendants attend court hearings. When a defendant is referred by the Court to PSP for review, PSP staff use evidence-based criteria during their investigation to determine whether or not a defendant is likely to pose a safety risk or is likely to attend subsequent court hearings. The results of the investigation are presented back to the Court.

When a defendant is released under PSP supervision, the assigned case manager monitors the defendant's behavior and actions through home, community and office visits, telephone contacts and in some instances electronic and Global Positioning Software (GPS). Under PSP, defendants are afforded the opportunity to maintain employment and/or school attendance, continue with health-related services (drug and alcohol counseling, mental health treatment) and reside in the community pending the resolution of their court matters. Based on data compiled by the Bureau of Justice Statistics, the re-offense and failure to appear (FTA) rates for PSP clients are substantially lower than similar programs in other cities (Cohen and Reaves 2007).

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	3,533	3,400	3,307	3,400
Outcome	Percent of released defendants who do not FTA	86.0%	90.0%	95.0%	90.0%

### Performance Measure - Description

FTA is Failure to Appear.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,413,451	\$0	\$1,334,362	\$0
Contracts	\$378	\$0	\$383	\$0
Materials & Supplies	\$31,940	\$0	\$20,832	\$0
Internal Services	\$73,016	\$0	\$66,472	\$0
Total GF/non-GF:	<b>\$1,518,785</b>	<b>\$0</b>	<b>\$1,422,049</b>	<b>\$0</b>
Program Total:	<b>\$1,518,785</b>		<b>\$1,422,049</b>	
Program FTE	16.00	0.00	15.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes**

**Last year this program was:** #50034, Adult Pretrial Supervision Program

This program offer reflects a decrease of 1 FTE transferred during FY12 to another program.

**Lead Agency:** Community Justice

**Program Contact:** Erika Preuitt

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Department of Community Justice (DCJ) computer forensics laboratory is a unique critical service for community justice agencies nationwide. The anonymity provided by the Internet and the ability to effectively hide volumes of information on computers, cell phones and other electronic storage devices leaves officers at a disadvantage. Non-forensic methods of discovery are ineffective and can compromise cases in court. The forensics lab provides scientifically sound technology for the recovery of electronic evidence in a manner that allows supervising officers to determine an offender's activities. This progressive resource significantly enhances public safety and ensures the highest rates of successful outcomes.

### Program Description

DCJ maintains a secure digital evidence laboratory in which forensic examinations of electronic storage devices are analyzed using scientific procedures. Regional police agencies have limited resources for conducting similar examinations in new criminal cases and are rarely able to offer their services to parole and probation agencies that have different requirements for burden of proof and timely results. Officers apply a range of behavioral and demographic assessments to formulate effective supervision plans, but are hampered in their work by the fact that criminal enterprise can occur virtually unseen and undetected through the use of computers and other digital devices.

Oregon and Washington rank very high nationally in the frequency of identity theft. Drugs are bought and sold online, and sex offenders exchange pornography and solicit underage victims through the Internet. Fraud and identity theft are carried out using computers and peer-to-peer networks. Email is used by domestic violence offenders to threaten and intimidate individuals.

In the interest of public safety and best practices supervision, the DCJ forensics lab extends its services to all adult and juvenile officers in Multnomah County and to adjacent county community justice partners that lack access to these services. Lab personnel are highly trained and certified in the collection, preservation, analysis and reporting results of forensic examinations and provide Parole/Probation Officers (PPO) with the information they need to effectively supervise offenders and promote public safety. Without access to forensic services, officers are unable to assess whether an offender is engaging in anonymous criminal activity through the world of cyberspace.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of gigabytes examined.	12,219	30,000	12,554	19,970
Outcome	Number of devices examined	257	350	126	180

### Performance Measure - Description

For interpretation purposes: 1 GB equals approximately 695 floppy disks.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$260,450	\$0	\$271,943	\$0
Materials & Supplies	\$7,551	\$0	\$9,819	\$0
Internal Services	\$19,894	\$0	\$19,013	\$0
Total GF/non-GF:	\$287,895	\$0	\$300,775	\$0
Program Total:	\$287,895		\$300,775	
Program FTE	2.00	0.00	2.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

Last year this program was: #50035, Adult Forensics Unit

**Lead Agency:** Community Justice

**Program Contact:** Bill Penny

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Department of Community Justice (DCJ) is statutorily and legislatively mandated to provide services to local control (LC) and parole offenders in order to carry out the Local Supervisory Authority (LSA) functions. The LC and Hearings unit are instrumental in providing all LSA functions including, but not limited to: investigations, issuance of warrants, release planning, parole hearings and active supervision. The cost of the operations of the Mead Building is also budgeted in this program offer.

### Program Description

The LC unit supervises offenders who are sentenced to a prison term of 12 months or less in a local jail. Working with the Sheriff's Office, LC has the legal authority to issue arrest warrants and has jurisdiction over the supervision conditions for these offenders. LC staff develop release plans and monitor offenders with community-based sanctions (such as drug and alcohol treatment programs) upon the completion of their incarceration. LC also provides notification to known victims when an offender leaves jail. If during supervision, a Parole/Probation Officer (PPO) determines that an offender has violated parole conditions, the PPO submits required written documents and a violation hearing is arranged. Hearings Officers (HO) conduct local parole hearings and determine consequences for offenders found in violation of supervision. HO's are able to order jail releases, recommend revocations of offenders and/or make other recommendations that are consistent with evidence-based practices.

The LC and Hearings unit are instrumental in holding offenders accountable by providing fair and objective investigations and parole hearings, incarcerating offenders when appropriate and actively supervising offenders. Through collaboration with the Sheriff's Office, treatment providers, and the community, this unit provides effective interventions and helps ensure efficient operations of the local justice system.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of local control offenders served in the community	12.0%	11.0%	12.0%	10.0%
Outcome	Percent of offenders not recidivating one year post admit	83.0%	82.0%	83.0%	83.0%

### Performance Measure - Description

Recidivism is measured by 12 months new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$228,181	\$891,166	\$120,147	\$910,599
Contracts	\$108,721	\$2,000	\$6,696	\$2,000
Materials & Supplies	\$174,086	\$17,254	\$41,518	\$11,554
Internal Services	\$698,770	\$113,098	\$878,291	\$105,649
Total GF/non-GF:	<b>\$1,209,758</b>	<b>\$1,023,518</b>	<b>\$1,046,652</b>	<b>\$1,029,802</b>
Program Total:	<b>\$2,233,276</b>		<b>\$2,076,454</b>	
Program FTE	3.00	9.00	2.00	9.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$73,915	\$0	\$73,885	\$0
Intergovernmental	\$0	\$1,023,518	\$0	\$1,029,802
<b>Total Revenue:</b>	<b>\$73,915</b>	<b>\$1,023,518</b>	<b>\$73,885</b>	<b>\$1,029,802</b>

**Explanation of Revenues**

County General Fund plus State Department of Corrections (DOC) \$984,561. This is the budgeted amount for second half of the FY11-13 biennium. There is some flexibility on how funding is allocated; State Board of Parole Hearings fund \$45,241. Anticipating same level of funding as FY12.

**Significant Program Changes**

**Last year this program was:** #50036, Adult Parole/Post Prison Violation Hearings & Local Control  
 This program offer reflects a decrease of 1 FTE transferred during FY12 to another program.

**Lead Agency:** Community Justice

**Program Contact:** Truls Neal

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

By providing reintegration and supportive services for approximately 5,000 offenders per year, 1,200 of which are deemed high risk and violent (including psychopaths, predatory sex offenders and persons with special needs), the Transition Services Unit (TSU) reduces an offender's risk to reoffend. Services provided include housing, access to medical benefits, mental health services and substance abuse treatment. Meeting with the offenders prior to their release ("Reach In") is important because this practice reduces the abscond rate for post-prison releases in Multnomah County.

### Program Description

In addition to providing stabilizing services after release, TSU also works with incarcerated offenders to provide re-entry planning up to 120 days prior to their release. This process is facilitated by in-custody interviews, known as "Reach Ins." Potential risks are identified during Reach In sessions, allowing for the development of appropriate supervision plans and preparation for potential road blocks that could impede an offender's successful transition.

Research shows an offender is most likely to reoffend within the community at the time of release from prison (re-entry) due to the culture shock of transitioning from an extremely controlled environment to one that allows and requires people to make decisions for themselves (VERA Institute of Justice 2000). Further data gathered from studies conducted by the Department of Community Justice (DCJ) revealed:

- 1) Offenders who receive TSU services have lower recidivism rates and lower arrest rates than those without services;
- 2) The overall abscond rate of offenders receiving TSU services is only about 5%; and
- 4) 87% of high risk, high need offenders were able to move into stable housing, obtain employment, and complete their GED.

TSU housing provides short- and long-term housing/shelter to 252 high risk and disabled offenders a day using several community contracted agencies. Providing housing to offenders is cost-effective. It costs approximately \$37.37 per day to house an offender in transitional housing, as compared to \$170.00 per day to keep an offender in jail.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of housing placements made	5,046	3,100	4,872	4,500
Outcome	Percent of offenders with reach-in services who report within 14 days of release	99.0%	99.0%	99.0%	99.0%

### Performance Measure - Description

Outcome estimations based on previous year's data.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,213,288	\$0	\$0	\$1,437,963
Contracts	\$1,311,236	\$748,652	\$1,168,557	\$479,352
Materials & Supplies	\$117,266	\$191,475	\$261,408	\$29,117
Internal Services	\$95,134	\$61,484	\$11,312	\$189,055
Total GF/non-GF:	<b>\$2,736,924</b>	<b>\$1,001,611</b>	<b>\$1,441,277</b>	<b>\$2,135,487</b>
Program Total:	<b>\$3,738,535</b>		<b>\$3,576,764</b>	
Program FTE	12.00	0.00	0.00	14.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$46,727	\$0	\$149,614	\$0
Intergovernmental	\$0	\$1,001,611	\$0	\$2,135,487
<b>Total Revenue:</b>	<b>\$46,727</b>	<b>\$1,001,611</b>	<b>\$149,614</b>	<b>\$2,135,487</b>

**Explanation of Revenues**

County General Fund plus State Department of Corrections (DOC) \$1,990,116. This is the budgeted amount for second half of the FY11-13 biennium. There is some flexibility on how funding is allocated; State Alternative Incarceration Program (AIP) \$55,514. This is the budgeted amount for second half of the FY11-13 biennium; State Second Chance Act Grant \$50,192. This grant also includes a general fund match equal to the grant award amount; US DOJ Family Support for Treatment & Re-entry Success Grant \$39,665. Pass-through to Center for Family Success. Award ends 9/30/2012.

**Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #50037, Adult Transition and Re-Entry Services  
& 50052 - Adult Offender Housing

This program offer reflects an increase of 3 FTE transferred during FY12 from another program and a decrease of 1 FTE Corrections Counselor in FY13. FY13 Reduction of 29 housing beds effective 9/1/12 due to end of funding from 2nd Chance Act Housing Grant; Closing three houses for Women's Transition Housing.



**Lead Agency:** Community Justice

**Program Contact:** Truls Neal

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The period immediately following release from prison is a particularly high risk time for offenders. The Re-entry Enhancement Coordination (REC) Program and Mercy Corps Reentry Transition Center (RTC) are funded through the Edward Byrne Memorial Justice Assistance Grant Programs. Each program provides targeted transition services to medium and high risk offenders. The REC team builds on the success of prison based substance abuse treatment and co-occurring disorder treatment offenders receive while incarcerated. Mercy Corps RTC is a community based reentry center serving any offender released from federal, state or local incarceration. The goals of these programs entail: reducing offender recidivism, relapse and use of addictive substances; increasing offenders' engagement with treatment; and increasing offenders' ability to attain and maintain stable housing and employment.

### Program Description

The REC program portion of this offer provides transition services for up to 150 offenders transitioning from Oregon State prisons who have successfully completed substance abuse and/or co-occurring disorder treatment. The REC team members include Volunteers of America (for substance abuse treatment) and SE Works (for employment readiness and job coaching). In addition, the Department of Community Justice (DCJ) contracts with Bridges to Change in order to receive alcohol and drug free transitional housing and recovery peer mentors.

The REC team's essential wraparound services in the first few months of release include: institutional reach-ins; coordination and oversight of services; and collaborative offender case management. The breakdown of annual services includes: 40 evidence-based outpatient substance abuse and co-occurring treatment slots; 23 alcohol and drug free transitional housing beds; 3 recovery peer mentors; and 1 employment and job development specialist. DCJ monitors compliance with the grant and collects data as required.

Mercy Corps RTC portion of this offer provides up to 400 offenders re-entering the community from federal, state and local correctional facilities access to resources and support at a community based Re-Entry Transition Center (RTC). The RTC staff will maintain and develop strong collaborative and working relationships with federal, state, county agencies, community groups, faith based organizations, businesses and landlords, to improve community resources and reentry efforts.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of clients drug free during treatment	73.0%	87.0%	87.0%	87.0%
Outcome	Percent of offenders not recidivating one year post admit	0.0%	0.0%	82.0%	82.0%

### Performance Measure - Description

✓ **Measure Changed**

Recidivism is a measure of new felony convictions while in program using a recidivism rate.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$29,137	\$0	\$29,635
Contracts	\$0	\$585,711	\$0	\$594,275
Materials & Supplies	\$0	\$41,399	\$0	\$16,140
Internal Services	\$0	\$65,626	\$0	\$63,814
Total GF/non-GF:	<b>\$0</b>	<b>\$721,873</b>	<b>\$0</b>	<b>\$703,864</b>
Program Total:	<b>\$721,873</b>		<b>\$703,864</b>	
Program FTE	0.00	0.25	0.00	0.25
<b>Program Revenues</b>				
Indirect for dep't Admin	\$49,088	\$0	\$50,501	\$0
Intergovernmental	\$0	\$721,873	\$0	\$703,864
<b>Total Revenue:</b>	<b>\$49,088</b>	<b>\$721,873</b>	<b>\$50,501</b>	<b>\$703,864</b>

**Explanation of Revenues**

Edward Byrne Memorial Justice Grant \$555,244. Award period through 6/30/2013 which includes a required 11% CGF match of \$64,025. Match is budgeted in program offer 50043-Adult Programs Unit; CJC Re-entry Resource Center Grant \$148,620. Award ends 9/30/2012.

**Significant Program Changes**

**Last year this program was:** #50038, Adult Re-Entry Enhancement Coordination Grant  
Pass through funding for Re-entry Resource Center ends 9/30/12.

**Lead Agency:** Community Justice

**Program Contact:** Erika Preuitt

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Multnomah County's High Risk Generic Supervision unit has been nationally recognized for the use of evidence-based strategies, including the development of a system used to identify criminogenic risk factors affiliated with potentially violent offenders. Multnomah County receives a greater number of high risk offenders than any other Oregon county and is still able to produce lower recidivism rates for parole cases.

### Program Description

High Risk Generic Supervision uses research-based strategies to supervise high risk offenders on probation and parole. The Department of Community Justice (DCJ) utilizes the Level of Service/Case Management Inventory (LS/CMI) assessment tool to measure the risks and needs of adult offenders. The LS/CMI is also a fully functioning case management tool. The LS/CMI provides a summary of the offender's criminogenic and noncriminogenic factors, as well as special responsivity considerations to be deployed during supervision.

Parole/Probation Officers (PPO) enforce law-abiding behavior and link offenders to treatment, employment and other services. Supervision is conducted through: a) home and office visits; b) contacts with family; c) correspondence with community members and treatment providers; and d) collaboration with law enforcement agencies.

Adult supervision is an essential component of public safety. Nearly all prison inmates return to their county of sentencing upon release, where they must complete post-prison supervision. The risk of these offenders committing new crimes is reduced when evidence-based supervision is in place and monitored. Having implemented effective supervision practices has enabled Multnomah County to witness a steady decline of recidivism rates over the past ten years.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	1,872	2,415	1,902	1,900
Outcome	Percent of offenders not recidivating one year post admit	89.0%	89.0%	86.0%	89.0%

### Performance Measure - Description

Recidivism is measured by 12 months new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$928,249	\$7,127,296	\$2,193,285	\$5,429,480
Contracts	\$50,000	\$231,774	\$67,340	\$141,746
Materials & Supplies	\$68,575	\$159,620	\$9,164	\$134,129
Internal Services	\$877,364	\$823,236	\$799,340	\$568,822
Total GF/non-GF:	<b>\$1,924,188</b>	<b>\$8,341,926</b>	<b>\$3,069,129</b>	<b>\$6,274,177</b>
Program Total:	<b>\$10,266,114</b>		<b>\$9,343,306</b>	
Program FTE	9.39	69.74	21.24	52.37
<b>Program Revenues</b>				
Indirect for dep't Admin	\$602,431	\$0	\$450,152	\$0
Fees, Permits & Charges	\$0	\$226,271	\$0	\$210,246
Intergovernmental	\$0	\$8,115,655	\$0	\$6,063,931
Other / Miscellaneous	\$156,204	\$0	\$276,189	\$0
<b>Total Revenue:</b>	<b>\$758,635</b>	<b>\$8,341,926</b>	<b>\$726,341</b>	<b>\$6,274,177</b>

**Explanation of Revenues**

County General Fund plus Circuit Court Jail Assessments \$276,189 which are deposited into the general fund. Revenue is collected by Mult Co. Circuit Court per ORS 137.309. DCJ receives 60% of the monies collected per ORS 137.308. Revenue is trending down since 2005; State Department of Corrections (DOC) \$5,983,304. This is the budgeted amount for second half of the FY11-13 biennium. There is some flexibility on how funding is allocated; US DOJ BJA Congressionally Selected Award Program Grant \$80,627. Award ends 9/30/2012; Interstate Compact fees from clients \$5,350 per ORS 423.570. This is a one-time-only fee set at \$50 per Board Resolution for clients applying to be supervised on another state; Probation Supervision fees from clients \$204,896. Fee charged per ORS 423.570 and set at \$35/month per Board Resolution to offset costs of supervising the probation, parole, post-prison supervision or other supervised status.

**Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #50040A, Adult Field Services-High Risk Generic Supervision & 50040B - Adult Field Services-High Risk Generic Supervision - State Funding Scale Up

This program offer reflects a decrease in FY12 of 2 FTE Probation Officers, 1 FTE Addictions Specialist, 1 FTE Records Tech as part of our mid-year state rebalance; a transfer of .52 FTE to other program; a reduction in FY13 of 1 FTE Clinical Coordinator. Net decrease of 5.52 FTE. Elimination of expanded Community Partners Reinvestment program due to US DOJ BJA Congressional award grant ending 9/30/12; Closing of mid-County field office & transitioning staff to other location in FY13.

**Lead Agency:** Community Justice

**Program Contact:** Erika Preuitt

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

High risk African American males on supervision and high risk African American males returning to the work force after incarceration have traditionally experienced difficulty accessing and securing employment in Multnomah County. Historically, during times of high unemployment rates across Oregon, African American males are twice as likely to be unemployed compared to all other males.

### Program Description

This program will address the work force needs of African American offenders who are 24-45 years of age and who are under supervision with Multnomah County Department of Community Justice. The provider selected to run this program will be expected to use a specific curriculum designed to change the way people think. By changing negative thought patterns regarding attitudes, values and their peers, offenders will have a better chance of finding and retaining employment.

Offenders assigned to this program will be selected by Parole and Probation Officers who have identified individuals as high risk to re-offend and individuals in need of work force preparation, training and skill development necessary to address employment barriers.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	0	25	25	50
Outcome	Percent of offenders who gain employment while in the program	0.0%	0.0%	0.0%	60.0%

### Performance Measure - Description

✓ **Measure Changed**

Outcome is new.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Contracts	\$50,000	\$0	\$50,000	\$0
Total GF/non-GF:	\$50,000	\$0	\$50,000	\$0
Program Total:	\$50,000		\$50,000	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

**Last year this program was:** #50040D, Re-entry Employment Services for African American Males  
This new program begins in FY12. Provider is still to be selected.

**Lead Agency:** Community Justice

**Program Contact:** Erika Preuitt

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Mentally Ill Offender (MIO) unit provides supervision services for probation, parole and post-prison offenders who have been diagnosed with a severe and persistent mental illness. The MIO unit works in collaboration with a variety of community partners including but not limited to the Sheriff's Office, the courts, the Department of County Human Services (DCHS), the Local Public Safety Coordinating Committee (LPSCC), treatment providers and most community groups that work with this population. The goal of the MIO unit is to reduce recidivism, enhance community safety and to support the mentally ill offender in achieving stabilization and improved functioning.

### Program Description

The MIO unit works to divert offenders with severe mental illness from incarceration and hospitalizations by treating them in the community. By providing these offenders with community-based treatment and with supervision from specially trained Parole/Probation Officers (PPOs), the MIO unit preserves community safety and minimizes offender contact with the criminal justice system.

The MIO unit performs the following:

- 1) Improves access to appropriate services for people with severe mental illness who are at high risk of criminal justice involvement;
- 2) Reduces jail and hospital admissions;
- 3) Assists offenders in achieving a decent quality of life outside of jails, prisons and hospitals;
- 4) Provides ongoing monitoring and surveillance; and
- 5) Reduces substance abuse and illicit drug use.

This program, along with program offer 50009, Adult Offender Mental Health Services, supports public safety by providing supervision and treatment to high and medium risk offenders who require assistance in accessing resources to help them achieve a higher quality of life.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	196	215	207	210
Outcome	Percent of offenders not recidivating one year post admit	86.0%	95.0%	85.0%	90.0%

### Performance Measure - Description

Recidivism is measured by 12 month new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$341,179	\$377,766	\$746,307	\$0
Materials & Supplies	\$5,987	\$780	\$3,060	\$0
Internal Services	\$5,269	\$39,747	\$0	\$0
Total GF/non-GF:	<b>\$352,435</b>	<b>\$418,293</b>	<b>\$749,367</b>	<b>\$0</b>
Program Total:	<b>\$770,728</b>		<b>\$749,367</b>	
Program FTE	3.00	3.00	6.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$30,208	\$0	\$0	\$0
Intergovernmental	\$0	\$418,293	\$0	\$0
<b>Total Revenue:</b>	<b>\$30,208</b>	<b>\$418,293</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes**Last year this program was: #50041, Adult Mentally Ill Offender Supervision



**Lead Agency:** Community Justice

**Program Contact:** Truls Neal

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Adult Programs unit is an important public safety program designed to reduce drug use, increase treatment success and prevent further arrests for more than 480 high risk drug addicted adult offenders each year. This unit involves offenders in substance abuse treatment while actively supervising and managing the offender's criminal behavior through collaboration with law enforcement, community partners and treatment providers. About 8 out of 10 offenders supervised by this unit did not recidivate in a three year period following their convictions.

### Program Description

The Adult Programs unit works closely with community partners to engage offenders in substance abuse treatment. This unit supervises offenders released from state prisons, specifically those released from the SUMMIT Boot Camp program, and ensures the offenders receive aftercare and related services in the community to maintain their abstinence. Parole/Probations Officers from this unit also work with chronic offenders transitioning from prison-based residential treatment to community-based outpatient treatment.

Research shows punishment alone is unlikely to change behavior, but consequences combined with alcohol and drug abuse treatment reduce the number of new crimes committed (Andrews 1994). The Adult Programs unit supports public safety by targeting high risk drug offenders and holding them accountable through active community supervision and the use of evidence-based services designed to change behavior.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	480	490	490	490
Outcome	Percent of offenders not recidivating one year post admit	80.0%	80.0%	80.0%	80.0%

### Performance Measure - Description

Recidivism is measured by 12 months new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$436,118	\$1,021,839	\$114,294	\$602,661
Contracts	\$0	\$1,875	\$0	\$1,460
Materials & Supplies	\$19,518	\$16,110	\$10,300	\$16,260
Internal Services	\$11,835	\$109,565	\$380	\$61,851
Total GF/non-GF:	<b>\$467,471</b>	<b>\$1,149,389</b>	<b>\$124,974</b>	<b>\$682,232</b>
Program Total:	<b>\$1,616,860</b>		<b>\$807,206</b>	
Program FTE	2.91	9.34	0.96	4.79
<b>Program Revenues</b>				
Indirect for dep't Admin	\$83,005	\$0	\$48,947	\$0
Fees, Permits & Charges	\$0	\$51,577	\$0	\$35,262
Intergovernmental	\$0	\$1,097,812	\$0	\$646,970
<b>Total Revenue:</b>	<b>\$83,005</b>	<b>\$1,149,389</b>	<b>\$48,947</b>	<b>\$682,232</b>

**Explanation of Revenues**

County General Fund plus State Department of Corrections (DOC) \$646,970. This is the budgeted amount for second half of the FY11-13 biennium. There is some flexibility on how funding is allocated; Probation Supervision fees from clients \$35,262. Fee charged per ORS 423.570 and set at \$35/month per Board Resolution to offset costs of supervising the probation, parole, post-prison supervision or other supervised status.

**Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #50042, Adult High Risk Drug Unit

This program offer reflects a decrease in FY12 of 1 FTE Corrections Counselor converted as part of our reconfiguration for the strategic plan; a decrease of 4.50 FTE transferred to other programs during Fy12 and a reduction in FY13 of 1 FTE Corrections Counselor. Net decrease of 6.50 FTE. This was part of a reorganization in our Adult Services Division.

**Lead Agency:** Community Justice

**Program Contact:** Patrick Schreiner

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Sex Offender Supervision and Treatment program is a critical public safety function that provides oversight for the comprehensive supervision, treatment and management of approximately 800 sex offenders living in Multnomah County. The priorities of this unit are to increase community safety, decrease sexual victimization and reduce recidivism. This program achieves these goals through evidence-based supervision strategies combined with sexual offense specific treatment practices.

### Program Description

This program is managed by the Adult Sex Offender Supervision Program Community Justice Manager. Clinical consultation and support is provided by the Sex Offender Clinical Coordinator. Supervision of approximately 800 sex offenders is conducted by certified Sex Offender Specialist Parole/Probation Officers (PPO). High and medium risk offenders are supervised in one of three field offices. In accordance with evidence-based practices, only high and medium risk indigent offenders are eligible for subsidy treatment funds. Sex offenders identified as lower risk to sexually reoffend are assigned to the Sex Offender Reduced Supervision Caseload (program offer 50056) after a period of documented compliance.

This program requires offenders to participate in a comprehensive evaluation, sexual offense specific treatment and ongoing evaluation of risk provided by 32 approved community treatment providers. Polygraph examinations are required for monitoring compliance with treatment expectations and supervision conditions.

This program has a direct impact on community safety and maintains high standards for offender accountability. Research has shown offenders who successfully participate in sexual offense specific treatment are less likely to reoffend than those who fail to participate in treatment (Craig et al., 2003; Hanson et al., 2009; Lovins et al., 2009; McGrath et al., 2003). Sexual and general recidivism rates of treated sex offenders has also been shown to be lower than recidivism rates of untreated sex offenders (Looman et al 2000; Hanson et al 2002). The use of polygraph examinations is invaluable in the management and treatment of sex offenders due to the information gained through the examination process. Furthermore, the use of polygraph examinations is also associated with a decline in recidivism rates (Cole, 2006; Edson et al., 2007; English et al., 2000; Krueger, 2009).

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of clients served	684	804	658	660
Outcome	Percent of offenders who do not sexually recidivate one year post treatment exit	0.0%	0.0%	89.0%	90.0%

### Performance Measure - Description

SORS caseload 2327 is not included in the output.

Recidivism is a measure of convictions one year post treatment exit.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$1,980,607	\$0	\$1,884,910
Contracts	\$448,799	\$18,222	\$460,294	\$19,320
Materials & Supplies	\$17,414	\$4,420	\$10,709	\$4,160
Internal Services	\$10,531	\$210,341	\$0	\$190,267
Total GF/non-GF:	<b>\$476,744</b>	<b>\$2,213,590</b>	<b>\$471,003</b>	<b>\$2,098,657</b>
Program Total:	<b>\$2,690,334</b>		<b>\$2,569,660</b>	
Program FTE	0.00	17.00	0.00	16.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$159,859	\$0	\$150,573	\$0
Fees, Permits & Charges	\$0	\$161,082	\$0	\$166,438
Intergovernmental	\$0	\$2,052,508	\$0	\$1,932,219
<b>Total Revenue:</b>	<b>\$159,859</b>	<b>\$2,213,590</b>	<b>\$150,573</b>	<b>\$2,098,657</b>

**Explanation of Revenues**

County General Fund plus State Department of Corrections (DOC) \$1,914,719. This is the budgeted amount for second half of the FY11-13 biennium. There is some flexibility on how funding is allocated; DOC SVDO \$17,500. The FY13 Budget is based upon the average of 3 years of history of supervision days at \$8.72 each; Probation Supervision fees from clients \$166,438. Fee charged per ORS 423.570 and set at \$35/month per Board Resolution to offset costs of supervising the probation, parole, post-prison supervision or other supervised status.

**Significant Program Changes**

**Last year this program was:** #50043, Adult Sex Offender Supervision & Treatment  
 This program offer reflects a reduction in FY13 of 1 FTE Clinical Coordinator.

**Lead Agency:** Community Justice

**Program Contact:** Patrick Schreiner

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Domestic Violence (DV) unit collaborates with police, courts and treatment agencies to hold offenders accountable and promote offender change. This program supervises approximately 815 offenders convicted of misdemeanor and felony level offenses. In addition, the DV unit works closely with victims to empower them to make changes that improve their lives as well as the lives of their families. Over the last three years, about nine out of ten offenders supervised by the DV unit have not reoffended. The Domestic Violence Deferred Sentencing Program (DSP) and batterer intervention services appear in program offer 50055.

### Program Description

The DV unit strives to end the cycle of violence by holding offenders accountable for their actions and giving them the opportunity to make long-term positive changes by engaging in appropriate counseling groups (batterer intervention, mental health, etc.). In addition to working with offenders to address behavior change, Parole/Probation Officers (PPO) in the DV unit work closely with victims to develop safety plans that help empower them to break the cycle of domestic violence. DV PPOs regularly attend court to ensure a systematic approach is being utilized in victim safety and offender accountability.

Reducing domestic violence is a priority for Multnomah County. This program increases public safety by holding high risk offenders accountable, promoting victim safety and building strong collaborative efforts with community partners. This program utilizes evidence-based practices including specialized assessment tools and cognitive behavioral intervention programming that is proven to reduce intimate partner violence. Case management strategies provide offenders the opportunity to change by addressing factors which research has shown to reduce criminal behavior (Andrews 1994).

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	841	737	815	815
Outcome	Percent of offenders not recidivating one year post admit	99.0%	99.0%	92.0%	99.0%

### Performance Measure - Description

Recidivism is measured by 12 month new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,098,316	\$820,081	\$1,001,088	\$1,092,951
Contracts	\$139,670	\$55,574	\$1,983	\$175,475
Materials & Supplies	\$16,156	\$20,363	\$5,070	\$19,425
Internal Services	\$129,865	\$94,082	\$134,553	\$128,400
Total GF/non-GF:	<b>\$1,384,007</b>	<b>\$990,100</b>	<b>\$1,142,694</b>	<b>\$1,416,251</b>
Program Total:	<b>\$2,374,107</b>		<b>\$2,558,945</b>	
Program FTE	10.00	8.00	8.37	11.13
<b>Program Revenues</b>				
Indirect for dep't Admin	\$71,502	\$0	\$101,612	\$0
Fees, Permits & Charges	\$0	\$114,564	\$0	\$121,367
Intergovernmental	\$0	\$875,536	\$0	\$1,294,884
<b>Total Revenue:</b>	<b>\$71,502</b>	<b>\$990,100</b>	<b>\$101,612</b>	<b>\$1,416,251</b>

**Explanation of Revenues**

County General Fund plus Probation Supervision fees from clients \$121,367. Fee charged per ORS 423.570 and set at \$35/month per Board Resolution to offset costs of supervising the probation, parole, post-prison supervision or other supervised status; State Department of Corrections (DOC) \$1,294,884. This is the budgeted amount for second half of the FY11-13 biennium. There is some flexibility on how funding is allocated.

**Significant Program Changes**

**Last year this program was:** #50044, Adult Domestic Violence Supervision

This program offer reflects a FY12 increase of 2.5 FTE transferred from other programs and a decrease 1 FTE Probation Officer as part of our mid-year state rebalance. Net 1.5 FTE increase.

**Lead Agency:** Community Justice

**Program Contact:** Kevin Criswell

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Family Services Unit (FSU) supervises approximately 400 offenders, of whom 50% have children under the age of seven. Several offenders supervised by this unit have children involved in the juvenile system and/or are pregnant women. By collaborating with community partners, including the Juvenile Services Division (JSD), FSU protects children and works to break the cycle of cross-generational antisocial behavior and crime. Integrating supervision, child welfare, the Family Court, benefits assistance, housing, social and health services as well as addiction treatment allows FSU to efficiently address dynamics that place an entire family at risk.

### Program Description

FSU is a unique program which supervises offenders within both the Adult and Juvenile Services Divisions. It is comprised of a multi-disciplinary team of staff from Child Welfare, Health Services, the Department of Corrections and mental health agencies. FSU emphasizes collaboration with other agencies for case planning, resource allocation and efficient service delivery.

The Family Support project (a community-based component of FSU) reduces recidivism of women through accountability, education and training, prioritization of self sufficiency and child welfare, and through facilitating access to necessary treatment or counseling. FSU supports the County's innovative 'one family/one judge' model, wherein one judge oversees all cases associated with a particular family. In addition, FSU's approach strengthens the family's resistance to future involvement in the criminal justice system. The program successfully defrays long-term child welfare and criminal justice costs associated with intergenerational criminal activity.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	345	430	330	400
Outcome	Percent of offenders not recidivating one year post admit	97.0%	98.0%	91.0%	98.0%

### Performance Measure - Description

Recidivism is measured by 12 months new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,239,205	\$286,688	\$1,456,714	\$21,041
Contracts	\$2,766	\$1,502	\$0	\$1,411
Materials & Supplies	\$55,371	\$780	\$45,575	\$0
Internal Services	\$34,798	\$30,342	\$23,620	\$2,238
Total GF/non-GF:	<b>\$1,332,140</b>	<b>\$319,312</b>	<b>\$1,525,909</b>	<b>\$24,690</b>
Program Total:	<b>\$1,651,452</b>		<b>\$1,550,599</b>	
Program FTE	11.50	3.00	13.71	0.29
<b>Program Revenues</b>				
Indirect for dep't Admin	\$23,060	\$0	\$1,771	\$0
Fees, Permits & Charges	\$0	\$31,790	\$0	\$24,690
Intergovernmental	\$0	\$287,522	\$0	\$0
<b>Total Revenue:</b>	<b>\$23,060</b>	<b>\$319,312</b>	<b>\$1,771</b>	<b>\$24,690</b>

**Explanation of Revenues**

County General Fund plus Probation Supervision fees from clients \$24,690. Fee charged per ORS 423.570 and set at \$35/month per Board Resolution to offset costs of supervising the probation, parole, post-prison supervision or other supervised status.

**Significant Program Changes**

**Last year this program was:** #50045, Adult Family Services Unit

This program offer reflects a FY12 decrease .5 FTE transferred to another program.



**Lead Agency:** Community Justice

**Program Contact:** Kevin Criswell

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Day Reporting Center (DRC) is a cost-effective public safety program that holds high risk, violent, mentally ill and drug addicted adult probation and parole violators accountable for their actions. DRC provides intensive case management and counseling, educational and cognitive behavioral skill-based programming through individual sessions and group processes, plus a motivational enhancement group (otherwise known as FOR curriculum - Focus on Re-entry) and employment services. DRC is an alternative consequence to jail or other custody sanctions used to address supervision violations. The existence of this program allows jail beds to be available for more serious offenders.

### Program Description

DRC is a nonresidential sanction and skill building program for adult offenders. The program works with high and medium risk offenders who have been released from incarceration or who have been sanctioned to the program by their Parole/Probation Officer (PPO) due to supervision violations. Offenders in this program receive services designed to address challenging life circumstances - addiction and mental issues, criminal thinking and attitudes, inadequate work skills and lack of stability and/or pro-social support.

DRC promotes public safety by implementing evidence-based programs which research shows reduces offender arrests, decreases drug use and increases employment (Rhyne and Hamblin 2010). In FY 2011, DRC served 3,061 clients. PPOs rely on DRC as a non-jail sanction option. When compared to the cost of jail beds, DRC is significantly more cost effective. The daily cost per client in DRC is \$27.41, as compared \$170 per client per day in jail.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	3,061	2,700	2,748	2,800
Outcome	Percent of offenders not recidivating one year post admit	0.0%	0.0%	88.0%	88.0%

### Performance Measure - Description

✓ **Measure Changed**

Recidivism is measured by 12 months new felony conviction following current admit date using a recidivism rate.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$2,193,588	\$0	\$726,693	\$1,475,070
Materials & Supplies	\$203,616	\$0	\$186,144	\$0
Internal Services	\$29,248	\$0	\$6,019	\$0
Total GF/non-GF:	<b>\$2,426,452</b>	<b>\$0</b>	<b>\$918,856</b>	<b>\$1,475,070</b>
Program Total:	<b>\$2,426,452</b>		<b>\$2,393,926</b>	
Program FTE	23.50	0.00	7.70	15.30
<b>Program Revenues</b>				
Other / Miscellaneous	\$441,922	\$0	\$253,413	\$0
<b>Total Revenue:</b>	<b>\$441,922</b>	<b>\$0</b>	<b>\$253,413</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund (a portion of the County General Fund support is provided by Video Lottery funds) plus Circuit Court Jail Assessments \$253,413, which are deposited into the general fund. Revenue is collected by the Mult Co. Circuit Court per ORS 137.309. DCJ receives 60% of the monies collected per ORS 137.308. Revenue is trending down since 2005. Additional County General Fund support is provided by Video Lottery funds.

**Significant Program Changes**

**Last year this program was:** #50046, Adult Day Reporting Center  
& part of 50048 - Adult Effective Sanctioning Practices

This program offer reflects a FY12 increase of .5 FTE transferred from another program and a reduction in FY13 of 1 FTE Corrections Tech.

**Lead Agency:** Community Justice

**Program Contact:** Bill Penny

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Electronic Monitoring (EM) allows staff to monitor the activities of pre- and post-adjudicated individuals in the community through house arrest, curfew monitoring, alcohol consumption monitoring, or the monitoring of an offender's movement in the community. Utilizing EM and Global Positioning Software (GPS) technology to minimize the movements of offenders within the community has proven to be a reliable, cost-effective way to sanction offenders and reinforce public safety. Current data indicate most defendants and offenders on EM complete their obligation successfully. On average, 60 sanctioned individuals are supervised per day on EM, which translates to \$3.5 million dollars in cost avoidance for the County on an annual basis.

### Program Description

EM enables the County to utilize a restriction other than jail during pre-adjudication and post-conviction. EM allows Parole/Probation Officers (PPO) to know where high risk offenders are located at any given time. This alternative sanction expands supervision sentencing options for judges and creates cost-effective offender management by having the offender pay a portion of the equipment costs (based upon subsidy eligibility). This sanction further allows the offender the ability to maintain employment and continued participation in treatment groups.

The EM program is a collaborative, systems-oriented project that works closely with PPOs who in turn work with the Courts, the Oregon Board of Parole and the District Attorney's Office to enhance the success of individuals placed on EM.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	374	560	754	700
Outcome	Number of jail beds saved	20,440	22,000	24,090	24,000

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$109,470	\$245,697	\$0
Contracts	\$139,381	\$50,619	\$240,000	\$0
Materials & Supplies	\$0	\$4,610	\$2,971	\$0
Internal Services	\$0	\$18,455	\$0	\$0
Total GF/non-GF:	<b>\$139,381</b>	<b>\$183,154</b>	<b>\$488,668</b>	<b>\$0</b>
Program Total:	<b>\$322,535</b>		<b>\$488,668</b>	
Program FTE	0.00	1.20	3.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$13,227	\$0	\$0	\$0
Intergovernmental	\$0	\$183,154	\$0	\$0
<b>Total Revenue:</b>	<b>\$13,227</b>	<b>\$183,154</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes****Last year this program was:** #50047, Adult Electronic Monitoring

This program offer reflects a FY12 increase of 2 FTE Correction Techs as part of our reconfiguration for our strategic plan and a decrease of .20 FTE CJM transferred to other program.

**Lead Agency:** Community Justice

**Program Contact:** Bill Penny

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Many individuals who commit property crimes are also addicted to alcohol or drugs. In an attempt to decrease additional felony convictions and hold people accountable both the State Department of Corrections and the Oregon Criminal Justice Commission invested monies into comprehensive programming for this population. DCJ has received funding for the Recidivism Addiction Intervention Network (RAIN) and the Success Through Accountability, Restitution and Treatment (START) court. These programs were funded through the passage of Measure 57 during 2008 which had limited monies dedicated to alcohol and drug treatment. Both of these programs are multi-disciplined in nature and the monies have been divided between a variety of stakeholders.

### Program Description

Both the RAIN and START programs require stringent drug testing, supervision and case management services through a parole/probation officer (PPO), funding for jail beds or jail transition services, and alcohol and drug treatment.

There are specific criteria for selection to each program. The funding agencies conduct evaluations of each program and report back to the legislature on the results.

The RAIN program has a staff member from a drug treatment program housed at the DCJ Office and there is treatment on demand. PPOs work closely with jail counselors so that offenders sanctioned to jail have program expectations reinforced. DCJ and treatment staff members co-facilitate aftercare groups and individual "check-ups" at the office, even after formal treatment ends. Capacity is 100 offenders per year.

The START Drug Court integrates outpatient treatment with frequent judicial interaction. START imposes swift and sure consequences for program violations, and uses incentives for positive changes. START is a collaborative program between the Courts, MCSO, Metropolitan Public Defenders, District Attorney's Office, Volunteers of America and DCJ. Capacity is 200 offenders per year.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of clients served	173	300	398	300
Outcome	Percent of offenders who do not recidivate one year post admit	94.0%	94.0%	100.0%	95.0%

### Performance Measure - Description

Recidivism is measured by 12 months new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$222,030	\$606,187	\$171,364	\$465,712
Contracts	\$0	\$975,417	\$0	\$922,068
Materials & Supplies	\$1,430	\$51,640	\$1,430	\$55,742
Internal Services	\$0	\$106,385	\$0	\$77,553
Total GF/non-GF:	<b>\$223,460</b>	<b>\$1,739,629</b>	<b>\$172,794</b>	<b>\$1,521,075</b>
Program Total:	<b>\$1,963,089</b>		<b>\$1,693,869</b>	
Program FTE	1.97	6.15	1.88	4.76
<b>Program Revenues</b>				
Indirect for dep't Admin	\$60,287	\$0	\$47,528	\$0
Fees, Permits & Charges	\$0	\$12,647	\$0	\$12,647
Intergovernmental	\$0	\$1,726,982	\$0	\$1,508,428
<b>Total Revenue:</b>	<b>\$60,287</b>	<b>\$1,739,629</b>	<b>\$47,528</b>	<b>\$1,521,075</b>

**Explanation of Revenues**

County General Fund plus State Department of Corrections (DOC) \$649,799. This is the budgeted amount for second half of the FY11-13 biennium. Funding restricted to program that supports Measure 57; State Criminal Justice Commission \$858,629. Award ends 9/30/2012. Anticipating this grant will be renewed in FY13 at same level of funding; Probation Supervision fees from clients \$12,647. Fee charged per ORS 423.570 and set at \$35/month per Board Resolution to offset costs of supervising the probation, parole, post-prison supervision or other supervised status.

**Significant Program Changes**

**Last year this program was:** #50049, Adult Property Crimes Programs

This program offer reflects a decrease of 1.48 FTE transferred to other programs during FY12

**Lead Agency:** Community Justice

**Program Contact:** Truls Neal

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Adult Community Service Program (CS) promotes critical public safety goals. CS works with approximately 2,600 formally supervised offenders each year to assist them with their court mandated obligations of community service work. Offenders work in parks and assist non-profit agencies in projects that clean up the community. In FY 2011, over 154,000 hours of unpaid community service and over \$1,300,000 of unpaid work was provided to Multnomah County. CS also represents a sanction option that monitors offenders, holds them accountable and reserves jail beds for the most violent offenders.

### Program Description

Community Service provides the courts and Parole/Probation Officers (PPO) with a cost-effective method of holding offenders accountable while providing reparations for the community. Courts sentence offenders to community service as a condition of probation and PPOs can sanction offenders to complete community service as a consequence of a supervision violation. Over 100 non-profit community organizations use offenders in this program for non-paid work. Under several circumstances, implementing CS is much more cost effective than using a jail bed, when a swift response to a supervision violation is necessary.

Along with being a low cost alternative to jail, CS also provides offenders the chance to give back by improving the livability of the community through the work that is accomplished in this program.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Annual dollars of unpaid work provided to the community	900,000	900,000	900,000	900,000
Outcome	Percent of offenders on felony supervision who closed with 100% of hours worked.	37.0%	37.0%	37.0%	37.0%

### Performance Measure - Description

✔ Measure Changed

Outcome is new.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$675,795	\$386,111	\$846,724	\$199,731
Contracts	\$0	\$2,880	\$2,880	\$0
Materials & Supplies	\$11,828	\$17,236	\$19,413	\$0
Internal Services	\$81,133	\$42,654	\$63,263	\$19,913
Total GF/non-GF:	<b>\$768,756</b>	<b>\$448,881</b>	<b>\$932,280</b>	<b>\$219,644</b>
Program Total:	<b>\$1,217,637</b>		<b>\$1,151,924</b>	
Program FTE	8.23	4.27	9.48	2.44
<b>Program Revenues</b>				
Indirect for dep't Admin	\$32,417	\$0	\$15,759	\$0
Fees, Permits & Charges	\$0	\$24,121	\$0	\$26,876
Intergovernmental	\$0	\$424,760	\$0	\$192,768
<b>Total Revenue:</b>	<b>\$32,417</b>	<b>\$448,881</b>	<b>\$15,759</b>	<b>\$219,644</b>

**Explanation of Revenues**

County General Fund plus IGA with City of Portland Water Bureau at \$40,000 per year. Work crews provide scheduled general heavy brushing work on right of ways, roadsides, trails, and COP properties. Current IGA through 6/30/2014; IGA with City of Portland Parks & Recreation \$152,768. Work crews provide scheduled maintenance of Portland Parks, golf courses and other sites. FY13 rate is \$434/day; Fees from clients \$26,876. Fee charged per ORS 423.570. This is a one-time-only fee set at \$35 per Board Resolution for clients sentenced to community service of 40 hours or more.

**Significant Program Changes**

**Last year this program was:** #50050, Adult Community Service - Formal Supervision  
& part of 50048 - Adult Effective Sanctioning Practices

This program offer reflects a decrease of .58 FTE transferred to other programs during FY12



**Lead Agency:** Community Justice

**Program Contact:** Kevin Criswell

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Londer Learning Center (LLC) promotes public safety by addressing low employability, lack of education and antisocial behaviors of offenders. If unaddressed, these prime risk factors often lead to increased crime, re-incarceration and unpaid restitution to victims. While working in collaboration with Parole/Probation Officers (PPO), courts, judges, treatment providers, community colleges and employment agencies, LLC's outcomes earned recognition as a national program model by the US Office of Vocational and Adult Education.

### Program Description

PPOs, courts, and treatment providers annually refer over 900 medium and high risk offenders for instruction in employment skills, GED preparation, college transitional tools and bilingual courses. Enhanced programming has enabled more adults to access pre-apprenticeship green jobs training and community college certificate programs. More than 70% of offenders accessing LLC read below 9th grade levels; 90% perform math below 5th grade levels; 42% have suspected learning disabilities; and 70% suffer from substance abuse and attention deficit disorders. Instruction focuses on academics, pro-social skills, addressing learning challenges and behavioral issues that inhibit an offender's ability to find and maintain employment. Employment courses teach job search techniques and how to overcome criminal history barriers.

LLC facilitates transitional courses for vocations and apprenticeships through close collaboration with Portland Community College, construction trades training and links with Worksource Centers. Instructors at LLC use cognitive behavioral and motivational interviewing techniques to elicit change in offenders.

A large percentage of inmates within Oregon prisons and jails are school dropouts. Criminal behavior is more likely in adults with low levels of education and vocational training. Offenders who receive basic literacy instruction during or after incarceration are less likely to return to prison (Greenberg et al. 2007).

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served annually	937	900	950	950
Outcome	Percent of offenders who did not recidivate during program	0.0%	0.0%	87.0%	87.0%

### Performance Measure - Description

✓ **Measure Changed**

Recidivism is measured by new felony convictions during program using a recidivism rate.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$680,699	\$30,723	\$0	\$824,689
Contracts	\$14,200	\$0	\$0	\$14,200
Materials & Supplies	\$59,014	\$0	\$0	\$55,401
Internal Services	\$9,048	\$0	\$0	\$4,574
Total GF/non-GF:	<b>\$762,961</b>	<b>\$30,723</b>	<b>\$0</b>	<b>\$898,864</b>
Program Total:	<b>\$793,684</b>		<b>\$898,864</b>	
Program FTE	7.93	0.37	0.00	9.70
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$2,260	\$0
Intergovernmental	\$0	\$30,723	\$0	\$61,952
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$30,723</b>	<b>\$2,260</b>	<b>\$61,952</b>

**Explanation of Revenues**

County General Fund (provided by Video Lottery funds) plus DOE PCC Londer \$30,450. Agreement ends 6/30/2012. Anticipating agreement will be extended at the same level of funding for FY13; State of Oregon DHS Access to Recovery \$31,502. Agreement ends 6/30/2012. Anticipating agreement will be extended at the same level of funding for FY13.

**Significant Program Changes**

**Last year this program was:** #50051, Adult Londer Learning Center  
& part of 50048 - Adult Effective Sanctioning Practices

This program offer reflects an increase 1.00 FTE transferred from other programs during FY12, an increase in FY13 of .50 FTE Program Education Aide funded by State ATR funding and a decrease of .10 FTE Basic Skills Educator. Net increase of 1.40 FTE

**Lead Agency:** Community Justice

**Program Contact:** Truls Neal

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Multnomah County's Medium Risk Generic Supervision unit was created due to research which shows that over supervising offenders may increase their likelihood to recidivate. Medium Risk Supervision is designed to supervise offenders at a level that is appropriate to their risk. The primary focus is to construct appropriate supervision strategies by addressing the offenders' dynamic criminogenic risks, needs, and responsivity factors in order to decrease the risk for recidivism. The Medium Risk Generic Supervision unit supervises approximately 600 offenders annually.

### Program Description

Parole/Probation Officers (PPO) tailor supervision methods based upon the needs and risk level of the offender. Supervision may be conducted through: a) home and office visits; b) contacts with family; c) correspondence with community members; d) positive reinforcement principles (when offenders have demonstrated compliance); and e) coordination with law enforcement agencies, as appropriate.

Adult supervision is an essential component of public safety. Nearly all prison inmates return to their county of sentencing upon release, where they must complete post-prison supervision. The risk of these offenders committing new crimes is reduced when evidence-based supervision is in place and monitored. Concurrent with the implementation of evidence-based supervision practices, Multnomah County has experienced a steady decline of recidivism rates over the past ten years.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	578	600	624	600
Outcome	Percent of offenders not recidivating one year post admit	97.0%	95.0%	85.0%	90.0%

### Performance Measure - Description

Recidivism is measured by 12 months new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$626,484	\$742,160	\$70,608
Contracts	\$0	\$78	\$0	\$529
Materials & Supplies	\$0	\$1,690	\$2,210	\$0
Internal Services	\$0	\$65,966	\$0	\$7,093
Total GF/non-GF:	<b>\$0</b>	<b>\$694,218</b>	<b>\$744,370</b>	<b>\$78,230</b>
Program Total:	<b>\$694,218</b>		<b>\$822,600</b>	
Program FTE	0.00	6.50	7.79	0.71
<b>Program Revenues</b>				
Indirect for dep't Admin	\$50,134	\$0	\$5,613	\$0
Fees, Permits & Charges	\$0	\$60,778	\$0	\$78,230
Intergovernmental	\$0	\$633,440	\$0	\$0
<b>Total Revenue:</b>	<b>\$50,134</b>	<b>\$694,218</b>	<b>\$5,613</b>	<b>\$78,230</b>

**Explanation of Revenues**

County General Fund plus Probation Supervision fees from clients \$78,230. Fee charged per ORS 423.570 and set at \$35/month per Board Resolution to offset costs of supervising the probation, parole, post-prison supervision or other supervised status.

**Significant Program Changes**

**Last year this program was:** #50053, Adult Field Services-Medium Risk Generic Supervision

This program offer reflects an increase of 2.0 FTE Parole Officers transferred from other programs in FY13.

**Lead Agency:** Community Justice

**Program Contact:** Truls Neal

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Adult Community Service program (CS) for Bench Probation assists the courts in promoting public safety by helping offenders who are supervised directly by a judge. In addition to monitoring the work hours of bench probation clients, CS staff work with individuals participating in Project Clean Slate (PCS). PCS converts outstanding financial obligations for minor criminal and/or civil matters to community service work. The CS office interviews PCS participants, assigns them to a community service project, supervises the work, maintains a file for each case and reports back to the Court regarding each participant's compliance.

### Program Description

CS for Bench Probation provides direct visibility of offenders as they restore the damage done to the community as a result of criminal actions. These offenders do not have a Parole/Probation Officer (PPO) but report directly to the sentencing judge. CS is responsible for coordinating community service work sites at public and non-profit agency locations, supervising each offender's community service and providing offender status reports to the Courts. Data reports show community sanctions reduce recidivism and enhance public safety (Oregon Department of Corrections 2002).

In partnership, CS and PCS helps clear outstanding warrants and court obligations that often impede an individual's ability to find stable housing, employment and/or financial assistance.

CS exemplifies cost-efficient cooperation and collaboration between the criminal justice system and public/private agencies by providing a cost savings equivalent to 4,800 jail bed days per year. Court ordered CS has also generated over 43,000 hours of unpaid work benefiting the community in FY 2010.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Annual dollars of unpaid work provided to the community	295,462	400,000	117,508	120,000
Outcome	Number of jail beds saved	4,800	4,800	4,500	4,500

### Performance Measure - Description

Output and outcome figures are estimations based on previous year's data.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$228,710	\$0	\$236,767	\$0
Materials & Supplies	\$2,634	\$0	\$780	\$0
Internal Services	\$2,628	\$0	\$0	\$0
Total GF/non-GF:	<b>\$233,972</b>	<b>\$0</b>	<b>\$237,547</b>	<b>\$0</b>
Program Total:	<b>\$233,972</b>		<b>\$237,547</b>	
Program FTE	3.00	0.00	3.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes**Last year this program was: #50054, Adult Community Service-Bench Probation

**Lead Agency:** Community Justice

**Program Contact:** Bill Penny

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Community Court is sponsored by the Multnomah County District Attorney's Office. Police officers cite people accused of misdemeanors and violations directly to Community Court. Most non-violent, non person-to-person misdemeanors and violations are eligible to remain in Community Court for final resolution, which allows for social service referrals, a community service sentence, and dismissal of most charges on the first case. These offenders do not have a Parole/Probation Officer (PPO), but report directly to the sentencing judge. The Department of Community Justice provides one Corrections Technician (CT) to support Community Court.

### Program Description

Community Court is a collaborative program staffed by the District Attorney's Office, the Circuit Court, Multnomah County Human Services, the Department of Community Justice (DCJ), Portland Business Alliance, Oregon Indigent Defense Services, Sheriff's Office, Portland State University and Portland Community College. Offenders sentenced to Community Court are typically cited on non person-to-person misdemeanors and violations. A typical Community Court sanction includes one to five days of community service and may include a social service mandate as well. Most first-time cases sent through Community Court are dismissed if the defendant successfully completes the Community Court sanction.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of participants referred annually	2,181	3,500	2,181	2,200
Outcome	Annual hours of community service	18,413	29,000	18,413	20,000

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$81,147	\$0	\$83,352	\$0
Materials & Supplies	\$2,438	\$0	\$1,860	\$0
Internal Services	\$876	\$0	\$0	\$0
Total GF/non-GF:	<b>\$84,461</b>	<b>\$0</b>	<b>\$85,212</b>	<b>\$0</b>
Program Total:	<b>\$84,461</b>		<b>\$85,212</b>	
Program FTE	1.00	0.00	1.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes**

Last year this program was: #50055, Support to Community Court



**Lead Agency:** Community Justice

**Program Contact:** Patrick Schreiner

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Related to program offer 50045, this program offer provides two critical service components to the Domestic Violence (DV) unit:

- 1) First-time domestic violence offenders (approximately 170) are placed in the Deferred Sentencing Program (DSP). DSP provides offenders access to services that help address their violent behavior patterns. If an offender successfully completes all requirements of DSP, he/she is not convicted of the initial offense and the case is dismissed.
- 2) DSP refers DV offenders to intervention services for batterers, which helps prevent their behavior from escalating into further contacts with law enforcement and subsequent stays in costly jails.

### Program Description

The DV unit strives to end the cycle of violence by holding offenders accountable for their actions and giving them the opportunity to make long-term positive changes by engaging in appropriate counseling groups (batterer intervention, mental health, etc.). In addition to working with offenders to address behavior change, Parole/Probation Officers (PPO) in the DV unit work closely with victims to develop safety plans that help empower them to break the cycle of domestic violence. DV PPOs regularly attend court to ensure a systematic approach is being utilized in victim safety and offender accountability.

Reducing domestic violence is a priority for Multnomah County. This program increases public safety by holding high risk offenders accountable, promoting victim safety and building strong collaborative efforts with community partners. This program utilizes evidence-based practices including specialized assessment tools and cognitive behavioral intervention programming. Case management strategies provide offenders the opportunity to change by addressing factors which research has shown to reduce criminal behavior (Andrews 1994).

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	51	175	45	50
Outcome	Percent of offenders not recidivating 12 months post admit	0.0%	0.0%	92.0%	92.0%

### Performance Measure - Description

✔ **Measure Changed**

Recidivism is measured by 12 month new felony and misdemeanor conviction following current admit date using a recidivism rate.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$160,231	\$0	\$83,352	\$0
Materials & Supplies	\$520	\$0	\$260	\$0
Total GF/non-GF:	<b>\$160,751</b>	<b>\$0</b>	<b>\$83,612</b>	<b>\$0</b>
Program Total:	<b>\$160,751</b>		<b>\$83,612</b>	
Program FTE	2.00	0.00	1.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

County General Fund

**Significant Program Changes**

**Last year this program was:** #50056, Adult Domestic Violence Deferred Sentencing Program (DSP)  
This program offer reflects a decrease 1.0 FTE transferred to another program during FY12

**Lead Agency:** Community Justice

**Program Contact:** Patrick Schreiner

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Sex Offender Reduced Supervision (SORS) caseload provides supervision for sex offenders who have been identified as low risk for sexual reoffense by validated risk assessment tools. A reduced level of supervision is provided to qualifying offenders in order to monitor compliance with sexual offense specific treatment, sex offender registration and special conditions of supervision. This caseload's staff assists with community safety by reducing risk through continued monitoring of the offender's behavior while on supervision.

### Program Description

The SORS caseload is for sex offenders who have been identified as low risk for sexual reoffense. These offenders have shown compliance via:

- 1) Completing a minimum of one year supervision and treatment;
- 2) Passing a full disclosure polygraph (if medically able and if no extenuating circumstances exist);
- 3) Passing a maintenance polygraph within six months prior to their transfer to the SORS caseload; and
- 4) Having a limited sexual and criminal history.

An offender who meets any of the below criteria is excluded from SORS supervision:

- 1) Having an Axis II diagnosis (personality disorders);
- 2) Having a score of 6+ on the Static-99 assessment tool;
- 3) Having a primary sexual preference for children or sexual arousal to violence;
- 4) Having emotional identification with children;
- 5) Diagnosis of mental illness or Mentally Retarded Developmentally Disabled (MRDD);
- 6) Having any predatory designation (which can be waived by the manager).

In accordance with the Risk/Need/Responsivity model, the SORS program limits the extent of resources invested in low risk offenders and focuses on allocating the majority of resources to high and medium risk sex offenders. One Sex Offender Specialist Parole/Probation Officer (PPO) supervises approximately 140 offenders on the SORS caseload and is required to complete a home visit every six months. The offender is required to submit monthly reports, report in person every six months, successfully complete a maintenance polygraph every six months, participate in sexual offense specific treatment until discharged, and pay supervision and court ordered fees. Offenders are returned to a high risk caseload if there are any indications of status instability or verified behaviors that present an increased risk to the community or victim.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of clients served	140	143	129	130
Outcome	Percent of offenders not recidivating one year post admit	0.0%	0.0%	99.0%	99.0%

### Performance Measure - Description

 **Measure Changed**

Recidivism is measured by 12 months new felony conviction following date of most current risk assessment using a recidivism rate.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$116,546	\$0	\$118,536
Materials & Supplies	\$0	\$260	\$0	\$260
Internal Services	\$0	\$12,265	\$0	\$11,844
Total GF/non-GF:	<b>\$0</b>	<b>\$129,071</b>	<b>\$0</b>	<b>\$130,640</b>
Program Total:	<b>\$129,071</b>		<b>\$130,640</b>	
Program FTE	0.00	1.00	0.00	1.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$9,321	\$0	\$9,373	\$0
Intergovernmental	\$0	\$129,071	\$0	\$130,640
<b>Total Revenue:</b>	<b>\$9,321</b>	<b>\$129,071</b>	<b>\$9,373</b>	<b>\$130,640</b>

**Explanation of Revenues**

State Department of Corrections (DOC) \$130,640. This is the budgeted amount for second half of the FY11-13 biennium. There is some flexibility on how funding is allocated.

**Significant Program Changes**

**Last year this program was:** #50057, Adult Sex Offender Reduced Supervision (SORS)

**Lead Agency:** Community Justice

**Program Contact:** Kevin Criswell

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Reduced Supervision Team (RST) is the foundation for evidence-based practices in the Department of Community Justice (DCJ) Adult Services Division (ASD). The RST model provides minimal intrusion into the offender's life, takes care not to bring the offender deeper into the criminal justice system and encourages increased self-sufficiency. Well over 2,000 offenders are supervised by RST annually.

### Program Description

Offenders are assessed utilizing risk tools. Those who have the lowest risk to re-offend are routed to RST for supervision. Research shows that engaging lower risk offenders in more intrusive supervision in the criminal justice system is detrimental and causes more harm (Andrews, Bonta and Hoge 1990).

RST is a formal probation/parole/post-prison program that tracks the offender's supervision to completion. The offender is not required to see a Parole/Probation Officer (PPO) but must report any changes in address or employment, any law enforcement contact, and must receive permission to travel outside of Oregon. The offender must complete probation/parole/post-prison conditions. RST monitors new criminal activity and responds with an array of sanctions or redirection, which can include a caseload transfer for more intensive supervision, jail/revocation, electronic monitoring and/or community service.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders served	2,073	2,020	2,215	2,215
Outcome	Percent of offenders not recidivating one year post admit	96.0%	95.0%	98.0%	95.0%

### Performance Measure - Description

Recidivism is measured by 12 months new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$304,640	\$937,131	\$824,928	\$319,563
Contracts	\$2,750	\$16,157	\$2,750	\$13,848
Materials & Supplies	\$30,741	\$1,300	\$19,580	\$0
Internal Services	\$20,171	\$100,232	\$10,806	\$33,241
Total GF/non-GF:	<b>\$358,302</b>	<b>\$1,054,820</b>	<b>\$858,064</b>	<b>\$366,652</b>
Program Total:	<b>\$1,413,122</b>		<b>\$1,224,716</b>	
Program FTE	3.35	9.65	8.56	3.44
<b>Program Revenues</b>				
Indirect for dep't Admin	\$76,176	\$0	\$26,306	\$0
Fees, Permits & Charges	\$0	\$484,625	\$0	\$366,652
Intergovernmental	\$0	\$570,195	\$0	\$0
Other / Miscellaneous	\$101,874	\$0	\$170,398	\$0
<b>Total Revenue:</b>	<b>\$178,050</b>	<b>\$1,054,820</b>	<b>\$196,704</b>	<b>\$366,652</b>

**Explanation of Revenues**

County General Fund plus Circuit Court Jail Assessments \$170,398 which are deposited into the general fund. Revenue is collected by Mult Co. Circuit Court per ORS 137.309. DCJ Receives 60% of the monies collected per ORS 137.308. Revenue is trending down since 2005; Probation Supervision fees from clients \$366,652. Fee charged per ORS 423.570 and set at \$35/month per Board Resolution to offset costs of supervising the probation, parole, post-prison supervision or other supervised status.

**Significant Program Changes**

**Last year this program was:** #50058, Adult Generic Reduced Supervision (Casebank)

This program offer reflects a decrease of 1 FTE Probation Officer in FY12 as part of mid-year state rebalance.

**Lead Agency:** Community Justice

**Program Contact:** Truls Neal

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Enhanced Bench Probation Program (EB) promotes public safety by monitoring over 3,300 adult offenders on bench probation who have 1 or more convictions for Driving Under the Influence of Intoxicants (DUII). EB staff monitor these cases by tracking each case for police contacts and reporting these contacts to the judge supervising the case.

### Program Description

EB currently monitors 3,300 offenders who have failed to successfully complete the DUII Diversion program or are ineligible for diversion. Fifteen percent of these offenders are high risk multiple DUII offenders participating in the DUII Intensive Supervision Program. Defendants monitored by EB are entered into the statewide computer system known as the Law Enforcement Data System (LEDS) following their conviction. If the EB offender has any type of police contact, an electronic notification is sent to EB staff directly from the street officer. An EB staff member researches the nature of the contact and sends a report to the supervising judge.

During FY 2011, this unit generated over 950 reports and collected \$289,513 in monthly monitoring fees. The ability of the EB unit to monitor the activities of offenders allows the courts to effectively supervise these cases and address violations in a timely manner. EB is instrumental in holding bench probation clients accountable by serving as a beneficial connection between law enforcement and the courts.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of clients participating in program activities	3,200	3,300	3,300	3,300
Outcome	Percent of offenders not recidivating one year post admit	100.0%	95.0%	92.0%	95.0%

### Performance Measure - Description

Recidivism measured by 12 months new felony conviction following current admit date.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$228,214	\$0	\$240,860
Contracts	\$0	\$2,454	\$0	\$1,800
Materials & Supplies	\$0	\$3,817	\$0	\$2,614
Internal Services	\$0	\$42,851	\$0	\$39,544
Total GF/non-GF:	<b>\$0</b>	<b>\$277,336</b>	<b>\$0</b>	<b>\$284,818</b>
Program Total:	<b>\$277,336</b>		<b>\$284,818</b>	
Program FTE	0.96	3.04	0.00	3.08
<b>Program Revenues</b>				
Indirect for dep't Admin	\$20,028	\$0	\$20,435	\$0
Fees, Permits & Charges	\$0	\$277,336	\$0	\$284,818
<b>Total Revenue:</b>	<b>\$20,028</b>	<b>\$277,336</b>	<b>\$20,435</b>	<b>\$284,818</b>

**Explanation of Revenues**

Enhanced Bench Probation fees \$284,818. Fees are set by and ordered by the Circuit Court as a condition of Enhanced Bench Probation and payable to DCJ for monitoring of the clients.

**Significant Program Changes**

**Last year this program was:** #50059, Adult DUII Supervision & Enhanced Bench

This program offer reflects a decrease of 1.0 FTE transferred to other program during FY12



**Lead Agency:** Community Justice

**Program Contact:** Patrick Schreiner

**Program Offer Type:** Program Alternative /

**Related Programs:**

**Program Characteristics:** One-Time-Only Request

### Executive Summary

These funds will allow the Adult Services Division of the Department of Community Justice (DCJ) to maintain the Mid-County facility lease. In the Juvenile Services Division, these funds will help relocate staff from the King Facility and assist with expenses incurred while the facility is being transitioned to other County service providers.

### Program Description

The Mid-County Office is an Adult Services parole/probation supervision site which provides office space for twenty staff. The King facility transition will involve the relocation of approximately ten staff with full-time assignments to the King Facility plus the transition and development of new community drop-in work spaces.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	percent of anticipated reduction in leased facility footprint	0.0%	0.0%	0.0%	14.0%
Outcome	percent of anticipated reduction in leased facilities cost.	0.0%	0.0%	0.0%	11.0%

### Performance Measure - Description

New performance measures.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Materials & Supplies	\$0	\$0	\$24,967	\$0
Internal Services	\$0	\$0	\$97,148	\$0
Total GF/non-GF:	\$0	\$0	\$122,115	\$0
Program Total:	\$0		\$122,115	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

Last year this program was:

**Lead Agency:** Community Justice

**Program Contact:** Carl Goodman

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:** One-Time-Only Request

### Executive Summary

The Oregon Department of Corrections allocates funding to each of the 36 counties for Community Corrections Operation (SB 1145) based on a formula that has been developed in partnership with the Department of Corrections and the Oregon Association of Community Corrections. The funding allocation formula must be examined, reviewed and if appropriate adjusted every 6 years. 2012 is the first six-year review date. There is a possibility that the 2013 legislature will appropriate and the Department of Corrections will increase allocated funds to Multnomah County Community Corrections.

Several of the programs that are grant funded and have been effective will end prior to the County's possible increase in funding. This request is for bridge funding that will allow the Department of Community Justice (DCJ) to keep these effective programs operating until such additional funding might be realized. In addition, the two grant programs and the Outpatient Alcohol and Drug slots serve populations that would most likely be considered for additional funding due to efforts to reduce state prison population growth projections.

### Program Description

DCJ currently partners with Volunteers of America in the provision of services to 18-24 year old high risk offenders on supervision and those who are being released from jail. The partnership provides jail reach in services, in-jail transition groups, transition substance abuse/mental health counseling, pro-social activities and employment case management services. This population is our highest risk to recidivate, yet this program appears to be impacting this population in a positive way.

The second program in this request is from the Bureau of Justice for transitional housing and mentoring services for high risk offenders who are deemed homeless at the time of their release. It provides 29 beds and mentoring services. A recent review shows this population includes sex offenders with mental illness/addiction issues.

The third program in this request is for the continued funding of 40 outpatient slots that are currently funded through one-time-only funding. There is some expectation that in the 2013-2015 state funding process there will be an increase in funds dispersed to counties as a result of diversion or shortened prison sentences. Those with substance abuse crimes who are not part of an initiative based sentence requirement would be most appropriate for this option.

If bridge funds were applied to these programs, it would allow us to maintain resources and the infrastructure required to support them until potential increased funding is received from the state.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of clients who evidence a reduction in jail bed days pre/post program	0.0%	0.0%	0.0%	40.0%
Outcome	Percent of clients who evidence a reduction in LS/CMI overall risk score	0.0%	0.0%	0.0%	50.0%

### Performance Measure - Description

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Contracts	\$0	\$0	\$508,265	\$0
Total GF/non-GF:	\$0	\$0	\$508,265	\$0
Program Total:	\$0		\$508,265	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund

Significant Program Changes

Last year this program was:

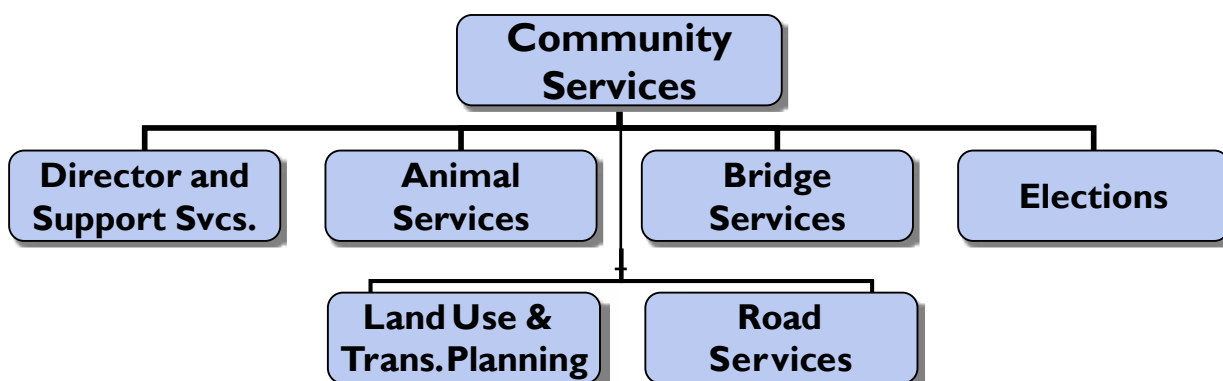
### Department Overview

Multnomah County Department of Community Services (DCS) is comprised of a number of unique and essential government services. DCS includes the divisions of Animal Services; Elections; Land Use and Transportation Planning; Bridge Services; Road Services; and, Budget and Operations Support.

The common mission of these diverse lines of business is articulated in this very simple Statement of Purpose: “Our mission is making Multnomah County a great place to live and work “by providing the services identified above.

While the goals and desired outcomes of these programs vary in accordance with their unique missions and legal mandates, the DCS Leadership team has articulated a common set of values which we have applied to what we do and how we do it. It is this common understanding and communication of how we behaviorally apply these values to our day to day work that has contributed to the success within each service delivery area. Those values are: Accountability. Customer Focus, Diversity and Equity, Excellence, Integrity, Respect and Appreciation, Safety, Sustainability and Teamwork.

Certainly, it is the common vision we share in the Department, “DCS: Ahead of the curve...for the services you rely on”, that has been the foundation of our success during this difficult decade of continuous fiscal constraint. The 200 plus employees of DCS, know public service requires us to stay in tune and abreast of the varied industry, policy and technology changes to which we must adapt. We SEIZE opportunities to implement continued process improvements and innovation and we STRIVE to demonstrate our commitment to provide our residents, partners and stakeholders the very best value for their tax dollars.



### Budget Overview

The Department of Community Services' budget is approximately \$251 million. General Fund support increases by \$891,000 to \$12.3 million. Other funds have increased by \$114.7 million to \$239 million.

The overall budget increases by \$115.6 million (85%). Most of the increases are in the Bridge and Sellwood Bridge funds which account for \$112.3 million of the increase. The Sellwood Bridge Fund is also budgeting \$41 million for debt service on the project.

Several programs are funded on a one-time-only basis.

- 91004 - Apartment Cat Trap-Neuter-Return - \$103,771
- 91008B - Presidential Election - \$335,323
- 91023 - Green Infrastructure - Fish Passage - \$35,000
- 91024 - Safe Routes to Schools - \$30,000

<b>Budget Trends*</b>					
	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	
	<b>Actual</b>	<b>Current</b>	<b>Adopted</b>	<b>Adopted</b>	
		<b>Estimate</b>	<b>Budget</b>	<b>Budget</b>	<b>Difference</b>
Staffing FTE	204.00	202.00	202.00	204.25	2.25
Personnel Services	\$18,451,362	\$19,879,325	\$19,595,670	\$20,868,489	\$1,272,819
Contractual Services	32,152,617	45,245,091	41,672,061	59,704,925	18,032,864
Materials & Supplies	9,315,175	10,165,311	21,413,657	22,164,307	750,650
Debt Service	149,416	0	0	40,985,000	40,985,000
Capital Outlay	<u>4,755,802</u>	<u>54,719,859</u>	<u>53,082,500</u>	<u>107,620,883</u>	<u>54,538,383</u>
<b>Total Costs</b>	<b>\$64,824,373</b>	<b>\$130,009,586</b>	<b>\$135,763,888</b>	<b>\$251,343,604</b>	<b>\$115,579,716</b>

\*Does **not** include cash transfers, contingencies or unappropriated balances.

### Successes and Challenges

DCS is proud to have experienced several notable successes during FY 2012. Here we focus on accomplishments achieved with the use of General Fund dollars and Transportation-related and State and Federal Highway-funds.

The positions added to the FY 2011 Animal Services budget have driven the collection of registration fee revenue to be collected at unprecedented levels. Too, we have acted upon our primary strategic plan goal to increase live release rates of animals coming to the shelter. The greatest challenge for the MCAS program continues to be the provision of service in less than ideal facilities.

With dollars provided through partnerships with State and Federal election agencies, our Elections Office has completed some and continues to make improvements to allow better accessibility to voters with special need, as well as, enhancing the customer service area to voters. The actual use of the new mail sorting equipment we received in FY 2011 has increased our ballot processing cycle time while reducing out cost to open and sort ballots.

The Sellwood Bridge Replacement project is proceeding according to schedule. We have selected firms to design and construct the new bridge, begun the in water work and acquired most of the right of way. Through partnerships at local, state and federal levels, innovative problem solving (shoofly), and greater than projected receipt of vehicle registration fees; the project appears fully funded.

The DCS leadership team continues to face the challenges resulting from constrained resources, on going change, attrition and succession needs. The commitment of the Leadership team to continued learning and growth as supervisors and managers in public service continue to be admirable.

### Diversity and Equity

DCS leadership has led efforts to diversify it's workforce and assure equity in the delivery and access to it's services for sometime. Strategies that have been employed include: targeted recruitment of women and people of color for vacancies which have been historically the most likely to be homogenous in gender and race.

The DCS Leadership team continues it's strong commitment to the participation and encouragement of DCS staff to engage in the varied employee affinity network groups within the County.

A firm department practice of including diversity in gender, race, and sexual orientation on each interview/hiring panel to assure that all candidates feel welcomed and represented in DCS.

These efforts have resulted in the successful employment of both men and women in non-traditional classifications, i. e. more men in office support and customer service positions and females in engineer and mechanic positions; as well as a younger and more racially and ethnically diverse temporary and permanent elections staff.

The Sellwood Bridge Replacement project is offering tremendous opportunities to support minority and women owned businesses as well as emerging small businesses. Programs in place for this large project include; mentorship programs, apprenticeship program and divisions of work packages that will give these businesses the opportunity to bid successfully on the project.

### Budget by Division

Division Name	FY 2013 General Fund	Other Funds	Total Division Cost	Total FTE
DCS Director & Support Services	\$1,471,003	\$1,531,654	\$3,002,657	21.25
Animal Services	5,654,520	2,975,694	8,630,214	50.25
Elections	3,953,712	0	3,953,712	10.00
Land Use and Transportation Planning	1,229,267	7,671,736	8,901,003	11.60
Bridge Services		222,260,893	222,260,893	41.15
Road Services	<u>35,000</u>	<u>41,528,279</u>	<u>41,563,279</u>	<u>70.00</u>
<b>Total Community Services</b>	<b>\$12,343,502</b>	<b>\$275,968,256</b>	<b>\$288,311,758</b>	<b>204.25</b>

\*Does include cash transfers, contingencies or unappropriated balances.



### Director and Support Services

The Department of Community Services exists to ensure the safety of citizens and animals, preserve the infrastructure and environment of Multnomah County and to enhance the quality of life. The Director's Office leads, manages and oversees both the mandated and non-mandated services of the department.

The Division is comprised of three groups; the Director's Office, Human Resources and Business Services. The Director's Office represents the Chair and the Board in the administration of the Department of Community Services. The Director's Office provides leadership, management and executive direction to the programs and services within the Department of Community Services. The Director's Office is responsible for leading the department in providing cost efficient, quality services that offer good value to County residents while providing a safe work environment for staff and the public. The Human Resources Team provides direct support to department managers, and to all current and prospective employees including recruitment and selection services, performance management, and consultative services regarding a wide range of management and employee/labor relations issues. Business Services manages the financial and administrative functions of the operating programs within DCS. This unit performs the essential administrative support operations of the various DCS programs while providing common interpretations of county policy and procedure.

### Significant Changes

Compared to FY 2012, this division shows a growth of 6.00 FTE. Three of these FTE have always been part of this division, but shown on the Bridge Services program offers. This year they appear on the Budget and Operations Support program offer. Two FTE have transferred from Road Services as part of the Span of Control initiative. One FTE has come to this division from the Stores group which is being disbanded as we move to Strategic Sourcing. This employee has historically supported Road Services and Fleet and will continue to provide this support.

### Animal Services Division

The mission of the Animal Services Division is protecting the health, safety and welfare of pets and people in all of Multnomah County. To accomplish this mission, the Division is organized into three service areas:

1. Animal Shelter Operations program provides humane shelter and health care 365 days/year for lost, homeless and stray animals that are injured, sick, abandoned, abused and neglected. The program reunites animals with their owners, adopts animals into new homes, and provides veterinary medical hospital services.
2. Field Services program provides 24 hour/7 days a week public safety emergency response to animals attacking people and animals; 24 hour emergency animal rescue for injured, sick, and abused animals; investigation services for animal bite cases, potentially dangerous dog incidents, and animal abuse and neglect; enforces city, county, and state laws; and, provides education and assistance in resolving neighborhood animal nuisances.
3. Client Services program provides customer service for shelter visitors, phone customers, and e-business transactions; administers the countywide pet licensing program, and supervision of volunteer and community outreach programs.

### Significant Changes

The following describes the significant budget changes that impacted the division. More information can be found in the program offers.

One new FTE has been added to program offer 91005 to manage the increased volunteer and outreach activities. The new position was funded within existing resources.

### Elections

The mission of the Elections Division is to uphold a reputation for transparent, accurate, accessible and accountable elections in Multnomah County and maintain the public's confidence and trust in the elections process by running a smooth election.

The Elections Division conducts all local, city, county, state and federal elections for the citizens of and all political districts within Multnomah County. It conducts many types of elections; from Water District Commissioner to President of the United States. Local elections include elected boards of directors for schools and special districts as well as local measures. City elections include elected city offices and city measures. County elections are for elected offices and county measures. State elections include Governor, all statewide offices and State Senate and House seats in Multnomah County. Federal elections include Presidential, US Senate and Congressional races.

Conducting elections involves: registering voters; maintaining the statewide voter registration and election management data base (OCVR); maintaining address and district data; checking signatures on city, local and state candidate/initiative petitions; accepting candidate/measure filings; producing voters' pamphlets; issuing and mailing ballots; managing drop site locations; accepting and processing returned ballots; providing assistance to voters with disabilities; counting ballots; and releasing results. For major elections, Elections employs as many as 250 temporary election workers.

### Significant Changes

The following describes the significant budget changes that impacted the division.

Last year Elections had 11.00 FTE. Due to increasing efficiency in the program provided by new technology introduced over the last two years and to meet constraint Elections will reduce 1.00 FTE this year in the OA2 classification. This will give Elections 10.00 FTE in FY 2013.

Due to span of control goals for the County, Elections has reclassified one management position to a represented position. Previously Elections had two managers, each with a 1:5 span of control ratio. By making this change Elections will have one manager with a 1:9 span of control ratio.

In order to meet the needs of the Presidential General Election in November 2012, Elections requested \$335,323 in one-time-only General Funds for added personnel, printing and postage expenses.

### Land Use and Transportation Planning

The Land Use and Transportation Planning Division is comprised of three service areas: Land Use Planning, Transportation Planning and Code Compliance.

Land Use Planning implements federal, state, and local policies and laws that preserve the rural farm and timber economy, protect the environment and maintain the quality of life in our rural unincorporated communities. Land Use Planning includes long range/legislative planning and current planning/development review.

Transportation Planning supports the County's health and social services mission and the economic and livability goals of its cities by advocating and delivering choices for transportation accessibility and mobility throughout the County. Transportation Planning prepares the County's Capital Improvement Plan and Program (CIPP), and identifies and secures funding for the enhancement, maintenance and preservation of the County's transportation system.

The Code Compliance Program investigates and resolves land use code and public right-of-way violation complaints received by the County. The program addresses code violations through voluntary compliance and reserving enforcement actions against code violators as a secondary tool.

### Significant Changes

The Land Use and Transportation Planning budget for FY 2013 does not represent significant change.

### Road Services

The Road Services Division's manages and preserves the County road infrastructure to provide a safe and reliable transportation system that supports economic and community vitality. The Division is comprised of three service areas, under which a variety of services are performed: Road Services, County Surveyor's Office and distribution of Shared Road Fund Revenues. Within Road Services and the County Surveyor's Office are various sections performing a wide range of services provided to local municipalities, developers, land surveyors and the general public. Services include, but are not limited to: road maintenance, capital planning, capital design and capital construction management and engineering, traffic services, right-of-way acquisitions and permitting, and mandated and non mandated surveying functions performed through the Survey Office.

The Road Services fulfills its mandates through cooperative planning with state, local and regional jurisdictions to preserve and improve the transportation system through the building of roads and providing daily maintenance and traffic services that contribute to public safety, environmental protection, livability and water quality. The County Surveyor's Office provides mandated service such as: review surveys submitted for filing by land surveyors, and filing and indexing surveys into the public survey records; maintenance of public survey records and provide research tools to view and provide copies of these public records; review and approval of land divisions.

### Significant Changes

The Division continues to balance operational and system needs against dedicated funding sources. The dedicated revenues supporting these service areas remain at risk with the economic difficulties facing the nation, state and region. The risk to the Road Program is represented through reduced vehicle miles traveled, decline in gas tax revenues associated with high unemployment and the federal mandates directing car manufacturers to increase fuel economy. Fuel economy though positive for the environment, does negatively impact the gross revenues derived from the sale of gasoline (gasoline tax remains the largest component of the State Highway fund).

In previous years, Road Services reported a steady decline in the County's pavement condition. The recent \$0.06 increase in state gas tax enabled the Road program to arrest the decline by targeting the new revenue at surface treatments and other important maintenance preservation work. Additional state legislation provides \$9.5 million for safety improvements for Cornelius Pass Road.

Similarly, the Survey Office revenues have mirrored the region's economic situation with decreasing record filings and plat reviews, indicators of new development and real property transactions. Despite administrative reductions over the past several years, it is anticipated that the Survey Office will need to revise its fee schedule to keep pace with operational costs.

### Bridge Services

The Bridge Services Division is entrusted with operating, preserving, improving the safety and prolonging the life of the County's long term investment in its six Willamette River Bridges and 24 other bridge structures. The Willamette River crossings consist of four movable bridges (Hawthorne, Morrison, Burnside, and Broadway) and two fixed structures (Sellwood and Sauvie Island).

The Division is comprised of three service areas; Engineering, Maintenance and Operations.

The Engineering group provides planning, engineering and construction project management for capital projects intended to preserve, rehabilitate or at times replace the structures and roadways of the County's bridges.

The Maintenance group is made up of those who perform the everyday maintenance and preventative maintenance on the bridges. It is their responsibility to ensure the operational reliability of the bridge mechanical, electrical, structural and corrosion protective (paint) systems.

The Operations group is stationed in the operator houses on each of the four drawbridges. Bridge Operators raise and lower the draw spans to allow ships to pass.

### Significant Changes

The following describes the significant budget changes that impacted the division.

The Sellwood Bridge Replacement project represents the largest project of its type ever initiated by Multnomah County. During FY 2013, construction on the replacement bridge will begin. Multnomah County will also experience increased construction costs as work increases. As the Sellwood Bridge Replacement project continues, more employees are required.

# Community Services

fy2013 adopted budget

## Department of Community Services

The following table shows the programs that make up the departments total budget. The individual programs follow in numerical order.

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>DCS Director and Support Services</b>					
91000	Director's Office	\$651,755	\$0	\$651,755	2.25
91001	DCS Human Resources	262,228	0	262,228	2.00
91002	DCS Business Services	283,594	0	283,594	2.00
91011	Budget and Operations Support	273,426	1,531,654	1,805,080	15.00
<b>Animal Services</b>					
91004	Apartment Cat Trap-Neuter-Return Program - ACT	103,771	0	103,771	1.00
91005	Animal Services Client Services	1,737,352	2,690,694	4,428,046	18.75
91006	Animal Services Field Services	1,462,170	108,000	1,570,170	15.00
91007	Animal Services Animal Care	2,351,227	177,000	2,528,227	15.50
<b>Elections</b>					
91008A	Elections	3,618,389	0	3,618,389	10.00
91008B	Presidential Election	335,323	0	335,323	0.00
<b>Land Use and Transportation Planning</b>					
91018	Transportation Capital	0	7,179,881	7,179,881	0.00
91020	Transportation Planning	0	448,772	448,772	3.40
91021	Land Use Planning	1,199,267	43,083	1,242,350	8.20
91024	Safe Routes to Schools	30,000	0	30,000	0.00
<b>Bridge Services</b>					
91015	Bridge Maintenance & Operations	0	3,124,727	3,124,727	23.00
91016	Bridge Engineering	0	6,149,714	6,149,714	18.15
91017	Sellwood Bridge Replacement	0	212,986,452	212,986,452	0.00
<b>Road Services</b>					
91012	County Surveyor's Office	0	1,888,500	1,888,500	10.00
91013	Road Services	0	10,442,471	10,442,471	60.00
91022	City Supplemental Payments	0	29,197,308	29,197,308	0.00
91023	Green Infrastructure - Fish Passage	35,000	0	35,000	0.00
	<b>Total Community Services</b>	<b>\$12,343,502</b>	<b>\$275,968,256</b>	<b>\$288,311,758</b>	<b>204.25</b>

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**Lead Agency:** Community Services

**Program Contact:** Cecilia Collier

**Program Offer Type:** Administration

**Related Programs:** 91001, 91002, 91005, 91008A, 91013, 91016, 91017, 91020, 91021

**Program Characteristics:**

### Executive Summary

The Department of Community Services exists to ensure the safety of citizens and animals, preserve the infrastructure and environment of Multnomah County and to enhance the quality of life. The Director's Office leads, manages and oversees both the mandated and non-mandated services of the department.

### Program Description

The Director's Office represents the Chair and the Board in the administration of the Department of Community Services which includes land use and transportation services; animal service programs and facilities; water quality assurance and environmental compliance programs; survey of land within the County as prescribed by state and local code; and, County election duties as prescribed by state and federal law. The Director's Office provides leadership, management and executive direction to the programs and services within the Department of Community Services. The Director's Office is responsible for leading the department in providing cost efficient, quality services that offer good value to County residents.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of leadership development training hours per supervisor	0	24	38	35
Outcome	Percent of employees receiving an annual evaluation	0.0%	0.0%	100.0%	100.0%

### Performance Measure - Description

Number of training hours DCS provides and supports for members of the executive leadership team to develop supervisory, management and leadership competencies.

Percent of employees receiving an annual evaluation is the measure associated with the desired outcome of all employees receiving feedback from their supervisor.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$377,004	\$0	\$446,374	\$0
Contracts	\$34,750	\$0	\$54,565	\$0
Materials & Supplies	\$43,942	\$0	\$41,047	\$0
Internal Services	\$90,899	\$0	\$109,769	\$0
Total GF/non-GF:	<b>\$546,595</b>	<b>\$0</b>	<b>\$651,755</b>	<b>\$0</b>
Program Total:	<b>\$546,595</b>		<b>\$651,755</b>	
Program FTE	2.25	0.00	2.25	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$485,913	\$0	\$481,352	\$0
Total Revenue:	<b>\$485,913</b>	<b>\$0</b>	<b>\$481,352</b>	<b>\$0</b>

**Explanation of Revenues**

The Director's Office is funded by the indirect charges to the Road and Bridge Funds and the General Fund.

**Significant Program Changes**

Last year this program was: #91000, DCS Director's Office

**Lead Agency:** Community Services

**Program Contact:** Cecilia Collier

**Program Offer Type:** Administration

**Related Programs:** 91000, 91002, 91005, 91006, 91007, 91008A, 91011, 91012, 91013, 91015, 91016, 91017, 91020, 91021

**Program Characteristics:**

**Executive Summary**

The Department of Community Services (DCS) Human Resources provides direct support to department managers, to all current and prospective employees including but not limited to recruitment and selection services, performance management, employee orientation and organization development, succession planning, and consultative services regarding a wide range of management and employee/labor relations issues.

**Program Description**

The program provides a broad range of services for both department managers and employees regarding human resources and labor relations issues. The DCS Human Resources staff consults and advises management and employees on interpreting and applying the County's HR performance planning, personnel rules, policies and procedures, collective bargaining labor agreements, and other applicable laws and regulations governing public sector employment. The unit provides DCS managers with additional support in the form of recruitment and retention services; performance management consultation; discipline and grievance processing and dispute resolution. The team provides recruitment and selection services; administer the department's FMLA and OFLA record keeping; maintains its personnel records and provides for essential liaison relationship with Central HR/Labor Relations.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average days to fill recruitment	0	60	74	60
Outcome	Employee satisfaction in orientation to the dept as a whole in the first 30 day	0.0%	90.0%	100.0%	100.0%

**Performance Measure - Description**

Average days to fill recruitment from requisition receipt to job offer accepted from candidate. Goal is 60 days (industry standard is 81 days).

New employee's satisfaction with our orientation process for the department, division and work section measures our success of acclimatizing new employees to the workplace during the critical first month.

### Legal/Contractual Obligation

Three collective bargaining agreements; federal, state, county and department regulations covering compensation, disciplinary action and work schedules.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$241,875	\$0	\$256,728	\$0
Contracts	\$5,000	\$0	\$5,000	\$0
Materials & Supplies	\$500	\$0	\$500	\$0
Total GF/non-GF:	<b>\$247,375</b>	<b>\$0</b>	<b>\$262,228</b>	<b>\$0</b>
Program Total:	<b>\$247,375</b>		<b>\$262,228</b>	
Program FTE	2.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

N/A

### Significant Program Changes

Last year this program was: #91001, DCS Human Resources

**Lead Agency:** Community Services

**Program Contact:** Gerald Elliott

**Program Offer Type:** Administration

**Related Programs:** 91000, 91001, 91005, 91006, 91007, 91008A, 91011, 91012, 91013, 91015, 91016, 91017, 91018, 91020, 91021

**Program Characteristics:**

### Executive Summary

This work unit manages the business services function of DCS and provides direct support to the Department Director.

### Program Description

This work unit manages the financial and administrative functions of the operating programs within the Department of Community Services. These operating areas include Animal Services, Elections, Survey, Transportation Engineering and Planning, Bridges and Land Use Planning. It directly supervises Budget and Operations Support which performs the following functions: Records Management, Contract Administration, Grant Accounting, Cost Accounting, Accounts Payable and Receivables for warehouse operations, payroll and personnel maintenance, preparation of legal records for litigation, in addition to the reception and clerical functions typically associated with these positions. This unit performs the essential administrative support operations of the various DCS programs while providing common interpretations of County Policy and Procedure through its administrative and fiscal services. This allows other program areas to remain focused on delivering their core program services.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Total dollars spent by DCS	67,718,630	162,741,806	120,153,812	260,196,897
Outcome	Percent of invoices paid on time	86.0%	90.0%	90.0%	90.0%

### Performance Measure - Description

Total dollars spent by DCS provides a general measurement of activity level of Business Services. The fluctuation in dollar values from year to year are primarily a function of Transportation capital project.

Invoices Paid on Time is the percentage of invoices paid within 30 days of the invoice date and measures the effectiveness of the accounts payable process.

### Legal/Contractual Obligation

ORS 294 – County and Municipal Financial Administration rules and Regulations  
ORS 366.739-774 – State Highways and State Highway Fund Allocations to Counties and Cities  
ORS 368.051 – Accounting for County Road Work  
Government Accounting Standards Board (GASB)  
Generally Accepted Accounting Principles (US GAAP)  
Oregon OSHA Regulations – Rules for Worker Safety

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$274,966	\$0	\$283,594	\$0
Total GF/non-GF:	<b>\$274,966</b>	<b>\$0</b>	<b>\$283,594</b>	<b>\$0</b>
Program Total:	<b>\$274,966</b>		<b>\$283,594</b>	
Program FTE	2.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

This program supports all Department of Community Services programs and does not receive revenue directly. A portion of the expenses of this group are allocated to other Community Services programs through indirect rates.

### Significant Program Changes

Last year this program was: #91002, DCS Business Services

**Lead Agency:** Community Services

**Program Contact:** Mike Oswald

**Program Offer Type:** Innovative/New Program

**Related Programs:** 91005, 91006, 91007

**Program Characteristics:** One-Time-Only Request

### Executive Summary

Animal Services protects people and pets in the community. Now more than ever, the public expects a higher level of service from Animal Services, particularly in regard to saving animal lives. Nationwide, animal shelters are expected to be leaders in implementing strategies to increase healthy animals lives. With leading edge programs, MCAS has increased the live release rate for dogs to 86% over the past 5 years. However, cats remain at an alarming 60% live release rate. The pilot program is designed to reduce the overpopulation of cats. The desired result is a higher live release rate for cats. This program offer is targeted to cost less than the average cost to care for a cat until it's adopted.

### Program Description

The majority of Multnomah County residents live in one of the most pet-friendly cities in the U.S. Portlanders expect us to provide the highest standards of care. Trap/Neuter/Return (TNR) programs for feral cats is the nationally accepted humane means of managing feral cats.

ACT (Apartment Cat TNR) is an approach to managing the challenge of the cat overpopulation by neutering 100% of the cats in low-income apartment complexes or mobile home parks. The goals of ACT are to provide education about spaying/neutering and TNR, and to remove community obstacles such as transportation, cost, and awareness. ACT currently has access to Spanish and Russian speaking assistance so that language is not a barrier to residents in the community.

Through education and access to spay/neuter surgeries, ACT gives community members tools to help manage and reduce the an estimated 23,000 cats cared for by area shelters every year. If intake numbers drop, more resources become available to each cat entering the shelter and more lives will be saved. The program is delivered by trained volunteers, guided by one staff member, the program coordinator.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of Cats Altered	0	0	0	600
Outcome	Reduction in cat intake at shelter	0	0	0	1,000
Output	Pet owners served through outreach activities	0	0	0	1,000

### Performance Measure - Description

Numbers of cats altered is a short-term measure of success. ACT started as a pilot program the middle of October 2011 and has TNR'd more than 100 cats by January in 2012. This has been accomplished with a group of volunteers and a staff person who added this as an additional duty. Once up and running, the program should be able to alter at least 50 cats per month.

The Reduction in cat intake at the shelter is a long term outcome measure of success and may not show visible change for a year.

Pet owners served through outreach activities is a measure of the program's contact with people in need of services.

## Legal/Contractual Obligation

ORS 609.010 to 609.190 pertains to Animal Control mandates. Includes: Dogs running at large prohibited; Potentially Dangerous and Dangerous Dogs regulations; Dogs as Public Nuisance prohibited; Impoundment and shelter requirements for violations; Dog License requirements; Impoundment of Dogs harming livestock requirements. ORS 609.205 pertains to prohibitions against keeping wild or exotic animals. ORS 433.340 to 433.390 pertains to Rabies Control - includes: requirement to report animal bites; impoundment, quarantine and disposition requirements; inoculations against rabies requirements; records requirements; and requirement for all fees to go to the County dog control fund. Multnomah County Code Chapter 13 provides local regulations for ownership.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$70,221	\$0
Contracts	\$0	\$0	\$23,550	\$0
Materials & Supplies	\$0	\$0	\$10,000	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$103,771</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$103,771</b>	
Program FTE	0.00	0.00	1.00	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$0	\$10,000	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>

## Explanation of Revenues

The division will pursue private grants and individual donation to supplement the operating costs.

## Significant Program Changes

**Last year this program was:**

New one-time-only program



**Lead Agency:** Community Services

**Program Contact:** Mike Oswald

**Program Offer Type:** Support

**Related Programs:** 91006, 91007

**Program Characteristics:**

### Executive Summary

The Client Support program provides customer service for shelter visitors, phone customers, e-business transactions and pet licensing. Program services include: staffing the Division's call center; managing the Countywide pet licensing program; supervision of over 250 active volunteers; community outreach; marketing and private donation development. The program processes approximately \$1.8 million annually in revenue, including all pet licensing, donations and customer transactions.

### Program Description

The Client Support program delivers the following services: 1) Phone services provides information, assistance and referral for 50,000 annual phone customers. Regular business phone lines are staffed four days a week, providing 30 hours of service each week. 2) Visitor services assist the 90,000 walk-in customers that visit the shelter each year processing all transactions for animal intake, animal adoptions, lost and found reports, calls for field services, owners reclaiming animals, pet licensing, and general information and referral. 3) Pet licensing services processes all pet licensing and animal facility licensing, including license sales and renewals through the mail, license sales by business partners in the community, on-line e-business sales, database entry, billing and collection systems for notices of infraction, deferred payment and NSF checks. 4) The Volunteer and Community Outreach services include recruitment, selection, training and supervision for citizens and organizations who volunteer to assist in the delivery of services. Volunteers assist with animal care, foster shelter animals, and participate in adoption outreach and community events. 5) Development and marketing services manage communications, public relations and private donation development.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Pet Licenses Processed	89,909	90,000	95,000	100,000
Outcome	Number of Volunteers expressed in FTE	16	16	18	20
Outcome	Annual License Revenue Increase	49.0%	5.0%	5.0%	5.0%
Outcome	Private Donations	185,753	175,000	125,000	175,000

### Performance Measure - Description

The number of pet licenses processed is a workload measure. The number of volunteers expressed in FTE (full-time equivalent) measures the hours that volunteers commit to animal services. We have over 250 active volunteers at the shelter. The Annual License Revenue Increase tracks license revenue growth. The 49% increase in FY11 is the result of a fee increase and implementation of a compliance program. The Private Donations measure tracks private funding received from the public. Private donations fluctuate from year to year. The increase in FY11 donations reflected the receipt of a large, one time gift of \$71,500. The FY12 Current Year Purchase of \$175,000 assumed strong donations from increased fund development activities. Donations in FY12 Current Year Estimate are coming in lower than budgeted. FY13 donation revenue is estimated to be higher due to an anticipated receipt of a \$50,000 grant from a private foundation in FY13.

## Legal/Contractual Obligation

ORS 609.010 to 609.190 pertains to Animal Control mandates. Includes: Dogs running at large prohibited; Potentially Dangerous and Dangerous Dogs regulations; Dogs as Public Nuisance prohibited; Impoundment and shelter requirements for violations; Dog License requirements; Impoundment of Dogs harming livestock requirements. ORS 609.205 pertains to prohibitions against keeping wild or exotic animals. ORS 433.340 to 433.390 pertains to Rabies Control - includes: requirement to report animal bites; impoundment, quarantine and disposition requirements; inoculations against rabies requirements; records requirements; and requirement for all fees to go to the County dog control fund. Multnomah County Code Chapter 13 provides local regulations for animal ownership.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,350,145	\$128,263	\$1,417,297	\$239,332
Contracts	\$131,000	\$417,787	\$69,724	\$209,374
Materials & Supplies	\$112,960	\$106,000	\$107,250	\$103,765
Internal Services	\$139,987	\$0	\$134,805	\$0
Cash Transfer	\$0	\$1,640,000	\$8,276	\$1,800,000
Unappropriated & Contingency	\$0	\$180,000	\$0	\$338,223
Total GF/non-GF:	<b>\$1,734,092</b>	<b>\$2,472,050</b>	<b>\$1,737,352</b>	<b>\$2,690,694</b>
Program Total:	<b>\$4,206,142</b>		<b>\$4,428,046</b>	
Program FTE	17.50	1.00	17.75	1.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$1,690,000	\$0	\$1,825,000
Other / Miscellaneous	\$1,640,000	\$782,050	\$1,800,000	\$865,694
Total Revenue:	<b>\$1,640,000</b>	<b>\$2,472,050</b>	<b>\$1,800,000</b>	<b>\$2,690,694</b>

## Explanation of Revenues

Dog License revenue: 60,000 lic issued @ \$23.00/lic = \$1,400,000. Cat License revenue: 35,000 lic issued @ \$11.00/lic = \$385,000. 150 Animal Facility licenses x \$100 = \$15,000.

## Significant Program Changes

### Last year this program was:

Last year this program was: #91005 - Animal Services Client Support

No significant program changes

**Lead Agency:** Community Services

**Program Contact:** Mike Oswald

**Program Offer Type:** Existing Operating

**Related Programs:** 91005, 91007

**Program Characteristics:**

### Executive Summary

The Field Services program provides 24 hr public safety emergency response to calls concerning animals attacking/injuring people and other animals; 24 hr emergency animal rescue for injured, sick, and abused animals; investigation services for animal bite cases, potentially dangerous dogs, and animal abuse and neglect cases; enforcement services for city, county and state law related to animals; and, community education and assistance in helping resolve neighborhood animal nuisances. Service is provided to the community 7 days-a-week, including all holidays. This program serves all cities and unincorporated areas in Multnomah County, and includes the City of Portland.

### Program Description

The Field Services program delivers the following services: 1) Emergency Public Safety Response: respond to dangerous dog attacks injuring people and other animals. 2) Emergency Animal Rescue: respond and rescue injured, sick, abused and neglected animals. 3) Public health protection: investigate reports of animal bites, quarantine animals for rabies and enforce state rabies laws. 4) Animal welfare protection: investigate cases of animal neglect, abuse and abandonment; dogfighting; and, ensure humane standards of animal care in licensed animal facilities. Team with law enforcement agencies and District Attorney on criminal cases involving animals. 5) Promote neighborhood livability: assist the public in resolving neighborhood nuisances involving animals, regulate potentially dangerous dog ownership, impound stray animals, and, enforce Portland Park Off-Leash areas. 6) Community education: promote responsible pet ownership. Enforce city, county, and state laws involving animals. 7) Manage the administrative hearings process to resolve ordinance violations.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Calls for Service	8,894	10,000	9,000	9,000
Outcome	Priority Investigation Response Time (days)	3	5	3	3
Output	Notices of Infraction Issued	0	0	13,500	15,000

### Performance Measure - Description

✓ **Measure Changed**

Calls for service is a measure of the phone calls we receive from the public requesting service in the community. In FY12 we anticipated an increase in calls for service concerning neighborhood cat nuisance problems. However, we have received only a modest increase, and estimate no significant change in FY13. Priority Investigation Response Time measures the time it takes to make initial contact on reported cases of animal cruelty and animal bites. A new performance measure is the number of Notices of Infraction issued. This is a workload measure of enforcement activity. The previous measure of Emergency Response Time has been eliminated due to changes in our data collection software.

## Legal/Contractual Obligation

ORS 609.010 to 609.190 pertains to Animal Control mandates. Includes: Dogs running at large prohibited; Potentially Dangerous and Dangerous Dogs regulations; Dogs as Public Nuisance prohibited; Impoundment and shelter requirements for violations; Dog License requirements; Impoundment of Dogs harming livestock requirements. ORS 609.205 pertains to prohibitions against keeping wild or exotic animals. ORS 433.340 to 433.390 pertains to Rabies Control - includes: requirement to report animal bites; impoundment, quarantine and disposition requirements; inoculations against rabies requirements; records requirements; and requirement for all fees to go to the County dog control fund. Multnomah County. Code Chapter 13 provides local regulations for animal ownership. The County has an Intergovernmental Agreement with City of Portland to provide Off-Leash Park Enforcement services. The IGA is renewable each year.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,137,263	\$0	\$1,168,428	\$0
Contracts	\$68,000	\$0	\$75,000	\$0
Materials & Supplies	\$52,100	\$0	\$42,200	\$0
Internal Services	\$131,719	\$0	\$176,542	\$0
Cash Transfer	\$0	\$108,000	\$0	\$108,000
Total GF/non-GF:	<b>\$1,389,082</b>	<b>\$108,000</b>	<b>\$1,462,170</b>	<b>\$108,000</b>
Program Total:	<b>\$1,497,082</b>		<b>\$1,570,170</b>	
Program FTE	15.00	0.00	15.00	0.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$68,000	\$0	\$68,000
Other / Miscellaneous	\$108,000	\$40,000	\$108,000	\$40,000
Total Revenue:	<b>\$108,000</b>	<b>\$108,000</b>	<b>\$108,000</b>	<b>\$108,000</b>

## Explanation of Revenues

Revenue from Notice of Infractions fines: Projected 2,000 Notices of Infraction issued @ \$20/notice collection = \$40,000. The Intergovernmental Agreement with Portland for Off-Leash Park Enforcement services = \$68,000.

## Significant Program Changes

### Last year this program was:

Last year this program was: #91006, Animal Services Field Services. No significant changes

**Lead Agency:** Community Services

**Program Contact:** Mike Oswald

**Program Offer Type:** Existing Operating

**Related Programs:** 91005, 91006

**Program Characteristics:**

**Executive Summary**

The Shelter Services program provides humane shelter and health care 365 days/year for lost, homeless and stray animals that are injured, sick, abandoned, abused, neglected and found in Multnomah County. The program reunites animals with their owners, adopts animals into new homes and provides comprehensive shelter medicine and veterinary hospital services; and animal behavior assessment services. The shelter is accredited by the American Animal Hospital Association.

**Program Description**

Shelter Services program delivers the following services: 1) Animal Care provides a clean, comfortable, safe and healthy shelter environment to house and care for all animals that enter the shelter. 2) Reunite animals with their owners. 3) Lost and found pet services. 4) Pet Adoption services, including adoption outreach in the community, and advertisement in newspapers, radio, television, and the web. 5) Shelter Medicine program provides veterinary health care and treatment for all shelter animals, provides spay/neuter surgeries for adopted animals, and subsidized veterinary services for low income pet owners. 6) Animal behavioral assessment and training services to determine availability for animals to be adopted into new, lifelong homes or transfer to partner organizations. Trained volunteers and Foster Pet parents assist in providing specialized animal care and help match potential adopters with the right pet.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Animals received at the shelter	8,936	8,500	8,600	8,500
Outcome	Live Release Rate - Dogs	85.0%	86.0%	86.0%	86.0%
Outcome	Live release Rate - Cats	46.0%	46.0%	55.0%	60.0%
Outcome	Dog and Cats Euthanasia per 1,000 human population	5	5	3	2

**Performance Measure - Description**

The number of animals received at the shelter is a workload measure, and drives staffing and operational expenditures. The recent trend has shown a continuing decline in the number of animals received. The reduced animal intake eases the pressure on shelter capacity, and contributes to saving more animal lives. The Live Release Rates is the industry standard for measuring live-saving performance in animal shelters. The Live Release is the percentage of the total number of animal dispositions that are a "live release" (returned to owners, adopted, or transferred to a partner organization for placement). The Live Release Rate is calculated on the calendar year. The Euthanasia per 1,000 human population outcome measure is an industry standard. The national average in 2010 was 11.3 per 1,000. In calendar 2011, the rate in Multnomah County was 2.9 per 1,000 population. The performance measures are projected to continue on the current trend lines.

## Legal/Contractual Obligation

ORS 609.010 to 609.190 pertains to Animal Control mandates. Includes: Dogs running at large prohibited; Potentially Dangerous and Dangerous Dogs regulations; Dogs as Public Nuisance prohibited; Impoundment and shelter requirements for violations; Dog License requirements; Impoundment of Dogs harming livestock requirements. ORS 609.205 pertains to prohibitions against keeping wild or exotic animals. ORS 433.340 to 433.390 pertains to Rabies Control - includes: requirement to report animal bites; impoundment, quarantine and disposition requirements; inoculations against rabies requirements; records requirements; and requirement for all fees to go to the County dog control fund. Multnomah County Code Chapter 13 provides local regulations for animal ownership

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,185,444	\$0	\$1,278,632	\$0
Contracts	\$40,000	\$0	\$28,971	\$0
Materials & Supplies	\$353,681	\$0	\$329,512	\$0
Internal Services	\$633,895	\$0	\$714,112	\$0
Cash Transfer	\$0	\$112,000	\$0	\$177,000
Total GF/non-GF:	<b>\$2,213,020</b>	<b>\$112,000</b>	<b>\$2,351,227</b>	<b>\$177,000</b>
Program Total:	<b>\$2,325,020</b>		<b>\$2,528,227</b>	
Program FTE	15.50	0.00	15.50	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$112,000	\$0	\$177,000
Other / Miscellaneous	\$112,000	\$0	\$177,000	\$0
Total Revenue:	<b>\$112,000</b>	<b>\$112,000</b>	<b>\$177,000</b>	<b>\$177,000</b>

## Explanation of Revenues

Animal Fee revenue: 2,240 animals returned to owner x \$50/avg = \$112,000.

Adoption Revenue. Animal Adoption revenue: 1,625 adoptions x \$40/avg adoption = \$65,000.

## Significant Program Changes

### Last year this program was:

Last year this program was: #91007, Animal Services Shelter Services. No significant changes

**Lead Agency:** Community Services

**Program Contact:** Tim Scott

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Elections Division conducts all local, city, county, state and federal elections for the citizens of Multnomah County, and all political districts within Multnomah County. Under Oregon law, regular election dates are in March, May, September and November. Under state and local law, special elections and recall elections can also be called at any time of the year.

### Program Description

The Elections Division conducts many types of elections in Multnomah County, from Water District Commissioner to President of the United States. Local elections include elected boards of directors for schools and special districts as well as local measures. City elections include elected city offices and city measures. County elections are for elected county offices and county measures. State elections include Governor, all statewide offices and state senate and house seats in Multnomah County. Federal elections include Presidential, US Senate and Congressional races.

Conducting elections involves: registering voters; maintaining the statewide voter registration and election management database (OCVR); maintaining address and district data; checking signatures on city, local and state candidate/initiative petitions; accepting candidate/measure filings; producing voters' pamphlets; issuing and mailing ballots; managing drop site locations; accepting and processing returned ballots; providing assistance to voters with disabilities; counting ballots; and releasing results. For major elections, Elections employs as many as 250 temporary election workers.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of votes counted	431,272	440,000	296,647	454,750
Outcome	Percent of customers satisfied with counter service	98.0%	95.0%	99.0%	95.0%
Efficiency	Personnel costs per 1000 ballots cast	776	900	850	1,200

### Performance Measure - Description

Customer satisfaction was measured through a survey completed by Elections customers immediately following service. The results shown above reflect the percentage of customers who indicated that customer service either met or exceed their expectations.

Personnel Cost per 1,000 ballots cast (in dollars) in FY 10-11 is for the Gubernatorial General Election; Current Year Purchased and Current Year Estimate is for the Presidential Primary Election; and the Next Year Offer is for the Presidential General Election in November 2012.

## Legal/Contractual Obligation

Multnomah County Code of Ordinances, Chapter 5, Elections, describes the process for county initiative/referendum petitions in Multnomah County as well as how to fill vacancies in county elective offices. Oregon Administrative Rules, Chapter 165, addresses state-wide uniformity in the conduct of elections by each county. Rules deal with issues such as County Voters' Pamphlets and Voting by Mail. Oregon Revised Statutes, Chapters 246 through 260, provide the legal authority for all aspects of conducting elections in Oregon. There are also Federal mandates. The Voting Rights Act, The National Voter Registration Act, The Help America Vote Act and The Military and Overseas Voter Empowerment Act establish nation wide election administration standards.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,389,874	\$0	\$1,332,878	\$0
Contracts	\$373,000	\$0	\$366,725	\$0
Materials & Supplies	\$1,100,461	\$0	\$1,152,367	\$0
Internal Services	\$613,885	\$0	\$766,419	\$0
Total GF/non-GF:	<b>\$3,477,220</b>	<b>\$0</b>	<b>\$3,618,389</b>	<b>\$0</b>
Program Total:	<b>\$3,477,220</b>		<b>\$3,618,389</b>	
Program FTE	11.00	0.00	10.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$784,578	\$0	\$1,084,931	\$0
Total Revenue:	<b>\$784,578</b>	<b>\$0</b>	<b>\$1,084,931</b>	<b>\$0</b>

## Explanation of Revenues

Revenue is generated by the collection of fees for candidate filings, voters' pamphlet filings and data sales to candidates, campaigns and political parties. Revenue is also generated by reimbursements from districts for their apportioned share of the cost of the election. Election expenses are reimbursed by special districts. Special elections called by the State are reimbursed by the State. By state law, cities and the state cannot be charged for the cost of the election in the Primary or General election. The county must pay for those districts apportioned cost in these elections.

## Significant Program Changes

✔ Significantly Changed

### Last year this program was: #91008, Elections

Last year Elections had 11 FTE. Due to increasing efficiency in the program provided by new technology introduced over the last two years and to meet constraint Elections will reduce 1 FTE this year in the OA2 classification. This will give election 10 FTE in FY13.

Due to span of control goals for the County, Elections has reclassified one management position to a represented position. Previously Elections had two managers, each with a 1:5 span of control ratio. By making this change Elections will have one manager with a 1:9 span of control ratio.

In order to meet the needs of the Presidential General Election in November 2012, Elections will request \$335,323 in one time only money for added personnel, printing and postage expenses.



**Lead Agency:** Community Services  
**Program Offer Type:** Innovative/New Program  
**Related Programs:** 91008A  
**Program Characteristics:** One-Time-Only Request

**Program Contact:** Tim Scott

### Executive Summary

The Elections Division conducts all local, city, county, state and federal elections for the citizens of Multnomah County, and all political districts within Multnomah County. Under Oregon law, regular election dates are in March, May, September and November. Under state and local law, special elections and recall elections can also be called at any time of the year.

### Program Description

Once every four years a Presidential General Election takes place and this will occur in FY13. Expenses for Presidential General Elections are far greater than any other election that occurs in the 4 year cycle due to a much higher rate of participation by voters. This is a one-time-only program offer to increase the Elections Division budget for these non-recurring expenses.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of votes counted	431,272	440,000	296,647	454,750
Outcome	Percent of customers satisfied with counter service	98.0%	95.0%	99.0%	95.0%

### Performance Measure - Description

Customer satisfaction was measured through a survey completed by Elections customers immediately following service. The results shown above reflect the percentage of customers who indicated that customer service either met or exceed their expectations.

### Legal/Contractual Obligation

Multnomah County Code of Ordinances, Chapter 5, Elections, describes the process for county initiative/referendum petitions in Multnomah County as well as how to fill vacancies in county elective offices. Oregon Administrative Rules, Chapter 165, addresses state-wide uniformity in the conduct of elections by each county. Rules deal with issues such as County Voters' Pamphlets and Voting by Mail. Oregon Revised Statutes, Chapters 246 through 260, provide the legal authority for all aspects of conducting elections in Oregon. There are also Federal mandates. The Voting Rights Act, The National Voter Registration Act, The Help America Vote Act and The Military and Overseas Voter Empowerment Act establish nation wide election administration standards.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$193,823	\$0
Materials & Supplies	\$0	\$0	\$72,000	\$0
Internal Services	\$0	\$0	\$69,500	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$335,323</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$335,323</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

All revenue has been included in the regular Elections program offer #91008.

### Significant Program Changes

Last year this program was:

**Lead Agency:** Community Services

**Program Contact:** Gerald Elliott

**Program Offer Type:** Support

**Related Programs:** 91002, 91005, 91006, 91007, 91008A, 91012, 91013, 91015, 91016, 91017, 91018, 91020, 91021

**Program Characteristics:**

### Executive Summary

The Budget and Operations Support unit offers administrative support; including budget, records management, payroll, accounts receivable and payable, safety, word processing, reception, financial reporting and analysis to all program areas within the Department of Community Services.

### Program Description

This work unit supports the operations of Animal Services, Elections, Survey, Road Services, Bridge Services, Land Use Planning and Transportation Planning. The areas of support include; records management, contract administration, grant accounting, cost accounting, accounts payable and receivables, payroll and personnel maintenance, preparation of legal records for litigation, in addition to the reception and clerical functions typically associated with these positions. Having this unit perform the essential administrative support functions for the various DCS programs allows it to provide common interpretations of County Policy and Procedure while enhancing the opportunity for the other program areas to remain focused on delivering their core program services.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Lines of payroll input	118,339	118,000	119,000	120,000
Outcome	Percent of invoices paid on time	86.0%	90.0%	90.0%	90.0%
Quality	Customer survey	4	4	4	4

### Performance Measure - Description

Most measures for this group are represented in the performance measures of the programs we support. Number of lines of payroll entry is a measure that reflects the volume of this major task. Invoices Paid on Time is the percentage of invoices paid within 30 days of the invoice date and measures the effectiveness of the accounts payable process. Customer Survey solicits feedback from the programs we support. A zero to five scale is used to rate this group on various performance attributes. Goal is an average rating of 4, this would be the equivalent of 'very good'.

## Legal/Contractual Obligation

ORS 294 – County and Municipal Financial Administration rules and Regulations ORS 366.739-774 – State Highways and State Highway Fund Allocations to Counties and Cities ORS 368.051 – Accounting for County Road Work  
Government Accounting Standards Board (GASB)  
Generally Accepted Accounting Principles (US GAAP)

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$254,415	\$535,003	\$236,005	\$1,155,632
Contracts	\$0	\$5,800	\$0	\$56,000
Materials & Supplies	\$0	\$15,682	\$0	\$25,480
Internal Services	\$9,975	\$141,683	\$37,421	\$215,793
Unappropriated & Contingency	\$0	\$0	\$0	\$78,749
Total GF/non-GF:	<b>\$264,390</b>	<b>\$698,168</b>	<b>\$273,426</b>	<b>\$1,531,654</b>
Program Total:	<b>\$962,558</b>		<b>\$1,805,080</b>	
Program FTE	3.00	6.00	3.00	12.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$14,733	\$0	\$28,193	\$0
Fees, Permits & Charges	\$45,000	\$197,000	\$43,000	\$621,415
Intergovernmental	\$0	\$501,168	\$0	\$910,239
Total Revenue:	<b>\$59,733</b>	<b>\$698,168</b>	<b>\$71,193</b>	<b>\$1,531,654</b>

## Explanation of Revenues

This program provides support services to other programs within the department. The revenue for this program represents work performed for other programs. Offsetting expenses are found in the program offers for the other programs as Internal Services - Other.

## Significant Program Changes

**Last year this program was:** #91011, Budget and Operations Support

Due to reorganizations, this program offer has 6.0 more FTE than FY12. This includes 3.0 FTE moving over from the Bridge Shop. These employees have been a part of Budget and Operations Support, but have been previously shown in the Bridge program offers. 2.0 FTE are moving from the Road Services program offer as part of span of control initiatives. 1.0 FTE is moving from the Central Stores program offer to provide purchasing support to the Yeon complex.

**Lead Agency:** Community Services  
**Program Offer Type:** Existing Operating  
**Related Programs:** 91013, 91016, 91017, 91018  
**Program Characteristics:**

**Program Contact:** Jim Clayton

### Executive Summary

The County Surveyor's Office provides services which include: maintenance and restoration of public land survey corners, the review and filing of surveys and land division plats, providing survey records to the public and providing surveying support to other county programs and local agencies.

### Program Description

The County Surveyor's Office provides several services, some of which are mandated by state law.

Mandated Functions (required by state statute)

- Maintenance and restoration of public land survey corner monuments under the Public Land Survey System: All property descriptions within the state are either directly or indirectly tied to public land survey corners. The maintenance and restoration of these corners is critical to ensuring the integrity of property boundaries within the county.
- Review, filing and indexing of records of survey: All surveys which set permanent monuments (property corners, etc.) within Multnomah County are required to be filed with our office. State statutes require that we review these surveys, file and index them in the County Survey Records.
- Review and approval of land division plats (subdivisions, partitions, and condominiums): Comprehensive reviews of all land division plats within the entire county are performed by our office to ensure correctness and compliance with state statutes and local ordinances.
- Providing access to the public survey records: We maintain a robust online records retrieval system that is widely used by the public and is essential for providing information required by land surveyors, developers, the title industry, planning jurisdictions, and others.

Other Functions

- Provide surveying support for capital projects on county roads and bridges.
- Provide surveying support for county departments and local agencies.
- Provide surveying expertise to the public and to county and local agencies.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of New Public Land Corner Reports filed	177	150	150	150
Outcome	Percentage of plats reviewed within 21 days	100.0%	97.0%	100.0%	100.0%
Input	Number of plats received for approval	87	100	85	85
Quality	Number of affidavits of correction filed for errors on plats	3	2	3	3

### Performance Measure - Description

The County Surveyor's Office maintains approximately 2000 public land survey corners. We file a detailed report after corner visits that require changes to monumentation.

The County Surveyor approves all land division plats (subdivisions, partitions, and condominiums) within the county, including within all cities. Our goal is to complete the initial review of all plats within 21 calendar days of submittal of all required documentation. We also strive to be very accurate with our reviews. We measure this by the number of affidavits of correction that are filed to correct errors on plats that were missed during our review.

## Legal/Contractual Obligation

The County Surveyor is a position mandated by state statute. The duties of the County Surveyor are mandated by ORS Chapter 209. Plat review and approval is mandated by ORS 92.100 and ORS 100.115. Certain work regarding county roads is mandated by ORS 368.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$1,017,337	\$0	\$1,035,264
Contracts	\$0	\$1,500	\$0	\$1,500
Materials & Supplies	\$0	\$34,200	\$0	\$33,150
Internal Services	\$0	\$235,553	\$0	\$237,237
Capital Outlay	\$0	\$12,500	\$0	\$12,500
Unappropriated & Contingency	\$0	\$417,910	\$0	\$568,849
Total GF/non-GF:	<b>\$0</b>	<b>\$1,719,000</b>	<b>\$0</b>	<b>\$1,888,500</b>
Program Total:	<b>\$1,719,000</b>		<b>\$1,888,500</b>	
Program FTE	0.00	10.00	0.00	10.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$27,192	\$0	\$25,364	\$0
Fees, Permits & Charges	\$0	\$966,500	\$0	\$1,405,000
Other / Miscellaneous	\$0	\$752,500	\$0	\$483,500
Total Revenue:	<b>\$27,192</b>	<b>\$1,719,000</b>	<b>\$25,364</b>	<b>\$1,888,500</b>

## Explanation of Revenues

All revenues are from user fees or charges for services. Over the past several years the numbers of real estate developments and transactions have been on a steady decline. This has had a significant impact on the revenue generated by this program. Downsizing and other cost saving measures have been implemented. To help keep this program self sufficient we are proposing to increase the recording fee from \$5 to \$10 and the filing fee from \$300 to \$400.

Revenue estimates are as follows (these reflect proposed fee increases described above):

- Public Land Corner Preservation Fund – estimated 105,000 documents recorded at \$10 each = \$1,050,000
- Plats and Surveys submitted for filing/recording - estimated 400 at \$400 each = \$160,000.
- Plat review and approval - actual cost incurred - estimated \$105,000.
- Survey support for county road and bridge projects, and other county departments and local agencies – estimated \$90,000.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #91012, County Surveyor's Office

Due to the continued weak development and housing climate has resulted in a steady decline of revenue from survey and plat submittals, as well as from document recording fees, this program offer reflects the proposed fee increases as described under Explanation of Revenues.

**Lead Agency:** Community Services  
**Program Offer Type:** Existing Operating  
**Related Programs:** 91012, 91018, 91020, 91022  
**Program Characteristics:**

**Program Contact:** Kim Peoples

### Executive Summary

The Road Services Division serves a fundamental community need by providing for the safe movement of people and goods. The Division ensures that the County-maintained road system is preserved for the benefit of the public by constructing, operating, repairing and maintaining roadways in a professional and cost effective manner. Our citizens use roads in order to get to their places of employment, to have access to emergency services, businesses, retail outlets, schools and for recreational activities. Multnomah County's economy is dependent on the transportation system to move products to markets.

### Program Description

Road Services is responsible for design and construction, maintenance, operation and preservation of County-owned roads. The Division contributes to the goals and strategies of the Department of Community Services in providing transportation services county residents rely upon. The Division provides quality roads through innovation, skilled workforce and efficient practices. Recent innovations include an automated vehicle tracking system that enables evaluation of maintenance operations to optimize routing efficiencies, smart phone technology for lead field workers to send real time data to office staff for immediate analysis and an automated work dispatch and tracking system.

Four program areas (engineering and operations, asset management, water quality and road maintenance) deliver services to comply with local, state, and federal transportation requirements while striving to achieve the transportation priorities Multnomah County residents have communicated to the Division through our public outreach efforts.

The Division is a regional leader in sustainable maintenance policies and practices that respond to the Endangered Species Act, Safe Drinking Water Act, and Clean Water Act. The Division fulfills its mandates through cooperative planning with local and regional jurisdictions, preserving and improving the transportation system through the building of roads and providing daily maintenance and traffic services that contribute to public safety, environmental protection, and livability.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Lane Miles maintained by Multnomah County forces	0	826	826	826
Outcome	Pavement Condition Index (PCI)	70	71	69	68
Input	Number of FTE's in Road Services	63	62	61	60
Outcome	Customer Survey	4	4	4	4

### Performance Measure - Description

Road Services provides maintenance and emergency services to 579 lane miles of county roads annually. An additional 247 lane miles of city streets are maintained annually by contract. Beyond the County roads the Division continues to perform maintenance services to numerous cities and counties in the region. Providing these services beyond the County road network ensures the County maintains critical resource mass for County road operations and allows the Division overhead to be spread over a larger service base.

The County rates road surfaces using a pavement management system to assess the condition of the road surface. The system produces a numerical value, assigning a Pavement Condition Index (PCI) rating between 0 and 100, with a 100 as excellent. The target is to keep the PCI from falling, more than four points per year through limited pavement overlays and judiciously applying routine maintenance applications.

The employees of Road Services construct and maintain roads, bridges and intersections to ensure safe passage through our County. This includes maintaining rights-of-way, ensuring appropriate road signage, ensuring intersection signals are functioning properly, and appropriate measures are taken when adverse weather affects driving conditions.

Customer Survey solicits feedback from the stakeholders we serve. The goal is to maintain a "good" satisfaction rating. On a scale of 1 to 5, a good rating equates to a 4. The feedback offers the program the ability to evaluate the satisfaction of services the program delivers. The Division continues to use an online web survey tool in addition to targeted solicited feedback from selected customers. Balancing customer satisfaction against the road system needs within available revenue requires the Division to continuously evaluate how and where resources are used to achieve a favorable customer response.

## Legal/Contractual Obligation

The Division fulfills its obligation as a road authority under the provisions of ORS–368 and the Federal Highway Administration's Manual on Uniform Traffic Control Devices. Federal Environmental Laws; Clean Water, Safe Drinking Water and Endangered Species Acts provide standards under which we must incorporate in our service delivery.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$5,827,006	\$0	\$5,881,255
Contracts	\$0	\$440,500	\$0	\$259,500
Materials & Supplies	\$0	\$1,633,287	\$0	\$1,785,650
Internal Services	\$0	\$2,387,266	\$0	\$2,516,066
Total GF/non-GF:	<b>\$0</b>	<b>\$10,288,059</b>	<b>\$0</b>	<b>\$10,442,471</b>
Program Total:	<b>\$10,288,059</b>		<b>\$10,442,471</b>	
Program FTE	0.00	62.00	0.00	60.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$216,296	\$0	\$202,630	\$0
Fees, Permits & Charges	\$0	\$193,000	\$0	\$262,500
Intergovernmental	\$0	\$9,604,059	\$0	\$9,333,546
Taxes	\$0	\$375,000	\$0	\$50,000
Other / Miscellaneous	\$0	\$116,000	\$0	\$796,425
<b>Total Revenue:</b>	<b>\$216,296</b>	<b>\$10,288,059</b>	<b>\$202,630</b>	<b>\$10,442,471</b>

## Explanation of Revenues

The program is funded by "County Road Funds". Road Funds are a combination of dedicated money received from the state highway fund, county gas tax and federal forest receipts, federal and state grants, developer contributions, and service reimbursement.

## Significant Program Changes

### Last year this program was: #91013, Road Services

The recent increase in the state gas tax is critical in helping to backfill a six year revenue decline to the Road Fund and is now providing for new investment into the County's road infrastructure. Although the Division finances are marginally enhanced, revenues remain vulnerable to the economic fluctuations of the nation, state and region. Reduced economic activity manifests itself in reductions in travel demands resulting in less fuel consumption. The State's economic health also extends into trucking activity and the number of registered vehicles inside Multnomah County both of which are key revenue drivers for the Road Fund.

This FY 2012-13 Program Offer maintains current service levels for the Division. The Division does plan to again make targeted increases in road surface treatments and restore a seasonal employee budget to maximize work plan efficiencies. The Division is excited to be piloting new data technologies for dispatching and tracking service requests and infrastructure inventories. Road Services also looks forward to providing support to the Sellwood Bridge project with employee resources where appropriate.



**Lead Agency:** Community Services

**Program Contact:** Brian Vincent

**Program Offer Type:** Existing Operating

**Related Programs:** 91011, 91013, 91016, 91020

**Program Characteristics:**

### Executive Summary

This program is entrusted with operating and preserving the County's long term investment in its six Willamette River Bridges and 24 other bridge structures. The Willamette River crossings consist of four movable bridges (Hawthorne, Morrison, Burnside, and Broadway) and two fixed structures (Sellwood and Sauvie Island).

### Program Description

The Bridge Maintenance and Operations program is comprised of two main functional groups. The Maintenance group is made up of those who perform the everyday maintenance and preventative maintenance on the bridges. It is their responsibility to ensure the operational reliability of the bridge mechanical, electrical, structural and corrosion protective (paint) systems. Maintenance places priority on response to emergencies, performance of specialized preventative maintenance tasks and making repairs as needed. Some of the tasks performed by this group include: vehicle accident repair, bridge mechanical and electrical troubleshooting, minor roadway or sidewalk repairs, graffiti removal and snow removal. The Operations group is stationed in the operator houses on each of the four drawbridges. Bridge Operations raise and lower the draw spans to allow ships to pass. They also perform very minor preventative maintenance. Both these groups work closely with Bridge Engineering on a wide variety of projects and issues.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of Preventative Maintenance tasks completed	1,923	1,750	1,850	1,750
Outcome	Percentage of Preventative Maintenance tasks completed	96.0%	95.0%	96.0%	95.0%
Outcome	Successful Bridge Openings	100.0%	99.0%	99.0%	99.0%

### Performance Measure - Description

Preventative maintenance tasks help keep the bridge working properly and avoid the need for expensive capital rehabilitation projects. The percent of preventative maintenance tasks completed compared to the total scheduled measures the ability to control the work required to keep the bridges operating. Goal is 95% The percent of successful drawbridge openings measures the ability of this group to provide access for river traffic. Goal is 99%

## Legal/Contractual Obligation

Multnomah County is required to maintain and operate its drawbridges in accordance with the River and Harbor Act of 1894, federal regulations (USC 117.750), U.S. Coast Guard regulations (CFR Title 33), State Law (ORS 382.305), 1984 IGA with the City of Portland as amended in 1989, and HB, 2041 Section 3a.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$2,165,143	\$0	\$2,174,843
Contracts	\$0	\$20,423	\$0	\$20,425
Materials & Supplies	\$0	\$376,985	\$0	\$288,950
Internal Services	\$0	\$402,868	\$0	\$640,509
Total GF/non-GF:	<b>\$0</b>	<b>\$2,965,419</b>	<b>\$0</b>	<b>\$3,124,727</b>
Program Total:	<b>\$2,965,419</b>		<b>\$3,124,727</b>	
Program FTE	0.00	23.50	0.00	23.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$56,566	\$0	\$50,121	\$0
Intergovernmental	\$0	\$0	\$0	\$2,739,777
Other / Miscellaneous	\$0	\$2,965,419	\$0	\$384,950
<b>Total Revenue:</b>	<b>\$56,566</b>	<b>\$2,965,419</b>	<b>\$50,121</b>	<b>\$3,124,727</b>

## Explanation of Revenues

Revenue for this program comes entirely from gas taxes and vehicle registrations that are collected by the state and distributed based on an intergovernmental agreement that specifies the amount to be allocated to Bridge Capital. These are dedicated funds and can only be used for Willamette River bridges.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #91015, Bridge Maintenance and Operations

Last Year this program offer showed 23.5 FTE, this year it shows 23.0 FTE. This net reduction of 0.5 FTE is actually comprised of an increase of 1.0 FTE for an additional Electrician and a reduction of 1.5 FTE for the transfer of Budget and Operations Support personnel to program offer 91011.

**Lead Agency:** Community Services

**Program Contact:** Brian Vincent

**Program Offer Type:** Existing Operating

**Related Programs:** 91011, 91013, 91015, 91018, 91020

**Program Characteristics:**

### Executive Summary

This program is entrusted with improving the safety and prolonging the life of the County's long term investment in its six Willamette River Bridges and 24 other bridge structures. The Willamette River crossings consist of four movable bridges (Hawthorne, Morrison, Burnside and Broadway) and two fixed structures (Sellwood and Sauvie Island). Bridge Engineering works closely with Bridge Maintenance and Operations as well as Road Engineering on a variety of projects and issues.

During FY 2013, the Sellwood Bridge Project will continue as the project team begins construction. As a result, construction expenses will continue through FY 2013.

### Program Description

Bridge Engineering is composed of engineers, engineering technicians and support personnel. They provide planning, engineering and construction project management for preservation of structural, mechanical, electrical and corrosion protection (paint) systems of the County's bridges. Most design and construction work is performed by outside contractors with direction and oversight provided by Bridge Engineering personnel. Projects are identified and prioritized in the Transportation Capital Improvement Program to match available funds. Bridge Engineering works with other County, State and Federal agencies to secure funding from State and Federal sources. The primary focus of Bridge Engineering is the six Willamette River Bridges, of which most are classified as historic structures and some are approaching 100 years in age. The four drawbridges are complex structures with complicated mechanical and electrical systems to allow them to be raised and lowered.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Dollar Value of Capital Improvements	4,299,229	17,400,000	5,214,174	1,700,000
Outcome	Percent of project milestones met	100.0%	100.0%	100.0%	100.0%
Quality	Percent of Cost Growth	0.0%	0.0%	0.0%	0.0%

### Performance Measure - Description

Dollar value of Capital Improvement includes County, State and Federal contributions. The percent of scheduled milestones met for all construction projects measures the ability to control workflow and provide completed projects to the public. The percent of cost growth compares the total construction cost estimate at the beginning of the fiscal year to the total construction cost estimate at the end of the fiscal year.

## Legal/Contractual Obligation

Multnomah County is required to maintain and operate its drawbridges in accordance with the River and Harbor Act of 1894, federal regulations (USC 117.750), U.S. Coast Guard regulations (CFR Title 33), State Law (ORS 382.305), 1984 IGA with the City of Portland as amended in 1989, and HB 2041 Section 3a.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$2,457,433	\$0	\$2,426,678
Contracts	\$0	\$143,158	\$0	\$2,717,324
Materials & Supplies	\$0	\$118,681	\$0	\$99,350
Internal Services	\$0	\$485,397	\$0	\$830,668
Capital Outlay	\$0	\$9,805,000	\$0	\$0
Unappropriated & Contingency	\$0	\$545,907	\$0	\$75,694
Total GF/non-GF:	<b>\$0</b>	<b>\$13,555,576</b>	<b>\$0</b>	<b>\$6,149,714</b>
Program Total:	<b>\$13,555,576</b>		<b>\$6,149,714</b>	
Program FTE	0.00	19.65	0.00	18.15
<b>Program Revenues</b>				
Indirect for dep't Admin	\$60,030	\$0	\$64,557	\$0
Fees, Permits & Charges	\$0	\$1,359,000	\$0	\$3,600,000
Intergovernmental	\$0	\$7,548,211	\$0	\$2,549,714
Other / Miscellaneous	\$0	\$4,648,365	\$0	\$0
Total Revenue:	<b>\$60,030</b>	<b>\$13,555,576</b>	<b>\$64,557</b>	<b>\$6,149,714</b>

## Explanation of Revenues

Revenue for this program comes entirely from gas taxes and vehicle registrations that are collected by the State and distributed based on an intergovernmental agreement that specifies the amount to be allocated to Bridge Capital. These are dedicated funds and can only be used for bridges. These funds are used to leverage Federal and State dollars to provide a greater benefit to the County. On most capital projects this leverage usually provides at least 10 Federal and/or State dollars for each County dollar spent on Multnomah County bridges.

## Significant Program Changes

**Last year this program was:** #91016, Bridge Engineering

Last Year this program offer showed 19.65 FTE, this year it shows 18.15 FTE. This reduction of 1.5 FTE is attributable to the transfer of Budget and Operations Support personnel to program offer 91011.

**Program # 91017 - Sellwood Bridge Replacement**

**Version 4/23/2012 s**

**Lead Agency:** Community Services

**Program Contact:** Ian Cannon

**Program Offer Type:** Existing Operating

**Related Programs:** 91011, 91016, 91018

**Program Characteristics:**

**Executive Summary**

The Sellwood Bridge has deteriorated after approximately 80 years of service, and the bridge has a vehicle weight limit of 10 tons maximum. TriMet buses and most trucks are excluded from using the bridge. Approximately 30,000 vehicles cross the narrow two-lane bridge each day. This program offer represents the effort required in FY 2013 to replace this bridge.

**Program Description**

The County began the planning process for replacing the Sellwood Bridge in 2006. It is estimated that the total cost of the replacement project will be \$268 million with completion expected in 2016.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of the detour bridge construction complete	0.0%	0.0%	0.0%	100.0%
Outcome	Percent of the new bridge construction complete	0.0%	0.0%	0.0%	20.0%

**Performance Measure - Description**

In FY 13, we are expected to complete construction of the shoofly (detour bridge), which will allow us to begin work on construction of the main span. We are also on a strict timeline. In order to maintain that timeline, we will need to complete approximately 20% construction phase of this project.

### Legal/Contractual Obligation

Multnomah County is required to maintain the Sellwood Bridge in accordance with; State Law; ORS 382.305 through 382.425, HB 2041 subsection 3a and HB2001 and the 1984 IGA with the City of Portland as amended in 1989.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Contracts	\$0	\$11,366,000	\$0	\$26,688,107
Materials & Supplies	\$0	\$7,500	\$0	\$107,000
Internal Services	\$0	\$10,761,548	\$0	\$10,193,099
Capital Outlay	\$0	\$40,800,000	\$0	\$101,558,383
Debt Service	\$0	\$0	\$0	\$40,985,000
Cash Transfer	\$0	\$42,298,611	\$0	\$9,065,000
Unappropriated & Contingency	\$0	\$65,433,876	\$0	\$24,389,863
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$170,667,535</b>	<b>\$0</b>	<b>\$212,986,452</b>
<b>Program Total:</b>	<b>\$170,667,535</b>		<b>\$212,986,452</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$9,000,000	\$0	\$79,849,266
Other / Miscellaneous	\$0	\$161,667,535	\$0	\$133,137,186
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$170,667,535</b>	<b>\$0</b>	<b>\$212,986,452</b>

### Explanation of Revenues

Beginning Working Capital - \$6M, Bond Issue - \$127M, County VRF - \$10M, City of Portland project reimbursement - \$45M, State reimbursement for work completed on the East interchange - \$14M, Federal through State Reimbursement via the Tiger III grant - \$11M.

### Significant Program Changes

**Last year this program was:** #91017, Sellwood Bridge Replacement  
No significant program changes are expected in FY 2013

**Lead Agency:** Community Services  
**Program Offer Type:** Existing Operating  
**Related Programs:** 91011, 91013, 91016, 91017

**Program Contact:** Jane McFarland

**Program Characteristics:**

**Executive Summary**

The Transportation Capital program represents payments to contractors for capital improvement projects on County-owned Willamette River bridges (Sellwood, Hawthorne, Morrison, Burnside, Broadway and Sauvie Island) and County road infrastructure including bicycle and pedestrian facilities. The purpose of this program is to maintain and enhance the existing transportation system.

**Program Description**

Capital improvements are relatively high dollar value projects to rehabilitate, improve, or replace when needed, transportation infrastructure assets such as roads and bridges. This program represents County funds, and funds from outside sources that pass through the County, to make capital improvements on County owned Bridges, Roads and Bicycle/Pedestrian facilities. This program is dependent upon Bridge Engineering and Roadway Engineering programs to provide County labor to plan and oversee the design and construction associated with capital projects. Projects are identified, prioritized and scheduled in the Transportation Capital Improvement program to match available funds. This program is approved by the Board of County Commissioners. Transportation personnel work with County and outside agencies to secure funding for these projects. The County's bridges, roads and bicycle/pedestrian assets are valued in excess of \$1.7 billion dollars. It is very important to protect these assets. Many factors contribute to the constant degradation of the transportation infrastructure so constant effort is required to maintain the current status.

Current capital needs are identified in the Transportation Capital Improvement Plan. The plan outlines needed Road and Bridge improvements during the next 20 years. The Transportation Capital Program prioritizes the projects and schedules projects to match available and new funds projected for a 5-year period. The major transportation capital project included in the FY13 budget is the Sellwood Bridge design, right of way acquisition and initial construction activities.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Dollar value of capital improvements	3,439,341	9,965,000	6,471,168	4,315,000
Outcome	Percent of cost growth	0.0%	0.0%	19.0%	0.0%

**Performance Measure - Description**

Dollar value of capital improvements includes all County funds spent, regardless of source. The percent of cost growth compares the total construction cost at completion at the beginning of the fiscal year to the total construction cost estimate at the end of fiscal year for major projects. This measures the ability to control cost growth during construction. Current year growth is due to the Morrison Bridge Main Span project.

### Legal/Contractual Obligation

This program is mandated by Federal Regulation CFR Title 33 which covers the responsibilities of drawbridge owners, 366.744 and ORS 382.305 – 382.425, specifically addressing the Willamette River Bridges, ORS 366.514, addressing the Bike and Pedestrian Program, ORS 368, addressing the Road Capital Program, and revenue sharing agreements with the Cities of Portland, Gresham, Fairview and Troutdale.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Internal Services	\$0	\$781,286	\$0	\$771,381
Capital Outlay	\$0	\$2,465,000	\$0	\$6,050,000
Unappropriated & Contingency	\$0	\$259,250	\$0	\$358,500
Total GF/non-GF:	<b>\$0</b>	<b>\$3,505,536</b>	<b>\$0</b>	<b>\$7,179,881</b>
Program Total:	<b>\$3,505,536</b>		<b>\$7,179,881</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$16,487	\$0	\$14,968	\$0
Fees, Permits & Charges	\$0	\$290,000	\$0	\$0
Intergovernmental	\$0	\$1,456,286	\$0	\$4,116,967
Other / Miscellaneous	\$0	\$1,759,250	\$0	\$3,062,914
<b>Total Revenue:</b>	<b>\$16,487</b>	<b>\$3,505,536</b>	<b>\$14,968</b>	<b>\$7,179,881</b>

### Explanation of Revenues

Revenues come from dedicated Transportation Funds for construction, repair, maintenance and operation of County roads, bridges and bicycle/pedestrian facilities. Capital projects in this program receive allocations from State Motor Vehicle revenues (i.e., state gas tax, vehicle registration fees, weight/mile tax), County gasoline tax, County vehicle registration fees, permits, development charges, State and Federal grants, and through intergovernmental agreements.

### Significant Program Changes

Last year this program was: #91018, Transportation Capital



**Lead Agency:** Community Services

**Program Contact:** Jane McFarland

**Program Offer Type:** Existing Operating

**Related Programs:** 10034A, 40045, 40047, 91013, 91016, 91017

**Program Characteristics:**

### Executive Summary

Transportation Planning develops and implements strategies to improve all modes of transportation at the regional and local levels; advocates for transportation policies that support Multnomah County's health and social services mission, including Community Wellness and Prevention (CWPP) and the Climate Action Plan (CAP); reviews transportation impacts of proposed new development, prepares the County's Capital Improvement Plan and Program (CIPP); identifies and secures funding for capital, maintenance and preservation of the County's transportation system.

### Program Description

Transportation Planning staff undertakes planning, project development and funding of the County's transportation system, and implements policies and programs that accomplish objectives of the CAP and CWPP. To accomplish this, staff provides expertise to the County's road and bridge engineering, maintenance and operations, maintains the transportation capital program, and manages the bicycle and pedestrian (active transportation) program. We partner with the Health Department and Office of Sustainability to align efforts that accomplish multiple program objectives. Transportation staff represents the County in regional and local transportation planning forums providing technical and policy expertise on transportation equity, active transportation, greenhouse gas reduction and provides staff support for local transportation system planning and development in the cities of Fairview, Troutdale and Wood Village. Staff develops, analyzes and advocates for regional transportation and land use policies and priorities that advance the County's Climate Action Plan, health and equity goals, and economic stability and growth. We are directly engaged in regional, state and federal decision-making on transportation funding that affect the County's ability to achieve a range of its inter-departmental goals.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of development proposals reviewed	131	130	130	140
Outcome	Percent of proposals approved w/transportation evaluations, findings.	84.0%	90.0%	80.0%	90.0%
Efficiency	Average review time in days*	9	10	9	10

### Performance Measure - Description

A primary service of transportation planning is the timely review of development applications for land owners/developers. Two measurements used are the number of development proposals reviewed and the average number of days to review. The percent of proposals approved with transportation impact assessment and findings, and the percent of development applications approved with transportation conditions are indications of the amount of effort required to process the applications and how effective the process is.

\* The current year estimate includes the outcome of all applications initiated in FY11. Some of these will be approved in FY13 but counted in the FY11-12 measure as they are completed. This practice is consistent with previous years' performance measurements.

## Legal/Contractual Obligation

Transportation Planning operates under mandates from several statutes including ORS 368 and 371, OAR 660 Division 12, the Federal Clean Water Act, and Americans with Disabilities Act (ADA). Funding for Transportation Planning comes primarily from the County's share of State vehicle registration fees and state and local gas tax that may only be used for the County's roads and bridges. Our responsibilities include State-mandated transportation system planning including bicycle and pedestrian modes, capital improvement programming, and compliance with ADA and Congestion Management/Air Quality.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$369,095	\$0	\$378,402
Contracts	\$0	\$9,500	\$0	\$9,000
Materials & Supplies	\$0	\$8,495	\$0	\$8,445
Internal Services	\$0	\$40,136	\$0	\$52,925
Total GF/non-GF:	<b>\$0</b>	<b>\$427,226</b>	<b>\$0</b>	<b>\$448,772</b>
Program Total:	<b>\$427,226</b>		<b>\$448,772</b>	
Program FTE	0.00	3.40	0.00	3.40
<b>Program Revenues</b>				
Indirect for dep't Admin	\$9,015	\$0	\$8,708	\$0
Intergovernmental	\$0	\$427,226	\$0	\$448,772
<b>Total Revenue:</b>	<b>\$9,015</b>	<b>\$427,226</b>	<b>\$8,708</b>	<b>\$448,772</b>

## Explanation of Revenues

Funding for the Transportation Planning Program comes from the dedicated Transportation Fund. The Transportation Fund is based on gas tax and vehicle registration fees. Much of Transportation Planning's effort over the next year will be directed at leveraging our limited resources to secure adequate funds to address critical needs and maintain existing infrastructure.

## Significant Program Changes

Last year this program was: #91020, Transportation Planning

**Lead Agency:** Community Services

**Program Contact:** Karen Schilling

**Program Offer Type:** Existing Operating

**Related Programs:** 10034A, 91020

**Program Characteristics:**

**Executive Summary**

Land Use Planning implements federal, state, and local policies and laws that preserve the rural farm and timber economy, protect the environment, and maintain the quality of life in our unincorporated communities. The program includes long range planning, current planning, and code compliance functions. Long Range Planning works with citizens to develop land use policies that meet the needs of our rural communities; updates County codes to incorporate changes to federal and state land use laws; and coordinates with regional partners to plan for the orderly urbanization of rural lands. Current Planning implements adopted policies and laws. Staff explains land use rules to the public; reviews land use and building applications for compliance with applicable laws; and problem solves complex land use issues with applicants. Code Compliance is largely complaint driven, emphasizing hands on work with property owners to achieve voluntary compliance with land use rules.

**Program Description**

Land use planning facilitates and oversees compliance efforts to assure public policies regarding "what we want our rural communities to look like over time" are addressed. Statewide Planning Goals and the National Scenic Area Act express values of the larger community and influence how we plan locally. Our program helps neighbors connect on land use issues by offering forums and providing a policy framework for citizens to engage in crafting a "vision" for their community. This vision is captured in a Comprehensive Plan containing land use planning policies, strategies, and maps that we implement daily to provide long term predictability to the land use pattern. Careful planning contributes to the County being an attractive place to live and work, ensuring that we have a sustainable healthy environment, a vibrant rural economy, beautiful parks and greenspaces, and accessible transportation choices. Policy choices support timber and agricultural economies, preserving natural amenities, and planned growth. Land use reviews focus on conflicting uses, namely residential development to ensure they do not undermine these policy objectives.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	# land use/compliance inquiries	8,657	9,500	8,000	8,000
Outcome	# land use/compliance actions taken	461	500	450	500
Quality	% compliance cases resolved voluntarily	99.0%	100.0%	95.0%	100.0%
Efficiency	% land use decisions made in 120 days	85.0%	85.0%	95.0%	90.0%

**Performance Measure - Description**

The output measure includes calls received and responded to (6,392), walk-in customers assisted (2,209) and enforcement complaints logged (56). The outcome measure captures preliminary meetings held (129), land use reviews issued (107), zoning signoffs completed (152), and enforcement cases closed within the fiscal year (73). Numbers in parentheses are for FY10-11. For code compliance, our quality goal is 100% voluntary compliance for complaints closed. For land use, our efficiency goal was to issue 82% of decisions so that they became final within 120 days of when they were made complete, notwithstanding that state law allows counties 150 days.

## Legal/Contractual Obligation

Multnomah County must adopt a Comprehensive Land Use Plan that meets State Planning Goals, including enacting implementing regulations as provided under ORS 92, 195, 196, 197, 215, and 390. The County regulates land uses in the National Scenic Area in accordance with federal law. These land use laws mandate the County review all development within its jurisdiction, distinguish between types of development and the level of review required, prescribe extensive procedures the County must follow to ensure due process, and set out a timeframe within which land use reviews must be completed (i.e. 150 day clock). The County must update its codes to comply with new laws adopted each legislative session or when the Gorge Commission revises its rules. The County must appoint a Planning Director and employ staff necessary to carry out these responsibilities.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$885,404	\$0	\$893,103	\$0
Contracts	\$76,200	\$8,093	\$75,200	\$43,083
Materials & Supplies	\$26,352	\$0	\$45,303	\$0
Internal Services	\$309,952	\$0	\$185,661	\$0
Total GF/non-GF:	<b>\$1,297,908</b>	<b>\$8,093</b>	<b>\$1,199,267</b>	<b>\$43,083</b>
Program Total:	<b>\$1,306,001</b>		<b>\$1,242,350</b>	
Program FTE	8.20	0.00	8.20	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$76,000	\$8,093	\$70,000	\$8,083
Intergovernmental	\$0	\$0	\$0	\$35,000
Total Revenue:	<b>\$76,000</b>	<b>\$8,093</b>	<b>\$70,000</b>	<b>\$43,083</b>

## Explanation of Revenues

Land Use Planning will receive a maximum of \$35,000 from the State to assist with implementing the land use rules in the National Scenic Area. These funds are reimbursed to the County at the end of each fiscal year based on the amount of time staff spends processing permits and resolving compliance issues in the NSA. Historically we spend almost double the amount that we are reimbursed.

Fees are set and collected for land use permits. We estimate \$70,000 in revenues from land use permits.

The program also receives an estimated \$8,083 that are payments from the Forest Service for land acquired by the US in the National Scenic Area. This revenue is also known as 1% Payments.

## Significant Program Changes

Last year this program was: #91021, Land Use Planning

**Lead Agency:** Community Services

**Program Contact:** Tom Hansell

**Program Offer Type:** Existing Operating

**Related Programs:** 91013

**Program Characteristics:**

### Executive Summary

The County entered into intergovernmental revenue sharing agreements starting in 1984 whereby dedicated county road funds the County receives are transferred as county roads were annexed by the Cities of Portland, Gresham, Troutdale and Fairview. The supplemental payments executed by this program offer, fulfill the funding requirements of these agreements as it pertains to county road funds.

### Program Description

These agreements require the county to transfer prescribed revenue amounts the county receives from the county gas tax and state highway funding. For Cities of Troutdale and Fairview, the supplemental payment formula is adjusted annually based on the Consumer Price Index – Urban Index for the Portland metropolitan area. For the Cities of Portland and Gresham, the supplemental payment formula is adjusted based on actual receipts collected by the County.

Planned FY 2013 Payments

- City of Fairview \$12,050
- City of Troutdale \$14,850
- City of Gresham \$3,429,077
- City of Portland \$25,480,900

Between 1984 and 2011 the County has transferred 606 miles of roads to cities.

This program offer does not deliver any county service and is submitted for the provision of a supplemental payment to the cities. The agreements remain subject to future appropriations by any future Board of County Commissioners or City Councils. The formulas in these agreements were intended to remain permanent unless amended by mutual agreement.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output		0	0	0	0
Outcome		0	0	0	0

### Performance Measure - Description

The County road funds are transferred to the Cities where the county road funds are commingled into their transportation operating budgets. The agreements do not require the City to communicate how County funds were to be used. The Cities prescribed allowed use of these funds are defined under ORS 366 which requires funds only be used for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets and the administration thereof.

## Legal/Contractual Obligation

Funding obligations are prescribed in the city/county agreements.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Contracts	\$0	\$28,531,350	\$0	\$28,936,877
Internal Services	\$0	\$256,782	\$0	\$260,431
Total GF/non-GF:	<b>\$0</b>	<b>\$28,788,132</b>	<b>\$0</b>	<b>\$29,197,308</b>
Program Total:	<b>\$28,788,132</b>		<b>\$29,197,308</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$85,594	\$0	\$86,811	\$0
Intergovernmental	\$0	\$20,788,132	\$0	\$21,597,308
Taxes	\$0	\$7,000,000	\$0	\$7,100,000
Other / Miscellaneous	\$0	\$1,000,000	\$0	\$500,000
<b>Total Revenue:</b>	<b>\$85,594</b>	<b>\$28,788,132</b>	<b>\$86,811</b>	<b>\$29,197,308</b>

## Explanation of Revenues

Monies transferred to the Cities originate from State Highway Money and County Gas Tax received by Multnomah County.

## Significant Program Changes

**Last year this program was:** #91022, City Supplemental Payments

Changes in the cash transfer to all cities were minor due continued flat revenue receipts from both the State Highway Fund and County Gas Tax.

**Lead Agency:** Community Services

**Program Contact:** Kim Peoples

**Program Offer Type:** Innovative/New Program

**Related Programs:** 91013, 91020

**Program Characteristics:** One-Time-Only Request, Climate Action Plan

### Executive Summary

This County effort contributes to a collaborative effort known as the Climate Action Plan (CAP). It directly supports CAP 2030 Objective 3 regarding Watershed Health.

Culverts under roadways that are barriers to migrating salmon must be replaced in a manner that reflects priorities for fish, watersheds and road construction. This program includes an analysis using updated science to evaluate and prioritize culvert replacement. This analysis will lead to new culvert design and construction.

### Program Description

The Road Services Division is a regional leader in sustainable maintenance and service policies and practices that respond to the Endangered Species Act, Safe Drinking Water Act, and Clean Water Act that contribute to public safety, environmental protection, and livability.

The Water Quality Program supports Road Services by informing operations and maintenance practices on County roadways in a manner that avoids and minimizes impacts to waterways and natural resources.

Culverts under roadways can act as barriers to the migration of salmon, and as such, must be replaced with salmon-friendly structures to comply with the expectations of the federal Endangered Species Act and state rules.

The County's fish-passage culvert inventory and priority list is 20 years old and not based on current science. As we move towards developing the FY2015-19 Transportation Capital Improvement Plan and Program, the Board should base its investment decisions on sound current data. This one-time funding will allow Road Services to assess fish passage constraints due to culverts in County rights of way, and to develop priorities based on recent fish presence studies and fish passability requirements. Completing this assessment during 'FY 13 will provide necessary and timely input for the 2015-19 CIPP.

The County may partner with the two County Soil and Water Conservation Districts to complete the analysis and priority recommendations.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Completed culvert replacement priority list	0.0%	0.0%	0.0%	100.0%
Outcome	All County fish passage culverts evaluated	0.0%	0.0%	0.0%	100.0%

### Performance Measure - Description

The culvert replacement priority list will be a completed report using input from the previous culvert inventory, new scientific reports, fieldwork, and strategies from external partners to improve related aspects of watershed health.

The evaluation will consider culverts on all fish bearing streams in the County.

### Legal/Contractual Obligation

The updated culvert replacement prioritization fulfills the requirements that prohibit ‘take’ of threatened salmon under the federal Endangered Species Act section 4(d). This analysis will lead to new culvert design and construction to remove barriers to salmon.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Contracts	\$0	\$0	\$35,000	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$35,000</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

\$35,000 County General Fund - one time only

### Significant Program Changes

Last year this program was:



**Lead Agency:** Community Services

**Program Contact:** Jane McFarland

**Program Offer Type:** Innovative/New Program

**Related Programs:** 91020

**Program Characteristics:** One-Time-Only Request, Climate Action Plan

### Executive Summary

This County effort contributes to a collaborative effort known as the Climate Action Plan (CAP). It directly supports CAP 2030 Objectives 5 and 16.

Multnomah County's Safe Routes to Schools Program is building capacity within elementary and middle schools in the Reynolds School District to launch and sustain SRTS practices. These are based on 3 tools - Education, Encouragement and Engineering.

This program will invest in the education, encouragement and engineering components necessary to changing behavior in ways that reduce carbon emissions, increase public health and well-being and create vibrant neighborhoods.

### Program Description

Multnomah County Transportation Planning initiated a partnership with Reynolds School District and the Health Department to implement Safe Routes to Schools Action Plans at targeted elementary and middle schools in the cities of Troutdale, Fairview, and Wood Village. Safe Routes to School (SRTS) programs are currently administered by Portland and Gresham. This program ensures that all urban schools in the County are supported in realizing the health, safety, and community-building benefits that come with increased walking and biking to school.

**Education and Encouragement:** Funding will support promotional events at 4 schools in East Multnomah County, supplying multi-lingual materials, signage and banners, and modest incentives to support SRTS programs.

**Engineering:** Implement Troutdale Elementary School Action Plan. Funding will support identified needed safety signage and cross walk improvements near Troutdale Elementary School.

Funds will also leverage federally-funded SRTS "mini-grants" for outreach and education. Additional infrastructure needs will be incorporated into the County's Transportation Capital Improvement Plan.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	4 total educational and encouragement events at schools	0	0	1	4
Outcome	Troutdale Elementary crosswalks and safety signage	0	0	0	3

### Performance Measure - Description

County staff will conduct a minimum of 4 educational and encouragement events at elementary schools in the Reynolds School District in FY'13. These events will promote walking and bicycling and providing safe opportunities for parents and students to travel together and inspire each other. The will also teach children about bicycling and walking safety skills, proper walking and bicycling behaviors, and could include driver safety campaigns in the vicinity of schools.

The safety signage and crosswalk striping needs for Troutdale Elmentary School are based on recommendations from the School's SRTS Action Plan. Three key intersections have been identified for improved signage and striping treatments: Buxton Ave. at 7th St., Cherry Park at 7th St., Chapman St. at Troutdale Rd.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Contracts	\$0	\$0	\$30,000	\$0
Total GF/non-GF:	\$0	\$0	\$30,000	\$0
Program Total:	\$0		\$30,000	
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

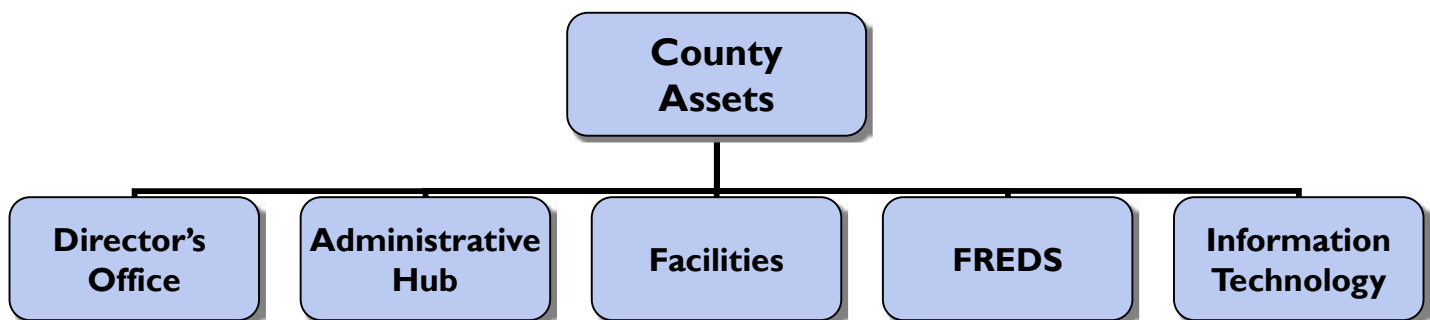
Last year this program was:  
This is a new program offer.

### Department Overview

The Department of County Assets (DCA) plans for, acquires, and manages County operating assets. The department coordinates use of the tools and infrastructure. County employees and programs need to provide community services efficiently and effectively. Programs within the department include:

- Facilities and Property Management Division, responsible for managing over 3 million square feet of general office, library, court, jail, probation, clinic, shop, warehouse and other types of specialized space primarily owned by the county in over 130 locations.
- Facilities Capital Program
- Fleet, Records, Electronics, and Distribution Services
- Information Technology Division, providing telecommunication, network, and hardware infrastructure support, as well as managing over 5,000 PCs, laptops and tablets, 400 servers, 114 network circuits, and 216 business applications used by county employees and their business partners.
- Countywide Strategic Sourcing
- Administrative Services Hub, that provides human resources, procurement, contracting, finance, budget, internal service rate-setting, capital planning, accounts payable, and other administrative services to DCA, the Department of County Management (DCM) and Nondepartmental agencies and offices.

The Department of County Assets was created in FY 2012. Over the next fiscal year, this new department will continue to evaluate opportunities to implement best practices, integrate service delivery, improve internal service rate models, and significantly “rethink” County business tools and processes.



### Budget Overview

The Department of County Assets has a budget of \$141 million. This is a reduction of \$7.8 million from FY 2012.

DCA budgets in several internal services funds which are for services such as fleet, information technology, distribution and facilities, most of which are paid for by service reimbursements from users of these services.

General Fund support increased by \$4 million in FY 2012 to \$5.6 million in FY 2013. This is budgeted in the Director's Office, Administrative Hub and Strategic Sourcing divisions.

Facilities capital funds are reduced by \$8 million to \$36.4 million and other internal services funds are reduced by \$1.1 million. The Capital Acquisition Fund decreases by \$2.8 million to \$1.4 million.

<b>Budget Trends*</b>					
	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	
	<b><u>Actual</u></b>	<b><u>Current Estimate</u></b>	<b><u>Adopted Budget</u></b>	<b><u>Adopted Budget</u></b>	<b><u>Difference</u></b>
Staffing FTE	310.15	308.64	308.64	306.55	(2.09)
Personnel Services	\$35,701,900	\$35,587,505	\$37,574,283	\$39,244,725	\$1,670,442
Debt Service	15,144,318	24,740,770	18,079,183	16,755,998	(1,323,185)
Contractual Services	29,792	0	0	0	0
Materials & Supplies	41,501,744	44,612,155	49,223,048	57,331,363	8,108,315
Capital Outlay	<u>3,472,098</u>	<u>29,792,783</u>	<u>43,928,679</u>	<u>27,679,345</u>	<u>(16,249,334)</u>
<b>Total Costs</b>	<b>\$95,849,852</b>	<b>\$134,733,213</b>	<b>\$148,805,193</b>	<b>\$141,011,431</b>	<b>(\$7,793,762)</b>

\*Does not include cash transfers, contingencies or unappropriated balances. Program offers DO contain contingencies, transfers, and unappropriated balances.

## Successes and Challenges

### Successes:

Progress on multiple Multnomah Evolves projects: approval of Central Stores recommendations to move from a centralized stores organization to the implementation of best practices in strategic sourcing; the evaluation of Fleet Maintenance resulting in the development of an RFP and current discussions with the City of Portland regarding an inter-governmental agreement; selection of a new countywide budget system; consolidation of administrative services into an Administrative Hub; span of control changes eliminating one management position and one management reclassification.

The East County Courthouse with new county data center is scheduled to open in the spring of 2012 including completion of disaster recovery site for County's critical business systems. The facility will meet LEED Gold certification standards.

Using ARRA funding: to install building automations systems in 38 County owned buildings to measure and monitor electricity and gas usage and to install a heat recovery system in the Inverness Jail laundry to capture, filter and reuse gray waste water.

In-servicing four Nissan LEAF electric vehicles (EVs) into the Multnomah Building motor pool replacing four older gasoline powered cars and using ARRA funding, 12 EV charging stations were installed at three libraries and at the Multnomah Building garage.

Selection and implementation of key technology investments: implementation of a new Mental Health client case management system with scheduled completion in June, 2012; Implementation of county-wide contracting system (SRM); technology upgrade for the DSS-J data warehouse scheduled for completion June, 2012; and final selection of the VoIP vendor to replace the County's aging phone systems.

### Challenges:

Challenges are in two major areas: funding and organizational. Funding challenges are focused in creating effective mechanisms for funding new investments in assets including technology, buildings and fleet while continuing to fund the existing assets to ensure that we preserve and protect our current investments in technology, buildings and fleet.

From an organizational perspective, challenges center on managing organizational change given the creation of the new department and Multnomah Evolves projects as well as retaining, recruiting and training a multi-generational work force. Additionally, given all the change, it is increasingly important and challenging to keep staff and management focused on the priority projects that support our customers' ability to provide direct services in the most efficient manner.

### Diversity and Equity

The Department of County Assets supports the implementation of county diversity and equity goals through its policies and its participation in diversity and equity activities. DCA is represented on the Equity Council and the Dignity and Respect campaign. DCA is creating departmental Mission, Vision, and Values that support Diversity and Equity. DCA is identifying new ways of recruiting, analyzing adverse impacts of hiring decisions and creating an environment to integrate diversity and equity into our culture. The DCA management team will attend diversity training provided by the Executive Learning Series and will use this to launch a departmentwide DCA diversity and equity initiative.

Our management team is working with ODE on management training and a summer intern program. Departmentwide, we support Minority, Women, and Emerging Small Businesses (MWESB) in our procurement processes.

FPM works with MWESB communities and agencies in its procurement processes to ensure the collaboration, solicitation, and partnership with MWESB contractors, vendors, and suppliers to meet the annual division goal of 98% participation in contracts and/or procurements. FPM also promotes the MWESB program through the Good Faith Effort program by making subcontractors aware of County construction projects to allow ample time to provide bids to prime contractors thus ensuring diverse construction contracting opportunities. IT works with iUrban to create conferences to introduce at-risk youth careers in IT. The first conference was attended by 100 youth.

### Budget by Division

Division Name	FY 2013 General Fund	Other Funds	Total Division Cost	Total FTE
DCA Director's Office	\$557,216	\$0	\$557,216	2.00
Facilities	0	78,613,223	78,613,223	79.00
Fleet, Records, Electronics, Distribution	0	14,424,816	14,424,816	34.40
Information Technology	0	44,458,679	44,458,679	151.15
Administrative Hub	4,575,979	0	4,575,979	36.50
Countywide Strategic Sourcing	492,451	0	492,451	3.50
<b>Total County Assets</b>	<b>\$5,625,646</b>	<b>\$137,496,718</b>	<b>\$143,122,364</b>	<b>306.55</b>

*Includes cash transfers, contingencies, or unappropriated balances.*

### Director's Office

The DCA Directors' Office provides leadership, strategic direction, operational assessment, and accountability in the oversight and management of county assets, including information technology, fleet, facilities, records, distribution, electronics, and strategic sourcing. The Director's Office works with all County departments to establish priorities and guidelines for the use of County assets, and ensures that operations are aligned with these priorities and provided in a cost-effective manner.

The Director's Office will focus on several Multnomah Evolves initiatives in FY 2013. One is Strategic Sourcing, which will move the county to use an industry standard of commodity planning and sourcing with "just in time" purchasing and direct shipment of office supplies and similar commodities. This change will free up resources previously used in leasing and maintaining a large warehouse and inventories of commodities. The Director's Office will also continue to refine and improve the Administrative Hub, which provides services to the departments of County Management and County Assets and to Nondepartmental agencies for human resources and administrative services, budgeting and financial planning, and contracts and procurement. The hub is intended to eliminate duplication and streamline processes through economies of scale. Strategic sourcing is a county-wide function also managed by the Administrative Hub.

### Significant Changes

The Multnomah Evolves initiative will continue to result in significant programmatic changes for asset management at the County. Ongoing initiatives that rely on the Director's Office's leadership include:

- Working to identify the best solution for providing fleet maintenance services for the County's fleet of vehicles.
- Completion of the County's Facilities Asset Strategic Plan, which will provide a "blueprint" for Facilities acquisition, construction, operations and maintenance, use by County programs, and disposition.
- Development of asset management and replacement funding strategies for County assets including hardware and software, vehicles, and equipment used to operate County programs.
- Implementing the Convergence Project, which will replace the County's legacy telephone system with a voice-over-internet-protocol (VoIP) system.

### Administrative Hub

The DCA Administrative Hub provides human resources, procurement, contracting, finance, budget, internal service rate-setting, capital planning, accounts payable, and other administrative services to more than 600 County employees in DCA, the Department of County Management (DCM) and Nondepartmental agencies and offices. Functional areas include:

- Human Resources and Administration—provides Human Resources services including strategic planning, recruiting, investigations, performance management, and HR transaction processing. Administrative services include Multnomah Building 4th floor reception; supplies ordering, timekeeping, travel and training requests; and other general administrative services.
- Strategic Sourcing, Procurement, and Contracting—provides contracting and procurement services for commercial, personal services, construction, lease, software, maintenance and repair, and architectural contracts, including contract development, negotiation, risk assessment/management, supplier/vendor management and ongoing contract administration.
- Budget, Finance, and Planning—provides departmental budget, rate setting, and capital planning service for hub customers including rate analysis and creation, budget development, management, and on-going analysis, and capital planning/analysis. Processes A/P and A/R transactions and performs grant accounting.

### Significant Changes

The Administrative Hub was created during FY 2012. Significant changes include:

- The merger of two former HR units was completed. 1.00 FTE HR manager position was eliminated.
- Analysis began of human resources functions and business processes to increase administrative efficiency and to improve service to County employees.
- The HR Hub team took on management of administrative and support functions.
- Contracts and Procurement transitioned and centralized the ordering, administration of, and payment for multi-function devices (copiers) to the IT Division.
- Contracts and Procurement anticipates a significant workload increase in FY 2013 as the implementation of the SAP Contracts module (SRM) goes live, and as the Strategic Sourcing team is formed and implements the new Countywide purchasing tool.
- Budget, Rate-Setting, and Capital Planning anticipates streamlining the asset cost recovery rate-setting process, developing and implementing an asset management practice for DCA, and continuing to strengthen the County's capital planning processes.



### Fleet, Records, Electronics, Distribution Services (FREDS)

Fleet, Records, Electronics, and Distribution Services provide operational support services to all County departments and agencies.

- Fleet Services maintains and manages over 700 vehicles of various types, including four all-electric vehicles added to the fleet in FY 2012.
- Records and Archive Management develops and maintains record retention schedules to ensure that all legal and administrative requirements are met. The program manages over 121 million documents dating back to 1855.
- Electronics Services designs, installs, and maintains jail security systems, access control systems, two-way radio communications, closed circuit television security systems, and emergency vehicle equipment
- Distribution Services provides pick and delivery of mail and supplies, medical lab tests, processing and metering of US Mail, US Mail training and consultation, and management of mail services contracts.

### Significant Changes

Significant changes for FY 2013 include:

Distribution Services will move from its current location to the Blanchard Building. This move, in conjunction with the close of the County's Central Stores warehouse operation, will require delivery routes to be re-drawn and delivery schedules to be updated and revised.

The Department of County Assets will continue its work to identify the best solution for providing fleet maintenance services for the County's fleet of vehicles.

### Facilities and Property Management

The Facilities and Property Management Division (FPM) acquires, provides and maintains the County's portfolio of building assets. FPM manages an inventory of more than 3 million square feet of owned and leased space in 131 buildings located throughout Multnomah County. Our mission is to pro actively plan, maintain, operate, and manage all County properties in a safe, accessible, and effective manner.

Our customers are the key drivers for all business decisions. FPM strives to provide innovative workplace solutions for our customers coupled with long-term strategies that address future needs. To assist customers with planning and decision making, we developed reporting tools that give clients greater access to their space inventory, billing data and capital projects status. In addition to serving our customer's specific needs, FPM has a broader vision of building thriving communities and promoting stewardship of the taxpayers' assets. We demonstrate environmental sustainability and energy efficiency, through ongoing energy conservation projects, leadership in County recycling, sustainable procurement, and Green Building construction practices. 98% of FPM's requirement contracts utilize MWESB and QRF businesses.

Buildings are our business, but people are our focus. Our employees are our greatest assets and our vision is to be the provider of choice for customers, taxpayers, and the public.

### Significant Changes

Significant changes for FY 2013 include:

- Transfer of 8.00 FTE from Facilities and Property Management to the Administrative Hub (offers 78042, 78043 and 78044).
- Increase of 1.00 Facilities Dispatch/Scheduler in the Dispatch unit to accomplish new signage, scheduling and inventory control work.
- Increase Property Management by 0.50 FTE to rebalance Library portfolio.
- Addition of one limited duration Facilities Specialist 3 to support the implementation of projects that result from the Facility Asset Strategic Plan (78012).
- Creation of the Strategic Planning and Projects section to manage, provide, assist and coordinate the development and implementation of the Facility Asset Strategic Plan (78012).

### Information Technology

County Information Technology's (IT) mission is to leverage technology to drive innovation, efficiency, and cost savings. IT's vision is to provide residents and County employees the information they need, any time, any place. IT has worked hard to define a mission and vision that focuses on providing the services and technologies that County residents and employees deserve, at a cost they can afford. The mission and vision guide the development and implementation of the County's FY 2013 IT initiatives. This solid framework empowers IT employees to solve County business challenges by focusing on priority projects and by embracing new technologies to improve service and reduce costs.

Information Technology manages 5,112 PCs and laptops, 301 virtual servers, 87 physical servers, 114 network circuits, and approximately 300 business applications. IT Staff support business applications spanning primary health care, social services, transportation and bridges, facilities, finance, payroll, benefits, animal services, emergency management, assessment and taxation, land use planning, library, jail management, and community justice. County employees using these systems are located in 96 different sites across the County, and the technologies required are as diverse as are the lines of business.

### Significant Changes

Significant changes for FY 2013 reflect the following:

- Re-assigning roles and responsibilities within several IT work teams to better align with new technologies and to meet project requirements. This includes the transition to the DCA Administrative Hub.
- Implementing a two-site data center model, leveraging a co-location vendor-provided facility and a new County managed facility. The co-location facility became operational in January 2012 and the new County facility is expected to be operational in May/June 2012 (see program offer 78024 for details).
- Leveraging cloud computing services through Google Apps for Government and Amazon hosting services for the County's external website and Intranet.
- Implementing a new infrastructure to support both data and telecommunications through the Convergence/Voice Over IP project (see program offer 78024 for details).
- Completing several large system implementations including a new Case Management system for the Mental Health and Addiction Services, an Electronic Medical Record for Corrections Health, and a county-wide Budget System.

### Countywide Strategic Sourcing

Strategic Sourcing is the practice of taking a holistic approach to the selection and sourcing of goods and services necessary to an organization's operations. A key outcome of the Multnomah Evolves initiative, the County's Strategic Sourcing program focuses on the development, implementation, oversight and direct delivery of key strategic sourcing practices across the County, providing strategy, leadership, expertise, and analytical information to county departments.

Strategic Sourcing includes several key tenets or procurement best practices:

1. Consolidating spending across all buyers with a small number of supplier partners so that the best prices can be achieved,
2. Considering the total lifecycle cost of a product and service (not just the purchase price) when making a procurement decision,
3. Building mutually beneficial strategic partnership relationships with key suppliers,
4. Leveraging the capabilities and services of supplier partners to reduce internal operating costs, and
5. Leveraging technology to reduce operating costs, better manage spending and achieve better prices.

### Significant Changes

Full implementation of Strategic Sourcing will occur in FY 2013. Key activities related to Strategic Sourcing include:

- Countywide implementation of both a new on-line catalogue of goods and an associated purchasing tool, called Multco Marketplace, that will allow County employees to purchase the goods they need for their work and have those items shipped directly to their work sites.
- Developing and implementing coordinated sourcing plans for various commodities in use in the County, including office supplies, paper, medical supplies, and vehicles, tools, and equipment.

### Department of County Assets

The following table shows the programs that make up the department's total budget. The individual programs follow in numerical order.

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>DCA Director's Office</b>					
78000	DCA Director's Office	\$557,216	\$0	\$557,216	2.00
<b>Facilities &amp; Property Management</b>					
78001	Facilities Director's Office	0	2,136,532	2,136,532	2.00
78002	Facilities Debt Service and Capital Fee Pass-Through	0	5,997,587	5,997,587	0.00
78003	Facilities Operations and Maintenance	0	5,692,618	5,692,618	48.00
78004	Facilities Property Management	0	7,519,008	7,519,008	8.00
78005	Facilities Capital Operating Costs	0	1,380,920	1,380,920	11.00
78006	Facilities Capital Improvement Program (CIP)	0	28,592,800	28,592,800	0.00
78007	Facilities Capital Asset Preservation (AP)	0	7,740,158	7,740,158	0.00
78008	Facilities Building Materials and Services	0	6,723,509	6,723,509	0.00
78009	Facilities Utilities Pass Thru	0	6,100,000	6,100,000	0.00
78010	Facilities Lease Management	0	5,567,695	5,567,695	2.00
78012	Facilities Strategic Planning & Projects	0	1,162,396	1,162,396	8.00
<b>Fleet, Records, Electronics, Distribution</b>					
78016	Fleet Services	0	4,956,259	4,956,259	15.60
78017	Fleet Vehicle Replacement	0	4,106,239	4,106,239	0.00
78018	Records Section	0	928,535	928,535	4.00
78019	Distribution Services	0	1,841,561	1,841,561	6.40
78020	Motor Pool	0	224,856	224,856	2.30
78021	Electronic Services	0	1,369,828	1,369,828	6.10
78022	Central Stores Close-Out	0	997,538	997,538	0.00

# County Assets

fy2013 adopted budget

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>Information Technology</b>					
78023	IT Innovation and Investment Fund	0	6,725,557	6,725,557	0.00
78024	IT Strategic Modernization Projects	0	1,424,943	1,424,943	0.00
78025	IT Planning Projects & Portfolio Management	0	2,288,167	2,288,167	11.00
78026	IT Data Center and Technical Services	0	3,781,130	3,781,130	19.25
78027	IT Help Desk Services	0	1,182,710	1,182,710	7.90
78028	IT Telecommunications Services	0	2,823,102	2,823,102	5.00
78029	IT Network Connectivity	0	3,652,086	3,652,086	12.00
78030	IT Desktop Services	0	2,825,163	2,825,163	23.00
78031	IT Asset Replacement	0	2,415,329	2,415,329	0.00
78032	IT Health and Human Services Application Services	0	2,799,096	2,799,096	17.00
78033	IT Public Safety Application Services	0	2,336,102	2,336,102	17.00
78034	IT DCS and Internal Systems	0	853,890	853,890	5.00
78035	IT Data and Reporting Services	0	6,991,402	6,991,402	14.00
78036	IT SAP Support Team	0	2,305,056	2,305,056	11.00
78037	IT General Government and Enterprise Web Services	0	2,054,946	2,054,946	9.00
<b>Administrative Hub</b>					
78042	Administrative Hub: Budget, Rate-Setting, Capital Planning	818,363	0	818,363	7.00
78043A	Administrative Hub: Contracts and Procurement	1,675,289	0	1,675,289	13.50
78043B	Administrative Hub Contracts Transition	103,442	0	103,442	0.00
78044	Administrative Hub: Finance & Administration	902,785	0	902,785	9.00
78045	Administrative Hub: Human Resources	1,076,100	0	1,076,100	7.00
<b>Strategic Sourcing</b>					
78046	Countywide Strategic Sourcing	<u>492,451</u>	0	<u>492,451</u>	<u>3.50</u>
<b>Total County Assets</b>		<b>\$5,625,646</b>	<b>\$137,496,718</b>	<b>\$143,122,364</b>	<b>306.55</b>

**Lead Agency:** Department of County

**Program Contact:** Sherry Swackhamer

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Department of County Assets was created in FY2012 to align management of County assets including information technology, facilities, fleet vehicles, and records. This was the first step in "Multnomah Evolves" with the goals of managing costs and ensuring that the County's limited resources are invested where they are needed most. The pilot of the Administrative Hub best practice is also included. DCA management provides leadership, strategic direction, and operational assessment and accountability to ensure these goals are met.

### Program Description

The DCA Director's Office is accountable for leadership in the oversight and management of county assets including information technology, fleet, facilities, records and the related functions. Other responsibilities include electronics and new as a result of Multnomah Evolves, will be Strategic Sourcing which will move the county to use an industry standard of commodity planning and sourcing with "just in time" purchasing and direct shipment of office supplies and similar commodities. This change will free up resources previously used in leasing and maintaining a large warehouse and inventories of commodities. The department manages the pilot of the "Administrative Hub" concept, also part of the Multnomah Evolves initiative. The Admin Hub includes departmental services for Human Resources, Adm, Budgeting, Rate Setting, Capital Planning, Finance, Procurement, and Contracting. The departmental services are provided to DCA, DCM and the non-departmental entities. The hub concept is intended to eliminate duplication and streamline processes through economies of scale. Strategic sourcing is a county-wide function also managed by the Administrative Hub.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	# of Multnomah Evolves Projects Completed	0	0	0	2
Outcome	Continued streamlining of dept. Operations	0.0%	0.0%	0.0%	0.4%

### Performance Measure - Description

Output--At least 2 Multnomah Evolves projects completed next year. Most likely Fleet Maintenance and Motor Pool.

Outcome--Continued streamlining in department organization w/at least 40% reviewed and analyzed based on FTE count.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$306,622	\$448,647	\$0
Contracts	\$0	\$25,000	\$61,800	\$0
Materials & Supplies	\$0	\$48,341	\$15,700	\$0
Internal Services	\$0	\$22,800	\$31,069	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$402,763</b>	<b>\$557,216</b>	<b>\$0</b>
Program Total:	<b>\$402,763</b>		<b>\$557,216</b>	
Program FTE	0.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$0	\$557,216	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$557,216</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

**Last year this program was:** #78000, Department Management

Last year's program description was focused on Information Technology which is now integrated with DCA.



**Lead Agency:** Department of County

**Program Contact:** Colleen Bowles

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:** Climate Action Plan

### Executive Summary

The Facilities Director's Office provides comprehensive strategic and operational guidance on Real Property and Facilities to County executives and departmental clients. It directs and supports the strategies, policies, and operations of the Facilities Division within the Department of County Assets.

As owners, Facility and Property Management's responsibility is inclusive of strategic, tactical and on-going operations. We provide guidance to stakeholders regarding the potential impact of their decisions on the provision of space and services, while at the same time ensuring the proper operation of all aspects of our buildings, creating optimal, safe and cost effective environments for the occupants.

### Program Description

The Director's Office ensures the functionality and safety of the built environment by integrating people, place, processes and technology. We assist departmental stakeholders by developing and integrating strategies and agreed upon services that support and improve the effectiveness of the County's primary services. In 2011, the Board of County Commissioners agreed to fund the Facilities Asset Strategic Plan (FASP) through which we are collaborating and developing mutually beneficial strategies and operational initiatives aligning departmental goals and facility management objectives.

This program provides comprehensive facilities strategic and operational oversight with phased guidance throughout a building's life cycle, which normally extends over many decades. We ensure facility decisions and activities are guided by Climate Action Plan goals (CAP 18-1, 18-2, 18-4, 18-8, 18-9).

This is accomplished by planning, coordinating with and directing the Capital, Maintenance Operations, and Strategic Planning Managers and their respective programs in the development of the annual 5 year Capital Improvement Plan; a comprehensive Facilities Asset Strategic Plan, as well as the development and execution of corrective, preventive and predictive maintenance schedules that support internal and external agencies and departments.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Annual Employee Performance Reviews Completed	0.0%	0.0%	100.0%	100.0%
Outcome	Customer Satisfaction Rating	0.0%	0.0%	90.0%	90.0%
Outcome	Sustainability Goals integrated into project plans	0.0%	0.0%	100.0%	100.0%
Outcome	Building Systems Operability Rating	0.0%	0.0%	99.0%	99.0%

### Performance Measure - Description

All employees will receive annual feedback on their performance, develop appropriate work goals and competencies, and assess professional development opportunities.

As an internal service, Facilities strives to provide quality services to County clients. Customer surveys are issued to clients to solicit feedback and identify areas for improvement.

FPM strategies and operations are a major component of the Climate Action goals. All facility plans include sustainability criteria that must be considered to achieve the County's Climate Action objectives.

All building systems will be functional and operable 99% of the time to prevent closure of any County owned facility.

## Legal/Contractual Obligation

State Court mandate for space.

We use Qualified Rehabilitation Firms (QRF) that perform janitorial, landscaping and security and hire individuals who would otherwise not have gainful employment. Facilities has over \$7,000,000 in operational contracts, of which \$2.5M are QRF contracts.

Public Contracting Rules Board requirements for supporting Minority, Women and Emerging Small Businesses and sustainable purchasing.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$285,782	\$0	\$275,930
Contracts	\$0	\$41,000	\$0	\$75,000
Materials & Supplies	\$0	\$37,650	\$0	\$39,650
Internal Services	\$0	\$383,807	\$0	\$1,745,952
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$748,239</b>	<b>\$0</b>	<b>\$2,136,532</b>
Program Total:	<b>\$748,239</b>		<b>\$2,136,532</b>	
Program FTE	0.00	15.00	0.00	2.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$748,239	\$0	\$2,136,532
Intergovernmental	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$0	\$0	\$0
Total Revenue:	<b>\$0</b>	<b>\$748,239</b>	<b>\$0</b>	<b>\$2,136,532</b>

## Explanation of Revenues

Facilities receives 79% of its revenues from Departmental Service Reimbursements. Additional 8% of revenues are from external leases or IGA (Intergovernmental Agreements). The remaining 13% of revenues are generated through service requests or enhanced services that are programmatic requirements such security or custodial services beyond basic building needs.

## Significant Program Changes

Last year this program was: #78003, Facilities Administration and Business Services

**Lead Agency:** Department of County

**Program Contact:** Colleen Bowles

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Facilities and Property Management (FPM) manages the Countywide building portfolio allocations for debt and capital cash transfer expenses based on accurate occupancy data.

### Program Description

FPM pays building debt service and capital cash transfers which are administratively "passed through" as an expense to County departments. Due to funding requirements by departments for Federal/State/Local grants these expenses are allocated back to the tenants either occupying or leasing the facility. This process equitably distributes costs between County departments and ensures that facilities costs for grant funded projects are appropriately charged to those grants and not subsidized by the County General Fund.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Complete annual allocations to departments	0.0%	0.0%	100.0%	100.0%
Outcome	Complete building occupancy data for accurate allocations	0.0%	0.0%	100.0%	100.0%

### Performance Measure - Description

Facilities and Property Management ensures accurate compilation and allocation of occupancy data for departmental reporting and response to internal and external information requests.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$0
Contracts	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0
Internal Services	\$0	\$6,017,772	\$0	\$5,449,772
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$528,028	\$0	\$547,815
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$6,545,800</b>	<b>\$0</b>	<b>\$5,997,587</b>
<b>Program Total:</b>	<b>\$6,545,800</b>		<b>\$5,997,587</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$6,717,973	\$0	\$5,997,587
Intergovernmental	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$6,717,973</b>	<b>\$0</b>	<b>\$5,997,587</b>

**Explanation of Revenues**

FPM generates revenues by directly passing-through the actual expenses related to debt and capital cash transfers. We receive reimbursement through internal client service funds.

**Significant Program Changes**

**Last year this program was:** #78004, Facilities Debt Service and Capital Fee Pass-Through

**Lead Agency:** Department of County

**Program Contact:** Colleen Bowles

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:** Climate Action Plan

### Executive Summary

The Facilities Operations and Maintenance (O&M) Program encompasses a broad spectrum of services required to ensure building assets will perform the functions for which the facility was designed and constructed while utilizing resources in a fiscally responsible and environmentally conscious manner. O&M embraces industry best practices and state-of-the-art technology in our efforts to continually improve the quality of our services and provide the most cost effective delivery possible.

### Program Description

The Facilities Operations and Maintenance section consists of 48 FTE in 8 trade groups who perform the day-to-day activities necessary for the County's 131 buildings and their systems and equipment to perform their intended function 24 hours a day, 7 days a week. These activities include preventive, predictive (planned) and corrective (reactive) maintenance to form a comprehensive O&M program that:

- Reduces capital repairs;
- Reduces unscheduled shutdowns and repairs;
- Extends equipment and facility life to realize life-cycle cost savings;
- Conserves energy and resources by optimizing the efficiency of equipment and systems (CAP 18-4, 18-8, 18-9);
- Minimizes administrative costs while maximizing human resource capacity;
- Institutes data collection systems that create management control reports and performance indices of operating effectiveness;
- Provides safe, compliant and functional facilities that meet programmatic requirements;
- Maximizes occupant comfort; and
- Maintains credible relations with clients by providing well-maintained facilities and information on planned maintenance activities.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Work Orders Completed	0	0	25,000	25,000
Outcome	Customer Satisfaction Rating	0.0%	0.0%	90.0%	90.0%
Efficiency	Billable hours as a percentage of total available labor hours	0.0%	78.0%	75.0%	75.0%
Outcome	Fire, Life, Safety Priority Work Orders completed on time	0.0%	0.0%	90.0%	90.0%

### Performance Measure - Description

The number of work orders completed/closed indicates the volume of work performed annually. This number varies primarily due to the amount of client requested work (e.g. office moves). Customer service surveys are issued with each closed work order notification. O&M strives for an A rating of 90% client satisfaction.

Increasing scheduled work improves productivity as demonstrated by the billable hours measurement.

Completing Priority 9 work orders (fire, life & safety issues) within the prescribed due date keeps County employees and the public safe while meeting regulatory requirements.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$5,072,141	\$0	\$5,137,169
Contracts	\$0	\$51,000	\$0	\$51,200
Materials & Supplies	\$0	\$133,197	\$0	\$146,927
Internal Services	\$0	\$337,569	\$0	\$357,322
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$140,854	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$5,734,761</b>	<b>\$0</b>	<b>\$5,692,618</b>
<b>Program Total:</b>	<b>\$5,734,761</b>		<b>\$5,692,618</b>	
<b>Program FTE</b>	0.00	48.00	0.00	48.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$5,852,094	\$0	\$5,692,618
Intergovernmental	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$5,852,094</b>	<b>\$0</b>	<b>\$5,692,618</b>

**Explanation of Revenues**

Facilities receives 79% of its revenues from Departmental Service Reimbursements. An additional 8% of revenues are from external leases or IGA (Intergovernmental Agreements). The remaining 13% of revenues are generated through service requests or enhanced services that are programmatic requirements such security or custodial services that are beyond basic building needs.

**Significant Program Changes**

**Last year this program was:** #78005, Facilities Operations and Maintenance

**Lead Agency:** Department of County

**Program Contact:** Colleen Bowles

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:** Climate Action Plan

### Executive Summary

The Property Management team is comprised of 7 Property Managers who are responsible for over 3,000,000 square feet of County building space and serve as the primary facilities contact for departments and agencies.

### Program Description

Property Managers ensure all building users (internal and external) have a single, visible, and accessible point of contact for facilities services. Each have direct oversight of their respective departmental portfolios and assist in annual budget development and contract administration (janitorial, landscaping, security, etc), as well as, supporting the Division's operational and Capital Improvement Project activities. They are each responsible for delivering a proactive and around the clock response for operational needs (contractor access, program support, public meetings), as well as responding to emergencies such as inclement weather and other regional events. Property Managers are instrumental in coordinating sustainability activities, such as, recycling and lowering energy utilization which are critical to achieving Climate Action Plan Actions 18-4, 18-8, 18-9.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Public procurement compliance for contracted services	0.0%	0.0%	100.0%	100.0%
Outcome	Customer Service Satisfaction Rating	90.0%	95.0%	95.0%	95.0%

### Performance Measure - Description

All procurement activities must be in compliance with statutory mandates and contracting rules.

Facilities customers are emailed a link for a Zoomerrang Customer Service satisfaction survey. Replies and results are reviewed and used for continuous quality improvement. Target=95%

### Legal/Contractual Obligation

We use Qualified Rehabilitation Firms (QRF) which perform janitorial, landscaping and security and hire individuals who would otherwise not have gainful employment. Facilities has over \$7,000,000 in operational contracts, of which \$2.5M are QRF contracts.

Additionally, Public Contracting Rules Board requirements for supporting Minority, Women and Emerging Small Businesses and sustainable purchasing.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$947,262	\$0	\$1,001,793
Contracts	\$0	\$5,058,118	\$0	\$5,336,177
Materials & Supplies	\$0	\$1,424,234	\$0	\$595,452
Internal Services	\$0	\$574,465	\$0	\$585,586
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$8,004,079</b>	<b>\$0</b>	<b>\$7,519,008</b>
Program Total:	<b>\$8,004,079</b>		<b>\$7,519,008</b>	
Program FTE	0.00	6.50	0.00	8.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$5,079,079	\$0	\$4,569,008
Intergovernmental	\$0	\$800,000	\$0	\$610,000
Other / Miscellaneous	\$0	\$2,170,000	\$0	\$2,340,000
Total Revenue:	<b>\$0</b>	<b>\$8,049,079</b>	<b>\$0</b>	<b>\$7,519,008</b>

### Explanation of Revenues

Facilities receives 79% of its revenues from Departmental Service Reimbursements. An additional 8% of revenues are from external leases or IGA (Intergovernmental Agreements). The remaining 13% of revenues are generated through service requests or enhanced services that are programmatic requirements such security or custodial services that are beyond basic building needs.

### Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #78006, Facilities Property Management

This program will increase by .5 FTE due to a shift in the management of the Library's portfolio.



**Lead Agency:** Department of County

**Program Contact:** John Lindenthal

**Program Offer Type:** Internal Service

**Related Programs:** 78003, 78006, 78007, 78012

**Program Characteristics:** Climate Action Plan

### Executive Summary

The Capital Program Section provides the County with a long-term replacement plan for the major building systems in all County owned buildings. The program prioritizes required work within available resources and provides all of the required construction, renovation and capital maintenance work in these buildings. The majority of the funding for this Offer comes from the Capital Improvement Program (CIP) and Asset Preservation (AP) fees.

### Program Description

The Capital Program Section is mainly funded by the Capital Improvement Program (#78006) and the Asset Preservation (#78007) Program Offers. The section provides an annual assessment of all Capital facility needs and develops a specific strategy consistent with available funding, which permits the completion of improvements in a carefully planned approach. The section provides project management services including planning, design, and construction services. Project Managers ensure compliance with policies and statutory requirements including Federal, State and local regulations, Green Building policies, and Minority Women Emerging Small Business (MWESB) policies. They incorporate sustainable practices in accordance with County policies and the Climate Action Plan (CAP 18-1, 18-2, 18-4, 18-8, 18-9). Project managers are also responsible for coordinating project activities with building users (both internal and external users), consultants, and contractors, and are a resource for improving service delivery programs' operations in association with capital improvements. The result is buildings that are usable and functional for their intended uses.

Project Managers assure that County capital projects are completed as planned and within their approved budgets. The Project Manager duties, in addition to Capital Improvement Program projects (CIP, Asset Preservation, etc.) include coordinating service request work from departments, while taking into account the needs of operating programs and the need to accomplish work in a cost effective manner.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Output Completed Projects Program offers 78006 and 78007 combined	80.0%	85.0%	84.5%	85.0%
Outcome	Portion of Primary Owned Buildings which are rated as Tier 1	65.4%	66.7%	66.7%	66.7%
Outcome	Project Management costs (\$/hr)	91	91	91	92
Quality	Provide monthly FM Capital Status Report	0	0	0	12

### Performance Measure - Description

The measures for completed projects and project management costs encompass both the Capital Improvement Program (CIP) and Asset Preservation (AP) program offers. The metric (output) for completed projects are those adopted stand-alone projects that are scheduled (planned) to be completed in the current fiscal year. Only multi-year projects which are scheduled for completion in the subject year are included in the metric. The project completion metric is set at 85%. This allows for flexibility in adjusting project schedules due to County needs and unforeseen circumstances.

A Tier I building is one which is designated for long-term retention and which meets current County standards. East County Courthouse (ECC) will be completed in FY12. Penumbra Kelly Bldg. disposition transaction will close June 30, 2012. These are in the FY12 estimate for Tier 1 building metric. Comparable project management costs at the City of Portland in FY12 are \$106/hr.

Reporting of a monthly Capital Project Status Report started November 2011.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$1,351,551	\$0	\$1,309,869
Contracts	\$0	\$5,000	\$0	\$5,000
Materials & Supplies	\$0	\$34,500	\$0	\$35,900
Internal Services	\$0	\$29,081	\$0	\$30,151
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$1,420,132</b>	<b>\$0</b>	<b>\$1,380,920</b>
<b>Program Total:</b>	<b>\$1,420,132</b>		<b>\$1,380,920</b>	
<b>Program FTE</b>	0.00	14.00	0.00	11.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$1,420,132	\$0	\$1,380,920
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$1,420,132</b>	<b>\$0</b>	<b>\$1,380,920</b>

**Explanation of Revenues**

The Capital Improvement Program is primarily funded through a fee structure based on the rentable square footage of County owned facilities. The FY13 fee is \$3.20 psf. The Capital Improvement Program receives some revenues from Energy Trust Incentives and Business Energy Tax Credits (BETC) from the State of Oregon. Additional funding may be recognized through Federal Grant, Financing Proceeds, Inter Governmental Agreement, Interest Earnings and Sales to the Public.

**Significant Program Changes**

**Last year this program was:** #78007, Facilities Capital Operating Costs

A limited duration project manager is providing additional resources on the deferred maintenance bond projects which ends August 2012.

**Lead Agency:** Department of County

**Program Contact:** John Lindenthal

**Program Offer Type:** Internal Service

**Related Programs:** 78003, 78005, 78007, 78012

**Program Characteristics:**

**Executive Summary**

The Capital Improvement Program actively monitors, upgrades, and improves the County's portfolio of Tier II and III (substandard) buildings. The Program preserves the County's assets by investing in improvements that maintain building values and provide accessible, functional, and energy efficient facilities.

**Program Description**

The Capital Improvement Program (CIP) creates an annual 5-year Capital Plan that focuses on the County's 17 primary owned Tier II and III buildings. A Tier II building is one that is a desirable part of the County's long-term portfolio but has significant deferred maintenance needs which must be addressed. A Tier III building is one that is not economical or impractical to bring to County standards and is therefore designated for disposition. Capital expenditures are avoided or minimized in Tier III facilities pending disposition of the building, if possible. The plan works in conjunction with the Facilities Strategic Plan which provides a basis for a sound investment strategy that addresses building needs and includes projects ranging from equipment upgrades to construction of new facilities. The program allows Capital, bond/levy, grants, and other funding components to be distributed based on priorities established with the aid of a detailed needs assessment and a decision-scoring matrix. The program looks for project efficiencies that benefit the building users and extend the useful life of the building.

The 5-year CIP Plan sets clear goals and fosters communication with departments as well as providing a tool to facilitate collaboration with both internal and external clients and building users. The program is working on modifying the Facility Asset Management Evaluation (FAME) database into PULSE (Planned Useful Life - System Evaluation). The modified database will more closely reflect our business practices on capital improvements. This effort will be complete for the FY 14 budget cycle.

The Facilities Asset Strategic Plan (FASP) will also alter the projections on Capital needs into the future. There is currently an identified capital need estimated at \$25,000,000 per year in fiscal years just outside the current 5-yr Capital plan (FY17-FY21). Current Countywide, Facilities and Capital efforts are working on this issue. Based on 8% fee increases each year FY18 Capital revenue is projected to be \$11,000,000.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Completed CIP Projects	80.7%	85.0%	84.4%	85.0%
Outcome	Percent of Primary Owned Buildings which are rated as	65.4%	66.7%	66.7%	66.7%
Outcome	Project Management costs (\$/hr)	91	91	91	92

**Performance Measure - Description**

The metric (output) for completed projects are those adopted stand-alone projects that are scheduled to be completed in current fiscal year. Only multi-year projects which are scheduled for completion in the subject year are included in the metric. The project completion metric is set at 85%. This allows for flexibility in adjusting project schedules due to County needs and unforeseen circumstances.

A Tier I building is one which is designated for long-term retention and which meets current County standards. East County Courthouse (ECC) will be completed in FY12. Penumbra Kelly Bldg. disposition transaction will close June 30, 2012. These are in the FY12 estimate for Tier 1 building metric.

Comparable project management costs at the City of Portland in FY12 are \$106/hr.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$109,951	\$0	\$30,724
Contracts	\$0	\$800,000	\$0	\$3,273,855
Materials & Supplies	\$0	\$3,700,000	\$0	\$7,594,000
Internal Services	\$0	\$475,000	\$0	\$450,000
Capital Outlay	\$0	\$33,668,659	\$0	\$17,244,221
Total GF/non-GF:	<b>\$0</b>	<b>\$38,753,610</b>	<b>\$0</b>	<b>\$28,592,800</b>
Program Total:	<b>\$38,753,610</b>		<b>\$28,592,800</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$4,679,274	\$0	\$3,129,267
Intergovernmental	\$0	\$1,019,700	\$0	\$367,656
Other / Miscellaneous	\$0	\$33,054,636	\$0	\$25,095,877
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$38,753,610</b>	<b>\$0</b>	<b>\$28,592,800</b>

**Explanation of Revenues**

Estimated capital fees collected at \$3.20 per square foot on Tier II & III owned space are \$3,129,267 for FY 2013.

Estimated Beginning Working Capital of \$19,648,190 includes restricted funds of \$9,143,950 from the Portland Development Commission for redevelopment of Hawthorne Bridge Ramp.

Intergovernmental agreement with the City of Portland for the Justice Center is \$367,656.

Interest Earnings \$60,000.

Cash Transfer from fund 3505 (Facilities Fund) \$379,411.

Cash Transfer from Animal Services \$8,276 FY13 pmt.

**Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #78008A, Facilities Capital Improvement Program (CIP)

The Penumbra Kelly Bldg. has been removed from the Tier II building calculation as it has been sold effective June 30, 2012.

The large budget reduction reflects the completion of the East County Courthouse during the spring of 2012.

The Sheriff's Office Willamette River Boathouse is in need of replacement and has been added as a project in the Capital program. A Capital funding strategy for future replacements of Sheriff's office boathouse's is being formulated and will be implemented.

\$5 million in debt proceeds is included in anticipation of the need to pay for pre-development costs associated with the potential construction of a new facility to replace the McCoy Building in FY 2013.

**Lead Agency:** Department of County

**Program Contact:** John Lindenthal

**Program Offer Type:** Internal Service

**Related Programs:** 78003, 78005, 78006, 78012

**Program Characteristics:**

### Executive Summary

The Asset Preservation (AP) Program is designed to create a self-sustaining fund which provides for the continuing reinvestment and capital work required to keep the County's Tier I buildings safe, reliable, functional and efficient.

### Program Description

The program creates accessible, functional, and energy efficient facilities that provide County services with space that meets their program needs. The program focuses on the County's 34 primary owned Tier I buildings and provides the funding to complete capital projects within these buildings. A Tier I building is one which is designated for long-term retention and which meets current County standards. AP funding is intended to support replacement or repairs to essential building elements such as roofs, plumbing, electrical, heating ventilation air-conditioning (HVAC), Americans with Disabilities Act (ADA) modifications, seismic upgrades, and interior finishes that keep buildings functioning and optimizing their potential. The program prolongs building life and provides the County with assets that are worth their market value. It creates more usable buildings through upgrades in equipment, systems, and meeting of programs ever-changing needs.

The program continues to look at the long term County benefits by examining program needs, building needs, flexibility, cost efficiencies, building operations and maintenance. The AP Program creates an annual 5-year Capital Plan that focuses on the County's 34 owned Tier I buildings. It works in conjunction with the long-term Facilities Asset Strategic Plan (FASP). The Capital Plan is based on a comprehensive database which identifies all projected replacement needs in Tier I buildings and then prioritizes and schedules needed work in the future. This allows Asset Preservation funds, bond/levy proceeds, grants, etc. to be invested based on priority.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Output Completed Projects	78.8%	85.0%	84.8%	85.0%
Outcome	Percent of Primary Owned Buildings which are rated as	65.4%	66.7%	66.7%	66.7%
Outcome	Project Management costs (\$/hr)	91	91	91	92

### Performance Measure - Description

The metric (output) for completed projects are those adopted stand-alone projects that are scheduled to be completed in the current fiscal year. Only multi-year projects which are scheduled for completion in the subject year are included in the metric. The project completion metric is set at 85%. This allows for flexibility in adjusting project schedules due to County needs and unforeseen circumstances.

The East County Courthouse (ECC) will be completed in FY12. Penumbra Kelly Bldg. disposition transaction will close June 30, 2012. These are in the FY12 estimate for Tier 1 building metric.

Comparable project management costs at the City of Portland in FY12 are \$106/hr.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Contracts	\$0	\$300,000	\$0	\$965,000
Materials & Supplies	\$0	\$2,025,000	\$0	\$3,655,000
Capital Outlay	\$0	\$3,313,197	\$0	\$3,120,158
Unappropriated & Contingency	\$0	\$1,605,000	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$7,243,197</b>	<b>\$0</b>	<b>\$7,740,158</b>
<b>Program Total:</b>	<b>\$7,243,197</b>		<b>\$7,740,158</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$2,964,182	\$0	\$3,621,892
Other / Miscellaneous	\$0	\$4,279,015	\$0	\$4,118,266
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$7,243,197</b>	<b>\$0</b>	<b>\$7,740,158</b>

**Explanation of Revenues**

Capital fees collected at \$3.20 per square foot on Tier 1 owned space is estimated to be \$3,621,892 in FY 2013.

Estimated Beginning Working Capital is \$4,041,500.

Interest Earnings \$20,000.

Cash Transfer from fund 3505 (Facility Fund) \$168,404

**Significant Program Changes**

**Last year this program was:** #78009, Facilities Capital Asset Preservation (AP)

The East County Courthouse (ECC) has been added to the Tier 1 building list for this program offer.

**Lead Agency:** Department of County

**Program Contact:** Colleen Bowles

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Facilities Building Materials and Services program is responsible for procuring and administering inventory and contracted services for a portfolio of 131 buildings with over three million square feet of space serving a diverse client population. Facilities & Property Management (FPM) contracted for and purchased over \$4.5 million in materials and services in FY11.

### Program Description

This program provides the materials and services that are required to extend the resources of the in-house Operations & Maintenance (O&M) staff (PO #78003) to supply priority access to critical services and technologies that are needed part-time or intermittently. Services include, but are not limited to, the repair and maintenance of emergency generators, boilers, chillers, and plumbing. Building supplies include mechanical parts and consumables such as oil, fluids, filters and light bulbs. FPM provides professional contracting services and transactional activities required to: procure goods/services to repair and maintain buildings and building systems; reconcile and authorize payment of contractor/vendor invoices; ensure compliance with County guidelines; support the County's wide array of occupant and program delivery requirements; and maintain a prudent but adequate level of inventory.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Contract administration reporting	0	12	12	12
Outcome	Inventory system reporting accuracy	98	99	100	100

### Performance Measure - Description

\*Create contracts that are aligned, compliant and monitored with adopted policy and regulations, internal policies and administrative procedures.

\*Create an accurate and accountable inventory management system that aligns with annual spend history and reporting capability.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$0
Contracts	\$0	\$1,193,327	\$0	\$2,323,181
Materials & Supplies	\$0	\$2,565,355	\$0	\$3,875,328
Internal Services	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$650,000	\$0	\$525,000
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$4,408,682</b>	<b>\$0</b>	<b>\$6,723,509</b>
<b>Program Total:</b>	<b>\$4,408,682</b>		<b>\$6,723,509</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$1,372,328	\$0	\$3,187,429
Intergovernmental	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$2,819,181	\$0	\$3,536,080
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$4,191,509</b>	<b>\$0</b>	<b>\$6,723,509</b>

**Explanation of Revenues**

Facilities receives 79% of its revenues from Departmental Service Reimbursements. Additional 8% of revenues are from external leases or IGA (Intergovernmental Agreements). The remaining 13% of revenues are generated through service requests or enhanced services that are programmatic requirements such security or custodial services beyond basic building needs.

**Significant Program Changes**

**Last year this program was:** #78011, Facilities Building Materials and Services



**Lead Agency:** Department of County

**Program Contact:** Peggidy Yates

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:** Climate Action Plan

### Executive Summary

Facilities and Property Management (FPM) pays utilities (electric, gas, water, sewer, waste hauling) for all 131 County buildings. This program passes through these expenses to County departments as a building charge to the respective tenants. The program is continually pursuing energy and utility saving options to reduce the financial impact on programs and services.

### Program Description

FPM manages utility consumption and pays utility bills for the County. These utility expenses are then charged back to the building tenants that either occupy or lease space in County facilities. The waste/recycling disposal contract for the majority of the county is also included in this program and directly impacts Item 18-8 of the Local Government Operations section of the County's Climate Action Plan.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Reduction in net pounds of waste not diverted.	0	10	10	10
Outcome	Percentage of owned buildings that exceed the EUI benchmarks by 5%.	70.0%	90.0%	90.0%	90.0%

### Performance Measure - Description

**Waste Reduction:** "Waste" is the total pounds created and "Diverted from Waste" is the recycled component. The recycling effort is identified as compost / commingled / glass and is deducted from the total waste tonnage collected.

**EUI Compliance:** "EUI, or Energy Use Intensity, is a unit of measurement that describes a building's energy use. EUI represents the energy consumed by a building relative to established benchmarks. We have 52 facilities in the current calculations. As the American Recovery Reinvestment Act of 2009 Energy Saving Projects scheduled to be completed in 2012, the County will have 48 facilities projected to be in compliance with the benchmarked goal of 5% better than the EUI standard.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$0
Contracts	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$6,100,000	\$0	\$6,100,000
Internal Services	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$6,100,000</b>	<b>\$0</b>	<b>\$6,100,000</b>
<b>Program Total:</b>	<b>\$6,100,000</b>		<b>\$6,100,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$5,980,000	\$0	\$6,060,000
Intergovernmental	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$120,000	\$0	\$40,000
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$6,100,000</b>	<b>\$0</b>	<b>\$6,100,000</b>

**Explanation of Revenues**

County departments pay a service reimbursement to Facilities based on utility consumption in each County building.

**Significant Program Changes**

**Last year this program was:** #78012, Facilities Utilities Pass-Thru

American Recovery Reinvestment Act Project funds were used to enhance the County's Building Automation Systems in 38 buildings. One of the improvements is the capacity to measure energy consumption in 15 minute intervals in 2013. The resulting data provides an ability to obtain timely information, identify inefficiencies and adjust consumption.

**Lead Agency:** Department of County

**Program Contact:** Peggidy Yates

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Facilities Lease Management program supplements the County's owned real estate portfolio with leased space to ensure departments can deliver their programs and services effectively and efficiently. In addition, Lease Management leases excess building capacity to external clients to reduce vacancy rates in County owned facilities with the overall objective to optimize space and manage operating expenses.

### Program Description

The Lease Management program is responsible for approximately 400,000 square feet, or 14% of the County's leased properties. Team members work directly with departments to identify space criteria based upon program needs, logistics, operating efficiencies, adjacency opportunities and time lines. As a result of department requirements, lease management identifies potential County owned space and available leased space to populate a Lease Evaluation Matrix that the department and County leadership can use to evaluate the most cost effective solution.

In addition to the Lease Evaluation Matrix tool, Lease Management negotiates lease terms, obtains pertinent public permits, manages landlord disputes, and proactively coordinates lease renewals. The program also provides critical operational support including Board approvals, lease representation, documentation, administration, legal coordination and enforcement. Team members manage leases to the highest professional standards to ensure full compliance and the protection of Multnomah County's interests.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Real Estate files updated 10 days after receipt of executed documents	100	98	98	98
Outcome	Percent of leases renewed or terminated by expiration	98	98	98	98

### Performance Measure - Description

Annual lease administration enforcement is managed through the Facilities Lease Information Administration Database which manages building data, property tax exemptions, expense calculations, revenue reconciliations and lease renewal/expiration dates.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$210,573	\$0	\$218,516
Contracts	\$0	\$0	\$0	\$10,000
Materials & Supplies	\$0	\$5,062,577	\$0	\$5,336,503
Internal Services	\$0	\$2,259	\$0	\$2,676
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$5,275,409</b>	<b>\$0</b>	<b>\$5,567,695</b>
<b>Program Total:</b>	<b>\$5,275,409</b>		<b>\$5,567,695</b>	
<b>Program FTE</b>	0.00	2.00	0.00	2.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$5,275,409	\$0	\$5,567,695
Intergovernmental	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$5,275,409</b>	<b>\$0</b>	<b>\$5,567,695</b>

**Explanation of Revenues**

Lease Management is funded by service reimbursements from County departments.

**Significant Program Changes**

**Last year this program was:** #78013, Facilities Lease Management

Real estate services are becoming more self-sustaining through in-house representation in major transactions, which have generated savings of over \$350,000 in commercial real estate commissions. In 2012, anticipated lease & sales transaction volume, lease & parking administration & internal consultation will continue to result in cost savings due to in-house efforts.

**Lead Agency:** Department of County

**Program Contact:** Peggidy Yates

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Strategic Planning and Projects program of the Facilities and Property Management Division provides a critical role in the Department of County Assets for coordinating the development and implementation of the County-wide Facilities Asset Strategic Plan. The program is responsible for diverse but equally important activities including evaluating strategic portfolio opportunities, compiling and maintaining critical building information, and assessing infrastructure investment to facilitate decisions that are economically viable and reflect the County's mission, vision, and values.

### Program Description

The Facilities Strategic Planning and Projects program coordinates the development of the Facilities Asset Strategic Plan. The Plan addresses County-wide needs, reflects the strategic vision of departmental programs, focuses on the long term operating efficiency of the County and meets Board approval. Facilities Strategic Planning and Projects provides professional strategic planning services that are consistent with industry standards and support timely and informed decisions by the Board and departmental leadership. Approved large strategic projects are implemented by the Facilities Capital Improvement Program (#78006).

Facilities Strategic Planning and Projects ensures that critical facility policy and procedures are developed and implemented. These practices ensure that County priorities and consistent evaluation standards are used for strategic decision-making. This program is also responsible for space optimization and work place planning services. County facilities must be compatible with program needs, support long term operational efficiencies, and reflect the work space needs of the future. In addition, this program is responsible for the development and maintenance of accurate, complete and timely building data for 3.1 million square feet of owned and leased building space.

This program is responsible for providing support on critical County projects underway, including disposition of the Morrison Bridgehead, relocation of the Health Department headquarters, disposition of the Wikman Building, and planning for a downtown Courthouse.

Finally, this program focuses on monitoring, evaluating, and identifying efficiency and waste management opportunities to reduce the impact of utility costs on overall County operations. This includes coordination between Facilities Operations and Maintenance, Property Managers, and the Sustainability Office.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	PULSE Database with costs for buildings systems in County owned Buildings	0	0	0	90
Outcome	Current life-cycle analysis and capital costs for each County facility & system.	0	0	0	90
Outcome	Implementation of Facilities Asset Strategic Planning Tool	0	0	0	1

### Performance Measure - Description

The PULSE database tracks and evaluates the current state of select site and building systems, and determines system replacement costs based on their current state. PULSE provides a budgeting tool that assesses and plans for system replacements for current and future years (a systems lifecycle costing model).

Additionally, the PULSE database is the system of record for key building systems and provides the opportunity to routinely verify data consistency across the division (SAP Plant Maintenance module, AutoCAD, Siemens Building Automation Systems).

As a result of Countywide Departmental stakeholder collaborations a planning tool will be developed to help inform facility decisions that meet County priorities.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$941,705	\$0	\$1,033,674
Contracts	\$0	\$57,250	\$0	\$57,250
Materials & Supplies	\$0	\$27,489	\$0	\$64,119
Internal Services	\$0	\$9,953	\$0	\$7,353
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$1,036,397</b>	<b>\$0</b>	<b>\$1,162,396</b>
<b>Program Total:</b>	<b>\$1,036,397</b>		<b>\$1,162,396</b>	
Program FTE	0.00	0.00	0.00	8.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$0	\$0
Fees, Permits & Charges	\$0	\$483,377	\$0	\$1,059,119
Intergovernmental	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$435,687	\$0	\$103,277
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$919,064</b>	<b>\$0</b>	<b>\$1,162,396</b>

**Explanation of Revenues**

Facilities receives 79% of its revenues from Departmental Service Reimbursements. Additional 8% of revenues are from external leases or IGA (Intergovernmental Agreements).

**Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #78007, Facilities Capital Operating Costs

This program was established in August 2011 by combining the Strategic Project section of the Capital Improvement Program with the Building Data Management(BDMC)group in the Business Services section. Additionally BDMC assumed architectural and engineering contract administration and the PULSE database.

This program is converting the Facilities Asset Management Evaluation (FAME) data base to Planned Useful Life: System Evaluation (PULSE) data base to more effectively manage critical building data to identify capital, operations, and warranty information. The data management team maintains accurate and detailed building data and Computer Aided Drafting/Design (CAD) support of all County buildings, and develops cost-effective plans for managing Facilities technology and data.

**Lead Agency:** Department of County

**Program Contact:** Michele Gardner

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:** Climate Action Plan

### Executive Summary

Fleet Services provides vehicle and equipment purchasing and maintenance services, offering transportation and related support services that are responsive to the needs of the County organization and other government agency customers.

### Program Description

The County owns and operates over 700 units of vehicles, equipment, and other related rolling stock and supports over 500 units from other government agencies. Daily (M-F) operations are provided at three maintenance sites. Fleet Services focuses on collaborative relationships with other work functions of the County, such as Sheriff's Office Equipment Unit, Facilities Management, and Road Operations, to ensure coordinated service delivery with minimal customer business interruptions. Services and customer support provided by Fleet include:

- policy and operational procedure development, implementation;
- inventory management; regulatory compliance; customer consultation and advice;
- preventive maintenance; emission inspections; towing;
- coordinated vendor repairs; equipment fabrication and modification specialty work;
- scheduled, unscheduled and emergency in-shop and field repairs;
- warranty and recall management and support; failure analysis;
- fuel management(onsite/offsite); tire repair/replacement(onsite/offsite); cleaning;
- driver safety, risk and liability management; accident claims management.

4 Electric Vehicles were in-serviced in FY12

These efforts contribute to the Climate Action Plan carbon emissions reduction activities related to local government operations, item numbers: 18-6 fuel efficiency standards, 18-7 electric and plug-in hybrid vehicles, 18-8 reduce waste.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Revenue from outside agencies	587,212	639,798	523,892	571,115
Outcome	% of outside revenue to overall revenue	12.0%	17.6%	15.9%	14.2%
Quality	Customer satisfaction	99.9%	99.0%	100.0%	100.0%

### Performance Measure - Description

Revenue from outside agencies helps reduce overhead costs. These revenues are driven by customer work and project plans as such, FREDs experiences variability much like any private business.

Customer satisfaction is a measure as reported on our customer cards on individual jobs with good to excellent ratings (reporting range: 1) poor, 2) fair, 3) good, 4) excellent).

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$1,240,312	\$0	\$1,395,626
Contracts	\$0	\$19,848	\$0	\$27,250
Materials & Supplies	\$0	\$2,603,353	\$0	\$2,425,256
Internal Services	\$0	\$721,777	\$0	\$870,541
Unappropriated & Contingency	\$0	\$178,565	\$0	\$237,586
Total GF/non-GF:	<b>\$0</b>	<b>\$4,763,855</b>	<b>\$0</b>	<b>\$4,956,259</b>
Program Total:	<b>\$4,763,855</b>		<b>\$4,956,259</b>	
Program FTE	0.00	12.90	0.00	15.60
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$2,917,861	\$0	\$3,382,607
Intergovernmental	\$0	\$639,798	\$0	\$571,115
Other / Miscellaneous	\$0	\$302,315	\$0	\$781,009
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$3,859,974</b>	<b>\$0</b>	<b>\$4,734,731</b>

**Explanation of Revenues**

The program is funded by service charges through the Fleet Fund. Internal service reimbursements estimates are based on historical data, current service levels, and FY12 charge rates. Outside agency revenue is based on providing current service levels at FY12 charge rates. The FY13 budget has been developed based on current service levels.

**Significant Program Changes****Last year this program was:**

County Fleet executed an intergovernmental agreement with the State of Oregon to provide maintenance and repairs for a number of State agency vehicles in the Portland Metro area. The anticipated CYE revenue is at 93% of FY12 budgeted projection.

As a result of the Multnomah Evolves business practices initiative, the County is exploring options for re-engineering how Fleet services will be performed and delivered in the County.

Fleet will add two (2) Inventory Stores Specialist I positions transferred from the defunct Materiel Management program and share costs (60%) for one (1) Procurement Analyst Sr. position with the Department of Community Services for warehouse and inventory support.



**Lead Agency:** Department of County

**Program Contact:** Michele Gardner

**Program Offer Type:** Internal Service

**Related Programs:** 78016

**Program Characteristics:** Climate Action Plan

### Executive Summary

Vehicle Replacement Planning is provided as an interdependent function within Fleet Services (78016). The key objective is to collect revenue for the future purchase and equipping of vehicle assets (capital expenditures) to maximize investment return while keeping customers supplied with appropriate transportation options.

### Program Description

Fleet Services collects and manages the funding for future replacement of vehicles and equipment. Fleet Services will specify, bid, award, receive, inspect, prepare for service and assign replacement vehicles. Fleet Services also administers the re-sale program (surplus disposal) for County vehicles. Vehicles are placed on an established life-cycle replacement schedule and replacement funds are collected from programs that have assigned vehicles. The collected funds are used to buy new vehicles after the predetermined years of life are met. The process to acquire and replace a current vehicle involves assessing the following elements: vehicle utilization (miles driven/time of operation); department/program needs; current working condition of vehicle; vehicle downtime and predicted future repair costs; safety; and sustainability.

These efforts contribute to the Climate Action Plan carbon reduction activities related to local government operations, item numbers: 18-6 fuel efficiency standards, 18-7 electric and plug-in hybrid vehicles

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	% of vehicles that are on delayed replacement	83.0%	73.0%	65.0%	50.0%
Outcome	Surplus gross sales revenue as % of purchase price	9.7%	10.0%	13.0%	10.0%

### Performance Measure - Description

A significantly high number of vehicles remain on delayed replacement. Fleet continues to monitor responsible replacement strategies on an individual program basis.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Capital Outlay	\$0	\$3,886,049	\$0	\$4,106,239
Total GF/non-GF:	<b>\$0</b>	<b>\$3,886,049</b>	<b>\$0</b>	<b>\$4,106,239</b>
Program Total:	<b>\$3,886,049</b>		<b>\$4,106,239</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$1,312,190	\$0	\$1,404,393
Other / Miscellaneous	\$0	\$3,247,444	\$0	\$2,634,370
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$4,559,634</b>	<b>\$0</b>	<b>\$4,038,763</b>

**Explanation of Revenues**

Vehicles are placed on an established life-cycle replacement schedule and replacement funds are collected on a monthly basis from programs with assigned vehicles. If a vehicle is not replaced after its predetermined replacement life is reached, replacement charges are stopped.

Proceeds from vehicle sales are returned to the Fleet fund.

**Significant Program Changes****Last year this program was:**

Fleet will revisit the delay strategies and establish new replacement guidelines that will promote more efficient and sustainable vehicle purchasing and disposal methods. The intent is to reduce the percentage of vehicle on continued delayed replacement.

**Lead Agency:** Department of County

**Program Contact:** Dwight Wallis

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:** Climate Action Plan

### Executive Summary

Records Management supports County agencies and the public by maintaining public records in accordance with operational, legal, fiscal, public access and historic preservation needs.

### Program Description

The program supports cost reduction and compliance with public records regulations by developing and implementing policies for the orderly maintenance and disposition of county records generated by all departments. Addressing a wide variety of formats, the program maintains over 112 million documents in a centralized Records Center, including the County's historic archives dating back to 1855. Storage of these records reduced the need for office space storage by over 50,000 square feet in FY11. The program also recycles large volumes of public records (68 tons in FY11) in a sustainable manner that ensures confidentiality.

The program provides consultation in the establishment and organization of electronic records keeping; enterprise document conversion; retention scheduling; archival research, access and preservation; essential records protection, and records management best practices. Archival research activities increased by 22% in FY11, and are expected to continue to grow as the program implements Archon, a web-based archival research tool and content management system. The program is providing electronic records management training courses aimed at helping employees manage common e-records created and managed on their desktops or shared drives. Additionally, program staff are helping the DCA Hub organize active electronic records. The Records Management Program manages a wide variety of technologies, from continuing to refine a growing digital repository to managing microfilm. The program recently completing an extended project to preserve the Recording Office's Book of Records microfilm dating back to 1962, shipping 4,763 rolls of security microfilm to the State Archives in 2011 for secure storage. The program has also begun working with the Office of Emergency Management to address essential records protection throughout the county, utilizing FEMA based standards.

These efforts contribute to the Climate Action Plan activities related to local government operations, item number 18-8, due to the large amount of paper recycling the program does each year, and due to its ongoing consultation with Departments on ways to increase their use of reliable, compliant, and trusted electronic records systems.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Retrievals, Refiles and Interfiles (Record Actions) Performed	16,458	13,500	14,000	14,000
Outcome	% of Current Retention Schedules (Updated within the last 5 years)	84.0%	85.0%	87.5%	87.5%
Output	Boxes/Digital Objects, Microfilm Rolls, Maps and Plans Maintained in Storage	94,091	93,000	91,000	91,000
Quality	% of Records Retrievals Delivered to Customers Within 1 Business Day	97.0%	98.0%	99.0%	98.0%

### Performance Measure - Description

**Legal/Contractual Obligation**

ORS 192 and OAR 166 outline public records mandates for the Records Officer, microfilm, imaging, storage, retention and access. Executive Rule 301 assigns the retention schedule function to the Records Management program.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$406,945	\$0	\$364,905
Contracts	\$0	\$22,500	\$0	\$32,000
Materials & Supplies	\$0	\$31,977	\$0	\$31,536
Internal Services	\$0	\$393,880	\$0	\$455,878
Unappropriated & Contingency	\$0	\$45,016	\$0	\$44,216
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$900,318</b>	<b>\$0</b>	<b>\$928,535</b>
<b>Program Total:</b>	<b>\$900,318</b>		<b>\$928,535</b>	
<b>Program FTE</b>	0.00	3.40	0.00	4.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$715,817	\$0	\$840,818
Other / Miscellaneous	\$0	\$184,501	\$0	\$87,717
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$900,318</b>	<b>\$0</b>	<b>\$928,535</b>

**Explanation of Revenues**

Records Management is funded by an allocation system through the Distribution Fund. Total program costs are allocated based on each Department's share of the number of boxes stored, boxes brought into the Records Center (accessioned), and record actions performed in FY11.

**Significant Program Changes**

✔ **Significantly Changed**

**Last year this program was:**

To address span of control issues, and, at the same time continue to transition the program to an electronic records environment, 40% of the Records Administrator is assigned to managing Distribution Services. This, and the conversion of the program's dedicated STAR server to a virtual server allows for the conversion of the program's Electronic Records Management Analyst to a permanent position with minimal impact on program rates.

**Lead Agency:** Department of County

**Program Contact:** Dwight Wallis

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:** Climate Action Plan

### Executive Summary

Distribution Services provides county agencies pickup and delivery of mail and supplies, processing and metering of U.S. Mail, U.S. Mail training and consultation, and management of mail services contracts. Distribution Services mission is to guarantee County programs have what they need, when they need it, and where they need it.

### Program Description

Distribution Services effectively manages County resources and minimizes service delivery costs by:

1. Centrally coordinating a complex and multifaceted system of distribution logistics across 95 County locations. Distribution Services moves a wide variety of items every day, via fixed routes and/or on-demand, including U.S. Mail, Health Department patient care items, County records, interoffice mail, recyclables, and operational equipment and supplies. In addition, Distribution Services seamlessly coordinates with other governments throughout the Portland metropolitan region and the Willamette Valley to send and deliver interoffice mail in a manner that saves on postage and enhances intergovernmental communication and workflow.
2. Managing a multi-jurisdictional contract for presort services that reduces postage costs for all partners on presorted mail by pooling demand. These savings are further enhanced by centralized metering of U.S. Mail, ensuring accuracy, timeliness of delivery, lower cost single-point pickup for mail services partners, and the reduction of county-wide meter maintenance costs. Distribution Services also maintains county-wide mail services contracts (for example, in folding/insertion, addressing and metering) that lower departmental costs for vote-by-mail, tax mailings, and other projects.
3. Partnering with the USPS to ensure accurate and up to date information on mailing standards in an increasingly complex and changing environment. Distribution Services shares that expertise by providing clear instruction and training to County employees on existing and proposed USPS standards, ensuring efficient mailings that maximize available savings.
4. Serving a vital role in emergency preparedness for Multnomah County. Distribution Services is a component of the Receipt, Stage and Storage Center, and functions as a high-security, central contact point for receipt and distribution of supplies and equipment for Multnomah County in the event of an emergency.

These efforts contribute to the Climate Action Plan activities related to local government operations, item number 18-8.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of pieces of mail processed.	943,320	900,000	920,849	921,000
Outcome	Presort discount over full postage costs.	24.0%	24.0%	33.0%	33.0%
Quality	US Mail delivered to USPS same day as pickup.	100.0%	100.0%	100.0%	100.0%
Input	Number of mail stops receiving delivery services.	131	130	129	116

### Performance Measure - Description

Number of mail stops based on estimated 10% reduction of stops due to route optimization resulting from closure of Central Stores warehouse.

**Legal/Contractual Obligation**

Receipt, Stage and Storage Center (also known as RSS) role in support of County Emergency Management and County Health Department during emergency response operations.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$516,470	\$0	\$468,737
Contracts	\$0	\$43,584	\$0	\$36,500
Materials & Supplies	\$0	\$1,065,510	\$0	\$1,088,149
Internal Services	\$0	\$146,698	\$0	\$160,867
Unappropriated & Contingency	\$0	\$92,491	\$0	\$87,308
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$1,864,753</b>	<b>\$0</b>	<b>\$1,841,561</b>
<b>Program Total:</b>	<b>\$1,864,753</b>		<b>\$1,841,561</b>	
<b>Program FTE</b>	0.00	7.40	0.00	6.40
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$1,421,497	\$0	\$1,370,516
Intergovernmental	\$0	\$73,118	\$0	\$79,726
Other / Miscellaneous	\$0	\$370,139	\$0	\$391,319
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$1,864,754</b>	<b>\$0</b>	<b>\$1,841,561</b>

**Explanation of Revenues**

Distribution Services is funded by a charge system through the Distribution Fund. Service reimbursements are based on delivery stops, US Mail sent, and special services requested. Data used for the estimates are based on historical data and current service levels.

**Significant Program Changes**

✔ **Significantly Changed**

**Last year this program was:**

A reduction of 1 FTE Driver position is related to route optimization and other changes occurring due to the closure of the Central Stores warehouse.

**Lead Agency:** Department of County

**Program Contact:** Michele Gardner

**Program Offer Type:** Internal Service

**Related Programs:** 78016

**Program Characteristics:** Climate Action Plan

### Executive Summary

The Motor Pool program provides shared vehicles for single trip or short-term use available to employees of all County departments. Motor Pool operating costs are recouped by maintaining a competitive user rate. The program meets customer expectations by monitoring daily usage and vehicle availability while also offering sustainable transportation options such as hybrid and electric vehicles which align with Multnomah County's Climate Action Plan.

### Program Description

There are four Motor Pool sites located around the County to help programs manage their short-term business transportation needs. A variety of vehicle types are available for use: sedans, light trucks, passenger and cargo vans, and specialty equipment. In its entirety, this program may be the largest car sharing program in the state. The program operates through a reservation and per-hour charge back system. The purpose of the centrally managed Motor Pools is to eliminate underutilization of assigned vehicles and reduce private mileage reimbursement costs, thereby supporting departmental travel needs with ease of use and almost zero administrative effort. The downtown site also operates as a public parking lot and provides parking at market rate for County-owned and employee privately-owned vehicles, including car pool spaces.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of motor pool trips provided	14,656	14,500	14,750	14,750
Outcome	Vehicle availability at Downtown and Multnomah Bldg pools	99.5%	99.0%	99.9%	99.0%

### Performance Measure - Description

Motor pool trips is a measure of customers' business transportation needs. Vehicle availability is a measure of ability to supply vehicles for those needs. The two measures determine the optimal size of the motor pool.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$180,205	\$0	\$170,861
Contracts	\$0	\$55,475	\$0	\$3,000
Materials & Supplies	\$0	\$214,967	\$0	\$10,560
Internal Services	\$0	\$24,699	\$0	\$29,728
Unappropriated & Contingency	\$0	\$16,214	\$0	\$10,707
Total GF/non-GF:	<b>\$0</b>	<b>\$491,560</b>	<b>\$0</b>	<b>\$224,856</b>
Program Total:	<b>\$491,560</b>		<b>\$224,856</b>	
Program FTE	0.00	2.41	0.00	2.30
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$576,457	\$0	\$423,536
Intergovernmental	\$0	\$7,960	\$0	\$7,710
Other / Miscellaneous	\$0	\$41,455	\$0	\$65,355
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$625,872</b>	<b>\$0</b>	<b>\$496,601</b>

**Explanation of Revenues**

The program is funded by service charges through the Fleet Fund. Internal service reimbursement estimates are based on historical data, current service levels, and FY12 charge rates. Outside agency revenue is based on providing current service levels at FY12 charge rates.

**Significant Program Changes**

**Last year this program was:** #78022, FRED'S Motor Pool

Until recently the Motor Pool offered only hybrid vehicles as the sustainable motor pool option. The Motor Pool fleet now has several electric vehicles supported by charging sites at four County sites. This new option clearly meets the County's Climate Action Plan objectives and sets a new standard for sustainable transportation.



**Lead Agency:** Department of County

**Program Contact:** Michele Gardner

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Electronic Services installs and maintains a wide array of electronic equipment for County programs and other local governments. These services are provided for jail security systems, access control systems, two-way radio communication systems, and closed circuit television security systems, as well as maintenance and repair of associated radio, audio/video, digital, and specialized emergency equipment.

### Program Description

The program maintains approximately 7000 pieces of equipment for County programs and other agencies. Electronic Services effectively manages resources and service delivery costs by:

- Diagnosing and repairing equipment at the component level. This permits staff to use the same set of technical skills across a wide variety of highly specialized electronic equipment types thus reducing the number of technical specialists required.
- Focusing on the benefits of government partnerships and sharing technical expertise and equipment rather than duplicating them. Electronic Services provides the community with cost-effective, quality service. As a result, County fixed costs are shared by other organizations. In FY11, revenue from other governments was \$244,449 or 25% of Electronic Services' service revenue.
- Operating with a comparatively high number of billable hours and relatively low overhead to maintain a shop rate that is about 90% of the local market.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Work orders completed	805	1,050	844	850
Outcome	Response time for facility related service calls (in number of <hours)	0	0	0	2

### Performance Measure - Description

✓ **Measure Changed**

In order to reduce time spent on administration the program changed its work order process. Jobs are streamlined, one event per workorder to enable timely billings for customers. The "Work Orders Completed" measure remains relevant at least for the current year.

Response time for facility service calls, which includes the high-demand of detention electronics in the jails and at Juvenile Justice Center, as well as for the City of Portland will be measured in FYE13. The response time to attend to the issue should be within 2 hours or less. Some issues can be resolved by phone, others will require a physical presence at the site.

The previous radio network availability, turn around time, and customer satisfaction measures are not currently tracked and have been dropped for the current year.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$752,230	\$0	\$759,993
Contracts	\$0	\$7,250	\$0	\$7,500
Materials & Supplies	\$0	\$265,669	\$0	\$277,723
Internal Services	\$0	\$55,110	\$0	\$94,841
Capital Outlay	\$0	\$0	\$0	\$5,000
Unappropriated & Contingency	\$0	\$57,053	\$0	\$224,771
Total GF/non-GF:	<b>\$0</b>	<b>\$1,137,312</b>	<b>\$0</b>	<b>\$1,369,828</b>
Program Total:	<b>\$1,137,312</b>		<b>\$1,369,828</b>	
Program FTE	0.00	6.10	0.00	6.10
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$790,697	\$0	\$859,058
Intergovernmental	\$0	\$212,314	\$0	\$225,306
Other / Miscellaneous	\$0	\$633,822	\$0	\$302,723
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$1,636,833</b>	<b>\$0</b>	<b>\$1,387,087</b>

**Explanation of Revenues**

The program is funded by service charges through the Fleet Fund. Internal service reimbursements estimates are based on historical data, current service levels, and FY12 charge rates(see program changes below for exceptions). Internal revenues are stated in the internal service revenue budget line. Outside agency revenue, stated in the charges for services line, is based on providing current service levels at FY12 charge rates, plus additional revenue for anticipated projects.

**Significant Program Changes****Last year this program was:**

Changes have been made to the rate structure in how we charge for MCSO detention electronic maintenance. We will move from a flat-rate annual fee structure to a time and material charge rate structure.

**Lead Agency:** Department of County

**Program Contact:** Garret Vanderzanden

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:** One-Time-Only Request

### Executive Summary

This one-time program completes the close-out of the County's Central Stores operation, which will be replaced by Countywide Strategic Sourcing in FY 2013. One-time funding for remaining expenses is provided by beginning working capital attributable to past Central Stores activities.

Closing Central Stores and implementing Strategic Sourcing is a major project in the Chair's Multnomah Evolves Initiative.

### Program Description

Close-out activities include returning the leased warehouse space to the lessor in its original condition, selling remaining inventory, and moving any remaining equipment and supplies to other County locations. Exiting the leased warehouse will require the mail sorting equipment and the mail distribution function to be moved to another County location, and remaining racks and other warehouse equipment will need to be sold.

The majority of these tasks are expected to be finished by the end of June, 2012. This program offer will allow the project to be completed in FY 2013, if the timeline is extended into the summer.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output		0	0	0	0
Outcome		0	0	0	0

### Performance Measure - Description

### Legal/Contractual Obligation

The lease termination agreement stipulates that we vacate and return the warehouse to its original condition by no later than August 1, 2012.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$131,652
Internal Services	\$0	\$0	\$0	\$492,356
Cash Transfer	\$0	\$0	\$0	\$316,035
Unappropriated & Contingency	\$0	\$0	\$0	\$57,495
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$997,538</b>
Program Total:	<b>\$0</b>		<b>\$997,538</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$0	\$0	\$997,538
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$997,538</b>

### Explanation of Revenues

The revenue supporting this one-time program is beginning working capital from the Mail Distribution Fund where the Central Stores program operated. Any remaining balance will be returned to the General Fund for FY 2014.

### Significant Program Changes

#### Last year this program was:

This is a new, one-time program for FY 2013.

**Lead Agency:** Department of County

**Program Contact:** Tracey Massey

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The IT Innovation and Investment offer provides funding and governance for the one-time-only portion of IT capital projects greater than \$75,000. These dollars are available to all departments, MCDA, & MCSO via an application & evaluation process that defines the criteria and governance for selecting and monitoring cross-departmental technology capital investment projects. The process is designed to ensure the County measures and receives value from these investments. Requests are accompanied by scope documents and total cost of ownership model, with an analysis of one-time-only and ongoing operational funding impacts. Once approved, project sponsors must commit to measures, which are monitored to analyze and report on the value proposition.

The executive budget adds three projects that had been proposed in FY 2012 and had remained in the General Fund contingency: SAP enhancements (\$400,000); Employee Benefits Self-Service (\$600,000); and Asset Portfolio Management/Property Portfolio Management (\$500,000). These are County-wide projects to increase operational efficiencies specifically for contracts management, employee benefits administration, and asset management.

### Program Description

The IT Advisory Board oversees the county's cross-departmental capital investments in technology. The program includes carryover dollars for 8 in-process projects supporting DCHS, DCJ, DCM/HR, LPSCC, DCM/BO, MCL & MCHD including a county-wide Budget System. Many projects will implement in FY12, with finalization in FY13. Completed projects in FY12:

- Land Use Planning (External Site)
- Data Center & Disaster Recovery
- MCDA Content & Document Mgt.
- DCHS Mental Health Client Case Mgt.
- DSS-J Technology Upgrade
- Projects in process:
- County-wide Budget System
- DCJ Content Mgt.
- Corrections Health EMR
- Employee Self Serve Benefits Eval.
- MCL Logistics Service Coordination
- Potential high priority projects for FY13:
- County-wide Asset Management
- Pre-screening for Juvenile Crime Prev.
- Mental Health Booking Alerts
- Health Care Transformation/Data Exchange
- Public Safety Data Exchange

To begin in FY 2013 are the three projects added in the Chair's executive budget: SAP enhancements, Employee Benefits Self-Service, and Asset Portfolio/Property Portfolio Management.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of projects monitored per monitoring proces	100.0%	100.0%	100.0%	100.0%
Outcome	Increase in value derived from IT capital project	0.0%	80.0%	0.0%	80.0%

### Performance Measure - Description

Output - 100% of the funded projects will be monitored by ITAB per the established monitoring rules.  
Outcome - Increase in IT capital projects completing and meeting agreed upon outcomes.

## Legal/Contractual Obligation

Projects recommended for funding by the ITAB are approved by the Board of County Commissioners prior to implementation.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$277,060
Contracts	\$0	\$6,416,618	\$0	\$3,727,885
Materials & Supplies	\$0	\$555,427	\$0	\$999,978
Internal Services	\$0	\$0	\$0	\$49,850
Capital Outlay	\$0	\$466,707	\$0	\$1,610,784
Cash Transfer	\$0	\$0	\$0	\$60,000
Total GF/non-GF:	<b>\$0</b>	<b>\$7,438,752</b>	<b>\$0</b>	<b>\$6,725,557</b>
Program Total:	<b>\$7,438,752</b>		<b>\$6,725,557</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$7,438,752	\$0	\$6,725,557
Total Revenue:	<b>\$0</b>	<b>\$7,438,752</b>	<b>\$0</b>	<b>\$6,725,557</b>

## Explanation of Revenues

Funding for existing projects in this program offer is from IT Fund beginning working capital and from one-time transfers from the General Fund.

The new projects for FY 2013 will be funded by a one-time transfer from the General Fund.

## Significant Program Changes

✓ Significantly Changed

**Last year this program was:** #78024A, IT Innovation and Investment Fund

In FY12, the BCC approved \$1.5 M in contingency for the three projects noted above, which are currently the highest priority projects for the IT Division. It may prove to be the case that technology needs for implementing health care transformation are a higher priority county-wide, but given the yet undefined interoperability requirements for Healthcare Transformation, this is considered the highest priority for these dollars.

**Lead Agency:** Department of County

**Program Contact:** Gary Wohlers

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This program offer funds the next phases of two long-over-due strategic IT projects approved by the Board of County Commissioners. They modernize the County's technology infrastructure and fundamentally change the way IT operates. The two projects are a new data center with disaster recovery (DCDR), and network convergence.

The Data Center and Disaster Recovery project will move and split the data center from its current single location to a two-site model and add disaster recovery capabilities for the highest priority systems. This project resolves the current facility's short and long-term risks associated with age, design and capacity. The network convergence project will upgrade the County's network so that it can support both voice and data. It will replace the aging, end-of-life phone systems and expand capabilities for County communications.

### Program Description

The new County-owned data center, located in the basement of the new East County Courthouse will be commissioned in the April 2012 with the move completed by June 2012. The second data center site is a leased co-location in Hillsboro. This two-site strategy provides a variable cost structure so that services can expand or contract based on changing County needs. The County will be positioned to meet its needs nimbly in response to the rapid evolution of IT technology. Disaster recovery capabilities that do not currently exist will be added. Progress includes the test and development systems successfully migrated to the co-location site in 1/2012.

The network convergence project will significantly enhance the County's network so that it can support data and voice services, and replace the legacy phone systems. It will reduce risks associated with the current phone system vendor. It will provide increased functionality, mobility and reduce operational costs by dramatically cutting cost when employees move from one location to another e.g. there will no longer be a need for wiring to move an employee (An employee can just login to a phone at a new location).

In preparation for these projects, the IT division and County departments are cleaning up and disposing of unnecessary data, systems, servers, and equipment to shrink the data center foot print. They are eliminating unnecessary and out-dated data and technologies and consolidating the data center servers utilizing new "virtualization technology" to reduce the floor space required to house the servers and save on maintenance and energy costs. At the start of the virtualization project, we had 154 physical servers. We are projecting to be at 68 by the time we move into the East County Courthouse, a reduction of 86 physical servers.

Both projects will result in operational efficiency for IT and our customers. Additional funding from IT beginning working capital is included in program offer 78023 to internally fund additions based on requirements, strategies, technology and locations.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Quarterly Milestone Reviews for each project	8	8	4	4
Outcome	Percent of deliverables for each milestone met at the end of quarterly milestone	80.0%	80.0%	80.0%	80.0%

### Performance Measure - Description

Output - quarterly milestones will be established and results measured for each project.

Outcome - percent of quarterly milestones met.

(These projects will span multiple budget years.)

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$0
Contracts	\$0	\$2,089,086	\$0	\$150,000
Materials & Supplies	\$0	\$0	\$0	\$50,000
Internal Services	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$2,144,267	\$0	\$1,224,943
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$4,233,353</b>	<b>\$0</b>	<b>\$1,424,943</b>
<b>Program Total:</b>	<b>\$4,233,353</b>		<b>\$1,424,943</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$4,233,353	\$0	\$1,424,943
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$4,233,353</b>	<b>\$0</b>	<b>\$1,424,943</b>

## Explanation of Revenues

## Significant Program Changes

**Last year this program was:**

78025 - IT Strategic Modernization Projects.



**Lead Agency:** Department of County

**Program Contact:** Tracey Massey

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The IT Planning, Projects, and Portfolio Management offer focuses on the processes, procedures, and tools necessary to support the successful management of strategic IT projects. The program also includes oversight of the IT Advisory Board and Bond funded projects, as well as ensuring project management standards and processes are in place across the Department of County Assets. In addition, the program provides contract and relationship management for strategic intergovernmental agreements for the Department of County Assets.

### Program Description

The program includes the staff responsible for developing and implementing industry standards for managing IT projects, especially high-risk capital projects. Skilled project managers provide the hands-on expertise needed to successfully manage risk and complete these projects. This program coordinates and manages the quarterly strategic planning and review process. The quarterly planning process ensures that the right resources are focused on the strategic IT projects within the County. The output from these meetings is shared with departmental leaders countywide. The program also includes contract/vendor/partner management for outsourcing and/or intergovernmental agreements.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Increased percentage of planned work	61.3%	60.0%	65.0%	70.0%
Outcome	Strategic reports are regularly shared with leaders to improve transparency	0	0	2	4

### Performance Measure - Description

✓ **Measure Changed**

**Output measure** - This measure is designed to ensure that project management staff are working on planned project work rather than administrative support. Planned project work is the primary focus of this program offer.

**Outcome measure** - This measure is designed to ensure that information and data concerning strategic IT projects are consistently shared with County leadership. This measure helps provide transparency to the work of County IT.

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$1,640,316	\$0	\$2,014,398
Contracts	\$0	\$70,000	\$0	\$94,100
Materials & Supplies	\$0	\$34,200	\$0	\$179,419
Internal Services	\$0	\$3,700	\$0	\$250
Capital Outlay	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$1,748,216</b>	<b>\$0</b>	<b>\$2,288,167</b>
<b>Program Total:</b>	<b>\$1,748,216</b>		<b>\$2,288,167</b>	
Program FTE	0.00	22.00	0.00	11.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$1,043,130	\$0	\$2,156,421
Other / Miscellaneous	\$0	\$705,086	\$0	\$131,746
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$1,748,216</b>	<b>\$0</b>	<b>\$2,288,167</b>

## Explanation of Revenues

## Significant Program Changes

**Last year this program was:**

78026 - IT Planning, Projects & Portfolio Management

**Lead Agency:** Department of County

**Program Contact:** Dan Gorton

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Data Center Operations and Technical Services provide the hardware, software installation, maintenance, troubleshooting, and the technical and operational support for all County computing systems. These systems provide critical services to citizens and must be maintained in a highly available, secure and recoverable environment. This program includes 24x7x365 operation of the data centers with Operations and Technical Service staff supporting restoration of services during service disruptions 24x7. These teams provide reliable, responsive, and secure systems, ensuring maximum server uptime in support of maximum application availability in an efficient and cost effective manner.

### Program Description

Data Center Operations and Technical Services provide hardware and software management, server system maintenance, software upgrades, problem resolution, server and storage management, asset tracking and after-hours support for all County business systems running in the data center(s). This program also provides vendor management for data center hardware and software systems. Included in this service are the Technical Services staff who provide software and hardware architecture design, planning, acquisition, installation and capacity planning for computer room hardware. Additional services provided by this program are data backup and restoration services, storage management, emergency response and physical data center security. The current data center is located on 47th and East Burnside. It will be replaced by the new data center located in the new East County Courts facility. The new DC is expected to be operational in June of 2012. A secondary data center located in a leased facility in Hillsboro provides the capability for server and storage expansion or reduction, and disaster recovery.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Recovery data available off site and refreshed at least once every 24 hours.	99.0%	99.0%	99.0%	99.0%
Outcome	Production system scheduled availability for hardware and operating systems	99.0%	98.0%	99.0%	99.0%

### Performance Measure - Description

Output measure - ensures that backup data is available on tape or offsite disk in the event of equipment failure or service disruption.

Outcome measure - measures the availability of production systems. The goal is to minimum disruption in business processes and services due to system outages.

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$0	\$2,771,855	\$0	\$2,714,988
Contracts	\$0	\$17,500	\$0	\$38,000
Materials & Supplies	\$0	\$1,054,574	\$0	\$1,028,142
Internal Services	\$0	\$17,707	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$0	\$3,861,636	\$0	\$3,781,130
Program Total:	\$3,861,636		\$3,781,130	
Program FTE	0.00	20.25	0.00	19.25
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$3,848,094	\$0	\$3,747,304
Other / Miscellaneous	\$0	\$13,542	\$0	\$33,826
Total Revenue:	\$0	\$3,861,636	\$0	\$3,781,130

## Explanation of Revenues

## Significant Program Changes

Last year this program was:  
#78027 - IT Data Center.

**Lead Agency:** Department of County

**Program Contact:** Dan Gorton

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Help Desk program offer provides a single point of contact for computer system troubleshooting, information, and technical assistance. It supports County staff in furthering their goals to serve the citizens of Multnomah County. Friendly and professional staff provide support, track service requests, answer questions, offer informal instruction, and resolve problems or escalate them to other IT teams.

### Program Description

Help Desk Services provides support and proactive diagnosis of computer equipment and software issues for over 4,500 employees and business partners. By focusing on first call resolution of problems, such as inability to access documents, working with Word documents, spreadsheets, and other desktop applications, the Help Desk is able to minimize escalations to other IT teams and resolve customer problems as quickly as possible. Services are provided 24x7, 365 days a year to ensure that customer needs are addressed in a timely manner. County employees can focus on their mission to serve the public. In addition to resolving specific issues with desktop applications and vendor provided applications, the Help Desk also provides ad hoc training for software and hardware use, in order to minimize future problems that hinder employees' ability to work effectively. Help Desk staff provides support and help for internal IT functions such as the Applications, Desktop, Data Center, and Administration groups. The Helpdesk averages 3,200 incident tickets per month. Of those incidents, an average of 2,500 (68%) are resolved at the Helpdesk. The other 22%, that are not able to be resolved at the helpdesk, are escalated to Level 3 for resolution.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of customer tickets created	25,927	44,447	37,076	38,000
Outcome	Abandonment rate	5.0%	5.0%	5.0%	5.0%
Outcome	Calls resolved at the Helpdesk	68.0%	69.0%	69.0%	70.0%

### Performance Measure - Description

These measures are industry standards for Help Desk organizations. An analysis is done on data used to track the measures to determine ways to improve service and reduce downtime.

Output Measure - Number of help desk tickets created based on calls from customers.

Outcome Measure - Abandonment rate -An abandoned call is when a customer calls the Helpdesk but then hangs up, typically due to extended hold times while waiting to talk to an agent. Caller abandonment rate will be less than or equal to 5%.

Outcome Measure - Calls Resolved at the Help Desk - 70% or more of the tickets entered by Help Desk staff into the call tracking database will be resolved by a Helpdesk agent without requiring escalation to other IT staff.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$0	\$955,054	\$0	\$937,625
Contracts	\$0	\$0	\$0	\$90,000
Materials & Supplies	\$0	\$5,714	\$0	\$155,085
Internal Services	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$0	\$960,768	\$0	\$1,182,710
Program Total:	\$960,768		\$1,182,710	
Program FTE	0.00	8.90	0.00	7.90
Program Revenues				
Fees, Permits & Charges	\$0	\$960,768	\$0	\$1,182,710
Other / Miscellaneous	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$960,768	\$0	\$1,182,710

Explanation of Revenues

Significant Program Changes

Last year this program was:

**Lead Agency:** Department of County

**Program Contact:** Gary Wohlers

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Telecommunications program manages all voice and video communication services for about 5,000 County and partner employees. The services provided by this program facilitate communication with citizens, business partners, and employees. The Telecom group purchases, implements, and manages voice switches, desktop phones, vendor service contracts, customer billing processes, employee moves adds and changes, and equipment for special projects. Telecom also maintains an Intergovernmental Agreement with the City of Portland to provide citizens an Information & Referral service.

### Program Description

The County maintains a large voice system that processes over 25,000 incoming calls and voice mails each day. This program coordinates the installation and maintenance of all voice equipment and associated technologies including: wiring, switching and routing equipment, desk phones, call center consoles and connectivity to the public telephone system. Telecom is responsible for supporting phones and applications for about 5,000 customers across 99 County locations. Telecom works closely with Departments to identify communication needs then implement technologies to address them. Key services supported by this program include all the County's call centers, such as the Mental Health Crisis line. Large projects coordinated by Telecom include office relocations, facilities provisioning, and remodeling. Telecom also manages the acquisition, configuration, and maintenance of 26 video conferencing units at 14 locations. These are used heavily by the State Courts, Department of Community Justice, and Public Defenders.

Telecom is in the process of selecting a new technology platform funded in program offer 78024. Customer requirements and vendor demonstrations have been completed. The next phases are vendor selection, procurement and implementation.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average time (in hrs) to respond to high priority incidents	1	1	1	1
Outcome	High priority incidents resolved within 12 hours	99.0%	98.0%	98.0%	98.0%

### Performance Measure - Description

Output measure - High priority incidents are problems that cause service disruptions. Problems are reported to the Help Desk or Telecom repair line, at which time they are logged and technicians dispatched.

Outcome measure - measures the amount of time required to resolve high priority incidents. The % was changed for FY 2011 to reflect an improvement in the response goal from 48 to 12 hours. FY 08-09 and FY 09-10 were 48 hours.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$0	\$1,000,877	\$0	\$784,015
Contracts	\$0	\$60,000	\$0	\$0
Materials & Supplies	\$0	\$2,437,724	\$0	\$2,022,507
Internal Services	\$0	\$16,580	\$0	\$16,580
Capital Outlay	\$0	\$49,800	\$0	\$0
Total GF/non-GF:	\$0	\$3,564,981	\$0	\$2,823,102
Program Total:	\$3,564,981		\$2,823,102	
Program FTE	0.00	7.50	0.00	5.00
Program Revenues				
Fees, Permits & Charges	\$0	\$3,564,981	\$0	\$2,823,102
Total Revenue:	\$0	\$3,564,981	\$0	\$2,823,102

Explanation of Revenues

Significant Program Changes

Last year this program was:



**Lead Agency:** Department of County

**Program Contact:** Gary Wohlers

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Network Connectivity program includes both the Wide Area Network (WAN) and Security Programs. The WAN group provides a stable and secure network for data communications between county buildings, data centers, and to external networks. This facilitates public access to the county by offering Internet access at the libraries, connections to the Internet for the County's website and secure links to partners such as the Oregon Community Health Information Network (OCHIN), the City of Portland and the State of Oregon. The Security Program component of this offer is focused on identification and mitigation of risks to the County's information assets. The Security program develops policy, provides consulting services to departments, delivers Identity and Access Management (IAM) services, endpoint protection, and responds to audit and investigative requests. Identity and access management is the management of individual electronic identities, their authentication, authorizations, roles, privileges and permissions to access information, applications and networks.

### Program Description

WAN Services designs, implements and manages the secure data network infrastructure that connects County buildings and provides access to the Internet. This program implements and manages remote access (VPN) for County employees to securely connect to County data from any location that has Internet connectivity. WAN works closely with external partners such as the City of Portland to create secure network links in order to share vital data. The Information Security Management program uses the ISO 27000 series of standards to provide security program development for the County. The ISO approach of Plan-Do-Check-Act includes (i) understanding the County's information security requirements, establishing security policies and objectives; (ii) implementing and operating controls to manage information security risks; (iii) monitoring and reviewing the performance and effectiveness of the security program; and (iv) continual improvement based on objective measurement. The Identity and Access Management (IAM) portion of the program includes account, group, role and access services to primary enterprise applications like Active Directory, Google Apps and SAP. The endpoint protection includes laptop encryption, antivirus and security incident response activities.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	County WAN sites network availability during business hours 8:00 - 17:00	0.0%	0.0%	99.9%	99.9%
Outcome	County workstations with antivirus agent installed with current virus signatures	0.0%	0.0%	95.0%	95.0%

### Performance Measure - Description

**Outcome** - Network availability to County WAN sites will be equal or greater than 99.9% between the hours of 8:00 - 17:00, Monday thru Friday, excluding County observed holidays. The percent of network availability will be measured by calculating the actual number of available minutes divided by the total possible number of available minutes. County WAN sites connected to the network using DSL and school-based health clinics are not included in the performance measure.

**Output** - Percentage of county workstations with antivirus defense.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$0	\$1,177,972	\$0	\$1,731,325
Contracts	\$0	\$70,000	\$0	\$60,000
Materials & Supplies	\$0	\$1,293,897	\$0	\$1,860,411
Internal Services	\$0	\$350	\$0	\$350
Total GF/non-GF:	\$0	\$2,542,219	\$0	\$3,652,086
Program Total:	\$2,542,219		\$3,652,086	
Program FTE	0.00	7.50	0.00	12.00
Program Revenues				
Fees, Permits & Charges	\$0	\$2,542,219	\$0	\$3,652,086
Total Revenue:	\$0	\$2,542,219	\$0	\$3,652,086

Explanation of Revenues

Significant Program Changes

Last year this program was:

**Lead Agency:** Department of County

**Program Contact:** Stanley Johnson G.L. III

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Desktop Services program offer supports desktops, laptops, tablets, Smartphone's, printers, multifunction devices, iPads and other personal computing devices. This includes hardware and software procurement, installation, upgrades, maintenance, asset management and proper disposal. Remote and on-site repair and support are provided to improve user (customer) productivity. In FY2013, this offer will also support the evaluation of new technologies such as centralized fax server(s) and desktop virtualization to drive innovation and reduce on-going operational costs.

### Program Description

Desktop Services manages over 4,500 employee PC's and 6000 devices (desktops, laptops, tablets, printers, multifunction devices, iPhones, iPads and other personal computing devices). PCs for public use in the libraries, assessment & taxation and land use planning are also supported to provide citizens with access to view public records on-line. The desktop team is responsible for the lifecycle management (renewal and replacement), software upgrades and inventory asset management. Desktop support staff follows best practices for standardization resulting in faster performance, reliability, better stability and greater security. They also provide helpdesk ticket resolution and on-site support. The Desktop Services team is actively researching tools to provide new options to the County which can save money. Additionally, the team is regularly evaluating new technology to reduce the County's carbon foot print. Support for the County's computer training rooms is also performed by this team.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Hours between incident report and response initiation	0	4	4	4
Outcome	High Priority problem tickets resolved within two days	94.0%	95.0%	95.0%	95.0%

### Performance Measure - Description

Output - This output measure is measured in hours until initial contact is made by a Desktop Services support staff.

Outcome - This measures the length of time from notification of an issue until it is resolved. This measure is directly impacted by the number of available desktop staff to support the environment.

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$3,016,109	\$0	\$2,688,268
Contracts	\$0	\$63,000	\$0	\$68,000
Materials & Supplies	\$0	\$37,491	\$0	\$53,895
Internal Services	\$0	\$15,000	\$0	\$15,000
Capital Outlay	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$3,131,600</b>	<b>\$0</b>	<b>\$2,825,163</b>
<b>Program Total:</b>	<b>\$3,131,600</b>		<b>\$2,825,163</b>	
Program FTE	0.00	25.00	0.00	23.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$3,131,600	\$0	\$2,825,163
Other / Miscellaneous	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$3,131,600</b>	<b>\$0</b>	<b>\$2,825,163</b>

## Explanation of Revenues

## Significant Program Changes

**Last year this program was:**  
#78031 - IT Desktop Service.

**Lead Agency:** Department of County

**Program Contact:** Gary Wohlers

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Multnomah County has made a significant financial investment in its technology infrastructure. This program provides for the lifecycle management and replacement of unsupported, broken or damaged Information Technology assets allowing the County to spread the cost of the equipment replacements over multiple years. It will also allow IT to keep pace with rapidly changing technology in the computer industry.

### Program Description

This program supports the IT asset management lifecycle replacements for desktop and laptop computers, monitors, desktop software, network router and switching equipment, telephones, data center servers and storage, printers, copiers and other output devices. It also supports the acquisition and disposition of decommissioned hardware in a safe and environmentally responsible manner. Currently, the rollover schedule for laptops is three years and desktops is five years.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of personal computer devices replaced according to published schedule	98.0%	100.0%	100.0%	100.0%
Outcome	Asset database quality: Accuracy and completeness	97.0%	98.0%	98.0%	98.0%

### Performance Measure - Description

✔ Measure Changed

Output - This measure tracks how many desktop and laptop devices are replaced according to the published schedule.

Outcome - Measures the effectiveness of the asset database(s) for quality for accuracy and completeness.

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$0
Contracts	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$2,074,531	\$0	\$2,047,329
Internal Services	\$0	\$55,000	\$0	\$0
Capital Outlay	\$0	\$400,000	\$0	\$368,000
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$0	\$2,529,531	\$0	\$2,415,329
Program Total:	\$2,529,531		\$2,415,329	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$1,529,552	\$0	\$2,415,329
Other / Miscellaneous	\$0	\$999,979	\$0	\$0
Total Revenue:	\$0	\$2,529,531	\$0	\$2,415,329

## Explanation of Revenues

## Significant Program Changes

### Last year this program was:

Some of these costs were budgeted in operations in previous years.

**Lead Agency:** Department of County

**Program Contact:** Becca Beck

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

IT Health and Human Services Application Services provides reliable, effective software systems for the Health Department (60 systems) and Department of County Human Services (83 systems). The wide variety of services provided focus on increasing and improving delivery of technology to provide higher value to departments and constituents. This Program improves the delivery of County services through automating business operations and providing easy access to information.

### Program Description

Services include managing requests for IT services and ensuring they are well-defined, prioritized and scheduled in alignment with departmental and county needs. Also, understanding and defining operational needs, recommending effective innovative solutions and designing, building, testing, and implementing the selected solutions. The Program continues maintaining, supporting and sustaining existing systems through improved life-cycle planning, project governance and resource accountability.

Strategies include: 1) freeing up IT resource hours by tracking hours, analyzing data and identifying opportunities for consolidation, retirement, and other means of reducing maintenance requests; 2) leveraging County resources by maintaining, supporting and/or reusing existing systems; 3) evaluating Countywide departmental needs to leverage systems and prevent redundancy, and using Total Cost of Ownership to make informed IT investment decisions. Strategies will result in increased IT resources available for higher value projects.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Employee hours spent on planned work versus unplanned	60.0%	60.0%	60.0%	60.0%
Outcome	Increase in employee hours spent on planned versus unplanned work	10.0%	10.0%	10.0%	5.0%
Quality		0	0	0	0

### Performance Measure - Description

Output Measure - Employee hours spent on planned versus unplanned work: 60% planned/40% unplanned. Initial measurement taken at the end of FY11.

Outcome Measure - Increase in employee hours spent on planned versus unplanned work: 5%. Initial measurement taken at the end of FY11.

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$2,457,856	\$0	\$2,540,026
Contracts	\$0	\$76,500	\$0	\$187,000
Materials & Supplies	\$0	\$52,529	\$0	\$70,070
Internal Services	\$0	\$1,660	\$0	\$2,000
Capital Outlay	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$2,588,545</b>	<b>\$0</b>	<b>\$2,799,096</b>
<b>Program Total:</b>	<b>\$2,588,545</b>		<b>\$2,799,096</b>	
Program FTE	0.00	18.00	0.00	17.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$1,700,904	\$0	\$2,799,096
Other / Miscellaneous	\$0	\$887,641	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$2,588,545</b>	<b>\$0</b>	<b>\$2,799,096</b>

## Explanation of Revenues

## Significant Program Changes

**Last year this program was:**

78033 - IT Health and Human Services Application Services.



**Lead Agency:** Department of County

**Program Contact:** Elise Nicholson

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

IT Public Safety Application Services provides reliable, effective software systems for Community Justice (25 systems), Decision Support System for Justice (DSSJ) (3 systems) and the Sheriff's Office (10 systems). The wide variety of services provided focus on increasing and improving delivery of technology to provide higher value to departments and constituents while adequately performing activities as required to keep current systems available through improving application life-cycle planning, project governance and prioritization, and resource accountability. This Program Offer improves the delivery of County services through automating business operations and integrating information between public safety partners.

### Program Description

Services include managing customer relationships; capturing, prioritizing and scheduling IT service requests; understanding and defining business needs; designing, building, implementing, and maintaining innovative software and reporting systems; managing third-party vendor systems and relationships; maintaining and enhancing legacy systems.

This program ensures that requests are well-defined, prioritized and scheduled in alignment with department and County priorities. Strategies include: 1) freeing up IT resource hours to focus on new project requests by tracking hours and analyzing data, evaluating existing application and identifying opportunities for consolidation, retirement, and other means of reducing maintenance requests, 2) leveraging County resources by reusing existing systems, evaluating departmental needs across the enterprise to leverage systems and prevent redundancy, and 3) using Total Cost of Ownership to make informed IT investment decisions. These strategies will result in increase in IT resources available for higher value projects that will move County business strategies forward.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Employee hours spent on planned versus unplanned work	60.0%	65.0%	70.0%	70.0%
Outcome	Employee hours spent on customer work	70.0%	0.0%	70.0%	70.0%
Quality	Percent of customers satisfied with end product for planned projects	0.0%	80.0%	90.0%	80.0%

### Performance Measure - Description

✓ **Measure Changed**

**Output** - At least 70% of employee work hours are spent on prioritized and scheduled work vs. fixing problems and handling emergency incidents. This is an increase of 5% over the FY12 purchased level.

**Outcome** - At least 70% of the total hours recorded are reported against customer work vs. administrative tasks.

**Quality** - A quality survey will be part of the required closing documents for all large projects. Delivered projects receive an 'average' or above rating for 'meets customer expectations' from at least 80% of customers responding.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$2,290,621	\$0	\$2,197,177
Contracts	\$0	\$65,000	\$0	\$55,000
Materials & Supplies	\$0	\$35,140	\$0	\$83,925
Internal Services	\$0	\$5,500	\$0	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$2,396,261</b>	<b>\$0</b>	<b>\$2,336,102</b>
Program Total:	<b>\$2,396,261</b>		<b>\$2,336,102</b>	
Program FTE	0.00	18.00	0.00	17.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$1,871,583	\$0	\$2,336,102
Other / Miscellaneous	\$0	\$524,678	\$0	\$0
Total Revenue:	<b>\$0</b>	<b>\$2,396,261</b>	<b>\$0</b>	<b>\$2,336,102</b>

**Explanation of Revenues****Significant Program Changes**

**Last year this program was:**

#78034 - IT Public Safety Application Services.

**Lead Agency:** Department of County

**Program Contact:** Josh Mitchell

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

IT DCS and Internal Systems Application Services provide reliable, effective software systems for the County Assets, County Management, Community Services, Non-departmentals and related groups. Services include managing customer relationships; capturing and prioritizing IT service requests; understanding and defining business needs; designing, building, implementing, and maintaining innovative software and reporting systems; managing vendor systems and relationships; maintaining and enhancing legacy systems.

The Program focuses on increasing delivery of technology that can provide higher business value to departments and constituents, while adequately maintaining and supporting existing systems through improving application life-cycle planning, project governance and prioritization, and resource accountability.

### Program Description

The program includes the following services for the Departments of County Assets, County Management, Community Services, and others:

- Managing requests for IT services and ensuring that requests are well-defined, prioritized and scheduled in alignment with department and County priorities
- Understanding and defining operational needs and recommending effective, innovative technology solutions
- Designing, building, testing, and implementing the selected solutions while sustaining existing systems

Strategies include:

- 1) Freeing up IT resource hours to focus on new project requests by tracking hours and analyzing data, evaluating existing applications and identifying opportunities for consolidation, retirement, and other means of reducing maintenance requests
- 2) Leveraging County resources by reusing existing systems, evaluating departmental needs across the enterprise to leverage systems and prevent redundancy, and using Total Cost of Ownership to make informed IT investment decisions

Strategies will result in an increase in IT resources available for higher value projects that will move County business strategies forward.

The DCS and Internal Systems Application Services Group supports 20 systems for DCM and DCA and 6 systems for DCS.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Employee hours spent on planned work versus unplanne	60.0%	60.0%	60.0%	60.0%
Outcome	Increase in employee hours spent on planne	2.0%	2.0%	5.0%	6.0%

### Performance Measure - Description

Output Measure-Employee hours spent on planned versus unplanned work: 60% planned/40% unplanned. Initial measurement taken at the end of FY10.

Outcome Measure-Increase in employee hours spent on planned versus unplanned work: 10%. Initial measurement taken at the end of FY10.

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$730,244	\$0	\$812,679
Contracts	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$2,593	\$0	\$41,211
Internal Services	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$732,837</b>	<b>\$0</b>	<b>\$853,890</b>
<b>Program Total:</b>	<b>\$732,837</b>		<b>\$853,890</b>	
Program FTE	0.00	3.66	0.00	5.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$515,146	\$0	\$853,890
Other / Miscellaneous	\$0	\$217,691	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$732,837</b>	<b>\$0</b>	<b>\$853,890</b>

## Explanation of Revenues

## Significant Program Changes

✔ Significantly Changed

### Last year this program was:

#78035 - IT General Government Application Services

While the goals of the work group remain similar, the General Government Application Services team will be split into two groups for FY13. The group described in this program offer will remain focused primarily on three departmental customers (DCA, DCM, DCS). The remaining members of this applications group will be included in the program offer for IT General Government and Enterprise Web Services.

**Lead Agency:** Department of County

**Program Contact:** Chris Clancy

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Data and Reporting Services provides and supports reliable services and software systems that are used across departmental boundaries and serve more than one or all County lines of business. Services include geographic maps, platforms support for databases, web servers support, and reporting tools used for decision making and results measurement. Specific service areas include Geographical Information System (GIS); Database Services, Reporting Services, Web Platform Administration, and related customer service management.

### Program Description

GIS services include taxation mapping and tax collection analysis, land use planning, bridge and road planning, crime tracking, law enforcement planning, demographic/population analysis and emergency management and mitigation. Creation of an Enterprise GIS environment is underway to allow departments to share data, and to provide tools to the departments which will allow them to create their own maps and perform analysis without requiring IT assistance.

Web Services provide the standard platforms for applications that enable access via the internet/intranet to County program information, citizen self-serve/direct access to County services, and electronic transaction processing.

Database and Reporting services provide the data storage and reporting structure and tools to allow information access and sharing with the public, County departments and external business partners. Currently converting to Microsoft Reporting Services to reduce the licensing costs of Crystal Reports and to allow more flexibility and integration to Microsoft SQL Database.

All services include understanding and defining enterprise business needs, recommending effective and innovative technology solutions, constructing and upgrading platforms as required and ensuring the integrity and security of the platforms. Key to effectively providing these services is meeting common cross department needs and identifying new opportunities; while at the same time standardizing services and platforms in order to provide a low total cost of ownership.

Measures are focused on increasing the amount of planned work vs support activity. Planned or project work is preferable because it is associated with creating new customer capabilities.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Employee hours spent on project requests vs other support work	17.0%	20.0%	20.0%	22.0%
Outcome	Increase in employee hours spent on new project requests vs maintenance requests	0.0%	8.0%	8.0%	5.0%

### Performance Measure - Description

Output-Employee hours spent on planned versus unplanned work. Initial measurement taken at the end of FY11.

Outcome-Increase in employee hours spent on planned versus unplanned work: 8%. Initial measurement taken at the end of FY11.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$2,258,472	\$0	\$2,053,680
Contracts	\$0	\$324,000	\$0	\$20,000
Materials & Supplies	\$0	\$486,050	\$0	\$807,599
Internal Services	\$0	\$1,864,048	\$0	\$4,110,123
Total GF/non-GF:	<b>\$0</b>	<b>\$4,932,570</b>	<b>\$0</b>	<b>\$6,991,402</b>
Program Total:	<b>\$4,932,570</b>		<b>\$6,991,402</b>	
Program FTE	0.00	15.00	0.00	14.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$5,082,543	\$0	\$6,012,024
Other / Miscellaneous	\$0	\$252,790	\$0	\$979,378
Total Revenue:	<b>\$0</b>	<b>\$5,335,333</b>	<b>\$0</b>	<b>\$6,991,402</b>

**Explanation of Revenues****Significant Program Changes****Last year this program was:**

#78036 - IT Enterprise Application Services. One FTE moved to offer 78037. Also includes IT internal service fees.

**Lead Agency:** Department of County

**Program Contact:** Michelle Smith

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

SAP is a county-wide (enterprise) system for managing people, money, materials, services and buildings and maintenance. In short, it is used to manage the business operations of the County. SAP enables efficient business processes and transactions, and integrates with other applications to become the primary system of record whenever possible. SAP provides timely, relevant and accurate information to improve data-driven decision making. SAP resources are allocated to maintain core business functions and investments; and are balanced with enterprise wide strategies and goals. Using SAP enables the County to retire other systems and reduce related costs. SAP provides real-time operational data to employees, business partners and citizens.

### Program Description

As the County's system of record for a majority of business transactions, the SAP support program provides services supporting regulatory reporting requirements, business process analysis and re-engineering, and implementation of process innovation; these are designed to increase efficiencies in the County's operations and reduce costs. The SAP support team provides training, education and technical assistance to County SAP users.

Major initiatives to be worked on for SAP over the next fiscal year are:

- New Budgeting system that is integrated with SAP
- Phase II Procurement for Public Sector contracting changes(SRM PPS)
- SAP Enhancement Pack 5 to enable HR Employee Self Service and Manager Self Service projects
- Employee Self Service for Electronic Timesheets Phase I
- Public Sector Collections and Disbursements for the Health Department and the Library
- Employee Self-Service Benefits

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Employee hours spent on project requests vs unplanned and standard work	28.0%	50.0%	50.0%	55.0%
Outcome	Increase in employee hours spent on new project requests vs maintenance requests	0.0%	22.0%	22.0%	5.0%

### Performance Measure - Description

Output Measure - Employee hours spent on planned versus unplanned work and standard activity work: 28% is the initial measurement taken at the end of FY11.

Outcome-Increase in employee hours spent on planned versus unplanned and standard activity work: Current Year increase is 22%. Next year increase is 5%. Total 27% increase from initial measurement taken at the end of FY11.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$0	\$1,224,064	\$0	\$1,686,396
Contracts	\$0	\$165,000	\$0	\$1,300
Materials & Supplies	\$0	\$594,385	\$0	\$617,360
Total GF/non-GF:	\$0	\$1,983,449	\$0	\$2,305,056
Program Total:	\$1,983,449		\$2,305,056	
Program FTE	0.00	9.00	0.00	11.00
Program Revenues				
Fees, Permits & Charges	\$0	\$1,983,449	\$0	\$2,305,056
Total Revenue:	\$0	\$1,983,449	\$0	\$2,305,056

Explanation of Revenues

Significant Program Changes

Last year this program was:  
#78037 - IT SAP Support Team.



**Lead Agency:** Department of County

**Program Contact:** Josh Mitchell

**Program Offer Type:** Internal Service

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The IT General Government and Enterprise Web Services program offer combines two services:

- General Government Application Services which is responsible for managing systems for the Chair, Commissioners, Library, and non-departmental customers.

- Enterprise Web Services which provides reliable services used across departmental boundaries--serving more than one or all County lines of business.

### Program Description

General Government Services include managing customer relationships; capturing and prioritizing IT service requests; understanding and defining business needs; designing, building, implementing, and maintaining innovative software and reporting systems; managing vendor systems and relationships; maintaining and enhancing legacy systems.

Enterprise Web Services provide the standard platforms for applications that enable access via the internet/intranet to County program information, citizen self-serve/direct access to County services, and electronic transaction processing.

Enterprise Web Services include web platform support and maintenance, Google Apps for Government administration and integration support, and support for specific web systems including the public website, the Intranet (Multco Commons) and the Learning Management System (Multco Learns).

All services include understanding and defining enterprise business needs, recommending effective and innovative technology solutions, constructing and upgrading platforms as required and ensuring the integrity and security of the platforms.

Key to effectively providing these services is meeting common cross department needs and identifying new opportunities, while at the same time standardizing services and platforms in order to provide a low total cost of ownership.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Employee hours spent on new project requests vs maintenance requests	30.0%	30.0%	40.0%	40.0%
Outcome	Increase in employee hours spent on new project requests vs maintenance request	10.0%	10.0%	5.0%	5.0%

### Performance Measure - Description

Output-Employee hours spent on planned versus unplanned work: 60% planned/40% unplanned. Initial measurement taken at the end of FY11.

Outcome-Increase in employee hours spent on planned versus unplanned work: 10%. Initial measurement taken at the end of FY11.

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$1,089,537	\$0	\$1,474,246
Contracts	\$0	\$25,000	\$0	\$0
Materials & Supplies	\$0	\$191,951	\$0	\$580,700
Internal Services	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Cash Transfer	\$0	\$0	\$0	\$0
Unappropriated & Contingency	\$0	\$0	\$0	\$0
<b>Total GF/non-GF:</b>	<b>\$0</b>	<b>\$1,306,488</b>	<b>\$0</b>	<b>\$2,054,946</b>
<b>Program Total:</b>	<b>\$1,306,488</b>		<b>\$2,054,946</b>	
<b>Program FTE</b>	0.00	8.33	0.00	9.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$1,064,240	\$0	\$2,054,946
Other / Miscellaneous	\$0	\$242,248	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$1,306,488</b>	<b>\$0</b>	<b>\$2,054,946</b>

## Explanation of Revenues

## Significant Program Changes

✓ Significantly Changed

### Last year this program was:

Last year parts of this program were covered under program #78036 - IT Enterprise Application Services and program #78035 - IT General Government Application Services.

Additionally, this represents the second full year in which Google Apps for Government is included within the responsibilities of the Enterprise Web Services group.

**Lead Agency:** Department of County

**Program Contact:** Julie Neburka

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Budget, Rate-Setting, and Capital Planning team is one of the four service teams in the County's first inter-departmental Administrative Hub. The team provides financial planning, forecasting, and reporting services to the departments of County Management and County Assets, and to nondepartmental County agencies and offices, a combined portfolio of \$371 million. The team assembles and publishes County-wide annual internal service rates; bills for County facilities, fleet, information technology, telecommunications, and records and distribution services; and coordinates planning for the County's capital repair and maintenance program.

### Program Description

This program focuses on several primary functions:

- Coordinating County-wide annual capital planning and internal service rate development processes, including developing and implementing complex activity-based cost allocation models for seven distinct internal services.
- Coordinating and managing annual budget development and monitoring for two large departments and a variety of non-departmental agencies and corporate obligations.
- Overseeing budget management, monitoring, modification, and financial reporting throughout the fiscal year for the County's capital, internal service, and debt service funds.

The team provides recommendations and data on internal cost allocation methods and strategies, capital planning and spending, and planning for long-term obligations used by every County department.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Track staff time spent on customer activities.	0.0%	0.0%	0.0%	100.0%
Outcome	Allocate Hub resources fairly among users.	0.0%	0.0%	0.0%	100.0%

### Performance Measure - Description

✓ Measure Changed

The Administrative Hub is a new, interdepartmental County organization, intended to streamline the provision of various administrative services and allocate resources appropriately to service recipients in DCA, DCM, and Nondepartmental agencies.

An important activity for FY 2013 will be to track staff time spent on activities for each department and agency, in order to both gauge and manage demand, and to set appropriate cost drivers for FY 2014 cost allocations.

Tracking tools are currently available both in SAP and in other software tools currently owned by the County. Prior to July 1st, we will select and implement a tracking tool, train staff on its use, and begin gathering data.

**Legal/Contractual Obligation**

Oregon Budget Law (ORS Chapter 294), federal Office of Management & Budget circulars A-133 and A-87, Government Accounting Standards Board statements and pronouncements, County Administrative Procedures.

**Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$107,835	\$410,139	\$742,543	\$0
Contracts	\$0	\$60	\$0	\$0
Materials & Supplies	\$2,370	\$4,659	\$9,615	\$0
Internal Services	\$8,967	\$3,886	\$66,205	\$0
Total GF/non-GF:	<b>\$119,172</b>	<b>\$418,744</b>	<b>\$818,363</b>	<b>\$0</b>
Program Total:	<b>\$537,916</b>		<b>\$818,363</b>	
Program FTE	0.00	0.00	7.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$418,744	\$628,175	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$418,744</b>	<b>\$628,175</b>	<b>\$0</b>

**Explanation of Revenues**

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the departments of County Assets and County Management. The General Fund supports charges apportioned to DCM. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds, and reimburse the General Fund for these services.

**Significant Program Changes**

✔ **Significantly Changed**

**Last year this program was:**

The Administrative Hub was created in the FY 2012 budget per the Multnomah Evolves initiative.

**Lead Agency:** Department of County

**Program Contact:** Tony Dornbusch

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This program offer represents Strategic Sourcing, Procurement and Contract Administration, which is part of the Department of County Assets' (DCA) Administrative Services Hub. This unit works collectively with the other DCA Administrative Service Hub units to deliver services. The Hub was established to create greater efficiencies through the consolidation of duplicate business services functions that formerly existed separately in the Facilities and Property Management, FREDs, IT, and the Department of County Management. Support is also provided to the Board of County Commissioners and several Non-Departmental Offices allowing departmental leadership and elected officials to focus their efforts on delivering vital program services.

This offer focuses on the consultation, oversight and direct delivery of the procurement and purchasing of Goods and Services, and commercial, personal services and construction contracting including software licensing, and facilities, across all areas of DCA, DCM and Non-Departmental units. The Strategic Sourcing component of the area is addressed under program offer 78046.

### Program Description

This organization reports to the Manager of Strategic Sourcing, Procurement and Contract Administration, who reports to the Director of DCA. The program includes the administrative group responsible for formal, informal and cooperative procurements. The program also includes commercial, personal services, construction, lease, software, maintenance and repair, and architectural contract development, negotiation, risk assessment/management, supplier/vendor management and ongoing contract administration. This group includes a Finance Manager to provide contract negotiation and process development as well as oversight and specialized expertise in the development and monitoring of large construction, facilities, software and hardware contracts. Support also includes collaboration with departmental partners in the review of Administrative Procedures, policies and the implementation of best practices.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of procurements and contracts processed	0	0	0	500
Outcome	Percentage of Contracts processed following established processes	0.0%	0.0%	0.0%	95.0%

### Performance Measure - Description

Number of Procurements and contracts processed output measures the total volume of procurements, contracts, amendments and renewals processed by the SSPCA staff. These procurements and contracts span facilities, construction, leases, building equipment, IT equipment, software, administrative goods, fleet, and various professional services. This measure will provide valuable tracking/identification of each procurement/contracting activity, establishing the beginnings of a baseline for the total contracts under management in SSPCA.

% of Contracts processed following established processes is the percentage of procurements that are solicited or contracts that are developed and executed following the County and DCA policies, procedures and processes. This measure provides valuable process improvement feedback and effectively demonstrates reduced or mitigated risk relating to damages, liability, infringement, warranty, etc. This is a new measure & very aggressive.

## Legal/Contractual Obligation

Oregon Revised Statutes (ORS) 279A, 279B, and 279C establish requirements affecting the County's procurement and contracting practices. The County establishes and implements Public Contract Review Board (PCRB) Rules and Administrative Procedures CON-1 and PUR-1 to define its procurement and contracting processes within the constraints of ORS requirements. DCA Contracts must adhere to Commercial Contract laws, Bureau of Labor and Industry laws, Construction and Architectural contracting laws, Employment laws, Privacy laws, Domestic Violence and Criminal records laws and others. DCA Procurements using cooperative agreements must adhere to state and federal laws governing the use of the cooperative agreements as described therein.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$98,694	\$1,087,383	\$1,477,006	\$0
Contracts	\$0	\$27,500	\$0	\$0
Materials & Supplies	\$2,169	\$54,589	\$60,215	\$0
Internal Services	\$8,208	\$3,239	\$138,068	\$0
Total GF/non-GF:	<b>\$109,071</b>	<b>\$1,172,711</b>	<b>\$1,675,289</b>	<b>\$0</b>
Program Total:	<b>\$1,281,782</b>		<b>\$1,675,289</b>	
Program FTE	0.00	0.00	13.50	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$1,172,710	\$1,364,097	\$0
Other / Miscellaneous	\$0	\$0	\$0	\$0
Total Revenue:	<b>\$0</b>	<b>\$1,172,710</b>	<b>\$1,364,097</b>	<b>\$0</b>

## Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the departments of County Assets and County Management. The General Fund supports charges apportioned to DCM. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds, and reimburse the General Fund for these services.

## Significant Program Changes

### Last year this program was:

Last year this program was contained in #79002, IT Planning, Projects & Portfolio Management. The former IT Planning, Projects & Portfolio Management program offer supported the IT department. This area provided the functions of Project and Portfolio Management, Human Resources, Budget, Rate Setting, Finance (AP, AR, GL) , Procurement, Purchasing, Contract development and Contract administration. With the formation of the Department of County Assets, the area was combined with other areas that previously provided similar support for DCM, Non-Departmental units, FREDS, and FPM. The area evolved from a single unit to four areas of expertise (Human Resources, Budget, Rate Setting & Capital Planning, Finance & Administration and Strategic Sourcing, Procurement and Contract Administration) providing specialized support across the Department of County Assets, the Department of County Management, and Non-Departmental offices.

**Lead Agency:** Department of County

**Program Contact:** Tony Dornbusch

**Program Offer Type:** Program Alternative /

**Related Programs:**

**Program Characteristics:** One-Time-Only Request

### Executive Summary

This one-time program for FY 2013 completes the transition from the County's Central Stores operation to its Strategic Sourcing model by providing a limited-duration position to complete the transition of purchasing operations from Central Stores to the new Multco Marketplace. Funding is provided by ending fund balance remaining from the Central Stores operation.

### Program Description

This program will support the administrative group responsible for formal, informal and cooperative procurements. The limited-duration position may work on commercial, personal services, construction, lease, software, maintenance and repair, and architectural contract development, negotiation, risk assessment/management, supplier/vendor management and ongoing contract administration. Support also includes collaboration with departmental partners in the review of Administrative Procedures, policies and the implementation of best practices.

The Department of County Assets supports groups that are the largest purchasers of goods in the County. The new contracts management module of SAP will require a great volume of contract data to be entered, updated, and verified in FY 2013. This program will ensure that contract data is entered into the new system in a timely way.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output		0	0	0	0
Outcome		0	0	0	0

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$103,442	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$103,442</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$103,442</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$0	\$103,442	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$103,442</b>	<b>\$0</b>

**Explanation of Revenues**

Funding for this program is Beginning Working Capital from the Central Stores operation in the Distribution Fund.

**Significant Program Changes****Last year this program was:**

This is a new, one-time program for FY 2013.



**Lead Agency:** Department of County

**Program Contact:** Julie Neburka

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Department of County Assets (DCA) Administrative Service Hub includes the Finance & Administration unit which works collectively with the other Administrative Service Hub units to deliver services. The Hub was established to create greater efficiencies through the consolidation of duplicate financial and administrative support functions that formerly existed separately in the Departments of County Assets and County Management. This unit provides a variety of business services functions to DCA and DCM. Support is also provided to the Board of County Commissioners and several Nondepartmental Offices allowing departmental leadership and elected officials to focus their efforts on delivering vital program services.

### Program Description

This program aligns with business services functions in other departments allowing programs and elected officials to leverage administrative resources. The Finance and Administration unit reports to the DCA Director and supports the operational activities of this department and DCM by providing financial services such as accounts receivable, accounts payable and procurement card management; additionally, the unit provides general administrative support functions such as travel planning, employee reimbursements, timekeeping, reception and general administrative support to a diverse array of programs. Support also includes collaboration with departmental partners in the review of Administrative Procedures, policies and the implementation of best practices.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output		0	0	0	0
Outcome	Percent of AP invoices paid on time	83.0%	95.0%	90.0%	90.0%
Outcome	Percent of AR receipts posted in correct accounting period	100.0%	100.0%	100.0%	100.0%
Efficiency	Percent of grant reports submitted on time	100.0%	100.0%	100.0%	100.0%

### Performance Measure - Description

Invoices Paid on Time is the percentage of invoices paid within 30 days of the invoice date and measures the timelines of the accounts payable process. The county-wide performance of this measure has historically been about 85%. This should be achievable once all DCA, DCM and NonDepartmental customers become acclimated to the new Administrative Hub payment process.

Accounts Receivable performance measures the percentage of receipts posted in the correct accounting cycle in compliance with Financial Procedure FIN-19.

Grant reporting support to DCM and NonDepartmental is a relatively new function in FY11; percent of grant report submitted on time is a new measure reflecting performance quality and grant compliance.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$403,882	\$640,870	\$790,685	\$0
Contracts	\$350,000	\$33,248	\$0	\$0
Materials & Supplies	\$13,344	\$22,973	\$16,050	\$0
Internal Services	\$39,802	\$47,945	\$96,050	\$0
Unappropriated & Contingency	\$0	\$206,877	\$0	\$0
Total GF/non-GF:	<b>\$807,028</b>	<b>\$951,913</b>	<b>\$902,785</b>	<b>\$0</b>
Program Total:	<b>\$1,758,941</b>		<b>\$902,785</b>	
Program FTE	0.00	0.00	9.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$548,376	\$617,796	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$548,376</b>	<b>\$617,796</b>	<b>\$0</b>

**Explanation of Revenues**

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the departments of County Assets and County Management. The General Fund supports charges apportioned to DCM. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds, and reimburse the General Fund for these services.

**Significant Program Changes**

**Last year this program was:** #78001, Business Services

The former Business Services program offer primarily supported DCM. After it was combined with similar support functions in DCA (including Information Technology) and NonDepartmental, it evolved from a single unit to four areas of expertise (Human Resources, Budget, Rate Setting & Capital Planning, Finance & Administration and Contracts, Procurement, Contracts & Strategic Sourcing) providing specialized support to DCA, DCM and NonDepartmental.

**Lead Agency:** Department of County

**Program Contact:** Pam Hodge

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The DCA Administrative Hub: Human Resources provides HR management consultation and direct HR services and support to department directors, division managers, supervisors and employees, including strategic planning, organizational and job design, recruitment and selection, performance management, pay and benefit administration, employee and labor relations, training and development, and records management.

### Program Description

This program provides a full range of departmental HR services to over 600 permanent and temporary/on-call employees. Represented employees are covered by 3 labor contracts. Customer groups include DCA, DCM, and Non-Departmental Offices.

Key responsibilities include:

- Consult with department directors and division managers to develop and implement HR plans that support organizational goals and objectives;
- Assist department directors and division managers organize work activities through the development of position descriptions and reporting structures;
- Conduct outreach recruiting to fill position vacancies in accordance with organizational needs and County policies;
- Develop and administer selection processes e.g., online applications, interviews, and performance exams;
- Assist supervisors manage employee performance through annual performance planning and appraisals, employee coaching, and the administration of progressive discipline;
- Counsel employees with respect to career development, compliance with County policies, conflict management, and other employee concerns;
- In conjunction with the DCM Central Human Resources and Finance and Risk Management Divisions, administer the County's pay and benefit programs, classification plan, personnel rules, labor contracts, and training and development, workers' compensation, and safety programs.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of all recruitments	81	80	80	80
Outcome	% of employees who successfully completed probation, except for layoff-bumping	99.0%	99.0%	99.0%	99.0%
Output	Number of personnel transactions in SAP	1,856	1,200	1,800	1,800

### Performance Measure - Description

Number of all recruitments reflects the total for all departments and offices served by the DCA HR Administrative Hub. Personnel transactions in SAP are essential to maintain the formal electronic personnel record of each employee, and include data pertinent to new hires, terminations, promotions, pay status, seniority and other employment actions and employee information.

### Legal/Contractual Obligation

Federal, state, and local laws and regulations covering wage and hour, discrimination, harassment, labor relations, privacy, employment at will, hiring, defamation, Uniformed Service Employment and Re-employment Rights Act, Health Insurance Portability and Accountability Act, and other employment-related issues. Three labor agreements necessitate contract compliance regarding wages, hours, working conditions and other employment-related matters.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$451,894	\$395,658	\$1,000,319	\$0
Contracts	\$5,000	\$31,000	\$0	\$0
Materials & Supplies	\$18,692	\$4,991	\$12,100	\$0
Internal Services	\$75,887	\$0	\$63,681	\$0
Total GF/non-GF:	<b>\$551,473</b>	<b>\$431,649</b>	<b>\$1,076,100</b>	<b>\$0</b>
Program Total:	<b>\$983,122</b>		<b>\$1,076,100</b>	
Program FTE	0.00	0.00	7.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$328,940	\$612,778	\$0
Other / Miscellaneous	\$0	\$102,709	\$0	\$0
Total Revenue:	<b>\$0</b>	<b>\$431,649</b>	<b>\$612,778</b>	<b>\$0</b>

### Explanation of Revenues

Costs of the Administrative Hub are allocated proportionately among users: the County's internal services and the departments of County Assets and County Management. The General Fund supports charges apportioned to DCM. Internal service charges recover the costs associated with support of the Facilities, Information Technology, Fleet, and Distribution Funds, and reimburse the General Fund for these services.

### Significant Program Changes

Last year this program was: #78002, Department Human Resources

**Lead Agency:** Department of County  
**Program Offer Type:** Innovative/New Program  
**Related Programs:**

**Program Contact:** Tony Dornbusch

**Program Characteristics:** One-Time-Only Request

### Executive Summary

This program offer represents the Strategic Sourcing component of the Strategic Sourcing, Procurement and Contract Administration unit, which is part of the Department of County Assets' (DCA) Administrative Services Hub. This unit works collectively with the other DCA Administrative Service Hub units to deliver services to both departments and divisions supported by DCA as well as the entire County.

This offer focuses on the development, implementation, oversight and direct delivery of the strategic sourcing practices across the County. This unit provides strategy, leadership, expertise, and analytical information to the County and it's Departments relative these strategic sourcing practices.

### Program Description

This organization reports to the Manager of Strategic Sourcing, Procurement and Contract Administration, who reports to the Director of DCA. The program includes Strategic Sourcing Analysts and Strategic Sourcing Data Analyst for the County and provides strategy, leadership, practice development, oversight and monitoring, detailed spend analysis, strategic sourcing plans and compliance analysis/oversight for hundreds of contracts and millions of dollars each year. The program will be responsible for addressing the strategic sourcing needs of all County Departments across all commodities and types of transactions, which includes commercial, personal services, construction, lease, software, technology goods and services, maintenance and repair, and architectural services. Support also includes collaboration with departmental partners in the review of Administrative Procedures, policies and the implementation of best practices as necessary, in support of strategic sourcing initiatives.

Strategic Sourcing is the practice of taking a holistic approach to the selection and sourcing of goods and services necessary to an organization's operations. Strategic Sourcing includes several key tenets or procurement best practices: (1) Consolidating spend across all buyers with a small number of supplier partners so that the best prices can be achieved, (2) Considering the total lifecycle cost of a product and service (not just the purchase price) when making a procurement decision, (3) Building mutually beneficial strategic partnership relationships with key suppliers, (4) Leveraging the capabilities and services of supplier partners to reduce internal operating costs, and (5) Leveraging technology to reduce operating costs, better manage spend and achieve better prices.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Commodity Sourcing Plans developed	0	0	0	10
Outcome	% of annual goods purchased via marketplace	0.0%	0.0%	0.0%	40.0%
Outcome		0	0	0	0
Output		0	0	0	0

### Performance Measure - Description

✓ **Measure Changed**

Output-Number of plans developed improving strategic purchases.

Outcome-% of annual goods purchased will drive volume to marketplace resulting in lower pricing.% will increase over time.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$470,751	\$0
Materials & Supplies	\$0	\$0	\$21,700	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$492,451</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$492,451</b>	
Program FTE	0.00	0.00	3.50	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

This program is funded with one-time-only General Fund for FY 2013. It is anticipated that this program may be included in the County's indirect cost allocation plan in FY 2014 and beyond.

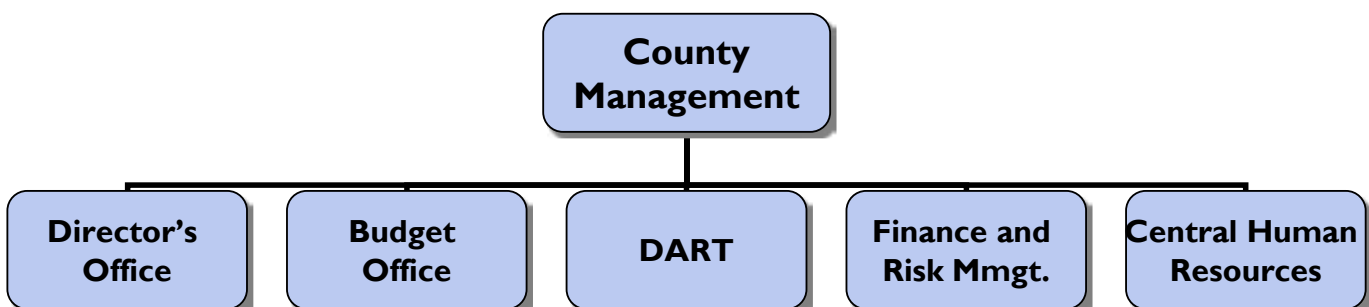
**Significant Program Changes** **Significantly Changed****Last year this program was:**

This is a new program as a result of the Multnomah Evolves activities related to Central Stores (see above).

### Department Overview

The Department of County Management (DCM) provides corporate level management of the County's administrative infrastructure. DCM collects property and business income taxes, the two primary sources of General Fund revenue; pays the County's bills; and develops and implements policies and programs for effective human resources management; and ensures that all financial-related activities meet generally accepted accounting principles. DCM acts as the County's primary compliance officer for regulations, requirements and policies pertaining to administrative infrastructure and programs.

In addition to providing administrative services to Departments, DCM supports the Chair and elected officials by providing strategic leadership and objective policy analysis and makes recommendations for the ongoing development of County programs and initiatives. DCM provides analysis and forecasting to the Chair and Board in areas including the County's economic future, revenue enhancement, and labor and employee relations.



### Budget Overview

The Department of County Management oversees financial activities and human resources, and manages risk countywide. The FY 2013 department budget is \$127.7 million and 229.80 FTE in all funds, an increase of \$4.7 million or 3.8% over the FY 2012 adopted budget and an increase of 2.56 FTE. Department of County Management County General Fund increased by \$634,000 or 2.2% and all other funds increased \$4 million or 4.3%.

Significant expenditure changes include:

- 72001B - DCM Data Analyst is a new program for FY 2013 in the Budget Office. This program will fund 1.00 Data Analyst at \$124,925 and provide research and evaluation capacity to the department.
- 72022 – Central HR Privacy Officer is a new program for FY 2013 in Central Human Resources. This program will fund 1.00 Privacy Officer at \$198,073 to provide countywide HIPAA and privacy rule compliance.

<b>Budget Trends*</b>		<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	
	<b>FY 2011</b>	<b>Current</b>	<b>Adopted</b>	<b>Adopted</b>	
	<b><u>Actual</u></b>	<b><u>Estimate</u></b>	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Difference</u></b>
Staffing FTE	235.30	227.24	227.24	229.80	2.56
Personnel Services	\$22,504,024	\$22,034,034	\$22,646,100	\$23,764,376	\$1,118,276
Contractual Services	4,650,430	4,286,536	6,274,876	6,439,750	164,874
Materials & Supplies	78,007,360	79,592,634	94,129,281	97,523,433	3,394,152
Capital Outlay	13,445	14,018	8,000	8,000	0
<b>Total Costs</b>	<b>\$105,175,259</b>	<b>\$105,927,223</b>	<b>\$123,058,257</b>	<b>\$127,735,559</b>	<b>\$4,677,302</b>

\*Does not include cash transfers, contingencies or unappropriated balances.



## Successes and Challenges

Budget reductions taken in FY 2012 presented numerous challenges. In order to maintain the highest possible level of support to the administrative infrastructure and preserve the County's compliance with external regulatory requirements, DCM reviewed areas for process efficiency. Particular successes were achieved in the following areas:

- Budget – process, tools and timeline redesigned to provide departments more time to address Chair and Board requests;
- Finance - Community Banking Policy approved; improvements in investment strategy; further growth of paperless payment processing; MWESB outreach efforts show positive results (ECC 31% of total project compared to 20% goal)
- Human Resources - Leadership Academy; Talent Development in greater demand; implementation of paperless employee application process.

The Department faces a number of opportunities and challenges in the coming years:

- The Multnomah Evolves project and the proposed reductions in administration.
- TARP (Troubled Asset Relief Program) resulted in increased banking fees related to FDIC insurance.
- Implementation of the new Property Tax and Assessment system.
- Contracts System Redesign project, to improve the County's ability to effectively manage professional services contracts.
- Partnering with IT to develop options for a new Budget System to replace the existing antiquated system.
- Human Resources - FY 2011 and 2012 contract negotiations with labor unions.
- Revenue/Debt Management - DCM provides financial management or oversight of a variety of County projects when other agencies are involved or when external borrowing is required (i.e. Sellwood Bridge financing).

### Diversity and Equity

County Management promotes diversity and equity across the organization enabling DCM to better meet its goals for employee inclusion, commitment and job satisfaction. DCM also promotes these principles externally when engaging with vendors and community partners to leverage the County's resources, reduce environmental impacts of operations and promote fiscal responsibility, social equity and community and environmental stewardship for a more responsive government.

- DCM maintains County Personnel Rules reflecting the County's commitment to recruitment and hiring practices without regard to race, religion, color, national origin, sex, age, marital status, physical or mental disability, political affiliations, sexual orientation, gender identity, source of income, familial status or any other non-job related criterion.
- Labor Relations ensures provisions of labor agreements and personnel rules are applied equally to all employees.
- Employment outreach through regularly scheduled print/online advertising and weekly job announcements to over 70 employment partners and at regularly scheduled job fairs focused on women, minority, youth and Veteran communities.
- Development of the Sustainable Purchasing and Social Equity Policy (PUR-8).

The County, along with other Oregon counties, drafted legislation to create financial equality for citizens living below the poverty line and collaborates with non-profits to donate tax-foreclosed property to support and house people with disabilities.

### Budget by Division

Division Name	FY 2013 General Fund	Other Funds	Total Division Cost	Total FTE
DCM Director's Office	\$450,490	\$0	\$450,490	2.00
Budget Office	1,434,958	0	1,434,958	10.00
Finance and Risk Management	6,976,455	10,288,769	17,265,224	55.80
Central Human Resources	3,387,155	84,446,066	87,833,221	31.50
Division of Assessment, Recording and Taxation (DART)	<u>17,220,383</u>	<u>3,531,283</u>	<u>20,751,666</u>	<u>130.50</u>
<b>Total County Management</b>	<b>\$29,469,441</b>	<b>\$98,266,118</b>	<b>\$127,735,559</b>	<b>229.80</b>

### Director's Office

The Director's Office for the Department of County Management is responsible for the administrative infrastructure and financial health for the overall County organization. The Director's office develops and presents policy analysis and provides corporate leadership in the areas of finance and risk management, human resources, and administration.

The Director's Office works with DCM divisions, elected officials and staff, and departments to establish priorities and guidelines to assure policies and operations are aligned with priorities. The Director's Office provides project management and direction for countywide projects identified and prioritized by the Chair's Office, and works with elected officials and departments on infrastructure policy and delivery for the entire County.

### Significant Changes

The \$50,000 General Fund reduction is due to lower personnel and reallocated internal service costs in this division.

### Budget Office

The Budget Office guides the development of the County's budget process, prepares the annual budget and supports the Chair and the Board of County Commissioners in their budgeting decisions by helping align the County's annual spending plan with Board priorities. It also serves as a liaison between departments, elected officials and the community in communicating policy direction and program priorities, coordinating strategic planning and providing technical expertise, training, program and management analysis.

The Budget Office leads the county-wide budget process, evaluates County policies and operations, and recommends redirection of policy and/or resources. The Budget Office prepares and presents the following:

- Prepares the annual budget, budget in brief and associated documents;
- Financial forecasting and budget projections;
- Ad Hoc analysis for the Chair's Office and elected officials; and
- Monthly expenditure and revenue monitoring.

Staff also assist departments by providing information and training on financial management, planning, budgets, and expenditure and revenue forecasting.

Budget staff serve on county-wide task forces related to budget, finance and other fiscal matters; identify and resolve financial problems; and support County Labor Relations in collective bargaining research and analysis.

### Significant Changes

1.00 Data Analyst position (program 72001B) has been added that would serve as a shared, central resource for the Department of County Management. This position will provide consistent research and evaluation for and on behalf of the department.

The office has completed the selection of a vendor and is moving forward with the implementation of a new budget software system. We anticipate that the new system will be ready for the FY 2014 budget process.

### Central Human Resources

The Central Human Resources Division is driven by the countywide Human Resources Strategic Plan Mission, "We foster organizational excellence by providing strategic and comprehensive human resource services to attract, develop, and sustain a diverse and talented workforce."

The Central Human Resources Division provides strategic leadership, recommends policy, develops human resource systems, and partners with the department HR units to guide consistent, efficient and cost effective HR processes and practices necessary to achieve results across the organization.

The HR Director is the primary liaison to senior leaders to ensure HR processes are aligned with county-wide business goals and oversees evaluation of HR contributions to organizational effectiveness.

Central Human Resources manages the following services and systems to support employees, managers and the business needs of the County.

- Collective bargaining and labor contract interpretation
- Personnel rules and County HR policy development and interpretation
- Job classification & compensation plans
- County-wide training and organizational development
- HR process monitoring and evaluation
- Recruitment and retention systems and processes
- Employee Benefits and Wellness programs
- Privacy Officer program for countywide HIPAA and Privacy Rule compliance.

### Significant Changes

Effective December 2011, the Administrative oversight of the Employee Benefits and Wellness Program transferred to Central HR Division from the Finance and Risk Management Division.

A new Privacy Officer Program is established to formalize authority and accountability for countywide HIPAA and Privacy Rule compliance, as well as other related State and Federal privacy rules and regulations. The program is funded by the Risk Fund.

To address span of control issues, one management position was downgraded to a lower classification in FY 2012.

Addition of 0.50 FTE HR Analyst Sr. within department General Fund constraint to provide Outplacement Services to employees impacted by layoff to enhance access, increase resources and better manage costs.

### Finance and Risk Management

The Finance and Risk Management Division provides a wide variety of services to ensure the County's financial transactions are managed in a timely and accurate manner.

The division pays the County's bills, maintains and records accounting transactions, manages cash and investments, issues payroll checks, and manages the contracting process for the County. Risk Management negotiates insurance coverage for the County's buildings, manages claims associated with work related injuries, consults on workplace safety and health, and manages claims for the County's self-insured liability program.

Finance and Risk Management is responsible for preparing the County's Comprehensive Annual Financial Report (CAFR). The CAFR has been awarded the Government Finance Officers of America (GFOA) award for distinguished reporting in each of the past 26 years. Staff members in the division serve in leadership positions on statewide professional organizations and advisory boards. This serves as recognition by our peers of the ways in which Finance and Risk Management programs strive for innovative solutions. The division constantly seeks ways in which efficiencies can be implemented to improve the processing of financial transactions.

### Significant Changes

Chief Financial Officer (72004) - all internal services for the division are budgeted in this program offer. In prior years the internal service charges were allocated to individual programs.

Purchasing (72006) - A 0.50 FTE Project Manager position has been eliminated due to completion of the Contract System Redesign (CSR) project.

### Division of Assessment, Recording and Taxation (DART)

The Division of Assessment, Recording and Taxation (DART) collects and distributes over \$1.2 billion in annual property taxes while ensuring that all property is valued and taxed fairly and accurately. Over 25% of all dollars collected go into Multnomah County's General Fund. DART performs the statutorily required functions of Tax Assessor, Tax Collector and certain County Clerk functions including Recording, Marriage Licenses, Domestic Partnership Registrations, Passports, Tax Title, and the Board of Property Tax Appeals.

DART collaborates with stakeholders to address the evolving needs of the Multnomah County community, to meet mandated functions, and to provide leadership to improve the efficiency of the statewide property tax system. The Division provides proactive and judicious stewardship of public resources through its efficient and cost effective management.

DART maintains over 340,000 property tax accounts, calculates tax levies, certifies the tax roll for collection, and distributes property taxes to over 60 taxing districts. The Division provides responsive customer service as we record over 160,000 documents annually, maintain ownership records and property descriptions, issue over 6,500 marriage licenses and domestic partnership registrations, respond to 90,000 phone calls and serve 30,000 walk-in customers.

### Significant Changes

In FY 2012 DART moved to combine direct service functions into one consolidated and comprehensive customer service area, allowing the division to leverage resources, achieve operational efficiencies, reduce the cost of targeted operations, and promote improvements in DART's customer service model. The consolidation has reduced overall office space requirements for DART moving forward into FY 2013, allowing the county to utilize the surplus space for other operational needs.

In FY 2013 DART will be making additional changes in alignment with the Multnomah Evolves Initiative and Span of Control. DART is reclassifying two (2) management positions to represented classifications, and aligning program staff to achieve greater operational efficiencies. Organizational changes reflected in FY 2013 program offers include elimination of the Data Operations program, enfolding affected staff positions into appraisal programs. Along with other staffing transfers between DART programs, these changes prepare DART staff to be best aligned to integrate the new Assessment and Taxation system upgrade successfully, and fully implement changes in direct customer service delivery.

As we move into FY 2013, DART continues to evolve and embrace operational efficiencies realized from consolidation of direct services and full implementation of process changes resulting from the Assessment and Taxation system upgrade.

### Department of County Management

The following table shows the programs that make up the departments total budget. The individual programs follow in numerical order.

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>DCM Director's Office</b>					
72000	DCM Director's Office	\$450,490	\$0	\$450,490	2.00
<b>Budget Office</b>					
72001A	Budget Office	1,310,033	0	1,310,033	9.00
72001B	DCM Data Analyst	124,925	0	124,925	1.00
<b>Finance and Risk Management</b>					
72002	FRM Accounts Payable	633,451	0	633,451	6.60
72004	FRM Chief Financial Officer	1,247,422	141,996	1,389,418	2.90
72005	FRM General Ledger	975,347	0	975,347	9.80
72006	FRM Purchasing	1,901,379	0	1,901,379	18.00
72009	FRM Property & Liability Risk Mgmt	0	5,683,133	5,683,133	1.00
72010	FRM Payroll/Retirement Svcs	777,000	0	777,000	7.50
72013A	FRM Treasury and Tax Administration	1,441,856	0	1,441,856	4.00
72014	FRM Worker's Compensation/Safety & Health	0	4,361,560	4,361,560	6.00
72015	FRM Recreation Fund Payment to Metro	0	102,080	102,080	
<b>Central Human Resources</b>					
72016	Central HR Administration	625,030	0	625,030	2.83
72017	Central HR Services	1,669,721	0	1,669,721	9.50
72018	Central HR Labor Relations	1,092,404	40,868	1,133,272	6.85
72019	Central HR Unemployment	0	1,856,322	1,856,322	0.15
72020	Central HR Employee Benefits	0	82,350,803	82,350,803	11.17
72022	Central HR Privacy Officer	0	198,073	198,073	1.00



# County Management

fy2013 adopted budget

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>Division of Taxes, Recording and Assessment</b>					
72023	Div of Assessment, Recording & Taxation Administration	935,317	0	935,317	6.00
72024	DART Customer Service	995,750	0	995,750	9.30
72025A	DART County Clerk Functions	1,418,162	0	1,418,162	12.00
72025B	DCM DART County Clerk	456,636	0	456,636	0.00
72026	DART Ownership	399,879	0	399,879	4.20
72027	DART Tax Revenue Management	1,737,617	0	1,737,617	11.50
72028	DART GIS & Parcel Management	654,220	0	654,220	5.20
72029	DART Assessment Performance Analysis	403,033	0	403,033	3.20
72030	DART Property Assessment Special Programs	1,202,065	0	1,202,065	11.30
72031	DART Personal Property Assessment	1,283,843	0	1,283,843	10.70
72032	DART Property Assessment Industrial	638,051	0	638,051	5.55
72033	DART Commercial Property Appraisal	1,822,611	0	1,822,611	15.30
72034	DART Residential Property Appraisal	3,467,528	0	3,467,528	29.25
72035	DART Assessment & Taxation System Upgrade	0	3,531,283	3,531,283	0.00
72037	DART Applications Support	1,192,371	0	1,192,371	5.80
72038	DART Tax Title	613,300	0	613,300	1.20
	<b>Total County Management</b>	<b>\$29,469,441</b>	<b>\$98,266,118</b>	<b>\$127,735,559</b>	<b>229.80</b>

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**Lead Agency:** County Management

**Program Contact:** Joanne Fuller

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Director's Office manages the administrative infrastructure and financial health of the entire county and sets administrative policy. The areas of responsibility with county-wide implications include Budget, Finance, Property Assessments & Recording, Tax Collections and Human Resources.

### Program Description

The Director develops and presents administrative, financial, human resource and infrastructure guidelines and policy to executive level staff, County Chair, Chief Operating Officer and board of County Commissioners (BCC). The Director works with DCM Division Managers, Chair, BCC and departments to establish priorities and guidelines and ensure policies are aligned with these priorities. The Director works with Department and Human Resource personnel to recruit, train and retain a high quality diverse work force; provides project management for county-wide projects identified by the Chair's Office; and works with Board, the Department of County Assets (DCA) and other departments on the funding policies involving the physical infrastructure of the County.

DCM has embraced the electronic alternative to printing mandated or informational documents such as the Comprehensive Annual Financial Report, the annual Budget or the Risk Management Annual Report, to name a few. This along with the efforts to reduce general paper consumption contributes to the Climate Action Plan, Local Govt Operations section, item 18-8 related to reduction of waste. DCM has also made great strides in its use of electronic payment processing and paperless employee applications.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Performance reviews for all DCM employees	100	100	100	100
Outcome	Number of Divisions that achieved the majority of their performance measures	0	0	0	5
Output	Probationary reviews completed	100	100	100	100

### Performance Measure - Description

✓ **Measure Changed**

The performance review measure aligns with the goals in the Administrative Review report. Providing employees with regular feedback allows them to enhance their demonstrated skills and improve in areas where needed. It also increases productivity. The maximization of employee performance is a principal contributor to organizational success.

The probationary review measure is aligned with the Administrative Review goals. The Probationary Review (PR) is the final stage of the recruitment and selection process. The PR is a critical opportunity for the department to evaluate the performance, skills, and compatibility between the new employee and the department business needs, and more importantly, to ensure two-way communication between the supervisor and employee.

DCM has five divisions: Director, Budget, DART, Central Human Resources and Finance and Risk Management

### Legal/Contractual Obligation

ORS 208, 238, 288, 294, 295, 310 and many other Oregon Revised Statutes, Multnomah County Code, Chapters 7, 9, 11 and 12 and County Charter requires the county to maintain appropriate personnel, infrastructure, taxation and financial system operations.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$394,167	\$0	\$366,677	\$0
Contracts	\$50,000	\$0	\$50,480	\$0
Materials & Supplies	\$7,523	\$0	\$8,163	\$0
Internal Services	\$50,386	\$0	\$25,170	\$0
Total GF/non-GF:	<b>\$502,076</b>	<b>\$0</b>	<b>\$450,490</b>	<b>\$0</b>
Program Total:	<b>\$502,076</b>		<b>\$450,490</b>	
Program FTE	2.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

This program is supported exclusively by General Fund revenues.

### Significant Program Changes

**Last year this program was:** #72000, DCM Director's Office  
There are no significant changes.

**Lead Agency:** County Management

**Program Contact:** Karyne Kieta

**Program Offer Type:** Existing Operating

**Related Programs:** 78023

**Program Characteristics:**

**Executive Summary**

The Budget Office guides the development of the County's Budget Process, prepares the annual budget and supports the Chair and the Board of County Commissioners with their budgeting decisions by helping align the County's annual spending plan with the priorities. It also serves as a liaison between departments, elected officials and the community in communicating policy direction and program priorities, coordinating strategic planning and providing technical expertise, training, program and management analysis.

**Program Description**

The Budget Office leads the countywide budget process, evaluates County policies and operations, and recommends redirection of policy and/or resources.

The Budget Office does the following:

- Prepares the annual budget, budget in brief and associated documents;
- Financial forecasting and budget revenue/expenditure projections;
- Ad hoc analysis for County Management and the Chair's Office; and
- Cost control analyses;
- Prepares the supplemental budget; and
- Maintains the legal budget throughout the course of the year.

Staff also assist departments in measuring performance of County programs; providing information and training on financial management, planning, budgets, and expenditure and revenue forecasting.

The Budget Office is working with the Chief Financial Office, Chief Operating Officer and the Board of County Commissioners to revise and update our Financial Policies to ensure they are aligned with the Board's priorities and they meet industry best practices.

Budget staff serve on countywide task forces related to budget, finance and other fiscal matters; identify and resolve financial problems; and support County Labor Relations in collective bargaining research and detailed cost analysis.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of budget modifications processed (includes internal)	165	200	160	160
Outcome	% of budget modifications entered into SAP within 4 weeks of Board approval	85.0%	85.0%	88.0%	85.0%
Quality	Percent error in the Budget Revenue Forecast	2.0%	2.0%	0.3%	2.0%
Quality	% of customers satisfied with the Budget Office staff performance*	94.7%	95.0%	93.8%	90.0%

**Performance Measure - Description**

\*Because the budget process ends prior to the beginning of the fiscal year the FY 2012 estimate is the "actual" customer satisfaction rating.

In FY 2013, we anticipate that customer satisfaction will decline due to the late release of the Internal Service Rates due to a change in the IT rate drivers which in turn affected the timely release of the General Fund constraints.

### Legal/Contractual Obligation

The Budget Office is not mandated, but the County is subject to Oregon Budget Law, ORS Chapter 294 & sections of ORS Chapters 280 & 310 related to filing and ballot title wording. The office is responsible for producing a financially sound budget that complies with the law and communicating the outcome from public funds entrusted to the County.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,058,160	\$0	\$1,125,733	\$0
Contracts	\$19,330	\$0	\$2,291	\$0
Materials & Supplies	\$41,200	\$0	\$41,775	\$0
Internal Services	\$166,261	\$0	\$140,234	\$0
Total GF/non-GF:	<b>\$1,284,951</b>	<b>\$0</b>	<b>\$1,310,033</b>	<b>\$0</b>
Program Total:	<b>\$1,284,951</b>		<b>\$1,310,033</b>	
Program FTE	8.94	0.00	9.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

This program is supported exclusively by General Fund revenues.

### Significant Program Changes

**Last year this program was:** #72029, Budget Office

We anticipate purchasing and implementing a new Budget Software System in FY 2013 that will become operational in FY 2014. The budget for the new system can be found in the IT program offer 78023.

**Lead Agency:** County Management  
**Program Offer Type:** Innovative/New Program  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Karyne Kieta

### Executive Summary

Currently, the Department of County Management does not have capacity to provide consistent research and evaluation for and on behalf of the department. This offer would fund a 1.00 Data Analyst position that would serve as a shared Department of County Management resource for the Director's Office, Budget Office, Central Human Resources and the Finance and Risk Management Divisions.

Analytical capacity leads to increased data-based decision making, improves identification and analysis of emerging issues, increases research and reporting capabilities and supports performance review of the County's administrative infrastructure.

### Program Description

Budget reductions over several years eliminated 3.00 FTE in the Budget Office Evaluation Unit and 3.00 FTE in the Central HR Quality and Analytics Unit until both of these units ceased to exist with the close of FY 2009. This offer allows the department to regain 1.00 FTE in FY 2013 for data analysis, research and evaluation.

This capacity will:

- Encourage a culture of transparent and timely data-driven decision making with a focus on immediate and long-term results
- Identify cross-divisional system gaps and overlaps for efficient and collaborative resource management.
- Strengthen capacity for objective policy and management analysis for a variety of strategic and tactical needs/decisions.
- Increase early identification of trends and emerging issues to inform effective solutions/mitigation.
- Highlight operational issues that may "fly under the radar."
- Require accountability: relevant data, research and evaluation results verify outcomes.
- Support formalized ongoing and ad hoc metrics and analytics.
- Improve organizational efficiency and effectiveness with increased ability to plan, manage, involve and communicate to the workforce.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of reports, analysis and requests for service produced	0	0	0	35
Outcome	Percentage of reports produced on time without material error	0.0%	0.0%	0.0%	95.0%

### Performance Measure - Description

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$99,436	\$0
Materials & Supplies	\$0	\$0	\$9,900	\$0
Internal Services	\$0	\$0	\$15,589	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$124,925</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$124,925</b>	
Program FTE	0.00	0.00	1.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

This program offer supported by General Fund.

**Significant Program Changes****Last year this program was:**

This is a new scaled offer to #72001A Budget Office.



**Lead Agency:** County Management

**Program Contact:** Mike Waddell

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Central Accounts Payable (AP) supports County programs in the areas of vendor payment processing, auditing & data integrity, travel & training audits, procurement card administration, vendor master file management and compliance with County Administrative Procedures.

### Program Description

AP processes approximately 146,000 vendor invoice payments and refunds annually; this includes check payments, electronic payments and intergovernmental funds transfers. AP administers the procurement and travel card programs and facilitates the establishment and monitoring of petty cash accounts countywide; furthermore, it coordinates the fiscal year-end expenditure accruals; conducts internal audits of AP functions ensuring that vendor payments are paid in an accurate and timely manner and are compliant with applicable internal controls, administrative procedures and government accounting practices; coordinates/prepares documentation for external audits and is responsible for maintaining accurate vendor records for payment and tax reporting purposes. AP also establishes and communicates clear and uniform county administrative practices and procedures related to AP functions. In addition, AP provides one-on-one technical assistance/training and also hosts information forums and periodic finance related user-group meetings for the purpose of informational updates, group training, and peer/professional support which ultimately contributing to staff competencies.

AP prides itself on fostering continuous process improvement by exploring/adopting AP best practices while leveraging technology to evolve the payables function from a paper intensive process to a more sustainable, electronic process. This single objective has reduced the cost of government—providing operating efficiencies while maintaining internal controls and supporting Climate Action Plan (Action Area 18-8).

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Invoice Payments Processed	146,458	122,000	140,000	155,000
Outcome	Percent of Invoices Paid on Time within std NET30	95.5%	96.0%	96.0%	96.0%
Outcome	Percent of Total Payments that are Electronic	34.4%	45.0%	45.0%	45.0%
Outcome	Procurement Card Program Rebates	145,224	125,000	135,000	145,000

### Performance Measure - Description

Invoice payments processed increased from previous year due to growth of electronic payments which are processed daily as compared to weekly check payment processing.

Percent of total payments that are electronic is quantifying all paperless disbursements made via ACH (Automated Clearing House), wire transfer, government funds transfer or credit card purchase--growth correlates with more cost effective electronic payment methods.

Procurement Card Rebates are directly associated with the total amount spent in the P-Card system; the County experienced significant growth largely due to expanded use of credit card solutions combined with improved rebate rates negotiated with Bank of America

## Legal/Contractual Obligation

Tax Information Returns (ie. 1099 MISC, 1099 INT, etc) are mandated by the Internal Revenue Service code as described in Sections 1.6001-1 through 1.6091-4. Failure to comply could result in the County being assessed penalties and fines.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$606,291	\$0	\$624,451	\$0
Materials & Supplies	\$9,000	\$0	\$9,000	\$0
Total GF/non-GF:	<b>\$615,291</b>	<b>\$0</b>	<b>\$633,451</b>	<b>\$0</b>
Program Total:	<b>\$615,291</b>		<b>\$633,451</b>	
Program FTE	6.60	0.00	6.60	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$125,000	\$0	\$145,000	\$0
Total Revenue:	<b>\$125,000</b>	<b>\$0</b>	<b>\$145,000</b>	<b>\$0</b>

## Explanation of Revenues

This program is supported by General Fund revenues. Rebates are the only Central Accounts Payable revenue. Rebates, received from U.S. Bank and Bank of America are based on the level of annual spending in each of the banks' credit card programs. The majority is from Bank of America's procurement card program; rebates from BOA are generally 1% of total value of transactions processed. Multnomah County is part of the Bank of America Procurement Card Consortium of local governments which, as a group, has leveraged competitive rebate terms

## Significant Program Changes

**Last year this program was:** #72005, FRM - Accounts Payable

A 0.50 FTE Fiscal Specialist 1 was transferred to Accounts Payable from Treasury and combined with another 0.50 FTE to increase capacity to perform workload identified in recent audit reports.

**Lead Agency:** County Management

**Program Contact:** Mark Campbell

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Chief Financial Officer manages the financial health of the entire county and sets administrative policy related to financial management. Direct responsibilities include Accounts Payable, General Ledger, Risk Management, Retirement Programs, Tax Administration, Central Purchasing and Treasury.

### Program Description

The CFO develops and presents financial guidelines and policy to executive level staff, the County Chair's Office, and Board of County Commissioners (BCC). The CFO presents recommendations related to public financial policy to these groups as well as CEOs and CFOs of other jurisdictions. The CFO interacts with the Oregon legislature, the general public, and the business community in assessing the potential impact of changes in financial policy. The CFO also develops and/or suggests financing alternatives to executive level staff and jurisdiction partners.

The CFO monitors the Public Employees Retirement System (PERS), works with partner jurisdictions to develop and present legislative policy. This involves communication with the BCC, the Oregon Legislature and/or PERS Board and labor groups. The CFO works with the Budget Office, the Chair's Office, the BCC and County departments to establish priorities and guidelines and assure policies are aligned with these priorities. The CFO works with finance sections, DCM divisions, and department stakeholders on all administrative policies and procedures.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Comprehensive Annual Financial Report is issued according to legal requirements	1	1	1	1
Outcome	Maintain County's high bond rating of Aaa	1	1	1	1

### Performance Measure - Description

**Output:** The Comprehensive Annual Financial Report is a primary product of the Finance Division. Statutes require that it is issued within six months of the close the fiscal year.

1=achieved; 0=not achieved.

**Outcome:** County maintains highest bond rating of Aaa on general obligation debt. This rating is achieved by continuing to demonstrate prudent financial management.

1=achieved; 0=not achieved.

### Legal/Contractual Obligation

ORS 208, 288,294,295, 310 and many other Oregon Revised Statutes, Multnomah County Code, Chapters 7, 9,11 and 12 and County Charter requires the County to maintain appropriate personnel, infrastructure, taxation and financial system operations.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$355,506	\$62,155	\$351,312	\$39,510
Contracts	\$101,542	\$0	\$165,690	\$0
Materials & Supplies	\$0	\$0	\$15,695	\$0
Internal Services	\$826,914	\$0	\$714,725	\$102,486
Total GF/non-GF:	<b>\$1,283,962</b>	<b>\$62,155</b>	<b>\$1,247,422</b>	<b>\$141,996</b>
Program Total:	<b>\$1,346,117</b>		<b>\$1,389,418</b>	
Program FTE	2.50	0.40	2.70	0.20
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$0	\$0	\$141,996
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$141,996</b>

### Explanation of Revenues

This program is supported by General Fund and Risk Fund revenues.

### Significant Program Changes

**Last year this program was:** #72007, FRM - Chief Financial Officer

Internal Services budgets for Finance & Risk Management division was consolidated in this program offer.

**Lead Agency:** County Management

**Program Contact:** Cara Fitzpatrick

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The General Ledger (GL) program manages central financial accounting and reporting, including the annual external financial audit, audit of the County's expenditures of Federal awards, Federal cost allocation plan, contract fiscal compliance over grants as well as general accounting support and assistance countywide.

### Program Description

The GL program supports and monitors the County's financial accounting activity by performing corporate level accounting functions, including account reconciliations, review / approval of accounting transactions and preparing required financial reports.

The primary product is the County's Comprehensive Annual Financial Report (CAFR), which includes all activities associated with the required annual external financial audits. The CAFR earns the Government Finance Officer's Association (GFOA) award annually for excellence in financial reporting. This award indicates management has prepared financials meeting the reporting standards and requirements noted by GFOA. Approximately 3% of government entities in the US receive this award annually.

The program's fiscal compliance (FC) unit performs site reviews and financial statement analyses on County human service contracts in order to maintain compliance with Federal, State and County laws and regulations and to provide fiscal oversight of contracted programs. GL also prepares the County's cost allocation plans needed to recover central and departmental overhead and administrative indirect costs from external revenue sources. Maintaining internal controls and the chart of accounts are also performed by GL. Climate Action Plan (18-8) - electronic financial statement reporting for the CAFR on the MINT and internet supports Countywide initiatives for paper/waste reduction.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	# of properly stated balance sheet accounts per review of external auditors	298	295	298	298
Outcome	% of properly stated balance sheet accounts per review of external auditors	100.0%	100.0%	100.0%	100.0%
Outcome	% of total pass-through dollars actively monitored by Fiscal Compliance	52.0%	70.0%	58.0%	65.0%
Outcome	% of external auditor recommendations successfully implemented in a fiscal year	86.0%	75.0%	80.0%	80.0%

### Performance Measure - Description

**Output:** In the County's external financial audit, the auditors will analyze and audit our general ledger accounts. Fewer general ledger accounts identified with misstatements will indicate a high degree of accuracy in the financial statements.

**Outcome:** In the annual external audit, the auditors review and analyze the general ledger. A higher % of accurately stated accounts indicates fewer misstatements in the CAFR.

**Outcome:** FC unit performs financial monitoring of County funded human service (HS) providers. Monitoring includes Federal, State, County and other funds recorded in the pass-through/program support GL account. A higher percentage monitored indicates greater coverage which results in a decrease in County financial risk as it relates to HS providers.

**Outcome:** In the County's external financial audit, the auditors provide recommendations to management on noted areas of improvement. A high percent of auditor recommendations successfully addressed indicates a greater degree of internal control and management review over the County's financial data.

### Legal/Contractual Obligation

Oregon Revised Statutes(ORS), Ch. 297~Audits of Public Funds and Financial Records requires governments to have an external audit and submitted to the Secretary of State - Audits Division. The Office of Management and Budget (OMB)Circular A-133 (Audits of States, Local Governments & Non-Profit Organizations) requires entities expending Federal funds over \$500,000 in a fiscal year to have a single audit of Federal awards. Also per A-133, Federal funds that are passed on to other organizations (such as non-profits) must perform subrecipient monitoring on those contracts funded with passthrough dollars. OMB A-87 (Cost Principles for State, Local & Indian Tribal Governments) requires organizations to publish an approved indirect cost allocation plan for any indirect or administrative costs allocated to Federal awards.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$943,763	\$0	\$951,447	\$0
Contracts	\$1,100	\$0	\$1,100	\$0
Materials & Supplies	\$24,922	\$0	\$22,800	\$0
Total GF/non-GF:	<b>\$969,785</b>	<b>\$0</b>	<b>\$975,347</b>	<b>\$0</b>
Program Total:	<b>\$969,785</b>		<b>\$975,347</b>	
Program FTE	9.78	0.00	9.80	0.00
<b>Program Revenues</b>				
Intergovernmental	\$15,542	\$0	\$15,000	\$0
<b>Total Revenue:</b>	<b>\$15,542</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$0</b>

### Explanation of Revenues

This program is supported by General Fund revenues.

External revenue is received from Service Districts (Dunthorpe-Riverdale and Mid County Street Lighting) as reimbursement for accounting services provided to each Service District.

### Significant Program Changes

Last year this program was: #72009, FRM - General Ledger

**Lead Agency:** County Management

**Program Contact:** Brian Smith

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:** Climate Action Plan

### Executive Summary

Purchasing oversees the County's goods and services procurement activities and provides leadership, expertise, and training to employees who perform purchasing functions. Purchasing supports departments to procure products and services in human services, construction, materials, and non-professional and professional services. Purchasing ensures appropriate and cost-efficient public procurement and contracting practices, including evaluating the economic, social and environmental impacts of purchases.

### Program Description

Purchasing provides leadership, policy oversight and monitoring, contract procurement, compliance, staff training, support services and overall accountability for thousands of contracts and millions of dollars awarded each year.

Key efforts include: (1) safeguard the County from potential contractual risk and liability exposure; (2) ensure products and services are purchased in accordance with federal and state laws, procedures and regulations including County Administrative Procedures and rules established by Multnomah County's Public Contract Review Board (PCRB); (3) review and approve contract documents, review and approve contract changes and/or amendments and maintain official contract records; (4) research, analyze, recommend, and implement best practices; (5) provide on-going guidance, support, training, and consulting to departments and employees; (6) track, monitor, analyze and annually report on contract data and performance measures; (7) maximize efforts to include and ensure participation of Minority, Women and Emerging Small Businesses (MWESB) and Qualified Rehabilitation Facilities (QRF); (8) participate in community events, meetings and conduct outreach to the MWESB vendor community, and (9) develop and implement sustainable purchasing policies, procedures and training.

CAP: 18-9 All Purchasing staff share in the education, training, and support of County staff to promote and support sustainable purchasing practices.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of contracts awarded to MWESB and QRF businesses	34.0%	35.0%	35.0%	35.0%
Outcome	Minimize the number of sustained protests on formal procurements	0	0	0	0
Output	Number of formal RFP and Bid solicitations issued	60	50	70	50
Output	Number of contracts processed	944	1,100	628	900

### Performance Measure - Description

These are the same performance measures as in FY 2011. Purchasing manages formal Request For Proposal (RFP) and bid solicitations (i.e. >\$150,000) for the County because they represent the greatest risk in the County's purchasing activity.

Minimizing the number of sustained protests is an indicator of how well Purchasing is managing the risks associated with formal procurement processes. The output measure of the number of formal RFP and bid solicitations is a good indicator of the volume of formal procurements we conduct across all county departments.

Likewise, the number of contracts processed is a good indicator of the volume of contracts we review, process and store for county departments. We've seen a reduction in the number of contracts and amendments due to a push by the Departments towards multi-year contracts.

### Legal/Contractual Obligation

Oregon Revised Statutes (ORS) 279A, 279B, and 279C establish requirements affecting the County's procurement and contracting practices. The County establishes and implements Public Contract Review Board (PCRB) Rules and Administrative Procedures CON-1 and PUR-1 to define its procurement and contracting processes within the constraints of ORS requirements.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,752,540	\$0	\$1,773,469	\$0
Contracts	\$49,000	\$0	\$49,000	\$0
Materials & Supplies	\$78,910	\$0	\$78,910	\$0
Total GF/non-GF:	<b>\$1,880,450</b>	<b>\$0</b>	<b>\$1,901,379</b>	<b>\$0</b>
Program Total:	<b>\$1,880,450</b>		<b>\$1,901,379</b>	
Program FTE	18.50	0.00	18.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$2,000	\$0	\$2,000	\$0
Total Revenue:	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>

### Explanation of Revenues

This program is supported by General Fund revenues.

External revenues are generated primarily when fees are collected for services performed in response to public records requests.

### Significant Program Changes

**Last year this program was:** #72010A, FRM - Purchasing

With completion of the Contract System Redesign (CSR) project in FY 2012, this program offer reflects the elimination of the Project Manager position at project close out and a savings of \$60,384.



**Lead Agency:** County Management

**Program Contact:** Helen Barkley

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Property & Liability Risk Program (P&LRP) manages the County's property and liability programs in accordance with all legal requirements and County policies/procedures. It focuses on County-wide risk exposures, liability/ subrogation claims, insurance, loss control/prevention, and risk management. Our goal is to annually determine the County's "Cost of Risk", benchmark against other entities and continually improve our program by implementing best practices.

### Program Description

The Property & Liability Risk Program (P&LRP) purchases property insurance, County vehicle/fleet coverage, marine coverage, Crime, excess liability, excess medical malpractice coverage, bonds, and other specialized insurance coverage for the County. The P&LRP recommends the types/limits of insurance for contracts, recommends the purchase of specialized insurance, and develops County-wide policies/procedures. The P&LRP designs and implements risk management strategies for the prevention of risk exposure and property and liability losses County-wide. This program adjusts property loss claims, and liability claims with a contracted adjuster and the County Attorney's Office. The County chooses to "self-insure" (retain a certain amount of financial exposure to loss and purchases property and excess liability coverage for large property and liability related claims). This controls the loss adjustment process, minimizes our "total cost of risk" (uninsured claims costs + insurance costs + administrative costs), and motivates internal loss control behavior. A department's internal property and liability rates are based on their past losses.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of policies for liability ins.,bond,crime coverages purchased/renewed	16	16	16	16
Outcome	Annual premium rate for liability ins/bond-cents per \$1,000 in budget	2	2	2	2
Output	Annual number of property insurance policies	7	7	8	8
Outcome	Annual premium rate for property ins. coverage-cents per \$100 in property value	8	8	8	8

### Performance Measure - Description

**Output:** Appropriate types of insurance coverage indicates strong safeguarding of the County's assets.

**Outcome:** This year's average premium rate per \$1,000 in budget for self-insured Oregon public entities is 6 cents. The County's rate is 2 cents, indicating that the cost of the Liability Risk Program again this year is well below the average premium rate for self-insured Oregon public entities.

**Output:** Number of property policies, 7, including primary, Justice Center, Boiler & Machinery, Vehicle, Marine, Terrorism, Flood & Earthquake coverage.

**Outcome:** The average premium rate per \$100 in property value for Oregon public entities this year is 9 cents. The County's rate is 8 cents, indicating that we again this year have kept our property permium costs lower than other Oregon public entities.

## Legal/Contractual Obligation

The Property & Liability Risk Program is mandated by County Code 7.100-7.104. The County is required by the State to have specific insurance and bond coverage. The County is self-insured for liability in accordance with the provisions of the Oregon Tort Claims Act, ORS 30.270 and purchases Excess Liability insurance above the self-insured retention of \$1,000,000. The required Public Official Bonds, DEQ Bonds, and Pharmacy Bond are purchased in accordance with State requirements. The P&LRP manages the County's compliance with numerous OSHA requirements to promote employee safety, including driver's license validation and inspections by regulatory and insurance carrier representatives.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$123,518	\$0	\$161,862
Contracts	\$0	\$301,948	\$0	\$271,200
Materials & Supplies	\$0	\$3,046,660	\$0	\$5,250,071
Internal Services	\$0	\$35,932	\$0	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$3,508,058</b>	<b>\$0</b>	<b>\$5,683,133</b>
Program Total:	<b>\$3,508,058</b>		<b>\$5,683,133</b>	
Program FTE	0.00	1.23	0.00	1.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$3,545,100	\$0	\$5,663,133
Other / Miscellaneous	\$0	\$6,000	\$0	\$20,000
Total Revenue:	<b>\$0</b>	<b>\$3,551,100</b>	<b>\$0</b>	<b>\$5,683,133</b>

## Explanation of Revenues

Departments are charged a risk property & liability rate based on claims experience and an actuarial valuation performed every three years. The Property & Liability Risk Program also receives subrogation money and reimbursement related to liability claims.

## Significant Program Changes

**Last year this program was:** #72015, FRM - Liability Risk Mgmt

Last year this program was 72015, FRM Liability Risk Mgmt. and 72018, FRM Property Risk Mgmt. The elimination of the Risk Manager position has affected some of the services that the P&LRP provides to internal and external customers. P&LRP staff have had to assume some of this position's managerial duties which has had an impact on service delivery and response times.

Part of a position, Deputy CFO (0.23 FTE), was removed from the P&LRP program and is included in the Chief Financial Officer program offer.

**Lead Agency:** County Management

**Program Contact:** Susie Cameron

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Central Payroll is responsible for paying the employees of Multnomah County, ensuring compliance with Federal, State, and local wage and hour laws, withholding and remitting employment taxes and other deductions, issuing wage and tax reporting statements and administering the pension and deferred compensation programs.

### Program Description

Central Payroll produces 24 payrolls per year for all Multnomah County employees and is responsible for:

- Withholding, reporting, and remitting employment taxes to Federal, State and Local taxing authorities.
- Reporting and remitting pension contributions to the Public Employees Retirement System.
- Administering the County's IRC §457 deferred compensation program.
- Ensuring that timekeeping and wage payments are done in compliance with Federal and State wage and hour laws, labor contracts, and County Administrative guidelines.
- Reconciling and remitting mandated deductions for creditor garnishments, child support, bankruptcies, tax levies, and union dues.
- Reconciling and producing year-end tax statements for employees (W2's) and vendors (1099's) of Multnomah County following strict federal and state regulations.

Payroll protects County funds by ensuring that employment taxes, wage and tax statements and pension payments are processed and remitted timely to avoid assessment of fines for noncompliance.

This program contributes to the Climate Action Plan, Local Govt Operations section, item 18-8 related to reduction of waste by providing electronic disbursements of wages to employee's financial institutions and providing paperless notification of their deposits. Currently 97% of employees participate in direct deposit of funds and of those, 91% receive the notification of deposit via email.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average number of payments issued per period.	6,805	6,800	6,800	6,800
Outcome	Percent issued without errors.	99.0%	99.0%	99.0%	99.0%
Output	Percent of employees participating in Deferred Comp program.	48.0%	46.0%	46.0%	48.0%
Quality	Average deferred comp account balance.	50,000	51,000	51,000	51,000

### Performance Measure - Description

Output: Number of payments per pay period exceeds number of employees due to many employees having multiple direct deposits.

Output: The percent of employees participating in the deferred comp plan will measure the effectiveness and quality of the educational opportunities offered. The national average for participation is 29%. The national average account balance is \$27,000.

The average account balance and participation rate are measures of the quality of the investment options and overall attractiveness of the plan as a voluntary employee benefit.

New for 2012 is the addition of a post-tax Roth option.

### Legal/Contractual Obligation

Wage payments are mandated by Federal and State wage and hour laws and by 10 union contracts. Withholding and remitting employment taxes is mandated by the Internal Revenue Service. Pension contributions are mandated by union contracts and the Oregon Revised Statutes. Failure to comply to the above laws and regulations could result in the County being assessed penalties and fines.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$701,092	\$0	\$730,595	\$0
Contracts	\$19,500	\$0	\$20,000	\$0
Materials & Supplies	\$26,571	\$0	\$26,405	\$0
Total GF/non-GF:	<b>\$747,163</b>	<b>\$0</b>	<b>\$777,000</b>	<b>\$0</b>
Program Total:	<b>\$747,163</b>		<b>\$777,000</b>	
Program FTE	7.56	0.00	7.50	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$154,500	\$0	\$120,000	\$0
Total Revenue:	<b>\$154,500</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$0</b>

### Explanation of Revenues

This program is supported by General Fund revenues. In addition, external revenue for the Deferred Compensation program is contractually negotiated with the County's deferred compensation provider through a revenue sharing agreement. All administrative costs associated with the program are paid for through the agreement. The revenue sharing enables the County to offer the program to employees at no cost to the county. The agreement is for \$120,000 first year (FY 2012) and CPI-U adjustment for years 2 through 5.

### Significant Program Changes

Last year this program was: #72017, FRM - Payroll/Retirement Svcs

**Lead Agency:** County Management

**Program Contact:** Mark Campbell

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Treasury manages the County's cash assets, investment portfolio, debt, banking services and relationships, and broker/dealer relationships. Treasury also provides responsive and pro-active customer support, training, and advice to department staff who handle cash in the course of providing services to county residents.

Treasury also manages the Excise Tax Administration program which includes management of revenue collections for Motor Vehicle Rental Tax (MVRT), Transient Lodgings Tax (TLT) and Business Income Tax (BIT) in accordance with Multnomah County Code, the County's fiduciary responsibilities, and revenue & taxation policies and procedures. Treasury is required to act as custodian of Trust funds for property liens under Oregon Revised Statutes for county residents.

### Program Description

Treasury invests the County's financial assets to ensure that funds are available to meet anticipated cash flow needs. Investment earnings are measured against specific benchmarks outlined in the Investment Policy. Treasury complies with all applicable laws, policies and best practices in the management of County funds. Treasury supports the CFO in the issuance of debt, including opportunities to refinance existing debt, and maintains contact with rating agencies. It ensures timely and accurate debt service payments and generates arbitrage rebate calculations and reports. Treasury regularly analyzes cash flow. From time to time it is necessary to issue short term Tax and Revenue Anticipation Notes (TRANs) to provide liquidity prior to the collection of property taxes in November.

The County collects and administers three excise taxes. A Business Income Tax (BIT) is assessed against businesses with income generated within the county. It is set at a rate of 1.45% of net income. BIT is the second largest revenue source in the General Fund, generating approximately 15% of General Fund revenues. A Motor Vehicle Rental Tax (MVRT) is charged on the rental of cars and light trucks within the county. It is currently set at a rate of 17% of rental fees. A portion of the tax (2.5%) is passed through to the Visitor's Development Fund to support tourist activities. A Transient Lodging Tax (TLT) is charged on the rental of hotel/motel rooms within the county. It is currently set at a rate of 11.5% of rental fees. Most of the revenue generated by the TLT is passed through to other entities. Cities retain 5%, another 3% is dedicated to operating the Oregon Convention Center, and 2.5% is passed through to the Visitor's Development Fund.

Treasury maintains effective banking relationship to keep pace with technology and adapting it to the needs of county departments to provide better service to county residents.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Compliance w/ Investment Policy	1	1	1	1
Outcome	Tax Returns Filed - Motor Vehicle and Transient Lodging	97	95	95	95
Output	Ensure County's Cash Flow Needs are Met	1	1	1	1
Output	# of Business Accounts in County	60,150	63,000	61,750	63,000

### Performance Measure - Description

Measurement Key: 1 = Goal Achieved, 0 = Not Achieved

The % of tax returns filed is a measure of compliance with applicable code requirements. Compliance has remained high despite the impacts of the recession.

The # of business accounts is used as a workload measure and serves as an indicator of economic activity within the county.

### Legal/Contractual Obligation

Oregon Revised Statutes (primarily ORS 294.035), Multnomah County Code Chapter 11 (BIT) and Chapter 12 (MVRT and TLT), the Business Income Tax is administered by the City of Portland through an intergovernmental agreement (IGA) that expires at the end of FY 2013.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$343,174	\$0	\$347,098	\$0
Contracts	\$1,129,000	\$0	\$1,082,298	\$0
Materials & Supplies	\$16,057	\$0	\$12,460	\$0
Total GF/non-GF:	<b>\$1,488,231</b>	<b>\$0</b>	<b>\$1,441,856</b>	<b>\$0</b>
Program Total:	<b>\$1,488,231</b>		<b>\$1,441,856</b>	
Program FTE	4.00	0.00	4.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$82,500	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$85,000	\$0
Total Revenue:	<b>\$82,500</b>	<b>\$0</b>	<b>\$85,000</b>	<b>\$0</b>

### Explanation of Revenues

This program is supported by General Fund revenues.

External revenue is received through an agreement between the County and the Visitor's Development Fund Board. Under terms of the IGA that created the Visitor's Development Fund the County receives an administrative fee equal to .7% of MVRT and TLT revenues recorded in the fund.

### Significant Program Changes

**Last year this program was:** #72023, FRM - Treasury and Tax Administration  
A 0.50 FTE Fiscal Specialist 1 was transferred to Accounts Payable.

**Lead Agency:** County Management

**Program Contact:** Michelle Cross

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Workers' Compensation Section manages the work-related employee injury and illness process and assists employees in returning to their jobs after an injury or illness occurs.

The Safety and Health Section oversees the loss prevention efforts of Multnomah County. The section assists each department in meeting the loss prevention requirements for a workers' compensation self-insured employer and Oregon OSHA compliance.

### Program Description

Provides workers' compensation benefits in accordance with state law. Multnomah County has been self-insured for this mandatory program since 1978. Claims are administered through a contract with a third-party administrator (TPA). Staff work with employees, supervisors, physicians, the TPA, attorneys, managed care organizations, and other vendors to accurately and timely process claim benefits for the injured employee. Internal workers' compensation section employees focus on service, cost containment, and compliance efficiency. The Workers' Compensation Section is responsible for the County's return-to-work program and follows state requirements necessary to benefit from the Workers' Compensation Division's Employer-At-Injury reimbursement program.

The Safety and Health Section is aimed at reducing employee on-the-job injuries and employer liability due to injuries to non-employees. Safety and Health staff consult with County departments to assist them in providing a safe environment for both employees and the public. It helps identify and abate deficiencies related to occupational safety and health regulations. All loss prevention activity needed to maintain the workers' compensation self-insured status is managed by the Safety and Health staff.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of site safety visits designed to meet loss preveniton requirements.	26	30	30	24
Outcome	County Experience Rating Modifier less than industry average	30.0%	30.0%	30.0%	30.0%
Quality	Meeting timeliness requirements for notices and payments as measured by OR-WCD.	90.0%	95.0%	95.0%	95.0%
Output	Number of safety and health training classes presented to County.	36	0	24	24

### Performance Measure - Description

- 1) Perform site safety visits annually and assist Departments and Offices in abating identified deficiencies. Staff goal is to visit areas with a high-frequency of injuries on an annual basis and all worksites at least once every three years. Offer for FY12-13 is based upon Risk Management Division having lost two personnel.
- 2) A workers' compensation experience modifier below industry average demonstrates the County's ability to manage claims better than the insurance industry average, resultng in paying less for total premiums. Multnomah County pays 30% less in premiums than the industry average. Premiums are calculated based on total payroll.
- 3) Quarterly claims processing performance as reported by the State Workers' Compensation Division. Self-insured employers must be above 90% for timely claim filing, timely first payment of compensation, and compensibility determinations. Maintaining this level or above demonstrates high quality of service.
- 4) Training and education helps employees prevent injuries and losses. Safety and Health staff provide regular County-wide training in defensive driving; handling potentially volatile situations; first aid/CPR/AED use; supervisor safety expectations; and hazard communication. The number of classes offered is based upon requests, identified areas of need, or OSHA programatic requirements.



## Legal/Contractual Obligation

Oregon Revised Statutes Section 656 and Oregon Administrative Rule 436, requires workers' compensation coverage be in force for subject employees; Multnomah County Code (MCC) 7.101(5) also defines the functions and uses of the Risk Management Fund. Self-insured employers certify under ORS 656.430 and must meet the qualification described in ORS 656.407.

MCC 7.102 and 7.103 establishes the safety and loss prevention program in the County. The Oregon Safe Employment Act, ORS 654, establishes minimum safety standards for employers. Oregon OSHA, as outlined in OAR 437-001-1005 through 1020 and 1050 through 1060, requires each self-insured employer to have a written loss prevention plan for each location and to provide safety and health loss prevention services for each worksite.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$618,849	\$0	\$682,276
Contracts	\$0	\$180,000	\$0	\$155,000
Materials & Supplies	\$0	\$2,248,241	\$0	\$3,524,284
Internal Services	\$0	\$93,077	\$0	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$3,140,167</b>	<b>\$0</b>	<b>\$4,361,560</b>
Program Total:	<b>\$3,140,167</b>		<b>\$4,361,560</b>	
Program FTE	0.00	5.50	0.00	6.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$3,140,167	\$0	\$4,211,560
Other / Miscellaneous	\$0	\$0	\$0	\$150,000
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$3,140,167</b>	<b>\$0</b>	<b>\$4,361,560</b>

## Explanation of Revenues

The Workers' Compensation and Safety and Health Sections receive their revenues through internal service reimbursements assessed using historical data. The rates vary by department, but, in general, the County rate is 1.07%. All liabilities associated with workers' compensation claims are fully funded in a reserve account. External revenue is received from the Workers' Compensation Division Employer-At-Injury Program and through recoveries from third parties.

Safety and Health receives internal service reimbursements from departments whose staff attend the first aid/CPR/AED classes taught by Safety and Health instructors. The revenues received are to offset the cost paid to the Red Cross for course materials and completion certificates. The cost to Departments/Offices whose staff attend these internal classes are well below the cost of taking the class from an external provider.

## Significant Program Changes

**Last year this program was:** #72024, FRM - Worker's Compensation  
Last year's program offer 72019 FRM Safety is incorporated in this offer.

The Workers' Compensation Program, through the RFP process, selected a new third party administrator (TPA) for claims processing. This change resulted in a reduction of Professional Services costs while still maintaining services levels through the TPA.

The elimination of the Risk Manager position has had an effect on the level of service provided internally. Workers' Compensation and Safety and Health staff have had to assume some of those positions managerial duties which impacts the delivery of service to internal clients and delays in some response times.

The OA, Sr. position in this program has been upgraded from .50 to 1.00 FTE.



**Lead Agency:** County Management

**Program Contact:** Mark Campbell

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Recreation Fund Payment to Metro program provides support funding to Metro for the operation and maintenance of community parks. The expenditures of the fund are pass-through payments to Metro under an intergovernmental agreement (IGA) the County entered into in 1994. The transactions for this program are recorded in the Recreation Fund.

### Program Description

This program's primary purpose is to provide funding to Metro to maintain and operate community parks which in turn build local communities and provide for recreational opportunities. The program's resources derive from Marine Fuel Tax apportioned to Multnomah County. The expenditures of the fund are pass-through payments to Metro under an IGA the County entered into in 1994.

These funds may be used to operate, administer and maintain the following Metro natural areas and regional facilities that were transferred from Multnomah County in 1994: Mason Hill Park, Sauvie Island Boat Ramp, Multnomah Channel Park, Bybee-Howell House and Park, Belle View Point, James Gleason Memorial Boat Ramp, Broughton Beach, Beggars Tick Marsh, Glendoveer Golf Course and Fitness Trail, Blue Lake Park, Gary and Flagg Islands, Oxbow Park, Indian John Island, Larch Mountain Corridor, Chinook Landing Marine Park, Sandy River Access Points, Smith & Bybee Lakes Addition, Phillippi Property, and the Expo Center. Each of these sites offers a different recreational benefit for all citizens.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Payment Remitted in a Timely Manner	1	1	1	1
Outcome		0	0	0	0

### Performance Measure - Description

Under state law marine fuel taxes are allocated to counties based on the number of boat registrations and miles of waterway within the county. These revenues are turned over to METRO under terms of an IGA that transferred Multnomah County parks to METRO.

Measurement Key: 1 - Yes; 0 - No

### Legal/Contractual Obligation

Pass through payment under terms of the IGA that transferred parks from the County to METRO.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Contracts	\$0	\$102,500	\$0	\$100,000
Internal Services	\$0	\$2,500	\$0	\$2,080
Total GF/non-GF:	<b>\$0</b>	<b>\$105,000</b>	<b>\$0</b>	<b>\$102,080</b>
Program Total:	<b>\$105,000</b>		<b>\$102,080</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Taxes	\$0	\$105,000	\$0	\$102,080
Total Revenue:	<b>\$0</b>	<b>\$105,000</b>	<b>\$0</b>	<b>\$102,080</b>

### Explanation of Revenues

Revenues represent Multnomah County's share of state Marine Fuel Tax.

### Significant Program Changes

Last year this program was: #72028, FRM - Recreation Fund Payment to Metro

**Lead Agency:** County Management

**Program Contact:** Travis Graves

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:** Climate Action Plan

### Executive Summary

Central Human Resources (HR) Administration provides strategic leadership and partnership to department HR units to guide consistent, efficient and cost effective HR processes and practices across the County organization. It also provides administrative and business services management for Central HR programs, including Labor Relations; Classification and Compensation; Talent Development, Employee Benefits and Wellness, Privacy Officer Program and the Unemployment Insurance Program.

### Program Description

Central HR Administration sets direction, determines policy, develops process structures and builds relationships to develop and sustain a diverse, talented, workforce necessary to achieve results across the organization. Central HR Administration focuses on facilitating communication linkages, ensuring stakeholder input and engaging in collaborative problem resolution to implement plans and achieve results. The HR Director is the primary liaison to senior leaders to ensure HR processes are aligned with countywide business goals and oversees evaluation of HR contributions to organizational effectiveness. Central HR administration oversees countywide service program integration and performance measurement and reporting; leads HR technology development and process automation; provides budget and financial management; implements employee recognition programs; and ensures compliance with federal, state, local laws, rules, regulations and labor agreements. Effective July 2010, the County transitioned to an Online Only paperless job application process. This countywide process contributes to the Climate Action Plan, Local Govt Operations section, item 18-8 related to reduction of waste.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of countywide job applications in the Neogov applicant tracking system.	22,624	21,000	22,900	23,000
Outcome	Countywide employee turnover rate.	10.0%	10.0%	10.0%	10.0%

### Performance Measure - Description

These measures are among several used to provide performance information for decision-making. Due to previous budget reductions, HR reporting capacity is limited.

### Legal/Contractual Obligation

Federal, state, local laws, rules, and regulations covering wage and hour, discrimination, harassment, labor relations, privacy, employment at will, hiring, defamation, Uniformed Service Employment and Re-employment Rights Act, Health Insurance Portability & Accountability Act, and other employment related issues. Ten labor agreements necessitate contract compliance regarding rates of pay, hours of work, fringe benefits and other matters pertaining to employment.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$419,057	\$0	\$430,851	\$0
Contracts	\$79,005	\$0	\$79,005	\$0
Materials & Supplies	\$33,240	\$0	\$33,240	\$0
Internal Services	\$90,145	\$0	\$81,934	\$0
Total GF/non-GF:	<b>\$621,447</b>	<b>\$0</b>	<b>\$625,030</b>	<b>\$0</b>
Program Total:	<b>\$621,447</b>		<b>\$625,030</b>	
Program FTE	2.83	0.00	2.83	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

This offer is supported by County General Fund.

### Significant Program Changes

✔ **Significantly Changed**

**Last year this program was:** #72056, Central Human Resources - Administration

Effective December 2011 the administrative oversight of the Employee Benefits and Wellness Program transferred to Central HR Division from DCM Finance and Risk Management Division and 0.17 FTE was transferred to PO 72020 Central HR Employee Benefits.

To address span of control issues, 1.0 FTE OA2 is moved from Central HR Administration to Labor Relations offer #72018.

**Lead Agency:** County Management

**Program Contact:** Travis Graves

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Central Human Resources (HR) Services, comprised of the Classification and Compensation and the Talent Development units, provides critical infrastructure systems and tools to attract, train, and retain a diverse workforce at all levels of the organization. Classification & Compensation provides pay and classification structures necessary for the County to offer competitive pay and career paths. Talent Development provides countywide training for all employees and leads organizational development activities.

### Program Description

Central HR Services implements strategies to address key components of the Countywide Human Resources Strategic Plan in order to attract and select diverse, high-performing employees; establish employee retention strategies that support the organization's job market competitiveness; implement programs to strengthen skills and build knowledge necessary for an effective, culturally competent workforce; and formalize an employee performance management system that fosters individual growth and accountability, aligning performance goals with business requirements. Even in the current economic environment, a shrinking qualified workforce combined with future retirements requires a strategic focus on the county's ability to recruit and retain a highly-skilled workforce. Classification and Compensation provides the pay and job classification frameworks that facilitate external competitiveness, ensure internal equity, promote employee retention and support career growth.

The Classification and Compensation team identifies and analyzes job duties and qualifications that define the scope and complexity of work performed as documented in position descriptions. The unit also researches labor market pay range data for the most accurate indicator of prevailing wages and salaries for comparable jobs. Talent Development provides or coordinates all countywide training including: employee, management and supervisory development (including the Multnomah Leadership Academy); diversity awareness and skills building; and technology training and policy or process-focused learning opportunities.

The Countywide Training Needs Survey informs training offerings. Talent Development develops training options by using the survey findings, as well as core competencies and job skills aligned with the employee performance management system to develop training options. This comprehensive system is essential to build and monitor individual employee accountability and support the achievement of organizational program goals.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	# of positions reviewed as a result of class/comp studies.	294	430	288	350
Outcome	Percent of total positions reclassified, revised, updated.	12.9%	15.0%	10.0%	13.0%
Output	# of positions reviewed as a result of individual requests.	250	225	140	250
Output	Number of Countywide training class attendees.	5,410	4,000	4,500	4,500

### Performance Measure - Description

The number of FY 2012 countywide training classes estimate includes Google g-mail transition classes. The percentage of all positions re-classed, revised, or updated as a result of classification or compensation review indicates County positions better aligned to current competitive job market factors, such as technology changes, regulatory requirements, and the inability to fill vacancies and/or impact on essential public services.

### Legal/Contractual Obligation

Federal, state, local laws, rules, and regulations covering wage and hour, discrimination, harassment, labor relations, privacy, employment at will, hiring, defamation, Uniformed Service Employment and Re-employment Rights Act, Health Insurance Portability & Accountability Act, and other employment related issues. Ten labor agreements necessitate contract compliance regarding rates of pay, hours of work, fringe benefits and other matters pertaining to employment.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,091,391	\$0	\$1,180,684	\$0
Contracts	\$164,000	\$0	\$136,803	\$0
Materials & Supplies	\$30,314	\$0	\$30,314	\$0
Internal Services	\$286,566	\$0	\$321,920	\$0
Total GF/non-GF:	<b>\$1,572,271</b>	<b>\$0</b>	<b>\$1,669,721</b>	<b>\$0</b>
Program Total:	<b>\$1,572,271</b>		<b>\$1,669,721</b>	
Program FTE	9.00	0.00	9.50	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

This program is supported exclusively by General Fund revenues.

### Significant Program Changes

**Last year this program was:** #72057, Central Human Resources - Central HR Services

To address span of control issues the Classification and Compensation HR Manager 2 is downgraded to an HR Manager 1.

Addition of 0.50 FTE HR Analyst Sr. within department constraint to provide Outplacement Services to employees impacted by layoff to enhance employee access, increase resources and better manage costs. Outplacement Services include education and skill building for job search, resume writing, interviewing, professional networking and related resources.

**Lead Agency:** County Management

**Program Contact:** Travis Graves

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Labor Relations provides leadership to ensure effective labor-management relationships, appropriate work conditions and legal compliance that balance the rights of employees with the business needs of the County. This program manages 10 labor contracts, representing 85% of the County workforce.

### Program Description

Contract negotiations present one of the most significant opportunities to forge partnerships with labor unions that serve the needs of both the County and its employees. Labor Relations was successful during the last round of negotiations in achieving staggered dates for contract renewals, which provides the County a better opportunity to strategically plan and time proposals for contract changes. While this approach means contract negotiations have become a year round workload, it does better support Labor Relations and department management staff to focus and prepare for each labor agreement.

Forums such as Employee Relations Committee and Employee Benefits Team along with tools such as negotiated memoranda create the foundation of open communication, clear and accessible decision making, and collaborative problem solving needed to achieve uniform labor/management practices throughout the County.

Labor Relations:

- Leads collective bargaining activities, including contract negotiations, interim negotiations, labor contract administration and interpretation.
- Guides development of employee relations programs to create and promote a positive organizational culture, and advocate for fair, respectful treatment of employees.
- Ensures consistent application and enforcement of collective bargaining agreements, work rules, grievance and discipline policies.
- Provides internal expertise for dispute resolution, grievance handling, and cooperative problem-solving.
- Maintains and develop personnel rules and administer the county's drug and alcohol testing process.
- Coordinates countywide layoff activities and the merit council appeals process.
- Manages the Unemployment Claims process; and
- Ensures compliance with federal, state, local laws, rules, regulations and labor agreements, and communicates, trains, and coaches supervisors, managers, and department human resources units on these requirements

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of Labor disputes.	169	200	120	180
Outcome	Percentage of labor disputes settled collaboratively.	85.0%	85.0%	90.0%	90.0%

### Performance Measure - Description

Disputes include formal and informal disagreements about the interpretation or application of labor contracts, Personnel Rules, practices or policies. The resolution of labor disputes collaboratively means all involved parties have agreed to the resolution without going to arbitration. The alternative is an external arbitrator imposing a decision binding on all parties.

### Legal/Contractual Obligation

Ten labor agreements necessitate contract compliance regarding rates of pay, hours of work, fringe benefits, and other matters pertaining to employment. Federal, State, local laws, rules, and regulations covering wage and hour, discrimination, harassment, labor relations, privacy, employment at will, hiring, defamation, Uniformed Service Employment and Reemployment Rights Act, Health Insurance Portability & Accountability Act and other employment related issues.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$856,533	\$38,493	\$867,246	\$40,868
Contracts	\$20,000	\$0	\$22,531	\$0
Materials & Supplies	\$14,124	\$0	\$14,872	\$0
Internal Services	\$130,094	\$0	\$187,755	\$0
Total GF/non-GF:	<b>\$1,020,751</b>	<b>\$38,493</b>	<b>\$1,092,404</b>	<b>\$40,868</b>
Program Total:	<b>\$1,059,244</b>		<b>\$1,133,272</b>	
Program FTE	5.60	0.25	6.60	0.25
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$38,493	\$0	\$40,868
Total Revenue:	<b>\$0</b>	<b>\$38,493</b>	<b>\$0</b>	<b>\$40,868</b>

### Explanation of Revenues

This offer is supported primarily by County General Fund with 0.25 FTE Labor Relations Manager personnel costs charged to Risk Fund.

### Significant Program Changes

**Last year this program was:** #72058, Central Human Resources - Labor Relations

To address span of control issues, 1.00 FTE OA2 is moved from Central HR Administration to Labor Relations.



**Lead Agency:** County Management

**Program Contact:** Travis Graves

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Unemployment Insurance Program provides unemployment benefits to eligible workers who are unemployed due to layoff or other discharge for reasons other than misconduct. Unemployment insurance replaces part of the income that employees lose when they become unemployed.

### Program Description

The Unemployment Insurance Program ensures eligible workers secure financial assistance. The program provides accurate and timely monitoring and reporting, and participates in all hearings to decrease costs and liability due to fraudulent claims. A benefits claim decision will typically favor the applicant if reports are late, data is inaccurate or an employer fails to respond to requested clarification.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of employee claims.	631	500	550	590
Outcome	Percentage of claim appeals found in the County's favor.	69.0%	80.0%	80.0%	65.0%
Output	Number of appeals.	16	10	10	13

### Performance Measure - Description

It is the County's goal to support maximum benefit claims for eligible applicants and minimize fraudulent claims. A higher percentage of claims appeals found in the County's favor means a lower expense and lower risk to the County.

### Legal/Contractual Obligation

Unemployment Insurance benefits are mandated by federal and state laws. Oregon Employment Law, statues 657.005 and 657.010, Federal Unemployment Act Social Security Act.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$29,679	\$0	\$25,672
Materials & Supplies	\$0	\$1,745,059	\$0	\$1,826,429
Internal Services	\$0	\$3,494	\$0	\$4,221
Total GF/non-GF:	<b>\$0</b>	<b>\$1,778,232</b>	<b>\$0</b>	<b>\$1,856,322</b>
Program Total:	<b>\$1,778,232</b>		<b>\$1,856,322</b>	
Program FTE	0.00	0.15	0.00	0.15
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$1,778,232	\$0	\$1,856,322
Total Revenue:	<b>\$0</b>	<b>\$1,778,232</b>	<b>\$0</b>	<b>\$1,856,322</b>

### Explanation of Revenues

Unemployment claims are funded by assessing a rate based on 0.6% of monthly payroll for each department.

### Significant Program Changes

Last year this program was: #72059, Central Human Resources - Unemployment Insurance

**Lead Agency:** County Management

**Program Contact:** Travis Graves

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Employee Benefits and Wellness Program provides comprehensive health plan coverage, life insurance options and disability benefits for over 10,000 eligible individuals, including employees, their spouse or domestic partner, dependent children and retirees. The Program also includes a Wellness component, which promotes and supports a healthier workforce, retirees and their family members by providing a wide variety of affordable activities and services addressing proper nutrition, weight control, fitness and stress management.

### Program Description

Internal administration of the Benefit Programs supports the County's unique business and financial requirements, while providing sound fiscal management of the offered plans to obtain the best benefit value for employees and the organization. The highly trained professional staff oversee administration of a complex array of benefit plans ensuring the County remains compliant with labor contracts, federal, state and local laws and mandates.

The Benefits Program consults and coordinates with all County employees and departments to ensure timely enrollment in benefit plans, complete accurate payroll deductions, produce user friendly benefit communication/educational materials, and act as an effective liaison between employees and benefit providers to facilitate problem resolution. The program works closely with County labor and management to structure benefit components that provide desirable benefit options within budgetary constraints.

Wellness programs can contribute to a reduction in employee absenteeism, lower health plan costs, enhanced employee retention, and increased employee morale and productivity. Program offerings can be tailored to address the specific health needs of our population as targeted by health plan statistics: weight reduction, stress management, women's health, and cardiovascular health. The program offers a broad range of services to employees including convenient access to commercial grade fitness equipment, affordable on-site fitness classes tailored to work schedules, a library of wellness-related subject matter and incentives program for weight loss.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Medical plan annual member count	11,419	11,500	11,500	11,500
Outcome	Enrollment in Wellness sponsored activity	20,033	19,000	20,000	21,000
Efficiency	County's monthly per employee benefit cost - rate of increase	9.0%	5.0%	4.4%	4.4%

### Performance Measure - Description

**Output:** Reports total number of members enrolled in health plan coverage at some point during the plan year. This includes employees, retirees, COBRA participants and dependents from all three. The FY year member count reflects the prior year experience.

**Outcome:** Reports number of individual visits to County Wellness Fitness Center sites, plus participation in specific classes or other offered programs (for example Wellness mini-grants, breast pump loan, weight loss subsidy).

**Efficiency:** Actual dollar costs per FTE FY 2010 rate \$942, FY 2011 \$1,080, FY 2012 \$1,128 . Departmental contribution increased in FY 2012 to build health plan reserves to acceptable level. New federal benefit requirements will likely cause cost increases over the next few implementation years. Four-year national average increase has been 6.23%.

## Legal/Contractual Obligation

County labor contracts contain benefit mandates for active and retired members. Benefits are governed by a variety of federal/state/local laws and agencies, including Internal Revenue Service (IRS), Dept of Labor (DOL), Dept of Health and Human Services (HHS), COBRA, Working Families Tax Relief Act, Older Workers Benefit Protection Act, Genetic Information Nondiscrimination act (GINA), HIPAA, Patient Protection and Affordable Care Act (PPACA), CHIP, as well as civil rights and Equal Employment Opportunity laws.

Labor contracts require transit pass be provided by employer. OAR Chapter 340, Div 12 requires employers to make a good faith effort to provide incentives for employees to potentially reduce commute trips to worksites by 10% within 3 years. To meet this requirement, County assists DEQ with their bi-annual survey to determine current commute methods, then follows DEQ approved plan to meet target reductions.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$35,217	\$1,190,856	\$0	\$1,220,538
Contracts	\$0	\$1,112,306	\$0	\$1,253,000
Materials & Supplies	\$0	\$79,332,263	\$0	\$79,566,946
Internal Services	\$0	\$254,037	\$0	\$310,319
Total GF/non-GF:	<b>\$35,217</b>	<b>\$81,889,462</b>	<b>\$0</b>	<b>\$82,350,803</b>
Program Total:	<b>\$81,924,679</b>		<b>\$82,350,803</b>	
Program FTE	0.00	10.17	0.00	11.17
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$74,732,394	\$0	\$73,908,442
Other / Miscellaneous	\$0	\$7,176,181	\$0	\$8,442,361
Total Revenue:	<b>\$0</b>	<b>\$81,908,575</b>	<b>\$0</b>	<b>\$82,350,803</b>

## Explanation of Revenues

Sources of revenue are: departmental contributions for health plan coverage, benefit administration charge (0.90% of gross payroll), employee payroll deductions (both pre and post tax) for benefit plan participation, premium payments from retirees and COBRA participants, operational refunds/rebates/performance guarantee penalties from vendors, tax credits due to Federal and State subsidies, revenues from parking garage fees (applied to Wellness program only), fees paid by Wellness program participants. Revenues are collected under 705210 but pay for expenses recorded under 705200, 705211, 705212, 705213, 705216, 705217, 705218, 705230, 705240, 705245.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72012, FRM - Employee Benefits

This offer incorporates FY 2012 offers #72012 Employee Benefits, #72013 Employee Wellness and #72006 Bus Pass Program.

FY 2012 Budget reflects addition of 1.00 FTE HR Analyst 1 effective November 2011 resulting in a current service level request of 11.17 FTE for FY 2013.

Effective December 2011 the Administrative oversight of the Employee Benefits and Wellness Program transferred to Central HR Division from the Finance and Risk Management Division.

**Lead Agency:** County Management

**Program Contact:** Travis Graves

**Program Offer Type:** Innovative/New Program

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The U.S. Department of Health and Human Services issued the Privacy Rule to implement the requirements of the Health Insurance Portability and Accountability Act (HIPAA). The Privacy Rule prescribes specific standards for organizations to manage, use and disclose individuals' protected health information.

This program offer funds a new Privacy Officer program in Central Human Resources to formalize authority and accountability for countywide HIPAA and Privacy Rule compliance, as well as other related State and Federal privacy rules and regulations. The Privacy Officer works directly with county departments and business areas, and collaborates with the county IT Security Manager, to ensure that county operations and services safeguard the privacy of employee and client protected health information.

### Program Description

A major goal of the Privacy Rule is to assure that individuals' health information is properly protected while allowing the flow of health information needed to provide and coordinate client health care and employee health benefits. The Office of Civil Rights vigorously enforces the HIPAA Privacy and Security Rules and can impose civil monetary penalties for violations.

The Privacy Office will provide leadership and oversight for:

- Policies and procedures: planning, development, implementation and alignment across the county;
- Compliance: Information and data safeguards, internal performance audits, violation investigation and mitigation, complaint tracking and reporting;
- Workforce Training: new employee orientation, initial, refresher, follow-up; documentation and tracking;
- Communication and Regulatory Reporting: education and awareness, respond to general public inquiry, periodic and ad hoc reporting to regulatory agencies;
- Consultation and guidance: evaluate internal policies and procedures, provide regulatory analysis on new/updated laws/rules, advisory and best practice support;
- Coordinate with department and business areas privacy liaisons: oversee consistent and efficient implementation and monitoring, lead countywide liaison group to address compliance issues;
- Coordinate with county IT Security Manager: coordinate overlapping issues/concerns, collaborate on countywide Privacy Assessment;
- Records requirements: oversee documentation and records retention requirements, maintain system to track and account for authorized disclosures.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Completed countywide Privacy Assessment.	0	0	0	1
Outcome	Percentage of new employees trained on HIPAA standards within 60 days of hire.	0.0%	0.0%	0.0%	100.0%

### Performance Measure - Description

An updated countywide Privacy/Security Assessment identifies organizational strengths and areas of improvement for internal action planning and prioritization.

Effective HIPAA staff training is a key component to Privacy Rule compliance and the County's ability to mitigate Privacy Rule violations.

**Legal/Contractual Obligation**

Health Insurance Portability and Accountability Act of 1996 U.S. Department of Health and Human Services Standards for Privacy of Individually Identifiable Health Information (Privacy Rule).

**Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$150,231
Contracts	\$0	\$0	\$0	\$30,000
Materials & Supplies	\$0	\$0	\$0	\$17,842
Internal Services	\$0	\$0	\$0	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$198,073</b>
Program Total:	<b>\$0</b>		<b>\$198,073</b>	
Program FTE	0.00	0.00	0.00	1.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

Revenue for the Privacy Officer program offer funded by the Risk Fund.

**Significant Program Changes**

**Last year this program was:**  
New offer for FY 2013.

**Lead Agency:** County Management

**Program Contact:** Randy Walruff

**Program Offer Type:** Administration

**Related Programs:** 72024, 72025A, 72026, 72027, 72028, 72029, 72030, 72031, 72032, 72033, 72034, 72035, 72037, 72038

**Program Characteristics:**

### Executive Summary

The Division of Assessment Recording & Taxation (DART) Administration Program performs the Assessor and Tax Collector functions required by statute and manages all Property Tax Collection and Property Tax Assessment functions as well as certain County Clerk functions (Recording, Marriage Licenses, Domestic Partnerships, and Board of Property Tax Appeals); monitors all processes for statutory compliance, certifying the property tax roll for collection, maintaining values on over 340,000 property tax accounts and collection and distribution of over \$1.2 billion in property taxes; provides leadership and strategic direction; plans, manages, directs, and coordinates the activities of the division; provides fiscal and operational oversight; employee development and performance management, tactical/resource planning, program measurement and evaluation and process/technology improvements.

### Program Description

DART Administration program performs the duties of the County Assessor including certifying the property tax roll for collection, maintaining Real Market Value on over 340,000 real and personal property accounts, and capturing/calculating Measure 50 "exception value" defined as new construction, renovation or remodeling which increases total Assessed Value of taxing districts. It also performs the duties of the Tax Collector who certifies the billing, collecting, and distribution of over \$1.2 billion in property taxes.

DART Administration plans, manages, directs, and coordinates the activities of the division; is responsible for strategic direction, policy development, financial planning, employee development and performance management, tactical/resource planning, program measurements and evaluation, work plans, and process/technology improvements, including the new Assessment and Taxation System. Administration monitors statutory compliance, oversees over 500,000 customer service interactions, provides internal and external communications, prepares and submits the annual County Assessment Function Funding Account (CAFFA) Grant Document and Annual Appraisal Work Plan to the Oregon Department of Revenue. Administration supports and provides leadership that ensures all property is valued accurately and taxed fairly as required by the Oregon State Constitution, Oregon Revised Statutes and Oregon Dept of Revenue Administrative Rules.

This Program ensures the collection of property taxes in a timely manner that is fair & equitable to all taxpayers and maintains accurate, accessible property ownership records and property descriptions that are used in the production of county property tax maps. The Program provides quality customer service to taxpayers. DART has taken steps toward achieving CAP Item #18-8 Local Government Operations, by increasing use of e-files and e-business, and participation in waste recycling efforts, leading to an overall reduction in paper use and paper waste and contributing to a reduced facilities footprint.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Total Number of Property Tax Accounts Administered	339,698	341,000	341,000	341,000
Outcome	Percent Acceptable Compliance Reports Required by Oregon Department of Revenue	100.0%	100.0%	100.0%	100.0%
Efficiency	Administrative Costs as a Percent of Actual Expenditures	4.3%	5.0%	4.5%	5.0%
Efficiency	Cost of Collection per Account (in Dollars)	3	3	3	3

### Performance Measure - Description

The percent of required compliance reports received and accepted by the Department of Revenue (Grant document, Appraisal Plan, Ratio Study) implies adequacy of DART operations and uniform taxation. The goal is to maintain administrative costs at 5% of total DART operating program expenditures. FY 2010 Actual was 6%. FY 2011 Actual was 4.3%. In FY 2012 estimated is 4.5%. In FY 2013 estimate is 5%. The cost of collection per account will fluctuate depending on costs. FY 2010 actual cost/account = \$3.52; FY 2011 = \$3.69; est FY 2012 = \$3.52, FY 2013 est. = \$3.60.

## Legal/Contractual Obligation

Functions in this program are required under Oregon Revised Statutes (ORS) Chapters 92, 205, 294, 305-312 and 321. Additionally, ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Dept. of Revenue(DOR). Through the "County Assessment Function Funding Account" (CAFFA) Grant process described in ORS 294.175, the DOR determines the acceptable level of assessment and taxation staffing. The DOR has determined that DART is already at the minimally acceptable staffing level to perform their functions. Any reduction to this program may jeopardize this grant revenue.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$611,377	\$0	\$669,323	\$0
Contracts	\$22,000	\$0	\$2,000	\$0
Materials & Supplies	\$683,401	\$0	\$141,508	\$0
Internal Services	\$113,216	\$0	\$122,486	\$0
Total GF/non-GF:	<b>\$1,429,994</b>	<b>\$0</b>	<b>\$935,317</b>	<b>\$0</b>
Program Total:	<b>\$1,429,994</b>		<b>\$935,317</b>	
Program FTE	5.00	0.00	6.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$90,000	\$0	\$80,000	\$0
Intergovernmental	\$216,960	\$0	\$221,299	\$0
Total Revenue:	<b>\$306,960</b>	<b>\$0</b>	<b>\$301,299</b>	<b>\$0</b>

## Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268, with an allocation of \$221,299 to DART Administration Program. Program General Fund revenue of \$80,000 is from document recording fees allocated to County Assessment and Taxation Programs (5% of the \$10 per document Recording Fee for the maintenance of county property tax systems.) Document Recording fees may vary annually based upon economic factors affecting the real estate market and the number of documents being recorded. The annual estimated fee revenue is based upon historical trends. The remaining program support is from General Fund revenues.

## Significant Program Changes

✓ **Significantly Changed**

**Last year this program was:** #72036A, Div Of Assessment, Recording & Taxation Administration

Also includes last year program offer 72036B, OTO Customer Service Consolidation. Due to a division reorganization, shift of 1.00 FTE from Program #72025 County Clerk to Admin Offer #72023 - Position moved to Administration for flexibility for succession planning and pending retirements. Position reclassified to Sr Data Analyst for a legislation/litigation coordinator.



**Lead Agency:** County Management

**Program Contact:** Gary Bartholomew

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72025A, 72026, 72027, 72028, 72035, 72037

**Program Characteristics:**

### Executive Summary

The Division of Assessment, Recording, and Taxation (DART) Customer Service Program is the first primary point of contact for DART customers both at the public counter and through the organization's incoming phone system.

### Program Description

The Customer Service program responds to approximately 90,000 telephone inquiries and 30,000 walk-in customers annually (which includes approximately 18,000 reported in the County Clerk Function Program Offer). Staff process tax payments, sell copies of records and provide general information on behalf of the organization. Property owners, taxpayers and citizens in general have an expectation of local government to provide responsive, accurate, and quality service. The ability to connect directly with the taxpayer increases the understanding of government and the role of property taxation.

Staff spend several hours each year training with other sections throughout the organization, as well as gaining knowledge by reading a variety of relevant informational materials. Customer Service staff also assist the Tax Revenue Management Program by processing approximately 11,000 over-the-counter tax payments totaling approximately \$50 million dollars annually. The Customer Service office, Recording office and Public Research Room are being integrated in 2012 in order to improve efficiency and quality of service delivery. Additional improvements are expected from technology updates including a new assessment and taxation system, an electronic customer cueing system and an online chat tool.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of counter transactions	31,296	25,000	30,000	30,000
Outcome	Average number of transactions per cashier	3,477	3,200	3,200	3,200
Output	Number of phone calls received and answered	89,284	90,000	90,000	90,000
Outcome	Average number of phone calls per operator	7,511	6,000	6,500	6,500

### Performance Measure - Description

"Number of counter transactions" includes both computer-generated statistics from the operating systems used in Customer Service and statistics from staff production reports. The system tracks revenue generating transactions including tax payments, marriage licenses, Domestic Partnership Registrations, passport applications and copies of various records. Staff production reports track routine, non-payment transactions. An additional 10% was added to the production report statistics for transactions that may not have been tracked.

### Legal/Contractual Obligation

Oregon Revised Statutes(ORS) Chapters 92, 205, 294, 305, 306, 307, 308, 308A, 309, 310, 311, 312 and 321 and related Oregon Administrative Rules regulate virtually all aspects of the assessment and property taxation process. ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Department of Revenue (DOR). Through the "County Assessment Function Funding Account" (CAFFA) Grant process described in ORS 294.175, the DOR determines the acceptable level of assessment and taxation staffing. The DOR has determined that DART staffing is at the minimally acceptable level to perform their functions. Any reduction to this program may jeopardize this grant revenue.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$701,062	\$0	\$722,989	\$0
Materials & Supplies	\$14,733	\$0	\$11,685	\$0
Internal Services	\$252,369	\$0	\$261,076	\$0
Total GF/non-GF:	<b>\$968,164</b>	<b>\$0</b>	<b>\$995,750</b>	<b>\$0</b>
Program Total:	<b>\$968,164</b>		<b>\$995,750</b>	
Program FTE	8.20	0.00	9.30	0.00
<b>Program Revenues</b>				
Intergovernmental	\$231,102	\$0	\$235,724	\$0
<b>Total Revenue:</b>	<b>\$231,102</b>	<b>\$0</b>	<b>\$235,724</b>	<b>\$0</b>

### Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268, with \$235,724 allocated to the DART Customer Service Program. Remaining program support is from General Fund revenues.

### Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72037, DART Customer Service

Continued division reorganization resulted in transfer of 1.00 FTE A&T Technician 2 from Program #72030 Special Programs to the Customer Service Program #72024 for FY 2013. Additional 0.10 FTE Finance Manager allocated to the Program for FY 2013.

**Lead Agency:** County Management

**Program Contact:** Gary Bartholomew

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72026, 72028, 72031, 72032, 72033, 72034, 72035, 72037

**Program Characteristics:**

### Executive Summary

The County Clerk Functions program consists of recording land related and other legal documents, issuance of Marriage Licenses and Domestic Partnership Registrations, acceptance of Passport Applications, creation and maintenance of permanent records, issuance of certified copies, and administration of the Board of Property Tax Appeals (BoPTA).

BoPTA is responsible for hearing petitions from taxpayers who disagree with their property value. The Board makes decisions to reduce property values or waive personal property late filing fees based on evidence provided by the taxpayer.

### Program Description

Recording is the process of registering legal documents, thus making them a matter of public record. These documents are primarily related to real property transactions. The recording process requires staff to review every document for statutory compliance. The processes for Recording, Marriage Licenses, Domestic Partnership Registrations and Passport Applications include the collection of statutory fees. With the exception of Passport Applications, the creation and maintenance of general indexes and production of microfilm preserved for permanent retention is a statutory requirement.

For FY 2011, 158,537 documents were recorded, 6,201 Marriage Licenses were processed, 325 Domestic Partnership Registrations were issued and 3,187 Passport Applications were accepted. Last year 1,917 BoPTA appeals were processed. All areas within the County Clerk Functions program provide direct customer service by responding to telephone inquiries and walk-in customers. The Recording office assists approximately 15,000 customers at the counter annually and responds to an estimated 15,000 phone inquiries. The Marriage Licenses and Domestic Partnership section assists approximately 18,000 customers at the counter annually and responds to a high volume of calls that are reported within the Customer Service total of approximately 90,000 annually.

This program also maintains a Public Research Room for customer use. Electronic recording functionality is being installed in 2012 which will improve efficiency and customer service. The Recording Office, Customer Service Office and Public Research Room are being integrated in 2012 in order to improve efficiency and quality of service delivery. Additional improvements are expected from technology updates including an electronic customer queuing system and an online chat tool.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of Marriage Licenses Issued	6,201	6,300	6,300	6,300
Outcome	Number of Accurately Processed Licenses	6,115	6,240	6,250	6,250
Output	Number of Documents Recorded	158,537	168,000	155,000	170,000
Outcome	Average Number of Business Days to Return Original Recorded Documents	4	5	5	5

### Performance Measure - Description

The "Number of Accurately Processed Licenses" is the number of licenses which the State of Oregon (Office of Vital Statistics) reviewed and found to be 100% accurate. The remaining licenses were returned to the county by the state for minor corrections. The "Average Number of Business Days to Return Original Recorded Documents" is a measure of compliance with the statutory requirement that documents be returned within 10 business days.

## Legal/Contractual Obligation

The County Clerk functions are governed by Oregon Revised Statutes (ORS) Chapter 205. Multnomah County Ordinance 948 authorizes couples to voluntarily register as domestic partners. Additional statutes pertaining to this program are found in ORS 106, 107, 409, 432 (marriage/state domestic partnerships); ORS 86, 87, 93, 100 (requirements for recording); and ORS 306 and 309 (Board of Property Tax Appeals). Guidelines for the acceptance of Passports are set by the US Department of State.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$897,315	\$0	\$925,408	\$0
Contracts	\$162,600	\$0	\$81,262	\$0
Materials & Supplies	\$111,910	\$0	\$92,515	\$0
Internal Services	\$323,960	\$0	\$310,977	\$0
Capital Outlay	\$8,000	\$0	\$8,000	\$0
<b>Total GF/non-GF:</b>	<b>\$1,503,785</b>	<b>\$0</b>	<b>\$1,418,162</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,503,785</b>		<b>\$1,418,162</b>	
<b>Program FTE</b>	14.10	0.00	12.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$5,316,425	\$0	\$4,817,000	\$0
Intergovernmental	\$32,768	\$0	\$33,424	\$0
Other / Miscellaneous	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$5,349,193</b>	<b>\$0</b>	<b>\$4,850,424</b>	<b>\$0</b>

## Explanation of Revenues

A \$60 fee is collected for each marriage license, State and County Domestic Partnership (DP) registration: \$25 to the County General Fund, \$25 to State Domestic Violence, and \$10 to Court Conciliation Services. Fees are charged for certified copies of licenses. The General Fund portion of marriage license/DP & copy fees is estimated at \$247,000.

The County collects a \$25.00 fee for accepting every Passport, with an estimated number of 3,200 passports for FY 2013 or \$80,000 GF revenue. Fees are collected for the recording of documents, for the Corner Preservation Fund, County Clerk Fund for records storage/retrieval systems, and Oregon Land Information System Fund (OLIS). A portion of recording fees is transferred to the County Assessment Function Funding Account at the Oregon Department of Revenue for the benefit of Assessment and Taxation functions. Remaining Recording Fees of \$4,320,000 and Document Copy Fees of \$50,000 are retained by the County General Fund as Recording Program revenues. Fees dedicated for storage and retrieval systems (County Clerk Fund - restricted under GASB #54) are estimated at \$120,000 new revenue for FY 2013. BoPTA is supported by participation in the Oregon Dept of Revenue County Assessment Function Funding Account (CAFFA) Grant, providing reimbursement of approx. 25% of BoPTA program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268, with \$33,424 allocated to BoPTA, with remaining support for BoPTA from the General Fund.

## Significant Program Changes

✓ Significantly Changed

**Last year this program was:** #72038, DART County Clerk Functions

Continued division reorganization, and a consolidation of direct services into one service location, resulted in transfer of 2.00 FTE from this Program #72025; 1.00 FTE transferred to Administration Program #72023 and 1.00 FTE transferred to Special Programs #72030. Additionally, reduced management allocation by 0.10 FTE. Net 2.10 FTE reduction.

**Lead Agency:** County Management

**Program Contact:** Gary Bartholomew

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72026, 72028, 72031, 72032, 72033, 72034, 72035, 72037

**Program Characteristics:**

### Executive Summary

The County Clerk Functions program consists of recording land related and other legal documents, issuance of Marriage Licenses and Domestic Partnership Registrations, acceptance of Passport Applications, creation and maintenance of permanent records, issuance of certified copies, and administration of the Board of Property Tax Appeals (BoPTA).

A portion of fees on recorded documents is dedicated to Records Storage and Retrieval Systems for the County Clerks. Under GASB #54, these funds are restricted and per Oregon Revised Statute 205.320(18) the funds are to be used for acquiring storage and retrieval systems, and maintaining and restoring records as authorized by the County Clerk.

This Scaled Offer represents a carryover of unspent restricted revenues for the County Clerk that reside within the General Fund, and which are to be used during FY13 for services to convert historical recorded documents and other county clerk records to digital format.

### Program Description

This Program will achieve the digitization of a large portion of the County Clerk historical records that are currently in microfiche and microfilm format. These records are available to the public in DART's on site public research room. The digitization of the historical records will improve access to a large portion of public records, providing for more efficient service delivery methods. In addition, by converting records to digital/electronic format, the County is positioned to no longer rely upon antiquated microfilm and microfiche equipment, and provide for optimal space utilization.

This program aligns the organization to relocate a large portion of the public records currently in the Public Research Room into DART's newly consolidated Customer Service Office, by providing public records in electronic format accessible via web-based portals. The comprehensive approach provides improved service delivery for access to public records.

This scaled program offer utilizes unspent restricted revenues for the County Clerk that reside within the General Fund, for services to convert historical recorded documents and other county clerk records to digital format.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output		0	0	0	0
Outcome		0	0	0	0

### Performance Measure - Description

### Legal/Contractual Obligation

The County Clerk functions are governed by Oregon Revised Statutes (ORS) Chapter 205. ORS 205.320(18) requires that a portion of document recording fees be dedicated to the County Clerk Fund established by the County governing body for the purpose of acquiring records storage and retrieval systems, and maintaining and restoring records as authorized by the County Clerk.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Contracts	\$0	\$0	\$456,636	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$456,636</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$456,636</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$0	\$456,636	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$456,636</b>	<b>\$0</b>

### Explanation of Revenues

The carryover revenue in the amount of \$456,636 in this program offer represents unspent "restricted revenues" (a portion of recording fees) for the County Clerk that reside within the General Fund. Under GASB #54, these funds are restricted pursuant to Oregon Revised Statute 205.320(18).

### Significant Program Changes

Last year this program was:

**Lead Agency:** County Management

**Program Contact:** Gary Bartholomew

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72025A, 72028, 72030, 72032, 72033, 72034, 72035, 72037

**Program Characteristics:**

### Executive Summary

The Ownership Program, within the Division of Assessment, Recording and Taxation (DART), is responsible for making real property ownership changes and adding sale information, when applicable, to the tax roll. Through examination of recorded and unrecorded documents, this program verifies the documentation and ensures that the documentation is acceptable for ownership transfers to take place. The Ownership Program maintains a transaction file for complex transfers, which is maintained for permanent retention on microfilm. Program staff interact with the public and internal staff, both on the phones and at a public counter.

### Program Description

The Ownership Program updates and maintains the ownership and property description for the majority of real property tax accounts. Recorded documents, such as deeds, contracts and assignments, are the most common instruments used to update the tax roll with correct names and mailing addresses. Additionally, unrecorded documentation is often used for name changes to the tax roll. This documentation includes marriage records, court orders, and death certificates. Accurate ownership information is essential to other DART programs in ensuring that various notices and tax statements are sent to the correct party. This information is also used for the production of county maps. Property sales are utilized by the Valuation Section in the process of updating property values. The Ownership Program monitors certain types of accounts for notification to other areas throughout the organization. Developed databases enable related work units to access shared data, thereby reducing transfer time and the need for paper records. A new assessment and taxation system scheduled to go live in 2012 is expected to further increase efficiencies.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of Ownership Changes Processed	25,000	25,000	25,000	25,000
Outcome	Average Number of Days to Complete Ownership Changes	2	2	2	2

### Performance Measure - Description

The "Number of Ownership Changes Processed" is a combination of ownership changes processed from actual recorded deeds and ownership changes transferred with unrecorded documents (approximately 5% of transfers are from unrecorded documentation).

The "Average Number of Days to Complete Ownership Changes" is tracked manually by staff by logging both the date the work is begun and the date of completion. Those numbers are then combined and divided by the actual number of working days in the fiscal year.

### Legal/Contractual Obligation

Functions in this program are required under Oregon Revised Statutes (ORS) Chapters 92, 93, 199, 205, 222, 308, 457, 477, and 478. Additionally, ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Department of Revenue (DOR). Through the "County Assessment Function Funding Account" (CAFFA) Grant process described in ORS 294.175, the DOR determines the acceptable level of assessment and taxation (A&T) staffing. The DOR has determined that DART staffing is already at the minimally acceptable level to perform their A&T functions. Any reduction to this program may jeopardize this grant revenue.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$313,803	\$0	\$318,267	\$0
Materials & Supplies	\$3,228	\$0	\$2,583	\$0
Internal Services	\$81,660	\$0	\$79,029	\$0
Total GF/non-GF:	<b>\$398,691</b>	<b>\$0</b>	<b>\$399,879</b>	<b>\$0</b>
Program Total:	<b>\$398,691</b>		<b>\$399,879</b>	
Program FTE	4.00	0.00	4.20	0.00
<b>Program Revenues</b>				
Intergovernmental	\$92,786	\$0	\$94,641	\$0
<b>Total Revenue:</b>	<b>\$92,786</b>	<b>\$0</b>	<b>\$94,641</b>	<b>\$0</b>

### Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268 Million, with \$94,641 allocated to the Ownership Program. Remaining program support is from General Fund revenues.

### Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72039, DART Ownership

Due to reorganization, allocated 0.20 FTE Operations Supervisor to this program for FY 2013.



**Lead Agency:** County Management

**Program Contact:** Gary Bartholomew

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72030, 72031, 72035, 72037, 72038

**Program Characteristics:**

### Executive Summary

The Tax Revenue Management Program administers the County Tax Collector responsibilities. The program manages the collection, accounting and distribution of property tax revenues and assessments for over 60 Multnomah County taxing districts and several state agencies. Revenue from interest on past due taxes is also accounted for and a portion distributed to the County Assessment and Taxation Fund.

### Program Description

The Tax Revenue Management Program sends property tax statements, collects current and delinquent real and personal property taxes and various fees, issues property tax refunds, distributes tax revenues to taxing districts, and performs accounting, auditing and reporting services. The program processes foreclosures, tax roll corrections, bank adjustments, senior and disabled citizen tax deferral applications, and manufactured structure ownership changes. 370,000 tax statements are sent annually and \$1.2 billion in property taxes is levied for collection. Over 400,000 payment and accounting transactions are processed annually.

This program collects and distributes property taxes in a timely, efficient and equitable manner. The program provides responsive, accurate, quality customer service to taxpayers and other government agencies while complying with property tax laws. The program continuously monitors service delivery options available for possible enhancements. Tax statement printing costs have been significantly reduced through streamlining and outsourcing. Payment processing alternatives are being evaluated for cost savings and efficiencies. Customer use of electronic payment continues to increase. Credit card options and payment by phone have been implemented. Roll corrections and issuance of tax refunds are monitored closely to minimize the amount of interest paid on refunds. Legislation (2011) was proposed and adopted which minimizes interest paid on large appeals. Delinquencies are monitored closely and addressed effectively. A new assessment and taxation computer system scheduled to go live in 2012 is expected to increase efficiency and customer service.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Property Tax Statements Issued	367,005	375,000	370,000	370,000
Outcome	Percentage of Current Year Property Taxes Collected	97.2%	97.0%	97.2%	97.2%
Outcome	Tax Collected Via Electronic Payment (in Dollars)	42,630,185	55,000,000	47,000,000	55,000,000

### Performance Measure - Description

Property Tax Statements Issued each year includes the November, February, May trimesters and the delinquent real property statements.

## Legal/Contractual Obligation

Functions in this program are required under Oregon Revised Statutes (ORS) Chapters 311 and 312. Additionally, ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Department of Revenue (DOR). Through the "County Assessment Function Funding Account" (CAFFA) Grant process described in ORS 294.175, the DOR determines the acceptable level of Assessment and Taxation (A&T) staffing. The DOR has determined that the staffing level for DART is already at the minimally acceptable level to perform their functions. Any reduction to this program may jeopardize this grant revenue. The County as an agent of the State carries out the functions under ORS 446.566 to ORS 446.646 related to mobile home ownership document transactions and trip permits.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$983,816	\$0	\$1,007,683	\$0
Contracts	\$32,600	\$0	\$146,900	\$0
Materials & Supplies	\$83,269	\$0	\$125,276	\$0
Internal Services	\$449,850	\$0	\$457,758	\$0
Total GF/non-GF:	<b>\$1,549,535</b>	<b>\$0</b>	<b>\$1,737,617</b>	<b>\$0</b>
Program Total:	<b>\$1,549,535</b>		<b>\$1,737,617</b>	
Program FTE	11.70	0.00	11.50	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$439,100	\$0	\$384,400	\$0
Intergovernmental	\$402,876	\$0	\$410,934	\$0
Other / Miscellaneous	\$500	\$0	\$250	\$0
Total Revenue:	<b>\$842,476</b>	<b>\$0</b>	<b>\$795,584</b>	<b>\$0</b>

## Explanation of Revenues

Participation in Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268, with \$410,934 allocated to Tax Revenue Management. Program revenues of \$384,650 are from service fees including foreclosure publication fees, title search fees, exemption late filing fees, delinquent personal property tax warrant & warrant recording fees, mobile home ownership transfer fees, and other miscellaneous tax collection & copy fees. Service fees are required by Oregon Revised Statutes and County Fee ordinance, and may vary in volume due to economic influences, and some are linked to the volume of delinquent property taxes. The County serves as an agent of the State, and pursuant to an IGA, accepts payment on behalf of the State for mobile home ownership document transactions (\$55) and trip permits (\$5 per section). The County is allowed to retain \$30 for each ownership document transaction completed and all of the trip permit fees collected; total annual fees vary by volume of transactions. Exemption late filing fees may vary annually depending upon the timeliness of applications each year. The volume of Service Fees and other revenues is based upon historical averages. The remaining program support comes from General Fund revenues.

## Significant Program Changes

✓ Significantly Changed

**Last year this program was:** #72040, DART Tax Revenue Management

Division reorganization resulted in a 0.20 FTE reduction in the management position allocated to this Program #72027 for FY 2013. Program Offer includes replacement of tax payment processing system software and hardware.

**Lead Agency:** County Management

**Program Contact:** June Tilgner

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72025A, 72026, 72030, 72033, 72034, 72035, 72037

**Program Characteristics:**

**Executive Summary**

The Division of Assessment, Recording and Taxation (DART) GIS & Parcel Management program creates and maintains official county maps for property taxation purposes, maintains the base map for the County's Geographic Information System (GIS), maintains property information and property tax roll descriptions, and provides direct customer service to property owners, taxpayers and the community.

**Program Description**

The GIS & Parcel Management program maintains up-to-date accessible property descriptions, county property tax maps and GIS. Current ownership and timely created accounts ensure that the correct owner is assessed the correct amount thus ensuring the tax is distributed as equitably as possible.

The program is responsible for maintaining accurate tax maps used to describe taxing district and urban renewal boundaries, process subdivisions, condominiums, and partition plats, and describe annexations and County road filings. Program staff develop databases that enable related work units access to shared data reducing transfer time and paper records. This program also contributes GIS mapping data to the Department of Revenue Oregon Map (ORMAP) program which provides a state-wide property tax parcel base map that is digital, publicly accessible and continually maintained. Direct customer service is provided to property owners, taxpayers and the community.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of New Tax Roll Accounts Created	0	450	560	615
Outcome	Average Number of Changes per FTE	0	20,000	8,200	6,488
Output	Number of Mapping & Tax Roll Changes	0	100,000	41,285	45,400

**Performance Measure - Description**

The number of New Tax Roll Accounts Created is affected by the volume of new plats, condominiums, and subdivisions recorded. There was a significant decrease in the volume during the FY 2009 and continued in FY 2010 that has continued throughout FY 2011. The number of Mapping & Tax Roll Changes includes audits and data clean-up activities that have taken place this year.

## Legal/Contractual Obligation

Functions in this program are required under Oregon Revised Statutes (ORS) Chapters 86, 92, 93, 100, 198, 199, 222, 227, 271, 274, 275, 306-308, 312, 368, 457, 477, and 478. Additionally, ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Dept. of Revenue (DOR). Through the "County Assessment Function Funding Account" (CAFFA Grant) process described in ORS 294.175, the DOR determines the acceptable level of assessment and taxation (A&T) staffing. The DOR has determined that staffing is at the minimally acceptable level to perform the A&T function. Any reduction to this program may jeopardize this grant revenue.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$487,875	\$0	\$489,409	\$0
Contracts	\$3,000	\$0	\$3,000	\$0
Materials & Supplies	\$45,037	\$0	\$45,456	\$0
Internal Services	\$121,953	\$0	\$116,355	\$0
Total GF/non-GF:	<b>\$657,865</b>	<b>\$0</b>	<b>\$654,220</b>	<b>\$0</b>
Program Total:	<b>\$657,865</b>		<b>\$654,220</b>	
Program FTE	9.45	0.00	5.20	0.00
<b>Program Revenues</b>				
Intergovernmental	\$151,768	\$0	\$154,804	\$0
Total Revenue:	<b>\$151,768</b>	<b>\$0</b>	<b>\$154,804</b>	<b>\$0</b>

## Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268, with \$154,804 allocated to the GIS/Parcel Management Program. Remaining program support is from General Fund revenues.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72041, DART - GIS & Parcel Management

A division reorganization resulted in transfer of 4.00 FTE from Program #72028 GIS/Parcel Management. Three positions transferred to Program #72030 Special Programs; 1.00 FTE transferred to Program #72024 Customer Service.

**Lead Agency:** County Management

**Program Contact:** Rene Grier

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72030, 72031, 72032, 72033, 72034, 72035, 72037

**Program Characteristics:**

### Executive Summary

The Assessment Performance Analysis Unit, within the Division of Assessment, Recording and Taxation (DART) is responsible for annual adjustments to Real Market Value resulting in assessed value upon which taxes are calculated and levied for the benefit of all Multnomah County taxing districts. Analysts develop and publish the annual Sales Ratio Study as required by statute.

### Program Description

The Assessment Performance Analysis Unit links to DART appraisal and other programs and their contributions. Appraisal Data Analysts analyze sales, trends and other market data used to monitor, maintain and report valuation performance regarding Residential, Commercial, Multi-Family, and Industrial Appraisal Models. The Analysis Unit adjusts Real Market Values of all property in the County and publishes the annual Sales Ratio Study that evaluates and reports the effectiveness of appraisal programs to the Oregon Department of Revenue. The program assists in answering public and media questions about property values, contributing to the public's perception of fairness in assessing and collecting property taxes.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of Projects Maintained	13	13	13	13
Outcome	Percentage of Residential Neighborhoods With Equity Compliance	93.0%	90.0%	90.0%	90.0%

### Performance Measure - Description

The output measure called "Number of Projects" refers to the many specific annual studies and reports completed by the team, including the largest: Residential.

"Residential Equity Compliance" is a measure developed internally to demonstrate the consistency of values among properties in the same neighborhood as valuation models are adjusted. This self-imposed compliance goal is not designed to achieve an ever higher score but instead to prompt deep analysis of value variances that ensures consistent and accurate adjustments to value.

### Legal/Contractual Obligation

Oregon Revised Statutes (ORS) Chapters 92, 205, 294, 305, 306, 307, 308, 308A, 309, 310 and 321 and related Oregon Administrative Rules regulate virtually all aspects of the assessment and property tax calculation process. ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Department of Revenue (DOR). Through the County Assessment Function Funding Account (CAFFA) Grant process described in ORS 294.175, the DOR determines the acceptable level of staffing. The DOR has determined that DART staffing is at the minimally acceptable level to perform their functions. Any reduction to this program may jeopardize this grant revenue.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$326,390	\$0	\$339,247	\$0
Contracts	\$4,040	\$0	\$0	\$0
Materials & Supplies	\$6,650	\$0	\$13,595	\$0
Internal Services	\$45,475	\$0	\$50,191	\$0
Total GF/non-GF:	<b>\$382,555</b>	<b>\$0</b>	<b>\$403,033</b>	<b>\$0</b>
Program Total:	<b>\$382,555</b>		<b>\$403,033</b>	
Program FTE	3.20	0.00	3.20	0.00
<b>Program Revenues</b>				
Intergovernmental	\$93,476	\$0	\$95,345	\$0
Total Revenue:	<b>\$93,476</b>	<b>\$0</b>	<b>\$95,345</b>	<b>\$0</b>

### Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268, with \$95,345 to DART Assessment Performance Analysis Program. Remaining program support is from General Fund revenues.

### Significant Program Changes

Last year this program was: #72042, DART Assessment Performance Analysis

**Lead Agency:** County Management

**Program Contact:** Sally Brown

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72026, 72027, 72028, 72029, 72031, 72032, 72033, 72034, 72035, 72037, 72038

**Program Characteristics:**

### Executive Summary

Special Programs, within the Division of Assessment Recording & Taxation (DART), is responsible for processing applications relating to property tax exemptions or special assessments. Exempt properties are monitored by the program for continued qualification. Additional tax roll responsibilities include creating new tax accounts, processing corrections and verifying correct assessed values. Parcel management responsibilities of Special Programs maintains property information and property tax roll descriptions while providing direct customer service to interested parties.

### Program Description

Special Programs manages parcels by updating existing accounts and creating new accounts in various databases and ensures that exempt and specially assessed property is valued in accordance with the law, which maximizes property tax revenues to fund County programs. Property taxes account for approximately 65% of the County's General Fund revenues. Failure to monitor this process will result in loss of taxable assessed value. Focus is on timely processing property descriptions, maintaining ownership and creating new accounts and compliance monitoring of existing exemptions, careful review of new applications, and resolving appeals. Accurate values maximize the level of tax assessment allowed under Measure 5 and Measure 50 tax limitation.

The Special Programs Group (SPG) maintains over 5,200 property tax exemptions for the War Veteran & Surviving Spouse program and the Active Duty Military program. In addition, there are over 9,500 accounts with exemption status for various types of organizations, including charitable, fraternal, and religious. SPG is responsible for specially assessed properties, which include farm, forest, historic, and other specially assessed programs mandated by law. Leasehold records are monitored to maintain accurate, taxable values on over 700 accounts where non-exempt tenants lease from exempt government agencies. Approximately five hundred field inspections are performed as part of the program's compliance activities. Staff calculates and redistributes Maximum Assessed Values in accordance with Measure 50 tax limitation requirements for thousands of new properties created each year. SPG contributes to the process to arrive at the total taxable assessed value upon which taxes are calculated and levied for the benefit of all Multnomah County taxing districts. This program ensures that exempt and specially assessed property is accurately assessed as required by the Oregon Revised Statutes (ORS). Maintaining accurate market values on all property relates to the bonding capacity and general obligation bond tax rates for taxing districts in the County.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Accounts Reviewed and Processed for Current Tax Roll	8,405	8,600	8,400	8,400
Outcome	Taxable Market Value Re-established to the Roll	665,352,107	450,000,000	350,000,000	325,000,000
Input	Total Exempt Accounts Monitored	34,469	34,000	34,000	34,450
Output	Total Number of Accounts Processed for Prior Tax Roll	3,312	4,500	3,000	3,000

### Performance Measure - Description



## Legal/Contractual Obligation

Oregon Revised Statutes (ORS) Chapters 92, 205, 294, 305, 306, 307, 308, 308A, 309, 310 and 321 and related Oregon Administrative Rules regulate virtually all aspects of the assessment and property tax calculation process. ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Dept. of Revenue (DOR). Through the "County Assessment Function Funding Account" (CAFFA) Grant process described in ORS 294.175, the DOR determines the acceptable level of assessment and taxation staffing. The DOR has determined that DART is already at the minimally acceptable staffing level to perform their functions. Any reduction to this program may jeopardize this grant revenue.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$979,829	\$0	\$1,031,906	\$0
Contracts	\$2,020	\$0	\$0	\$0
Materials & Supplies	\$10,434	\$0	\$13,413	\$0
Internal Services	\$137,864	\$0	\$156,746	\$0
Total GF/non-GF:	<b>\$1,130,147</b>	<b>\$0</b>	<b>\$1,202,065</b>	<b>\$0</b>
Program Total:	<b>\$1,130,147</b>		<b>\$1,202,065</b>	
Program FTE	7.05	0.00	11.30	0.00
<b>Program Revenues</b>				
Intergovernmental	\$278,702	\$0	\$284,276	\$0
Total Revenue:	<b>\$278,702</b>	<b>\$0</b>	<b>\$284,276</b>	<b>\$0</b>

## Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268, with \$284,276 allocated to DART Special Programs. Remaining program support is from General Fund revenues.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72043, DART Property Assessment - Special Programs

A Division reorganization during FY 2012 resulted in the addition of 4.00 FTE to this Program #72030. Three positions transferred from Program #72028 GIS/Parcel Management, and 1.00 FTE transferred from Program #72025 County Clerk Functions.



**Lead Agency:** County Management

**Program Contact:** Rick Teague

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72025A, 72027, 72029, 72030, 72032, 72033, 72035, 72037

**Program Characteristics:**

### Executive Summary

The Personal Property Assessment Program, within the Division of Assessment, Recording and Taxation (DART), is responsible for valuing all taxable Business Personal Property accounts. Personal Property represents 5% of the value upon which taxes are levied for the benefit of all Multnomah County taxing districts.

### Program Description

This program is responsible for maintaining Real Market Value and Maximum Assessed Value on all taxable Personal Property accounts. Oregon Revised Statutes require annual filings from the 23,000 businesses in the county, comprising more than 40,000 accounts. 40% of those accounts are equipment-leasing companies. Values must be fully recalculated each year to reflect items added or disposed of by businesses and to calculate depreciation influence on remaining assets.

Appraisers perform field inspections and detailed reviews to identify businesses and properties omitted from the assessment roll. Appraisals are performed to defend values under appeal. This program assesses Personal Property accurately and fairly as required by Oregon Revised Statutes (ORS), maximizing property tax revenues to fund programs. Maintaining accurate Real Market Values on all property directly affects the maximum bonding capacity and general obligation bond tax rates for all applicable taxing districts in the County. Property taxes account for approximately 65% of the County's General Fund revenues. Under the Measure 50 tax limitation measure, there is no assumption of a 3% increase in personal property taxable value; instead, each business annually reports existing taxable property. Failure to monitor this process will result in loss of taxable assessed value and tax revenue. The focus is on discovery of new taxable property and resolving value appeals to minimize cost to taxpayers. Various computer and online tools are used to maximize appraisal efforts. Accurate values maximize the level of tax assessment allowed under Measure 5 and Measure 50 tax limitation measures.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of Non-Leased Accounts Processed, Coded and Valued	22,200	22,000	22,100	22,000
Outcome	Assessed Value in Millions of Personal Property Value Placed on the Tax Roll	2,392	2,350	2,276	2,200
Output	% of Accounts with Captured Asset Listings	65.0%	70.0%	67.0%	70.0%
Output	% of Accounts Filing Electronically	13.0%	15.0%	10.0%	12.0%

### Performance Measure - Description

Oregon Revised Statutes requires appraisals to be at 100% of Market Value as of January 1st of each year, with all returns processed and valued by the third week of September. The Department of Revenue (DOR) annually reviews compliance through the Assessors Appraisal Plan. The DOR's most recent review determined that we are in compliance with standards. Failure to meet these standards can result in loss of County Assessment Function Funding Account (CAFFA) grant revenue and program control. We have increased our focus on improving efficiencies and better utilization of technology. We now capture the annual asset listings from businesses in a database and return them to the business each year for updating. In addition, larger businesses are encouraged to file their asset lists electronically. These take less time to process, reduce our costs, improve our accuracy, and reduce the need for account review.

## Legal/Contractual Obligation

Oregon Revised Statutes (ORS) Chapters 92, 205, 294, 305, 306, 307, 308, 308A, 309, 310 and 321 and related Oregon Administrative Rules regulate virtually all aspects of the assessment and property tax calculation process. ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Dept. of Revenue (DOR). Through the "County Assessment Function Funding Account" (CAFFA) Grant process described in ORS 294.175, the DOR determines the acceptable level of assessment and taxation (A&T) staffing. The DOR has determined that DART is already at the minimally acceptable staffing level to perform their A&T functions. Any reduction to this program may jeopardize this grant revenue.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$995,308	\$0	\$1,008,577	\$0
Contracts	\$113,050	\$0	\$10,000	\$0
Materials & Supplies	\$9,552	\$0	\$10,566	\$0
Internal Services	\$235,321	\$0	\$254,700	\$0
Total GF/non-GF:	<b>\$1,353,231</b>	<b>\$0</b>	<b>\$1,283,843</b>	<b>\$0</b>
Program Total:	<b>\$1,353,231</b>		<b>\$1,283,843</b>	
Program FTE	10.70	0.00	10.70	0.00
<b>Program Revenues</b>				
Intergovernmental	\$297,673	\$0	\$303,627	\$0
Total Revenue:	<b>\$297,673</b>	<b>\$0</b>	<b>\$303,627</b>	<b>\$0</b>

## Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268, with \$303,627 allocated to DART Personal Property Assessment. Remaining program support is from General Fund revenues.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72044, DART Personal Property Assessment

Due to division reorganization, transferred 2.00 FTE, A&T Data Entry/Verification Operators, from former Data Operations Program (FY12 #72049) to Personal Property Assessment Program #72031 in FY 2013. Data Operations was not budgeted as a separate support program for FY 2013.

**Lead Agency:** County Management

**Program Contact:** Rick Teague

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72026, 72029, 72030, 72031, 72033, 72035, 72037

**Program Characteristics:**

### Executive Summary

The Property Assessment-Industrial Program, within the Division of Assessment, Recording and Taxation (DART) is responsible for valuing, appraising and/or maintaining all local and state industrial property. Industrial property represents approximately 5% of the total taxable assessed value upon which taxes are calculated and levied for the benefit of all Multnomah County taxing districts.

### Program Description

This program is responsible for maintaining Real Market Value and Maximum Assessed Value on 250 county-responsibility industrial properties and maintenance of 440 accounts appraised by the Oregon Department of Revenue. In addition this program is responsible for maintaining Real Market Value and Maximum Assessed Value on 524 billboard accounts. All industrial property owners are required to file industrial property returns annually. A number of industrial plants are physically inspected and audited every year. Appraisers perform appraisals to defend values under appeal. Industrial properties are high-value accounts; loss on appeal can result in large tax refunds paid by taxing jurisdictions with interest. Focus is on proper classification of taxable property and resolving value appeals to minimize cost to taxpayers. Use of various computer and online tools maximize appraisal efforts. This program appraises industrial property accurately and fairly as required by the Oregon Revised Statutes (ORS), maximizing property tax revenues to fund programs. Maintaining accurate Real Market Values on all property directly affects the maximum bonding capacity and general obligation bond tax rates for all applicable taxing districts in the County. Property taxes account for approximately 65% of the County's General Fund revenues. Accurate values maximize the level of tax assessment allowed under Measure 5 and Measure 50 tax limitation measures.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of Industrial Accounts Maintained	695	695	700	700
Outcome	Assessed Value placed on the Tax Roll (in millions)	2,594	2,580	2,670	2,670
Efficiency	Percentage of Sites Reviewed for Transfer	12.0%	12.0%	8.0%	10.0%

### Performance Measure - Description

Oregon Revised Statutes (ORS) requires property appraisals to be at 100% of Market Value as of January 1st of each year, with all returns processed and values placed on the roll by the third week of September. Failure to meet standards can result

in loss of County Assessment Function Funding Account (CAFFA) grant revenue and program control.

Program measures "Accounts Maintained" and "Assessed Value Placed on Roll" include both state and county-responsibility industrial sites in order to better reflect the contribution of this program

The "Reviewed for Transfer" project began with a list of 75 potentially misclassified sites. Proper classification is required by law and results in more accurate whole plant valuation.

## Legal/Contractual Obligation

Oregon Revised Statutes (ORS) Chapters 92, 205, 294, 305, 306, 307, 308, 308A, 309, 310 and 321 and related Oregon Administrative Rules regulate virtually all aspects of the assessment and property tax calculation process. ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Dept. of Revenue (DOR). Through the "County Assessment Function Funding Account" (CAFFA) Grant process described in ORS 294.175 the DOR determines the acceptable level of assessment and taxation (A&T) staffing. The DOR has determined that DART is already at the minimally acceptable staffing level to perform their A&T functions. Any reduction to this program may jeopardize this grant revenue.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$530,509	\$0	\$549,939	\$0
Contracts	\$9,679	\$0	\$0	\$0
Materials & Supplies	\$5,973	\$0	\$15,595	\$0
Internal Services	\$66,676	\$0	\$72,517	\$0
Total GF/non-GF:	<b>\$612,837</b>	<b>\$0</b>	<b>\$638,051</b>	<b>\$0</b>
Program Total:	<b>\$612,837</b>		<b>\$638,051</b>	
Program FTE	5.55	0.00	5.55	0.00
<b>Program Revenues</b>				
Intergovernmental	\$147,974	\$0	\$150,934	\$0
<b>Total Revenue:</b>	<b>\$147,974</b>	<b>\$0</b>	<b>\$150,934</b>	<b>\$0</b>

## Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268 with \$150,934 allocated to DART Property Assessment-Industrial Program. Remaining program support is from General Fund revenues.

## Significant Program Changes

Last year this program was: #72045, DART Property Assessment - Industrial

**Lead Agency:** County Management

**Program Contact:** Ronald RODWICK

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72029, 72030, 72032, 72034, 72035, 72037

**Program Characteristics:**

### Executive Summary

The Commercial Property Appraisal Program, within the Division of Assessment, Recording and Taxation (DART), is responsible for valuing and appraising all commercial, small and large multi-family property. Commercial property represents 19% of the total taxable assessed value upon which taxes are calculated and levied for the benefit of all Multnomah County taxing districts.

### Program Description

This program is responsible for maintaining Real Market Value and Maximum Assessed Value on 22,000 commercial, and multifamily properties. Staff physically inspects and appraises 1,200 properties annually due to permits having been issued for new construction, remodeling or renovation.

Under Measure 50, such appraisals add new value for taxing districts beyond the statutorily required 3% increase in Maximum Assessed Value. Appraisals are also performed to defend values under appeal; and to verify that sales of property are valid market-based transactions that can be used to adjust automated valuation models, to appraise other property, and to generate the annual Ratio Report that measures the effectiveness of the program. This program primarily contributes to the fair and accurate appraisal of commercial property as required by the Oregon Revised Statutes (ORS).

Maintaining accurate Real Market Values on all property directly affects the maximum bonding capacity and general obligation bond tax rates for all applicable taxing districts in the County. This program ensures that all commercial property is valued in accordance with the law, which maximizes property tax revenues to fund programs for the County and other jurisdictions. Property taxes account for approximately 65% of the County's General Fund revenues.

Various computer and online tools are used to maximize appraisal effort. Focus is on discovery of new taxable property and resolving value appeals to minimize cost to taxpayers. Accurate values maximize the level of tax assessment allowed under Measure 5 and Measure 50 tax limitation measures.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Accounts Appraised	559	2,000	550	550
Outcome	New Taxable Exception Value in Millions	812	850	850	850
Efficiency	% Automated Recalculation	53.0%	55.0%	20.0%	20.0%
Outcome	% Market Groupings with COD Compliance	75.0%	85.0%	85.0%	85.0%

### Performance Measure - Description

Oregon law requires property appraisals to be at 100% of Market Value as of January 1 of each year within standards established by the Oregon Department of Revenue (DOR). One of the primary standards is a statistical measure called the Coefficient of Dispersion (COD). Failure to meet these standards can result in loss of CAFFA grant revenue and program control. The DOR annually reviews compliance through three required reports: The Assessor's Certified Ratio Study, the Assessor's Appraisal Plan and the CAFFA Grant application. The DOR's most recent review as of 2011 determined that this program complies with standards.

Estimates made regarding new taxable value from Measure 50 exceptions are speculative due to the difficulty in predicting market forces. With the real estate market still in flux, we are focused on physical reappraisal, targeted resource allocation and improved methodology to maximize assessments. It was discovered in FY 2012 that the method used to estimate the number the number of accounts appraised was faulty, resulting in significant over-estimation; the method was improved for the current-year estimate.

## Legal/Contractual Obligation

Oregon Revised Statutes (ORS) Chapters 92, 205, 294, 305, 306, 307, 308, 308A, 309, 310 and 321 and related Oregon Administrative Rules regulate virtually all aspects of the assessment and property tax calculation process. ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Department of Revenue (DOR). Through the County Assessment Function Funding Account (CAFFA) Grant process described in ORS 294.175, the DOR determines the acceptable level of staffing. The DOR has determined that DART staffing is at the minimally acceptable level to perform their functions. Any reduction to this program may jeopardize this grant revenue.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,445,462	\$0	\$1,524,192	\$0
Contracts	\$64,677	\$0	\$30,500	\$0
Materials & Supplies	\$34,849	\$0	\$73,931	\$0
Internal Services	\$178,256	\$0	\$193,988	\$0
Total GF/non-GF:	<b>\$1,723,244</b>	<b>\$0</b>	<b>\$1,822,611</b>	<b>\$0</b>
Program Total:	<b>\$1,723,244</b>		<b>\$1,822,611</b>	
Program FTE	15.30	0.00	15.30	0.00
<b>Program Revenues</b>				
Intergovernmental	\$422,537	\$0	\$430,988	\$0
Total Revenue:	<b>\$422,537</b>	<b>\$0</b>	<b>\$430,988</b>	<b>\$0</b>

## Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268 with \$430,988 allocated to DART Commercial Appraisal Program. Remaining program support is from General Fund revenues.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72046, DART Commercial Property Appraisal

High-rise condominiums formerly reported in this program are now reported in program 72034—DCM-Dart Residential Property Appraisal. This transfer of workload caused a significant change in the current-year estimates for the Commercial program's performance measure, "% Automated Recalculation;" however, there is no net reduction in property accounts using an automated recalculation appraisal method. Also, small apartments (5-20 units) formerly reported in program 72047-DCM-DART Residential Appraisal are now reported in this program. Division reorganization resulted in Program Supervisor reclassification to Property Appraiser 2 for FY 2013.



**Lead Agency:** County Management

**Program Contact:** Leslie CECH

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72028, 72029, 72030, 72033, 72035, 72037

**Program Characteristics:**

### Executive Summary

The Residential Property Appraisal Program, within the Division of Assessment, Recording and Taxation (DART), is responsible for valuing and appraising all residential-use Real Property. Residential Property represents 62% of the total taxable assessed value upon which taxes are calculated and levied for the benefit of all Multnomah County taxing districts. Also included in this program is Data Operations. This unit contributes to the support of the applications used by the linked programs for DART. Responsibilities include computer entry of data for property, tax and recorded documents and supporting application users. Additionally, Data Operations performs necessary interdepartmental communication and other support as requested.

### Program Description

This program is responsible for maintaining Real Market Value and Maximum Assessed Value on 209,200 single family and two-four family properties; 35,300 condominiums; 4,900 manufactured homes; 1,800 floating properties; 2,800 farm/forest deferral properties; and 1,300 business accounts. Staff physically inspects and appraises 6,000 to 7,000 properties annually due to permits issued for new construction, remodeling or renovation. They also appraise 2,000 to 3,000 properties annually discovered through the sales confirmation process as having been significantly improved without apparent issuance of building or trade permits.

Under Measure 50, such appraisals add new value for taxing districts beyond the statutorily required 3% increase in the Maximum Assessed Value. Appraisals are also performed to defend values under appeal; and to verify that sales of property are valid market-based transactions that can be used to adjust automated valuation models, to appraise other property, and to generate the annual Ratio Report that measures the effectiveness of the program. This program primarily contributes to the fair and accurate appraisal of residential property as required by the Oregon Revised Statutes (ORS).

Maintaining accurate Real Market Values on all property directly affects the maximum bonding capacity and general obligation bond tax rates for all applicable taxing districts in the County. The program ensures that all residential property is valued in accordance with the law, which maximizes property tax revenues to fund programs for the County and other jurisdictions. Property taxes account for approximately 65% of the County's General Fund revenues.

Various computer and online tools are used to maximize appraisal effort. Focus is on discovery of new taxable property. Accurate values maximize the level of tax assessment allowed under Measure 5 and Measure 50 tax limitation measures.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Accounts Appraised	14,704	18,000	18,000	15,000
Outcome	New Taxable Exception Value in Millions of Dollars	337	500	400	400
Efficiency	Accounts Appraised per Appraiser	613	750	750	700
Outcome	% Neighborhoods with COD Compliance	97.0%	98.0%	98.0%	98.0%

### Performance Measure - Description

Oregon law requires property appraisals to be at 100% of Market Value as of January 1 of each year within standards established by the Oregon Department of Revenue (DOR). One of the primary standards is a statistical measure called the Coefficient of Dispersion (COD). Failure to meet these standards can result in loss of CAFFA grant revenue and program control. The DOR annually reviews compliance through three required reports: The Assessor's Certified Ratio Study, the Assessor's Appraisal Plan and the CAFFA Grant application. The DOR's most recent review as of 2011 determined that this program complies with standards.

Estimates made regarding new taxable value from Measure 50 exceptions are speculative due to the difficulty in predicting market forces. With the real estate market still in flux, we are focused on physical reappraisal, targeted resource allocation and improved methodology to maximize assessments.

## Legal/Contractual Obligation

Oregon Revised Statutes (ORS) Chapters 92, 205, 294, 305, 306, 307, 308, 308A, 309, 310 and 321 and related Oregon Administrative Rules regulate virtually all aspects of the assessment and property tax calculation process. ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Department of Revenue (DOR). Through the County Assessment Function Funding Account (CAFFA) Grant process described in ORS 294.175, the DOR determines the acceptable level of staffing. The DOR has determined that DART staffing is at the minimally acceptable level to perform their functions. Any reduction to this program may jeopardize this grant revenue.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$2,814,471	\$0	\$2,908,965	\$0
Contracts	\$10,000	\$0	\$10,500	\$0
Materials & Supplies	\$130,172	\$0	\$131,244	\$0
Internal Services	\$389,196	\$0	\$416,819	\$0
Total GF/non-GF:	<b>\$3,343,839</b>	<b>\$0</b>	<b>\$3,467,528</b>	<b>\$0</b>
Program Total:	<b>\$3,343,839</b>		<b>\$3,467,528</b>	
Program FTE	29.25	0.00	29.25	0.00
<b>Program Revenues</b>				
Intergovernmental	\$804,028	\$0	\$820,108	\$0
Total Revenue:	<b>\$804,028</b>	<b>\$0</b>	<b>\$820,108</b>	<b>\$0</b>

## Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268, with \$820,108 allocated to Residential Property Appraisal Program. Remaining program support is from General Fund revenues.

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #72047, DART Residential Property Appraisal

High-rise condominiums formerly reported in 72046 – CDM-DART Commercial Property Appraisal are now reported in this program. Also, small apartments (5-20 units) formerly reported in this program are now reported in 72046 – DCM-DART Commercial Property.

A division reorganization resulted in the transfer of 3.00 FTE from former Data Operations Program (FY 2012 Program #72049) to Residenteial Appraisal Program #72034, and a Program Supervisor reclassification to Property Appraiser 2. Data Operations not budgeted as a separate support program for FY 2013.



**Lead Agency:** County Management

**Program Contact:** Randy Walruff

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72024, 72026, 72027, 72028, 72029, 72030, 72031, 72032, 72033, 72034, 72037

**Program Characteristics:**

### Executive Summary

This multi-year system upgrade project was initially approved in the FY 2008 Budget. The Division of Assessment, Recording and Taxation is replacing the outdated Assessment and Taxation system. A request for proposal was published at the end of FY 2008 with the evaluation of proposals, selection of a vendor and contract negotiations proceeding through FY 2009. FY 2010 activities included detailed analysis of the required functionality and the vendor's software application, and defining the programming changes required due to Oregon property tax statutes. In FY 2011 the detailed analysis and definition of programming changes were completed and the vendor started development and data migration. The project's major stages will be completed in FY 2012 with the completion of development, testing of those changes, staff training and implementation of the new software.

### Program Description

The Division of Assessment, Recording and Taxation (DART) is seeking a system upgrade that features integration among all DART business functions, including GIS, document recording, real property assessment, business personal property assessment, tax collection and tax distribution. The program mission is to improve property assessment and taxation services to the customers and stakeholders of Multnomah County by replacing existing legacy software with current technology that will include, and enhance, integration with other applications. The new software application will substantially reduce systemic gaps and duplication of data that exists in our current environment. The technology will increase staff efficiency and the ability to accommodate an increasing workload, playing a key role in e-government for Multnomah County, and employ an IT architecture that considers integration with County standard infrastructure. The program goals and objectives are: 1) Acquire and implement available information technology, replacing the current Assessment and Taxation computer application, to achieve greater operation efficiency and revenue enhancement while maintaining or improving accuracy and compliance for A&T business functions; 2) Reduce costs of targeted operations so that human resources can be more productively used; 3) Improve public visibility, accessibility, and convenience of assessment, taxation and recording services via web-based electronic and online resources, while maintaining appropriate control over publicly sensitive personal information.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of A&T System Project Milestones Met	0	7	7	1
Outcome	% of A&T Project Milestones Completed on Time and within Budget	0.0%	100.0%	100.0%	100.0%

### Performance Measure - Description

The multi-year project to select and implement a new A&T system has met the following milestones: FY 2008-Publish RFP; FY 2009-Evaluate Proposals, Select Vendor and Negotiate Contract; FY 2010-GAP Analysis Start, Design Start, Development Start (a), and Server/Oracle Installed. The FY 2011 milestones are: GAP Analysis Finish, Design Finish, Development Start (b), Data Migration Start, and Integrations Start. The FY 2012 milestones are: Development Finish, Data Migration Finish, System Testing, Training, PC Deployment, Integrations Finish and Go-Live. FY 2013 milestone is: Post Go-Live Support.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$154,036	\$0	\$299,462
Contracts	\$0	\$2,031,981	\$0	\$1,780,016
Materials & Supplies	\$0	\$1,515,021	\$0	\$1,451,805
Internal Services	\$0	\$0	\$0	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$3,701,038</b>	<b>\$0</b>	<b>\$3,531,283</b>
Program Total:	<b>\$3,701,038</b>		<b>\$3,531,283</b>	
Program FTE	0.00	1.00	0.00	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$3,701,038	\$0	\$3,531,283
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$3,701,038</b>	<b>\$0</b>	<b>\$3,531,283</b>

**Explanation of Revenues**

Increased revenue is anticipated the first year following implementation (FY 12/13) as a result of productivity improvements for staff as well as a phased-in realignment of personnel from office support to field work finding taxable value. When new value is put on the tax roll, the corresponding tax growth is carried forward every year, and is compounded by the Measure 50 maximum 3% growth. The 10-year total increase in property tax revenue for Multnomah County of \$7.7 M is based on a rate of increase in new taxable value of 4% per year. The 10 year total increase for all taxing districts will be \$32.1 million. BWC Revenue is the estimated carryover of Fund 2504 after FY12 anticipated expenditures. Capital expenditures for Systems upgrades are an allowable expenditure in the annual County Assessment Function Funding Account (CAFFA) grant application, up to a defined cap amount per year. The Department of Revenue (DOR) has approved including the cost of the System Upgrade Project up to the allowable Cap amount annually, thereby maximizing CAFFA grant revenues for programs supported by the grant funds. The increase in budgeted allowable expenditures in the CAFFA Grant application increases the county's share (% distribution) of the available statewide CAFFA funding pool.

**Significant Program Changes**

**Last year this program was:** #72048, DART Assessment & Taxation System Upgrade

**Lead Agency:** County Management

**Program Contact:** June Tilgner

**Program Offer Type:** Support

**Related Programs:** 72023, 72024, 72025A, 72026, 72027, 72028, 72029, 72030, 72031, 72032, 72033, 72034, 72035, 72038

**Program Characteristics:**

### Executive Summary

Division of Assessment, Recording & Taxation (DART) Applications Support Program supports the applications used by all of the DART's linked programs. Responsibilities include tax roll calculation and certification, tax statement production, requests for information and data files from both internal and external sources and supporting the DART application users.

### Program Description

DART's Application Support Program performs the functions that support the certification of the annual tax roll, including calculating tax rates and taxes, producing tax statements, and producing reports required by the Oregon Department of Revenue. As a result the program assists in answering public and media questions about property tax bills, contributing to the accountability factor of the public's perception of fairness in assessing and collecting property taxes. In addition to certifying the annual tax roll, the Program responds to requests for information and data files from both internal and external sources. The Program manages the working relationship with the application software and hardware vendors, as well as the County Information Technology Division; including consulting on contract formulation and implementation support. The Program answers user questions, resolves problems, and provides advice on the effective use of the DART's business application systems.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of Requests & Support Activities Completed	0	6,500	4,300	3,500
Outcome	% of Requests Associated with Program Revenue	0.0%	4.0%	5.0%	4.0%

### Performance Measure - Description

The Number of Requests & Activities Completed was a new performance measure for FY 2010. One Activity represents a single request or contact, even if that request is for 5 data files to be created and sent to the client.

The percent of Requests Associated with Program Revenue is also a new measure, indicating the portion of the program's work activities associated with a portion of our revenue.

## Legal/Contractual Obligation

This program supports the Division of Assessment, Recording & Taxation in its compliance with Oregon Revised Statutes (ORS) Chapters 92, 205, 294,305-312, and 321. Additionally, ORS 306.115 assigns statewide general supervision of the property tax system to the Oregon Dept. of Revenue (DOR). Through the "County Assessment Function Funding Account" (CAFFA Grant) process described in ORS 294.175 the DOR determines the acceptable level of assessment & taxation staffing. The DOR has determined staffing levels are at the minimally acceptable level to perform the A&T function. Any reduction to this program may jeopardize this grant revenue.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$677,981	\$0	\$688,998	\$0
Contracts	\$37,110	\$0	\$49,750	\$0
Materials & Supplies	\$304,755	\$0	\$329,093	\$0
Internal Services	\$129,720	\$0	\$124,530	\$0
Total GF/non-GF:	<b>\$1,149,566</b>	<b>\$0</b>	<b>\$1,192,371</b>	<b>\$0</b>
Program Total:	<b>\$1,149,566</b>		<b>\$1,192,371</b>	
Program FTE	5.80	0.00	5.80	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$70,000	\$0	\$70,000	\$0
Intergovernmental	\$276,632	\$0	\$282,165	\$0
Total Revenue:	<b>\$346,632</b>	<b>\$0</b>	<b>\$352,165</b>	<b>\$0</b>

## Explanation of Revenues

Participation in the Oregon Department of Revenue County Assessment Function Funding Account (CAFFA) Grant, which supports Assessment & Taxation Programs, provides reimbursement of approximately 25% of program expenditures. Total annual Multnomah County share of CAFFA is estimated at \$3,518,268, with \$282,165 allocated to DART Applications Support Program. Additional program revenue of \$70,000 is from service fees for access to Assessment & Taxation information (subscription website user fees) and requests for Assessment & Taxation Data files. Service fee rates are as authorized in the Department of County Management Fee Ordinance. Fees are projected based upon historical trends. Remaining support is from General Fund revenues.

## Significant Program Changes

Last year this program was: #72050, DART Applications Support

**Lead Agency:** County Management

**Program Contact:** Sally Brown

**Program Offer Type:** Existing Operating

**Related Programs:** 72023, 72027, 72030

**Program Characteristics:**

### Executive Summary

The Tax Title Program, within the Division of Assessment, Recording and Taxation (DART), is responsible for the management, maintenance and disposition of the County's tax foreclosed property inventory. The County's foreclosed property portfolio consists of 343 properties. Every year property is deeded to the county in the fall through Tax Foreclosure, this year the County received 6 properties. Of the current inventory, approximately 77% of the properties are strips of various sizes, 21% are vacant lots that are mostly irregular in shape and not buildable, and 2% are properties with improvements or structures. Properties are sold at public auction and by entering into private sales with adjacent owners. The inventory is also reduced by transferring properties to government agencies, non-profit housing developers, and non-profit corporations for public use.

### Program Description

The County comes into ownership of real property at least once a year through the foreclosure of delinquent property tax liens. The tax foreclosed properties are placed into the Special Program Group's (SPG) inventory and are managed and disposed of pursuant to Multnomah County Code, Chapter 7. Shortly after the properties are deeded to the County they are made available for repurchase to the former owners of record. SPG researches and inspects the properties received to determine highest and best use of the property. To assure this section's fiscal stability the department will identify property to be sold at public auction, private sale or available for donation to governments, non-profit housing sponsors or Open Space Preservation Sponsors.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Properties remaining in Tax Title Inventory	356	349	336	345
Outcome	Properties placed back on the tax roll & into community use	39	30	27	30
Outcome	Revenue disbursed to taxing districts for public use	431,412	356,400	250,000	371,768

### Performance Measure - Description

The goal of the program is to reinstate tax foreclosed properties to the tax roll or into public use. At the end of every budget year the tax foreclosed property revenues are totaled, operating expenses and set asides are accounted for and the balance of revenue is disbursed to taxing districts.

## Legal/Contractual Obligation

Oregon Revised Statutes (ORS) 275 details how counties are to manage & dispose of tax foreclosed properties. ORS 312 details the foreclosure process & responsibilities of the county including guidance on how the redemption period can be reduced when there is evidence of waste and abandonment. ORS 271 provides information concerning the transfer of foreclosed properties to non-profits & government agencies. ORS 98 details procedures concerning abandoned property & vehicles at foreclosed property. Multnomah County Code Chapter 7 specifically states how tax foreclosed properties are to be managed and the process to be used for disposition.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$106,426	\$0	\$110,055	\$0
Contracts	\$452,888	\$0	\$450,788	\$0
Materials & Supplies	\$38,199	\$0	\$35,922	\$0
Internal Services	\$15,787	\$0	\$16,535	\$0
Total GF/non-GF:	<b>\$613,300</b>	<b>\$0</b>	<b>\$613,300</b>	<b>\$0</b>
Program Total:	<b>\$613,300</b>		<b>\$613,300</b>	
Program FTE	1.20	0.00	1.20	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$564,300	\$0	\$567,300	\$0
Taxes	\$24,000	\$0	\$25,000	\$0
Other / Miscellaneous	\$25,000	\$0	\$21,000	\$0
Total Revenue:	<b>\$613,300</b>	<b>\$0</b>	<b>\$613,300</b>	<b>\$0</b>

## Explanation of Revenues

The Program has to be financially self sustaining. Program revenues include contract principle estimated at \$25,000 and interest on contracts and repurchases estimated at \$21,000. Sales of properties at auction, private sales and repurchases are estimated at \$567,200 for FY 2013. Miscellaneous late fees \$100. When actual revenues exceed the program's operating costs, the balance is distributed to taxing districts in Multnomah County, in accordance with ORS 275.275, per formula provided in ORS 311.390.

## Significant Program Changes

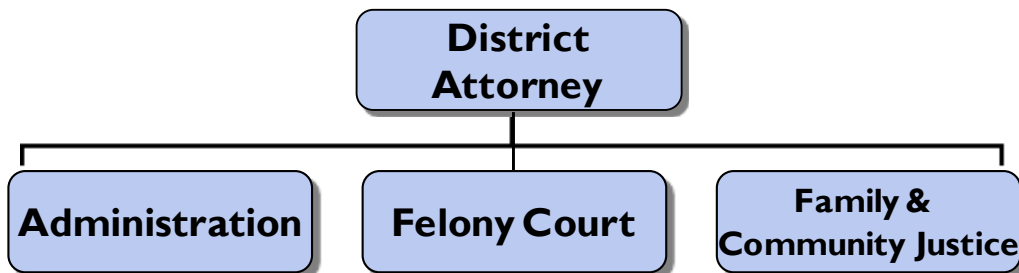
Last year this program was: #72051, DART Tax Title

## Department Overview

Prosecution services are the cornerstone of any effective public safety system. The District Attorney's office reviews and prosecutes criminal cases presented by seven police agencies within the county; represents the State in cases of juvenile dependency, delinquency, child support and provides services to victims.

The mission of this District Attorney's office is "To provide the citizens of Multnomah County with fair, timely and cost effective justice services." The guiding principles under which the District Attorney's Office operates are:

- To enforce the Rule of Law by providing fair, equitable and unbiased prosecution services.
- To be responsive to the needs of the Citizenry and communities by pro actively working to resolve emerging crime issues through outreach and education.
- To provide effective services to victims of crime by educating them on their constitutional and statutory rights, guiding them through legal processes with compassion, and communicating case outcomes.
- To be responsive to our Law Enforcement partners by remaining flexible enough to address emerging trends in criminal activity and providing expert legal advice and guidance.
- To work collaboratively within the Criminal Justice system to affect positive change by looking at and developing new and innovative programs, streams of offenders, best practices and leveraging technological advancements.
- To find ways at both the adult and juvenile levels to provide education and rely upon community services to divert people from coming back into the criminal justice system.
- To provide the best and most cost effective Child Support Services.



### Budget Overview

The District Attorney's Office has a budget of \$25.7 million, \$1.1 million more than FY 2012. The General Fund budget is \$19.3 million, which is an increase of \$1.1 million over FY 2012.

Funding from other funds is reduced by \$3,263 due to reduced Federal, State and local funding.

The FY 2013 budget is also reduced by 2.80 FTE when compared to the FY 2012 adopted budget due to a combination of constraint reductions and the loss of Federal, State and local funding.

The impact of these changes are described in the following pages.

<b>Budget Trends*</b>					
	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2012</b>	<b>FY 2013</b>	
	<b><u>Actual</u></b>	<b><u>Current Estimate</u></b>	<b><u>Adopted Budget</u></b>	<b><u>Adopted Budget</u></b>	<b><u>Difference</u></b>
Staffing FTE	201.00	196.00	196.00	193.20	(2.80)
Personnel Services	\$21,589,862	\$20,607,361	\$20,927,769	\$21,721,456	\$793,687
Contractual Services	995,080	816,854	861,908	882,202	20,294
Materials & Supplies	2,652,265	2,838,993	2,877,037	3,122,682	245,645
Capital Outlay	<u>42,849</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Costs</b>	<b>\$25,280,056</b>	<b>\$24,263,208</b>	<b>\$24,666,714</b>	<b>\$25,726,340</b>	<b>\$1,059,626</b>

\*Does not include cash transfers, contingencies or unappropriated balances.



## Successes and Challenges

### Successes:

The Office, in collaboration with the Oregon Department of Justice and a position funded by the Board has implemented a Restitution Pilot Project aimed at improving establishment and collection of court order restitution orders and enabling victims of crime to take greater advantage of their right to monetary restitution.

Partnering with local law enforcement and funded by the City of Portland, the Drug Impact Area (DIA) Deputy DA has issued 240 criminal cases (169 felonies and 71 misdemeanors) have been issued involving the unlawful delivery or possession of heroin, cocaine, and marijuana that occurred in one of the 3 Drug Impact Areas. Since the inception of the DIA program, 164 cases that were formerly eligible for violation treatment have been issued as misdemeanors. To date, 244 defendants have been excluded from the DIAs as a condition of probation.

In 2011, the first full year of the Sex Buyers Accountability and Diversion Program's John School saw 52 men attending John School with many more waiting to attend. Each participant is required to pay \$1,000 for the diversion program.

The Office completed development and installed the Alfresco Document Management System for the adult case system and reduced its footprint in County Archives. Ending last July the office scanned approximately 6 million documents into the system and eliminated 1,485 boxes of files stored at County Archives. The Office continues to work on implementing the system for the Juvenile case system.

Even facing difficult economic circumstances the office's child support collections were approximately \$31.6 million dollars, all of which went out to help households in Multnomah County.

### Challenges:

The sluggish economy may continue to present revenue issues for all public agencies and private business. The availability of grant dollars from our Federal, State and local partners may be stretched even further in the upcoming year. Typically these dollars fund targeted prosecution efforts and innovative approaches that otherwise the office would not be able to afford.

Public Safety leaders and their respective budget staff have been and will continue to meet to discuss potential budgetary impacts to the public safety system and how the partners can be more collaborative in their approach.

The Drug Unit has seen an upswing in the number of cases issued with increases of approximately 23% during the last calendar year. The potential loss of 0.50 Deputy DA positions from City funding in the Drug Unit could make reacting to the upswing in cases very challenging next fiscal year.

### Diversity and Equity

It is the policy of the District Attorney that all staff and attorneys maintain the highest ethical and professional standards of the legal profession. Cases reviewed by the office are treated fairly and equitably with the Deputy District Attorney responsible for exercising discretion to submit only those charges which are consistent with the evidence and in the best interest of Justice.

The office works to ensure that victims of crime are treated fairly and with respect. Programs like the Victims Assistance program work hard to eliminate barriers that may prevent victims from taking advantage their legal rights and to part of the criminal justice process. Our Victim Advocates, using tele-language lines, interpreters, translation services, legal documents written in plain language and other tools, help thousands of victims each to year understand the legal process, solve language and transportation problems, social service referrals and will accompany the victim to their court proceeding.

The Office also honors the diversity of its staff by learning about and celebrating our cultural differences. In addition, the office continuously reviews our recruitment and hiring process to make sure that we have not created unnecessary barriers for anyone wishing to apply for an available position in the office.

### Budget by Division

Division Name	FY 2013 General Fund	Other Funds	Total Division Cost	Total FTE
Office Administration	\$4,441,285	\$0	\$4,441,285	27.50
Felony Court	7,412,010	5,890,198	13,302,208	57.50
Community and Family Justice	<u>7,412,686</u>	<u>570,161</u>	<u>7,982,847</u>	<u>108.20</u>
<b>Total District Attorney's Office</b>	<b>\$19,265,981</b>	<b>\$6,460,359</b>	<b>\$25,726,340</b>	<b>193.20</b>

### Office Administration

The Office of the District Attorney sets policy and provides leadership, coordination, resource allocation, and direction for all of the Office's divisions, other law enforcement agencies, and private organizations. The division includes Administrative Services, Human Resources, Information Technology, Finance, and Records/Discovery.

#### Administrative Services

District Attorney Administrative Services provide office management functions to the entire office as well as budget, finance, information technology, records/discovery and human resource management. It is responsible for ensuring that managerial functions are efficiently and correctly performed within the parameters of office policy, County Administrative Rules, and State and Federal requirements.

### Significant Changes

There are no significant changes in FY 2013.

### Felony Court

The Felony Court Division prosecutes felonies in County Courts. This entails reviewing, investigating, and trying felony cases brought to the District Attorney by local law enforcement agencies and the public. The Felony Court Division is divided into two areas:

#### Felony Trial Units:

Felony trial units review, issue and prosecute felony charges involving property offenses (Unit A), drug and vice cases (Unit B), burglary and robbery, negligent homicides, and gang cases (Unit C/Gangs), rape and sexual assault cases and other person crimes (Unit D), murder cases are distributed throughout the trial units. Each of the trial teams insures that police arrests, citations, and public complaints involving criminal activity are reviewed, filed and prosecuted.

#### Investigations:

In partnership with the Multnomah County Sheriff's Office, the Portland Police Bureau and Gresham Police Department, the District Attorney's Office provides investigation services for the office in each area of felony, juvenile, and family crimes.

### Significant Changes

The Felony Division is reduced by 1.00 FTE DDA 2 in the Property Crime Unit (15006) as a result of the General Fund reduction.

The Drug Unit (15007) is reduced due to loss of City funding for the Service Coordination Team 0.50 DDA 2 position.

### Community and Family Justice

The Family Justice Division was created to strengthen services for children and families in Multnomah County. The Family and Community Justice Division consists of the following: Misdemeanor Prosecution includes the Community Courts, which prosecute community-related, non-violent, and quality of life crimes; the Misdemeanor Court, which receives and prosecutes misdemeanor crimes, traffic crimes and city ordinance violations.

The Neighborhood District Attorney works closely with community groups, Neighborhood Associations, business groups and local law enforcement to identify emerging criminal activity develop and implement strategies to prevent crime.

The Juvenile Section prosecutes juveniles who have committed crimes ranging from misdemeanors to homicides; intervenes to protect abused or neglected children; and frees children for adoption.

The Domestic Violence Unit prosecutes domestic violence cases including misdemeanors, felonies, homicides, and violation of restraining orders. Victims' Assistance offers crisis intervention, short term counseling, and information and referral; assists victims in obtaining restitution; and keeps victims and their families advised of the progress of the case and assists victims through the case disposition.

The Child Abuse Team reviews/processes criminal cases involving child abuse. Support Enforcement establishes and enforces child support & medical orders.

### Significant Changes

The Child Support Program (15019) is reduced by 1.00 FTE Office Assistant 2 position due to a reduction of State General Fund revenue.

The Juvenile Trial Unit (15013) is reduced by 0.30 FTE due to cuts in the Juvenile Dependency Contract.

# District Attorney's Office

fy2013 adopted budget

## District Attorney's Office

The following table shows the programs that make up the departments total budget. The individual programs follow in numerical order.

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>Administration</b>					
I5000	Management Services	\$787,585	\$0	\$787,585	6.00
I5001	Administrative Support Services	987,208	0	987,208	3.00
I5002	Information Technology	1,615,717	0	1,615,717	6.00
I5003	Finance/Human Resources	480,132	0	480,132	5.50
I5004	Records/Discovery	570,643	0	570,643	7.00
<b>Felony Division</b>					
I5005	Felony Administration	366,171	0	366,171	2.00
I5006A	Unit A Property Crimes	1,757,555	154,485	1,912,040	15.00
I5007A	Unit B Drugs/Vice	1,069,150	184,191	1,253,341	8.50
I5007C	Drug and Vice Unit B- Drug Impact Area Deputy DA	0	129,335	129,335	1.00
I5008	Unit C/Gangs Robbery, Weapons	1,726,937	66,150	1,793,087	11.50
I5009	Unit D Violent Person Crimes	972,513	0	972,513	6.00
I5010	Pre-Trial	1,030,225	0	1,030,225	9.50
I5011	Investigations	490,135	36,000	526,135	4.00
<b>Community and Family Justice</b>					
I5012	Family and Community Justice Administration	258,459	0	258,459	1.00
I5013	Juvenile Court Trial Unit	1,194,330	1,299,842	2,494,172	18.70
I5014	Domestic Violence Unit	1,124,557	78,750	1,203,307	10.00
I5015A	Child Abuse Team-MDT	773,774	761,183	1,534,957	6.00
I5015B	MDT Child Abuse Team- Deputy DA 3	191,375	0	191,375	1.00
I5016	Misdemeanor Trial, Intake, Community Court	2,410,127	0	2,410,127	25.50
I5017A	Neighborhood DA	679,350	548,900	1,228,250	8.00
I5017B	Neighborhood DA- Prostitution and Sex Trafficking	0	125,000	125,000	1.00
I5018	Victims Assistance	215,038	861,297	1,076,335	11.00
I5019	Child Support Enforcement	<u>565,000</u>	<u>2,215,226</u>	<u>2,780,226</u>	<u>26.00</u>
<b>Total District Attorney</b>		<b>\$19,265,981</b>	<b>\$6,460,359</b>	<b>\$25,726,340</b>	<b>193.20</b>

**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The District Attorney and his Senior Management team provide the leadership, vision, policies and oversight that enable the office to operate each day in a manner consistent with the needs of citizens and making best use of the resources provided.

### Program Description

The District Attorney and Senior Management provide leadership, public relations, policy direction, daily operations oversight, long and short range planning, and internal labor relations for the entire department. Managers work with other departments and state and federal agencies on committees and initiatives relating to the criminal justice system and other governmental endeavors. This unit includes two Administrative Secretaries that provide support for the District Attorney and other senior management. The District Attorney's Administration-Management Programs provide leadership, policy direction, long and short range planning and daily operational oversight across the department and/or at the division level and includes all of the District Attorney's operational programs that assigned to County's Safety and Basic Needs Priority areas.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Total number of all staff communications	52	52	52	52
Outcome	Total number of cases resolved	17,277	19,750	18,500	18,500

### Performance Measure - Description

Output-The number of all staff communications

Outcome- Total number of cases resolved in the office during the fiscal year.

**Legal/Contractual Obligation**

Oregon Constitution: Article VII Section 17, Prosecuting attorneys. There shall be elected by districts comprised of one, or more counties, a sufficient number of prosecuting Attorneys, who shall be the law officers of the State, and of the counties within their respective districts, and shall perform such duties pertaining to the administration of Law, and general police as the Legislative Assembly may direct., 8.850 Offices, supplies and stenographic assistance for district attorneys and deputies.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$853,868	\$0	\$787,585	\$0
Internal Services	\$500	\$0	\$0	\$0
Total GF/non-GF:	<b>\$854,368</b>	<b>\$0</b>	<b>\$787,585</b>	<b>\$0</b>
Program Total:	<b>\$854,368</b>		<b>\$787,585</b>	
Program FTE	6.50	0.00	6.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was:



**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This Administrative support services program provides clerical support for the department's main reception desk and mail handling at the County Courthouse and clerical floaters that provide backup clerical coverage throughout the department.

### Program Description

The Administrative Support Services program provides reception for the main District Attorney's Office at the County Courthouse and is the point of first contact for members of the public both in person and on the telephone.

The staff provides general information about the responsibilities of the office and direct inquiries to the appropriate unit. The reception staff also processes all incoming and outgoing internal and external mail.

The program also includes two clerical floater positions that act in a support and back-up function for the departments clerical staff. A number of contracted services which are used by the entire department are also a part of this program.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Witness Subpoenas paid	3,095	3,500	3,200	3,200
Outcome	Amount of witness fees paid	23,114	26,500	24,000	24,000

### Performance Measure - Description

Witness subpoenas processed- witnesses who receive a subpoena turn them into the DA main reception area after testifying in order to receive payment.

Amount of witness fees paid- the amount paid to witnesses who have turned in their subpoenas and testified.

**Legal/Contractual Obligation**

8.850 Offices, supplies and stenographic assistance for district attorneys and deputies. Each county shall provide the district attorney and any deputies for such county with such office space, facilities, supplies and stenographic assistance as is necessary to perform efficiently the duties of such office. [1953 c.652 §3]

**Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$210,800	\$0	\$226,660	\$0
Contracts	\$28,080	\$0	\$28,782	\$0
Materials & Supplies	\$115,222	\$0	\$113,349	\$0
Internal Services	\$543,353	\$0	\$618,417	\$0
Total GF/non-GF:	<b>\$897,455</b>	<b>\$0</b>	<b>\$987,208</b>	<b>\$0</b>
Program Total:	<b>\$897,455</b>		<b>\$987,208</b>	
Program FTE	3.00	0.00	3.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$137,967	\$0	\$157,546	\$0
Other / Miscellaneous	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$137,967</b>	<b>\$0</b>	<b>\$157,546</b>	<b>\$0</b>

**Explanation of Revenues**

\$157,546 department indirect revenue

**Significant Program Changes**

Last year this program was:

**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Information Technologies Unit provides PC fast and economical desktop support, software application and server support and maintains the document management, Juvenile and Adult case tracking systems (Crimes) for the entire office.

### Program Description

The IT unit purchases, installs, and maintains all hardware and software for the District Attorney's Office. The Unit supports all servers, desktop and laptop personal computers and is responsible for the Adult Crime and Juvenile Crimes case tracking systems. It also maintains the new document management system and a help line for all DA users. It is also responsible for the collection and preparation of statistical data reports.

This program allows the District Attorney to fulfill a legal responsibility under state law to maintain a register of official business, in which the District Attorney make a note of every action, suit or proceeding commenced or defended by the district attorney in official capacity, and the proceedings therein.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Help Desk Calls	5,004	4,600	5,000	5,000
Outcome	Average time in minutes to resolve ticket	14	23	15	15

### Performance Measure - Description

Help desk calls- the number of calls coming through the DA help desk.

The average time it takes to resolve held desk calls expressed in minutes.

**Legal/Contractual Obligation**

ORS 8.700 Register to be kept. The district attorney must keep a register of official business, in which the District Attorney make a note of every action, suit or proceeding commenced or defended by the district attorney in official capacity, and the proceedings therein. The register shall, at the expiration of the term of office of the district attorney, be delivered by the district attorney to the successor in office.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$690,226	\$0	\$705,514	\$0
Contracts	\$30,000	\$0	\$40,750	\$0
Materials & Supplies	\$242,476	\$0	\$300,643	\$0
Internal Services	\$429,526	\$0	\$568,810	\$0
Total GF/non-GF:	<b>\$1,392,228</b>	<b>\$0</b>	<b>\$1,615,717</b>	<b>\$0</b>
Program Total:	<b>\$1,392,228</b>		<b>\$1,615,717</b>	
Program FTE	6.00	0.00	6.00	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was:

**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:** Climate Action Plan

### Executive Summary

This program provides all daily processing in finance, purchasing, travel & training, budget preparation, fiscal reports, grant reporting and monitoring, human resources, payroll, HR maintenance for SAP, recruitment.

### Program Description

The program provides all accounts payable, accounts receivable, general ledger, petty cash accounts, travel & training, fiscal reporting, budget preparation, grant reporting and monitoring, purchasing, inventory, contracts, recruitment, payroll, position control, HR maintenance and other human resources functions for the entire District Attorney's Office. This program allows the District Attorney to fulfill a legal responsibility under state law to maintain a register of official business, in which the District Attorney make a note of every action, suit or proceeding commenced or defended by the district attorney in official capacity, and the proceedings therein.

This program contributes to the County's Climate Action Plan by purchasing "green" products and supplies for the entire office and by working to reduce paper usage throughout the office. The Office uses 100% recycled paper products.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Total number of vendors paid	4,846	5,500	4,900	4,900
Outcome	percent of vendors paid within 30 days	90.0%	92.0%	92.0%	92.0%
Output	Total number of applications screened	697	600	700	650

### Performance Measure - Description

Total number of vendors paid- payments made to vendors

Total number of vendors paid within 90 days

Percent of Vendors paid with 30 days

## Legal/Contractual Obligation

ORS 8.700 Register to be kept. The district attorney must keep a register of official business, in which the district attorney shall make a note of every action, suit or proceeding commenced or defended by the district attorney in official capacity, and the proceedings therein. The register shall, at the expiration of the term of office of the district attorney, be delivered by the District Attorney to the successor in office.

8.850 Offices, supplies and stenographic assistance for district attorneys and deputies. Each county shall provide the district attorney and any deputies for such county with such office space, facilities, supplies and stenographic assistance as is necessary to perform efficiently the duties of such office.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$457,631	\$0	\$473,461	\$0
Materials & Supplies	\$2,248	\$0	\$2,287	\$0
Internal Services	\$4,355	\$0	\$4,384	\$0
Total GF/non-GF:	<b>\$464,234</b>	<b>\$0</b>	<b>\$480,132</b>	<b>\$0</b>
Program Total:	<b>\$464,234</b>		<b>\$480,132</b>	
Program FTE	5.50	0.00	5.50	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

Last year this program was:

**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This program supports the entire office by processing discovery requests and maintaining the physical files and records on open and recently closed felony and misdemeanor cases in the District Attorney's office.

### Program Description

The Discovery/Records program fulfills the offices statutory responsibility to provide case specific discovery documents such as police reports to the public and private defense attorney's.

The program also provides file storage and retrieval for the entire District Attorney's office maintaining approximately 34,000 closed and open cases files at any given time. This program produces general fund revenue of \$275,000 to \$300,000 each year.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Total number of Discovery Packets created	18,097	21,000	18,750	18,750
Outcome	Total Discovery Revenue	300,530	285,000	310,000	285,000

### Performance Measure - Description

The number of Discovery packets created.

General fund revenue received from the sale of Discovery.

### Legal/Contractual Obligation

ORS 8.850 Offices, supplies and stenographic assistance for district attorneys and deputies, ORS 8.700 Register to be kept. The district attorney must keep a register of official business, in which the district attorney shall make a note of every action, suit or proceeding commenced or defended by the district attorney in official capacity, and the proceedings therein.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$443,091	\$0	\$430,303	\$0
Contracts	\$4,250	\$0	\$4,356	\$0
Materials & Supplies	\$17,382	\$0	\$17,816	\$0
Internal Services	\$144,851	\$0	\$118,168	\$0
Total GF/non-GF:	<b>\$609,574</b>	<b>\$0</b>	<b>\$570,643</b>	<b>\$0</b>
Program Total:	<b>\$609,574</b>		<b>\$570,643</b>	
Program FTE	7.00	0.00	7.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$285,000	\$0	\$285,000	\$0
Total Revenue:	<b>\$285,000</b>	<b>\$0</b>	<b>\$285,000</b>	<b>\$0</b>

### Explanation of Revenues

\$285,000 in Discovery revenue

### Significant Program Changes

Last year this program was:



**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This program includes a Chief Deputy District Attorney and Chief Investigator that provide leadership, policy direction, long and short range planning and daily operational oversight for the Felony Division.

### Program Description

The Chief Deputy and Chief Investigator provide leadership, policy direction, long and short range planning. The Chief Deputy District Attorney of the Felony Division is a member of senior level management with specific division level responsibilities.

The Chief Deputy has direct and daily oversight responsibility over the Pre-Trial unit, Drug and Vice Unit B, Property and Theft Unit A, Weapons Crime and Gangs Unit C, Violent Person/Sex Crimes unit D and the Investigations unit.

The Chief Investigator supervises all Investigators that are assigned to felony, misdemeanor and juvenile cases.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Total Felony cases issued	4,256	4,250	5,000	5,200
Outcome	Total Felony cases resolved	3,959	4,200	4,000	4,200

### Performance Measure - Description

Total Felony Cases Issued-The total of all cases issued by the Felony Division during the fiscal year.

Total Felony Cases Resolved- The total of cases resolved in the Felony Division during the fiscal year.

### Legal/Contractual Obligation

Per ORS 8.760 Deputies may be authorized and paid by county. ORS 8.760 Deputies may be authorized and paid by county. The county court or board of county commissioners may empower the district attorney to appoint one or more deputy district attorneys whose compensation shall be fixed by the county court or board of county commissioners and paid out of the county funds in the same manner as county officers are paid. [Amended by 1961 c.586 §4].

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$352,510	\$0	\$339,067	\$0
Contracts	\$21,060	\$0	\$21,587	\$0
Materials & Supplies	\$4,414	\$0	\$4,525	\$0
Internal Services	\$140	\$0	\$992	\$0
Total GF/non-GF:	<b>\$378,124</b>	<b>\$0</b>	<b>\$366,171</b>	<b>\$0</b>
Program Total:	<b>\$378,124</b>		<b>\$366,171</b>	
Program FTE	2.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was: #15006, District Attorney's Office- Felony Administration

**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Felony Trial Unit A or theft unit holds offenders accountable by prosecuting fraud, auto theft, forgery, identity theft, white collar crime and theft crimes that target the elderly. These are mid-level offenders within the public safety system.

### Program Description

This program works in co-operation with local law enforcement agencies and other public safety partners to provide aggressive prosecution of persons arrested and charged with serious property and theft crimes.

The work of this unit includes reviewing and prosecuting cases from the auto theft task force, commercial burglaries, fraud and theft crimes against the elderly.

This program also reviews and prosecutes crimes involving theft of identity which continues to be significant. The program reviews and prosecutes offenders who commit crimes against the businesses in the community. These crimes, which are commonly referred to as white collar crimes include forgery, aggravated theft and theft by deception.

The program, through its inter-agency cooperation, collaboration, and prosecution efforts, is a key part of holding offenders accountable for committing serious property crimes. In the continuum of prosecution services, this unit prosecutes Medium-level offenders and is key to making sure that offenders are held accountable for their criminal behavior.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Cases Issued	1,126	865	1,125	1,150
Outcome	Cases Resolved	978	932	980	1,000
Input	Cases Reviewed	1,598	1,390	1,600	1,650

### Performance Measure - Description

Cases issued- the number of cases for which a charging document has been created in that unit.

Cases resolved-the number of cases completed and closed in that unit.

Cases reviewed-the total number of cases that have been submitted to that unit.

## Legal/Contractual Obligation

ORS 8.660 Attending court and prosecuting offenses. (1) The district attorney shall attend the terms of all courts having jurisdiction of public offenses within the district attorney's county, and, except as otherwise provided in this section, conduct, on behalf of the state, all prosecutions for such offenses therein.

ORS 8.665 Prosecuting violations. Upon the issuance of a citation by any person authorized to issue citations for violations, a district attorney shall prosecute the case if it appears that a violation has occurred.

ORS 8.670 Proceedings before magistrates and grand jury. The district attorney shall institute proceedings before magistrates for the arrest of persons charged with or reasonably suspected of public offenses, when the district attorney has information that any such offense has been committed, and attend upon and advise the grand jury when required.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,900,384	\$96,983	\$1,730,249	\$152,485
Contracts	\$10,809	\$0	\$11,079	\$0
Materials & Supplies	\$5,876	\$0	\$6,023	\$2,000
Internal Services	\$11,164	\$0	\$10,204	\$0
Total GF/non-GF:	<b>\$1,928,233</b>	<b>\$96,983</b>	<b>\$1,757,555</b>	<b>\$154,485</b>
Program Total:	<b>\$2,025,216</b>		<b>\$1,912,040</b>	
Program FTE	16.00	1.00	13.50	1.50
<b>Program Revenues</b>				
Intergovernmental	\$0	\$96,983	\$0	\$154,485
Total Revenue:	<b>\$0</b>	<b>\$96,983</b>	<b>\$0</b>	<b>\$154,485</b>

## Explanation of Revenues

\$89,124 START Court grant and \$65,361 Intellectual Property grant

## Significant Program Changes

Last year this program was: #15007A, District Attorney's Office-Unit A Property Crimes

**Lead Agency:** District Attorney  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Scott Marcy

### Executive Summary

The Felony Trial Unit B holds offenders accountable by prosecuting drug and vice cases involving: manufacturing, distribution and possession of controlled substances, promoting prostitution and works closely with local law enforcement to identify and clean areas within the County that have a high level of drug activity.

### Program Description

This program engages in the review and prosecution of cases involving drug and vice crimes such as the manufacture, distribution and possession of controlled substances and the promotion of prostitution. This program has a key role in the local drug control strategy of reducing the supply of drugs through aggressive enforcement and prosecution. The program works co-operatively with other state and local law enforcement agencies and the Department of Community Justice and the Courts, to reduce the demand for illegal drugs by requiring offenders to enter into mandatory treatment programs and drug courts. This program stands as the gatekeeper for holding offenders accountable, improving social conditions by requiring addiction treatment, reducing illegal drug activity in our schools and helping to support the cost of local drug treatment programs. In the continuum of prosecution services, this unit prosecutes mid-level and some low level offenders and is key to making sure that offenders are held accountable for their criminal behavior.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	cases issued	1,345	1,305	1,350	1,350
Outcome	cases resolved	1,255	1,395	1,275	1,275
Input	cases reviewed	1,829	1,935	1,950	1,975

### Performance Measure - Description

Cases issued- the number of cases for which a charging document has been created in that unit.

Cases resolved-the number of cases completed and closed in that unit.

Cases reviewed-the total number of cases that have been submitted to that unit.

## Legal/Contractual Obligation

ORS 8.660 Attending court and prosecuting offenses. (1) The district attorney shall attend the terms of all courts having jurisdiction of public offenses within the district attorney's county, and, except as otherwise provided in this section, conduct, on behalf of the state, all prosecutions for such offenses therein.

ORS 8.670 Proceedings before magistrates and grand jury.

The district attorney shall institute proceedings before magistrates for the arrest of persons charged with or reasonably suspected of public offenses, when the district attorney has information that any such offense has been committed, and attend upon and advise the grand jury when required.

8.680 Prosecuting and collecting penalties and forfeitures; prosecuting and defending for state.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$905,104	\$29,973	\$1,039,008	\$30,947
Contracts	\$4,658	\$0	\$4,774	\$0
Materials & Supplies	\$9,766	\$156,000	\$10,010	\$151,000
Internal Services	\$18,224	\$0	\$15,358	\$2,244
Total GF/non-GF:	<b>\$937,752</b>	<b>\$185,973</b>	<b>\$1,069,150</b>	<b>\$184,191</b>
Program Total:	<b>\$1,123,725</b>		<b>\$1,253,341</b>	
Program FTE	8.00	2.00	8.00	0.50
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$1,600	\$0
Other / Miscellaneous	\$0	\$185,973	\$0	\$184,191
Total Revenue:	<b>\$0</b>	<b>\$185,973</b>	<b>\$1,600</b>	<b>\$184,191</b>

## Explanation of Revenues

\$151,000 liquor control revenue, \$33,191 forfeiture, \$1600 indirect

## Significant Program Changes

Last year this program was: #15008, District Attorney's Office- Unit B Drugs/Vice

**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:** Backfill State/Federal/Grant

### Executive Summary

This program offer supports 1 FTE Deputy DA 2 position that was previously funded through the City of Portland to prosecute cases in drug impacted areas of the County and to impose and enforce exclusion orders through the court as a part of their probation.

### Program Description

The Drug Impact Area (DIA) Deputy DA works closely with local law enforcement and community organizations to identify and prosecute offenders committing drug related crimes in drug impacted areas of the County. Prosecuting these crimes as felonies or misdemeanors provides the Deputy DA an opportunity to request that the court impose exclusion or stay away orders as a condition of probation. If the offender violates this order they are considered in violation of their probation. Since the start of the DIA program, 240 criminal cases (169 felonies and 71 misdemeanors) have been issued involving the unlawful delivery or possession of heroin, cocaine, and marijuana that occurred in one of the 3 Drug Impact Areas. Since the inception of the DIA program, 164 cases that were formerly eligible for violation treatment have been issued as misdemeanors. To date, 244 defendants have been excluded from the DIAs as a condition of probation.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	cases issued	0	0	299	350
Outcome	cases resolved	0	0	279	300

### Performance Measure - Description

Cases issued- the number of cases for which a charging document has been created in that unit.

Cases resolved-the total number of cases that have been resolved.

Legal/Contractual Obligation

ORS 8.660 Attending court and prosecuting offenses. (1) The district attorney shall attend the terms of all courts having jurisdiction of public offenses within the district attorney’s county, and, except as otherwise provided in this section, conduct, on behalf of the state, all prosecutions for such offenses therein.

ORS 8.670 Proceedings before magistrates and grand jury.

The district attorney shall institute proceedings before magistrates for the arrest of persons charged with or reasonably suspected of public offenses, when the district attorney has information that any such offense has been committed, and attend upon and advise the grand jury when required.

8.680 Prosecuting and collecting penalties and forfeitures; prosecuting and defending for state.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$0	\$119,703	\$0	\$129,335
Total GF/non-GF:	\$0	\$119,703	\$0	\$129,335
Program Total:	\$119,703		\$129,335	
Program FTE	0.00	1.00	0.00	1.00
Program Revenues				
Intergovernmental	\$0	\$119,703	\$0	\$129,335
Total Revenue:	\$0	\$119,703	\$0	\$129,335

Explanation of Revenues

Significant Program Changes

Last year this program was:



**Lead Agency:** District Attorney  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Scott Marcy

### Executive Summary

Felony Trial Unit C prosecutes a variety of serious or high and medium level felony crimes including: Robberies, residential burglary, weapons, gang crimes, vehicular homicides and assaults, arson and felony animal abuse.

### Program Description

This program works closely with federal, state and local law enforcement agencies to prosecute serious person and property crimes involving gangs, weapons, arson, animal abuse, robbery, residential burglary, assaults and crimes involving weapons. As an active member of the Youth Gun Anti-Violence task force (YGAT), the program works cooperatively with the Bureau of Alcohol Tobacco and Firearms and the Portland Police Bureau and the US Attorney's Office to reduce or eliminate illegal possession and transfer of firearms and has been involved in hundreds of state and federal prosecutions.

The Gang unit works cooperatively with state and local law enforcement agencies and communities to target and reduce the instance of gang related crime through aggressive enforcement and prosecution.

In the continuum of prosecution services, this unit prosecutes high and medium level offenders and is key to making sure that offenders are held accountable for their criminal behavior.

The program holds offenders accountable for committing serious person and property crimes, and seeks to engage other community partners in reducing gang related violence and illegal activities in the schools and neighborhoods.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	cases issued	774	725	775	775
Outcome	cases resolved	736	735	740	735
Input	cases reviewed	935	900	935	925

### Performance Measure - Description

Cases issued- the number of cases for which a charging document has been created in that unit.

Cases resolved-the number of cases completed and closed in that unit.

Cases reviewed-the total number of cases that have been submitted to that unit.

## Legal/Contractual Obligation

ORS 8.660 Attending court and prosecuting offenses. (1) The district attorney shall attend the terms of all courts having jurisdiction of public offenses within the district attorney's county, and, except as otherwise provided in this section, conduct, on behalf of the state, all prosecutions for such offenses therein.

ORS 8.665 Prosecuting violations: Upon the issuance of a citation by any person authorized to issue citations for violations, a district attorney shall prosecute the case if it appears that a violation has occurred.

ORS 8.670 Proceedings before magistrates and grand jury. The district attorney shall institute proceedings before magistrates for the arrest of persons charged with or reasonably suspected of public offenses, when the district attorney has information that any such offense has been committed, and attend upon and advise the grand jury when required.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,499,749	\$74,710	\$1,659,292	\$63,000
Contracts	\$37,308	\$0	\$38,241	\$0
Materials & Supplies	\$14,688	\$0	\$14,053	\$0
Internal Services	\$15,996	\$3,410	\$15,351	\$3,150
Total GF/non-GF:	<b>\$1,567,741</b>	<b>\$78,120</b>	<b>\$1,726,937</b>	<b>\$66,150</b>
Program Total:	<b>\$1,645,861</b>		<b>\$1,793,087</b>	
Program FTE	10.97	0.53	11.08	0.42
<b>Program Revenues</b>				
Indirect for dep't Admin	\$2,133	\$0	\$2,246	\$0
Intergovernmental	\$0	\$78,120	\$0	\$66,150
Total Revenue:	<b>\$2,133</b>	<b>\$78,120</b>	<b>\$2,246</b>	<b>\$66,150</b>

## Explanation of Revenues

\$65,150 Juvenile Accountability (JAIB) grant, \$2246 indirect

## Significant Program Changes

Last year this program was: #15009, District Attorney's Office- Unit C/Gangs, Robbery, Weapons

**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Felony Trial Unit D prosecutes cases involving violent person crimes such as aggravated assault, rape, kidnap, sex offenses, attempted murder, compelling prostitution and official misconduct. These cases involve some of the most serious or highest level offenders and some medium level offenders.

### Program Description

This program works in close cooperation with federal, state and local law enforcement agencies to prosecute some of the most serious crimes that occur in Multnomah County.

The program is a key partner in the East County Major Crimes Unit which target and respond to the most serious crimes and serves the East County communities.

The program protects the public and holds offenders accountable through the prosecution of crimes involving aggravated assault, rape, kidnap, sex offenses, attempted murder and compelling prostitution.

In cooperation with a variety of law enforcement and other agencies, this program investigates and when appropriate prosecutes cases involving official misconduct of public officials.

The program, through its inter-agency cooperation, collaboration, and prosecution efforts, is a key part of holding high and medium level offenders accountable for committing serious person crimes or official misconduct.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	cases issued	443	475	450	450
Outcome	cases resolved	451	465	450	450
Input	cases reviewed	787	810	788	790

### Performance Measure - Description

Cases issued- the number of cases for which a charging document has been created in that unit.

Cases resolved-the number of cases completed and closed in that unit.

Cases reviewed-the total number of cases that have been submitted to that unit.

**Legal/Contractual Obligation**

ORS 8.660 Attending court and prosecuting offenses. (1) The district attorney shall attend the terms of all courts having jurisdiction of public offenses within the district attorney's county, and, except as otherwise provided in this section, conduct, on behalf of the state, all prosecutions for such offenses therein.

ORS 8.665 Prosecuting violations. Upon the issuance of a citation by any person authorized to issue citations for violations, a district attorney shall prosecute the case if it appears that a violation has occurred.

ORS 8.670 Proceedings before magistrates and grand jury. The district attorney shall institute proceedings before magistrates for the arrest of persons charged with or reasonably suspected of public offenses, when the district attorney has information that any such offense has been committed, and attend upon and advise the grand jury when required.

**Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$836,888	\$154,754	\$930,749	\$0
Contracts	\$20,152	\$0	\$20,656	\$0
Materials & Supplies	\$9,003	\$0	\$8,228	\$0
Internal Services	\$14,263	\$0	\$12,880	\$0
<b>Total GF/non-GF:</b>	<b>\$880,306</b>	<b>\$154,754</b>	<b>\$972,513</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,035,060</b>		<b>\$972,513</b>	
Program FTE	6.00	1.00	6.00	0.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$154,754	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$154,754</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

**Last year this program was:** #15010, District Attorney's Office-Unit D Violent Person Crimes

**Lead Agency:** District Attorney  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Scott Marcy

### Executive Summary

The pre-trial unit represents and/or coordinates judicial appeal cases for the District Attorney's office, civil litigations, post conviction relief, felony arraignments, coordinates extraditions and transport of material witnesses, post conviction expungements and provides Grand Jury administration.

### Program Description

This program provides a variety of important functions within the District Attorney's office including felony arraignment court appearances, civil litigations, post conviction relief and appeals.

The program also provides administration for the Grand Jury which meets to review evidence on felony criminal cases to determine if an indictment should be issued. For those people convicted of crimes who qualify, this program provides a process for the expungement of records.

The program also processes cases involving fugitives who have been arrested in Multnomah County on outstanding warrants from other states or jurisdictions. The program works, through citizen involvement in the Grand Jury system, to indict persons involved in felony crimes.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	cases issued	299	285	300	300
Outcome	cases resolved	294	265	295	295

### Performance Measure - Description

Cases issued- the number of cases for which a charging document has been created in that unit.

Cases resolved-the number of cases completed and closed in that unit.

Legal/Contractual Obligation

ORS 138.081 appeals, ORS chapter 34 Writs of Habeas Corpus, ORS chapters 132 and 135 Grand Jury and pre-trial and felony arraignments. 8.670 Proceedings before magistrates and grand jury. The district attorney shall institute proceedings before magistrates for the arrest of persons charged with or reasonably suspected of public offenses, when the district attorney has information that any such offense has been committed, and attend upon and advise the grand jury when required.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$901,764	\$0	\$1,022,547	\$0
Materials & Supplies	\$1,310	\$0	\$1,343	\$0
Internal Services	\$6,613	\$0	\$6,335	\$0
Total GF/non-GF:	\$909,687	\$0	\$1,030,225	\$0
Program Total:	\$909,687		\$1,030,225	
Program FTE	8.50	0.00	9.50	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last year this program was: #15011, District Attorney's Office-Pre-Trial

**Lead Agency:** District Attorney  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Scott Marcy

### Executive Summary

The Investigation unit provides case specific felony investigation, evidence gathering, witness interviews and transport, Subpoena service and other trial assistance as is determined by the Deputy District Attorney.

### Program Description

The Investigations unit works closely and in cooperation with federal, state and local law enforcement agencies and Deputy District Attorneys to provide investigation services on high, medium and low level felony cases. With a combination of District Attorney Investigators and Investigators assigned to the office from the Portland Police Bureau, the program provides case specific evidence gathering and evaluation, witness interviews and transport for testimony, background investigations and service of subpoenas that compel witness appearance.

Investigations are a crucial and integral part of the prosecution of all felony cases. The Investigations program works to assist in holding offenders accountable by effective and aggressive prosecution.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	subpoenas issued	6,617	7,000	6,620	6,650
Outcome	subpoenas served	5,978	5,600	6,000	6,100

### Performance Measure - Description

Number of subpoenas issued- the number of subpoenas given to the Investigators for personal service.

Number of Subpoenas served- the number of subpoenas for which personal service was completed.

**Legal/Contractual Obligation**

8.660 Attending court and prosecuting offenses. (1) The district attorney shall attend the terms of all courts having jurisdiction of public offenses within the district attorney's county, and, except as otherwise provided in this section, conduct, on behalf of the state, all prosecutions for such offenses therein.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$357,466	\$36,000	\$354,255	\$36,000
Contracts	\$26,410	\$0	\$27,070	\$0
Materials & Supplies	\$18,950	\$0	\$18,424	\$0
Internal Services	\$96,307	\$0	\$90,386	\$0
Total GF/non-GF:	<b>\$499,133</b>	<b>\$36,000</b>	<b>\$490,135</b>	<b>\$36,000</b>
Program Total:	<b>\$535,133</b>		<b>\$526,135</b>	
Program FTE	3.63	0.37	3.64	0.36
<b>Program Revenues</b>				
Intergovernmental	\$0	\$36,000	\$0	\$36,000
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$36,000</b>	<b>\$0</b>	<b>\$36,000</b>

**Explanation of Revenues**

\$36,000 Gresham PD

**Significant Program Changes**

Last year this program was: #15012, District Attorney's Office-Investigations



**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This is a Chief Deputy District Attorney that provides leadership, policy direction, long and short range planning and daily operational oversight for the Family and Community Justice Division.

### Program Description

The Chief Deputy District Attorney of the Family and Community Justice Division is a member of senior level management with specific division level responsibilities. The Chief Deputy has direct and daily oversight responsibility over the Misdemeanor units, Neighborhood DA program, Community Court, Domestic Violence trial unit, Juvenile trial unit, Child Abuse unit, Support Enforcement Division, and Victims Assistance unit.

The Chief Deputy provides leadership, policy direction, long and short range planning and daily operational oversight.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	total cases issued by Family Justice Division	13,841	15,300	13,850	13,850
Outcome	total cases resolved by Family Justice Division	13,318	15,500	13,320	13,320

### Performance Measure - Description

Total cases issued in Family and Community Justice Division includes felony and misdemeanor cases but does not include juvenile cases.

Total cases resolved in Family and Community Justice Division includes felony and misdemeanor cases but does not include juvenile cases.

**Legal/Contractual Obligation**

ORS 8.760 Deputies may be authorized and paid by county. The county court or board of county commissioners may empower the district attorney to appoint one or more deputy district attorneys whose compensation shall be fixed by the county court or board of county commissioners and paid out of the county funds in the same manner as county officers are paid. [Amended by 1961 c.586 §4]

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$244,384	\$0	\$247,494	\$0
Contracts	\$6,105	\$0	\$6,105	\$0
Materials & Supplies	\$4,860	\$0	\$4,860	\$0
Internal Services	\$500	\$0	\$0	\$0
Total GF/non-GF:	<b>\$255,849</b>	<b>\$0</b>	<b>\$258,459</b>	<b>\$0</b>
Program Total:	<b>\$255,849</b>		<b>\$258,459</b>	
Program FTE	1.00	0.00	1.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #15013, District Attorney's Office- Family and Community Justice Admin.

**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Juvenile Court Trial Unit prosecutes juvenile crimes ranging from misdemeanors to homicides. It has three primary functions: delinquency: prosecuting juveniles who have committed criminal offenses; dependency: litigating child protection cases in Juvenile Court; Termination of Parental Rights: litigating cases where the abuse or neglect of a child has reached such a level that effort must be made to free the child for adoption.

### Program Description

The Delinquency function involves the prosecution of juveniles who have committed non-Ballot Measure 11 crimes. This includes cases ranging from misdemeanors to felonies to homicides. The unit works closely with the Department of Juvenile Community Justice (DCJ) in developing appropriate sanctions aimed at accountability, community protection and reformation. The dependency function involves working closely with the State Department of Human Services (DHS) and other agencies to protect children who come to the attention of authorities as a result of abuse or neglect. Deputy District Attorneys are responsible for litigating child protection cases (dependency cases) in Juvenile Court and for working with DHS and other agencies and partners to fashion plans which will provide protection for the child and opportunities for the parents to mitigate the dangers which brought the child to the attention of the court in the first place.

All efforts are made to keep the family unit intact however when those efforts are exhausted the Termination of Parental Rights section, works in close collaboration with the State Department of Human Services to free these children for adoption. Services provided to law enforcement, juvenile courts, DCJ and DHS include filing petitions for delinquency, dependency or termination of parental rights, meeting with victims and witnesses, seeking restitution on behalf of victims, coordinating with juvenile court counselors, DCJ and DHS and trying cases in court.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of dependency cases	604	575	605	610
Outcome	number of children protected on dependency cases	689	650	690	690

### Performance Measure - Description

Output- the number of new and reopened dependency cases.

Outcome- the number of children protected as a result of work on dependency cases.

## Legal/Contractual Obligation

Juvenile Trial Court/Termination of Parental Rights: 8.685 Assisting juvenile court; right to appear. (1) The District Attorney shall, upon request of the juvenile court, appear in the juvenile court to assist the court in any matter within its jurisdiction. (2) In counties having a population of more than 150,000, according to the latest federal decennial census, the district attorney shall designate a deputy to assist the juvenile court as provided in subsection (1) of this section. (3) The District Attorney is entitled to appear on behalf of the state in the juvenile court in any matter within the jurisdiction of the court. [1959 c.432 §63 (enacted in lieu of 8.750); 1991 c.681 §4

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$913,633	\$1,314,593	\$1,061,016	\$1,279,842
Contracts	\$11,700	\$27,500	\$10,700	\$20,000
Materials & Supplies	\$22,520	\$0	\$21,520	\$0
Internal Services	\$110,698	\$0	\$101,094	\$0
Total GF/non-GF:	<b>\$1,058,551</b>	<b>\$1,342,093</b>	<b>\$1,194,330</b>	<b>\$1,299,842</b>
Program Total:	<b>\$2,400,644</b>		<b>\$2,494,172</b>	
Program FTE	8.30	10.70	9.27	9.43
<b>Program Revenues</b>				
Intergovernmental	\$0	\$1,342,093	\$0	\$1,299,842
Total Revenue:	<b>\$0</b>	<b>\$1,342,093</b>	<b>\$0</b>	<b>\$1,299,842</b>

## Explanation of Revenues

\$181,998 Juvenile Dependency contract, \$1,117,842 TPR contract

## Significant Program Changes

Last year this program was: #15014, District Attorney's Office-Juvenile Court Trial Unit

**Lead Agency:** District Attorney  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Scott Marcy

### Executive Summary

The Domestic Violence program screens and prosecutes domestic violence cases including misdemeanors, felonies, homicides, and restraining order violations. It provides outreach and access to support services to all domestic violence victims with special emphasis on victims from under-served populations.

### Program Description

The Domestic Violence program screens and prosecutes domestic violence cases including misdemeanors, felonies, homicides, and restraining order violations. In conjunction with the Victims Assistance program, it provides outreach and access to support services to all victims of domestic violence with a special emphasis on victims from under-served populations. Working in collaboration with state and local law enforcement, Community Justice and a variety of local nonprofit domestic violence organizations and shelters, the program includes a six month deferred prosecution program with individualized treatment plans closely monitored by probation officers. Support includes specialized services; personal contact by a victim advocate; information resources and referrals for social services, coordination with social service agencies, accompaniment to court proceedings, notification of rights and remedies and assistance in exercising those rights. This program provides a specialized emphasis on prosecution of elder abuse cases in Multnomah County.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	cases issued	1,273	1,450	1,275	1,275
Outcome	cases resolved	1,320	1,365	1,310	1,300
Input	cases reviewed	3,383	3,450	3,400	3,400

### Performance Measure - Description

Cases issued- the number of cases for which a charging document has been created in that unit.

Cases resolved-the number of cases completed and closed in that unit.

Cases reviewed-the total number of cases that have been submitted to that unit.

\*includes misdemeanor, VRO and felony cases.

## Legal/Contractual Obligation

ORS 8.660 Attending court and prosecuting offenses. (1) The district attorney shall attend the terms of all courts having jurisdiction of public offenses within the district attorney's county, and, except as otherwise provided in this section, conduct, on behalf of the state, all prosecutions for such offenses therein.

ORS 8.665 Prosecuting violations. Upon the issuance of a citation by any person authorized to issue citations for violations, a district attorney shall prosecute the case if it appears that a violation has occurred.

ORS 8.670 Proceedings before magistrates and grand jury. The district attorney shall institute proceedings before magistrates for the arrest of persons charged with or reasonably suspected of public offenses, when the district attorney has information that any such offense has been committed, and attend upon and advise the grand jury when required.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,025,904	\$73,784	\$1,098,012	\$73,427
Contracts	\$15,739	\$0	\$15,239	\$0
Materials & Supplies	\$4,212	\$0	\$3,212	\$0
Internal Services	\$11,990	\$4,966	\$8,094	\$5,323
Total GF/non-GF:	<b>\$1,057,845</b>	<b>\$78,750</b>	<b>\$1,124,557</b>	<b>\$78,750</b>
Program Total:	<b>\$1,136,595</b>		<b>\$1,203,307</b>	
Program FTE	9.40	0.60	9.47	0.53
<b>Program Revenues</b>				
Indirect for dep't Admin	\$3,106	\$0	\$3,796	\$0
Intergovernmental	\$0	\$78,750	\$0	\$78,750
Total Revenue:	<b>\$3,106</b>	<b>\$78,750</b>	<b>\$3,796</b>	<b>\$78,750</b>

## Explanation of Revenues

\$78,750 VAWA grant, \$3796 indirect

## Significant Program Changes

Last year this program was: #15015, District Attorney's Office-Domestic Violence Unit

**Lead Agency:** District Attorney  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Scott Marcy

### Executive Summary

The Child Abuse Team reviews and processes cases and reports involving child abuse in a domestic setting or by child care providers. Using an integrated team of prosecutors, child specialists, and police investigators, the team reviews, coordinates and investigates cases, then decides how to proceed.

### Program Description

Also known as the Multidisciplinary Child Abuse Team (MDT) this group of Deputy District Attorneys and staff are part of a larger group of dedicated child and health care professionals, law enforcement officers and prosecutors. They review and investigate all reported cases of child abuse or child mistreatment in the county and all fatalities which involve a child under the age of 18 years and where abuse is suspected.

Located at the Gateway Children's Center campus, this program prosecutes some of the most troubling and serious crimes every year and handles the corresponding child abuse and neglect proceeding in Juvenile Court. Each team member and those conducting child abuse investigations and interviews of child abuse victims are trained in risk assessment, dynamics of child abuse, child sexual abuse and rape of children and legally sound and age appropriate interview and investigatory techniques.

This program also coordinates the distribution Child Abuse Multidisciplinary Intervention (C.A.M.I) funds which are generated from unitary assessment funds from the state, to a variety of local partners on an annual basis for projects associated with child abuse intervention.

The program keeps children safe by removing them from dangerous and abusive home or day care situations when necessary and working with families to address the issues which brought the child to the attention of authorities in the first place.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	number of dependency cases	57	68	60	60
Outcome	number of children protected	82	113	85	85
Output	felony cases issued	61	60	61	62
Input	felony cases reviewed	221	187	225	225

### Performance Measure - Description

Output- the number of new dependency cases opened or reopened.

Outcome- the number of children protected on dependency cases.

Felony cases issued- number cases with a charging instrument.

Felony cases reviewed- total number of cases submitted for review.

**Legal/Contractual Obligation**

ORS 418.747 Interagency teams for investigation; duties; training; method of investigation; fatality review process. (1) The district attorney in each county shall be responsible for developing interagency and multidisciplinary teams to consist of but not be limited to law enforcement personnel, Department of Human Services child protective service workers, school officials, county health department personnel, child abuse intervention center workers, if available, and juvenile department representatives, as well as others specially trained in child abuse, child sexual abuse and rape of children investigation.

**Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$781,840	\$154,472	\$681,436	\$162,238
Contracts	\$22,060	\$533,104	\$21,560	\$549,180
Materials & Supplies	\$8,039	\$84,961	\$8,039	\$13,518
Internal Services	\$63,080	\$38,751	\$62,739	\$36,247
Total GF/non-GF:	<b>\$875,019</b>	<b>\$811,288</b>	<b>\$773,774</b>	<b>\$761,183</b>
Program Total:	<b>\$1,686,307</b>		<b>\$1,534,957</b>	
Program FTE	5.00	2.00	4.00	2.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$24,241	\$0	\$25,848	\$0
Intergovernmental	\$0	\$811,288	\$0	\$761,183
<b>Total Revenue:</b>	<b>\$24,241</b>	<b>\$811,288</b>	<b>\$25,848</b>	<b>\$761,183</b>

**Explanation of Revenues**

\$761,183 CAMI revenue, \$25,848 indirect

**Significant Program Changes**

Last year this program was: #15016, District Attorney's Office-Child Abuse Team-MDT



**Lead Agency:** District Attorney  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Scott Marcy

### Executive Summary

The Child Abuse Team reviews and processes cases and reports involving child abuse in a domestic setting or by child care providers. Using an integrated team of prosecutors, child specialists, and police investigators, the team reviews, coordinates and investigates cases, then decides how to proceed. This program offer returns DDA staffing levels to current service level.

### Program Description

Also known as the Multidisciplinary Child Abuse Team (MDT) this group of Deputy District Attorneys and staff are part of a larger group of dedicated child and health care professionals, law enforcement officers and prosecutors. They review and investigate all reported cases of child abuse or child mistreatment in the county and all fatalities which involve a child under the age of 18 years and where abuse is suspected.

Located at the Gateway Children's Center campus, this program prosecutes some of the most troubling and serious crimes every year and handles the corresponding child abuse and neglect proceeding in Juvenile Court. Each team member and those conducting child abuse investigations and interviews of child abuse victims are trained in risk assessment, dynamics of child abuse, child sexual abuse and rape of children and legally sound and age appropriate interview and investigatory techniques.

This program also coordinates the distribution Child Abuse Multidisciplinary Intervention (C.A.M.I) funds which are generated from unitary assessment funds from the state, to a variety of local partners on an annual basis for projects associated with child abuse intervention.

The program keeps children safe by removing them from dangerous and abusive home or day care situations when necessary and working with families to address the issues which brought the child to the attention of authorities in the first place.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Felony cases issued	20	23	15	15
Outcome	the number of children protected	28	38	20	20

### Performance Measure - Description

Outcome- the number of children protected on dependency cases.

Felony cases issued- number cases with a charging instrument.

### Legal/Contractual Obligation

ORS 418.747 Interagency teams for investigation; duties; training; method of investigation; fatality review process. (1) The district attorney in each county shall be responsible for developing interagency and multidisciplinary teams to consist of but not be limited to law enforcement personnel, Department of Human Services child protective service workers, school officials, county health department personnel, child abuse intervention center workers, if available, and juvenile department representatives, as well as others specially trained in child abuse, child sexual abuse and rape of children investigation.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$191,375	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$191,375</b>	<b>\$0</b>
Program Total:	<b>\$0</b>		<b>\$191,375</b>	
Program FTE	0.00	0.00	1.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was:

**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This program holds offenders accountable by providing prosecution services for low level quality of life crimes. The types of cases include driving under the influence of intoxicants (DUI), traffic, theft, prostitution, harassment, trespass and other misdemeanor crimes. The Community Court holds non-violent offenders accountable to the community and connects offenders to needed social service programs.

### Program Description

This program works collaboratively with the State courts and local law enforcement agencies to prosecute all misdemeanor crimes except domestic violence.

The Misdemeanor trial and Intake units attend arraignments, review, issue cases, and prosecute all misdemeanor quality of life crimes in Multnomah County. Attorney's in the trial unit work collaboratively with the Neighborhood DA program by prosecuting their issued cases.

Because of the large volume of cases and the continued expansion of East County, prosecutors present cases to courts located in downtown and also in Gresham.

Cases involving non-violent offenders can also now be referred to Community Courts located in downtown and Gresham. These courts not only issue sanctions against offenders but also provide access to needed social services such as alcohol and drug treatment. With over 6000 cases processed each year, holding offenders accountable through the Community Courts represents a cost effective collaboration between the state courts, prosecution and social service providers.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	cases issued	12,487	13,700	12,450	12,450
Outcome	cased resolved	11,929	14,500	12,000	12,000
Input	cases reviewed	14,973	16,500	14,975	14,975

### Performance Measure - Description

Cases issued- the number of cases for which a charging document has been created in that unit.

Cases resolved-the number of cases completed and closed in that unit.

Cases reviewed-the total number of cases that have been submitted to that unit.

**Legal/Contractual Obligation**

ORS 8.665 Prosecuting violations. Upon the issuance of a citation by any person authorized to issue citations for violations, a district attorney shall prosecute the case if it appears that a violation has occurred.

ORS 8.660 Attending court and prosecuting offenses. (1) The district attorney shall attend the terms of all courts having jurisdiction of public offenses within the district attorney's county, and, except as otherwise provided in this section, conduct, on behalf of the state, all prosecutions for such offenses therein.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$2,177,346	\$0	\$2,231,423	\$0
Contracts	\$45,973	\$0	\$46,123	\$0
Materials & Supplies	\$18,817	\$0	\$19,222	\$0
Internal Services	\$33,800	\$0	\$113,359	\$0
Total GF/non-GF:	<b>\$2,275,936</b>	<b>\$0</b>	<b>\$2,410,127</b>	<b>\$0</b>
Program Total:	<b>\$2,275,936</b>		<b>\$2,410,127</b>	
Program FTE	25.00	0.00	25.50	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #15017, DA Office- Misdemeanor Trial, Intake,Community Court

**Lead Agency:** District Attorney  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Scott Marcy

### Executive Summary

The Neighborhood DA program reviews and issues charging documents on misdemeanor cases, and works with local individual citizens, community groups, neighborhood associations, business associations and law enforcement agencies to identify and develop strategies to combat quality of life crimes.

### Program Description

This is a nationally recognized model program for engaging a variety community, business and law enforcement partners in identifying crime issues and developing strategies within a community to combat quality of life crime in neighborhoods. The Neighborhood prosecutors are strategically located in East, Northeast, West and the Gresham areas. Specialized prosecutors are contracted with Lloyd Business District and Tri-Met to prosecute misdemeanor crimes specific to those entities. In addition the program issues approximately one third of all misdemeanors processed by the office. The program also has one prosecutor assigned to Project Safe Neighborhoods. This project works collaboratively with El Programa Hispano to educate Latino youth and their families about gun crimes and penalties and in developing strategies to reduce gun crimes in neighborhoods and schools. The program works cooperatively with law enforcement agencies and other public safety partners to review and issue charging documents on misdemeanor cases.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	cases issued	5,004	5,571	5,000	5,000
Outcome	problem solving contacts	39,528	33,000	39,500	39,500
Input	cases reviewed	5,665	6,428	5,665	5,665

### Performance Measure - Description

Cases issued- the number of cases for which a charging instrument has been created in the unit.

Problem solving activities- the number of annual problem solving contacts Neighborhood DA have with citizens, law enforcement, business and neighborhood associations or other special interest organizations.

Cases reviewed-total number of cases submitted to the unit.

## Legal/Contractual Obligation

ORS 8.665 Prosecuting violations. Upon the issuance of a citation by any person authorized to issue citations for violations, a district attorney shall prosecute the case if it appears that a violation has occurred. ORS 8.660 Attending court and prosecuting offenses. (1) The district attorney shall attend the terms of all courts having jurisdiction of public offenses within the district attorney's county, and, except as otherwise provided in this section, conduct, on behalf of the state, all prosecutions for such offenses therein.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$554,869	\$488,226	\$647,865	\$531,369
Contracts	\$0	\$6,000	\$0	\$5,000
Materials & Supplies	\$15,150	\$11,763	\$15,475	\$2,000
Internal Services	\$18,591	\$9,445	\$16,010	\$10,531
Total GF/non-GF:	<b>\$588,610</b>	<b>\$515,434</b>	<b>\$679,350</b>	<b>\$548,900</b>
Program Total:	<b>\$1,104,044</b>		<b>\$1,228,250</b>	
Program FTE	4.86	3.64	5.34	2.66
<b>Program Revenues</b>				
Indirect for dep't Admin	\$5,908	\$0	\$7,510	\$0
Intergovernmental	\$0	\$267,188	\$0	\$282,525
Other / Miscellaneous	\$0	\$248,246	\$12,500	\$266,375
<b>Total Revenue:</b>	<b>\$5,908</b>	<b>\$515,434</b>	<b>\$20,010</b>	<b>\$548,900</b>

## Explanation of Revenues

\$191,375 Tri-Met, \$155,789 Project Safe Neighborhood, \$75,000 Lloyd BID, \$126,736 JAG, \$12,500 john school fines, \$7510 indirect

## Significant Program Changes

Last year this program was: #15018, District Attorney's Office- Neighborhood DA

**Lead Agency:** District Attorney  
**Program Offer Type:** Existing Operating  
**Related Programs:**

**Program Contact:** Scott Marcy

**Program Characteristics:** Backfill State/Federal/Grant

### Executive Summary

This program offer funds 1 Deputy District Attorney 2 position that has previously been funded by the City of Portland. The Deputy DA assigned to the Prostitution Coordination Team reviews all misdemeanor cases and defendants including their probation requirements, probation violations, detainers, and treatment status.

### Program Description

The NDDA assigned to the Prostitution Coordination Team is assigned to review all misdemeanor cases and defendants including their probation requirements, probation violations, detainers, and treatment status. The Prostitution NDDA oversees the First Offender Program through Community Court. Within this program the NDDA also oversees the Sexual Buyers Accountability and Diversion Program ("John School") where 52 offenders attended and completed the requirements in 2011. Daily the Prostitution NDDA works with PPB officers assigned to the East Precinct Prostitution Coordination team to decrease prostitution activity on the internet and in neighborhoods, especially bordering 82nd Avenue. In addition, the Prostitution NDDA works with PPB Detectives assigned to the Minor Victims of Sex Trafficking unit overseeing all pimp and sex trafficking cases in Multnomah County. At this time there are over 60 investigations involving pimps or sex traffickers the Prostitution NDDA is involved in. The Prostitution NDDA is also cross designated as a Special Assistant United States Attorney and works with other Assistant United States Attorneys prosecuting sex trafficking cases in federal court. The Prostitution NDDA co-chairs the Arrest, Investigation, and Prosecution Work Group and is on the Executive Board for Multnomah Counties CSEC group. The Prostitution NDDA is regularly involved with drafting, testifying and working with Legislatures in Salem regarding Prostitution and Sex Trafficking Laws. Furthermore, the Prostitution NDDA regularly presents to neighborhood organizations, community groups, business organizations, and trains law enforcement personnel.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	cases issued	973	728	975	975
Outcome	Problem solving contacts	6,885	5,500	6,850	6,850
Input	Prostitution cases reviewed	185	0	185	190

### Performance Measure - Description

Prostitution cases cases reviewed-the number of cases presented to the office for review.

## Legal/Contractual Obligation

ORS 8.665 Prosecuting violations. Upon the issuance of a citation by any person authorized to issue citations for violations, a district attorney shall prosecute the case if it appears that a violation has occurred. ORS 8.660 Attending court and prosecuting offenses. (1) The district attorney shall attend the terms of all courts having jurisdiction of public offenses within the district attorney's county, and, except as otherwise provided in this section, conduct, on behalf of the state, all prosecutions for such offenses therein.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$128,019	\$0	\$125,000
Total GF/non-GF:	<b>\$0</b>	<b>\$128,019</b>	<b>\$0</b>	<b>\$125,000</b>
Program Total:	<b>\$128,019</b>		<b>\$125,000</b>	
Program FTE	0.00	1.00	0.00	1.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$128,019	\$0	\$125,000
Total Revenue:	<b>\$0</b>	<b>\$128,019</b>	<b>\$0</b>	<b>\$125,000</b>

## Explanation of Revenues

## Significant Program Changes

Last year this program was:



**Lead Agency:** District Attorney  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Scott Marcy

### Executive Summary

The Victims Assistance Program assists victims of crime with crisis response, advocacy, court preparation and accompaniment, referral to services and assistance with obtaining a restitution order from the court. Advocates provide immediate crisis intervention and response and assists victims in accessing other needed social services and temporary shelter, if necessary. The advocates coordinate with social service agencies and other providers to assure that the victims get the services they need.

### Program Description

The program provides legal information and support for victims throughout the processing of the case and is responsible for ensuring that victims are provided a notice of rights and remedies available (like the rights to be present at court hearings, to be heard, and to restitution, among others). The Victims Assistance Program provides victim advocates who work directly with victims of crime to assist them in advocating for and exercising their rights in the criminal justice system. Advocates provide immediate crisis intervention and response, accompaniment to court hearings, referral to services, assistance with obtaining restitution orders from the court, and information and notice of the case progress through the criminal justice system. The program includes an extensive network of approximately 60 on-call advocate volunteers trained to provide on-site assistance, (generally at the hospital where the victim has been taken following a report) aid and referral to services to victims of sexual assault 24 hours per day, 7 days per week.

The program educates and assists victims in accessing other needed social services and temporary shelter, if necessary. The advocates coordinate with social service agencies and other providers to assure that the victims get the services they need. The program is required by law to educate victims about their rights and the remedies available to them under the law and provides assistance in working with the public safety system.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	number of cases assigned to Victims Advocates	1,944	2,200	1,950	1,950
Outcome	Number of Court Appearances	1,373	1,500	1,375	10,375
Outcome	Number of referrals made	11,221	10,000	11,200	11,200

### Performance Measure - Description

Output- The number of cases which were assigned a Victims Advocate to assist the crime victim.

Outcome- the number of court appearances attended to support the victim.

Outcome- the number of referral services provided to victims.

## Legal/Contractual Obligation

Article I Section 42 Oregon Constitution; Rights of Victims in criminal prosecutions and juvenile delinquency proceedings. ORS 147.405, ORS 147.410, ORS 147.417 Victim to be notified of constitution rights. ORS 147.227 Disbursement of moneys to be used for comprehensive victim's assistance programs.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$200,378	\$625,201	\$187,751	\$837,776
Contracts	\$1,000	\$0	\$1,000	\$0
Materials & Supplies	\$4,218	\$5,000	\$4,218	\$6,411
Internal Services	\$21,851	\$25,455	\$22,069	\$17,110
Total GF/non-GF:	<b>\$227,447</b>	<b>\$655,656</b>	<b>\$215,038</b>	<b>\$861,297</b>
Program Total:	<b>\$883,103</b>		<b>\$1,076,335</b>	
Program FTE	1.83	7.67	2.61	8.39
<b>Program Revenues</b>				
Indirect for dep't Admin	\$15,923	\$0	\$9,761	\$0
Fees, Permits & Charges	\$0	\$0	\$0	\$4,404
Intergovernmental	\$0	\$650,656	\$0	\$854,193
Other / Miscellaneous	\$0	\$5,000	\$0	\$2,700
Total Revenue:	<b>\$15,923</b>	<b>\$655,656</b>	<b>\$9,761</b>	<b>\$861,297</b>

## Explanation of Revenues

\$2700 emergency restitution, \$77,267 DV 1 Stop, \$201,507 Restitution Project grant, \$4404 space rental, \$295,106 Unitary Assessment, \$280,313 VOCA grant

## Significant Program Changes

Last year this program was: #15019A, District Attorney's Office- Victims Assistance

**Lead Agency:** District Attorney

**Program Contact:** Scott Marcy

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Child Support Enforcement program provides parents with minor children with legal assistance in establishing, modifying and collecting child support, medical support and with legally establishing paternity.

### Program Description

The program works cooperatively and collaboratively with all Oregon county jurisdictions, state and federal agencies, with all 50 states and dozens of foreign governments in the establishment and collection of child support and medical coverage. In addition the program works to legally establish paternity when necessary through DNA analysis and legal proceedings. With two locations (downtown, Gresham) the program routinely carries average caseload of approximately 8300 cases and collects approximately \$34 million annually. Every dollar collected through the program is sent out directly to custodial parents for the benefit of the minor child or children. This program benefits over 10,000 children annually in Multnomah County.

This program helps provide economic stability for thousands of families and over ten thousand children in Multnomah County.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	cases worked per year	7,427	7,700	7,400	7,250
Outcome	amount of child support collected	31,651,705	34,000,000	31,750,000	32,500,000

### Performance Measure - Description

Cases worked per year- the average number of cases that were assigned to the office during the year.

Amount of Child Support Collected- The total amount of Child Support and past due Child Support collected during the year.

**Legal/Contractual Obligation**

Child Support Enforcement: ORS 25.080 Entity primarily responsible for support enforcement services.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$545,000	\$1,714,507	\$565,000	\$1,689,975
Contracts	\$0	\$10,000	\$0	\$10,000
Materials & Supplies	\$0	\$30,290	\$0	\$34,790
Internal Services	\$0	\$442,043	\$0	\$480,461
Total GF/non-GF:	<b>\$545,000</b>	<b>\$2,196,840</b>	<b>\$565,000</b>	<b>\$2,215,226</b>
Program Total:	<b>\$2,741,840</b>		<b>\$2,780,226</b>	
Program FTE	7.01	19.99	7.40	18.60
<b>Program Revenues</b>				
Indirect for dep't Admin	\$86,656	\$0	\$106,785	\$0
Fees, Permits & Charges	\$0	\$39,862	\$0	\$40,000
Intergovernmental	\$0	\$2,156,978	\$0	\$2,155,225
Other / Miscellaneous	\$0	\$0	\$0	\$20,000
<b>Total Revenue:</b>	<b>\$86,656</b>	<b>\$2,196,840</b>	<b>\$106,785</b>	<b>\$2,215,225</b>

**Explanation of Revenues**

\$321,852 Incentive, \$60,000 fee/fee bwc, \$210,847 state General fund, \$1,622,526 federal match funding, \$106,785 indirect

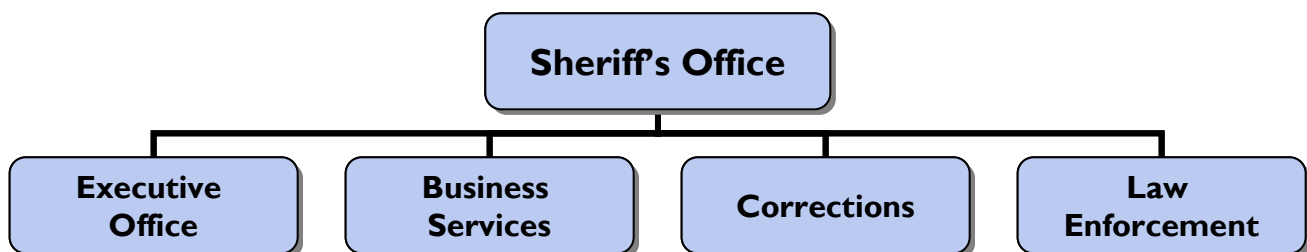
**Significant Program Changes**

**Last year this program was:** #15020, District Attorney's Office- Child Support Enforcement

## Department Overview

The Sheriff's Office plays a unique, comprehensive role in the continuum of Public Safety Services here in Multnomah County. The Sheriff's reach is extensive, providing law enforcement services, search and rescue operations, civil process, civic emergency coordination and community policing to unincorporated areas in the Columbia River Gorge, east and west county communities, forested public watersheds and waterways both remote and urban. The Sheriff is also the first responder in providing social service contacts to these areas, coordinating Health Department, Human Services and other responses as needed. When police contact in any of these areas results in arrest, Sheriff's deputies transport arrestees to the Sheriff Office Booking Facility, located in the basement of the Multnomah County Detention Center. There arrestees are searched, medically screened by Health Department staff and evaluated by court and corrections staff for release options or potential housing. If housed in one of the Sheriff's Office jail facilities, pretrial inmates and sentenced offenders are assessed for potential placement in programs offered in the jails – programs targeting mental health, addiction treatment and services, and post-release housing and job training to name a few. Through all these activities, arrest and booking, court transport to housing and, programming to release, Sheriff's staff are directly involved in the care, custody and control of these individuals, giving the Multnomah County Sheriff and staff a uniquely comprehensive role in county Public Safety.

All of these services are important elements to a "stream of offenders" approach to public safety services and serve to fulfill the priority of safety at home, work, school, or play.



### Budget Overview

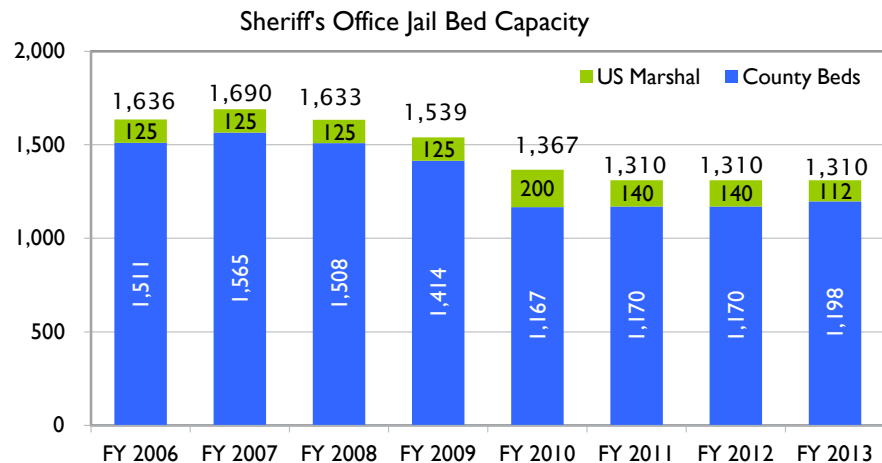
The Sheriff's Office total budget for FY 2013 is \$120 million and 777.65 FTE. General Funds total \$105.7 million or 88% of the budget. A year over year comparison shows the General Fund increased by \$3.9 million or 3.8%. Most of this increase is due to higher personnel costs and a reallocation of internal services between departments.

Other funds account for \$14.3 million or 12%. Other funds decreased by 2.9% or \$432,300 from FY 2012. The decrease is attributable to a reduction in State Department of Corrections SBI 145 funding. This reduction was backfilled by General Funds to maintain jail bed levels.

The budget includes the following one-time-only programs:

60041H MCIJ Dorm 4 - During FY 2012, the Board of Commissioners provided the Sheriff with \$563,000 of General Fund contingency to hire and train corrections deputies to fill a large number of vacancies stemming from recent retirements and lack of hiring over the past 12 years due to a reduction in demand for jail system beds. It is anticipated there will be future overtime cost avoidance from implementing the hiring proposal which will be used to fund Dorm 4 ongoing.

The Sheriff has maintained the budgeted capacity to support 1,310 beds, 112 which are contracted for by the US Marshals Services. Due to decreased demand, the number of USM beds was reduced from 140 to 112 resulting in the General Fund supporting \$1.3 million of jail bed costs.



Budget Trends*					
	FY 2011	FY 2012	FY 2012	FY 2013	
	Actual	Current Estimate	Adopted Budget	Adopted Budget	Difference
Staffing FTE	765.47	777.74	777.74	777.65	(0.09)
Personnel Services	\$92,221,430	\$96,584,590	\$95,768,912	\$97,306,566	\$1,537,654
Contractual Services	1,080,448	1,159,073	1,021,517	978,106	(43,411)
Materials & Supplies	19,454,094	21,033,342	19,655,507	21,284,426	1,628,919
Capital Outlay	377,177	145,398	145,398	505,915	360,517
<b>Total Costs</b>	<b>\$113,133,149</b>	<b>\$118,922,403</b>	<b>\$116,591,334</b>	<b>\$120,075,013</b>	<b>\$3,483,679</b>

\*Does not include cash transfers, contingencies or unappropriated balances.

## Successes and Challenges

### Successes

The Sheriff's Office led a successful countywide program which was completed on time and under budget to replace emergency communications radios.

The Sheriff's Office has taken a leading role in Multnomah County's commitment to sustainability through the Sustainable Jail Project, diverting thousands of pounds of compostable materials away from local landfills and implementing system-wide sustainability practices in purchasing and operations; practices that both reduce jail operational costs and protect the environment.

We are pleased the Grand Jury recognized improvements in overall management made by our agency in the following areas:

- In general, the operations of the Sheriff's county jail system continue to improve relative to issues that have been raised in previous Corrections Grand Jury reports.
- The Sheriff has acted on previous Grand Jury recommendations to eliminate some upper management positions, including four captain positions.
- The creation and utilization of an effective program to combat sick time abuse which continues to save a significant amount of money.
- The successful institution of sustainable living measures which save the agency money on a continual basis and resulted in receiving the Multnomah County Sustainability Award in 2011.
- The provision of mandatory suicide prevention training for all corrections deputies and management personnel.
- The continued improvement in communications with system partners at the regional, state, and national level.
- The noted improvement in the safety of operations at the courthouse.

### Challenges

This year's 1.5% constraint required cuts critical to public safety in the County. These are core services for the Sheriff's Office and will directly impact public safety in our community. Specifically, reductions in Gresham Temporary Holding (60033B), the Child Abuse Team Detective (60083) and in our support programs represent service reductions that are nearly impossible to reproduce with alternative programming.

To address an unprecedented number of corrections deputy vacancies stemming from retirements, the Sheriff's Office, in cooperation with the Budget Office, has developed a proposal (60051) to use one-time-only funding for a hiring push to overtake the retirement trend, right-size our staff to deploy operationally and reduce the overall costs of jail operations by significantly decreasing the use of overtime in jail staffing. These funds have been budgeted in the General Fund contingency and will be appropriated to the Sheriff's Office if needed.

### Diversity and Equity

We serve Multnomah County by holding the Sheriff's Office management and staff accountable to ensure access, equity, and inclusion with its services, policies, practices, and procedures. The Sheriff's Office fully embraces county policy with specific regard to the prohibition of workplace harassment and discrimination, and conducts agency-wide training regarding these policies on an on-going basis.

We ensure our investments in the community build a more just and equitable Multnomah County. We have a culture of open collaboration, and respectful, courageous conversations about institutional barriers to equity. We unite around shared values of access, equity, inclusion and equity. Our workplaces are safe and our services are culturally responsive. Our workforce reflects community experience, needs and perceptions, and we actively participate in community events that value cultural diversity, equity, social justice and celebration of diverse lifestyles.

### Budget by Division

Division Name	FY 2013 General Fund	Other Funds	Total Division Cost	Total FTE
Executive Office	\$3,750,767	\$0	\$3,750,767	22.40
Business Services	12,114,734	15,000	12,129,734	67.00
Corrections Division	70,576,776	9,401,036	79,977,812	527.00
Law Enforcement	<u>19,277,842</u>	<u>4,938,858</u>	<u>24,216,700</u>	<u>161.25</u>
<b>Total Sheriff's Office</b>	<b>\$105,720,119</b>	<b>\$14,354,894</b>	<b>\$120,075,013</b>	<b>777.65</b>



### Executive Office

The MCSO Executive Office plays the critical role of providing oversight for the operations of the entire agency, a focus on staff well being through the agency Chaplain, a single point of contact for the Office of Sheriff through the Public Information Officer, and a commitment to standards and ethical conduct through Professional Standards.

The Executive Office acts as the first point of policy for Sheriff's Office operations and interests. The Executive Office sets the course for the agency to follow, and ensures operations are safe and on target through units within the Office. The Inspections Unit accounts for agency firearms and other critical equipment, and oversees Life Safety functions for all of MCSO. Human Resources coordinates member's health and family concerns, as well providing support for members day-to-day work needs. They also conduct extensive background investigative work on each Sheriff's Office member prior to hiring, to ensure the agency employs men and women with the highest level of integrity. The Public Information Officer relays information about agency operations to the public through public records requests, media inquiry and periodical publication. The Internal Affairs Unit assures a commitment to effective and ethical conduct, both through investigation of complaints against members and through oversight of agency high-risk practices.

### Significant Changes

In support of the County's Span of Control Initiative a Management Assistant position was eliminated from Professional Standards. This reduces the amount of administrative support available for communications with other stakeholders affiliated with the county corrections grand jury; communication and preparation of civil cases by working with the county attorney's office; disseminating directives, best practices and office policies to employees; and preparing for the Oregon State Sheriff's Association Jail Standards Inspections.

The reduction is \$99,704 and 1.00 FTE.

### Business Services

Business Services is responsible for financial management, information technology, research and analysis, corrections records, staff training and other support. The programs operated by Business Services supports both the Corrections and Enforcement Divisions which directly contribute to public safety and citizens feeling safe at home, work, school and play.

The Business Services Division support begins with the Fiscal Unit, which provides the necessary payroll, budget and accounting services to every unit in the Sheriff's Office. Analysis and reporting for all MCSO public safety activities happens at the Planning and Research Unit, where analysts provide data and reporting affecting budget, planning, and policy decisions at MCSO and throughout the public safety community. All operations, both uniform and civilian, rely heavily on information technology support provided by the Criminal Justice Information Systems Unit (CJIS). CJIS connects MCSO to the local community and the world through internet support, and keeps key information systems vital to investigation, booking and inmate data management up and running 24 hours a day, 7 days a week. The Training Unit assures members maintain both mandated certifications and perishable skills, as well as providing necessary training with regard to Life Safety issues, OSHA requirements, job skills and member career development.

### Significant Changes

In support of the County's Span of Control Initiative a 1.00 Information Technology Supervisor position was cut from the Criminal Justice Information System Unit. The service reductions will be seen in three key areas; 1) loss of our first line oversight and leadership from our Technology Service Desk (help desk); 2) less responsiveness to customers due to capacity loss in overall maintenance of our Active Directory and Exchange E-mail environments; and 3) the reduction causes a thinning of our overall knowledge of MCSO technology needs and services to support the operational needs of MCSO staff.

This reduction is \$140,628 and 1.00 FTE. There also is an additional \$170,707 reduction in the centralized expenses supply budget in order to meet the departmental General Fund constraint.

### Corrections Division

The MCSO Corrections Division's mission is to provide effective detention, rehabilitation and transitional services that together stabilize, protectively manage and positively impact arrestees, pretrial inmates and sentenced offenders, resulting in both cost-effective management of populations in jail and successful reentry into our communities upon release. Our core services are providing jail beds to the public safety system as the critical piece for providing offender accountability, and the maintenance of these beds that provide a strong deterrent to criminal behavior.

As the sole provider of jail beds in a county serving a largely urban population, the Corrections Division encounters a wide variety of persons who often have a multitude of issues, from mental and physical illness, to addiction or a propensity for violence. The division meets this challenge by providing medical screening of all arrestees at booking, and skilled, evidence-based objective classification of pretrial inmates and sentenced offenders leading to safe and appropriate housing choices. Many housing areas are designed to address special needs, including mental and medical health concerns and treatment, protective housing for vulnerable persons and high security custody for the most dangerous offenders. The division focuses on stabilizing pretrial inmates and sentenced offenders, fulfilling court requirements, then moving offenders to in-jail programming and work opportunities to support successful reentry into our communities by providing job skills, addiction and transitional services and reduced sentences through service on inmate Work Crews.

### Significant Changes

During FY 2012, the Sheriff's Office experienced a mid-year reduction of \$1,094,224 in State SBI 145 revenue which was mostly backfilled by the General Fund. A continued reduced level in State SBI 145 funding is currently planned for the FY 2013 budget year. Revenue assumptions are still uncertain for SBI 145 funding, but it is not anticipated to fall dramatically in the coming budget cycle. Any shortfall directly affects jail system bed funding and would trigger a request for General Fund backfill. Revenue projections are also reduced for US Marshal contract beds for FY 2013, resulting from an anticipated drop in average bed days from 140 to 112.

To meet constraint, reduced Gresham Temporary Holding (60033B) by \$134,106 and 1.30 FTE which represents a direct service reduction that is nearly impossible to reproduce with alternative programming. Support reductions include a 1.00 Corrections Counselor from Inmate Programs (60037), and hours for Facility Security Officers (60035C) were reduced due to reductions in Library funding. There was also an \$234,285 overtime reduction in Corrections Administration (60030) which reduces training hours available for the division.

Summed together, these significant changes for the Corrections Division total \$511,399 and 2.30 FTE.

### Law Enforcement

The MCSO Law Enforcement Division's mission is to provide exemplary public safety services to citizens and visitors to Multnomah County. Operating under statutory mandates, each unit accomplishes specific functions that supports Multnomah County's overall mission.

This division protects citizens by providing 24/7 law enforcement and human services to those who reside in or visit unincorporated areas and the communities of Maywood Park, Wood Village and Corbett. Deputies respond to 911 emergency calls, investigate traffic accidents, arrest wanted subjects and engage in solving community safety problems present in schools, businesses and neighborhoods. Tourism and recreation create conditions where citizens need emergency rescue assistance on land and in waterways.

This division provides education, enforcement and prevention of emergencies which occur on waterways. River patrol resources provide safe commercial and recreational access and passage to the County's 100 miles of rivers which operate within the United States' fifth largest port. Deputies enforce boating laws and provide security protection for marine communities.

Dangerous drug abuse and addiction account for most crime in our community and this division helps reduce impact by providing county-wide narcotics enforcement. Division detectives help children by investigating and arresting persons who exploit children for sex, labor and use technology as a tool to lure children. Detectives help citizens by investigating and arresting persons who abuse elderly and domestic violence victims.

### Significant Changes

Direct service cuts to meet constraint in the Enforcement Division are a 1.00 deputy position in Civil Process (60064); 0.75 FTE deputy in the Special Investigations Unit due to expiration of grant funding; and the 1.00 Child Abuse team Detective (60083) due to one-time-only funding in FY 2012. Support service reductions were a 1.00 Record Tech in Enforcement Support (60061); and a 1.00 Equipment Property Tech in Property and Laundry (60080).

Summed together the reductions total \$482,176 and 4.75 FTE.

The Enforcement Division did receive new funding for 2.00 FTE Gang Enforcement Detectives from an Oregon Youth Authority grant.

### Sheriff's Office

The following table shows the programs that make up the departments total budget. The individual programs follow in numerical order.

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>Executive Office</b>					
60000	MCSO Executive Office	\$1,572,429	\$0	\$1,572,429	8.00
60003	MCSO Human Resources	1,075,315	0	1,075,315	8.00
60005	MCSO Professional Standards	1,103,023	0	1,103,023	6.40
<b>Business Services</b>					
60010	MCSO Business Services Administration	1,273,509	0	1,273,509	1.00
60012	MCSO Criminal Justice Information Sys.	4,333,919	0	4,333,919	7.00
60013	MCSO Fiscal Unit	754,612	0	754,612	6.00
60014	MCSO Time & Attendance Unit	485,502	0	485,502	5.00
60015	MCSO Planning & Research Unit	670,041	0	670,041	5.00
60021	MCSO Corrections Support	3,499,168	0	3,499,168	37.00
60022	MCSO Training Unit	1,097,983	15,000	1,112,983	6.00
<b>Corrections Division</b>					
60030	MCSO Corrections Division Administration	796,606	0	796,606	2.00
60032	MCSO Transport	2,655,540	0	2,655,540	16.00
60033A	MCSO Booking & Release	7,873,910	0	7,873,910	58.24
60034A	MCSO Court Services - Courthouse	3,552,448	0	3,552,448	23.00
60034B	MCSO Court Services - Justice Center	959,588	0	959,588	7.00
60034C	MCSO Court Services - Juvenile Justice Center	266,872	0	266,872	2.00
60034D	MCSO Turn Self In Program	250,391	0	250,391	2.00
60035A	MCSO Facility Security - Courts	1,148,306	426,051	1,574,357	16.60
60035B	MCSO Facility Security - Jails	1,942,581	0	1,942,581	21.50
60035C	MCSO Facility Security - Library	625,169	0	625,169	7.00
60035D	MCSO Facility Security - Juvenile Justice Center	132,024	0	132,024	2.00
60035E	MCSO Domestic Violence Gateway One Stop	66,012	0	66,012	1.00
60036	MCSO Classification	3,129,793	0	3,129,793	21.00
60037	MCSO Inmate Programs	2,412,881	0	2,412,881	21.00
60038	MCSO CERT/CNT	160,642	0	160,642	0.00
60039	MCSO Corrections Work Crews	1,189,162	844,586	2,033,748	12.00

# Sheriff's Office

fy2013 adopted budget

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>Corrections Division cont.</b>					
60040A	MCSO MCDC Core Jail & 4th Floor	12,714,666	0	12,714,666	64.80
60040B	MCSO MCDC 5th Floor	3,693,479	0	3,693,479	25.48
60040C	MCSO MCDC 6th Floor	1,849,518	0	1,849,518	12.74
60040D	MCSO MCDC 7th Floor	3,251,063	0	3,251,063	23.66
60040E	MCSO MCDC 8th Floor	1,934,441	0	1,934,441	18.20
60041A	MCSO MCJ Dorms 10, 11 & 18	7,589,749	7,459,642	15,049,391	75.20
60041B	MCSO MCJ Dorms 12 & 13	3,018,121	0	3,018,121	20.02
60041C	MCSO MCJ Dorms 14 & 15	1,857,811	0	1,857,811	12.74
60041D	MCSO MCJ Dorms 16 & 17	598,414	0	598,414	3.64
60041E	MCSO MCJ Dorms 6 & 7	2,051,379	0	2,051,379	14.56
60041F	MCSO MCJ Dorms 8 & 9	1,138,921	0	1,138,921	9.10
60041G	MCSO MCJ Dorm 5	1,639,230	0	1,639,230	14.56
60041H	MCSO MCJ Dorm 4	633,302	0	633,302	5.46
60043	MCSO Close Street	1,244,081	0	1,244,081	9.00
60044	MCSO Volunteers	46,075	0	46,075	0.50
60045	MCSO Inmate Welfare	0	518,000	518,000	3.00
60046A	MCSO In-Jail Gang Intelligence Deputy	0	152,757	152,757	1.00
60050	MCSO In-Jail Human Trafficking	154,601	0	154,601	1.00
<b>Enforcement Division</b>					
60060	MCSO Enforcement Division Administration	671,587	250,000	921,587	1.00
60061	MCSO Enforcement Division Support	2,092,453	0	2,092,453	24.00
60063	MCSO Patrol	5,889,398	373,924	6,263,322	37.00
60064	MCSO Civil Process	1,456,627	0	1,456,627	11.00
60065	MCSO River Patrol	1,812,015	1,183,359	2,995,374	15.00
60066A	MCSO Detectives, INTERCEPT, Elder Abuse	1,339,423	24,374	1,363,797	8.00
60066B	MCSO Detective Add Package for Intercept OA2 and Detective Unit Investigative Technician	130,836	0	130,836	2.00
60067A	MCSO Special Investigations Unit	651,777	157,460	809,237	5.25
60068A	MCSO Warrant Strike Team	727,550	0	727,550	5.00
60069	MCSO Alarm Program	0	306,771	306,771	1.50

# Sheriff's Office

fy2013 adopted budget

Prog. #	Program Name	FY 2013 General Fund	Other Funds	Total Cost	FTE
<b>Enforcement Division cont.</b>					
60070	MCSO Concealed Handgun Permits	9,625	291,210	300,835	3.00
60071	MCSO TriMet Transit Police	0	803,078	803,078	6.00
60073	MCSO Human Trafficking Task Force	37,736	122,447	160,183	1.00
60074	MCSO Metro Services	0	408,962	408,962	3.00
60076	MCSO Domestic Violence Enhanced Response Team	72,364	48,244	120,608	1.00
60077	MCSO Corbett Community Resource Deputy	130,678	0	130,678	1.00
60078	MCSO Logistics Unit	1,058,496	0	1,058,496	4.00
60079	MCSO Procurement & Warehouse	964,047	0	964,047	7.77
60080	MCSO Property & Laundry	2,233,230	0	2,233,230	19.00
60081	MCSO Commissary	0	701,338	701,338	3.73
60084	MCSO Gang Enforcement Deputy	<u>0</u>	<u>267,691</u>	<u>267,691</u>	<u>2.00</u>
<b>Total Sheriff's Office</b>		<b>\$105,720,119</b>	<b>\$14,354,894</b>	<b>\$120,075,013</b>	<b>777.65</b>

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**Lead Agency:** Sheriff

**Program Contact:** Sheriff Dan Staton

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Sheriff and executive staff engage the community in defining and prioritizing public safety needs. The Sheriff establishes agency direction and standards to consistently demonstrate responsible leadership. The Sheriff and executive staff ensure that citizens both trust and believe that they are receiving a quality level of law enforcement and corrections services.

### Program Description

Executive staff work with other agencies and departments to ensure the public safety system is balanced, works effectively together, and meets the expectations of the community in a fair and equitable manner. The Sheriff frequently contacts business and community leaders to assess and define their needs and then applies that information to the priorities and strategies of the agency. The Sheriff is a member of the Oregon State Sheriff's Association which guides industry standards and policies. The Sheriff maintains regular communications with employee, union, community, and government leaders. The Sheriff swears in sworn employees, conveying a personal commitment between the employee and Sheriff personally. Through the Public Information Officer, the community is informed and educated about important issues relating to the Sheriff's Office. An independent review of revenues and expenditures are routinely performed by staff for efficient use of taxpayer's dollars. This program supports the public trust and confidence by identifying and understanding the citizen's need to communicate between themselves and their elected officials. Public interaction through meetings, media events, public web site, and electronic mail create frequent, genuine-feeling interactions with their elected Sheriff. ORS 206.010 describes the Sheriff as "the chief executive officer and conservator of the peace of the county." Elected countywide, the Sheriff is accountable to the public for delivery of law enforcement and corrections services to ensure all citizens are protected in a fair and equitable manner.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Public Engagements by Executive Staff	0	0	0	52
Outcome	Number of divisions that achieve the majority of their performance measures	4	4	4	4
Outcome	Percent of performance measures met agency wide	90.0%	90.0%	87.0%	90.0%

### Performance Measure - Description

✓ **Measure Changed**

Measures represent a summation of total agency performance measures. MCSO has four divisions/sections: exec office including professional standards, business services, corrections and enforcement.

"Number of voluntary resignations" has been replaced with "Public Engagements of Executive Staff".

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$995,139	\$0	\$1,140,593	\$0
Contracts	\$32,949	\$0	\$33,773	\$0
Materials & Supplies	\$127,020	\$0	\$131,013	\$0
Internal Services	\$268,164	\$0	\$267,050	\$0
Total GF/non-GF:	\$1,423,272	\$0	\$1,572,429	\$0
Program Total:	\$1,423,272		\$1,572,429	
Program FTE	7.00	0.00	8.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last year this program was: #60000, MCSO Executive Office

**Lead Agency:** Sheriff

**Program Contact:** Jennifer Ott

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Sheriff's Office Human Resources perform the staffing and personnel functions for its approximately 800 positions and employees.

### Program Description

This program conducts staffing-related functions including: recruitment, position tracking, promotional assessment centers, interviews, fingerprinting, documentation, arrangements for psychological testing, hiring, photography and preparation of identification cards, records maintenance (including compliance with HIPAA rules regarding medical files), termination activities, conduct of labor-management interaction, affirmative action, leave administration including the Family Medical Leave Act, the Oregon Family Leave Act, military leave, Workers Compensation and administrative leave. This program is essential to support the Sheriff's Office's staffing functions. The Sheriff's Office has three unions, is a 24/7 workplace, requires thorough and in depth backgrounds of all employees and maintains a high level of staff security. These conditions require HR to function in a highly specialized environment.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of leave requests (Admin/LOA/FMLA/OFLA/WC/Military)processed	374	410	411	411
Outcome	Percent of all applicants that are screened within two weeks of the closing day	100.0%	100.0%	100.0%	100.0%

### Performance Measure - Description

HR strives to ensure that the increased number of applications is processed in a timely manner as well as ensuring employees' appropriate and applicable state and federally-protected coverage is applied. This comes in an environment of increased FMLA/OFLA usage and where we also continue to address inappropriate sick time usage.

Data are from SAP.

## Legal/Contractual Obligation

Support for Sheriff's Mandates, including ORS Chapters 206 and 169.  
Family Medical Leave Act (FMLA) of 1994.  
Health Insurance Portability and Accountability Act (HIPAA) of 1996.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$769,699	\$0	\$963,174	\$0
Contracts	\$10,904	\$0	\$11,177	\$0
Materials & Supplies	\$22,347	\$0	\$22,906	\$0
Internal Services	\$77,417	\$0	\$78,058	\$0
Total GF/non-GF:	<b>\$880,367</b>	<b>\$0</b>	<b>\$1,075,315</b>	<b>\$0</b>
Program Total:	<b>\$880,367</b>		<b>\$1,075,315</b>	
Program FTE	7.00	0.00	8.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

### Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #60003, MCSO Human Resources

Increase in 1.0 FTE Background Investigator and 1.0 Limited Duration Background Investigator (budgeted under Temporary line).

The purpose of the addition of the two Background Investigators is to assist in the new hire project of corrections deputy positions. Currently, the Sheriff's Office is experiencing a high rate of vacancies. These two Background Investigators have been added in order to gain momentum toward hiring corrections deputy positions to fill both present and future vacancies at a rate that would otherwise quickly outstrip our ability to maintain current operations and current budget levels.

**Lead Agency:** Sheriff

**Program Contact:** Mark Matsushima

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Professional Standards consists of the Inspections Unit and the Internal Affairs Unit (IAU). Inspections ensures the agency's operations and staff conform to established policies, procedures, existing laws, and ethical standards through scheduled and unscheduled inspections and audits. IAU investigates allegations of employee misconduct to ensure accountability of MCSO public employees. Professional Standards is headed by an Inspector who reports directly to the elected Sheriff.

### Program Description

Professional Standards ensures accountability through continual inspections and investigations of MCSO operations and personnel. The Inspections Unit develops policies and procedures based on public safety industry best practices. The unit inspects and audits MCSO operations and correctional facilities, facilitates and monitors safety committees, conducts accident reviews, and provides Life Safety education and training. The Inspections Unit conducts performance audits of specific operations to discover and correct policy deficiencies. The Internal Affairs Unit conducts independent investigations of allegations of employee misconduct to ensure the integrity of and confidence in MCSO employees. Each complaint is initially evaluated by a Pre-Investigative Assessment (described below). IAU investigations are conducted in accordance with established due process requirements to ensure accountability of not only employees but the IAU process itself.

MCSO is an agency whose sworn members are authorized by law to arrest and confine citizens against their will. Its sworn members are authorized under justifiable circumstances to take human life. With that enormous responsibility and potential liability, the public deserves assurance that the agency is conducting its mandated duties lawfully, efficiently, and in the most cost-effective manner possible. Professional Standards, operating independent of the chain-of-command and reporting directly to the elected official in charge of the agency, ensures that accountability.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Total audits of Agency properties and assets and total inquiries	76	80	79	80
Outcome	Number of cases initiated to investigate leave abuse	7	8	2	2
Outcome	Number of cases initiated to investigate conduct related complaints	10	9	12	12

### Performance Measure - Description

✓ **Measure Changed**

"Total inspections and audits of agency properties and assets" includes: individual narcotics case audits, weapons audits, weapons destruction processing, program unit audits, property audits (county owned/seized), and quality control audits. Data counted from audit files.

"Number of cases initiated to investigate leave abuse" and "Number of cases initiated to investigate conduct related complaints" data are from IA databases.

"Total inspections and audits of Agency properties and assets" was changed to "Total audits of Agency properties and assets and inquiries."

The number of cases initiated to investigate leave abuse has decreased due to the effectiveness of the Time Analysis Review Tracking program. Changes in employee behavior have resulted in fewer cases. Leave abuse cases are usually initiated by the Facility or Unit Commanders and Managers.

## Legal/Contractual Obligation

Labor contracts:

Deputy Sheriff's Assn.: Article 19

Local 88: Article 17

Mult. Cty. Corr. Deputies Assn: Article 18

MCSO Agency manual

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$965,538	\$0	\$928,886	\$0
Contracts	\$68,168	\$0	\$69,872	\$0
Materials & Supplies	\$25,857	\$0	\$26,505	\$0
Internal Services	\$76,258	\$0	\$77,760	\$0
Total GF/non-GF:	<b>\$1,135,821</b>	<b>\$0</b>	<b>\$1,103,023</b>	<b>\$0</b>
Program Total:	<b>\$1,135,821</b>		<b>\$1,103,023</b>	
Program FTE	7.00	0.00	6.40	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

**Last year this program was:** #60005A, MCSO Professional Standards

Reduced 1.0 FTE Management Asst. Position and restored the .4 FTE County Attorney Liaison position.

**Lead Agency:** Sheriff

**Program Contact:** Drew Brosh

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Division administration provides administrative leadership and strategic direction to the Sheriff's Office Business Services Division. The Division administration turns Sheriff's policies and directives into the Program offerings that serve citizens in Multnomah County and supports the functions within the Corrections and Law Enforcement Divisions.

### Program Description

Business Services is responsible for financial management, information technology (CJIS), planning and research analysis, corrections support, and training. The programs operated by Business Services support both the Corrections and Law Enforcement Divisions which directly contribute to citizens feeling safe at home, work, school and recreation – primarily the public safety system, social conditions and communities. Programs offered hold offenders accountable for their actions. The Business Services Chief Deputy is responsible for policy development, assignment of resources, and oversight for all Division functions. The Business Services Chief Deputy ensures that programs are assessed for cost effectiveness, are culturally competent, and structured to complement each other within the Sheriff's Office and Multnomah County government.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Performance Measures Met within Division	90.0%	90.0%	79.0%	90.0%
Outcome	Corrections Deputy Vacancies Filled	0	0	20	20

### Performance Measure - Description

✓ **Measure Changed**

"Number of voluntary resignations" had been replaced with "Corrections Deputy Vacancies Filled."

The growing number of vacancies in the Corrections Deputy job classification, combined with the growing number of anticipated retirements has made management of Corrections Deputy vacancies a major focus MCSO budget management over the next 5 years. The Corrections Division makes up 67% of the MCSO budget overall, with nearly 80% of that cost directly related to personnel.

"Percent performance measures met in Division" represents a summation of total Division performance measures. Does not include Business Services Admin.

"Corrections Deputy Vacancies Filled" from Business Services Memorandum January 2012, "OTO Hiring Proposal"

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$359,750	\$0	\$368,225	\$0
Contracts	\$11,902	\$0	\$12,200	\$0
Materials & Supplies	\$815,155	\$0	\$876,439	\$0
Internal Services	\$13,936	\$0	\$16,645	\$0
Total GF/non-GF:	<b>\$1,200,743</b>	<b>\$0</b>	<b>\$1,273,509</b>	<b>\$0</b>
Program Total:	<b>\$1,200,743</b>		<b>\$1,273,509</b>	
Program FTE	1.00	0.00	1.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$834,790	\$0	\$803,002	\$0
Other / Miscellaneous	\$5,000	\$0	\$5,000	\$0
<b>Total Revenue:</b>	<b>\$839,790</b>	<b>\$0</b>	<b>\$808,002</b>	<b>\$0</b>

**Explanation of Revenues**

Faces of Meth CD/DVD Sales - \$5,000  
Faces of Meth Donations - \$5,000  
Departmental Indirect Revenue - \$798,002

**Significant Program Changes**

Last year this program was: #60010, MCSO Business Services Admin



**Lead Agency:** Sheriff  
**Program Offer Type:** Support  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Andrew Potter

### Executive Summary

The Criminal Justice Information Systems (CJIS) Unit's goal is to provide the highest quality, most cost effective IT services to MCSO users, so that they can provide exemplary service for a safe livable community. The CJIS Unit strives to provide the right information to the right people in a timely manner to make informed decisions.

### Program Description

The MCSO CJIS Unit supports all aspects of IT for the Sheriff's Office, including but not limited to PCs, laptops, servers, printers, directory services (including email, authentication and security), mobile computer systems in the MCSO fleet and a number of CJIS and non-CJIS applications. MCSO currently supports upwards of 2500 users, between our internal users and partner agency users, which all need access to SWIS, IWS (Mugshot system) and other MCSO supported shared applications. The CJIS Unit works closely with Justice Partner agencies to provide their users access to MCSO applications. MCSO CJIS also supports external partners' access and authentication to MCSO CJIS applications as well as public access to MCSO data via our web site at [www.mcso.us](http://www.mcso.us). MCSO CJIS is a partner with Multnomah County District Attorney IT, Portland Police IT and Multnomah County Courts IT in RJNet. RJNet is the foundation for a Regional Justice Network, that in the future will allow the partner agencies to share data electronically as an offender moves through the Criminal Justice process.

MCSO CJIS supports over 500 desktop PCs, 100 mobile data connections, 100 network printers, 50 servers and over 2500 users between MCSO staff, volunteers and External Partners needing access to MCSO CJIS Applications and IT Systems.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of work orders completed	0	3,200	3,525	3,500
Outcome	Average time to complete work orders (hours)	0	100	120	120

### Performance Measure - Description

Note: some work orders take several days or weeks to complete, while others are completed within a few minutes. In FY11, work complexity went up and preventative work increased, reducing the number of calls for service. We are now also tracking projects in our helpdesk software, and this is skewing our hours up.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,242,617	\$0	\$998,828	\$0
Contracts	\$25,375	\$0	\$20,000	\$0
Materials & Supplies	\$323,642	\$0	\$337,742	\$0
Internal Services	\$2,279,029	\$0	\$2,977,349	\$0
Total GF/non-GF:	<b>\$3,870,663</b>	<b>\$0</b>	<b>\$4,333,919</b>	<b>\$0</b>
Program Total:	<b>\$3,870,663</b>		<b>\$4,333,919</b>	
Program FTE	9.00	0.00	7.00	0.00
<b>Program Revenues</b>				
Intergovernmental	\$2,700	\$0	\$2,700	\$0
<b>Total Revenue:</b>	<b>\$2,700</b>	<b>\$0</b>	<b>\$2,700</b>	<b>\$0</b>

**Explanation of Revenues**

Crime Capture reporting to FBI/City of Gresham/Portland Police Bureau - \$2,700

Amount based on what has been received in years previous.

**Significant Program Changes**

✔ **Significantly Changed**

**Last year this program was:** #60012, MCSO Criminal Justice Information Systems

In order to meet constraint, 1.0 FTE was reduced in this Program Offer and 1.0 FTE was moved to the Planning and Research Unit (Previously, the Research Analysis Unit).

**Lead Agency:** Sheriff  
**Program Offer Type:** Support  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Wanda Yantis

### Executive Summary

The MCSO Fiscal Unit program provides comprehensive budget and fiscal services to the Multnomah County Sheriff's Office. The Sheriff's Office has approximately 800 employees and a \$120 million agency budget. The Fiscal Unit conducts data entry, analysis, expenditure oversight as well as information reporting to the Sheriff's Office management and staff. The Fiscal Unit works with the Planning and Research Unit and Executive Office in providing information to the public.

### Program Description

The Fiscal Unit performs a core agency function by gathering data, entering, analyzing, and reporting to Command Staff fiscal information so that strategic operational decisions can be made. The Fiscal Unit makes certain that funds are available for running the agency's operating programs and documents their use by performing: budget development and monitoring; fiscal projections; accounts receivable and payable; inmate welfare fund accounting; contract development and monitoring; grant accounting; travel and training processing; as well as monitoring County internal service reimbursements. The Fiscal Unit provides monthly financial reports to management and information for the County's annual audit. County financial policies, procedures and internal controls are implemented and maintained by the Fiscal Unit.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent of payments over 60 days	3.4%	5.0%	3.1%	5.0%
Outcome	Number of accounts payable payments made	4,649	5,000	4,670	5,000

### Performance Measure - Description

County policy is to have payments made within 30 days of invoice, the data is from SAP on actual payment date vs. invoice date. The Outcome measure of payments made reflects the volume of checks processed by the unit with the outcome of vendors paid.

### Legal/Contractual Obligation

Assist in the contract development and procurement process as well as provide accounting and time information reports on contracts, grants and IGA's for the Sheriff's Office.

ORS Chapter 294 — County and Municipal Financial Administration

ORS 206.020 Keeping records of and disposition of fees.

ORS 294.085 Examining books and papers of county officers.

ORS 297.515 County audits include judicial and law enforcement agencies and officers

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$662,546	\$0	\$678,498	\$0
Contracts	\$866	\$0	\$888	\$0
Materials & Supplies	\$12,655	\$0	\$12,972	\$0
Internal Services	\$66,311	\$0	\$62,254	\$0
Total GF/non-GF:	<b>\$742,378</b>	<b>\$0</b>	<b>\$754,612</b>	<b>\$0</b>
Program Total:	<b>\$742,378</b>		<b>\$754,612</b>	
Program FTE	6.00	0.00	6.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was: #60013, MCSO Fiscal Unit

**Lead Agency:** Sheriff  
**Program Offer Type:** Support  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Wanda Yantis

### Executive Summary

The Time and Attendance Unit's role is to provide time entry, audit, and reporting to management ensuring that agency staff are accurately paid as well as policies, contract language, and work rules are being consistently followed. The Unit works with employees and management to resolve any overpayment/underpayment issues that occur.

### Program Description

The Time & Attendance Unit's responsibility is to enter and report working and non-working time accurately and in a timely manner for all 800 Sheriff's Office employees. The Sheriff's Office is a 24 hour, 365 days per year operation with many different employee schedules. The Unit performs time audits before the payroll cycle is run to ensure that employees are accurately paid and issues are found before they become paycheck problems.

The management of time is an important element to the efficient use of public money and is a common issue in 24/7 public safety operations across the nation. The Time & Attendance Unit is a major component of the Sheriff's Office time management and accountability initiative which includes appropriate levels of staffing; use of overtime; use of planned time off such as vacation, personal holidays, and comp time; and the use of sick leave.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of special checks issued per year	45	45	22	20
Outcome	Total time entry hours approved per year	1,792,067	1,800,000	1,801,284	1,840,000

### Performance Measure - Description

✓ **Measure Changed**

The measure of special checks issued reflects processing outside of the normal payroll process which occurs when time reporting information was changed after check processing, omitted or from an error made in time entry.

The total time entry hours approved is a measure of the outcome of the time entry process which is then processed by County Central Payroll resulting in paychecks issued.

**Legal/Contractual Obligation**

Local 88 Contract; Multnomah County Deputy Sheriff's Contract; Multnomah County Corrections Deputy Association Contract; Multnomah County Personnel Rules; Federal Fair Labor Standards Act; Oregon BOLI laws

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$412,963	\$0	\$419,447	\$0
Materials & Supplies	\$12,921	\$0	\$13,244	\$0
Internal Services	\$53,502	\$0	\$52,811	\$0
Total GF/non-GF:	\$479,386	\$0	\$485,502	\$0
Program Total:	\$479,386		\$485,502	
Program FTE	5.00	0.00	5.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

**Explanation of Revenues**

**Significant Program Changes**

Last year this program was: #60014, MCSO Time & Attendance Unit

**Lead Agency:** Sheriff

**Program Contact:** Shea Marshman

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Planning and Research Unit provides research and analysis services to the Sheriff's Office to support policy decisions, budget development, and operational effectiveness. Analysis and reports from this unit meaningfully inform the Sheriff's Office, local public safety partners, and the public.

### Program Description

The Planning and Research Unit supports the data analysis needs of the Sheriff's Office, including producing information for policy decisions, budget development, and program support. Specific projects include activity-based costing, budget performance measures, and jail population monitoring. With access to multiple data systems and an effective knowledge of analysis tools, this unit works on issues ranging from examining complex public safety systems to specialized data requests. Specific, on-going projects include daily reporting of emergency population release data and monthly statistics for jail population, bookings, and the average length of stay for arrestees, pretrial inmates, and sentenced offenders. The unit also engages in cost benefit analysis studies to find and explain appropriate staffing levels. These studies include analyses on compensatory time, overtime, sick time and overall leave. Data analysis and reporting for Sheriff's office program activities is essential to effective budgeting, sound policy, and public accountability.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of quantitative analytics	2,210	3,900	1,852	1,850
Outcome	Number of qualitative analytics	961	1,200	814	800

### Performance Measure - Description

Quantitative analytics refers to numeric documents, datasets, spreadsheets produced and/or analyzed. Qualitative analytics refers to narrative documents produced and/or analyzed. Data do not include Visio charts, PowerPoint presentations, Access databases and other files not produced in Excel or Word.

"Time Analysis Unit: Analysis and Reporting" functions currently reside in P&R. Responsibilities include creating reports on employee time usage. Current year purchased and current year estimates are different due to a reduction in the Time Analysis and Reporting functions of the unit.

Data source: Excel and Word files modified or created between 7/1/2010 and 6/30/2011 and between 7/1/2011 to 12/31/2011 found in U:\RAU\.

P&R added a Development Analyst to the unit. The Development Analyst creates application tools for the agency and does not typically produce analytics.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$541,729	\$0	\$626,604	\$0
Contracts	\$3,788	\$0	\$3,883	\$0
Materials & Supplies	\$1,409	\$0	\$1,444	\$0
Internal Services	\$38,401	\$0	\$38,110	\$0
Total GF/non-GF:	<b>\$585,327</b>	<b>\$0</b>	<b>\$670,041</b>	<b>\$0</b>
Program Total:	<b>\$585,327</b>		<b>\$670,041</b>	
Program FTE	4.00	0.00	5.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes** **Significantly Changed**

**Last year this program was:** #60015, MCSO Resource Analysis Unit  
Moved 1.0 FTE position from the Criminal Justice Information Systems Unit to this Unit.



**Lead Agency:** Sheriff  
**Program Offer Type:** Support  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Joyce Griffin

### Executive Summary

The Corrections Support Unit maintains records and data concerning every arrestee, pretrial inmate and sentenced offender in MCSO custody. Corrections Support processes inmate bookings, transports, release dates, court orders, release information, and monitors Federal prisoners. CSU has most recently assumed the task of processing Forced Population Releases in accordance with the Capacity Management Plan as adopted by the Board of Commissioners. Corrections Support is currently staffed 24 hours per day, 365 days per year.

### Program Description

Corrections Support creates and maintains computerized bookings and releases, captures all inmate mug shots, processes all inmate court orders, calculates release dates for sentences, makes inter and intra-state transport arrangements for inmates and case manages all Federal inmates, Parole and Probation inmates and Fugitive inmates. Corrections Support provides receptionist duties for the MCDCC, processes and releases Forced Releases when a Population Emergency arises, answers the primary public telephone line for all Multnomah County Jails, scans and maintains all custody documents according to State archive rules and regulations and schedules and monitors all persons sentenced to serve weekend sentences.

Corrections Support has the responsibility to ensure all arrestee information is entered into multiple criminal justice information systems correctly, quickly and efficiently. In order to ensure the safety and security of corrections staff, law enforcement agencies and the community, Corrections Support must be meticulous and thorough in processing bookings, transports, court orders, sentences and releases. Corrections Support must be diligent in safeguarding the rights of all inmates and arrestees, thereby limiting the county's liability exposure. Corrections Support work extremely closely and cooperatively with other agencies such as the United States Marshal's Service, US Immigration and Customs Enforcement, the State of Oregon Court system, the District Attorney's office, and the Department of Community Justice of Multnomah County.

Corrections Support processes and performs the duties associated with Forced Population Releases which occur during a jail population emergency. This ensures the "least dangerous" offenders are released to the community.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of computer bookings	36,557	38,500	35,900	37,000
Outcome	Number of sentence release date calculations	14,965	16,000	13,900	14,500

### Performance Measure - Description

Computer bookings include Standard, In Transit, and Turn Self In bookings.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$3,353,989	\$0	\$3,382,148	\$0
Contracts	\$3,990	\$0	\$4,090	\$0
Materials & Supplies	\$66,771	\$0	\$68,441	\$0
Internal Services	\$37,475	\$0	\$44,489	\$0
Total GF/non-GF:	<b>\$3,462,225</b>	<b>\$0</b>	<b>\$3,499,168</b>	<b>\$0</b>
Program Total:	<b>\$3,462,225</b>		<b>\$3,499,168</b>	
Program FTE	37.00	0.00	37.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$10,000	\$0	\$10,000	\$0
Intergovernmental	\$70,000	\$0	\$100,000	\$0
<b>Total Revenue:</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$0</b>

**Explanation of Revenues**

Social Security Incentive Revenue - \$100,000  
 Report Request Fees - \$10,000

These revenue amounts are based on what has been received in year previous.

**Significant Program Changes**

**Last year this program was:** #60021, MCSO Corrections Support

**Lead Agency:** Sheriff  
**Program Offer Type:** Support  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Harry Smith

### Executive Summary

The Training Unit provides the coordination of courses and instruction to meet training requirements for law enforcement, corrections and civilian members. The Training Unit ensures compliance with federal and state laws, MCSO policy, work rules, safety considerations and professional standards, as well as addressing the needs and direction of agency leadership.

### Program Description

The Training Unit delivers the training required by law and administrative rule, and training necessary for certification maintenance, to manage risk, and to support major policy focuses for each year. The Training Unit delivers this through annual in-service training, firearms/defensive tool (see bullet point below for details) training and certification, recruit and new supervisor field training programs, individual unit training support and records maintenance. The Training Unit ensures each member is equipped to perform the necessary duties to support his or her operational task. The Training Unit maintains requirements for all uniform presence in the community, including schools, waterways, patrol districts, courts and jails to ensure reliable and responsible public interaction and protection. The Training Unit ensures state requirements are met regarding newly hired enforcement and corrections deputies field training programs and basic certifications. Additionally, all sworn members attend mandated occupational health training. MCSO Firearms/Defensive tools consist of Pistol, Rifle, TASER, OC, Baton, Shotgun (lethal), Shotgun (less- Lethal), 40 MM (less- Lethal), Pepper Ball Gun (less- Lethal), FN 303 (less- Lethal).

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Training sessions held	0	475	526	525
Outcome	Students receiving training	0	3,600	5,720	5,500
Output	Firearm and defensive tool training	0	250	184	250
Outcome	Qualifications, certifications and re-certs to carry firearms/defensive tools	0	1,300	1,917	1,900

### Performance Measure - Description

"Training sessions held" includes in-service training sessions, special classes offered to MCSO members, firearms qualification sessions, ORPAT sessions, and classes hosted by MCSO. "Number of students receiving training" is the number of students served (i.e. a member may receive one training session while another will receive six training sessions for a total of "7" student services). "Number of firearm and defensive tool training sessions held" is the number of training sessions offered in training, qualification, certification, and re-certification in firearms, OC, TASER, baton, and other weapons. "Number of qualifications, certifications, and re-certifications to carry a firearm or defensive tool" reflects each member's certifications each year, which require multiple training sessions. With the implementation of on-line re-certification courses in OC and TASER, the number of re-certs will go up while keeping number of training sessions somewhat flat or reduced year to year.

Data from our internal training database, Skills Manager. At every training or range session that MCSO Training Unit provides, we have the students sign an F-6 (DPSST document to log a student's attendance at a particular class) and an MCSO payroll roster. The data from the F-6 and payroll roster are checked by a OA Sr. to ensure that the roster is correct, and the data for each student in each class is entered into Skills Manager.

### Legal/Contractual Obligation

Basic certification requirement for law enforcement and corrections - Oregon Administrative Rule 259-008-0025  
(1)(a) Certification requirements for enforcement and corrections supervisors - OAR 259-008-0025 (3) Certification requirements for enforcement and corrections middle managers - OAR 259-008-0025 (4) Law Enforcement members must additionally maintain a certain number and type of training hours under maintenance standards for police - OAR 259-008-0065 (2) (a,b) The Training Unit command officer is designated by the agency to report and track all convictions of sworn members to DPSST, a requirement under OAR 259-008-0010 (5)

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$799,509	\$0	\$816,047	\$7,465
Materials & Supplies	\$150,761	\$0	\$154,530	\$6,376
Internal Services	\$130,240	\$0	\$127,406	\$1,159
Total GF/non-GF:	<b>\$1,080,510</b>	<b>\$0</b>	<b>\$1,097,983</b>	<b>\$15,000</b>
Program Total:	<b>\$1,080,510</b>		<b>\$1,112,983</b>	
Program FTE	6.00	0.00	6.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$871	\$0
Intergovernmental	\$0	\$0	\$0	\$15,000
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$871</b>	<b>\$15,000</b>

### Explanation of Revenues

\$15,000 - Reimbursement from outside agencies that would use the Training Center to cover costs above and beyond the normal usage expenses that is budgeted.

### Significant Program Changes

Last year this program was: #60022, MCSO Training Unit

**Lead Agency:** Sheriff

**Program Contact:** Michael Shults

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Corrections Division administration provides administrative leadership and strategic direction to the Sheriff's Office Corrections Division. The Division administration turns Sheriff's policies and directives into the Correction's program offerings that support the citizens of Multnomah County by providing expeditious processing of arrestees and direct supervision of pretrial inmates and sentenced offenders.

### Program Description

The Corrections Division provides correctional supervision and services within the Sheriff's Office. The Division's priorities are to enhance public safety by ensuring that sufficient and properly supervised jail space is available and to collaborate with the Department of Community Justice and other criminal justice partners to create an effective corrections continuum.

The programs operated by the Corrections Division support key factors in citizens feeling safe at home, work, school and play – namely the public safety system, social conditions and communities. The programs offered hold offenders accountable for their actions, provide opportunities for treatment, provide rehabilitation resources and pro-social cognitive training.

Division Directors are responsible for policy development, the assignment of resources, and oversight for all Division functions. They provide supervision, coordination and management to the Divisions, working with the operational managers and the Executive Office to ensure cost-effective and culturally competent programs for Multnomah County.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent performance measurements met in Division	90.0%	90.0%	90.0%	90.0%
Outcome	Number of voluntary resignations in Division	21	0	22	20

### Performance Measure - Description

"Percent performance measures met in Division" represents a summation of total Division performance measures. Does not include Corrections Admin.

"Number of voluntary resignations" come from Human Resources.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$583,791	\$0	\$366,514	\$0
Contracts	\$293,750	\$0	\$301,094	\$0
Materials & Supplies	\$72,835	\$0	\$74,655	\$0
Internal Services	\$52,202	\$0	\$54,343	\$0
Total GF/non-GF:	<b>\$1,002,578</b>	<b>\$0</b>	<b>\$796,606</b>	<b>\$0</b>
Program Total:	<b>\$1,002,578</b>		<b>\$796,606</b>	
Program FTE	2.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$40,000	\$0	\$42,000	\$0
<b>Total Revenue:</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$42,000</b>	<b>\$0</b>

**Explanation of Revenues**

Inmate Marriage Fee & Restitution from Inmate - \$2,000  
 ADAM Program - \$40,000

These amounts are based on previous years' revenue collections.

**Significant Program Changes**

Last year this program was: #60030, MCSO Corrections Division Admin

**Lead Agency:** Sheriff

**Program Contact:** Raimond Adgers

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Transport Unit is responsible for moving pretrial inmates and sentenced offenders to courts, Multnomah County Corrections facilities, State Corrections Institutions, and to act as one of the Hub locations for the multi-state cooperative transport system. The transport Unit also provides transportation assistance to the Court Services Unit for the transports of high risk inmates to and from the corrections facilities and the courts to include transports of adult offenders appearing in Juvenile courts.

### Program Description

The Transport Unit interfaces with all MCSO Corrections facilities and the court system. In addition to transporting inmates among the jail facilities and to court, the unit transports inmates released by the courts, transferred to State Prisons, the State Hospital and at times to medical appointments outside of corrections facilities. The Transport Unit also is a main component of the Multi-state Cooperative Transport System, which shares resources to move inmates among different jurisdictions in various sized buses and vans. The Transport Unit moves inmates to Eastern Oregon once a week and to Salem twice a week as part of the coordinated multi-state shuttle system.

The Transport Unit contributes to Public Safety by supporting offender accountability as part of the Multnomah County jail system. The function also enhances Government Accountability with taxpayer savings as a result of the Multi-state Cooperative Transport System that cost-effectively moves prisoners among jurisdictions.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of inmates moved	51,358	79,500	51,358	60,000
Outcome	Number of major incidents	10	15	12	12
Outcome	Number of miles traveled	182,205	107,000	182,205	180,000

### Performance Measure - Description

Data from inhouse reports.

**Legal/Contractual Obligation**

ORS 206.010 Duties of Sheriff (3) ORS 169.320 Control of Prisoners ORS. 169.076 (14) Legal materials/access

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$2,389,664	\$0	\$2,451,490	\$0
Materials & Supplies	\$31,041	\$0	\$31,818	\$0
Internal Services	\$144,726	\$0	\$166,927	\$0
Capital Outlay	\$5,305	\$0	\$5,305	\$0
Total GF/non-GF:	<b>\$2,570,736</b>	<b>\$0</b>	<b>\$2,655,540</b>	<b>\$0</b>
Program Total:	<b>\$2,570,736</b>		<b>\$2,655,540</b>	
Program FTE	16.00	0.00	16.00	0.00
<b>Program Revenues</b>				
Intergovernmental	\$32,000	\$0	\$32,000	\$0
<b>Total Revenue:</b>	<b>\$32,000</b>	<b>\$0</b>	<b>\$32,000</b>	<b>\$0</b>

**Explanation of Revenues**

Interstate Fugitive Shuttle & Transfer State Wards - \$32,000. This is based on previous years' revenue collections.

**Significant Program Changes**

Last year this program was: #60032, MCSO Transport



**Lead Agency:** Sheriff

**Program Contact:**

Mary Lindstrand

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Booking is the process by which persons subject to arrest enter the criminal justice system. The MCSO Booking Facility serves all Law Enforcement agencies in the county; safely and efficiently admitting and releasing arrestees, and readying them for transfer to both MCSO facilities and outside agencies.

When persons are arrested and brought to jail, a registered nurse from corrections health sees each person to identify and isolate individuals who appear potentially contagious, seriously ill, injured or dangerous, thus protecting the health and safety of the person, the staff, and the community.

The Booking Facility has 18 beds that are included in the jail system bed count.

### Program Description

Booking is located in the basement of the Multnomah County Detention Center. Every person arrested in the County is processed through the MCSO Booking Facility. Highly trained staff process these people to safely admit them to the criminal justice system. The booking process includes thorough checks for identity and for possible additional warrants.

Booking works collaboratively with Corrections Health who provide medical screening and care to those arrested. Also, as part of the booking process, the Recog Unit interviews all defendants with a pending local charge.

Release, located on the second floor of MCDC, is the office through which every arrestee and inmate who is released from custody must pass to return to the community.

The Sheriff is under statutory obligation to maintain the jail system. Booking and release act as the "Enter" and "Exit" doors to this system, providing a process allowing arrestees to be positively identified, medically screened and treated, assigned court dates relative to their local charges and released or transferred to MCSO jail facilities or scheduled for transport to outside agencies. Corrections Health is the only health care available inside the jail.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of standard and in transit bookings processed	34,715	38,000	34,254	34,500
Outcome	Number of releases processed to MCDC	34,832	38,000	34,130	34,500

### Performance Measure - Description

The number of bookings processed and the number of releases processed to MCDC are distinct measures. Per Captain Lindstrand, booking is a program that processes arrestees into the corrections system. The booking process includes search, identification, corrections health and state recog as well as property storage. Booking is a process and not a program per se. Release is a function that supports booking as well as the entire system. Programs may be associated with release as to placement and transition back into the community.

Booking data per Mobius report 703. Release data per Mobius report 695.

### Legal/Contractual Obligation

Federal law, state statute and county charter mandate the Sheriff maintain the local detention facility(s) within the Sheriff's jurisdiction. Under those same laws, local detention facility managers are mandated to operate safe and humane facilities. The right to health care in jail is legally mandated under Federal and state law. When an individual is arrested and incarcerated, the obligation for health care falls upon the government as a matter of constitutional law, enforceable under the U.S. Constitution's 8th Amendment and the 14th Amendment's due process clause.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$7,380,238	\$0	\$7,608,123	\$0
Materials & Supplies	\$259,304	\$0	\$265,787	\$0
Internal Services	\$513	\$0	\$0	\$0
Total GF/non-GF:	<b>\$7,640,055</b>	<b>\$0</b>	<b>\$7,873,910</b>	<b>\$0</b>
Program Total:	<b>\$7,640,055</b>		<b>\$7,873,910</b>	
Program FTE	58.24	0.00	58.24	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was: #60033A, MCSO Booking & Release

**Lead Agency:** Sheriff

**Program Contact:** Raimond Adgers

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Multnomah County Sheriff's Office Court Services Unit provides for the protection of the courts, judicial staff and the public and provides for a safe courtroom environment. Additional duties include escorting inmates determined high risk from corrections facilities to and from court proceedings, taking persons into custody when ordered by the court, providing public service within the court building, and maintaining safe and secure Court Holding areas for inmates. Deputies while on duty are on-call for emergency response to all locations throughout the Courthouse.

### Program Description

The Court Services Unit (CSU) provides security for and interacts with the State Courts at the Multnomah County Courthouse, and is on-call to provide security to the Arraignment Court at the Justice Center. CSU is responsible for the supervision of inmates in court, which includes operation of Court Holding areas. Deputies also provide security escorts to and from vehicle transport and supplement security in the lobby and courthouse building. Depending on the behavior, charges and classification of the inmate, it may require more than one deputy be present in the courtroom. CSU supervises an average of 60-80 court matters a day. These proceedings may take 30 minutes, or up to a 8-10 hour day(s) if the matter is a jury trial. The Court Security Deputies conduct intra-system transports to and from the juvenile detention and the courthouse. These transports become more detailed in safety as need for separation of juvenile defendants from adult defendants.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of individuals taken into custody	0	3,500	2,345	2,345
Outcome	Number of court proceedings requiring a staff member	0	0	10,376	10,376

### Performance Measure - Description

✓ **Measure Changed**

"Number of individuals taken into custody" represents book and keeps and warrants.

"Number of incidents and emergencies" has been replaced by "Number of court proceedings requiring a staff member."

Data from Courthouse facility stats.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$3,126,106	\$0	\$3,207,857	\$0
Contracts	\$2,800	\$0	\$2,870	\$0
Materials & Supplies	\$94,975	\$0	\$98,202	\$0
Internal Services	\$227,721	\$0	\$243,519	\$0
Total GF/non-GF:	<b>\$3,451,602</b>	<b>\$0</b>	<b>\$3,552,448</b>	<b>\$0</b>
Program Total:	<b>\$3,451,602</b>		<b>\$3,552,448</b>	
Program FTE	23.00	0.00	23.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #60034A, MCSO Court Services - Courthouse

**Lead Agency:** Sheriff

**Program Contact:** Raimond Adgers

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Sheriff's Office Court Security Unit includes provisions for court security and safety at the Multnomah County Justice Arraignment courts, escorting inmates from jails to court proceedings and taking persons into custody when ordered by the court. Court security is an integrated approach to the judicial process that ensures the integrity and safety of the court system and its participants, by effectively evaluating, planning and pro-actively managing threats and potential threats directed to the court system while providing a safe court environment for the judiciary and all attending from the public.

### Program Description

The Court Services Unit provides security for the four Arraignment Courts located at the Justice Center. These are extremely busy with community courts, felony and misdemeanor arraignments and hearings, with both in custody and numerous defendants from the public, creating the need for a safe courtroom environment.

The Sheriff is mandated to provide security for the Courts and to provide safe and secure access to the court(s) for inmates, a direct link to Offender Accountability. Arraignment is the first step of the court process for a defendant and critical to the court process. Lack of court security would create severe delays, due to increased security concerns.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of court proceedings requiring a staff member	0	175	230	230
Outcome	Number of major incidents	0	6	8	8

### Performance Measure - Description

✓ **Measure Changed**

"Number of individuals taken into custody" has been replaced with "Number of court proceedings a staff member." "Major incidents" include use of deadly or significant force, escapes and assaults.

Data from Courthouse facility stats.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$948,697	\$0	\$954,478	\$0
Materials & Supplies	\$4,652	\$0	\$5,110	\$0
Internal Services	\$530	\$0	\$0	\$0
Total GF/non-GF:	<b>\$953,879</b>	<b>\$0</b>	<b>\$959,588</b>	<b>\$0</b>
Program Total:	<b>\$953,879</b>		<b>\$959,588</b>	
Program FTE	7.00	0.00	7.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #60034B, MCSO Court Services - Justice Center

**Lead Agency:** Sheriff

**Program Contact:** Raimond Adgers

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer provides for Law Enforcement Deputy Sheriff services to the court(s) of the Juvenile Justice Complex. Deputies assigned to the Juvenile Justice Complex are part of an integrated approach to the juvenile judicial process which ensures the integrity and safety of the juvenile courts, its participants and the facility by effectively evaluating, planning and pro-actively managing safety and potential threats toward the court system. Deputies also deliver juvenile defendants to and from court matters as required by state statute.

### Program Description

Deputy Sheriff Services are necessary to both the delivery of defendants and security of the court facility and operation. Deputy Sheriff presence allows for response to incidents within the court rooms and facility as a whole. Deputies assigned assist with coordination of internal movement of juveniles with detention staff and counselors to court proceedings and attorney visitation. The Deputy's presence in the courtroom is essential for safety to the judiciary, staff and public as many of the proceedings convene as family dependency cases, related domestic cases and Measure 11 youth. In addition to court system responsibilities, deputies conduct transports of juveniles to and from Oregon Youth Authority facilities, at times assisting in transporting juveniles to court proceedings arranged at the courthouse in downtown Portland. The Sheriff is mandated to provide security for the Courts and to provide access to the court for juvenile defendants, a direct link to Offender Accountability. Delays can result in criminal justice complications, which may lead to legal action or other proceedings by the Courts. Delays also contribute to slow courts.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of persons taken into custody	141	260	170	170
Outcome	Calls for assistance	299	0	360	360

### Performance Measure - Description

✓ **Measure Changed**

Number of persons taken into custody represents the number of "book and keeps" and warrants. "Number of incidents" has been replaced with "Calls for assistance." Calls for assistance are calls for law enforcement deputies to assist in courtrooms, etc.

Data from Courthouse facility stats.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$241,708	\$0	\$266,872	\$0
Materials & Supplies	\$1,164	\$0	\$0	\$0
Internal Services	\$258	\$0	\$0	\$0
Total GF/non-GF:	<b>\$243,130</b>	<b>\$0</b>	<b>\$266,872</b>	<b>\$0</b>
Program Total:	<b>\$243,130</b>		<b>\$266,872</b>	
Program FTE	2.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #60034C, MCSO Court Services - JJC



**Lead Agency:** Sheriff

**Program Contact:** Raimond Adgers

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The (TSI) "Turn Self In" program provides a formal sentencing alternative by which the courts can impose a sentence to incarceration over a period of weekend days. This program allows for an offender to maintain their employment and/or other family and life obligations within the community. Two Corrections Deputy FTE are associated with this program.

### Program Description

The weekend TSI program operated at the Courthouse Jail Holding area creates budget efficiencies for the County by allowing offenders to serve sentences without needing to utilize all services provided for custody at the County Correctional Facilities. The TSI program minimizes the cost of services to include, medical, overnight stay costs, and minimal need for staffing as associated with jail beds. The TSI program averages 40 to 50 offenders each weekend day.

Offenders serve their weekend time at the Courthouse so as not to interfere with the mainstream jail system and operational processes. For those who are employed or have community obligations acceptable to the court, the TSI sentencing program provides opportunities to maintain employment, support successful reentry into the community while ensuring judgments of the courts are fulfilled. Without the TSI program, judges would have to sentence offenders to probation or jail. With the level of offender normally sentenced to TSI, probation will be the likely option, reducing judicial options supporting Offender Accountability.

In conjunction with the Corrections Volunteer program, offenders sentenced to the weekend TSI program are afforded the opportunity to participate in AA and/or NA meetings. This is a volunteer program and the offender is not required to attend.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Weekend TSIs scheduled	2,884	0	3,100	3,100
Outcome	Percent of Weekend TSIs who show as scheduled	99.0%	0.0%	99.0%	99.0%

### Performance Measure - Description

✓ **Measure Changed**

One individual may serve multiple weekend TSI sentences.

"Weekend TSIs who show as scheduled" has been changed to "Percent of Weekend TSIs who show as scheduled."

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$242,543	\$0	\$250,391	\$0
Total GF/non-GF:	\$242,543	\$0	\$250,391	\$0
Program Total:	\$242,543		\$250,391	
Program FTE	2.00	0.00	2.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

✔ Significantly Changed

Last year this program was: #60034D, MCSO Turn Self In Program

**Lead Agency:** Sheriff

**Program Contact:** Elizabeth Daily

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Facility Security Unit (FSU) is the first level of security for public safety and emergency preparedness in the Multnomah County courts. Facility Security Officers (FSO's) deter the introduction of weapons into the courts by screening entrants via x-ray and magnetometer equipment. The security screening process and the presence of FSO's deter disruptions to court operations.

### Program Description

The FSU provides external and internal security to the downtown Courthouse, the Justice Center courts, and the Gresham Court through electronic security screening, uniformed presence, and security patrols. The FSOs provide citizens and employees with a safe and secure environment in which to conduct their business by security screening of all persons entering the court facilities. The FSOs, working in collaboration with other agencies and the State Court prevent disruption of services to the public so court business may be conducted in a safe environment. Persons entering the courts may be emotionally distraught, under the influence of intoxicants, or involved in situations of domestic abuse. The FSO's are the first, positive contact point for all of these persons; whether it is for information, referral, or public safety.

The core functions of the FSU are public safety, security, assistance and referral. The presence of uniformed FSO's helps to deter disturbances and criminal activity in the courts; when court operations are interrupted it costs the taxpayers money. The effectiveness of FSO's is seen in the low ratio of exclusions to the number of persons screened.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of persons screened for entry	642,435	701,900	650,000	645,000
Outcome	Number of exclusions	6	15	8	10

### Performance Measure - Description

Courts include Courthouse, Juvenile Justice, Gresham Ct, and MCDC.

Data from the FSO statistics database.

**Legal/Contractual Obligation**

ORS 206.010 – General duties of sheriff ORS 206.210 – Authority of sheriff over organization of office ORS 206.345 – Contracts with cities; authority under contract  
 ORS 166.360 thru 166.380 – Possession of firearms, examination of devices and firearms ORS 137.308 thru 137.309 – Assessment Contracts with Central Library & Parenting Education Class, & State Court Subsidy

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,091,751	\$391,583	\$1,128,114	\$392,488
Contracts	\$216	\$0	\$221	\$0
Materials & Supplies	\$19,484	\$0	\$19,971	\$657
Internal Services	\$0	\$34,224	\$0	\$32,906
Total GF/non-GF:	<b>\$1,111,451</b>	<b>\$425,807</b>	<b>\$1,148,306</b>	<b>\$426,051</b>
Program Total:	<b>\$1,537,258</b>		<b>\$1,574,357</b>	
Program FTE	11.60	5.00	11.60	5.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$24,356	\$0	\$24,729	\$0
Fees, Permits & Charges	\$17,360	\$425,807	\$11,312	\$426,051
<b>Total Revenue:</b>	<b>\$41,716</b>	<b>\$425,807</b>	<b>\$36,041</b>	<b>\$426,051</b>

**Explanation of Revenues**

Revenue from State of Oregon Courts for FSO Service for Courts - \$426,051. This amount is based on previous years' revenue collection.  
 \$11,312 -Parenting Class Security for 315 hours at \$35.91 avg.

**Significant Program Changes**

Last year this program was: #60035A, MCSO Facility Security - Courts

**Lead Agency:** Sheriff

**Program Contact:** Elizabeth Daily

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Facility Security Officers (FSOs) who work the Jail Public Desks are often the only contact available to the public and professional persons requiring assistance with inmate business such as bail, visiting, inmate money and inmate property transactions. The FSO's also provide facility security and safety by controlling and monitoring foot and vehicular access to the lower levels of the Multnomah County Detention Center. FSO's provide public safety by their uniformed presence, facility patrols and the security screening of entrants into the jail areas. The core functions of the Facility Security Unit are public safety, assistance, security, and referral.

### Program Description

FSOs provide the public contact point for persons, both the public and professionals (i.e. attorneys), who need to conduct inmate business such as visiting, bail, and inmate property and money transactions. FSOs help ensure public safety by acting as a uniformed deterrent to disruptions within the facility, and prevent the introduction of weapons or contraband into jail facilities through visitor screening. The FSU conducts records checks for Facility Property Management, Corrections Health, Programs, Food Service, and others who need access to the jail. The Facility Security Unit (FSU) works closely with other agencies and MCSO units to facilitate inmate business transactions. People are often discouraged when trying to navigate through the criminal justice system, and FSOs provide person to person assistance to the public. The FSOs ensure continuity of jail operations by providing a safe environment for the public to transact their business. The effectiveness of our presence is seen in the low of persons excluded from visitor areas against the high number of service requests forms processed.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number into MCDC and MCIJ	162,161	175,000	150,000	165,000
Outcome	Number of service requests from jail	74,339	82,000	70,000	75,000
Outcome	Number of exclusions from MCDC and MCIJ	4	21	6	10

### Performance Measure - Description

Data from the FSO statistics database.

**Legal/Contractual Obligation**

ORS 206.010 – General duties of sheriff ORS 206.210 – Authority of sheriff over organization of office ORS 206.345 – Contracts with cities; authority under contract ORS 451.010 – Facility and services counties may provide by service district ORS 166.360 thru 166.380 – Possession of firearms, examination of devices and firearms ORS 137.308 thru 137.309 – Assessment Contracts with Central Library & Parenting Education Class, & State Court Subsidy

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,857,101	\$0	\$1,894,436	\$0
Contracts	\$353	\$0	\$363	\$0
Materials & Supplies	\$31,791	\$0	\$32,585	\$0
Internal Services	\$24,621	\$0	\$15,197	\$0
Total GF/non-GF:	<b>\$1,913,866</b>	<b>\$0</b>	<b>\$1,942,581</b>	<b>\$0</b>
Program Total:	<b>\$1,913,866</b>		<b>\$1,942,581</b>	
Program FTE	21.50	0.00	21.50	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #60035B, MCSO Facility Security - Jails

**Lead Agency:** Sheriff

**Program Contact:** Elizabeth Daily

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Facility Security Unit (FSU) is the first visible resource for people requiring public safety assistance within the Multnomah County Library system. Part of the core functions of the FSU is to provide assistance in the area of public safety coupled with facility security. The presence of uniformed MCSO employees acts as a deterrent to disruptions and criminal activity within library facilities.

### Program Description

The FSU is an integral part of the popular Multnomah County Public Library system. The FSU provides a resource for persons needing public safety assistance or information and referral to other public entities. The FSU provides both external and internal security for the Central Library, Midland, N. Portland, Holgate, Hollywood, and Gresham branch libraries. The presence of uniformed FSOs creates a sense of well being and safety for the citizens who use the libraries and the County employees working in the libraries. The libraries often experience problems with persons under the influence of drugs or alcohol, persons who are being disruptive, a transient population using the library as a safe haven, and persons who may pose a danger to the public and employees. The FSOs maintain security and provide a calm, secure atmosphere by handling all of these persons and situations in a professional and reasonable manner. The presence of uniformed FSOs enables the library patrons to enjoy the libraries and conduct their business in a safe and inviting atmosphere. The FSOs are a deterrent to disruptions and criminal activity in the libraries. The effectiveness of our work is seen in the low number of exclusions of person from the libraries to persons served.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of library patrons	2,836,812	2,525,000	2,760,000	2,800,000
Outcome	FSO calls for enforcement back up	55	28	60	75

### Performance Measure - Description

Number of patrons is from the Central Library and the Gresham, Holgate, N. Portland, Hollywood, Midland branches. Estimates are based on estimates from current entries.

Data from the FSO statistics database and library statistics.

## Legal/Contractual Obligation

ORS 206.010 – General duties of sheriff ORS 206.210 – Authority of sheriff over organization of office ORS 206.345 – Contracts with cities; authority under contract ORS 451.010 – Facility and services counties may provide by service district ORS 166.360 thru 166.380 – Possession of firearms, examination of devices and firearms ORS 137.308 thru 137.309 – Assessment Contracts with Central Library & Parenting Education Class, & State Court Subsidy

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$730,953	\$0	\$624,642	\$0
Internal Services	\$624	\$0	\$527	\$0
Total GF/non-GF:	<b>\$731,577</b>	<b>\$0</b>	<b>\$625,169</b>	<b>\$0</b>
Program Total:	<b>\$731,577</b>		<b>\$625,169</b>	
Program FTE	7.00	0.00	7.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$731,577	\$0	\$625,169	\$0
Total Revenue:	<b>\$731,577</b>	<b>\$0</b>	<b>\$625,169</b>	<b>\$0</b>

## Explanation of Revenues

\$85,286-Midland  
\$305,955-Central  
\$97,470-North Portland  
\$48,735-Gresham  
\$48,735-Holgate  
\$38,988-Hollywood

## Significant Program Changes

**Last year this program was:** #60035C, MCSO Facility Security - Library

Due to reduced library hours open, the anticipated revenue from the library fund has been reduced. Therefore, expenses have been reduced to match anticipated reduced service needs.



**Lead Agency:** Sheriff

**Program Contact:** Elizabeth Daily

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Facility Security Unit (FSU) is the first contact point for the public and for professional persons, such as attorneys and counselors, entering the Juvenile Justice Center (JJC). The core functions of the FSU include public safety and assistance, security, and referral. These functions are accomplished through one on one contact with the public, entry security screening, and knowledge of the criminal justice system. The presence of uniformed Facility Security Officers (FSOs) helps to deter both disruptions to court operations and criminal activity in the facility.

### Program Description

The Facility Security Officers who work at the JJC are primarily responsible for creating a safe environment for the public, staff, and others who work or visit the JJC. This is done by security screening of all entrants into the facility via x-ray and magnetometer, the presence of uniformed FSOs, area patrols, and one on one contact with the public. Persons entering the JJC may be under the influence of drugs, alcohol, facing the loss of their children, or suffering some other life altering situations, such as time in jail. The FS's provide a positive presence to assist these persons in successfully transacting their business at the JJC while keeping disruptions minimal. Disruptions and criminal activity interfere with facility and court operations. They also create difficulties for the families, staff and professional persons conducting court business. All of this can result in higher costs to the tax payer if court and facility functions are disrupted and need to be delayed or postponed. The effectiveness of our work is seen in the low ratio of exclusions from the JJC to the number of persons screened for entry.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of persons screened	49,196	55,000	49,000	49,500
Outcome	Number of exclusions	0	5	2	4

### Performance Measure - Description

Data from the FSO statistics database.

**Legal/Contractual Obligation**

ORS 206.010 – General duties of sheriff ORS 206.210 – Authority of sheriff over organization of office ORS 206.345 – Contracts with cities; authority under contract ORS 451.010 – Facility and services counties may provide by service district ORS 166.360 thru 166.380 – Possession of firearms, examination of devices and firearms ORS 137.308 thru 137.309 – Assessment Contracts with Central Library & Parenting Education Class, & State Court Subsidy

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$156,683	\$0	\$132,024	\$0
Total GF/non-GF:	<b>\$156,683</b>	<b>\$0</b>	<b>\$132,024</b>	<b>\$0</b>
Program Total:	<b>\$156,683</b>		<b>\$132,024</b>	
Program FTE	2.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #60035D, MCSO Facility Security - JJC

**Lead Agency:** Sheriff

**Program Contact:** Elizabeth Daily

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Facility Security Unit (FSU) is the first, visible resource providing professional assistance to persons entering the "one-stop" Gateway Center for Domestic Violence Services. The core functions of the FSU are public assistance, security, and entry screening. The presence of uniformed MCSO employees acts as a deterrent to disruptions and criminal acts within the Gateway Center facility.

### Program Description

The FSU provides security and public information for both the public and professionals transacting business at the Gateway Center facility. This is done by uniformed presence and facility patrols. The FSU works closely with all of the various partners at the domestic violence "one-stop" center to facilitate the needs of the citizens and staff entering the facility. Persons entering this facility may be under the influence of drugs or alcohol, facing the loss of their children, or other life altering situations. The FSU is often the first contact for citizens and professionals accessing the facility. The FSU provides security within the domestic violence "one-stop" facility so that people can safely transact business. The FSU, as an MCSO uniformed presence, is a deterrent to disruptions and criminal activities. The effectiveness of the FSU is seen in the low ratio of exclusions to the number of person screened. Disruptions and criminal activity interfere with the facility and domestic violence services and create difficulties for professionals and families who need to conduct transactions.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of service visits to the Gateway Center	5,495	5,000	8,566	8,566
Outcome	Number of incidents reported	67	55	95	100

### Performance Measure - Description

✓ **Measure Changed**

"Number of persons screened" has been changed to "Number of persons seeking services."

The DV Center did not open to the public until 9/9/2010.

Data from the FSO statistics database and the DV center Director Martha Strawn Morris.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$67,248	\$0	\$66,012	\$0
Total GF/non-GF:	\$67,248	\$0	\$66,012	\$0
Program Total:	\$67,248		\$66,012	
Program FTE	1.00	0.00	1.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last year this program was: #60035E, MCSO Domestic Violence Gateway One Stop

**Lead Agency:** Sheriff  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Ronald Bishop

### Executive Summary

The Corrections Division Classification Unit interviews every pretrial arrestee and sentenced offender coming into custody to determine appropriate housing based upon criminal charge, institutional behavior, risk, and programmatic needs.

### Program Description

The Classification Unit is responsible for maintaining a classification system that provides housing configurations used to create safe separations for pretrial inmates and sentenced offenders of different risk and needs levels. Considering factors when determining appropriate housing for an inmate include the inmate's criminal charge, institutional behavior, risk, and programmatic needs. The Unit's primary goal is to operate an objective classification system that provides for separations between violent and non-violent offenders. This is a critical element to ensure that the jail meets a reasonable standard of care required by the United States Constitution. The objective classification process is structured such that inmates who require special housing or have special needs are housed in an environment with inmates of like needs. Inmates who create the potential for compromising safety and security are housed in more restrictive environments with enhanced security as appropriate. The objective classification process is also designed to identify inmate's programmatic needs and provide adequate services and programs meant to aid the inmate in building positive life-skills with the ultimate goal of successful re-entry into the community. The Classification Unit is also responsible to provide an inmate disciplinary process to maintain proper order in the jails, to promote human values, individual dignity, and socially desirable changes in attitude and behavior. Holding inmates accountable while under the Sheriff's supervision is critical to maintain order within the jail system. It also creates incentives for inmates to cooperate while in custody and maintains a safe work environment for employees and inmates.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of (rule violation) assaults on inmates agency wide	43	32	43	43
Outcome	Number of (rule violation) assaults on staff agency wide	67	56	58	44
Output	Classification interviews in Reception	15,053	19,458	19,458	19,500
Outcome	Prison Rape Elimination Act (PREA) investigations initiated during interview	107	90	90	90

### Performance Measure - Description

✓ **Measure Changed**

Data based on number of assaults in MDCD and MCIJ and are from the Excel spreadsheet maintained by the Hearings Officers.

Two new performance measures added:  
 Number of Classification interviews at reception  
 Prison Rape Elimination Act (PREA) investigations initiated during the classification interview

### Legal/Contractual Obligation

The Sheriff is mandated by statute to maintain the local detention facility(s) within his jurisdiction. Local Detention Classification mechanisms are mandated to maintain safe and humane detention facilities by Statute and a multitude of case law.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$2,996,695	\$0	\$3,081,208	\$0
Materials & Supplies	\$29,906	\$0	\$30,654	\$0
Internal Services	\$16,061	\$0	\$17,931	\$0
Total GF/non-GF:	<b>\$3,042,662</b>	<b>\$0</b>	<b>\$3,129,793</b>	<b>\$0</b>
Program Total:	<b>\$3,042,662</b>		<b>\$3,129,793</b>	
Program FTE	21.00	0.00	21.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was: #60036, MCSO Classification

**Lead Agency:** Sheriff

**Program Contact:** Ronald Bishop

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

MCSO Corrections Counselors provide services to pretrial inmates and sentenced offenders to enhance a safe and secure environment in the jails and to ensure compliance with statutory mandates. Counselor services include, but are not limited to assessment, case management, transition services, individual counseling, group programming, education, mental health, and re-entry services (through linkage with alcohol/drug, mental health, housing, employment and other providers in the community).

### Program Description

Corrections Counselors provide services to stabilize, effectively manage, and positively impact pretrial inmates and sentenced offenders. These services satisfy constitutional and statutory requirements, as well as assist inmates with their progression through the jail (most secure to least secure bed) and successful re-entry into the community.

Counselors assess needs and risk, placing those appropriate into work crews or community beds that address alcohol/drug, housing, mental health and other chronic needs. Counselors provide group programming, resource information and referral service, which by the development of community partnerships, link sentenced offenders to various community services to assist them in addressing their needs and issues. Counselors serve as liaisons between the inmates and jail staff (i.e. security, medical, records, auxiliary services, etc.) and outside individuals such as family, employers, attorneys, probation/parole officers, the court, and various social service providers. Counselors engage in individual counseling with inmates to reduce level of anxiety typical to those confined and to equip them with skills to successfully manage their behavior, thereby diffusing escalating behavior, especially for those suffering from serious mental health related issues.

Corrections Counselors provide services not only enhance opportunity for successful re-entry, they assist in providing a safe and humane housing environment for those confined and maximize the efficient and effective use of jail beds.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of orientations, intakes and assessments	2,200	3,750	3,500	3,000
Outcome	Number of offenders placed into community beds thus freeing up jail beds	460	200	225	250
Outcome	Offenders participating in group programming that decreases offender bookings	9,489	10,000	7,000	7,500
Output	Number of requests (written) for counseling services	0	0	35,000	37,500

### Performance Measure - Description

✓ **Measure Changed**

"Number of offenders participating in education programming (GED and high school diploma)" was changed to "Number of requests (written) for counseling services." Education services were cut at the end of FY10-11.

"Number of orientations, intakes, and assessments" data from Excel spreadsheet with daily data entered by staff following completion of work.

"Number of offenders place into community beds thus freeing up jail beds" data from Access database containing inmate referral and wait list information.

"Offenders participating in group programming that decreases offender bookings" data from inmate group sign-up and participation records and subsequent staff data entry on statistics report forms.

"Number of requests (written) for counseling services" data from count of documents (Service Request Forms) submitted by inmates and subsequent staff data entry on statistics report forms.

## Legal/Contractual Obligation

ORS 169.170 - Assignment of county prisoners to public works; ORS 343.035 - Educational requirements of incarcerated; ORS 336.187 - Educational reporting requirements for incarcerated. Legal Library access Johnson vs. Avery, 1969; Wolff vs. McDonnell, 1974; Bounds vs. Smith, 1977. Court Mandated Sentencing Orders - Requirement from Circuit Court to evaluate and refer to treatment or community placement programs.

Oregon Jail Standards: C02.04.03 - Mental health screening; G01.02.01 - Access to the courts, assisting; G01.02.02 - Access to the courts, communications; G01.02.03 - Access to the courts, while in segregation; G01.04.01 - Access to legal materials, written materials; G01.04.02 - Access to legal materials, law libraries; J03.01.01 - General education programs; J03.02.01 - Passive educational programs; J03.02.02 - Involving the Educational Service District (ESD); J03.03.01 - Staffing for educational programs; J03.03.03 - Utilizing community resources for educational programs; J04.02.01 - Rehabilitation treatment programs; J04.03.01 - Rehabilitation treatment programs, staffing; J04.04.03 - Utilizing community resources for treatment programs; J05.02.04 - Facility work assignments, convicted inmates. \*Oregon Jail Standards offer consistent policy to keep the corrections facilities/County from becoming more open to litigation.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$2,330,558	\$0	\$2,254,077	\$0
Contracts	\$46,514	\$0	\$47,677	\$0
Materials & Supplies	\$84,882	\$0	\$87,004	\$0
Internal Services	\$27,997	\$0	\$24,123	\$0
Total GF/non-GF:	<b>\$2,489,951</b>	<b>\$0</b>	<b>\$2,412,881</b>	<b>\$0</b>
Program Total:	<b>\$2,489,951</b>		<b>\$2,412,881</b>	
Program FTE	22.00	0.00	21.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

### Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #60037, MCSO Inmate Programs

In order to meet constraint, 1.0 FTE was reduced from this Program Offer.



**Lead Agency:** Sheriff

**Program Contact:** Jeffery Wheeler

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The MCSO Corrections Emergency Response Team (CERT) and Crisis Negotiations Team (CNT) respond to emergency situations that represent a potential hazard to a facility, loss of life, serious injury to staff, inmates or the public or when significant property loss is imminent.

The mission of CERT/CNT is to deal with high risk, high liability situations in a safe and secure manner. Members receive specialized training to handle a large variety of emergencies in the safest way possible for both inmates and staff. When called upon, CERT/CNT will always strive to accomplish the stated objective through negotiations or tactical operations using only the most minimal amount of force necessary. CERT/CNT will always attempt to resolve all situations with no injuries to staff or inmates.

Protecting and preserving human life is the top priority for the MCSO CERT/CNT.

### Program Description

The MCSO CERT/CNT consists of 1 CERT/CNT Commander, 1 CERT Team Leader, 3 CERT Assistant Team Leaders, 9 CERT members, 1 CNT Team Leaders and 4 CNT members.

CERT is divided into 3 teams of 4 members each. CNT is divided into 2 teams of 2 members each. All members of CERT/CNT are full time MCSO employees and are on call 24/7 (on a rotational basis) to respond to emergent situations. All CERT/CNT members only serve on an "On-Call" status; there are no full time CERT/CNT members. Program funding supports supplies, equipment and training exclusively.

CERT/CNT is used primarily to respond to incidents in an MCSO Corrections Facility, but may be called upon to respond to other County Facilities, such as Juvenile Detention Home, or to respond as mutual aid to another jurisdiction if requested.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of CERT/CNT call outs	4	8	6	8
Outcome	Number of training sessions completed for CERT members	12	10	12	12
Outcome	Number of training session completed for CNT members	7	10	12	12

### Performance Measure - Description

Data from Telestaff Reports/AAR (After-Action Reports)/Outlook Calendar Notations.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$107,167	\$0	\$107,167	\$0
Materials & Supplies	\$44,631	\$0	\$45,747	\$0
Internal Services	\$3,533	\$0	\$7,728	\$0
Total GF/non-GF:	<b>\$155,331</b>	<b>\$0</b>	<b>\$160,642</b>	<b>\$0</b>
Program Total:	<b>\$155,331</b>		<b>\$160,642</b>	
Program FTE	0.00	0.00	0.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #60038, MCSO CERT/CNT

**Lead Agency:** Sheriff

**Program Contact:** Shawn Skeels

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Sheriff's Office Inmate Work Crew provides opportunities for sentenced offenders to learn general labor and social responsibility while fostering a work ethic that aids in their reintegration into the community. Sentenced offenders who successfully complete this program receive a sense of self worth. This is accomplished while meeting the public's needs at a reduced cost to the taxpayers by freeing up jail beds in the form of reduced sentences for participating offenders.

### Program Description

Each crew is typically composed of eight offenders supervised by a Corrections Deputy. Offenders are expected to be ready to work each morning, take directions, and work as part of a team. This program provides instruction on the proper use and maintenance of general landscaping tools and what type of personal protective equipment is necessary to safely complete the job. Offenders who successfully complete this program can be released early if it is part of the court order at time of sentencing. The early release of these minimum custody offenders gives the Sheriff another tool to effectively manage jail populations ensuring pretrial inmates who are dangerous offenders are not released prematurely into the community due to overcrowding.

Community service work is generally project-oriented. Most of these services are performed for agencies and non-profits that serve the homeless and other at-risk groups within the community. Crews have participated in community events such as Friends of the Library, Sand in the City, March of Dimes March for Babies and Race for the Cure to name a few. Work Crews help in the set up and removal of tents, chairs and activity areas used during these events. The donated time and labor of work crews supply an invaluable resource to ensure these events are successful. In addition, work crews offer an emergency labor force during natural or man-made disasters (i.e., sandbagging, removal of downed trees).

The majority of contracts are with Multnomah County, Oregon Department of Transportation, City of Portland and Metro Regional Government. Other agencies include the cities of Gresham, Maywood Park, Troutdale, Fairview and Wood Village. Public contracted work normally consists of roadside, bridgehead and park maintenance, landscaping and a concentrated effort on cleaning up illegal dumpsites and graffiti removal.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Inmate escapes	0	0	0	0
Outcome	Number of contract hours	131,200	125,970	131,200	130,000
Output	Number of community service hours	7,200	6,630	7,200	7,200
Output	Percent of inmates who were recaptured (100% is no escapes)	100.0%	100.0%	100.0%	100.0%

### Performance Measure - Description

Data from the monthly work crew log.

**Legal/Contractual Obligation**

Work Crews contract with METRO, Multnomah County and other governments.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$904,239	\$681,315	\$922,843	\$703,277
Contracts	\$9,724	\$5,120	\$9,967	\$5,120
Materials & Supplies	\$78,058	\$62,678	\$142,959	\$61,730
Internal Services	\$78,172	\$65,473	\$113,393	\$64,459
Capital Outlay	\$0	\$10,000	\$0	\$10,000
Total GF/non-GF:	<b>\$1,070,193</b>	<b>\$824,586</b>	<b>\$1,189,162</b>	<b>\$844,586</b>
Program Total:	<b>\$1,894,779</b>		<b>\$2,033,748</b>	
Program FTE	6.50	5.50	6.50	5.50
<b>Program Revenues</b>				
Indirect for dep't Admin	\$46,595	\$0	\$48,440	\$0
Fees, Permits & Charges	\$0	\$214,670	\$0	\$219,150
Intergovernmental	\$0	\$593,916	\$0	\$613,916
Other / Miscellaneous	\$0	\$16,000	\$0	\$11,520
<b>Total Revenue:</b>	<b>\$46,595</b>	<b>\$824,586</b>	<b>\$48,440</b>	<b>\$844,586</b>

**Explanation of Revenues**

Various Service Contracts with Governmental Agencies in the amount of \$116,716.

Svc Contracts for ODOT for \$302,840.

Svc Contract for City of Portland for \$194,360.

Charges for W/C Svcs on one-time-only projects for \$4000.

Interest Earned for \$11,520.

Work Crew Services for the Road Fund for \$100,150.

Bridge Maint W/C Svcs for \$20,000.

Facilities Mgmt W/C Svcs for \$95,000.

**Significant Program Changes**

Last year this program was: #60039, MCSO Corrections Work Crews

**Lead Agency:** Sheriff

**Program Contact:** Mary Lindstrand

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer is for the operation of jail beds at the Multnomah County Detention Center. This includes beds for pretrial inmates and sentenced offenders requiring maximum security, as well as those with medical and psychological needs. MCDC, the only maximum-security facility operated by MCSO, supports local public safety and offender treatment systems. Option A opens 46 beds on the 4th floor and 18 beds in reception as well as establishing the necessary infrastructure for MCDC.

Medical, mental health and dental services at MCDC are provided for 46 male and female pretrial inmates and sentenced offenders in 6 housing areas on the 4th floor of MCDC including the Medical Infirmary, Mental Health Infirmary, Administrative Segregation, and Disciplinary housing and 24 hour emergency response, evaluation and treatment.

### Program Description

The 448 maximum-security detention beds at MCDC are offered to support public safety and offender treatment systems by providing safe and humane pretrial or sentenced offender space. The facility includes services such as family and professional visiting, medical, video conferencing, counseling, law library, and religious/educational services to all those detained.

This offer includes the Administration and Support for the facility, jail services such as medical and transport, and resources for the operation of 46 beds. Ten beds serve those with special medical needs, 16 beds are for administrative segregation, 10 beds are mental health services, 18 beds are used in reception and 10 beds are for disciplinary use. This offer captures functions needed to open the jail.

The Sheriff's Office has statutory authority to maintain capacity population levels. In the event of a population emergency, arrestees may be forced released into the community. This offering, in conjunction with the MCIJ offering, will reduce the potential for emergency releases. Operational budget figures are derived from staffing and essential service functions mandated in safe and humane corrections standards.

The program's mission is to ensure that inmates are not medically harmed during their jail stays, are medically and mentally stabilized, and are treated humanely. Suicide prevention is a primary goal.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCDC total	393	400	406	400
Outcome	Inmate and staff assaults MCDC	71	70	58	60

### Performance Measure - Description

Inmate and staff assault data do not include reception, as booking is a separate program offer. Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Average daily inmate population MCDC total" from DSSJ cubes.

"Inmate and staff assaults MCDC" from monthly reports provided by Hearings Officers.

**Legal/Contractual Obligation**

Federal law, state statute and county charter mandate the Sheriff maintain the local detention facility(s) within the Sheriff's jurisdiction. Under the same laws, local detention facility managers are mandated to operate safe and humane facilities.

**Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$8,429,493	\$0	\$9,129,227	\$0
Contracts	\$7,354	\$0	\$7,536	\$0
Materials & Supplies	\$622,312	\$0	\$637,863	\$0
Internal Services	\$2,696,954	\$0	\$2,940,040	\$0
Total GF/non-GF:	<b>\$11,756,113</b>	<b>\$0</b>	<b>\$12,714,666</b>	<b>\$0</b>
Program Total:	<b>\$11,756,113</b>		<b>\$12,714,666</b>	
Program FTE	63.24	0.00	64.80	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #60040A, MCSO MCDC Core Jail & 4th Floor  
 Increase in 1.66 FTE to align with actual operations.  
 Moved 3.64 FTE SWUDs from program offer 60040F to this program offer.

**Lead Agency:** Sheriff

**Program Contact:** Mary Lindstrand

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer is for the operation of 96 individual cells at the Multnomah County Detention Center, located on the 5th floor of the facility. This area is monitored on a 24/7 basis and provides multiple services.

### Program Description

The 5th floor of the Multnomah County Detention Center (MCDC) is a housing area in this maximum security facility. The floor contains a control center and four housing modules as well as some program space. The 5A and 5D modules have 32 individual cells each while the 5B and 5C modules have 16 each. The total floor capacity for the 5th floor is 96 cells.

Working with our partners in Programs, Corrections Health and mental health, various services are provided for the inmate population. Examples of services provided may include parenting classes, AA and NA and various educational programs to include GED attainment. A portion of this offer allows for inmate recreation, supervision and facility escorts.

While in the care of the Sheriff, persons incarcerated are provided medical treatment, dental services and mental health care if needed. Additionally, the safety of those incarcerated is paramount to staff. Suicide prevention procedures are reviewed and updated. The Prison Rape Elimination Act is strictly enforced, claims are investigated and prosecution is sought when violations are reported.

Funding of the 5th floor supports the role of public safety and the operations of the MCDC. In turn, funding for MCDC supports the mission of public safety working with the Multnomah County Inverness Jail (MCIJ). The Sheriff has statutory authority to release pretrial inmates in the event of a population emergency. Funding for MCDC and MCIJ aid the Sheriff in managing the incarcerated population and reduce the potential for emergency releases.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCDC total	393	400	406	400
Outcome	Inmate and staff assaults	71	70	58	60

### Performance Measure - Description

Inmate and staff assault data do not include reception, as booking is a separate program offer. Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Average daily inmate population MCDC total" from DSSJ cubes.

"Inmate and staff assaults MCDC" from monthly reports provided by Hearings Officers.

### Legal/Contractual Obligation

Federal law, state statute and county charter mandate the Sheriff maintain the local detention facility(s) within the Sheriff's jurisdiction. Under the same laws, local detention facility managers are mandated to operate safe and humane facilities.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$3,203,943	\$0	\$3,299,437	\$0
Contracts	\$3,677	\$0	\$3,769	\$0
Materials & Supplies	\$311,156	\$0	\$318,935	\$0
Internal Services	\$61,736	\$0	\$71,338	\$0
Total GF/non-GF:	<b>\$3,580,512</b>	<b>\$0</b>	<b>\$3,693,479</b>	<b>\$0</b>
Program Total:	<b>\$3,580,512</b>		<b>\$3,693,479</b>	
Program FTE	25.48	0.00	25.48	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was: #60040B, MCSO MCDC 5th Floor



**Lead Agency:** Sheriff

**Program Contact:** Mary Lindstrand

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer is for the operation of 96 individual cells at the Multnomah County Detention Center located on the 6th floor of the facility. This area is monitored on a 24/7 basis and provides multiple services.

### Program Description

The 6th floor of the Multnomah County Detention Center (MCDC) is a housing area in this maximum security facility. The floor contains a control center and four housing modules as well as some program space. The 6A and 6D modules have 32 individual cells each while the 6B and 6C modules have 16 each. The total floor capacity for the 6th floor is 96 cells.

Working with our partners in Programs, Corrections Health and Mental health, various services are provided for the incarcerated population. Examples of services provided may include parenting classes, AA and NA and various educational programs to include GED attainment. A portion of this offer allows for inmate recreation, supervision and facility escorts.

While in the care of the Sheriff, persons incarcerated are provided medical treatment, dental services and mental health care if needed. Additionally the safety of those incarcerated is paramount to the staff. Suicide prevention procedures are reviewed and updated. The Prison Rape Elimination Act is strictly enforced, claims are investigated and prosecution is sought when violations are reported.

Funding of the 6th floor supports the role of public safety and the operations of the MCDC. In turn, funding for MCDC supports the mission of public safety working with the Multnomah County Inverness Jail (MCIJ). The Sheriff has statutory authority to release pretrial inmates in the event of a population emergency. Funding for MCDC and MCIJ aid the Sheriff in managing the incarcerated population and reduce the potential for emergency releases.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCDC total	393	400	406	400
Outcome	Inmate and staff assaults MCDC	71	70	58	60

### Performance Measure - Description

Inmate and staff assault data do not include reception, as booking is a separate program offer. Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Average daily inmate population MCDC total" from DSSJ cubes.

"Inmate and staff assaults MCDC" from monthly reports provided by Hearings Officers.

Legal/Contractual Obligation

Federal law, state statute and county charter mandate the Sheriff maintain the local detention facility(s) within the Sheriff's jurisdiction. Under the same laws, local detention facility managers are mandated to operate safe and humane facilities.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$1,602,499	\$0	\$1,652,494	\$0
Contracts	\$1,838	\$0	\$1,885	\$0
Materials & Supplies	\$155,578	\$0	\$159,469	\$0
Internal Services	\$30,868	\$0	\$35,670	\$0
Total GF/non-GF:	\$1,790,783	\$0	\$1,849,518	\$0
Program Total:	\$1,790,783		\$1,849,518	
Program FTE	12.74	0.00	12.74	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last year this program was: #60040C, MCSO MCDC 6th Floor

**Lead Agency:** Sheriff

**Program Contact:** Mary Lindstrand

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer is for the operation of 96 individual cells at the Multnomah County Detention Center located on the 7th floor of the facility. This area is monitored on a 24/7 basis and provides multiple services.

### Program Description

The 7th floor of the Multnomah County Detention Center (MCDC) is a housing area in this maximum security facility. The floor contains a control center and four housing modules as well as some program space. The 7A and 7D modules have 32 individual cells each while the 7B and 7C modules have 16 each. The total floor capacity for the 7th floor is 96 cells.

Working with our partners in Programs, Corrections Health and mental health, various services are provided for the incarcerated population. Examples of services provided may include parenting classes, AA and NA and various educational programs to include GED attainment. A portion of this offer allows for inmate recreation, supervision and facility escorts.

While in the care of the Sheriff, persons incarcerated are provided medical treatment, dental services and mental health care if needed. Additionally the safety of those incarcerated is paramount to the staff. Suicide prevention procedures are reviewed and updated. The Prison Rape Elimination Act is strictly enforced, claims are investigated and prosecution is sought when violations are reported.

Funding of the 7th floor supports the role of public safety and the operations of the MCDC. In turn, funding for MCDC supports the mission of public safety working with the Multnomah County Inverness Jail (MCIJ). The Sheriff has statutory authority to release pretrial inmates in the event of a population emergency. Funding for MCDC and MCIJ aid the Sheriff in managing the incarcerated population and reduce the potential for emergency releases.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCDC total	393	400	406	400
Outcome	Inmate and staff assaults MCDC	71	70	58	60

### Performance Measure - Description

Inmate and staff assault data do not include reception, as booking is a separate program offer. Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Average daily inmate population MCDC total" from DSSJ cubes.

"Inmate and staff assaults MCDC" from monthly reports provided by Hearings Officers.

### Legal/Contractual Obligation

Federal law, state statute and county charter mandate the Sheriff maintain the local detention facility(s) within the Sheriff's jurisdiction. Under the same laws, local detention facility managers are mandated to operate safe and humane facilities.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$2,939,439	\$0	\$3,054,039	\$0
Contracts	\$1,838	\$0	\$1,885	\$0
Materials & Supplies	\$155,578	\$0	\$159,469	\$0
Internal Services	\$34,745	\$0	\$35,670	\$0
Total GF/non-GF:	<b>\$3,131,600</b>	<b>\$0</b>	<b>\$3,251,063</b>	<b>\$0</b>
Program Total:	<b>\$3,131,600</b>		<b>\$3,251,063</b>	
Program FTE	23.66	0.00	23.66	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was: #60040D, MCSO MCDC 7th Floor

**Lead Agency:** Sheriff

**Program Contact:** Mary Lindstrand

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The offer is for the operation of 96 individual cells at the Multnomah County Detention Center located on the 8th floor of the facility. This area is monitored on a 24/7 basis and provides multiple services.

### Program Description

The 8th floor of the Multnomah County Detention Center (MCDC) is a housing area in this maximum security facility. The floor contains a control center and four housing modules as well as some program space. The 8A and 8D modules have 32 individual cells each while the 8B and 8C modules have 16 each. The total floor capacity for the 8th floor is 96 cells.

Working with our partners in Programs, Corrections Health and mental health, various services are provided for the incarcerated population. Examples of services provided may include parenting classes, AA and NA and various educational programs to include GED attainment. A portion of this offer allows for inmate recreation, supervision and facility escorts.

While in the care of the Sheriff, persons incarcerated are provided medical treatment, dental services and mental health care if needed. Additionally the safety of those incarcerated is paramount to the staff. Suicide prevention procedures are reviewed and updated. The Prison Rape Elimination Act is strictly enforced, claims are investigated and prosecution is sought when violations are reported.

Funding of the 8th floor supports the role of public safety and the operations of the MCDC. In turn, funding for MCDC supports the mission of public safety working with the Multnomah County Inverness Jail (MCIJ). The Sheriff has statutory authority to release pretrial inmates in the event of a population emergency. Funding for MCDC and MCIJ aid the Sheriff in managing the incarcerated population and reduce the potential for emergency releases.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCDC total	393	400	406	400
Outcome	Inmate and staff assaults MCDC	71	70	58	60

### Performance Measure - Description

Inmate and staff assault data do not include reception, as booking is a separate program offer. Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Average daily inmate population MCDC total" from DSSJ cubes.

"Inmate and staff assaults MCDC" from monthly reports provided by Hearings Officers.

**Legal/Contractual Obligation**

Federal law, state statute and county charter mandate the Sheriff maintain the local detention facility(s) within the Sheriff's jurisdiction. Under the same laws, local detention facility managers are mandated to operate safe and humane facilities.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$1,977,950	\$0	\$1,934,441	\$0
Total GF/non-GF:	\$1,977,950	\$0	\$1,934,441	\$0
Program Total:	\$1,977,950		\$1,934,441	
Program FTE	18.20	0.00	18.20	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

**Explanation of Revenues**

**Significant Program Changes**

Last year this program was: #60040E, MCSO MCDC 8th Floor

**Lead Agency:** Sheriff

**Program Contact:** Linda Yankee

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This program offer is for the operation of 166 beds at MCIJ. This is the first offer of 11 scalable levels (design capacity for MCIJ is 1037 beds). The MCIJ dorms are used to appropriately place inmates in the corrections system to ensure a safe, efficient operation of our jail network. Open dorm housing is structured to fit the needs of inmates who do not require special conditions for confinement, while maintaining safe and appropriate separations. MCIJ housing is based on a sound objective classification system.

Offer A is the base offer and includes 166 beds. MCIJ is a medium security, direct supervision corrections facility. Operation ensures the proper custody, control and supervision of detained pretrial inmates and sentenced offenders. Inverness supports program activities for pretrial inmates and sentenced offenders needing counseling, education, and mental health services to facilitate offender's successful transition back to the community and creates work opportunities for sentenced offenders.

Medical, mental health and dental services are provided to male and female general housing. This offer includes a 10 bed infirmary for acute medical care. Medical response to emergencies is provided on a 24/7 basis.

### Program Description

The Inverness Jail is a direct supervision, dormitory facility founded on the principles of re-engineering the responsibilities and behavior of inmates. The design and population of Inverness Jail are suited to the greatest opportunities for inmate programs, education and work opportunities.

Offer A opens 166 beds, with 156 general housing beds and 10 medical beds. Operations, Administration, Support and Jail Services, such as clinic, kitchen, and transport, are included in Offer A. Corrections deputies from MCIJ also supervise pretrial inmates and sentenced offenders under medical care at hospitals.

The Inverness Jail is operated in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to pretrial inmates and sentenced offenders. The facility also serves as the central link for regional networking through the inmate transport system.

The Corrections Health program's mission is to ensure that inmates are not medically harmed during their jail stays, are medically and mentally stabilized, and are treated humanely. Suicide prevention is a primary goal.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCIJ total	791	0	796	795
Outcome	Number of inmate and staff assaults MCIJ	22	18	22	20

### Performance Measure - Description

✓ **Measure Changed**

Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Operation at 95% of capacity to ensure optimum use of beds thru system" has been changed to "Average daily inmate population MCIJ total."

"Average daily inmate population MCIJ total" from DSSJ cubes.

"Inmate and staff assaults MCIJ" from monthly reports provided by Hearings Officers.

## Legal/Contractual Obligation

In accordance with State statutes the Sheriff is required to maintain local detention facility(s) and mandates safe and humane detention facilities, which require sufficient staff to perform all custodial functions. Mandates include provisions for legal confinement, clothing, bedding, nutritional food, medical services, legal access, sanitation, life safety compliance, offender responsibility of conduct, exercise of religion, educational and work programs.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,958,357	\$7,823,320	\$3,384,632	\$6,860,826
Contracts	\$3,094	\$3,500	\$3,171	\$3,500
Materials & Supplies	\$1,045,591	\$40,835	\$1,028,052	\$17,428
Internal Services	\$2,886,145	\$674,799	\$3,132,932	\$577,888
Capital Outlay	\$10,962	\$0	\$40,962	\$0
Total GF/non-GF:	<b>\$5,904,149</b>	<b>\$8,542,454</b>	<b>\$7,589,749</b>	<b>\$7,459,642</b>
Program Total:	<b>\$14,446,603</b>		<b>\$15,049,391</b>	
Program FTE	13.40	59.80	22.20	53.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$480,234	\$0	\$424,448	\$0
Intergovernmental	\$6,584,597	\$8,542,454	\$5,473,678	\$7,459,642
Total Revenue:	<b>\$7,064,831</b>	<b>\$8,542,454</b>	<b>\$5,898,126</b>	<b>\$7,459,642</b>

## Explanation of Revenues

US Marshal Beds (112 Beds X \$128.27 Bed Day X 365 Days) - \$5,243,678  
Federal Bureau of Prisons for BOP Halfway House Failures - \$30,000  
Measure 73 State Funding - \$200,000  
SB1145 State Funding - \$6,905,776  
CJC ARRA M57 Grant Funding for 1.0 FTE Corr Deputy - \$146,843  
DOC AARA M57 Grant Funding for 3.0 FTE Corr Deputies - \$407,023

## Significant Program Changes

✓ Significantly Changed

**Last year this program was:** #60041A, MCSO MCIJ Dorms 10, 11, and 18

Due to a mid-year State Rebalance, in FY 2012, the Sheriff's Office's SB1145 State Funding was reduced by \$1,094,224. All but \$200,000 of this reduced revenue was back-filled with County's General Fund Contingency. The \$200,000 was reduced in the Overtime, Salary-Related and Insurance budgets. This rebalancing exercise also moved 6.5 FTE Corrections Deputies from the Federal/State Fund, to the General Fund.

Also, increased 2.0 FTE to align with actual operations.



**Lead Agency:** Sheriff

**Program Contact:** Linda Yankee

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer is for the operation of 150 beds at MCIJ.

MCIJ is a medium security, direct supervision corrections facility. Operation ensures the proper custody, control and supervision of detained pretrial inmates and sentenced offenders. Inverness supports program activities for pretrial inmates and sentenced offenders needing counseling, education, and mental health services to facilitate offender's successful transition back to the community and creates work opportunities for sentenced offenders.

Medical, mental health and dental services are provided to male and female general housing, including a 10 bed infirmary for acute medical care. Medical response to emergencies is provided on a 24/7 basis.

### Program Description

The Inverness Jail is a direct supervision, dormitory facility founded on the principles of re-engineering the responsibilities and behavior of inmates. The design and population of Inverness Jail are suited to the greatest opportunities for inmate programs, education and work opportunities.

The Inverness Jail is operated in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to pretrial inmates and sentenced offenders. The facility also serves as the central link for regional networking through the inmate transport system.

The Corrections Health program's mission is to ensure that inmates are not medically harmed during their jail stays, are medically and mentally stabilized, and are treated humanely. Suicide prevention is a primary goal.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCIJ total	791	0	796	795
Outcome	Number of inmate and staff assaults MCIJ	22	18	22	20

### Performance Measure - Description

✓ **Measure Changed**

Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Operation at 95% of capacity to ensure optimum use of beds thru system" has been changed to "Average daily inmate population MCIJ total."

"Average daily inmate population MCIJ total" from DSSJ cubes.

"Inmate and staff assaults MCIJ" from monthly reports provided by Hearings Officers.

## Legal/Contractual Obligation

In accordance with state statute the Sheriff is required to maintain local detention facility(s). Oregon statutes mandate the operations of safe and humane detention facilities, which require sufficient staff to perform functions involving security, control, custody and supervision of all confined. Mandates include provisions for legal confinement, clothing, bedding, nutritional food, medical services, legal access, sanitation, life safety compliance, offender responsibility of conduct, exercise of religion, educational and work programs.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$2,769,697	\$0	\$2,848,474	\$0
Contracts	\$5,433	\$0	\$5,569	\$0
Materials & Supplies	\$103,150	\$0	\$108,045	\$0
Internal Services	\$56,679	\$0	\$56,033	\$0
Total GF/non-GF:	<b>\$2,934,959</b>	<b>\$0</b>	<b>\$3,018,121</b>	<b>\$0</b>
Program Total:	<b>\$2,934,959</b>		<b>\$3,018,121</b>	
Program FTE	20.02	0.00	20.02	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

Last year this program was: #60041B, MCSO MCIJ Dorms 12 & 13

**Lead Agency:** Sheriff

**Program Contact:** Linda Yankee

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer is for the operation 138 beds at the MCIJ.

These single cell dorms house inmates who create the potential for compromising safety and security. These dorm are more restrictive environments with enhanced security, as part of the objective classification system.

### Program Description

This offer operates two dorms: one dorm is for 73 single cells and a second dorm for 65 beds. The Inverness Jail is operated in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to pretrial inmates and sentenced offenders. The facility also serves as the central link for regional networking through the inmate transport system.

The Corrections Health program's mission is to ensure that inmates are not medically harmed during their jail stays, are medically and mentally stabilized, and are treated humanely. Suicide prevention is a primary goal.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCIJ total	791	0	796	795
Outcome	Number of inmate and staff assaults MCIJ	22	18	22	20

### Performance Measure - Description

✓ **Measure Changed**

Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Operation at 95% of capacity to ensure optimum use of beds thru system" has been changed to "Average daily inmate population MCIJ total."

"Average daily inmate population MCIJ total" from DSSJ cubes.

"Inmate and staff assaults MCIJ" from monthly reports provided by Hearings Officers.

### Legal/Contractual Obligation

The Inverness Jail is established in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to confined offenders, pursuant to judgment of the courts. The jail administers its operation in an equitable manner, and in the least restrictive environment consistent with public safety. The facility serves as the central link for regional networking through the inmate transport system.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,676,594	\$0	\$1,722,415	\$0
Contracts	\$3,457	\$0	\$3,543	\$0
Materials & Supplies	\$97,334	\$0	\$101,243	\$0
Internal Services	\$30,962	\$0	\$30,610	\$0
Total GF/non-GF:	<b>\$1,808,347</b>	<b>\$0</b>	<b>\$1,857,811</b>	<b>\$0</b>
Program Total:	<b>\$1,808,347</b>		<b>\$1,857,811</b>	
Program FTE	12.74	0.00	12.74	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was: #60041C, MCSO MCIJ Dorms 14 & 15

**Lead Agency:** Sheriff

**Program Contact:** Linda Yankee

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer is for the operation of 54 beds at MCIJ.

This offer provides for two single cell disciplinary dorms at MCIJ, one for male and one for female housing. Disciplinary housing options are essential to the maintaining facility order, population management and re-engineering behavior for pretrial inmates and sentenced offenders at MCIJ.

### Program Description

This offer funds two disciplinary dorms at Inverness. The male disciplinary dorm houses 31 offenders and the female disciplinary dorm houses 23 offenders.

The Inverness Jail is operated in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to pretrial inmates and sentenced offenders. The facility also serves as the central link for regional networking through the inmate transport system.

The Corrections Health program's mission is to ensure that inmates are not medically harmed during their jail stays, are medically and mentally stabilized, and are treated humanely. Suicide prevention is a primary goal.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCIJ total	791	0	796	795
Outcome	Number of inmate and staff assaults MCIJ	22	18	22	20

### Performance Measure - Description

✓ **Measure Changed**

Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Operation at 95% of capacity to ensure optimum use of beds thru system" has been changed to "Average daily inmate population MCIJ total."

"Average daily inmate population MCIJ total" from DSSJ cubes.

"Inmate and staff assaults MCIJ" from monthly reports provided by Hearings Officers.

### Legal/Contractual Obligation

The Inverness Jail is established in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to confined offenders, pursuant to judgment of the courts. The jail administers its operation in an equitable manner, and in the least restrictive environment consistent with public safety. The facility serves as the central link for regional networking through the inmate transport system.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$479,026	\$0	\$492,119	\$0
Contracts	\$988	\$0	\$1,013	\$0
Materials & Supplies	\$93,771	\$0	\$96,536	\$0
Internal Services	\$8,846	\$0	\$8,746	\$0
Total GF/non-GF:	<b>\$582,631</b>	<b>\$0</b>	<b>\$598,414</b>	<b>\$0</b>
Program Total:	<b>\$582,631</b>		<b>\$598,414</b>	
Program FTE	3.64	0.00	3.64	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was: #60041D, MCSO MCIJ Dorms 16 & 17

**Lead Agency:** Sheriff

**Program Contact:** Linda Yankee

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer is for the operation of 118 beds at MCIJ.

MCIJ is a medium security, direct supervision corrections facility. Operation ensures the proper custody, control and supervision of detained pretrial inmates and sentenced offenders. Inverness supports program activities for pretrial inmates and sentenced offenders needing counseling, education, and mental health services to facilitate offender's successful transition back to the community and creates work opportunities for sentenced offenders.

Medical, mental health and dental services are provided to male and female general housing. Medical response to emergencies is provided on a 24/7 basis.

### Program Description

This offer funds two additional dorms at Inverness jail. All 118 beds are general housing. Also funded in this offer are additional jail administration, support, and operations staff.

The Inverness Jail is a direct supervision, dormitory facility founded on the principles of re-engineering the responsibilities and behavior of inmates. The design and population of Inverness Jail are suited to the greatest opportunities for inmate programs, education and work opportunities.

The Inverness Jail is operated in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to pretrial inmates and sentenced offenders. The facility also serves as the central link for regional networking through the inmate transport system.

The Corrections Health program's mission is to ensure that inmates are not medically harmed during their jail stays, are medically and mentally stabilized, and are treated humanely. Suicide prevention is a primary goal.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCIJ total	791	0	796	795
Outcome	Number of inmate and staff assaults MCIJ	22	18	22	20

### Performance Measure - Description

✓ **Measure Changed**

Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Operation at 95% of capacity to ensure optimum use of beds thru system" has been changed to "Average daily inmate population MCIJ total."

"Average daily inmate population MCIJ total" from DSSJ cubes.

"Inmate and staff assaults MCIJ" from monthly reports provided by Hearings Officers.

### Legal/Contractual Obligation

The Inverness Jail is established in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to confined offenders, pursuant to judgment of the courts. The jail administers its operation in an equitable manner, and in the least restrictive environment consistent with public safety. The facility serves as the central link for regional networking through the inmate transport system.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,916,110	\$0	\$1,910,162	\$0
Contracts	\$3,951	\$0	\$4,050	\$0
Materials & Supplies	\$98,047	\$0	\$102,184	\$0
Internal Services	\$35,385	\$0	\$34,983	\$0
Total GF/non-GF:	<b>\$2,053,493</b>	<b>\$0</b>	<b>\$2,051,379</b>	<b>\$0</b>
Program Total:	<b>\$2,053,493</b>		<b>\$2,051,379</b>	
Program FTE	14.56	0.00	14.56	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was: #60041E, MCSO MCIJ Dorms 6 & 7



**Lead Agency:** Sheriff

**Program Contact:** Linda Yankee

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer is for the operation of 118 beds at MCIJ.

MCIJ is a medium security, direct supervision corrections facility. Operation ensures the proper custody, control and supervision of detained pretrial inmates and sentenced offenders. Inverness supports program activities for pretrial inmates and sentenced offenders needing counseling, education, and mental health services to facilitate offender's successful transition back to the community and creates work opportunities for sentenced offenders.

Medical, mental health and dental services are provided to male and female general housing. Medical response to emergencies is provided on a 24/7 basis.

### Program Description

This offer funds two additional dorms at Inverness jail. All 118 beds are general housing.

The Inverness Jail is a direct supervision, dormitory facility founded on the principles of re-engineering the responsibilities and behavior of inmates. The design and population of Inverness Jail are suited to the greatest opportunities for inmate programs, education and work opportunities.

The Inverness Jail is operated in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to pretrial inmates and sentenced offenders. The facility also serves as the central link for regional networking through the inmate transport system.

The Corrections Health program's mission is to ensure that inmates are not medically harmed during their jail stays, are medically and mentally stabilized, and are treated humanely. Suicide prevention is a primary goal.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCIJ total	791	0	796	795
Outcome	Number of inmate and staff assaults MCIJ	22	18	22	20

### Performance Measure - Description

✓ **Measure Changed**

Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Operation at 95% of capacity to ensure optimum use of beds thru system" has been changed to "Average daily inmate population MCIJ total."

"Average daily inmate population MCIJ total" from DSSJ cubes.

"Inmate and staff assaults MCIJ" from monthly reports provided by Hearings Officers.

### Legal/Contractual Obligation

The Inverness Jail is established in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to confined offenders, pursuant to judgment of the courts. The jail administers its operation in an equitable manner, and in the least restrictive environment consistent with public safety. The facility serves as the central link for regional networking through the inmate transport system.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,197,568	\$0	\$1,015,165	\$0
Contracts	\$2,470	\$0	\$2,532	\$0
Materials & Supplies	\$95,909	\$0	\$99,360	\$0
Internal Services	\$22,115	\$0	\$21,864	\$0
Total GF/non-GF:	<b>\$1,318,062</b>	<b>\$0</b>	<b>\$1,138,921</b>	<b>\$0</b>
Program Total:	<b>\$1,318,062</b>		<b>\$1,138,921</b>	
Program FTE	9.10	0.00	9.10	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was: #60041F, MCSO MCIJ Dorms 8 & 9

**Lead Agency:** Sheriff

**Program Contact:** Linda Yankee

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer is for the operation of 59 beds at the MCIJ.

MCIJ is a medium security, direct supervision corrections facility. Operation ensures the proper custody, control and supervision of detained pretrial inmates and sentenced offenders. Inverness supports program activities for pretrial inmates and sentenced offenders needing counseling, education, and mental health services to facilitate offender's successful transition back to the community and creates work opportunities for sentenced offenders.

Medical, mental health and dental services are provided to male and female general housing. Medical response to emergencies is provided on a 24/7 basis.

### Program Description

This offer provides for the operation of an open dorm at MCIJ, housing the facility internal work crews.

The Inverness Jail is a direct supervision, dormitory facility founded on the principles of re-engineering the responsibilities and behavior of inmates. The design and population of Inverness Jail are suited to the greatest opportunities for inmate programs, education and work opportunities.

The Inverness Jail is operated in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to pretrial inmates and sentenced offenders. The facility also serves as the central link for regional networking through the inmate transport system.

The Corrections Health program's mission is to ensure that inmates are not medically harmed during their jail stays, are medically and mentally stabilized, and are treated humanely. Suicide prevention is a primary goal.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCIJ total	791	0	796	795
Outcome	Number of inmate and staff assaults MCIJ	22	18	22	20

### Performance Measure - Description

✓ **Measure Changed**

The 59 beds represented in this Program Offer, not only support the support unit's Output and Outcome performance measures shown above, but better ensures that future inmate population matrixing will not occur.

Data includes benchmarks for operating a County jail in accordance with federal, state and local standards.

"Operation at 95% of capacity to ensure optimum use of beds thru system" has been changed to "Average daily inmate population MCIJ total."

Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Average daily inmate population MCIJ total" from DSSJ cubes.

"Inmate and staff assaults MCIJ" from monthly reports provided by Hearings Officers.

### Legal/Contractual Obligation

In accordance with State statutes the Sheriff is required to maintain local detention facility(s) and mandates safe and humane detention facilities, which require sufficient staff to perform all custodial functions. Mandates include provisions for legal confinement, clothing, bedding, nutritional food, medical services, legal access, sanitation, life safety compliance, offender responsibility of conduct, exercise of religion, educational and work programs.

### Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,688,092	\$0	\$1,551,035	\$0
Contracts	\$3,951	\$0	\$4,050	\$0
Materials & Supplies	\$51,874	\$0	\$54,856	\$0
Internal Services	\$29,626	\$0	\$29,289	\$0
Total GF/non-GF:	<b>\$1,773,543</b>	<b>\$0</b>	<b>\$1,639,230</b>	<b>\$0</b>
Program Total:	<b>\$1,773,543</b>		<b>\$1,639,230</b>	
Program FTE	14.56	0.00	14.56	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Explanation of Revenues

### Significant Program Changes

Last year this program was: #60041G, MCSO MCIJ Dorm 5

**Lead Agency:** Sheriff

**Program Contact:** Linda Yankee

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:** One-Time-Only Request

### Executive Summary

This offer is for the operation of 59 beds at the MCIJ.

MCIJ is a medium security, direct supervision corrections facility. Operation ensures the proper custody, control and supervision of detained pretrial inmates and sentenced offenders. Inverness supports program activities for pretrial inmates and sentenced offenders needing counseling, education, and mental health services to facilitate offender's successful transition back to the community and creates work opportunities for sentenced offenders.

Medical, mental health and dental services are provided to male and female general housing. Medical response to emergencies is provided on a 24/7 basis.

### Program Description

This offer provides for the operation of a open dorm at MCIJ.

The Inverness Jail is a direct supervision, dormitory facility founded on the principles of re-engineering the responsibilities and behavior of inmates. The design and population of Inverness Jail are suited to the greatest opportunities for inmate programs, education and work opportunities.

The Inverness Jail is operated in accordance with applicable state statutes and regulations, with the goal of ensuring public safety by providing professionally managed detention services to pretrial inmates and sentenced offenders. The facility also serves as the central link for regional networking through the inmate transport system.

The Corrections Health program's mission is to ensure that inmates are not medically harmed during their jail stays, are medically and mentally stabilized, and are treated humanely. Suicide prevention is a primary goal.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average daily inmate population MCIJ total	791	0	796	795
Outcome	Number of inmate and staff assaults MCIJ	22	18	22	20

### Performance Measure - Description

✓ **Measure Changed**

The 59 beds represented in this Program Offer, not only support the support unit's Output and Outcome performance measures shown above, but better ensures that future inmate population matrixing will not occur.

Data include all High (unprovoked physical attack, staff assault, new charged, weapon used, injury), Medium (attempt assault, throw item at person), and Low (incidental staff contact, aggressive contact) severity inmate and staff assaults.

"Operation at 95% of capacity to ensure optimum use of beds thru system" has been changed to "Average daily inmate population MCIJ total."

"Average daily inmate population MCIJ total" from DSSJ cubes.

"Inmate and staff assaults MCIJ" from monthly reports provided by Hearings Officers.

**Legal/Contractual Obligation**

In accordance with State statutes the Sheriff is required to maintain local detention facility(s) and mandates safe and humane detention facilities, which require sufficient staff to perform all custodial functions. Mandates include provisions for legal confinement, clothing, bedding, nutritional food, medical services, legal access, sanitation, life safety compliance, offender responsibility of conduct, exercise of religion, educational and work programs.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$601,887	\$0	\$581,635	\$0
Contracts	\$1,482	\$0	\$1,519	\$0
Materials & Supplies	\$48,312	\$0	\$50,148	\$0
Internal Services	\$0	\$0	\$0	\$0
Total GF/non-GF:	<b>\$651,681</b>	<b>\$0</b>	<b>\$633,302</b>	<b>\$0</b>
Program Total:	<b>\$651,681</b>		<b>\$633,302</b>	
Program FTE	5.46	0.00	5.46	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**
 **Significantly Changed**

Last year this program was: #60041H, MCSO MCIJ Dorm 4

**Lead Agency:** Sheriff

**Program Contact:** Ronald Bishop

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Close Street is an intensive custody and supervision program that provides pre-trial services to arrestees of Measure 11 crimes, Domestic Violence cases, and a select group of clients with mental health disorders. Deputies interview defendants and conduct investigations to present the Court with accurate, timely, and impartial information which assists the Judge in making an informed release decision. This program supports both offender accountability and reentry of the offender into the community while increasing available jail beds.

### Program Description

This intensive custody and supervision program supports offender accountability while transitioning pretrial and sentenced offenders out of scarce jail beds. At the direction of the court, Close Street Supervision provides intensive, individualized supervision and management of multiple need pretrial arrestees who would otherwise be ineligible for pretrial release. This program supports and enhances community safety by assessing a broader number of the in-custody population for program suitability, expanding case management and supervision, subsidizing participation when indicated, and providing immediate consequences for program failures.

Compared to other pretrial supervision programs, the program's success rates rank among the highest in the nation. A recent audit demonstrated that, of the almost 1,200 defendants supervised in 2010, more than 96% were successful; appearing for all scheduled court dates and committing no new crimes, while under supervision. More than 99% of Close Street supervised arrestees successfully complete the program with no new offenses. Close Street participants also appeared for all scheduled court dates 98% of the time. The national average for both of these measures is 80%\*\*.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Average number of supervised people per month***	150	150	150	150
Outcome	Percent of population appearing for all court dates during supervision	97.0%	97.0%	97.0%	97.0%
Outcome	Percent of population arrested for new crimes during supervision	1.0%	1.0%	1.0%	1.0%

### Performance Measure - Description

✓ **Measure Changed**

\*Audit of Multnomah County Pretrial Services conducted by the Multnomah County Auditor's Office (2011).

\*\*Data compiled from Pretrial Justice in America: A Survey of County Pretrial Release Policies, Practices, and Outcomes. Published by the Pretrial Justice Institute, 2010.

\*\*\*Average caseload size 25:1

"Percent of population appearing for all court dates" and "Percent of population arrested for new crimes" are both new measures.

Performance measure data from the Caseload Explorer database.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,113,469	\$0	\$1,144,152	\$0
Contracts	\$36,840	\$0	\$37,761	\$0
Materials & Supplies	\$29,447	\$0	\$30,184	\$0
Internal Services	\$38,381	\$0	\$31,984	\$0
Total GF/non-GF:	<b>\$1,218,137</b>	<b>\$0</b>	<b>\$1,244,081</b>	<b>\$0</b>
Program Total:	<b>\$1,218,137</b>		<b>\$1,244,081</b>	
Program FTE	9.00	0.00	9.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #60043, MCSO Close Street



**Lead Agency:** Sheriff

**Program Contact:** Ronald Bishop

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Volunteer Services program enables the Multnomah County Sheriff's Office to achieve its organizational mission of providing quality cost effective prevention, intervention, and detention services to the community. The nearly 250 volunteers, interns, and community partners overseen by this unit share their time and expertise to enhance services in both our community and for the inmates under the supervision of the Sheriff. [Note: Search and Rescue, Reserve Deputies, and Jail Chaplain Volunteers are not part of this Program.] Through their involvement, volunteers support and enhance the MCSO operations in all three agency Divisions Law Enforcement, Corrections and Business Services and become involved citizens gaining an in-depth understanding of the criminal justice system and its unique challenges. Additionally, the development and support of placements benefits agency recruiting and hiring efforts for future employment needs.

### Program Description

The Volunteer Services program provides for the recruitment, interviews, backgrounds, training, placement, and recognition to sustain a core base of nearly 250 volunteers, interns, and community partners supporting MCSO operations. Due to the nature of the duties involved in most placements, it is necessary to conduct an in-depth background review process prior to assignment. Additional ongoing review is necessary to ensure compliance with agency and county policies and procedures and to ensure the safety and security of operations. By carefully monitoring the agency's needs, Volunteer Services moves quickly to find professionals willing to share their time and expertise with the Sheriff's Office. Placement opportunities include involvement in jail programs such as education services, domestic violence prevention and safety planning, employment resources and transition services, alcohol/drug prevention and education, and 12-step meetings, which assist with transition services and the reduction of tensions within a facility/housing area. Other agency placements include assignments with River Patrol, Cold Case Team detectives, Citizen Patrol in the Gorge, Human Trafficking, Enforcement Records and Support Records, research and analysis, clerical and data entry, interpreting and translation support, and fiscal, IT, and logistics services.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	# of service hours contributed by MCSO volunteers, interns & community partners	11,851	7,024	7,935	8,000
Outcome	Dollar value savings resulting from contributions of volunteer time	269,153	248,153	299,350	299,350
Output	Number of applicant inquiries and pre-screening reviews	220	198	400	400
Outcome	Number of MCSO work units supported by volunteers, interns, community partners	16	20	15	15

### Performance Measure - Description

Notes: In conjunction with the Points of Light Foundation, the Independent Sector bases the value of volunteer time on the average hourly earnings of all production and nonsupervisory workers on private nonfarm payrolls (determined by the Bureau of Labor Statistics). Fringe benefits are estimated at 12%.

In 2011, nearly 250 volunteers contributed 11,850 hours valued at \$248,153 and supported 16 MCSO Units at five agency locations.

Performance measurement data was drawn from Volgistics (web-based volunteer management system) beginning July 2011. Prior to this date, data was stored in an Access database which is no longer able to produce reports. Data reported for the months of Jan-June 2011 were based on previous years' data and averages.

**Legal/Contractual Obligation**

Compliance monitoring of PREA (Prison Rape Elimination Act) and Harassment and Discrimination policies

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$52,763	\$0	\$41,972	\$0
Materials & Supplies	\$4,003	\$0	\$4,103	\$0
Internal Services	\$43	\$0	\$0	\$0
Total GF/non-GF:	<b>\$56,809</b>	<b>\$0</b>	<b>\$46,075</b>	<b>\$0</b>
Program Total:	<b>\$56,809</b>		<b>\$46,075</b>	
Program FTE	0.50	0.00	0.50	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #60044, MCSO Volunteers

**Lead Agency:** Sheriff

**Program Contact:** Ronald Bishop

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Inmate Welfare Fund (IWF), overseen by Sheriff's Command Staff and civilian members, provides services to arrestees, pretrial inmates and sentenced offenders including banking, law library, chaplain services and phone service. Through the profits of commissary items, telephone usage and other sources, IWF provides direct services and products that otherwise might not be funded for the benefit of the inmates.

### Program Description

The IWF trust fund provides an in-house banking system that enables inmates to safely deposit funds and utilize these funds for numerous purposes, including the purchase of commissary items. The revenues from commissary and phones provide additional services including chaplains, recreational items, tools for social and educational development and assisting inmates who are indigent. The IWF is fully funded by profits from the inmates, for the inmates. Commissary, which is part of the IWF, successfully provides culturally compatible products to inmates at low pricing. Furthermore, these profits pay for the jail chaplaincy program which meets prisoner needs regarding religious expression and legal requirements, and contributes to housing tranquility.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of offenders participating in Law Library	3,960	0	5,560	4,750
Outcome	Number of hours of Law Library access provided to the participants	6,020	0	6,920	6,450
Output	Number of Inmate Calls	195,750	0	188,448	190,000
Outcome	Amount of Phone Revenue	479,863	0	482,585	480,000

### Performance Measure - Description

"Number of offenders participating in Law Library" data from daily Law Library Move Lists returned by Corrections Deputies documenting attendance or reason for non-attendance and subsequently entered by Law Library Counselor in an Excel spreadsheet.

"Number of hours of Law Library access provided to the participants" data from facility Law Library Schedules and daily Law Library Move Lists (Total possible sessions minus sessions not conducted) with result multiplied by 2 (each session = 2 hours) then entered by Law Library Counselor on an Excel spreadsheet.

**Legal/Contractual Obligation**

Charter 6.50(1)

Operational Procedures 06.106.010 – 06.106.088

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$279,367	\$0	\$278,710
Contracts	\$0	\$77,464	\$0	\$42,464
Materials & Supplies	\$0	\$44,532	\$0	\$93,979
Internal Services	\$0	\$130,652	\$0	\$102,847
Total GF/non-GF:	<b>\$0</b>	<b>\$532,015</b>	<b>\$0</b>	<b>\$518,000</b>
Program Total:	<b>\$532,015</b>		<b>\$518,000</b>	
Program FTE	0.00	3.00	0.00	3.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$30,432	\$0	\$30,066	\$0
Fees, Permits & Charges	\$0	\$512,015	\$0	\$498,000
Other / Miscellaneous	\$0	\$20,000	\$0	\$20,000
<b>Total Revenue:</b>	<b>\$30,432</b>	<b>\$532,015</b>	<b>\$30,066</b>	<b>\$518,000</b>

**Explanation of Revenues**

Charges for Services - Revenue includes Hygiene Kits, Copies, Records Req, Hearings Fees, Disc. Fines, Statement Requests, Grievance Fees, Food Handlers Cert Fee. - \$18,000

T-Netix Inmate Phone Commission - \$480,000

Interest Earned - \$10,000

Disciplinary Fines - \$10,000

These amounts are based on previous years' revenue collections.

**Significant Program Changes**

Last year this program was: #60045, MCSO Inmate Welfare

**Lead Agency:** Sheriff

**Program Contact:** Ronald Bishop

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The MCSO In-Jail Gang Intelligence Deputy organizes intelligence and investigative information regarding known and suspected gang members and associates in custody, and acts as a liaison to division members and other outside agencies in the collection, analysis and distribution of new and updated information. This deputy is part of several regional/multi-agency organizations, including the Metropolitan Gang Enforcement Team (MGET) and the Willamette Valley Corrections STG/Gang Information Sharing Network.

### Program Description

Gang members frequently cycle through the jail system, and more importantly, while in custody, communicate with other gang members via phone and mail both in custody (DOC, other local jails) and out. This provides a vast resource of information on gang member identities and activities. The Corrections Deputy assigned to Gang Intelligence gathers intentional intelligence on the population of known and suspected gang members and associates booked and housed at Multnomah County jails.

Information from this intelligence gathering is shared across the region with several multi-agency work groups. These efforts support gang prevention, enforcement, and criminal apprehension.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Inmate Interviews/Research, Investigation & Documentation*	417	160	160	160
Outcome	New Designated Gang Members*	534	80	80	80
Outcome	Gang Member Re-designations*	347	0	40	40
Output	Gang Intelligence Meetings Attended	35	35	35	35

### Performance Measure - Description

✓ **Measure Changed**

Gang Member Re-designations is a new performance measure.

\* Numbers appear elevated due to population of new Intelligence Module of the Corrections Inmate Management System (CIMS) during this time frame. Additionally, a portion of the workload is currently handled by a second deputy funded by a federal JAG grant which will be expiring June 2012.

Data from CIMS along with the monthly report submitted by the STG Deputy.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$125,195
Contracts	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$15,764
Internal Services	\$0	\$0	\$0	\$11,798
Capital Outlay	\$0	\$0	\$0	\$0
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$152,757</b>
Program Total:	<b>\$0</b>		<b>\$152,757</b>	
Program FTE	0.00	0.00	0.00	1.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$8,867	\$0
Fees, Permits & Charges	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$152,757
Other / Miscellaneous	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,867</b>	<b>\$152,757</b>

**Explanation of Revenues**

2nd year of a 2 year JAG-City of Portland grant funding this position up to \$88,188. This pays for .65 FTE of this position. In FY 12, The balance of this position was paid for by remaining ARRA grant funding. In May 2012, The Sheriff's Office was notified that the remaining .35 FTE of this position will be paid for by additional funding from the JAG-City of Portland (FY12)Grant in the amount of \$64,569.

**Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #60046, MCSO In-Jail Gang Intelligence Deputy

Due to the late timing of the grant award, this was not part of the Fiscal Year 2012 Adopted Budget. The grant was recognized during a 2012 mid-year budget modification.

**Lead Agency:** Sheriff

**Program Contact:** Ned Walls

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This offer purchases continued funding of a Corrections Sergeant to establish intelligence-gathering and intervention methodology regarding human trafficking as it is proliferated among jail inmates, to include the establishment of a screening instrument to identify at-risk pretrial inmates and sentenced offenders. This Sergeant collaborates with the Oregon Human Trafficking Task Force to both aid in prosecution of Human Trafficking crimes and intervene with victims while in custody.

### Program Description

A trend has been identified among the jail population whereby at-risk inmates are being used as a commodity by being identified and passed out of custody to persons involved in crime types including coercion, prostitution, promoting prostitution, sex abuse and contributing to the delinquency of a minor. This offer would continue funding of a Corrections Sergeant to develop intelligence collection, organization and dissemination operations targeting human trafficking activities inside the jails. The Corrections Sergeant would share names and information with the Oregon Human Trafficking Task Force regarding intelligence gathered on potential perpetrators, establish a data-base module for tracking and information dissemination and develop a screening instrument to quickly identify at-risk inmates and connect those inmates with in-jail programs and intervention/ transition services.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	In Custody Victims Identified	41	82	58	50
Outcome	Juvenile Victims Identified	6	12	8	10
Outcome	Involved Cases Prosecuted	14	28	10	12
Outcome	Involved Cases Pending Prosecution	10	20	55	25

### Performance Measure - Description

In Jail Human Trafficking has seen a huge increase in involved cases. There are more units finding Human Trafficking in their cases, D/V cases, Gang cases, and a large amount of P/V sanctions. MCSO has been involved with training other law enforcement agencies on how to identify Human Trafficking in jail and how this information can help them with their case.

Currently, data compiled in an Excel database. MCSO has moved forward on the development of a database which should be on line in the next month. This should greatly improve information tracking.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$149,918	\$0	\$154,601	\$0
Total GF/non-GF:	\$149,918	\$0	\$154,601	\$0
Program Total:	\$149,918		\$154,601	
Program FTE	1.00	0.00	1.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

✔ Significantly Changed

Last year this program was: #60050, MCSO In-Jail Human Trafficking



**Lead Agency:** Sheriff

**Program Contact:** Jason Gates

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Enforcement Division administration provides administrative leadership and strategic direction to the Sheriff's Office Enforcement Division. The Division administration develops Sheriff's policies and directives into the Enforcement program offerings that serve the public here in Multnomah County.

### Program Description

The Enforcement Division is responsible for the protection of life and property and for enforcement of the Oregon Criminal Code and County Ordinances. Enforcement Division provides police and marine patrol, investigative services, civil process services, and participates in multi-agency task forces. The Enforcement Division also collaborates with County Emergency Management to plan and staff emergency operations. The programs operated by these divisions address all the major factors in citizens feeling safe at home, work, school and play – namely the public safety system, social conditions and communities. The programs offered hold offenders accountable for their actions, provide for treatment and rehabilitation resources, education and leverage collaboration with other community safety system providers. Division Directors are responsible for policy development, the assignment of resources, and oversight for all Division functions. They provide supervision, coordination, and management to the Divisions.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Percent performance measurements met in Division	86.0%	90.0%	90.0%	90.0%
Outcome	Number of voluntary resignations	8	0	10	10

### Performance Measure - Description

"Percent performance measures met in Division" represents a summation of total Division performance measures. Does not include Enforcement Admin.

"Number of voluntary resignations" come from Human Resources.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$554,752	\$0	\$234,577	\$0
Contracts	\$77,243	\$0	\$79,174	\$0
Materials & Supplies	\$109,931	\$229,906	\$112,680	\$230,218
Internal Services	\$183,733	\$20,094	\$245,156	\$19,782
Total GF/non-GF:	<b>\$925,659</b>	<b>\$250,000</b>	<b>\$671,587</b>	<b>\$250,000</b>
Program Total:	<b>\$1,175,659</b>		<b>\$921,587</b>	
Program FTE	3.00	0.00	1.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$14,300	\$0	\$14,510	\$0
Intergovernmental	\$0	\$250,000	\$0	\$250,000
<b>Total Revenue:</b>	<b>\$14,300</b>	<b>\$250,000</b>	<b>\$14,510</b>	<b>\$250,000</b>

**Explanation of Revenues**

Teletax Revenue to be used for Communications Costs - \$250,000

**Significant Program Changes**

✔ Significantly Changed

**Last year this program was:** #60060, MCSO Enforcement Division Admin  
 Moved 1.0 FTE from this program offer to program offer 60063 MCSO Patrol.  
 Moved 1.0 FTE from this program offer to program offer 60066A MCSO Detectives.

**Lead Agency:** Sheriff

**Program Contact:** Becky Child

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Enforcement Support Unit is partially composed of Enforcement Records, Civil Support, and Word Processing. The Concealed Handgun Unit and Alarm Ordinance Unit are also part of the Enforcement Support Unit however have separate budgets. The main functions of these units are to provide clerical support for all the Units that comprise the Enforcement Division of the Sheriff's Office.

### Program Description

The Records Unit operates 24 hours a day, 7 days a week, 365 days a year. The Records Unit receives processes and maintains law enforcement, warrant, and protective order records for Multnomah County. Accurate and timely processing of information and records is critical to the overall operations of the Multnomah County Sheriff's Office and has a direct effect on timely arrests, detention of prisoners and police officer safety. The Records Unit is at times the first contact the public, other agencies, and personnel have with the Sheriff's Office and therefore is tasked with fielding questions and making appropriate referrals if needed. The Civil Support Unit provides clerical support for the Civil Unit duties of serving court papers and enforcing court orders such as small claims, divorce papers, subpoenas, child support, restraining orders and eviction papers. The Civil Support Unit also prepares and tracks Real Property foreclosures and is available to assist the public with civil paperwork. The Word Processing Unit is responsible for providing clerical support to the Enforcement Command staff as well as the Specialized Units such as Detectives.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of warrants received and entered	14,344	15,000	16,414	15,000
Outcome	Number of protective orders received and entered	2,478	2,500	2,116	2,500
Output	Number of law enforcement records entered	8,332	8,500	8,616	8,500
Output	Number of LEDS/NCIC records validated (PO, Warrants, Others)	24,868	23,000	17,904	23,000

### Performance Measure - Description

Performance measures for the Enforcement Support Unit are generated from monthly reports which are compiled from daily tally sheets. The Warrants entered performance measure is verified by a SWIS report. The report numbers issued performance measure is generated out of PPDS.

**Legal/Contractual Obligation**

ORS 206.010 General duties of sheriff. (3) Execute the process and orders of the courts of justice or of judicial officers, when delivered to the sheriff for that purpose, according to law. (4) Execute all warrants delivered to the sheriff for that purpose by other public officers, according to law.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$2,084,733	\$0	\$2,001,040	\$0
Contracts	\$12,581	\$0	\$12,896	\$0
Materials & Supplies	\$49,123	\$0	\$50,354	\$0
Internal Services	\$29,545	\$0	\$28,163	\$0
Total GF/non-GF:	<b>\$2,175,982</b>	<b>\$0</b>	<b>\$2,092,453</b>	<b>\$0</b>
Program Total:	<b>\$2,175,982</b>		<b>\$2,092,453</b>	
Program FTE	25.00	0.00	24.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$40,000	\$0	\$40,000	\$0
<b>Total Revenue:</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$0</b>

**Explanation of Revenues**

Tow Fees - \$30,000  
 Report Request Fees - \$9,000  
 Report Here Fees - \$1,000

These amounts are based on what was received in year previous.

**Significant Program Changes**

✔ **Significantly Changed**

**Last year this program was:** #60061, MCSO Enforcement Division Support  
 For FY 2013, in order to meet constraint, 1.0 FTE was reduced in this Program Offer.

**Lead Agency:** Sheriff  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Monte Reiser

### Executive Summary

The Patrol Unit protects citizens residing and/or recreating in unincorporated Multnomah County by responding to emergencies, patrolling neighborhoods, performing traffic safety duties and providing education throughout the communities. Patrol provides emergency preparedness, assistance and intervention as part of the treatment service continuum. Patrol deputies and sergeants develop and implement community policing projects utilizing community based policing principles and frontline human services while providing safety to citizens.

### Program Description

Patrol provides 24/7 protection of life and property for visitors and residents living in the unincorporated areas of Multnomah County. They provide protection services by responding to service calls through the 911 system, non-emergency dispatch or self-initiated field activities. Deputies are the first responders to any emergency requiring an immediate response. Working with schools, businesses and neighborhood associations, deputies seek to understand community needs and use problem solving skills to assess, investigate, and intervene in criminal and gang related activities. Criminal intervention sometimes results in disruption of the family unit and deputies use social service providers to help stabilize children and families through housing, health and mental health services. Traffic safety through education and intervention provides safe streets and highways to access commerce and recreation opportunities for the community. A visible public safety system is critical for citizens in feeling safe at home, school, work, and play. Evidence through the Bureau of Justice Administration studies shows that community policing is a proven and historical strategy to community safety. The Patrol Unit works actively with citizen groups and neighborhood associations to develop agreed upon response plans for identified problems. The Patrol Unit provides the introduction of county wide social service programs to the community.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Calls for service	67,654	80,000	50,084	50,100
Outcome	Number of arrests generated from calls for service	2,811	3,000	2,662	2,800
Outcome	Average response time (minutes)	15	15	15	15

### Performance Measure - Description

Calls for service includes self initiated and dispatched incidents. Response time is for dispatched calls only. Data from BOEC.

Patrol calls for service increased starting in FY09-10 due to the policy change of logging "extra patrol" (which includes patrol in contract cities) as a self initiated call.

The VCAD system was implemented in April 2011. This system changed how "extra patrol" is captured. It is no longer captured in the monthly BOEC data downloads and a new report has been requested from BOEC.

Arrest data from DSSJ cubes.

**Legal/Contractual Obligation**

ORS 206.010, General duties of sheriff ORS 204.635, Deputies of sheriff; special appointment, authority of; liability of ORS 206.210, Authority of sheriff over organization of office ORS 206.345, Contracts with cities, authority under contract ORS 401.560, Search and Rescue, responsibilities of sheriff.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$5,144,515	\$165,530	\$5,181,809	\$281,747
Contracts	\$2,196	\$0	\$2,251	\$0
Materials & Supplies	\$97,836	\$26,438	\$100,282	\$64,841
Internal Services	\$610,420	\$15,028	\$605,056	\$27,336
Total GF/non-GF:	<b>\$5,854,967</b>	<b>\$206,996</b>	<b>\$5,889,398</b>	<b>\$373,924</b>
Program Total:	<b>\$6,061,963</b>		<b>\$6,263,322</b>	
Program FTE	36.70	0.30	36.70	0.30
<b>Program Revenues</b>				
Indirect for dep't Admin	\$10,695	\$0	\$20,542	\$0
Intergovernmental	\$399,854	\$119,996	\$407,851	\$313,924
Other / Miscellaneous	\$0	\$87,000	\$0	\$60,000
<b>Total Revenue:</b>	<b>\$410,549</b>	<b>\$206,996</b>	<b>\$428,393</b>	<b>\$373,924</b>

**Explanation of Revenues**

\$32,537-Maywood Pk (2% COLA increase from Prev. Year)  
 \$375,314-Wood Village (2% COLA increase from Prev. Year)  
 \$7,000-reimbursement for past hazardous materials activities from the Oregon Fire Marshal  
 \$31,924-Summer Patrol for the US Forest Service  
 \$20,000-Summer Patrol for the Oregon State Parks  
 \$25,000-OSSA Seat Belt Patrol Grant  
 \$25,000-OSSA DUII Patrol Grant  
 \$60,000-ODOT Construction Zone Patrol Services  
 \$100,000-Truck Inspection Services for ODOT  
 \$10,000-Carry-over from FY 12 NIMS Grant  
 \$20,000-Bullet-proof Vest Grant  
 \$75,000-Washington DC Presidential Inauguration Task Force

**Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #60063, MCSO Patrol

Moved 1.0 FTE from program offer 60060 MCSO Enforcement Admin to this program offer.

Cut 1.0 Sgt FTE position in order to fund 2.0 FTE Support Staff in Program Offer 60066B MCSO Detectives.

**Lead Agency:** Sheriff  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Monte Reiser

### Executive Summary

The Civil Unit is the enforcement arm of the civil and probate court system. Notice and enforcement actions originate through the civil, probate, and family courts and are processed through the delivery and services made by this unit. Civil enforcement actions are statutorily mandated to the Sheriff.

### Program Description

The Civil Unit is the ministerial arm of the Circuit Court. All court actions are initiated through a written notification to parties of a pending action and these documents are delivered by the Civil Unit. Through the Civil Unit, court orders to seize and sell property, satisfy landlord/tenant actions, and enforce child custody disputes are enforced in an objective, fair, and equitable manner in compliance with Oregon statutes and rules on civil procedure. Through probate court, families, police officers and other interested parties seek involuntary commitment for allegedly mentally ill persons suffering from episodes so debilitating that they are a danger to themselves or others. The Civil Unit deputy locates, transports, and provides security for the person and the court. When domestic violence threatens the family unit, deputies in the Civil Unit serve domestic violence restraining orders to protect family members from violence and aggressive behavior.

Civil Unit deputies experience incidents of physical resistance when performing their duties. In particular, evictions may involve subjects who barricade themselves requiring a substantial dedication of resources and time. Often times, these incidents require the skill of the Multnomah County Special Weapons and Tactics Team to perform a measured response tactical entry into the residence to execute the eviction while providing safety for nearby citizens. Persons subject to the court's orders have threatened to kill uniformed staff, displayed firearms, discharged firearms, and fortified apartments and homes to prevent the court action. It is routine for persons to hide within dwellings to avoid being contacted by civil deputies. A balanced public safety system provides citizens the ability and right to address their grievances in a safe, fair and equitable manner.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of individuals served through civil process	12,960	14,300	14,400	14,400
Outcome	Percent successfully served documents	80.0%	80.0%	80.0%	80.0%
Outcome	Percent protective orders served	80.0%	80.0%	80.0%	80.0%
Output	Number of evictions	738	750	800	800

### Performance Measure - Description

Data from the "Civil Process" data base.

**Legal/Contractual Obligation**

ORS 107.720-730, 206.010-070 and 180, 433.355, 93.530 and Chapter 23. Oregon Rules on Civil Procedure Rule 7

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2012	2012	2013	2013
<b>Program Expenses</b>				
Personnel	\$1,528,041	\$0	\$1,330,115	\$0
Contracts	\$1,098	\$0	\$1,125	\$0
Materials & Supplies	\$37,854	\$0	\$38,800	\$0
Internal Services	\$120,281	\$0	\$86,587	\$0
Total GF/non-GF:	<b>\$1,687,274</b>	<b>\$0</b>	<b>\$1,456,627</b>	<b>\$0</b>
Program Total:	<b>\$1,687,274</b>		<b>\$1,456,627</b>	
Program FTE	13.00	0.00	11.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$150,000	\$0	\$150,000	\$0
Intergovernmental	\$196,500	\$0	\$196,500	\$0
<b>Total Revenue:</b>	<b>\$346,500</b>	<b>\$0</b>	<b>\$346,500</b>	<b>\$0</b>

**Explanation of Revenues**

Civil Process Fees - \$150,000  
 Circuit Court Revenue - \$191,500  
 State Extradition Reimbursement - \$5,000

These amounts are based on what has been received in years previous.

**Significant Program Changes**

✔ **Significantly Changed**

**Last year this program was:** #60064, MCSO Civil Process

In FY 2012, in order to meet constraint, 1.0 FTE was reduced in this Program Offer. Another 1.0 FTE was moved to The Warrants Task Force Program Offer.



**Lead Agency:** Sheriff  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Brett Elliott

### Executive Summary

The Sheriff's River Patrol Unit partners with the Oregon State Marine Board, the Port of Portland, U.S. Coast Guard to provide safe commercial and recreational access and passage to the county's 110 miles of waterways along the Columbia River, Willamette River, Sandy River and Multnomah Channel. The River Patrol Unit provides law enforcement and search and rescue services to all river, lake, shoreline and island locations in Multnomah County.

### Program Description

The River Patrol Unit provides protection and intervention for the numerous county moorages, marinas, and houseboat communities. The country's fifth largest port requires unobstructed ingress and egress of commercial ship movement into the region. Marine deputies respond to all life threatening marine calls for service such as boat collisions, drowning, missing persons, and environmental hazards. Deputies provide boater safety, education, and intervention through classroom, boat inspection and enforcement activities. It is crucial for the local economy that cargo vessels, carrying consumer products, efficiently transport these goods in a timely and efficient manner. In FY 2011, the Port of Portland moved 12,310,919 short tons of cargo through its facilities and there were 510 calls to port terminals by ocean-going vessels. Community livability contributes to a thriving economy and access to work, cultural, and recreational activity is an important element of a thriving economy. River Patrol participates in regional multi-agency marine security drills to promote efficient coordination of first responder resources. This unit provides critical infrastructure security protection along Multnomah County waterways. The Oregon State Marine Board contributes approximately one third of the funding needs for the Sheriff's Office River Patrol. River patrol is key to emergency preparedness on/near the regional waterways; they participate in numerous agency collaborations and are a significant function to a visible public safety system.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Hours of community water safety education	186	125	181	125
Outcome	Number of citizens issued boater examination reports, warning, and citations	4,056	3,555	3,680	3,555

### Performance Measure - Description

Data from Oregon State Marine Board LE Coordinator Dale Flowers (503-378-2613). "Number of citizens issued boater examination reports, warning, and citations" includes the following boater contact types: HIN Insp, Pass MTR, Fail w/warn MTR, Fail w/cite MTR, Pass NM, Fail w/warn NM, and Fail w/cite NM. Education hours are based on Marine Board data from July 2011 to April 2, 2012.

**Legal/Contractual Obligation**

Patrol operates under ORS Chapter 830 and contracts with the Oregon State Marine Board.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,449,657	\$650,309	\$1,440,385	\$698,881
Contracts	\$17,181	\$0	\$17,611	\$0
Materials & Supplies	\$72,138	\$37,559	\$123,942	\$40,481
Internal Services	\$182,008	\$60,119	\$197,024	\$63,480
Capital Outlay	\$83,053	\$0	\$33,053	\$380,517
Total GF/non-GF:	<b>\$1,804,037</b>	<b>\$747,987</b>	<b>\$1,812,015</b>	<b>\$1,183,359</b>
Program Total:	<b>\$2,552,024</b>		<b>\$2,995,374</b>	
Program FTE	9.75	5.25	9.00	6.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$42,785	\$0	\$46,598	\$0
Fees, Permits & Charges	\$0	\$35,000	\$0	\$10,000
Intergovernmental	\$0	\$712,987	\$0	\$1,034,842
Other / Miscellaneous	\$1,400	\$0	\$1,400	\$138,517
<b>Total Revenue:</b>	<b>\$44,185</b>	<b>\$747,987</b>	<b>\$47,998</b>	<b>\$1,183,359</b>

**Explanation of Revenues**

State Fuel Tax Rebate - \$1,400

Oregon Marine Board Service Contract for Waterways. Amount per Memo on 12/01/11 from OMB. - \$776,842

Government Island Contract amount for River Patrol Service - \$16,000

Reimbursement for Fuel and Technical Services on boats from other jurisdictions - \$10,000

Fiscal Year 2012 UASI Grant funding for a Dive Boat - \$242,000

Carry-over from the sales of boats and barges during the 2012 Fiscal Year for the purchase of a new boat in FY 13 - \$138,517

**Significant Program Changes**

**Last year this program was:** #60065A, MCSO River Patrol

Major Purchases/Projects:

Boat 8 Retrofit – repair project to be completed within budgeted capital funds

Boat 6 (jet sled) replacement – to be funded by an OMB grant on July 1st and also from sales of surplus boats

Willamette Boathouse - replacement needed, funding not identified

Columbia River Headquarters - renovation needed, funding not identified

Portage building renovation - METRO is proposing to fund and then paid back with a long term lease, an MOU is currently under development.

**Lead Agency:** Sheriff

**Program Contact:** Ned Walls

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This program provides for investigation of all crimes, including those involving homicide, sexual assault, burglary, fraud and theft to citizens and business, crimes against children, the elderly and property crimes.

County-wide services provided by the Sheriff's Office includes investigations of crimes committed against children by use of technology (INTERCEPT).

### Program Description

Detectives investigate all crimes that are not concluded by patrol deputies. The Detective Unit is responsible for responding to the scenes of crimes, conducting preliminary and follow-up investigations, preparing the required investigative reports, preparing an analysis of the report, apprehending the suspect, preparing the case for a successful prosecution, and testifying in court. The MCSO Detectives are part of the East County Major Crimes Team. The Countywide Investigation program funds the Sheriff's Office participation in several inter-agency teams. These teams are able to pool resources and leverage personnel for more effective results.

The INTERCEPT detective works in a multi-Sheriff Office and Department of Justice team in the tri-county jurisdiction. This detective investigates state and federal laws relating to crimes against children, child pornography, child exploitation and the use of computers to promote these crimes.

The Elder Abuse detective also works in a multidisciplinary team that works together to help keep seniors safe and investigates crimes against the elderly. The primary purpose of the Elder Abuse Detective is to help victims – current victims, future victims, potential victims. When elders are financially abused the best way to help them is to give them a sense of justice through effective investigation and prosecution which can result in restitution as part of the judgment. This detective works directly and is housed with Multnomah County Adult Protective Services.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Total cases investigated	1,055	1,200	1,200	1,200
Outcome	Total cases cleared	342	800	500	500
Output	Person crime cases investigated	123	250	120	150
Outcome	Person crime cases cleared	81	150	75	100

### Performance Measure - Description

Data from Law Enforcement Associates Data Technologies caseload database.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$1,030,935	\$59,032	\$1,210,041	\$8,236
Contracts	\$7,105	\$1,840	\$7,283	\$11,757
Materials & Supplies	\$26,056	\$0	\$26,706	\$2,500
Internal Services	\$94,171	\$160	\$95,393	\$1,881
Total GF/non-GF:	<b>\$1,158,267</b>	<b>\$61,032</b>	<b>\$1,339,423</b>	<b>\$24,374</b>
Program Total:	<b>\$1,219,299</b>		<b>\$1,363,797</b>	
Program FTE	7.00	1.00	8.00	0.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$114	\$0	\$1,414	\$0
Intergovernmental	\$0	\$59,032	\$0	\$17,374
Other / Miscellaneous	\$0	\$2,000	\$0	\$7,000
<b>Total Revenue:</b>	<b>\$114</b>	<b>\$61,032</b>	<b>\$1,414</b>	<b>\$24,374</b>

**Explanation of Revenues**

Donations towards Cold Case Unit - \$2000

Donations towards the Kyron Horman Case - \$5000

Cold Case Grant - Total grant amount is \$34,749 covering the period 10/01/11 - 9/30/12. Anticipating half unspent when we get into FY 13.

**Significant Program Changes**

✔ **Significantly Changed**

**Last year this program was:** #60066, MCSO Detectives, INTERCEPT, Elder Abuse

Moved 1.0 FTE from program offer 60060 MCSO Enforcement Admin to this program offer.

**Lead Agency:** Sheriff

**Program Contact:** Ned Walls

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:** Backfill State/Federal/Grant

### Executive Summary

The Sheriff's Office Law Enforcement Division provides for investigations for all crimes to include: homicide, sexual assault, burglary, crimes against children, crimes against the elderly, property crimes along with those involving fraud and or theft to citizens, business' and visitors, and Sex Offender registration.

This program offer would add an OA2 for INTERCEPT and an Investigative Technician to the Detective Unit.

### Program Description

The INTERCEPT OA2 supports the detectives who work in a team comprised of detectives from multi county Sheriff Offices and the Department of Justice in the tri-county area. INTERCEPT investigates crimes against children, child pornography, child exploitation and the use of computers and the internet to promote these crimes. INTERCEPT's mission is to protect Oregon's children from on-line predators through community education and the identification, apprehension and prosecution of those who commit internet crimes against children.

The second position is the Investigative Technician hired for the Kyron Horman Task Force. The Detective Unit has a great need for an Investigative Technician to run the Rapid Start Investigative software program to manage investigative leads, original reports and the tip line. Since the Investigative Technician's addition to the Kyron Horman case, the entire detective unit has come to rely on that position to support them in their investigations.

The Detectives Investigation Technician would continue to support the Kyron Horman Investigation, the four general assignment detectives, Elder Abuse investigations, Human Trafficking, Jail Investigations, Metro, and both DVERT and CAT as needed.

Their duties which are needed include performing highly responsible and complex administrative duties and investigative support with computer research to fund, scrutinize, interpret, compile and analyze material from various entities and computer systems. Some of the databases utilized are: CAD, LEDS, NCIC, OSIN, PPDS, SWIS, DA Crimes, OJIN, CRIMES, MCA&T, Accurant, Open Online, RISS, WISN and EPIC.

Information gleaned from these databases is supplied to investigators in the office and oftentimes in the field while deputies are engaged in investigations and/or operations. This information helps ensure office safety and that the suspects are identified prior to an arrest being made which reduces liability.

These positions play an active role in helping to coordinate investigations, case activities and information with other state, local, out of state, and federal agencies as well as with the public. These positions are also the only support staff assigned to these units, responsible for all support functions. This includes organizing files, keeping records, responding to outside requests for information, and ordering supplies. These positions also can set appointments and screen calls and visitors, determining the priority and proper course of action for these contacts which can include responding to confidential and sensitive subjects and requests.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output		0	0	0	0
Outcome		0	0	0	0

### Performance Measure - Description

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$0	\$0	\$130,836	\$0
Total GF/non-GF:	\$0	\$0	\$130,836	\$0
Program Total:	\$0		\$130,836	
Program FTE	0.00	0.00	2.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

✔ Significantly Changed

**Last year this program was:**  
This program offer was funded by cutting 1.0 Sgt FTE position in the 60063 MCSO Patrol Program Offer.

**Lead Agency:** Sheriff  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Ned Walls

### Executive Summary

This program provides for the investigation of crimes involving the sale, distribution, and manufacturing of dangerous drugs. The Special Investigations Unit is charged with the responsibility for enforcing state narcotics laws, prostitution activities, and assist with advanced surveillance of major criminal cases. The magnitude of each of these investigative areas requires that priorities be established to determine allocation of resources. Enforcement of narcotics laws is so important that first priority within the Special Investigations Unit will be narcotics investigations. Emphasis is placed on narcotics distributors who are suppliers to street level dealers, as well as suppliers to other distributors which are referred to as mid to upper mid level narcotics traffickers. Drug investigations will center on the drugs which are most abused in the Multnomah County. SIU is a local law enforcement resource for investigating and apprehending suspects involved in domestic and/or foreign Human Trafficking of children. \*SIU spent the first quarter of FY11 assigned to the Kyron Horman Investigation.

### Program Description

The purpose of the Special Investigations Unit (SIU) is to investigate illegal drug activities in the Metro area, and other criminal activity as directed by the Sheriff. The unit conducts criminal investigations of street level illicit drug activity, up to and including the prosecution of federal narcotics crimes. Investigations often lead to Drug Trafficking Organizations (DTO's) that transport and eventually sell dangerous drugs for a profit. SIU investigations take them into areas considered hazardous to health and public safety. Investigations conducted by the SIU detectives have resulted in indictments and prosecutions in numerous meth lab cases. SIU coordinates clean up of drug labs. With the changing needs and priorities of our communities, SIU has modified its mission over the past several years to accommodate the significant impacts of Methamphetamine and other dangerous drugs infesting our neighborhoods, schools, recreational areas and work places. Statistics show that about 90% of all crime can be attributed to dangerous drugs in our community. The SIU program is partially funded through grants, revenues received from forfeitures and federal case funding.

SIU has the responsibility to proactively identify, investigate, prepare the required investigative reports, apprehend the suspect(s), prepare the case for a successful prosecution and testify in court in all cases dealing with illegal drugs and vice activities.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	SIU drug cases	252	300	182	182
Outcome	Percent of SIU drug cases that are methamphetamine	32.0%	30.0%	50.0%	50.0%
Output	Number of searches	96	110	75	75
Outcome	Percent of searches resulting in an arrest	100.0%	100.0%	99.0%	99.0%

### Performance Measure - Description

Data are compiled from an Excel database reported monthly.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$594,522	\$420,938	\$605,747	\$126,626
Contracts	\$0	\$33,722	\$0	\$8,431
Materials & Supplies	\$3,587	\$12,874	\$3,676	\$10,242
Internal Services	\$63,142	\$40,862	\$42,354	\$12,161
Total GF/non-GF:	<b>\$661,251</b>	<b>\$508,396</b>	<b>\$651,777</b>	<b>\$157,460</b>
Program Total:	<b>\$1,169,647</b>		<b>\$809,237</b>	
Program FTE	5.00	2.00	5.00	0.25
<b>Program Revenues</b>				
Indirect for dep't Admin	\$29,081	\$0	\$9,138	\$0
Fees, Permits & Charges	\$0	\$10,000	\$0	\$10,000
Intergovernmental	\$0	\$478,396	\$0	\$97,460
Other / Miscellaneous	\$0	\$20,000	\$0	\$50,000
<b>Total Revenue:</b>	<b>\$29,081</b>	<b>\$508,396</b>	<b>\$9,138</b>	<b>\$157,460</b>

**Explanation of Revenues**

Federal Forfeiture share from DEA/FBI/US Marshal - \$30,000  
 Auto Auction sales on seized vehicles - \$10,000  
 Civil/Local Forfeitures - \$50,000  
 Marijuana Eradication Funding - \$8,000

The above amounts are based on what has been received in years previous.

Balance of PDX JAG Grant left to pay for .25 FTE in FY 13 - \$34,079  
 Meth JAG Grant through Sept of 2012 - \$25,381

**Significant Program Changes**

✔ Significantly Changed

**Last year this program was:** #60067A, MCSO Special Investigations Unit  
 In FY 2013, Reduced by 1.75 FTE due to expired grant funding.



**Lead Agency:** Sheriff

**Program Contact:** Ned Walls

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Since their inception in October 2007, the Multnomah County Sheriff's Office very successful Warrant Strike Team has helped to reduce the number of outstanding arrest warrants in Multnomah County by 42%. Excessive unserved warrants are a problem Multnomah County shares with many other jurisdictions and the primary cause of this problem is the lack of resources to arrest warrant subjects. Warrant backlogs keep wanted persons from being held accountable for their actions and threaten public safety. Four full-time deputies are currently assigned to the Warrant Strike Team. This program was originally purchased with a General Fund Contingency. This program is necessary to serve misdemeanor and felony warrants which benefits citizens by removing wanted subjects from our neighborhoods, preventing crime and associated costs to future victims and potential prosecutorial cost savings.

### Program Description

The purpose of this program is to reduce the number of felony and misdemeanor warrant offenders that currently reside in Multnomah County. The Warrant Strike Team is responsible for arresting persons with felony and misdemeanor warrants issued by the courts to include warrants for Measure 11 offenses. In May of 2007, Multnomah County Commissioner Lisa Naito produced a "3 step action plan to address the excessive number of outstanding warrants in Multnomah County". This plan included funding for the addition of two deputies to the Multnomah County Sheriff's Office Law Enforcement Division in the creation of this program. Members of MCSO met with local police agencies and the Multnomah County District Attorney's Office to establish initial operating protocols to include the prioritization of warrants to be served by strike team deputies. After the initial implementation period, strike team members identified two areas necessitating a request for two additional deputies. The two areas identified were safety/inmate transport and the need to address the large number of individuals residing/visiting with "out of area" warrants. MCSO, the Board of Commissioners and District Attorney's Office sponsored an effort to fund two additional deputy sheriffs to the Warrant Strike Team. The Multnomah County Sheriff's Office Warrant Strike Team is charged by the Multnomah County Board of Commissioners and the State of Oregon (ORS 206.010) to serve felony and misdemeanor warrants issued in Multnomah County, Oregon. The Warrant Strike Team operates in partnership with the Multnomah County District Attorney's office where the team's primary office is located. The Warrant Strike Team works closely with DA's office members to prioritize and manage the execution of specific warrants. This program has had a positive impact on the number of wanted persons arrested and number of attempt service of warrants which assists the DA's office in addressing "speedy trial" issues. The Warrant Strike Team is also going to tackle the increasing number of out of compliance sex offenders. According to the State Police as of January 18th there were 804 in Multnomah County, a number of those already have arrest warrants, those are going to be targeted by WST.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Total warrant service attempts	733	750	1,150	1,150
Outcome	Total warrants served	309	300	400	400
Outcome	Total warrant arrests	278	250	375	375

### Performance Measure - Description

Data compiled from an Excel database reported monthly.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$488,494	\$0	\$655,383	\$0
Contracts	\$2,547	\$0	\$2,611	\$0
Materials & Supplies	\$11,035	\$0	\$11,311	\$0
Internal Services	\$22,527	\$0	\$22,167	\$0
Capital Outlay	\$36,078	\$0	\$36,078	\$0
Total GF/non-GF:	<b>\$560,681</b>	<b>\$0</b>	<b>\$727,550</b>	<b>\$0</b>
Program Total:	<b>\$560,681</b>		<b>\$727,550</b>	
Program FTE	4.00	0.00	5.00	0.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$0	\$16,500	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,500</b>	<b>\$0</b>

**Explanation of Revenues**

\$16,500 - Reimbursement for participation on the US Marshal Fugitive Task Force.

**Significant Program Changes**

**Last year this program was:** #60068A, MCSO Warrant Task Force

Added a Warrant Strike Team Sergeant mid-year FY12 to better coordinate the warrant program as well as work in conjunction with the US Marshal for warrants served in Multnomah County. This is expected to bring in an additional \$16,500 in overtime reimbursement revenue to the general fund.

**Lead Agency:** Sheriff

**Program Contact:** Becky Child

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The citizens of Oregon have designated certain activities to be regulated to facilitate a safe and livable community. Through an alarm permitting program, burglar alarms are regulated to enhance police response alarms.

### Program Description

The False Alarm Reduction Program regulates burglary and robbery alarms in unincorporated Multnomah County and through collaborative contracts with east Multnomah County cities. Alarm regulation increases the probability that police respond to a valid alarm, saving scarce Public Safety resources. False alarm penalties promote good equipment maintenance technology. False alarm response is a non-productive use of police time and resources. Current and valid permits as well as properly functioning alarms promote safety through quick response. Citizens using alarms partner with police to promote safety in their community.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of alarm events	2,700	2,500	2,500	2,500
Outcome	Number of false alarms dispatches completed	1,750	1,750	1,750	1,750
Output	Number of alarm permits issued	585	900	1,000	1,000
Output	Number of alarm renewed permits	5,784	6,000	6,000	6,000

### Performance Measure - Description

The performance measures for the Alarms Unit are all generated out of SAP.

**Legal/Contractual Obligation**

Alarm permitting is mandated in Unincorporated by MCC 15.703 and contracts with the cities of Gresham, Troutdale, Fairview, Wood Village and Maywood Park.

**Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$126,130	\$0	\$120,885
Contracts	\$0	\$149,824	\$0	\$145,637
Materials & Supplies	\$0	\$2,566	\$0	\$2,566
Internal Services	\$0	\$38,249	\$0	\$37,683
Total GF/non-GF:	<b>\$0</b>	<b>\$316,769</b>	<b>\$0</b>	<b>\$306,771</b>
Program Total:	<b>\$316,769</b>		<b>\$306,771</b>	
Program FTE	0.00	1.50	0.00	1.50
<b>Program Revenues</b>				
Indirect for dep't Admin	\$18,119	\$0	\$17,806	\$0
Fees, Permits & Charges	\$0	\$178,248	\$0	\$168,248
Other / Miscellaneous	\$0	\$138,521	\$0	\$138,523
<b>Total Revenue:</b>	<b>\$18,119</b>	<b>\$316,769</b>	<b>\$17,806</b>	<b>\$306,771</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #60069, MCSO Alarm Program

**Lead Agency:** Sheriff

**Program Contact:** Becky Child

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The citizens of Oregon have designated certain activities to be regulated to facilitate a safe and livable community. The issuance of concealed handgun licenses ensures safe, appropriate, and legal carrying of concealed handguns.

### Program Description

The Concealed Handgun Unit investigates applicants and issues concealed handgun licenses to those who meet the legal standards set by Oregon Statutes. The Unit monitors existing licenses and if needed revokes licenses for reason designated in the Oregon Statutes. The Concealed Handgun Unit processes renewal notifications on a monthly basis and responds to questions from the public regarding the application process and other handgun related issues. A secondary function of the Concealed Handgun Unit is the issuance of Expedited Court Access ID cards. These applications are processed using the existing Concealed Handgun software system. Expedited Court Access ID Cards are issued as a courtesy to people who regularly are needing access to the Multnomah County Courthouse for their employment.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	New/renew concealed handgun permit applications	5,300	5,000	4,074	5,000
Outcome	New/transfer/renewal concealed handgun permits issued	5,753	4,500	4,716	4,500
Outcome	New denials and valid concealed handgun permits revoked	197	150	190	150
Output	Number of Courthouse ID's issued	1,031	600	948	800

### Performance Measure - Description

Performance Measures for the CHL Unit are mostly generated out of the PERMITS system which is the licensing computer system. New Applications received are hand tallied on a calendar.

**Legal/Contractual Obligation**

Concealed Handgun licensing is mandated by ORS 166.291-297.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$229,266	\$0	\$205,513
Contracts	\$0	\$31,577	\$0	\$30,000
Materials & Supplies	\$1,199	\$3,000	\$1,229	\$30,433
Internal Services	\$22,887	\$30,459	\$8,396	\$25,264
Total GF/non-GF:	<b>\$24,086</b>	<b>\$294,302</b>	<b>\$9,625</b>	<b>\$291,210</b>
Program Total:	<b>\$318,388</b>		<b>\$300,835</b>	
Program FTE	0.00	3.00	0.00	3.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$16,834	\$0	\$16,902	\$0
Fees, Permits & Charges	\$1,000	\$294,302	\$1,000	\$291,210
Intergovernmental	\$100,000	\$0	\$100,000	\$0
<b>Total Revenue:</b>	<b>\$117,834</b>	<b>\$294,302</b>	<b>\$117,902</b>	<b>\$291,210</b>

**Explanation of Revenues**

Facility Access Photo ID Card Fee - \$101,000. This amount is based on previous years' revenue collection.

**Significant Program Changes**

Last year this program was: #60070, MCSO Concealed Handgun Permits

**Lead Agency:** Sheriff

**Program Contact:** Monte Reiser

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This program supports the Sheriff's Office participation in the TriMet Transit Police. TriMet police officers are funded through TriMet to maintain a safe transit system.

### Program Description

Transit police ensure a safe transit system by performing preventative patrol on TriMet's buses, trains and at TriMet's facilities, including the Portland Transit Mall. Deputies search for explosives and suspicious objects or behavior. TriMet transit police investigate crimes committed on TriMet property including those involving trespass and disorderly conduct. Transit deputies work in uniform and the unit has a plainclothes detail.

TriMet is a municipal corporation providing public transportation extensively throughout the three county Portland metro area. During fiscal year 2009, residents and visitors boarded a bus, MAX, or WES train 101.5 million times. TriMet carries more people per capita than any other comparable US transit system of similar size. TriMet's top priority is maintaining a safe transit system. Transit police deputies patrol TriMet vehicles and facilities.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of calls for service	4,630	5,750	2,290	2,290
Outcome	Number of reported offenses for TriMet violations	5,361	5,100	5,328	5,328
Output	Number of TriMet exclusions	256	200	236	236

### Performance Measure - Description

Calls for service data are from PPDS CAD and VCAD tactical inquiry. Note: VCAD started in April 2011. This changed how some data are collected.

Number of reported offenses for TriMet from PPDS tactical inquiry, offense "998."

Exclusion data are also from PPDS tactical inquiry, offense "9981."

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$729,649	\$0	\$741,052
Internal Services	\$0	\$63,771	\$0	\$62,026
Total GF/non-GF:	<b>\$0</b>	<b>\$793,420</b>	<b>\$0</b>	<b>\$803,078</b>
Program Total:	<b>\$793,420</b>		<b>\$803,078</b>	
Program FTE	0.00	6.00	0.00	6.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$45,384	\$0	\$46,612	\$0
Intergovernmental	\$0	\$793,420	\$0	\$803,078
<b>Total Revenue:</b>	<b>\$45,384</b>	<b>\$793,420</b>	<b>\$46,612</b>	<b>\$803,078</b>

**Explanation of Revenues****Significant Program Changes**

Last year this program was: #60071, MCSO TriMet Transit Police



**Lead Agency:** Sheriff  
**Program Offer Type:** Existing Operating  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** Ned Walls

### Executive Summary

MCSO, in partnership with the Department of Justice, the local U. S. Attorney, and other stakeholders, provides public awareness of human trafficking, identifies victims of severe trafficking, and assists victims who are willing to cooperate in the investigation of traffickers to obtain continued presence and/or a temporary visa.

### Program Description

MCSO will develop training materials for officers and investigators to improve their identification of human trafficking victims. In addition to providing training to police officers, MCSO will also train its jail and court personnel to identify trafficking victims who may have been overlooked by police and other investigators. A key component of this training is the development of written protocols and resource manuals that enhance coordination and sharing of information and resources between law enforcement agencies and victims service providers. MCSO will develop protocols for resource referral and service provisions for U.S victims of human trafficking versus alien victims of trafficking. MCSO and its task force partners will define the role for its law enforcement and service provider partners in training others in the community, such as medical personnel, landlords, transportation industry personnel, fire marshals, code enforcement, health inspectors, and others to identify the signs of human trafficking. Since the passage of the Trafficking and Violence Protection Act of 2000, human trafficking continues to be a major concern in the Pacific Northwest. Oregon's character as a port of entry, the known intensity of human trafficking along the I-5 corridor, and its large agricultural industry, make Oregon a haven for coerced labor activity and sexual exploitation of individuals for commercial gain. The I-5 corridor is a known transport artery for not only illegal drugs, but also human trafficking, carrying victims from as far south as San Diego through Oregon to as far north as Vancouver, British Columbia. Local, state, and federal law enforcement have worked on over fifty sex trafficking cases of both domestic and international victims, a fraction of suspected activity in Oregon. Local law enforcement agencies, including MCSO, have also seen an increase in illegal drug dealing by persons who may have been coerced into drug dealing.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of investigations assigned	29	50	32	30
Outcome	Number of victims located	64	55	50	57
Output	Training hours re human trafficking provided to law enforcement and civilians	112	200	140	125

### Performance Measure - Description

Data from hand counts.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$36,999	\$88,184	\$37,736	\$88,049
Contracts	\$0	\$7,000	\$0	\$7,000
Materials & Supplies	\$10,302	\$17,941	\$0	\$17,941
Internal Services	\$0	\$9,887	\$0	\$9,457
Total GF/non-GF:	<b>\$47,301</b>	<b>\$123,012</b>	<b>\$37,736</b>	<b>\$122,447</b>
Program Total:	<b>\$170,313</b>		<b>\$160,183</b>	
Program FTE	0.30	0.70	0.30	0.70
<b>Program Revenues</b>				
Indirect for dep't Admin	\$7,036	\$0	\$7,107	\$0
Intergovernmental	\$0	\$123,012	\$0	\$122,447
<b>Total Revenue:</b>	<b>\$7,036</b>	<b>\$123,012</b>	<b>\$7,107</b>	<b>\$122,447</b>

**Explanation of Revenues**

Anti-Human Trafficking Grant funding .70 FTE Detective - \$122,447

**Significant Program Changes**

Last year this program was: #60073, MCSO Human Trafficking Task Force

**Lead Agency:** Sheriff

**Program Contact:** Ned Walls

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Metro serves Clackamas, Multnomah and Washington counties, and the 25 cities in the Portland metropolitan area. One of Metro's principle missions is to protect open space and parks. Within this mission, the MCSO Metro Services Unit consists of a detective who enforces disposal laws and Metro's rules and regulations for disposal and 2 Corrections Deputies that are in charge of two Inmate Work Crews assigned to cleaning up illegal dump sites.

### Program Description

Through a contract with Metro, a regional government that serves Multnomah, Clackamas, and Washington counties, the Sheriff's Office provides one detective to combat illegal dumping. The Detectives in this unit have knowledge of applicable laws and ordinances and work to enforce these laws. This includes (but is not limited to): investigation and surveillance of companies that haul waste to determine if they are disposing of solid waste properly, investigation of incidents of illegal dumping, coordination of efforts to curtail problems and educate stakeholders with issues associated with solid waste, surveillance of chronic dump sites, and the coordination of the legal removal of chronic transient camps. Illegal dumping is a crime. Illegal dumping is a major problem that raises significant concerns with regard to safety, property values, and quality of life in our community. In addition, it is a major economic burden on local government, which is typically responsible for cleaning up dump sites. If not addressed, illegal dumps often attract more waste, potentially including hazardous wastes such as asbestos, household chemicals and paints, automotive fluids, and commercial or industrial wastes. Health risks associated with illegal dumping are significant. Metro protects open space and parks, plans for land use and transportation, and manages garbage disposal and recycling for 1.3 million residents in three counties and 25 cities in the Portland, Oregon, region. The MCSO Metro Services Unit combats illegal dumping.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number flow control and regulatory cases cited	14	10	14	15
Outcome	Dollar amount of flow control and regulatory penalties	14,665	60,000	12,000	12,500

### Performance Measure - Description

✔ Measure Changed

Per Steve Kraten of METRO: The numbers are for the program as a whole and do not reflect the actions of any single individual. Numbers are for flow control cases only.

Compared with previous years, the number of flow control cases cited is much higher, yet the amount of the penalties is much less. This reflects a change in our enforcement strategy that places more emphasis on deterrence. Previously, our strategy was to build strong cases against a few violators and to exact fairly substantial penalties. This often required weeks or months of painstaking surveillance. Our current strategy is to have the detectives interview flow control violators as soon as a violation is discovered, educate the violator regarding the Metro flow control system, and quickly bring the violator into the system as a fee and tax paying participant.

"Number of illegal dumping cases cited" and "Dollar amount of illegal dumping penalties" have been removed.

Data from METRO's internal case load manager.

**Legal/Contractual Obligation**

Contract with Metro.

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$365,871	\$0	\$376,176
Contracts	\$0	\$1,200	\$0	\$1,200
Internal Services	\$0	\$32,082	\$0	\$31,586
Total GF/non-GF:	<b>\$0</b>	<b>\$399,153</b>	<b>\$0</b>	<b>\$408,962</b>
Program Total:	<b>\$399,153</b>		<b>\$408,962</b>	
Program FTE	0.00	3.00	0.00	3.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$22,832	\$0	\$23,737	\$0
Intergovernmental	\$0	\$399,153	\$0	\$408,962
<b>Total Revenue:</b>	<b>\$22,832</b>	<b>\$399,153</b>	<b>\$23,737</b>	<b>\$408,962</b>

**Explanation of Revenues****Significant Program Changes**Last year this program was: #60074, MCSO Metro Services

**Lead Agency:** Sheriff

**Program Contact:** Ned Walls

**Program Offer Type:** Existing Operating

**Related Programs:** 25040A

**Program Characteristics:**

### Executive Summary

Domestic Violence (DV) Victim Services & Coordination provides in-person services for 5,600 victims and children, management of grant-funded projects and coordination of multi-jurisdiction government and community responses. Research shows that these core services reduce re-assault of victims, and thus help to reduce violent crime in the county. This program offer funds a detective position as a member of the DV Enhanced Response Team.

### Program Description

Multnomah County expends \$11 million in criminal justice costs (jail, prosecution and probation supervision) annually, and DV costs the community another \$10 million in lost wages, health care and other costs. Services funded in this offer include: centralized access and crisis response (24,600 calls); safe emergency shelter or motel vouchers (990 women and children); civil legal advocacy insuring safety after separation (2,800 victims); mobile advocacy and rent assistance (650 women and children); and culturally specific services for Latinas, Russians, African Americans, Native Americans, immigrants/refugees, and sexual minorities (800 women and children). Evidence-based practices include emergency shelters, which reduce re-assault by 50%, and civil legal services, which reduce DV homicides. This program offer also includes grant-funded projects that serve an additional 310 victims and children: services to increase long-term self-sufficiency; services for victims and their children involved in Child Welfare; and DV Enhanced Response Team (DVERT) which is a collaborative response to high risk offenders and their victims. DVERT has reduced recidivism of the high risk offenders in DVERT by 30% and increased victims' safety and their confidence in the criminal justice system. Coordination includes staffing the Family Violence Coordinating Council to provide a forum for collaborative efforts such as training, policy and program development and implementation, and system-wide problem-solving. The 43 member organizations represent the criminal justice system, victim services, health care, batterers intervention, elected officials and others. In addition, the offer supports the development of the Gateway one-stop victim center.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of victims and children served	449	500	450	450
Outcome	Total people served	500	0	500	500

### Performance Measure - Description

✓ **Measure Changed**

Number served includes all clients and their children receiving in-person services provided by CGF, HUD or SHAP funds (ongoing funding).

"Number of cases presented for prosecution" was changed to "Total people served."

Data from Multnomah County DVERT coordinator Becky Bangs.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$67,060	\$44,707	\$72,364	\$48,244
Total GF/non-GF:	<b>\$67,060</b>	<b>\$44,707</b>	<b>\$72,364</b>	<b>\$48,244</b>
Program Total:	<b>\$111,767</b>		<b>\$120,608</b>	
Program FTE	0.60	0.40	0.60	0.40
<b>Program Revenues</b>				
Intergovernmental	\$0	\$44,707	\$0	\$48,244
Total Revenue:	<b>\$0</b>	<b>\$44,707</b>	<b>\$0</b>	<b>\$48,244</b>

**Explanation of Revenues**

2nd of 2 year DVERT Grant funding .40 FTE of a Detective - \$48,244

**Significant Program Changes**

Last year this program was: #60076A, MCSO Domestic Violence Enhanced Response Team

**Lead Agency:** Sheriff

**Program Contact:** Monte Reiser

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This program is the result of the Executive budget decision to increase services to the Corbett community. MCSO protects citizens residing and/or recreating in unincorporated Multnomah County, including Corbett, by responding to emergencies, patrolling neighborhoods, performing traffic safety duties and providing education. The Corbett Community Resource Deputy will assist the community with emergency preparedness, safety education, and perform general liaison work on behalf of MCSO.

This Community Resource Deputy coordinates and manages the Corbett Volunteer Citizen Patrol. This project increases safety and livability of the Columbia River Gorge.

### Program Description

MCSO provides 24/7 public safety coverage for the residents living in the unincorporated areas of Multnomah County, including Corbett. Deputies are first responders to any emergency requiring an immediate response. Working with schools, businesses and neighborhood associations, deputies seek to understand community needs and using problem solving skills to assess, investigate, and intervene in criminal and gang related activities. Criminal intervention sometimes results in disruption of the family unit and deputies use social service providers to help stabilize children and families through housing, health, and mental health services. Traffic safety through education and intervention provides safe streets to access commerce and recreation opportunities of the community. This program coordinates the execution of these responsibilities for the Corbett community. A visible public safety system is a critical factor to citizens feeling safe at home, school, work, and play. Evidence through the Bureau of Justice Administration studies shows that community policing is a proven and historical strategy to community safety.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of community meetings attended by CRO	144	150	144	144
Outcome	Number of incidents Corbett	0	0	590	590

### Performance Measure - Description

Assumes CRO attendance at three meetings per week or 12/month. The position of Corbett Community Resource Office began in October 2008.

"Number of incidents responded to in patrol dist 50" was changed to "Number of incidents in Corbett." Data are estimated based on July 2011 to March 2012 data that come from the CRO monthly reports.

BOEC's VCAD was implemented in April 2011. This system does not capture "extra patrol" incidents. BOEC is working on a report for this data.

Legal/Contractual Obligation

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$123,328	\$0	\$125,785	\$0
Materials & Supplies	\$4,774	\$0	\$4,893	\$0
Total GF/non-GF:	\$128,102	\$0	\$130,678	\$0
Program Total:	\$128,102		\$130,678	
Program FTE	1.00	0.00	1.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last year this program was: #60077, MCSO Corbett Community Resource Deputy



**Lead Agency:** Sheriff  
**Program Offer Type:** Support  
**Related Programs:**  
**Program Characteristics:**

**Program Contact:** David Rader

### Executive Summary

The Logistics Unit manages the Sheriff's Office fleet operations. This includes procurement and installation of electronic technology for fleet vehicles. This unit oversees maintenance and building modifications for the Sheriff's Office. Additional responsibilities are equipping personnel, processing evidence seized, and controlling agency communication needs.

### Program Description

The Logistics Fleet Section is responsible for the acquisition, repair, and maintenance of approximately 180 vehicles, utilizing a variety of vendors including coordination with the County Shops. The Logistics' Evidence Section is responsible for the safe keeping of evidence and the public's property and then returning property to the rightful owner; the unit returns approximately \$25,000 in unclaimed cash to the General Fund annually. Along with the Fleet and Property duties, Logistics ensures that equipment, supplies and uniform needs are met for Public Safety personnel so that they can, then, perform their duties and tasks at an optimal level. They also coordinate radio template upgrades, activation and deletion of Mobile Data Computers & 800 MHz radios with COMNET, a necessary part of the emergency communications within the Portland Metro area. Logistics is an integral support for both the Law Enforcement and Corrections operational functions in the Sheriff's Office. Functions such as fleet, radio and evidence handling are critical to operations.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of evidence exhibits received, processed and bar-coded	9,800	10,000	10,484	10,450
Outcome	Number of cases closed and disposed	3,370	2,200	2,767	2,700
Output	Number of uniform requisitions/invoices reconciled	750	600	679	650

### Performance Measure - Description

"Number of evidence exhibits received, processed and bar-coded" and "Number of cases closed and disposed" data from the internal evidence database. This is a new bar-coding system called "File On Q." Data provided by LPT Tom Mitchell, LE Evidence Room Tech. Tom also maintains a separate spread sheet as a check and balance on U drive.

"Number of uniform requisitions/invoices reconciled" data from an internal database. Paid invoices or reconciled invoices are pulled from SAP. Data are provided by LPT Cory Reyes.

**Legal/Contractual Obligation**

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$262,661	\$0	\$401,088	\$0
Contracts	\$1,082	\$0	\$1,109	\$0
Materials & Supplies	\$10,201	\$0	\$10,456	\$0
Internal Services	\$565,863	\$0	\$645,843	\$0
Total GF/non-GF:	<b>\$839,807</b>	<b>\$0</b>	<b>\$1,058,496</b>	<b>\$0</b>
Program Total:	<b>\$839,807</b>		<b>\$1,058,496</b>	
Program FTE	3.00	0.00	4.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

**Significant Program Changes** ✔ **Significantly Changed**

**Last year this program was:** #60078A, MCSO Logistics Unit  
 This program offer increased by 1.0 FTE.

**Lead Agency:** Sheriff

**Program Contact:** David Rader

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Auxiliary Services support Corrections and Law Enforcement staff, arrestees, pre-trial inmates, sentenced offenders, other agencies and the public. The Auxiliary Services Unit is responsible for the MCSO Warehouse operation, receiving/distribution, purchasing, and contracts and requisitions for inmate commissary.

### Program Description

A Buyer facilitates the purchase of items in an expeditious and cost effective manner, while working with Central Purchasing as needed. Receiving/distribution of items is routed through the Warehouse. Deliveries to nine MCSO facilities are required daily or bi-weekly. Purchasing, warehousing and receiving/distribution functions ensure that items utilized by MCSO are procured in a fiscally responsible manner and with the safety and security of staff and inmates as the highest priority.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Total dollar value of purchase orders placed	3,059,320	3,000,000	3,469,139	3,450,000
Outcome	Total number of delivery stops made	2,916	3,000	2,969	2,900

### Performance Measure - Description

"Total dollar value of purchase orders placed" from SAP, data provided by Gwen Tyler.

"Total number of delivery stops made" from internal daily, monthly spreadsheet, data provided by EPT Robert Sumpter.

Legal/Contractual Obligation

Oregon Jail Standards:  
Commissary: G03.01.00, G03.01.01, G03.02.00, G03.02.01, G03.02.02, G03.02.03, G03.02.04,G03.03.00,G03.03.01,G03.03.02

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2012	2012	2013	2013
Personnel	\$801,601	\$0	\$819,544	\$0
Contracts	\$541	\$0	\$555	\$0
Materials & Supplies	\$14,443	\$0	\$14,804	\$0
Internal Services	\$122,976	\$0	\$129,144	\$0
Total GF/non-GF:	\$939,561	\$0	\$964,047	\$0
Program Total:	\$939,561		\$964,047	
Program FTE	7.77	0.00	7.77	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last year this program was: #60079, MCSO Procurement and Warehouse

**Lead Agency:** Sheriff

**Program Contact:** David Rader

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

Auxiliary Services support Corrections and Law Enforcement staff, arrestees, pre-trial inmates, sentenced offenders, other agencies and the public. The Auxiliary Services Unit is responsible for inmate property and laundry. Services provided to inmates include storage of personal property/clothing/funds, laundry distribution and sewing services.

### Program Description

Secure storage of inmate property/clothing/funds starts with accurate verification of all items inventoried at booking on a 24/7 basis. Additional property responsibilities include bail checks, property and money releases and preparation of all out-of-county transports through MCSO facilities. Clean laundry and linen products are provided to inmates bi-weekly. Sewing services are provided to mend and prolong the life of inmate jail clothing and alterations to staff uniforms.

Property staff ensures inmates' personal possessions are stored in a secure and respectful manner and that all funds associated with an inmate are accounted for.

The Property Unit interacts with the US Marshal's, Immigration and Customs Enforcement (ICE), the Northwest Shuttle System, all Oregon counties, attorneys, Courts and the public.

Laundry ensures that inmates are provided with clean clothing/linen and inmates learn job skills by working in the laundry. Laundry services are also provided to Juvenile Detention and Traditional Project's Warming Center.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Pounds of clean laundry processed for inmates	1,252,293	1,270,000	1,108,370	1,100,000
Outcome	Total paid claims regarding lost/missing inmate property	6	6	3	5
Outcome	Total bookings/releases processed by Property	73,157	73,800	71,600	71,500

### Performance Measure - Description

"Pounds of clean laundry processed for inmates" data from an internal daily spreadsheet that is maintained on the MCSO shared drive. Data provided by EPT Mike Branson.

"Total paid claims regarding lost/missing inmate property" data provided by Farrell & Associates.

"Total booking/releases processed by Property" data from Planning and Research, Mobius Report 703 (bookings) and Cognos query 'Releases 010107 Forward.imr' (releases). Data from SWIS.

**Legal/Contractual Obligation**

Revised Statutes: Property: 133.455, 169.076 Laundry: 169.076, 169.077 Property/laundry services are mandated and must be provided regardless of number of inmates incarcerated. Oregon Jail Standards

**Revenue/Expense Detail**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
	2012	2012	2013	2013
<b>Program Expenses</b>				
Personnel	\$1,943,133	\$0	\$1,868,907	\$0
Contracts	\$0	\$0	\$1,000	\$0
Materials & Supplies	\$127,935	\$0	\$130,135	\$0
Internal Services	\$218,200	\$0	\$233,188	\$0
Total GF/non-GF:	<b>\$2,289,268</b>	<b>\$0</b>	<b>\$2,233,230</b>	<b>\$0</b>
Program Total:	<b>\$2,289,268</b>		<b>\$2,233,230</b>	
Program FTE	20.00	0.00	19.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues****Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #60080, MCSO Property and Laundry

For FY 2013, in order to meet constraint, 1.0 FTE was reduced in this Program Offer.

**Lead Agency:** Sheriff

**Program Contact:** David Rader

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Inmate Welfare Fund (IWF), overseen by Sheriff's Command Staff and civilian members, provides services to arrestees, pretrial inmates and sentenced offenders including banking, commissary and phone service. Through the profits of commissary items, telephone usage and other sources, IWF provides direct services and products that otherwise might not be funded for the benefit of the inmates. The Commissary Unit is a self-sustaining program which draws no revenue from either the IWF or the General Fund.

### Program Description

The IWF trust fund provides an in-house banking system that enables inmates to safely deposit funds and utilize these funds for numerous purposes, including, but not limited to the purchase of commissary items. The revenues from commissary and other services provide revenue to the IWF, which in turn allows the IWF to offer additional services including chaplains, recreational items, and tools for social and educational development and assisting inmates who are indigent. The IWF is fully funded by profits from the inmates, for the inmates. Commissary, which is part of the IWF, successfully provides culturally compatible products to inmates at competitive pricing. Furthermore, these profits pay for the jail chaplaincy program which meets prisoner needs regarding religious expression and legal requirements, and contributes to housing tranquility.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Total number of commissary orders filled for inmates	53,984	55,000	51,299	52,000
Outcome	Total dollars of commissary sales	699,001	750,000	661,202	662,000

### Performance Measure - Description

Data from the Inmate Accounting System (SWIS).

**Legal/Contractual Obligation**

Charter 6.50(1)

Operational Procedures 06.106.010 – 06.106.088

**Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
	2012	2012	2013	2013
<b>Program Expenses</b>				
Personnel	\$0	\$339,976	\$0	\$326,603
Contracts	\$0	\$1,024	\$0	\$1,024
Materials & Supplies	\$0	\$317,555	\$0	\$317,555
Internal Services	\$0	\$58,098	\$0	\$56,156
Total GF/non-GF:	<b>\$0</b>	<b>\$716,653</b>	<b>\$0</b>	<b>\$701,338</b>
Program Total:	<b>\$716,653</b>		<b>\$701,338</b>	
Program FTE	0.00	3.73	0.00	3.73
<b>Program Revenues</b>				
Indirect for dep't Admin	\$40,993	\$0	\$40,707	\$0
Fees, Permits & Charges	\$0	\$716,653	\$0	\$701,338
<b>Total Revenue:</b>	<b>\$40,993</b>	<b>\$716,653</b>	<b>\$40,707</b>	<b>\$701,338</b>

**Explanation of Revenues**

Commissary Sales to Inmates - \$701,338. This amount is based on sales from previous years.

**Significant Program Changes**Last year this program was: #60081, MCSO Commissary



**Lead Agency:** Sheriff

**Program Contact:** Monte Reiser

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:**

### Executive Summary

This program provides for the continued participation of the Sheriff's Office in the East Metro Gang Enforcement Team (EMGET). East Multnomah County and the cities therein have experienced a significant increase in crime, much of which can be attributed to a parallel increase in gang-related activity. The overall community has felt this in the form of increased violent crime (threats, physical assaults, stabbings, shootings, and homicides); high levels of property crimes, high levels of "quality of life" crimes (such as drugs, prostitution / human trafficking, and vandalism); a heightened community fear of crime and the criminal gang element; which all have significant negative impacts to the actual and perceived safety and security of area residents and business, but also contributes to an overall decline in the quality of life and community perception of self worth.

### Program Description

MCSO participates in the interagency East Metro Gang Enforcement Team (EMGET). No individual law enforcement agency can adequately respond to this unique threat to life, property, and quality of life that has no jurisdictional bounds. As a result, we have banded together with partner East County law enforcement agencies to seek grants; improve interagency and interdisciplinary communications; coordinate field efforts, records, and information databases; empower residents and businesses to present a united front to counter gang activity; work in close cooperation with social services to address the issues that led persons into gangs and in preventative measures for those at risk for joining gangs; and collectively working with specifically assigned members of the District Attorney's Office to prosecute the gang involved criminal conduct. All these collective efforts are to identify gang members; reduce actual and feared gang related criminal activity; empower the community to unite against gang activities and influence; and provide enhanced and focused law enforcement efforts to reduce actual and feared gang related criminal activity.

In areas east of 162nd Avenue, the EMGET provides focused investigative assets towards gang related violent and other high impact neighborhood crimes; conducts proactive measures to prevent gang related crimes and activities; provides expertise to regular field staff and the community in gang issues; and collaborates with other criminal justice partners, social services, and neighborhoods to identify gang related issues and solve gang related problems. Criminal Justice partners include but are not limited to the Transit Police Detail, Portland Police Bureau, area School Resource Officers, Gresham Police Department, Fairview Police Department, Multnomah County Sheriff's Office, Multnomah County Department of Community Justice, Troutdale Police Department, and the US Marshall's Service. The deputy on EMGET is part of a close knit collaborative team also comprised of Police Officers from the cities of Troutdale, Fairview, and Gresham. The EMGET uses a multitude of high and low tech tools and techniques such as surveillance, plain clothes personnel, traffic stops, and subject stops to identify gang members, gather intelligence, document criminal activity, and detect and apprehend persons conducting or wanted for criminal acts.

Presentations are made in high schools, middle schools, and community and business groups in regards to deterring gang involvement, gang involved activities, united strategies for dealing with gang related activities, and lessening the actual or perceived level of gang related crimes in order to empower the students, community members, and businesses. The EMGET also works with the Oregon Department of Justice to document confirmed gang members in a statewide database.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of cases referred to DA for prosecution	138	100	122	125
Outcome	Number of weapons seized	36	55	30	30

### Performance Measure - Description

Data from EMGET, Gresham Police Administrative Assistant Rachel Miller - 503-618-2253.

**Legal/Contractual Obligation****Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$0	\$0	\$0	\$246,538
Internal Services	\$0	\$0	\$0	\$21,153
Total GF/non-GF:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$267,691</b>
Program Total:	<b>\$0</b>		<b>\$267,691</b>	
Program FTE	0.00	0.00	0.00	2.00
<b>Program Revenues</b>				
Indirect for dep't Admin	\$0	\$0	\$15,507	\$0
Intergovernmental	\$0	\$0	\$0	\$267,691
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,507</b>	<b>\$267,691</b>

**Explanation of Revenues**

State of Oregon, Oregon Youth Authority grant extension was able to fund 2.0 Gang Enforcement Detectives in FY 2012 and FY 2013 - \$267,173

**Significant Program Changes**
 **Significantly Changed**

**Last year this program was:** #60084, MCSO Gang Enforcement Deputy

This was a FY 2012 Mid-year addition and not part of the FY 2012 Adopted budget. This grant funds 2.0 FTE Gang Enforcement Detectives for two years.