

MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
ROOM 606, COUNTY COURTHOUSE
1021 S.W. FOURTH AVENUE
PORTLAND, OREGON 97204

GLADYS McCOY • CHAIR • 248-3308
PAULINE ANDERSON • DISTRICT 1 • 248-5220
GARY HANSEN • DISTRICT 2 • 248-5219
RICK BAUMAN • DISTRICT 3 • 248-5217
SHARRON KELLEY • DISTRICT 4 • 248-5213
CLERK'S OFFICE • 248-3277

AGENDA

MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

FOR THE WEEK OF

APRIL 13 - 17, 1992

Monday, April 13, 1992 - 9:30 AM - Budget Hearing. Page 2
Monday, April 13, 1992 - 1:30 PM - Budget Review/Hearing . . Page 2
Tuesday, April 14, 1992 - 9:30 AM - Board Briefing Page 3
Tuesday, April 14, 1992 - 10:00 AM - Agenda Review Page 3
Tuesday, April 14, 1992 - 7:00 PM - Budget Hearing Page 3
Sheriff's Office/Auditorium
12240 NE Glisan, Portland
Wednesday, April 15, 1992 - 7:00 PM - Budget Hearing Page 3
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland
Thursday, April 16, 1992 - 9:30 AM - Regular Meeting Page 3
Friday, April 17, 1992 - 9:30 AM - Budget Hearing. Page 5
Friday, April 17, 1992 - 1:30 PM - Budget Work Session . . . Page 5

Thursday Meetings of the Multnomah County Board of Commissioners are recorded and can be seen at the following times:

Thursday, 10:00 PM, Channel 11 for East and West side subscribers
Friday, 6:00 PM, Channel 22 for Paragon Cable (Multnomah East) subscribers
Saturday 12:00 PM, Channel 21 for East Portland and East County subscribers

Monday, April 13, 1992 - 9:30 AM - 12:00 PM
Multnomah County Courthouse, Room 602

BUDGET HEARING

- BH-1 Department Presentation, Citizens Budget Advisory Committee Presentation and Board Discussion, (Approximately 45 Minutes) Followed by Opportunity for Public Testimony Regarding the DISTRICT ATTORNEY'S BUDGET.
- BH-2 Department Presentation, Citizens Budget Advisory Committee Presentation and Board Discussion, (Approximately 45 Minutes) Followed by Opportunity for Public Testimony Regarding the DEPARTMENT OF LIBRARY SERVICES BUDGET.
-

Monday, April 13, 1992 - 1:30 - 5:00 PM
Multnomah County Courthouse, Room 602

BUDGET REVIEW FOLLOWED BY PUBLIC TESTIMONY

- BH-3 From 1:30 to 3:00 PM, Department Presentations, Citizens Budget Advisory Committee Presentations and Board Discussion. From 3:00 to 5:00 PM, Opportunity for Public Testimony Regarding INTERNAL AND EXTERNAL NON-DEPARTMENTAL BUDGETS.

Budget Review Schedule

- 1) Auditor and Auditor CBAC
 - 2) Citizens Involvement Committee and Non-Departmental CBAC
 - 3) Chair
 - Board Clerk
 - Affirmative Action
 - County Counsel
 - Emergency Management
 - 4) Board of Commissioners
 - 5) City/County Organizations
 - Metro Arts Commission
 - Metro Human Relations Commission
 - PMCoA
 - 6) County Supplements
 - Extension Service
 - Oregon Historical Society
 - East and West Soil and Water Conservation District
 - 7) Management Support Services
 - Finance
 - Purchasing
 - Employee Services
 - Labor Relations
 - Risk Management
 - Planning and Budget
-

Tuesday, April 14, 1992 - 9:30 AM
Multnomah County Courthouse, Room 602

BOARD BRIEFING

- B-1 Presentation and Discussion of the April 1, 1992 Multnomah County Youth Action Plan Task Force Draft Report. Presented by Harold Ogburn and Judge Linda Bergman.
-

Tuesday, April 14, 1992 - 10:00 AM
Multnomah County Courthouse, Room 602

AGENDA REVIEW

- B-2 Review of Agenda for Regular Meeting of April 16, 1992.
-

Tuesday, April 14, 1992 - 7:00 PM
Sheriff's Office/Auditorium
12240 NE Glisan, Portland

BUDGET HEARING

- BH-3 Opportunity for Public Testimony Regarding the 1992-1993 Multnomah County Budget.
-

Wednesday, April 15, 1992 - 7:00 PM
Multnomah County Courthouse, Room 602

BUDGET HEARING

- BH-1 Opportunity for Public Testimony Regarding the 1992-1993 Multnomah County Budget.
-

Thursday, April 16, 1992 - 9:30 AM
Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

DEPARTMENT OF ENVIRONMENTAL SERVICES

- C-1 FINAL ORDER Denying PR 6-91, ZC 6-91, CS 6-91, and WRG 7-91 in the Matter of the Review of the Planning Commission Decision Which Denied the Proposed "Alder Creek Marina", in an EFU Zoning District
- C-2 FINDINGS OF FACT, CONCLUSIONS AND ORDER for CS 3-92 and HV 2-92 in the Matter of the Appeal of the Application of Interstate Mobilephone Company dba Cellular One for Approval of Conditional Use to Install a Cellular Telephone Transmitter and for Approval of Variances to Permit Reduced Front and Side Yard Setbacks

DEPARTMENT OF SOCIAL SERVICES

- C-3 Ratification of Amendment No. 5 to the Intergovernmental Agreement Between Multnomah County, Developmental Disabilities Program Office and Oregon Health Sciences University, Child Development and Rehabilitation Center, Providing Increased Work Activity Center Services Funds

PUBLIC CONTRACT REVIEW BOARD

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

- C-4 Ratification of an Intergovernmental Agreement Between Multnomah County and Washington County Education Service District, to Allow the District to Purchase Herman Miller Furnishings in Accordance with Multnomah County Contract Bid #B43-100-6044

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

REGULAR AGENDA

JUSTICE SERVICES

SHERIFF'S OFFICE

- R-1 NOTICE OF INTENT Requesting Approval to Apply for a Bureau of Justice Assistance Grant for a Drug Abuse Resistance Education (D.A.R.E.) Enhancement for Unserved Portland Public Schools Program to be Conducted Jointly by Portland School District Police and Multnomah County Sheriff's Deputies

NON-DEPARTMENTAL

- R-2 RESOLUTION in the Matter of Rules to Process Petitions for Statutory Ways of Necessity
- R-3 RESOLUTION in the Matter of Adopting a Final Regional Strategy Document for Submission to the Oregon Economic Development Department for Funding Consideration Under the Regional Strategies Program in the 1991-93 Biennium

DEPARTMENT OF SOCIAL SERVICES

- R-4 Opportunity for PUBLIC TESTIMONY and Request for Board Approval in the Matter of Requests for Transfer of Certain Tax Foreclosed Property to Local Agencies Pursuant to County Housing Affordability Demonstration Program Guidelines
- R-5 First Reading of an ORDINANCE to be Adopted in Partnership with the Cities of Portland and Gresham to Create a Housing and Community Development Commission (HCDC), Advisory to the Jurisdictions Participating in the Multnomah County Comprehensive Housing Affordability Strategy (CHAS)
- R-6 Ratification of an Intergovernmental Agreement Between Multnomah County, Social Services Division Youth Program

Office and Oregon Community Children and Youth Services Commission, Providing Grant Funds to be Contracted to International Refugee Center of Oregon for the Southeast Asian Youth Services Project, from April 1, 1992 through December 31, 1992

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-7 Request for Approval of the Multnomah County Information Systems Plan for FY 1992-93
- R-8 ORDER Setting a Hearing Date in the Matter of the Request for Approval to Transfer Tax Foreclosed Property to the City of Portland, Oregon
- R-9 ORDER Setting a Hearing Date in the Matter of the Request for Approval to Transfer Tax Foreclosed Property to the City of Gresham, Oregon

DEPARTMENT OF HEALTH

- R-10 Request for Approval of Revision to EMERGENCY MEDICAL SERVICES (EMS) RULE 6.32-090 (Establishment of User Fees), Requiring Payment of Fees Based Upon the Provider's Percentage of 9-1-1 Medical Transports Adjusted for Collectability of Patient Charges
- R-11 NOTICE OF INTENT Requesting Approval to Apply for an Outreach and Primary Health Services for Homeless Children and Children at Risk of Homelessness Grant from the Public Health Service
- R-12 Budget Modification MCHD #4 Requesting Authorizing to Increase the Health Department Budget, Support Services Division, to Reflect a Contract with the State Health Division and Oregon Medical Assistance Program, to Provide State Wide Informational Services (SafeNET) through the Health Department

Friday, April 17, 1992 - 9:30 AM
Multnomah County Courthouse, Room 602

BUDGET HEARING

- BH-1 Department Presentation, Citizens Budget Advisory Committee Presentation and Board Discussion, (Approximately 45 Minutes) Followed by Opportunity for Public Testimony Regarding the DEPARTMENT OF COMMUNITY CORRECTIONS BUDGET.

Friday, April 17, 1992 - 1:30 PM
Multnomah County Courthouse, Room 602

BUDGET WORK SESSION

- WS-2 Board Work Session Regarding the 1992-1993 Multnomah County Budget.

ANNOTATED MINUTES

Monday, April 13, 1992 - 9:30 AM - 12:00 PM
Multnomah County Courthouse, Room 602

BUDGET HEARING

- BH-1 Department Presentation, Citizens Budget Advisory Committee Presentation and Board Discussion, (Approximately 45 Minutes) Followed by Opportunity for Public Testimony Regarding the DISTRICT ATTORNEY'S BUDGET.

**SARAH LAMB, MICHAEL SCHRUNK AND KELLY BACON
PRESENTATION, DISCUSSION AND RESPONSE TO BOARD
QUESTIONS.**

- BH-2 Department Presentation, Citizens Budget Advisory Committee Presentation and Board Discussion, (Approximately 45 Minutes) Followed by Opportunity for Public Testimony Regarding the DEPARTMENT OF LIBRARY SERVICES BUDGET.

**BILL NAITO AND GINNIE COOPER PRESENTATION AND
RESPONSE TO BOARD QUESTIONS.**

Monday, April 13, 1992 - 1:30 - 5:00 PM
Multnomah County Courthouse, Room 602

BUDGET REVIEW FOLLOWED BY PUBLIC TESTIMONY

- BH-3 From 1:30 to 3:00 PM, Department Presentations, Citizens Budget Advisory Committee Presentations and Board Discussion. From 3:00 to 5:00 PM, Opportunity for Public Testimony Regarding INTERNAL AND EXTERNAL NON-DEPARTMENTAL BUDGETS.

Budget Review Schedule

- 1) Auditor and Auditor CBAC
- 2) Citizens Involvement Committee and Non-Departmental CBAC
- 3) Chair
 - Board Clerk
 - Affirmative Action
 - County Counsel
 - Emergency Management
- 4) Board of Commissioners
- 5) City/County Organizations
 - Metro Arts Commission
 - Metro Human Relations Commission
 - PMCoA
- 6) County Supplements
 - Extension Service
 - Oregon Historical Society
 - East and West Soil and Water Conservation District

7)

Management Support Services

*Finance
Purchasing
Employee Services
Labor Relations
Risk Management
Planning and Budget*

GARY BLACKMER, JEREMY GRAND, MICHAEL SCHULTZ, JOHN LEGRY, ROBIN BLOOMGARDEN, JUDY HADLEY, HANK MIGGINS, ROBERT PHILLIPS, JAN CAMPBELL, DAVE WARREN, BILL BULICK, STEVE YOUNG, BECKY WEHRLI, PAUL SUNDERLAND, CHET ORLOFF, MERLIN REYNOLDS, LILLIE WALKER AND JEAN MILEY PRESENTATION AND RESPONSE TO BOARD QUESTIONS.

VICE-CHAIR KELLEY PROPOSED AN AMENDMENT TO THE MHRC BUDGET. COMMISSIONER ANDERSON PROPOSED AMENDMENTS TO THE MHRC, MAC, AFFIRMATIVE ACTION, PLANNING AND BUDGET, EMERGENCY MANAGEMENT, CHAIR AND COMMISSIONERS BUDGETS. COMMISSIONER BAUMAN PROPOSED AMENDMENTS TO THE MAC AND PMCoA BUDGETS. COMMISSIONER HANSEN PROPOSED AMENDMENTS TO THE EXTENSION SERVICE AND COMMISSIONERS BUDGETS.

CLETES MOORE, JULIE DIETZLER, CHARLES RAPP, DEAN KATTERHEINRICH, LIZA ANDREW-MILLER, RENEE HYLTON AND CLAIR KLOCK TESTIMONY IN SUPPORT OF VARIOUS FUNDING REQUESTS.

*Tuesday, April 14, 1992 - 9:30 AM
Multnomah County Courthouse, Room 602*

BOARD BRIEFING

B-1 *Presentation and Discussion of the April 1, 1992 Multnomah County Youth Action Plan Task Force Draft Report. Presented by Harold Ogburn and Judge Linda Bergman.*

HAL OGBURN AND JUDGE LINDA BERGMAN PRESENTATION AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION. ARDYS CRAGHEAD RESPONSE TO BOARD QUESTIONS. BOARD DISCUSSION OF DONALD E. LONG FACILITY FUNDING OPTIONS SCHEDULED FOR FRIDAY, APRIL 17, 1992 AFTERNOON BUDGET WORK SESSION.

*Tuesday, April 14, 1992 - 10:00 AM
Multnomah County Courthouse, Room 602*

AGENDA REVIEW

B-2 Review of Agenda for Regular Meeting of April 16, 1992.

*R-4 STAFF DIRECTED TO PROVIDE DATA CONCERNING
ADMINISTRATIVE COSTS EXPENDED ON
DEMONSTRATION PROGRAM.*

*Tuesday, April 14, 1992 - 7:00 PM
Sheriff's Office/Auditorium
12240 NE Glisan, Portland*

BUDGET HEARING

*BH-3 Opportunity for Public Testimony Regarding the 1992-1993 Multnomah County
Budget.*

***PUBLIC TESTIMONY ON VARIOUS PROGRAM FUNDING
REQUESTS.***

*Wednesday, April 15, 1992 - 7:00 PM
Multnomah County Courthouse, Room 602*

BUDGET HEARING

*BH-1 Opportunity for Public Testimony Regarding the 1992-1993 Multnomah County
Budget.*

***PUBLIC TESTIMONY ON VARIOUS PROGRAM FUNDING
REQUESTS.***

*Thursday, April 16, 1992 - 9:30 AM
Multnomah County Courthouse, Room 602*

REGULAR MEETING

*Chair Gladys McCoy convened the meeting at 9:31 a.m., with Vice-Chair Sharron
Kelley, Commissioners Pauline Anderson and Gary Hansen present.*

CONSENT CALENDAR

***UPON MOTION OF COMMISSIONER KELLEY, SECONDED
BY COMMISSIONER HANSEN, CONSENT CALENDAR
ITEMS C-1 THROUGH C-3 WERE UNANIMOUSLY
APPROVED.***

DEPARTMENT OF ENVIRONMENTAL SERVICES

- C-1 *FINAL ORDER Denying PR 6-91, ZC 6-91, CS 6-91, and WRG 7-91 in the Matter of the Review of the Planning Commission Decision Which Denied the Proposed "Alder Creek Marina", in an EFU Zoning District*

ORDER 92-49.

- C-2 *FINDINGS OF FACT, CONCLUSIONS AND ORDER for CS 3-92 and HV 2-92 in the Matter of the Appeal of the Application of Interstate Mobilephone Company dba Cellular One for Approval of Conditional Use to Install a Cellular Telephone Transmitter and for Approval of Variances to Permit Reduced Front and Side Yard Setbacks*

ORDER 92-50.

DEPARTMENT OF SOCIAL SERVICES

- C-3 *Ratification of Amendment No. 5 to the Intergovernmental Agreement Between Multnomah County, Developmental Disabilities Program Office and Oregon Health Sciences University, Child Development and Rehabilitation Center, Providing Increased Work Activity Center Services Funds*

PUBLIC CONTRACT REVIEW BOARD

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

- C-4 *Ratification of an Intergovernmental Agreement Between Multnomah County and Washington County Education Service District, to Allow the District to Purchase Herman Miller Furnishings in Accordance with Multnomah County Contract Bid #B43-100-6044*

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER ANDERSON, C-4 WAS UNANIMOUSLY APPROVED.

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

REGULAR AGENDA

JUSTICE SERVICES

SHERIFF'S OFFICE

- R-1 *NOTICE OF INTENT Requesting Approval to Apply for a Bureau of Justice Assistance Grant for a Drug Abuse Resistance Education (D.A.R.E.) Enhancement for Unserved Portland Public Schools Program to be Conducted Jointly by Portland School District Police and Multnomah County Sheriff's Deputies*

UPON MOTION OF COMMISSIONER ANDERSON,

SECONDED BY COMMISSIONER HANSEN, R-1 WAS UNANIMOUSLY APPROVED.

NON-DEPARTMENTAL

R-2 RESOLUTION in the Matter of Rules to Process Petitions for Statutory Ways of Necessity

UPON MOTION OF COMMISSIONER ANDERSON, SECONDED BY COMMISSIONER KELLEY, RESOLUTION 92-51 WAS UNANIMOUSLY APPROVED.

Commissioner Rick Bauman arrived at 9:35 a.m.

R-3 RESOLUTION in the Matter of Adopting a Final Regional Strategy Document for Submission to the Oregon Economic Development Department for Funding Consideration Under the Regional Strategies Program in the 1991-93 Biennium

UPON MOTION OF COMMISSIONER ANDERSON, SECONDED BY COMMISSIONER KELLEY, RESOLUTION 92-52 WAS UNANIMOUSLY APPROVED.

DEPARTMENT OF SOCIAL SERVICES

R-4 Opportunity for PUBLIC TESTIMONY and Request for Board Approval in the Matter of Requests for Transfer of Certain Tax Foreclosed Property to Local Agencies Pursuant to County Housing Affordability Demonstration Program Guidelines

CECILE PITTS EXPLANATION AND RESPONSE TO BOARD QUESTIONS. MAYFIELD WEBB, GEORGE HANSEN, DAN LaGRANDE, NANCY GORSHE, VIVIAN GRUBB AND JEFF MERKLEY TESTIMONY IN SUPPORT OF PROPERTY REQUESTS AND RESPONSE TO BOARD QUESTIONS. COMMISSIONER BAUMAN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF RECOMMENDED TRANSFERS. BOARD COMMENTS. ORDER 92-53 TRANSFERRING TAX FORECLOSED PROPERTIES TO THE HOUSING AUTHORITY OF PORTLAND AND PROVIDENCE ELDER/PLACE FOR DEVELOPMENT OF HOUSING FOR SENIORS UNANIMOUSLY APPROVED. AT THE REQUEST OF COMMISSIONER HANSEN, CHAIR McCOY DIRECTED MS. PITTS TO PRESENT A STATUS UPDATE ON THE FIRST TWO INVENTORIES AT THE TIME OF SCHEDULING A DATE FOR PUBLIC HEARING OF THE THIRD INVENTORY.

R-5 First Reading of an ORDINANCE to be Adopted in Partnership with the Cities of Portland and Gresham to Create a Housing and Community Development Commission (HCDC), Advisory to the Jurisdictions Participating in the Multnomah County Comprehensive Housing Affordability Strategy (CHAS)

PROPOSED ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER ANDERSON MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF THE FIRST READING. MS. PITTS EXPLANATION. NO ONE WISHED TO TESTIFY. FIRST READING UNANIMOUSLY APPROVED. SECOND READING SCHEDULED FOR THURSDAY, APRIL 23, 1992.

- R-6 *Ratification of an Intergovernmental Agreement Between Multnomah County, Social Services Division Youth Program Office and Oregon Community Children and Youth Services Commission, Providing Grant Funds to be Contracted to International Refugee Center of Oregon for the Southeast Asian Youth Services Project, from April 1, 1992 through December 31, 1992*

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER HANSEN, R-6 WAS UNANIMOUSLY APPROVED.

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-7 *Request for Approval of the Multnomah County Information Systems Plan for FY 1992-93*

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER BAUMAN, R-7 WAS UNANIMOUSLY APPROVED.

- R-8 *ORDER Setting a Hearing Date in the Matter of the Request for Approval to Transfer Tax Foreclosed Property to the City of Portland, Oregon*

UPON MOTION OF COMMISSIONER HANSEN, SECONDED BY COMMISSIONER KELLEY, ORDER 92-54 SETTING HEARING FOR THURSDAY, APRIL 30, 1992 WAS UNANIMOUSLY APPROVED.

- R-9 *ORDER Setting a Hearing Date in the Matter of the Request for Approval to Transfer Tax Foreclosed Property to the City of Gresham, Oregon*

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER HANSEN, ORDER 92-55 SETTING HEARING FOR THURSDAY, APRIL 30, 1992 WAS UNANIMOUSLY APPROVED.

DEPARTMENT OF HEALTH

- R-10 *Request for Approval of Revision to EMERGENCY MEDICAL SERVICES (EMS) RULE 6.32-090 (Establishment of User Fees), Requiring Payment of Fees Based Upon the Provider's Percentage of 9-1-1 Medical Transports Adjusted for Collectability of Patient Charges*

UPON MOTION OF COMMISSIONER ANDERSON,

SECONDED BY COMMISSIONER KELLEY, R-10 WAS UNANIMOUSLY APPROVED.

R-11 *NOTICE OF INTENT Requesting Approval to Apply for an Outreach and Primary Health Services for Homeless Children and Children at Risk of Homelessness Grant from the Public Health Service*

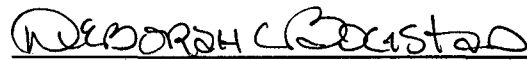
UPON MOTION OF COMMISSIONER ANDERSON, SECONDED BY COMMISSIONER KELLEY, R-11 WAS UNANIMOUSLY APPROVED.

R-12 *Budget Modification MCHD #4 Requesting Authorization to Increase the Health Department Budget, Support Services Division, to Reflect a Contract with the State Health Division and Oregon Medical Assistance Program, to Provide State Wide Informational Services (SafeNET) through the Health Department*

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER ANDERSON, R-12 WAS UNANIMOUSLY APPROVED.

There being no further business, the meeting was adjourned at 10:34 a.m.

**OFFICE OF THE BOARD CLERK
for MULTNOMAH COUNTY, OREGON**


Deborah L. Bogstad

*Friday, April 17, 1992 - 9:30 AM
Multnomah County Courthouse, Room 602*

BUDGET HEARING

BH-1 *Department Presentation, Citizens Budget Advisory Committee Presentation and Board Discussion, (Approximately 45 Minutes) Followed by Opportunity for Public Testimony Regarding the DEPARTMENT OF COMMUNITY CORRECTIONS BUDGET.*

LARRY McCAGG, PAUL YARBOROUGH, HORACE HOWARD, CARY HARKAWAY, JOANNE FULLER AND ALLAN HOVDE PRESENTATION AND RESPONSE TO BOARD QUESTIONS. COMMISSIONER ANDERSON TO BE ADVISED WHEN TWO PRSP POSITIONS ARE FILLED. COMMISSIONER ANDERSON PROPOSED AN AMENDMENT TO THE DCC BUDGET. LIZA ANDREW-MILLER, DWAIN BLACKNALL, JOYCE BOYD AND BARBARA SUSSEX TESTIMONY AND RESPONSE TO BOARD QUESTIONS.

Friday, April 17, 1992 - 1:30 PM
Multnomah County Courthouse, Room 602

BUDGET WORK SESSION

WS-2 *Board Work Session Regarding the 1992-1993 Multnomah County Budget.*

DAVE WARREN, BOB NIELSON, CHIP LAZENBY, HAL OGBURN, JUDGE LINDA BERGMAN, PATRICIA SHAW, REY ESPANA, NORM MONROE, ARDYS CRAGHEAD, MICHAEL MORRISSEY, BILLI ODEGAARD, BILL FARVER, KATHY INNES AND MERLIN REYNOLDS RESPONSE TO BOARD QUESTIONS AND DISCUSSION.

COMMISSIONER HANSEN PROPOSED AMENDMENTS TO THE DISTRICT ATTORNEY'S BUDGET.

DISCUSSION AND CONSENSUS REGARDING DONALD E. LONG FACILITY FUNDING OPTIONS. BUDGET STAFF DIRECTED TO SUBMIT SPECIFIC INFORMATION REGARDING COPS FUNDING; FINANCE STAFF DIRECTED TO ADVISE WHETHER GO BONDS COULD BE USED FOR A PARTIAL REFUNDING OF COPS; AND JJD STAFF DIRECTED TO SUBMIT BUDGET INFORMATION RELATED TO A SUPPORT PACKAGE, ALL FOR BOARD DISCUSSION AT BRIEFING SCHEDULED FOR 1:30 PM, THURSDAY, APRIL 23, 1992.

BOARD DISCUSSION AND CONSENSUS REGARDING PROPOSED DSS AND HEALTH DEPARTMENT BUDGET AMENDMENTS.

Meeting Date: APR 16 1992

Agenda No.: C-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: PR 6-91; ZC 6-91, CS 6-91 and WRG 7-91

BOARD BRIEFING _____ REGULAR MEETING April 16, 1992
(date) (date)

DEPARTMENT ENVIRONMENTAL SERVICES DIVISION PLANNING AND DEVELOPMENT

CONTACT MARK R. HESS TELEPHONE 248-3043

PERSON(S) MAKING PRESENTATION R. SCOTT PEMBLE

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 1 MINUTE

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: X

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

ADOPTION OF FINDINGS AND CONCLUSIONS FOR FINAL ORDER
DENYING ALDER CREEK MARINA IN AN EFU ZONING DISTRICT

*4/16/92 copies to R. Scott Pemble &
Mark Hess*

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER /S/ PAUL YARBOROUGH

(All accompanying documents must have required signatures)

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1992 APR -9 AM 9:36

1 **BEFORE THE BOARD OF COUNTY COMMISSIONERS**
2 **FOR MULTNOMAH COUNTY**

3
4 In the Matter of the Review of the) **FINAL ORDER** 92-49
5 Planning Commission Decision which) **Denying PR 6-91,**
6 denied the proposed "Alder Creek Marina",) ZC 6-91, CS 6-91,
 in an EFU zoning district) and WRG 7-91

7
8 This matter came before the Board of Commissioners (Board) for a hear-
9 ing on January 28, 1992. The Board continued the matter and heard testimony
10 on February 4, 1992. The Board hereby affirms the decision of the Planning
11 Commission regarding this application based on the findings and conclusions
12 contained in this Order and in the December 2, 1991 Commission decision.

13
14 **I. PROCEDURAL HISTORY**

15
16 The Planning Commission (Commission) held a public hearing on the
17 *Revised Application for "Alder Creek Marina"* on November 4, 1991. After hear-
18 ing testimony from applicant's representatives, proponents and opponents, the
19 Commission closed the oral portion of the hearing, but kept the record open for
20 7-working-days (until November 14, 1991) to allow written evidence or rebuttal
21 of evidence submitted during the hearing.

22
23 The record was held open an additional 4-working-days (until November
24 20, 1991) to allow parties to submit written rebuttal of any new material sub-
25 mitted during the first open record period. Evidence received during the first
26 and second extension periods was distributed to the Commission on

1 November 21, 1991. On December 2, 1991, the Commission deliberated for
2 approximately five hours, and denied each of the requests.

3
4 On December 23, 1991, an appeal of the Commission Decision was filed.
5 On December 24, 1991, the Board scheduled a hearing for January 28, 1992 to
6 review the record of the Planning Commission decision. On January 28, 1992,
7 the Board continued the hearing at the appellant's request to February 4, 1992.
8 The Board conducted a hearing on the record, with oral argument allowed on
9 February 4, 1992. After considering evidence, arguments from the appellants,
10 and opponents of the project, the Board, in 5 – 0 unanimous vote, affirmed the
11 Commission decisions and denied the requests.

12 13 **II. EVALUATION OF THE APPLICATION**


14
15 After hearing testimony, arguments and weighing the evidence, the
16 Board finds the proposal does not satisfy all approval criteria. The Board
17 adopts by reference the Planning Commission's PR 6-91/ ZC 6-91/ CS 6-91/
18 WRG 7-91 findings and conclusions.

19
20 The Board emphatically agrees with the Planning Commission that the
21 record demonstrates that alternative areas not requiring exceptions could rea-
22 sonably accommodate the proposed use. Therefore, exceptions from Goals 3 and
23 14 are not justified. Further the Board is persuaded by substantial evidence in
24 the record that the proposed revision will adversely affect fish and wildlife
25 resources, open space resources, and scenic resources in the Greenway. The
26 application is therefore inconsistent with Goals 5 and 15.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26

DATED this 16 day of April, 1992




Gladys McCoy, Multnomah County Chair

REVIEWED AS TO FORM:
LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By: John DuBay
John DuBay, Chief Deputy County Counsel

Meeting Date: APR 16 1992

Agenda No.: C-2

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: CS 3-92/HV 2-92

BCC Informal _____ (date) BCC Formal 4-16-92 (date)

DEPARTMENT Environmental Services DIVISION Planning & Development

CONTACT R. Scott Pemble TELEPHONE 248-3182

PERSON(S) MAKING PRESENTATION R. Scott Pemble

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: One (1) minute

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: XX

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

Adoption of Findings and Conclusions for Cellular One
Communications Tower.

4/16/92 copies to Scott Pemble

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER *res* Paul Yarbrough/bkw

(All accompanying documents must have required signatures)

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1992 APR -9 AM 9:32

BEFORE THE BOARD OF MULTNOMAH COUNTY COMMISSIONERS

In the Matter of the Appeal of the)	
Application of Interstate)	CASE NOS. CS3-92
Mobilephone Company dba Cellular)	and HV2-92
One for Approval of Conditional)	
Use to Install a Cellular Telephone))	FINDINGS OF FACT,
Transmitter and for Approval of)	CONCLUSIONS AND
Variances to Permit reduced Front)	ORDER 92-50
and Side Yard Setbacks)	

I. Applicant and Nature of Request. The applicant in this matter is Interstate Mobilephone Company dba Cellular One (Applicant). The applicant requested the following approvals:

A. Conditional use to permit a radio and television transmission tower in the R-10/Community Service (CS) Zoning District.

B. Variance to permit a twenty-five (25) foot (south) front yard setback and an eight (8) foot (west) side yard setback where a thirty (30) foot front yard setback is required and a twenty (20) foot side yard setback is required, respectively.

II. Relevant Criteria. The relevant criteria in this case are Multnomah County Code (MCC) Sections 11.15.7035(B), (D), (E), and (F) and Comprehensive Plan Policies 13, 14, 16, 19 and 31 for the conditional use and MCC Section 11.15.8505 for the variances.

III. Conclusions

A. Conditional Use. The Board concludes the applicant presented substantial evidence demonstrating compliance with relevant approval criteria. Findings of Fact and Conclusions discussing the conditional use are contained in Section V.

B. Variances. The Board concludes the applicant presented substantial evidence demonstrating compliance with relevant approval criteria. Findings of Fact and Conclusions discussing the variances are contained in Section VI.

C. In addition to these findings, the Board adopts, and incorporates herein by reference, the staff report dated January 6, 1992, as well as the Planning Commission order.

IV. Issues Considered on Appeal. On February 3, 1992, the Planning Commission approved the applicant's requests by a 6 to 2 vote with 1 abstention. The opponents appealed the approval to the Board. MCC § 11.15.8270 provides for an "on the record" hearing before the Board of County Commissioners (Board) of an appeal from a Planning Commission decision. The MCC also allows the Board to hear new evidence. Opponents of this application petitioned the Board to hear new evidence. The Board rejected the request and heard the appeal on the record.

Review on the record resulted in rejection of certain additional exhibits submitted by the appellant. These documents were not shown to have been a part of the file of this case nor were they present during the hearing at the Planning Commission. A map, based upon information from the excluded documents, was also not permitted to be used during the appeal argument.

V. Findings for the Conditional Use. The proposal is consistent with the applicable MCC and Comprehensive Plan criteria and policies based on the following findings.

MCC.7035(B) contains approval criteria for new towers located in urban residential areas which require the following:

A. New towers are not permitted in urban residential districts unless the applicant makes a good faith effort to substantially demonstrate that an existing or planned tower approved after August 19, 1992 cannot accommodate the applicant's proposed antenna transmitter. MCC.7035(B)(1).

The applicant submitted evidence discussing the basic elements of cellular telephone technology. A "cell site" is the basic building block of a cellular telephone system. When a particular cell site reaches its design capacity for handling telephone communications in an efficient manner, a new cell site must be established in order to relieve the overloading. The solution to overloading is not simply a taller tower or increased power output on an existing tower but rather to reduce the power or height at that existing cell site and create a new cell site.

The mature cellular system operates most effectively when utilizing low power outputs and antenna heights of between 75 and 100 feet. Some of the applicant's facilities located at higher elevations have been or will be shortly taken off the air because they interfere with the operation of other cell sites in the system. An example of such a facility is the cell site on the KOIN tower.

Terrain also creates reception problems for cellular telephone users. Additional cell sites are often needed in hard-to-service areas due to terrain, such as this area.

The applicant's engineers have evaluated the problem area which is the area extending from the tunnel for S.W. Canyon Road to the Sylvan area near U.S. Highway 26 and established what is termed a "search circle." The search circle is approximately a one-mile radius to deal with the problem area. In order to effectively serve the cellular telephone system, the new cell site must be within this search circle to eliminate the current technical problems.

Applicant asserts no existing towers within the search circle can be used by the applicant nor do any existing buildings, water towers or other structures of sufficient height meet the cellular system's needs. The applicant contacted property owners in the area to see if a lease can be negotiated. The applicant then "field checked" each proposed site. The applicant selected the site at the Racquet Club which is within the search circle area, is of sufficient height and at a proper location to serve the problem area within that search circle and meets the need of the cellular system.

Only three towers have been approved in Multnomah County since August 19, 1982. These are located at 160 N.W. Miller Road, 17290 N.W. St. Helens Road and 1468 N.E. Brower Road. None of these are within the applicant's one-mile radius search circle and, therefore, would not alleviate the problem this cell site is intended to remedy.

The applicant testified that this small segment is a critical part of the system in order to serve cellular telephone

users between the tunnel and the Sylvan area.

The Board concludes that the applicant has made a good faith effort to substantially demonstrate that no existing or planned tower approved after August 19, 1982, can accommodate the applicant's proposed cellular telephone transmitter.

Opponents argued that commercial sites were available within one mile to serve as a cell site. Evidence in the record shows the applicant has been looking for a site to serve this problem area for approximately three years. The applicant examined sites at Sylvan, deeper in the valley and a site at the Zoo. The applicant determined none of those sites were sufficient to meet applicant's service needs which this cell site will meet.

The applicant's engineer testified the Sylvan Commercial area at U.S. Highway 26 is not a viable site for the tower because it could not serve users to the east. That is the purpose of the proposed cell site. Moreover, a location at Sylvan is not desirable because signals would "propagate" out into the Beaverton/Aloha area. See Transcript of Planning Commission hearing at 25-26. The Board concludes that the commercial sites referenced by the opponents are not suitable alternatives to this site.

B. MCC.7035(B)(2) prohibits new transmission towers on lots in urban residential districts where no similar tower exists unless the applicant makes a good faith effort to substantially demonstrate that the proposed tower cannot be located on the site of an existing or planned tower approved after August 19, 1982.

For the reasons described under A., above, the Board concludes that the applicant has made a good faith effort to substantially demonstrate and has substantially demonstrated that the proposed tower cannot be located on the site of an existing or planned tower.

C. MCC.7035(B)(3) applies to non-urban sites. This site is included in an urban residential zone, the R-10 District. The Board concludes that this section is not applicable to the application.

D. MCC.7035(B)(4)(a)(i) requires that a proposed tower be of a size and shape sufficient to provide an adequate setback from the base of the tower to a property line abutting an urban residential district to public property or public street. Setbacks shall be sufficient to provide an adequate vegetative, topographic or other buffer as provided in MCC.7035(B)(7) and (11).

MCC.7035(B)(7) concerns visual impact. The applicant is required to demonstrate that the tower will have the least visual impact on the environment, taking into consideration technical, engineering, economic and other pertinent factors.

The applicant submitted evidence showing that towers of the height proposed are usually a galvanized or silver paint unless within a substantial stand of trees. In that event, the tower shall be painted green from the base to the tree line. Either will satisfy the criteria because the monopole is not especially visible given its location and the surrounding trees. The color will be specified at Design Review.

Evidence shows the tree canopy from the surrounding trees will hide much of the tower, especially during the summer months. Moreover, the applicant can and is required to go through Design Review to select the most appropriate paint for the tower. Both the monopole and antenna can be painted any color without affecting operation of the facility. Moreover, the cell site location and tower height are dictated by the technical and engineering needs of the cellular telephone system. We find that visual impact is minimized to the extent these factors will allow.

MCC.7035(B)(11) requires landscaping at the perimeter of property which abuts streets, residences, public parks or areas with access to the general public, other than the owner of such adjoining property. Although the area to be leased by the applicant abuts S.W. Canyon Court, a public street, the proposed cell site is 150 feet from the improved roadway. This distance is explained by the large slope within the right-of-way. The applicant has indicated it will work with the county Design Review to install appropriate landscaping as required. Design Review will be adequate to insure this criteria is satisfied.

The Board concludes that the proposed condition of approval requiring Design Review approval of detailed construction and landscaping plans for compliance with all applicable standards will satisfy the above criteria because while tower height and location are controlled by engineering and technical requirements, the tower will have the least visual impact through the use of appropriate paint and use of existing and additional vegetation.

Design Review will ensure that these standards are met prior to the tower's installation and the Board concludes that this meets the code's requirements.

E. MCC.7035(B)(4)(a)(ii) requires that privacy of adjoining residential property be preserved. The applicant submitted evidence showing a substantial number of trees and open space will separate the monopole from the nearest adjoining residential properties. The uses are separated by about 250 feet. Moreover, only about two visits to the site will be made each month. The Board concludes the monopole will not interfere with the privacy now enjoyed by adjacent residential properties.

F. MCC.7035(B)(4)(a)(iii) requires adjoining property to be protected from the potential impact of tower failure and ice falling from the tower by being large enough to accommodate such events based on the engineer's analysis submitted with the application.

The proposed monopole is designed to withstand sustained winds over 100 mph. Exhibit 3 contains the manufacturer's specifications for the monopole. The monopole's ability to sustain extreme winds has been certified by a registered engineer.

The monopole's proposed height, 96 feet, is less than the distance to any residential building. The setbacks of the tower meet the 20% of tower height requirement in MCC.7035(B)(4)(b)(ii) because it is 20 feet from the nearest property. (See Section H, below.) The proposed tower is to be

located in the southwest corner of the subject property where it will be farthest from any residential use in the immediate area. The Board finds this criteria is met.

The Board concludes that the tower's size and shape is such that adjoining property will be protected from potential tower failure and ice falling based upon evidence from the applicant's engineer. The engineer certified that ice fall would be limited to within 10 feet of the tower base and the tower base is 20 feet from the nearest property.

G. MCC.7053(B)(15) requires compliance with MCC.7035(F). MCC.7035(F) requires the public to be protected from non-ionizing electromagnetic radiation (NIER) in excess of the standard contained in MCC.7035(F)(1).

The applicant submitted Exhibit 4 showing the calculation prepared by its engineers which establishes the measurement at the nearest lot line. This measurement is calculated to be 1.553 uw/cm^2 (0.001553 mw/cm^2) and is 0.050 uw/cm^2 (0.00005 mw/cm^2) at the closest dwelling which is 250 feet to the northwest. The engineer's certification shows the tower's output to be well below the maximum required by code. As Exhibit 5 shows, the maximum output is 666 times less than the output of a microwave oven. The Board finds this criteria is satisfied.

H. A cellular tower site must be of sufficient size. MCC.7035(B)(4)(b). It is presumed to be of sufficient size when 1) it meets the requirements described in MCC.7035(B)(4)(a)(iii) and (iv), above, 2) provides a setback equal to twenty percent

(20%) of the height of the tower to any property line abutting an urban residential district, public property or public street and 3) provides a setback equal to or exceeding the rear yard setback required for the adjoining property where the adjoining property is not in an urban residential district nor public property nor a public street.

The evidence submitted by the applicant shows the proposed tower meets the requirements of MCC.7035(B)(4)(a)(iii) and (iv), above.

The final requirement [MCC.7035(B)(4)(b)(iii)] applies only when a property is not in an urban residential district nor public property nor a public street. The adjoining property at the rear yard is in an urban residential district. The Board concludes that this section is inapplicable.

I. MCC.7035(B)(4)(d) requires that structures and uses associated with the transmission use, other than the tower itself, must be located to meet the setbacks required in MCC.7025. MCC.7025 requires a 20-foot side yard setback and a 30-foot front yard setback. The applicant has requested variances to these setbacks. This is discussed in Section VI.

J. MCC.7035(B)(5) requires that a guyed structure be of a size and shape sufficient to provide an adequate setback from a guy anchored to any property line abutting an urban residential district, public property or public street in addition to the size required in (4), above. A setback shall be adequate to provide a vegetative, topographic or other buffer sufficient to obscure view

to the anchor from such adjoining properties.

The applicant indicates this proposal is a self-supporting monopole without any guys. The Board finds this section is inapplicable.

K. MCC.7035(B)(6) requires all new towers to be designed to structurally accommodate the maximum number of additional users technically practicable. In particular, a cellular transmission tower such as this must accommodate at least one 2-way radio antenna for every 10 feet of the tower or at least one 2-way radio antenna for every 20 feet of the tower and at least one microwave facility.

The Board concludes that the purpose of this MCC requirement is to minimize tower proliferation. In this particular instance, evidence submitted by the applicant shows the tower is structurally capable of supporting additional users. The code also requires that towers be built to the lowest height sufficient to serve the applicant's needs, and this may reduce the chances for shared use in some circumstances. Nevertheless, the Board finds the evidence submitted by the applicant shows the proposed monopole will structurally be capable of accommodating other users. The evidence shows the proposed monopole could handle the required additional users. See page 38 of the Planning Commission Transcript for testimony by Ken Seymour, Engineering Manager for applicant. The applicant's testimony before the Planning Commission shows that the applicant is willing to enter into good faith negotiations with any potential user and the applicant has

demonstrated that its ground lease will allow shared use of the tower.

The Board concludes the applicant has sufficiently demonstrated the tower is structurally capable of accommodating additional users. The Board also finds the required conditions of approval in MCC.7035(B)(6)(f) are included in the decision.

L. MCC.7035(B)(7) requires the applicant demonstrate the tower have the least visual impact on the environment taking into consideration technical, engineering, economic and other pertinent factors. Towers 200 feet or less in height must have a galvanized finish or be painted silver. In heavy vegetation areas, towers must be painted green from the base to the tree line with the remainder painted silver or galvanized finish. Further, such towers must be illuminated as required by the Oregon State Aeronautics Division. Finally, towers must be the minimum height necessary to provide parity with existing similar tower-supported antenna and shall be free standing where the negative visual effect is less than would be created by use of a guyed tower.

Evidence shows the heavily wooded site will minimize visual impact. Moreover, the monopole will be painted to further reduce visual impact.

The applicant will comply with the color decided during Design Review.

The Oregon State Aeronautics Division requires illumination of the monopole. The applicant will comply with the requirement.

The applicant's proposed tower is a self-supporting monopole. It is at a height which is the minimum necessary to satisfy the technical aspects of the proposal. The Board concludes the above requirements are met.

The Board also concludes the ordinance's intent is to approve, where appropriate, towers above or below 200 feet in height as long as they are the lowest height useable by the applicant. The Board finds that the MCC's intent is not to limit towers to 35 feet in height as specified in the R-10 Zoning District. The Board finds that such a limitation would be inconsistent with the purpose of MCC.7035 and inconsistent with the purpose of allowing transmitting towers.

M. MCC.7035(B)(8) requires automated equipment at the tower site to the greatest extent possible to reduce traffic and congestion.

According to applicant no one will be at the site on a daily basis. The cell site will be operated by remote control from the applicant's main offices in downtown Portland. Based on system-wide averages, the applicant estimates two maintenance checks per month will be performed on this cell site. A technician using a panel-type van will be at the site for a few hours to perform routine maintenance on the equipment at each maintenance check. The applicant has had no complaints from similar sites regarding congestion or interference with other electronic equipment or noise complaints.

N. MCC.7035(B)(9) requires the applicant to provide a minimum of two parking spaces at the cell site.

The applicant will provide one parking space adjacent to the cell site and another parking space in the Racquet Club overflow parking area. The applicant indicated only one van usually arrives for the scheduled periodic maintenance. The Board concludes that the minimum number of parking spaces required have been provided.

O. MCC.7035(B)(10) requires that native vegetation be preserved to the greatest extent practicable on the site. The applicant must submit a site plan showing existing significant vegetation to be removed and that to be replanted to replace the lost vegetation.

The applicant's proposed monopole and adjacent facilities are located to preserve the large trees existing on the area. The applicant will install landscaping to augment native vegetation as required through the Design Review process. Finally, Design Review, which is a prerequisite to building permit issuance, will assure compliance. The Board concludes the applicant has minimized loss of native vegetation to the greatest practical extent and that Design Review will ensure not only retention of native vegetation but replacement of that lost.

P. MCC.7035(B)(11) requires the applicant to provide a buffer area of twenty-five (25) feet of landscaping beginning at the property line containing at least one row of Evergreen shrubs spaced no more than 5 feet apart. One row of Evergreen trees or

shrubs not less than 4 feet in height at the time of planting and spaced not more than 15 feet apart must also be provided. In lieu of these standards, the applicant may use alternative detail plan and specifications to screen and buffer the tower and its accessory uses.

The amount of native vegetation on the site and the height of the trees near the monopole provide an adequate buffer. The facility should not be visible from existing roadways or residences. The applicant has proposed no additional screen. The staff concluded that the monopole and small building will be well screened from the surrounding properties by existing vegetation. Moreover, Design Review will ensure maintenance of the screening. The Board concludes this criteria is met.

Q. MCC.7035(B)(12) requires that accessory uses be limited to only such buildings and facilities necessary to the transmission function.

The applicant proposes only the monopole and a small building to house the electronic equipment. The Board concludes that this section is met.

R. MCC.7035(B)(13) requires that the proposed tower must comply with Comprehensive Plan Policies No. 13 (Air and Water Quality and Noise Level), No. 14 (Development Limitations), No. 16 (Natural Resources), No. 19 (Community Design), No. 31 (Community Facilities) and other plan policies identified by the Planning Commission.

1. Policy No. 13.

The proposed tower does not emit noxious materials into the air, does not have any impact on water quality nor does it generate noise. The Board concludes that the proposed use complies with Policy No. 13.

2. Policy No. 14.

The site contains no known development limitations. No party submitted any substantial evidence showing the site contains any development limitations. The applicant will prepare a site analysis prior to placement of the monopole and building to assure that development limitations are neither present nor exacerbated. Such information will be submitted during the building permit process. The staff report found this policy to be met. The Board concludes that Policy No. 14 is met.

3. Policy No. 16.

The proposed cell site contains no natural resource areas. The Board finds and concludes this policy is satisfied.

4. Policy No. 19.

The proposed monopole is designed to have minimal impact. The height of the monopole is the minimum required to be an effective cell site and to serve the problem area identified in the search circle radius. The tower's painting, minimal lighting and landscaping will all serve to minimize potential conflicts between the tower and the surrounding uses. Moreover, the Design Review process will ensure further compliance

with this policy. The Board concludes that Policy No. 19 is met.

5. Policy No. 31.

The proposed facility does not require water or sewer service. All other needed utilities are available at the site. Public funds are not required for services to this site. The evidence is that the delivery of public services such as emergency response and Sheriff's patrols will be benefited by enhanced cellular service which this site will provide. The Board concludes that Policy No. 31 is met.

6. Additional Policies. The Board finds no additional policies have been identified as relevant to this proposal.

S. MCC.7035(B)(14) requires agency coordination. The applicant submitted a letter from the Federal Aviation Administration indicating that the monopole does not require notice to the FAA nor does it require markings and lighting. The applicant also submitted a letter from the Oregon State Aeronautics Division that the proposed monopole is to be lighted. The final color of the lighting can be determined in Design Review. Finally, the applicant submitted a copy of its FCC license authorizing cellular telephone services in the Portland-Vancouver area. The Board finds the agency coordination requirement met.

VI. Findings for the Variances.

The applicant requested a variance to the required front yard (south) from 30 feet to 25 feet and a variance in the required side yard (west) from 20 feet to 12 feet. The variances will allow

placement of the equipment building as shown on the site plan. One of the requested variances does not exceed twenty-five percent (25%) of the dimensional standard of the MCC and could be treated as a minor variance. The applicant, however, elected to include consideration of both variances for reduction of the required yards as part of the conditional use proceedings rather than to be considered separately as allowed by the Zoning Code. The variance criteria are discussed below:

A. The applicant must demonstrate that a circumstance or condition applies to the property or intended use that does not generally apply to other property in the same vicinity or district. Such circumstances may relate to size, shape, topography of the property or location or the size of the physical improvements on the site or nature of the use as compared to surrounding uses.

The first condition relates to the size and shape of the property. These variances would not be necessary but for the irregular shape of the right-of-way for S.W. Canyon Court taken by the government. The map of the area illustrates the irregular shape of the publicly controlled land and the resulting unusual "bite" taken out of the lot. If it were not for this unusual lot shape, there would be sufficient yard area to satisfy the setback requirements. In fact, the structure will actually be in excess of 50 feet from the street improvement. Other properties in the area are not affected by this condition.

Other conditions creating the need for the variances relate to the topography of the property and the location of

physical improvements on the site. Much of the site is sloping. By necessity, the main clubhouse and parking lots are located on the flat portion of the land. The topography limits flexibility in locating the building and parking lot. The location and size of these existing physical improvements prevent placement of the current application at a location satisfying the setback provisions.

Either of these conditions alone, lot shape or physical improvements on the site, would satisfy the variance criteria.

Petitioner claims that the case of Moore v. Clackamas County, 350 Or App 39, 580 P2d 583 (1978) precludes approval because the case prevented location of buildings from serving as the basis for a variance. The County code is substantially different from the Clackamas County code which does not specifically authorize consideration of physical improvements. See 580 P2d at 585, n.1. The County code clearly intends to permit greater flexibility than the Clackamas County. In addition, Moore indicated that the applicant had insufficient land. Here, the amount of land is sufficient. Finally, Moore found a self-created hardship. The Multnomah County code does not address self-created hardships.

Moreover, the shape of the lot alone establishes the basis for a variance, particularly since the public created the conditions preventing the applicant from meeting the standard setback requirements.

The Board concludes the applicant has demonstrated a circumstance or condition applies to this property and the intended use that does not generally apply to other property in the same vicinity or district. No other property in the area has the same unusual shape problem or comparable locational issues involving physical improvements.

The Board concludes that this variance criteria is met.

B. The zoning requirement would restrict the use of the property to a greater degree than it restricts other properties in the vicinity or district.

Other properties in the vicinity or district have already been granted variances from the required setbacks. The setbacks requested by the applicant merely bring it into conformance with the pattern already established in the area. Moreover, the building location satisfies the code's side yard setback requirements for surrounding properties which is 10'. It also satisfies the setbacks for the underlying zone on the property. The setback for the underlying zone for the property is 30' which is met.

C. The variance must not be materially detrimental to the public welfare or injurious to property in the same vicinity or district in which the property is located, or adversely affect the appropriate development of adjoining properties.

Existing vegetation and location of the monopole on the Racquet Club site will minimize any impacts on the surrounding

area. Moreover, Design Review will ensure that visual impacts are further minimized.

Opponents argued the cell site would have adverse health effects on the neighborhood. Opponents failed to present any reliable or substantial facts or explanation of these health concerns. The applicant has sufficiently demonstrated that its proposed monopole and transmitter will be well below all county requirements pertaining to health and interference. The transmitter will be a low-power (100 watt maximum) facility.

The Board concludes that this variance criteria is met.

D. The variance will not adversely effect the realization of the comprehensive plan nor will it establish a use which is not listed in the underlying zone. The cellular tower is a permitted use in the CS overlay in the R-10 zone. The Board has previously concluded that the relevant comprehensive plan policies are met.

VII. Order and Conditions of Approval.

It is ordered by the Board of County Commissioners of Multnomah County that the decision of the Planning Commission in Case Nos. CS3-92 and HV2-92 is hereby affirmed and the application is approved.

The application is approved subject to the following conditions:

E. The applicant shall provide detailed development plans to Design Review for review and approval. Those plans shall

include, in addition to those items required by MCC.7035(A)-(G), specifics of:

1. The materials and colors of the electronic building;

- a. The provisions for maintenance of vegetative screening including the maintenance of current screening and additional screening for the structure, fence and monopole subject to approval in Design Review.

- b. The details of erosion control for any excavation and grading;and

- c. Fence materials and colors.

2. The applicant shall:

- a. Record the letter of intent required in MCC.7035(D)(5) in Miscellaneous Deeds Records of the Office of the County Recorder.

- b. Respond in a timely, comprehensive manner to a request for information from a potential shared use applicant required under MCC.7035(B)(1) and (2).

- c. Negotiate in good faith for shared use by third parties.

- d. Allow shared use where the third party seeking such use agrees in writing to pay reasonable, pro rata charges for sharing, including all charges necessary to modify the tower and transmitters to accommodate shared use, but not total tower reconstruction, and to observe whatever technical

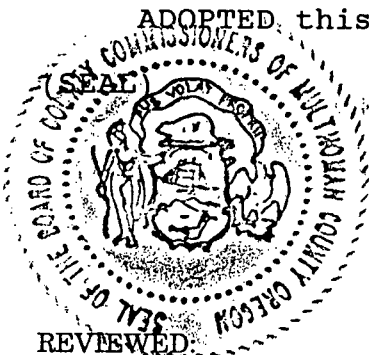
requirements are necessary to allow shared use without creating interference.

e. Willful, knowing failure of an owner whose tower was approved after the effective date of Ordinance 330, to comply with the requirement of (a) through (d) above shall be grounds for suspension or revocation of the Community Service designation. Following report of such failure, the Planning Director shall schedule a public hearing in the manner provided in MCC.8290 and .8295 to determine whether the CS designation should be suspended or revoked.

3. Such conditions shall run with the land and be binding on subsequent purchasers of the tower site.

This Order was presented to and adopted by the Board of County Commissioners of Multnomah County.

ADOPTED this 16th day of April, 1992.



By Gladys McCoy
Gladys McCoy, Chair
Multnomah County, Oregon

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By John L. DuBay
John L. DuBay
Chief Assistant County Counsel

O:\FILES\214JLD\mw

Meeting Date: APR 16 1992

Agenda No.: C-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Approval of Amendment #5 to an IGA with Oregon Health Sciences University-
CDRC

BCC Informal _____ (date) _____ BCC Formal _____ (date) _____

DEPARTMENT Social Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Ardys Craghead/Gary Smith

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

Ratification of Amendment #5 between the Multnomah County Social Services Division Developmental Disabilities Program office and Oregon Health Sciences University-CDRC effective March 1 through June 30, 1992. Amendment #5 increases Work Activity Center Services \$4,284.24 to provide services for one client who needs special services. This action brings the net contract total to \$173,442.71 for FY 91/92.

4/16/92 originals to Kathy Tinkle

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER _____

Ardys Craghead

(All accompanying documents must have required signatures)

BOARD OF
COUNTY COMMISSIONERS
1992 APR - 7 AM 11:21
MULTNOMAH COUNTY
OREGON



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
SOCIAL AND FAMILY SERVICES DIVISION
ADMINISTRATIVE OFFICES
426 S.W. STARK ST., 6TH FLOOR
PORTLAND, OREGON 97204
(503) 248-3691
FAX (503) 248-3379

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY • CHAIR OF THE BOARD
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER
GARY HANSEN • DISTRICT 2 COMMISSIONER
RICK BAUMAN • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

M E M O R A N D U M

TO: Gladys McCoy
Multnomah County Chair

VIA: Ardys Craghead, Interim Director *Ardys*
Department of Social Services

FROM: Gary Smith, Director *Gus*
Social Services Division

DATE: March 23, 1992

SUBJECT: Approval of Amendment #5 to an IGA with Oregon Health Sciences
University-Child Development and Rehabilitation Center

RETROACTIVE STATUS: Amendment #5 is retroactive to March 1, 1992 due to a client transfer taking effect that date. Client movement is common in the DD program and there is seldom sufficient time between the determination of a need or desire to move and the actual move to prepare and process the paperwork in advance. Additional delay was due to negotiations regarding the rate enhancement needed for this client.

RECOMMENDATION: The Social Services Division recommends Chair and Board approval of Amendment #5 between the DD Program and Oregon Health Sciences University-CDRC effective March 1 through June 30, 1992.

ANALYSIS/BACKGROUND: Amendment #5 increases the current contract by \$4,284.24 bringing the net contract total to \$173,442.71 for FY 91/92. The additional funds will provide Work Activity Center services for one client who transferred from Goodwill Industries of Oregon.

Funding for this agreement is available through the State Mental Health Division Grant and is exempt from the RFP process as Oregon Health Sciences University is a government agency. The provider is on the Social Services Division Governmental RFQ List.

(CWDDAGRM.DOC.64)

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

Contract # 100522Amendment # 5

MULTNOMAH COUNTY OREGON

CLASS I <input type="checkbox"/> Professional Services under \$10,000	CLASS II <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	CLASS III <input checked="" type="checkbox"/> Intergovernmental Agreement RATIFIED Multnomah County Board of Commissioners <u>C-3 April 16, 1992</u>
---	---	---

Contact Person Kathy Tinkle Phone 248-3691 Date March 19, 1992Department Social Services Division Social Services Bldg/Room 160/6Description of Contract Amendment #5 increases Work Activity Center (DD40) \$4,284.24 with the transfer of one client from Goodwill Industries effective March 1 through June 30, 1992.RFP/BID # N/A IGA Date of RFP/BID _____ Exemption Exp. Date _____ORS/AR # _____ Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name OREGON HEALTH SCIENCES UNIVERSITY -CDRC Prev. Amend. #4: \$169,158.47Mailing Address 3181 SW Sam Jackson Park Rd., L106
Portland, OR. 97201Phone 225-8634Employer ID # or SS # 93-6001786Effective Date March 1, 1992Termination Date June 30, 1992Original Contract Amount \$ 31,591.68Amount of Amendment \$ 4,284.24Total Amount of Agreement \$ 173,442.71**Payment Term**☐ Lump Sum \$ _____☒ Monthly \$ Allotment☐ Other \$ _____☐ Requirements contract - Requisition required.

Purchase Order No. _____

☐ Requirements Not to Exceed \$ _____**REQUIRED SIGNATURES:**Department Manager *Ardis Craghead*Purchasing Director
(Class II Contracts Only) *[Signature]*County Counsel *[Signature]*County Chair/Sheriff *[Signature]*Date 3/24/92

Date _____

Date 4-3-92Date 4/16/92

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	1250		DD40	6060		1240		4,284.24	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION
SUBCONTRACT AMENDMENT NUMBER 5

Duration of Agreement: March 1, 1992 to June 30, 1992

Contractor: OREGON HEALTH SCIENCES UNIVERSITY-CDRC
Address: 3181 SAM JACKSON PARK RD L-106
PORTLAND OR 97201

Contract#: 100522
Phone: 225-8634
IRS No.: 93-6001786

This AMENDMENT to the Contract for Social Services is made between:

The Multnomah County Social Services Division, referred to as the COUNTY, and
OREGON HEALTH SCIENCES UNIVERSITY-CDRC, referred to as the CONTRACTOR.

It is understood by the parties that all conditions and agreements in the original
Contract not superseded by this AMENDMENT are still in force and apply to this
AMENDMENT. These amounts are subject to the Notes/Special Conditions in Part II.

Service Element	Fund Source	Current Amount	Increase (Decrease)	Revised Amount	Payment Basis: Monthly Allotment According To:
DD40-WAC	SMHD	\$25,916.16	\$4,284.24	\$30,200.40	SERVICE CAPACITY
Work Activity Center					
DD43-SEP	SMHD	\$79,512.31	\$0.00	\$79,512.31	RATE PER MONTHLY ENROLLED CLIENTS
Supported Employment Program					
DD55-EI	SMHD	\$63,730.00	\$0.00	\$63,730.00	SERVICE CAPACITY
Early Intervention					
TOTALS:		\$169,158.47	\$4,284.24	\$173,442.71	

FY92

Multnomah County Social Services Division
Subcontract AMENDMENT Number 5

CONTRACTOR:
Oregon Health Sciences University

Part II - Notes and Special Conditions

Notes:

DD40 - WAC Work Activity Center

Add 1 slot @ \$1,241.81/mo for the person with CPMS Case Number 010789 effective 3/18/92.
This person is transferred from another contractor (GIO), and is increased by
a pro-rated amount for March based on 0.45 slot.

Special Conditions:

All existing Special Conditions remain in effect, and the following are added:

DD40 - Section 2.2.6.

MULTNOMAH COUNTY
SOCIAL SERVICES DIVISION
DEVELOPMENTAL DISABILITIES PROGRAM
FISCAL YEAR 1991-1992 CONTRACT CONDITIONS

Attachment B
Oregon Health Sciences University

2.2.6 SPECIAL RATE ENHANCEMENT FOR CPMS # 101789

CONTRACTOR agrees to provide COUNTY case manager with a written report of job development and placement activities for each full month of rate enhancement. Report due no later than the 10th following the reporting month.

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION
SUBCONTRACT AMENDMENT NUMBER 5

CONTRACTOR:


OREGON HEALTH SCIENCES UNIVERSITY-CDRC

COUNTY:

Agency Executive Director

Date

By


Dennis Adams
Program Manager

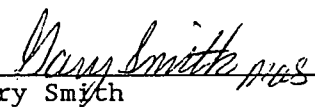
3-18-92

Date

Agency Board Chairperson

Date

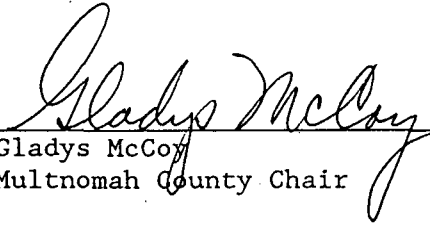
By


Gary Smith
Social Services Division
Director

3-23-92

Date

By


Gladys McCoy
Multnomah County Chair

4/16/92

Date

Reviewed:

Laurence Kressel, County Counsel
for Multnomah County, Oregon

By



4-3-92

Date

RATIFIED
Multnomah County Board
of Commissioners

C-3 April 16, 1992

DATE SUBMITTED March 30, 1992

(For Clerk's Use)
Meeting Date APR 16 1992
Agenda No. C-4

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Intergovernmental Agreement for
Herman Miller Furnishings

Informal Only * _____ (Date) Formal Only _____ (Date)

DEPARTMENT Management Support Services

DIVISION Purchasing, Contracts & Stores

CONTACT Lillie Walker\Jeff Baer

TELEPHONE 248-5111

*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Jeff Baer

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

Request of the Board of County Commissioners, acting as PCRB, for approval of an Intergovernmental Agreement with the Washington County Education Service District to purchase Herman Miller furnishings under Multnomah County Bid No. B43-100-6044.

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

☐ PERSONNEL

☐ FISCAL/BUDGETARY

☐ GENERAL FUND

☐ OTHER _____

4/16/92 original to JEFF BAER

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: _____

BUDGET/PERSONNEL _____

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) LD

OTHER Lillie M. Walker
(Purchasing, Facilities Management, etc.)

BOARD OF
COUNTY COMMISSIONERS
1992 APR -6 PM 3:32
MULTNOMAH COUNTY
OREGON

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.



WASHINGTON COUNTY
EDUCATION SERVICE DISTRICT

17705 N.W. Springville Road
Portland, OR 97229-1707

Dr. John Young
Superintendent
(503) 690-5400

March 19, 1992

Jeff Baer, Buyer
Multnomah County Purchasing
2505 SE 11th Avenue
Portland, OR 97202

Dear Mr. Baer:

As per our telephone conversation of March 16, 1992 I am requesting an Intergovernmental Agreement be developed between Multnomah County and the Washington County Education Service District extending to the Washington County Education Service District the Agreement between Multnomah County and Environnetics, Inc., 17380 Boones Ferry Road, Lake Oswego, OR 97034 regarding the pricing and purchase of Herman Miller Action Office Furnishings and Accessories (Bid No. B43-100-6044).

Please feel free to contact me should you have any questions. Your cooperation is greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "John Young".

John Young
Superintendent

RECEIVED
PURCHASING SECTION
92 MAR 23 PM 2:02
MULTNOMAH COUNTY

"We Help Schools to be Successful !"

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

Contract # 500622

MULTNOMAH COUNTY OREGON

Amendment # _____

CLASS I <input type="checkbox"/> Professional Services under \$10,000	CLASS II <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	CLASS III <input checked="" type="checkbox"/> Intergovernmental Agreement <div style="text-align: center;"> RATIFIED Multnomah County Board of Commissioners <hr/> C-4 April 16, 1992 </div>
---	---	---

Contact Person Jeff Baer Phone 5111 Date 3/26/92Department XXXXXX Nondepartmental Division Purchasing Bldg/Room 421/1Description of Contract Intergovernmental Agreement to allow the County's contract for the purchase of Herman Miller furnishings to be used byWashington County Education Service District in accordance with
Bid #B43-100-6044.RFP/BID # B43-100-6044 Date of RFP/BID 8/20/91 Exemption Exp. Date _____ORS/AR # _____ Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name Washington County Education Service DistrictMailing Address 17705 NW Springville Rd
Portland OR 97229-1707Phone 690-5400, Dr. John Young

Employer ID # or SS # _____

Effective Date Upon SignatureTermination Date 8/31/92

Original Contract Amount \$ _____

Amount of Amendment \$ _____

Total Amount of Agreement \$ _____

Payment Term☐ Lump Sum \$ _____☐ Monthly \$ _____☐ Other \$ _____☐ Requirements contract - Requisition required.

Purchase Order No. _____

☐ Requirements Not to Exceed \$ _____**REQUIRED SIGNATURES:**

Department Manager _____ Date _____

Purchasing Director [Signature] Date 3/30/92
(Class II Contracts Only)County Counsel [Signature] Date 4/2/92County Chair/Sheriff [Signature] Date 4/16/92

VENDOR CODE				VENDOR NAME					TOTAL AMOUNT \$		
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.											
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

**INTERGOVERNMENTAL AGREEMENT
FOR PURCHASE OF FURNISHINGS AND OFFICE SYSTEMS**

THIS AGREEMENT, dated March 26, 1992, is between Multnomah County, a political subdivision of the State of Oregon (hereinafter County), and Washington County Education Service District, a political subdivision of the State of Oregon (hereinafter Washington ESD);

WHEREAS, the parties hereto are both political entities authorized to enter into intergovernmental agreements pursuant to ORS Chapter 190; and

WHEREAS, the County has conducted a request for bids and has selected Environetics, Inc. as the vendor of Herman Miller Action Office Furnishings and Accessories; and

WHEREAS, The County's contract with the vendor requires the vendor to make the same discounts on pricing available to other public entities through August 31, 1992; and

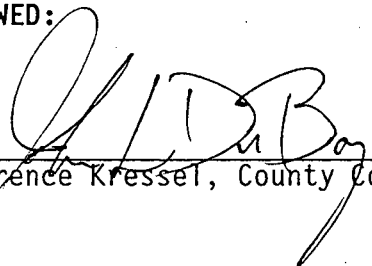
WHEREAS, Washington ESD wishes to make Herman Miller Action Office Furnishings and Accessories purchases pursuant to the County contract since such purchases will be in the public interest and will benefit Washington ESD due to the advantageous pricing offered and the thoroughness of the County's bidding process;

NOW, THEREFORE, the parties hereto agree as follows:


1. County assigns to Washington ESD the right to make purchases under the County's contract with Environetics, Inc. under County contract #500262 dated September 1, 1991.
2. This Agreement will expire on August 31, 1992.
3. The County assumes no liability, financial or otherwise, on behalf of Washington ESD for Washington ESD's use of the County's contract with Environetics, Inc.

IN WITNESS WHEREOF, Washington ESD and the County have caused this contract to be executed by their duly authorized representative(s), all on the day and year first written above.

REVIEWED:

By 
Laurence Kressel, County Counsel

COUNTY OF MULTNOMAH, STATE OF OREGON

By 
Gladys McCoy, County Chair

WASHINGTON COUNTY EDUCATION SERVICE DISTRICT

By _____

Title

REQUIREMENTS

CONTRACT

No. 500262

THIS AGREEMENT, made and entered into this 1st day of September, 1991, by and between the COUNTY OF MULTNOMAH, a home rule political subdivision of the State of Oregon (hereinafter referred to as "COUNTY"), and ENVIRONETICS, INC., 17380 Boones Ferry Road, Lake Oswego, 97034, Phone: (503) 635-8141, Lou Scott, (hereinafter referred to as "CONTRACTOR").

WITNESSETH:

WHEREAS, the COUNTY requires services which CONTRACTOR is capable of providing, under terms and conditions described; and

WHEREAS, CONTRACTOR is able and prepared to provide such services as COUNTY does hereinafter require, under those terms and conditions set forth,

IN CONSIDERATION of those mutual premises and the terms and conditions set forth hereinafter, the parties agree as follows:

ARTICLE I. Description of Goods

CONTRACTOR shall and will sell and deliver to the COUNTY, Herman Miller Action Office Furnishings and Accessories on a requirements basis per Bid No. B43-100-6044, in strict accordance with the plans and specifications prepared for the same, which plans and specifications shall be and are a part of this contract as much so as though they had been fully copied hereinto.

ARTICLE II. Payment

The COUNTY will pay to the CONTRACTOR for said services and material so sold and delivered the amount specified by the CONTRACTOR in response to the bid and incorporated herein, as Article VIII, being the sum named in the CONTRACTOR'S bid, subject to additions and deductions as hereinafter provided. Payment will be made not later than the 15th of the month following the current month within which services have been provided by the Contractor.

ARTICLE III. Payment Approval

No payment shall be made except upon the approval of the services and material so sold and delivered. Delivery shall be made at the time and place indicated by said official.

ARTICLE IV. Failure to Deliver

That in case of the CONTRACTOR'S failure to deliver said services within the time limited herein, the COUNTY shall have the right to supply the deficiency by procurement in the open market or otherwise purchasing any of the materials so required at such place as the COUNTY may elect, with a view to promptly obtaining said material, and at a fair and reasonable price at the expense of the CONTRACTOR, and in case said CONTRACTOR fails to perform any of the conditions of said contract, the right is hereby expressly reserved to the COUNTY to elect whether the CONTRACTOR shall be permitted to continue performance as to the remaining parts or whether the entire unperformed part shall be procured at the expense of the CONTRACTOR; provided, that in the event additional time for the performance of the contract is granted to the CONTRACTOR, the cost of inspection and other expense and damages to the COUNTY incidental thereof, if any, shall be charged to the CONTRACTOR.

ARTICLE V. Indemnification

The CONTRACTOR agrees to hold and save the COUNTY and all its officers and agents harmless from and against all claims of every nature or kind for or on account of the use of any patented article, combination or process which may affect the material delivered or work done under this contract.

ARTICLE VI. State Law Compliance

The CONTRACTOR agrees to make payment promptly as due to the all persons supplying such CONTRACTOR with labor or materials for the prosecution of the work provided for in this contract, and that said CONTRACTOR will not permit any lien or claim to be filed or prosecuted against the COUNTY on account of any labor or material furnished, and agrees further that no person shall be employed for more than eight (8) hours in any one day, or forty (40) hours in any one week; unless in case of necessity or emergency, or where the public policy absolutely requires it, and in such case to pay wages in accordance with the provisions of ORS 279.334 and ORS 279.338 where applicable.

The CONTRACTOR agrees that should the CONTRACTOR fail, neglect or refuse to make prompt payment of any claim for labor or services furnished by any person for the prosecution of the work provided in this contract as said claim becomes due, whether said services and labor performed for said CONTRACTOR or a sub-contractor, fail, neglect, or refuse to make all contributions or amounts due the State Industrial Accident Fund or to the State Department of Revenue, then and in such event that said COUNTY and the other proper officers representing said COUNTY may pay such claim or funds to the person furnishing such labor or services or to the State Industrial Accident Commission or to the State Department of Revenue and charge the amount thereof against funds due or to become due said CONTRACTOR by reason of said contract, but payment of any such claims in the manner herein authorized shall not relieve the CONTRACTOR or his surety from its obligation with respect to any unpaid claims.

REQUIREMENTS CONTRACT

#500262

Page 3

The CONTRACTOR shall promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical or hospital care or other needed care and attention incident to sickness or injury to the employees of such CONTRACTOR of all sums which the said CONTRACTOR may or shall have deducted from the wages of his/her employees for such services.

ARTICLE VII. Nonappropriation

CONTRACTOR agrees to that if payment for this contract extends into COUNTY'S next fiscal year, it is made subject to future appropriations by the Board of County Commissioners of Multnomah County upon thirty (30) days written notice to CONTRACTOR of any such failure.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed by their duly authorized officers the day and year first above written.

ENVIRONETICS, INC.

By [Signature]

Date: 9/30/91

93-0745619
Federal I.D. Number

MULTNOMAH COUNTY, OREGON

Gladys McCoy

By [Signature]

Gladys McCoy
Multnomah County Chair

REVIEWED:

LAURENCE B. KRESSEL, County Counsel
for Multnomah, Oregon

By [Signature]

Date: 9/24/91

MULTNOMAH COUNTY, OREGON

INVITATION FOR BIDS B43-100-6044 To be opened 2:00 p.m., August 20, 1991.

SEALED BIDS will be received by the Purchasing Director of Multnomah County in the Ford Building Lobby, 2505 S.E. 11th Avenue, Portland, OR 97202, until August 20, 1991, 2:00 Pacific Time and will be publicly opened and read for furnishing:

HERMAN MILLER FURNISHINGS AND ACCESSORIES ON A REQUIREMENTS BASIS FOR A PERIOD OF ONE YEAR WITH TWO, ONE YEAR OPTIONAL RENEWALS.

in estimated quantities as per specifications as indicated herein. To ensure proper bid identification and handling, USE THE BID ENVELOPE, attached herewith.

Protests to the specifications will not be considered unless detailed in official correspondence to the Purchasing Director and received seven (7) days or more prior to the opening date.

As required by ORS 279.021, Multnomah County shall always, price, fitness, and quality being equal, prefer supplies, goods, wares, merchandise, manufacturers or produce that has been grown, manufactured, or produced in this State and shall next prefer such as have been partially manufactured, grown, or produced in this State.

Also, the constitutional debt limitation for counties requires any County contract which extends beyond the current fiscal year to be executed subject to future appropriations to fund its provisions, and contract documents will reflect this condition.

Pursuant to Multnomah County Administrative Rules, the County may, in its discretion, waive the bid security requirements of ORS 279.033 for contracts other than those for public improvements. No proposal will be considered unless accompanied by a check payable to Multnomah County, certified by a responsible bank, or in lieu thereof a surety bond for an amount equal to ten percent of the aggregate proposal, unless otherwise specified in the space provided below. The successful bidder shall furnish a bond satisfactory to the Board in the full amount of the contract.

Surety Bond: WAIVED

The right is expressly reserved to reject any and all bids.

Dated at Portland, Oregon, August 9, 1991.

Publication Date: August 9, 1991.

Board of County Commissioners
Multnomah County, Oregon

By Lillie M. Walker
Lillie M. Walker, Director
Purchasing Section

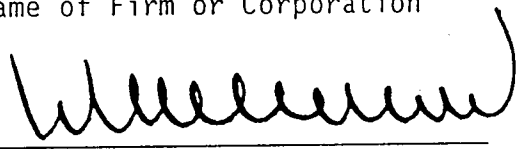
To the Board of County Commissioners:

The undersigned proposes to furnish the services herein mentioned at the unit price indicated, all in accordance with the specifications and provisions as herein above set forth, attached hereto and made a part hereof.

The undersigned bidder hereby represents as follows: That this bid is made without connection with any person, firm or corporation making a bid for the same material, and is in all aspects fair and without collusion or fraud.

Date: August 20, 1991

ENVIRONETICS, Inc.
Legal Name of Firm or Corporation

By 
(Signature of Bidder)

President
(Title)

17380 Boones Ferry Rd., Lake Oswego, OR 97035
(Address)

INSTRUCTIONS TO BIDDERS

IMPORTANT NOTICE RE: VENDOR SELECTION LIST

If your firm does not wish to bid at this time, but wishes to remain on the vendor selection list for other office furniture, please send a written "NO BID" to the above address or call Jeff Baer at (503) 248-5111 and submit a verbal "NO BID" no later than the opening date.

All vendors not responding (written or oral) to this invitation to bid may be automatically dropped from the future vendor selection list for this item category but will remain on all other lists applied for.

BID COPIES

ATTENTION!

The signature of the bidder supporting the bid must appear in the space provided for this purpose on the cover page.

The complete proposal should be submitted in its entirety and should not be torn apart.

THE BIDDER MUST SUBMIT ONE (1) ORIGINAL AND ONE (1) COMPLETE COPY OF THE BID DOCUMENTS.

METHOD OF AWARD

Award will be made to the bidder submitting the lowest responsive bid. The award will be made by an all or none basis either/or by individual item, as in the best interest of the County. The right is expressly reserved to reject any or all bids.

CANCELLATION OF AWARD

Multnomah County reserves the right to cancel award of the contract resulting from this bid at any time before execution of the contract by both parties if cancellation is deemed to be in Multnomah County's best interest. In no event shall Multnomah County have any liability for the cancellation of award. The bidder assumes the sole risk and responsibility for all expenses connected with the preparation of its bid.

EQUIVALENT PRODUCTS

No substitutions will be allowed on the Herman Miller brand, per Multnomah County PCRB exemption exempting this item from substitutions.

CLARIFICATION OF SPECIFICATIONS

Any vendor requiring further clarification of the information contained herein must submit specific questions in writing to:

Multnomah County
Purchasing Section
C/O Jeff Baer, Buyer
2505 S.E. 11th Avenue
Portland, Oregon 97202
(503) 248-5111
FAX (503) 248-3252

A written response will be provided to those questions which are deemed appropriate, copies of which will be sent to all vendors in receipt of this bid. Questions will not be answered verbally except those which would clarify specifications and requirements of this bid and as further provided herein. However, any actions or changes resulting from these communications will be forwarded to all bidders as an addendum to this bid. Oral instructions or information concerning the specifications for the projects or requirements given out by County Officers, employees, or agents to prospective bidders shall not bind the County. Any addenda shall be issued by the Purchasing Director no later than five (5) days prior to bid opening.

TERMS

F.O.B.

All prices are to be quoted F.O.B. destination to any location within Multnomah County, Oregon.

TERM OF PAYMENT

Discounts for early payment will be considered in awarding the bid if at least twenty (20) days are allowed for making payment. Discount time shall commence upon receipt of equipment or properly executed invoice, whichever is the later.

Please indicate terms in this space. Terms: net 15 days

If terms are not indicated on the Bid, the invoice will be paid on a net thirty (30) days basis.

DELIVERY

Timeliness is an integral part of the contract and the Contractor shall deliver and perform within the terms provided herein.

PRICE STABILITY

Prices shall be firm for the agreement period.

GUARANTEE OF PURCHASES

The County makes no guarantee as to the quantity of purchases that will be made from this agreement. The dollar figure being bid is an approximation only, based on prior usage.

CONTRACT CONDITIONS

TERM OF CONTRACT

The time period of this contract shall be from date of signature, 1991, through August 31, 1992.

TRIAL PERIOD

The first sixty (60) days of the contract shall be a trial period as related to contract service and specification compliance.

A Contractor who is not in compliance during this "Trial Period", may be terminated by the County within ten (10) calendar days notice of noncompliance. The Contractor shall also have the option to give ten (10) calendar days notice of termination to the County during this trial period should conditions arise which would preclude the Contractor from complying with the Contract provisions. Should such a transaction occur, the County shall have the option to make a contract award offer to the best qualified Contractor who is the next lowest bidder.

RENEWAL

The County shall have the option to renew this contract subject to approval of the Contractor, for two additional one year periods upon a thirty (30) day written notice. Any price adjustments must be submitted by the Contractor, with its approval of the renewal agreement, before the contract period expires. The County reserves the right to reject any renewal acceptance by the Contractor that contains modifications of the contract unacceptable to the County (at the sole discretion of the County).

Should the County not receive written acceptance of the renewal offer within two (2) weeks of the written notice to renew, it will be assumed that the Contractor accepts the terms, conditions, instructions, prices, percentages, etc., of the existing contract at time of renewal.

The County will be under no obligation to renew the contract. Multnomah County may, at its discretion, rebid the contract after the first or second contract period.

TERMINATION

This agreement may be terminated at any time, with cause, by the County or by the Contractor upon giving not less than thirty (30) days written notice of termination to the other party. The County may also terminate at any location that may be closed down or moved; such partial termination shall not affect the obligation of the Contractor to fulfill the contract at other locations. Failure to live up to the specifications will be considered good and sufficient cause.

INTERGOVERNMENTAL AGREEMENT

If requested, this offer shall be extended to any interested public agency pending the completion of an Intergovernmental Agreement between Multnomah County and the other public agency.

ASSIGNMENT

Neither the contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the Contractor without the express written consent of the Purchasing Director of Multnomah County.

LIABILITY

The County does not accept any liability or responsibility, in whole or in part, for any damage which may be sustained in the performance of the contract, or injury to any employee, agent, representative, assignee or guest of the Contractor, including death, regardless of cause.

NONPERFORMANCE

In the event of nonperformance under the resulting contract, the County shall have the right to obtain from other sources such products and/or services as may be required to accomplish the work not performed, and it is agreed that the difference in cost, if any, for said work shall be borne by the Contractor.

For purposes of this section, nonperformance shall be defined as failure to appear and perform work and/or deliver goods as specified and scheduled.

NONAPPROPRIATION

This contract is made expressly conditioned upon future appropriations by the Board of County Commissioners to fund its provision, to the extent that performance and payment extends in to the fiscal year subsequent to the year of award.

INDEMNIFICATION

Contractor agrees to defend, hold and save the County and all its officers and agents harmless from and against all claims for loss, injury or damage to persons or property by Contractor arising out of any act or omission relating to this contract including but not limited to any damages, settlements, costs or attorney fees.

STATE LAW COMPLIANCE

The successful bidder agrees to make payment promptly as due to all persons supplying such successful bidder with labor or materials for the prosecution of the work provided for in this contract, and that said successful bidder will not permit any lien or claim to be filed or prosecuted against the County on account of any labor or material furnished, and agrees further that no person shall be employed for more than eight hours in any one day, or forty hours in any one week; unless in case of necessity or emergency, or where the public policy absolutely requires it, and in such cases to pay wages in accordance with the provisions of ORS 279.334 and ORS 227.338, where applicable.

The successful bidder agrees that should the successful bidder fail, neglect or refuse to make prompt payment of any claim for labor or services furnished by any person for the prosecution of the work provided in this contract as said claim becomes due, whether said services and labor be performed for said successful bidder or a sub-contractor, fail, neglect, or refuse to make all contributions or amounts due the State Industrial Accident Fund or to the State Unemployment Compensation Fund, and all sums withheld from employees due to the State Department of Revenue, then and in such event the said County and other proper officers representing said County may pay such claim or funds to the person furnishing such labor or services or to the State Industrial Accident Commission or to the State Unemployment Compensation or to the State Department of Revenue and charge the amount thereof against funds due or to become due said successful bidder by reason of his said contract, but payment of any such claims in the manner herein authorized shall not relieve the contractor or his surety from his or its obligation with respect to any unpaid claims.

The successful bidder shall promptly, as due, make payment to any person, copartnership, association or corporation furnishing medical, surgical or hospital care or other needed care and attention incident to sickness or injury by the employees of any successful bidder agrees to pay for such services, and all moneys and sums which the successful bidder may or shall have deducted from the wages of his/her employees for such services.

BIDDER RESIDENCY STATEMENT

The 1987 Oregon Legislative Assembly enacted a reciprocal preference law which states, in part:

In determining the lowest responsible bidder, a public contracting agency shall, for the purpose of awarding the contract, add a percent increase on the bid of a nonresident bidder equal to the percent. If any, of the preference given to that bidder in the state in which the bidder resides.

"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state, and has stated in the bid whether the bidder is a "resident bidder".

"Nonresident bidder" means a bidder who is not a "resident bidder" as defined. . . .

1. CHECK ONE: Bidder is ☒ a resident bidder ☐ a nonresident bidder.

2. If a resident bidder, enter your Oregon business address:

17380 Boones Ferry Rd.

Lake Oswego, OR 97035

3. If a nonresident bidder, enter state of residency: _____

Bidder certifies that the information provided above is true and accurate.

Signature: William D. Miller Title: President

Name (Print or Type): William D. Miller

Firm: Environetics, Inc.

Telephone: 503-635-8141 Date: August 20, 1991

BIDDING SHEET

Herman Miller furnishings and accessories on a requirements basis.

Prices will be based upon current list price minus discount at time of order.

Group A includes Action office, Encore and Eames tables.

Group B includes Equa and Ergon seating.

Group C includes Meridan and Freestanding files.

A. 61 % off list, standard delivery;
 58 % off list, rapid response; and
 64.5 % off list, for orders over \$ 250,000.00 list.

B. 54 % off list, standard delivery;
 54 % off list, rapid response; and
 Negotiable % off list, for orders over \$ 250,000.00 list

MERIDIAN:

C. 50 % off list, standard delivery;
 50 % off list, rapid response; and
 Negotiable % off list, for orders over \$ 250,000.00 list

Multnomah County purchases approximately \$100,000.00 worth of Herman Miller items per year.

C.b FREESTANDING FILES

 50% off list, standard delivery;
 48% off list, rapid response; and
 Negotiable off list, for orders over \$ 250,000.00 list

Meeting Date: APR 16 1992

Agenda No.: R-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Notice of Intent - Bureau of Justice Assistance

AGENDA REVIEW/
BOARD BRIEFING _____ (date) _____ REGULAR MEETING April 16, 1992 _____ (date)

DEPARTMENT Sheriff's Office DIVISION Executive

CONTACT Larry Aab TELEPHONE 251-2489

PERSON(S) MAKING PRESENTATION Bob Skipper

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☐ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5-10 Min.

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

BRIEF SUMMARY (include statement of rationale for action requested,
as well as personnel and fiscal/budgetary impacts, if applicable):

Notice of Intent grant application with Bureau of Justice Assistance to provide
the D.A.R.E. program jointly with Portland School District Police in Portland
Public Schools.

4/16/92 original to Larry Aab

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL ✓ Bob Skipper Jr.
SHERIFF

Or

DEPARTMENT MANAGER _____

(All accompanying documents must have required signatures)

Meeting Date: April 16, 1992Agenda No.: R-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)SUBJECT: Notice of Intent - Bureau of Justice AssistanceAGENDA REVIEW/
BOARD BRIEFING

(date)

REGULAR MEETING April 16, 1992

(date)

DEPARTMENT Sheriff's OfficeDIVISION ExecutiveCONTACT Larry AabTELEPHONE 251-2489PERSON(S) MAKING PRESENTATION Bob Skipper

ACTION REQUESTED:

☐

INFORMATIONAL ONLY

☐

POLICY DIRECTION

☐

APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5-10 Min.

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

BRIEF SUMMARY (include statement of rationale for action requested,
as well as personnel and fiscal/budgetary impacts, if applicable):Notice of Intent grant application with Bureau of Justice Assistance to provide
the D.A.R.E. program jointly with Portland School District Police in Portland
Public Schools.

(If space is inadequate, please use other _____)

SIGNATURES:

ELECTED OFFICIAL

SHERIFF

Or

DEPARTMENT MANAGER

(All accompanying documents must have required signatures)

BOARD OF
COUNTY COMMISSIONERS
1992 APR -9 AM 11:00
MULTNOMAH COUNTY
OREGON

NOTICE OF INTENT

Date: April 7, 1992

TO: BOARD OF COUNTY COMMISSIONERS

DEPARTMENT AND CONTACT PERSON: Larry Aab, Executive Assistant

GRANTOR AGENCY: Bureau of Justice Assistance

BEGINNING DATE OF GRANT: July 1, 1992

PROJECT TITLE: Drug Abuse Resistance Education (D.A.R.E.) Enhancement for unserved
Portland Public Schools.

PROJECT DESCRIPTION/GOALS: To reduce the demand for illegal drugs and alcohol in
Portland Public Schools through a drug and alcohol prevention program conducted
jointly by Portland School District Police and Mult. Co. Sheriff's Deputies.

PROJECT ESTIMATED BUDGET:	Direct/Indirect	
FEDERAL SHARE	\$ <u>162,852</u> / \$ <u>1,140</u>	<u>.7</u> %
STATE SHARE	\$ <u>-0-</u> /	%
COUNTY SHARE	\$ <u>27,142</u> / \$ <u>2,383</u>	<u>8.78</u> %
OTHER	<u>27,142</u> <u>2,383</u>	<u>8.78</u>
TOTAL	\$ <u>217,136</u> / \$ <u>5,906</u>	%

EXPLANATION OF COUNTY SHARE: (explaining indirect costs, hard-match, in-kind, etc.)

Hard Match - from Forfeiture Receipts

Indirect Costs on County Share to be paid by the General Fund

SPECIFY REPORTING AND/OR BILLING REQUIREMENTS OF GRANTOR AND WHO REPORTS:
FINANCE _____ DEPARTMENT X IF DEPT. REPORTS, INDICATE
REASONS

GRANT DURATION AND FUTURE RATIO: (Indicate amount of county match per year)

1 Year. Option for 4 renewals

ADVANCE REQUESTED _____ YES X NO, IF NOT, INDICATE
REASON(S).

RECEIPT OF FUNDS WILL BE DEPOSITED TO XXXXXX US BANK OR WIRED
DIRECTLY _____. IF NOT, INDICATE REASON(S).

RATIFIED

**Multnomah County Board
of Commissioners**

R-1 April 16, 1992

**D.A.R.E. ENHANCEMENT FOR
UNSERVED PORTLAND PUBLIC SCHOOLS**

MULTNOMAH COUNTY SHERIFF'S OFFICE

BOB SKIPPER, SHERIFF

**Application for Federal Funds Under the
Edward Byrne Memorial State and Local Law Enforcement Assistance Program
for Fiscal Year 1992**



Multnomah County Sheriff's Office

ROBERT G. SKIPPER
SHERIFF

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

(503) 255-3600

April 1, 1992

Catherine Webber, Administrator
Criminal Justice Services Division
Oregon Executive Department
155 Cottage Street, NE
Salem, Oregon 97310

RE: Application Under Edward Byrne Local Law Enforcement Program

Dear Ms. Webber:

The Multnomah County Sheriff's Office, in conjunction with the Portland Public School District, hereby submits for funding consideration under the Edward Byrne Memorial State and Local Law Enforcement Assistance Program for fiscal year 1992, a program proposal to provide enhanced Drug Abuse Resistance Education (D.A.R.E.) to unserved Portland public schools.

The Portland Public School District is the largest in the Pacific Northwest, with a district population of more than 400,000, a student population of 56,000, and more than 6,000 employees. The district also operates its own police department.

The goal of this proposal is to reduce the demand for illegal drugs and alcohol in Portland Public Schools through a drug and alcohol prevention program conducted by police. To meet this goal, the Multnomah County Sheriff's Office will join the Portland School Police to provide D.A.R.E. training each year to 24 elementary schools which have not experienced the proven benefits of D.A.R.E.

I believe you will find this proposal squarely implements your Division's Drug and Violent Crime Strategy because the program will "increase demand reduction education programs such as Drug Abuse Resistance Education (D.A.R.E.) by adding components for unserved parts of the state" through a multi-agency project.

Should you have any questions regarding our application, please contact the program director listed on the accompanying cover sheet.

Respectfully submitted,

Bob Skipper

BOB SKIPPER,
Sheriff

APPLICATION COVERSHEET

1. Project I.D. Number _____ 2. Fiscal Year _____

2. Project Title: **Drug Abuse Resistance Education (D.A.R.E.)
Enhancement for Unserved Portland Public
Schools.**

4. Administering Agency Name and Address:

**Multnomah County Sheriff's Office
12240 N.E. Glisan Ave.
Portland, Oregon 97230**

Contact Person: **Lt. Richard Piland
Community Services Commander**

5. Project Telephone Number: **251-2410**

6. Level of Government: **County**

7. Is the project multi-jurisdictional? **Yes**

8. BJA Legislative purpose: **Area # 1 - Demand reduction
education programs in which law enforcement officers
participate.**

9. Congressional District Served: **3rd (Ron Wyden)**

10. Population of area served by project: **404,000+**

11. Federal funds requested: **\$162,852** Match funds: **\$ 54,284**
State funds **\$000,000** Local funds **\$ 27,142** Other **\$ 27,142**

12. Project start date **07/01/92** Project end date: **06/31/93**

13. Type of project: **New**

14. Administering Agency Federal Tax I.D. Number: **93-6002309**

15. Delinquent of any Federal debt: **No**

16. Name of Program Director

Name of Official Authorized
to Approve Contracts

**Lt. Richard Piland,
Community Services Cmdr.**

**Bob Skipper,
Multnomah County Sheriff**

Signature and date

Richard Piland
4/1/92

Signature and date

Bob Skipper 4/1/92

PART 1: PROGRAM NARRATIVE

Problem Identification

Abuse of alcohol, tobacco, and illegal drugs is a significant problem in American society, not only among adults but significantly, among our teens and younger children.

Recent studies by the National Institute of Justice's Drug Use Forecasting (DUF) Program reveal alarming statistics concerning drug use among male, female, and juvenile arrestee/detainees in Portland, Oregon and other major U.S. cities. Among adult, male, arrestees, 65% tested positive for some drug use. This ranked Portland 7th out of 23 cities reporting. Among juvenile male arrestees/detainees, 14% tested positive for some drug use in the first quarter of 1991. This number is down from 19% reported for the final quarter of 1990.

The DUF statistics indicate nearly 1 in 5 juvenile males arrested in Portland tests positive for illicit drug use, while more than 3 of 5 male adults test positive. Similar ratios appear in the DUF statistics for the other cities reporting.

The message appears clear: while drug use among juveniles remains unacceptably high, it will only grow worse as the users grow older.

A proven remedy to preventing the use of illicit drugs among young people is to reduce the demand for drugs through early intervention in the schools.

D.A.R.E. Overview

Consistent with the philosophy of early intervention among young, potential drug users, the Drug Abuse Resistance Education (D.A.R.E.) program has established itself as the nation's premier program for demand reduction education.

It comes as no surprise that the state's Criminal Justice Services Division cites D.A.R.E. as a key component in its Drug and Violent Crime Strategy to reduce the demand for illicit drugs and alcohol through drug and alcohol prevention programs.

The highly acclaimed D.A.R.E. program began in 1983 as a project of the Los Angeles Police Department (LAPD). The LAPD worked in conjunction with the Los Angeles Unified School District to design and implement a program by which uniformed police officers would work as regular instructors in elementary school classrooms.

The result was phenomenal. To meet the demand for D.A.R.E. training, a national, non-profit organization, D.A.R.E. America, was formed in 1987. Today, D.A.R.E. programs serve more than 2,200 communities in 49 states, and several foreign countries.

The Portland/Multnomah County area has seen the proven benefits of the D.A.R.E. program. Unfortunately, 57 of the 61 elementary schools within the Portland Public School District have not had the opportunity to benefit from D.A.R.E.

D.A.R.E. Instructors

To become a D.A.R.E. instructor, a police officer must first of all, enjoy working with children. Only veteran officers who volunteer are considered for D.A.R.E. training. He or she must then undergo an intense, "3-week" training program administered in just two weeks. D.A.R.E. officer training is provided by a six-person team from the LAPD, which comes to Oregon to conduct the training at the Board on Public Safety Standards & Training (B.P.S.S.T.) facilities in Monmouth.

If the officer successfully completes the D.A.R.E. training (and not all applicants do so), then he or she is certified as a D.A.R.E. officer.

D.A.R.E. Implementation

The #1 priority of the D.A.R.E. strategy is to intervene the year before students enter middle school. In most of the Portland/Multnomah County area school districts, that year is 5th grade. This critical grade level is the focus for the D.A.R.E. "core curriculum."

The D.A.R.E. officer presents the core curriculum during one-hour weekly sessions for 17 weeks. The culminating event is a graduation assembly for the 5th-grade students who successfully complete the 17-week D.A.R.E. course.

In order to graduate, students must complete their D.A.R.E. workbooks, participate in class, and write an essay, which they read aloud in class or to the D.A.R.E. officer, entitled, "Taking

a Stand Against Drugs." In their essays, each D.A.R.E. graduate professes their personal stand against drugs, explains how they plan to accomplish their goal and what they enjoyed most about the D.A.R.E. program.

At graduation, students receive a D.A.R.E. tee-shirt, lapel pin, and certificate. In addition, selected students will read their personal essay.

The D.A.R.E. officer also visits each K-4 class at least once during the semester, presenting lessons on such topics as, "Don't Go With Strangers."

Each day, the D.A.R.E. officer, in full uniform but unarmed, eats lunch with students in the cafeteria and plays with them during recess periods. In short, the D.A.R.E. officer spends his or her entire day on campus giving D.A.R.E. lectures, visiting other classes and their students, and socializing with students during every aspect of their typical school day.

In a typical D.A.R.E. work week each officer teaches up to four core classes per day, Monday through Thursday. Friday is reserved for preparation for the next week's lesson(s), and administrative tasks.

Once per semester, the officer conducts a "Parents' Night Presentation," usually in conjunction with a P.T.A. or other parents group meeting. This presentation helps parents understand what their children are learning in the D.A.R.E. program, so they may better serve as a "support system" for their child.

Multnomah County Sheriff's Office

Multnomah County Sheriff Bob Skipper is a committed advocate of demand reduction education generally, and D.A.R.E. in particular. Reflecting Sheriff Skipper's commitment, the Sheriff's Office currently has nine (9) deputy sheriffs certified as D.A.R.E. instructors.

Last year MCSO deputies provided D.A.R.E. training to all elementary schools in the following Multnomah County districts:

David Douglas District:	8 elementary schools
Reynolds District:	9 elementary schools
Parkrose District:	5 elementary schools
Corbett District:	2 elementary schools
Orient District:	2 elementary schools
<u>St. Therese School:</u>	<u>1 elementary school</u>
TOTAL SERVED:	27 elementary schools

Lt. Richard Piland, a 29-year veteran of the Sheriff's Office, and certified D.A.R.E. officer, manages the MCSO D.A.R.E. program. Lt. Piland claims that duty as a D.A.R.E. officer is one of the most demanding assignments an officer may receive, but also is one of the most rewarding. Although the D.A.R.E. curriculum itself is of great benefit to children, the key to the success of this demand reduction program, according to Lt. Piland, is the personal relationship formed between officers and children. The two underlying themes which D.A.R.E. officers present to the children are: "Don't Take Drugs," and "We Love Children!"

Portland Public Schools Police

The Portland Public Schools Police Department provides law enforcement services for 56,000 students and 6,000 employees in the Portland School District #1. School Police respond to crimes in and around some 100 school buildings, and provide a full range of investigative and related police services.

Pursuant to ORS 332.531, Portland School District Police officers, appointed and duly sworn, are peace officers as defined in ORS 161.015(4), for the purpose of carrying out the duties of their employment. All School District Police officers are graduates of the Oregon Police Academy, and are certified as police officers by the state's Board on Public Safety Standards & Training (B.P.S.S.T.).

The Portland School District Police Department currently has two officers certified as D.A.R.E. instructors.

Present Accomplishments of Applicants

During spring semester, 1992, the Multnomah County Sheriff's Office and the Portland Public School Police joined forces to provide D.A.R.E. training to four Portland Public School District elementary schools: James John, Buckman, Bridger, and Glencoe. These four schools served as demonstration sites to evaluate the effectiveness and feasibility of instituting D.A.R.E. in the Pacific Northwest's largest school district.

As expected, the results were promising enough that the School District has agreed to continue committing District

resources to this multi-agency venture with the Sheriff's Office, if this grant proposal is approved. (See Appendix A, Letter from Matthew Prophet, Dated March 31, 1992)

Goals, Objectives, Activities, Evaluation

Goal: To advance and implement the state's Criminal Justice Services Division's Drug and Violent Crime Strategy by reducing the demand for illicit drugs and alcohol through drug and alcohol prevention programs, specifically D.A.R.E., by adding components for unserved schools in the Portland Public School District.

Objective: To provide D.A.R.E. training to 12 schools per semester, or 24 total for each school year. (During the first year, 1992-93, the project will not begin until January, 1993, to allow for each agency to hire and train replacement personnel for the full-time D.A.R.E. officers assigned to the target schools.)

Activities:

- 1.1 The Portland Public School District will designate up to 12 elementary schools each semester to receive D.A.R.E. training. The District will consult with the Sheriff's Office before making its designation(s).
- 1.2 Each D.A.R.E. officer will teach up to 4 core classes per day, four days per week, for 17 weeks.
- 1.3 Each D.A.R.E. officer will conduct visitations with one lower grade level each week, rotating through each grade, beginning with grade four, and moving down through kindergarten.

- 1.4 Each D.A.R.E. officer will spend no more than one day per week attending to administrative details, including preparing for the next week's lesson.
- 1.5 Each D.A.R.E. officer will conduct at least one Parents Visitation Night during the 17-week semester.
- 1.6 Each D.A.R.E. officer will perform all other functions as required by D.A.R.E. America, Inc., as part of the normal course of instruction.

Evaluation Each activity will be evaluated through systematic documentation to determine if the activities, as performed, meet the operation's objectives. Copies of all records, reports, and other documentation produced through the program evaluation will be provided to the state's Criminal Justice Services Division upon request.

Accounting for all SEDE and grant-related accounts is performed by the Sheriff's Office's Management & Fiscal Services Unit, managed by Larry Aab, telephone (503) 251-2489.

PART 2: PROGRAM BUDGET:

MCSO/PORTLAND SCHOOLS D.A.R.E.

Income: Portland D.A.R.E.		1992-93
Edward Byrne Grant Funds	75%	\$ 162,852
Match Funds	25%	\$ 54,284
TOTAL INCOME		\$ 217,136
Expenses:Portland D.A.R.E.		
Salaries		\$ 114,018
Overtime & Holiday pay		\$ -0-
Employee benefits		\$ 50,465
Payroll taxes		\$ 9,144
Supplies under \$250		\$ -0-
Project supplies		\$ 37,951
Rent and utilities		\$ -0-
Contract services		\$ -0-
Project travel		\$ -0-
Conferences/training		\$ -0-
Equipment over \$250 listed		\$ 3,035
Confidential funds		\$ -0-
Indirect costs		\$ -0-
Administrative costs		\$ 2,523
TOTAL EXPENSES		\$ 217,136

TOTAL INCOME: \$217,136

Edward Byrne Grant Funds: \$162,852

This MCSO/Portland D.A.R.E. proposal will require formula grant funding in the amount of \$162,852. This amount constitutes 75% of the total project cost of \$217,136.

Matching Cash Funds: \$54,284

The applicants will jointly contribute as matching funds, \$54,284 in cash, which represents 25% of the total project cost of \$217,136. Each applicant will contribute one-half of the required cash match, or \$27,142.

The Portland School District, in a letter signed by Superintendent Matthew Prophet, dated March 30, 1992, commits to contribute \$27,142 in cash toward the match requirement. (See Appendix A, attached hereto.)

The Multnomah County Sheriff's Office will contribute \$27,142 in cash, representing the remaining balance of the cash match requirement. MCSO's cash contribution will come from the Sheriff's Office's Special Enforcement Detail Earnings (SEDE) forfeiture account, or other county funds.

Pursuant to Section 10(c), chapter 791, Oregon Laws 1989, forfeited proceeds in the SEDE account may be used by political subdivisions, such as Multnomah County, specifically for drug education programs.

TOTAL EXPENSES: \$217,136

PERSONNEL SERVICES DETAIL

Position Title	Deputy	Deputy	Officer	TOTALS
Hourly Rate	\$ 19.12	\$ 19.12	\$ 16.37	
Annual Salary	\$ 39,916	\$ 39,916	\$ 34,186	\$ 114,018
Overtime (Est)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Benefits	\$ 18,684	\$ 18,684	\$ 13,097	\$ 50,465
Payroll Taxes	\$ 3,201	\$ 3,201	\$ 2,742	\$ 9,144
Administrative	\$ 1,040	\$ 1,040	\$ 443	\$ 2,523
TOTALS	\$ 62,841	\$ 62,841	\$ 50,468	\$ 176,150

Salaries

The salaries requirement is \$114,018 and is based on three
(3) FTE positions.

(1) Deputy sheriff 19.12/hr
 x 2,088 hrs/year
 39,916/year

(1) Deputy sheriff 19.12/hr
 x 2,088 hrs/year
 39,916/year

(1) School Police 16.37/hr
 Officer x 2,088 hrs/year
 34,186/year

TOTAL SALARIES \$ 114,018

Overtime

No overtime, if any, will be charged against this budget.

TOTAL OVERTIME \$ 0.00

Employee benefits

The benefits requirement of \$50,465 is based upon rates or fixed amount provided by each employer. For the deputy sheriffs, the requirement is based upon a variable rate of 34.03% of total earnings for each FTE deputy position, and includes a fixed benefit amount for each deputy position. The benefit amount for the Portland School Police Officer is provided by the School District.

(1) Deputy sheriff	39,916/annual salary
	x <u>.3403/benefit rate</u>
	13,583/benefits (variable)
	+ <u>5,101/benefits (fixed)</u>
	18,684/total benefits

(1) Deputy sheriff	39,916/annual salary
	x <u>.3403/benefit rate</u>
	13,583/benefits (variable)
	+ <u>5,101/benefits (fixed)</u>
	18,684/total benefits

(1) Portland School Police	13,097/total benefits
-------------------------------	-----------------------

(Benefit figure for police officer provided
by Portland School District)

TOTAL BENEFITS	\$ 50,465
----------------	-----------

Payroll Taxes

The payroll tax requirement of \$11,758 is based upon a fixed rate of 8.02% of total earnings for three (3) FTE positions.

(1) Deputy sheriff	39,916/annual salary
	x <u>.0802/payroll tax rate</u>
	3,201/annual payroll tax

(1) Deputy sheriff	39,916/annual salary
	x <u>.0802/payroll tax rate</u>
	3,201/annual payroll tax

(1) Portland School Police	34,186/annual salary
	x <u>.0802/payroll tax rate</u>
	2,742/annual payroll tax

TOTAL PAYROLL TAX \$ 9,144

Supplies under \$250

All supplies are listed under Project Supplies, below.

TOTAL \$ 0.00

Project Supplies

The project supplies requirement is \$37,951. These supplies are those required to successfully implement the D.A.R.E. program in 24 schools during a school year. The project supplies cover both the core classes and the lower grade levels. Because D.A.R.E. training focuses heavily upon intervention at the "core" grade level, the bulk of the materials requirement is for that grade level.

	4 / Core Classes/School
x	24 / Schools per year
x	<u>35 / Students per Core Class</u>
	3,360 / Total Core Class Students
x	<u>\$8.50 / Core Materials Each</u>
	\$28,560 / Total Core Materials

	10,000 / K-4th grade Students
@	<u>.94 / materials each</u>
	\$ 9,391 / Total K-4th Materials

TOTAL D.A.R.E. MATERIALS: \$ 37,951

Rent and Utilities

This program will not rent any space, nor incur any utilities expenses required to be funded by this grant.

TOTAL \$ 0.00

Contract Services

This program will not require any contract services to be funded by this grant.

TOTAL \$ 0.00

Project Travel

This program will not require any project travel to be funded by this grant.

TOTAL \$ 0.00

Conferences/training

This program will not require any project travel to be funded by this grant.

TOTAL \$ 0.00

Equipment over \$250 listed

The requirement for equipment over \$250 is \$3,035. This amount is for police officer equipment required for the School Police officer. The School Police equipment detail is as follows:

Uniform	\$ 680
Weapon	\$ 418
Body Armor	\$ 320
Radio	\$ 580
Baton	\$ <u>37</u>
 SUB-TOTAL	 \$2,035

The MCSO equipment requirement is \$1,000, for uniforms for two (2) deputies. MCSO will provide the balance of their equipment needed.

TOTAL EQUIPMENT: \$3,035

Confidential funds

This proposal will not require confidential funds.

TOTAL \$ 0.00

Indirect costs

This project will not charge any indirect costs.

TOTAL \$ 0.00

Administrative costs

This proposal will require administrative costs of \$2,523. These costs are attributed to overhead in hiring replacement officers for the D.A.R.E. officers who will be working full-time in the targeted schools.

MCSO's administrative costs are \$1,040 per new hire; Portland School's cost is \$443 per new hire.

TOTAL ADMINISTRATIVE COSTS: \$ 2,523



PORTLAND PUBLIC SCHOOLS

501 North Dixon Street / Portland, Oregon 97227

Phone: (503) 249-2000

Mailing Address: P.O. Box 3107 / 97208-3107

OFFICE OF THE SUPERINTENDENT

Matthew W. Prophet
Superintendent

March 30, 1992

Sheriff Robert G. Skipper
Multnomah County Sheriff's Office
12240 N.E. Glisan St.
Portland, OR 97230

**RE: Byrne Grant Proposal
D.A.R.E. Program**

Dear Sheriff Skipper:

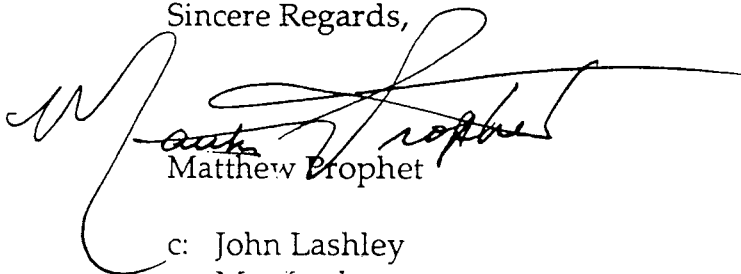
It is with pleasure that I endorse the continuing collaboration of our two agencies in providing the outstanding D.A.R.E. program to Portland students.

Accordingly, I herewith make a financial and cooperative commitment to support our mutual involvement in the grant application for funding to expand D.A.R.E. services to a total of 24 Portland elementary schools. Portland Schools commit to support the project with a cash match amount of \$27,142 during the 1992-93 school year.

My understanding is that, should the grant application be successful, Multnomah County Sheriff's Office will provide two deputies to serve 16 District No. 1 schools, and Portland School Police will provide one officer to serve eight District No. 1 schools.

I also understand that the Byrne grants are eligible for renewal for four years.

Sincere Regards,



Matthew Prophet

c: John Lashley
Mac Lockett

Meeting Date: APR 16 1992

Agenda No.: R-2

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: RESOLUTION AND RULES FOR STATUTORY WAY OF NECESSITY

AGENDA REVIEW/
BOARD BRIEFING

(date)

REGULAR MEETING

April 16, 1992

(date)

DEPARTMENT Non Dept.

DIVISION CCO

CONTACT Jacqueline Weber

TELEPHONE 3138

PERSON(S) MAKING PRESENTATION Jacqueline Weber

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 1/2 hour

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):
Resolution to adopt rules to process petitions for Statutory Ways of Necessity pursuant to ORS 376.150 to 376.200

*4/16/92 copies to Jacqueline
Weber*

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1992 APR - 8 AM 10:10

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL

Gladys McCoy

Or

DEPARTMENT MANAGER

L. K.

(All accompanying documents must have required signatures)



MULTNOMAH COUNTY OREGON

OFFICE OF COUNTY COUNSEL
1120 S.W. FIFTH AVENUE, SUITE 1530
P.O. BOX 849
PORTLAND, OREGON 97207-0849
(503) 248-3138
FAX 248-3377

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY, CHAIR
PAULINE ANDERSON
RICK BAUMAN
GARY HANSEN
SHARRON KELLEY

MEMORANDUM

TO: Board of County Commissioners
Gladys McCoy, Chair
Pauline Anderson
Rick Bauman
Gary Hansen
Sharron Kelley

FROM: John L. DuBay
Chief Assistant
County Counsel

DATE: October 25, 1991

RE: Ways of Necessity

COUNTY COUNSEL
LAURENCE KRESSEL

CHIEF ASSISTANT
JOHN L. DU BAY

ASSISTANTS
J. MICHAEL DOYLE
SANDRA N. DUFFY
GERALD H. ITKIN
H.H. LAZENBY, JR.
MATTHEW O. RYAN
JACQUELINE A. WEBER
MARK B. WILLIAMS

GLADYS McCOY
MULTNOMAH COUNTY CHAIR
1021 S.W. 4th, ROOM 134
PORTLAND, OREGON 97204
10/28/91

RECEIVED
COUNTY COUNSEL
OCT 28 1991
12 PM 1:02
MULTNOMAH COUNTY
OREGON

On October 22, the attorney for Jerry M. Finley and Phillip R. Meyers filed with the Board a petition to establish a "way of necessity" over land owned by the City of Portland. The land is in Forest Park. A copy of the petition is enclosed.

Under ORS 376.150 - .200, the Board of County Commissioners has jurisdiction over this matter and must follow statutory procedures.¹ These proceedings afford owners of landlocked parcels a way to acquire access to a public road. The statute outlines the procedures and standards for approval.

Since the Board has no rules other than ORS to guide the parties, to help things run smoothly our office will draft proposed rules for the process and submit them to you for review. You should have them in about a week. In the meantime, this office will make sure the City of Portland is served with the petition as the statute requires.

¹. Under the statute, the Board has the option to divest itself of jurisdiction over "way of necessity" proceedings and put the matter into the court system. ORS 376.200. This must be done by ordinance. We have no such ordinance on the books now.

Board of County Commissioners
October 25, 1991
Page 2

The statute creates only two time constraints: 1) Portland must file an answer to the petition within 30 days after service and 2) the petitioner must file a reply to the answer within 10 days after service of the answer. Any other time limitations will be established by the Board's rules.

If I can answer any questions about this proceeding before the draft procedures come to the Board, please call me.

CC: Larry Nicholas
Harry Auerbach
David B. Smith
Delma Farrell

O:\FILES\143JLD.MEM\jld

BEFORE THE
MULTNOMAH COUNTY BOARD OF COUNTY COMMISSIONERS

JERRY M. FINELY AND PHILLIP
R. MEYERS,

Petitioners,

vs.

CITY OF PORTLAND,

Respondent.

No. _____

PETITION FOR STATUTORY
WAY OF NECESSITY (ORS
376.150 - 376.200)

1.

Petitioners own certain real property located in the Southwest 1/4 of Section 10, Township 1N, Range 1W in the City of Portland, County of Multnomah, State of Oregon, and more fully described as follows: Lot 1, Block 26, and Lots 2, 3 and 4, Block 25, Glen Harbor Heights. The property is indicated and marked in yellow on the plat attached hereto and incorporated herein by reference. This property is to be served by the proposed way of necessity, as shown on the plat attached hereto.

2.

Respondent, City of Portland, is a municipal corporation organized and existing under the laws of the State of Oregon, with principal offices located at 1220 SW Fifth Avenue in the City of Portland in the County of Multnomah in the State of Oregon. Respondent is the owner of real property situated in Section 10, Township 1N, Range 1W, and more fully described as

1 Forest Park. The property is indicated and marked in green on
2 the plat attached hereto and incorporated herein by reference.

3 3.

4 Platted but undeveloped to serve petitioners' property
5 are 3 public roads, NW Mountain View Boulevard, NW Ranier
6 Avenue, and NW Mount Jefferson Avenue. These roads all tra-
7 verse a portion of respondent's Forest Park. These platted
8 public roads have been determined by the respondent to not be
9 capable of being developed to provide access to the petition-
10 ers' property, as shown by the evidence attached hereto and
11 incorporated herein by reference. This has left petitioners
12 "landlocked" so that respondents have no access to public
13 roads and more particularly to NW Germantown Road, as dis-
14 closed by the attached plat map, thus leaving petitioners'
15 property cut off from access to a road to the outer world.

16 4.

17 By reason of the foregoing, petitioners are entitled to a
18 statutory way of necessity through or over respondent's Forest
19 Park to a public road. Petitioners' proposed way of necessity
20 traverses respondent's Forest Park and connects to NW German-
21 town Road, a public road that does not have access rights
22 acquired and limited by the State of Oregon or County of
23 Multnomah.

24 5.

25 Petitioners' proposed way of necessity may be safely
26 connected to NW Germantown Road, at the nearest practicable

1 point for connection to NW Germantown Road, as shown by the
2 plat and evidence attached hereto.

3 6.

4 Petitioners propose to exchange land with respondent,
5 ceding to respondent land contiguous to Forest Park of equal
6 property and recreational value with equal access for recrea-
7 tional users, in exchange for the land in Forest Park over
8 which the way of necessity will run.

9 7.

10 Petitioners have no existing easement or easements, or
11 rights thereto, or any enforceable access, to any public road
12 except those platted, undeveloped roads determined by respond-
13 ent to not be capable of being developed.

14 8.

15 Petitioners are suffering and continue to suffer finan-
16 cial loss due to their inability to gain ingress and egress to
17 their property in Glen Harbor Heights, as a result of which
18 petitioners are unable to develop it for the establishment of
19 a detached single-family dwelling.

20 9.

21 Wherefore, petitioners pray that the Board issue an
22 order:

- 23 (a) Establishing and defining the way of necessity.
24 (b) Granting and declaring the way of necessity.
25 (c) Describing the exact location and width of the way of
26 necessity.

1 (d) Describing those uses that are permitted on the way of
2 necessity.

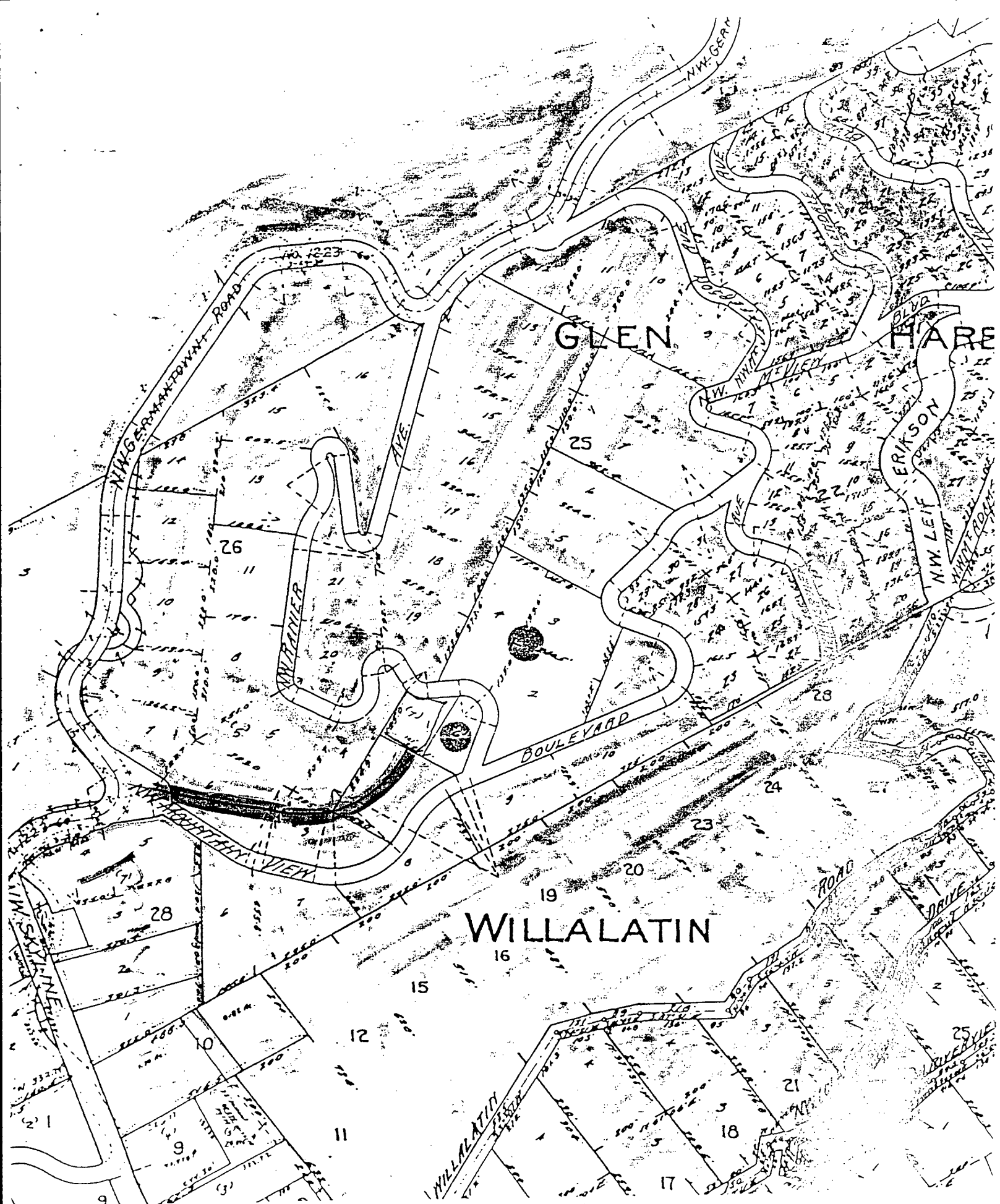
3 (e) Establishing that the land exchange proposed by petition-
4 ers, and agreed to by respondent and petitioners, fairly
5 compensates respondent for the way of necessity so granted.
6

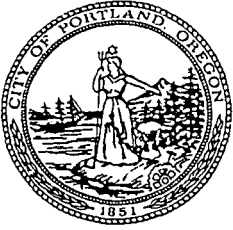
7 DATED this 21st day of October, 1991.

8 Respectfully submitted,

9 

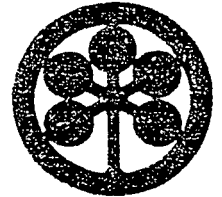
10 David B. Smith, OSB #88315
11 8255 SW Hunziker Suite 200
12 PO Box 230637
13 Tigard, Oregon 97223
14 (503) 620-0258
15 Attorney for Petitioners
16
17
18
19
20
21
22
23
24
25
26





CITY OF PORTLAND
BUREAU OF PARKS AND RECREATION

1120 S.W. 5TH, ROOM 1302
PORTLAND, OREGON 97204-1933
(503) 796-5193



MIKE LINDBERG, Commissioner

CHARLES JORDAN, Director

March 28, 1991

Exhibit 30

Ms. Jerry Finley
115 NE Stafford
Portland, OR 97211-2240

Dear Ms. Finley:

In response to your letter of February 10th, I have considered the impacts of using Mt. View Blvd. and Mt. Jefferson Ave. to access your property from Germantown Road.

Based on the impacts I request that they **not** be considered for access.

As best as I can determine, both routes would directly interfere with Wildwood Trail as it is now established near Germantown Road. In fact, the impact to the trail might be termed disastrous as the alignment of the Mt. View and Mt. Jefferson rights-of-way are extremely close if not coincident with the trail.

I have requested some time with our Deputy City Attorney this coming Monday in order that he and I might review the situation as it now stands and give you some clear direction as to the next step. Since I know fully well that you will now be requesting access via an "access of necessity" over a route agreeable to us, if at all possible I will spare you any required letter to the City in an effort to compensate for the delay in this response.

After my visit with the City Attorney, I will immediately get back to you.

If you have any questions, please contact me at 796-5122.

Sincerely,

Jim Sjulian, Supervisor
Natural Resources Program



CITY OF

PORTLAND, OREGON

OFFICE OF TRANSPORTATION

Earl Blumenauer, Commissioner
Transportation Engineering
1120 S.W. Fifth Avenue
Room 802
Portland, Oregon 97204-1971
(503) 796-7004

March 21, 1991

Jerry Finley
115 NE Stafford
Portland, OR 97211-2243

Re: Access to Lot 1, Block 26 and Lots 2,3 & 4, Block 25, Glen Harbor Heights

Dear Jerry:

At your request, I visited your site on Friday, February 22nd, to look at the feasibility of obtaining access via the platted NW Rainier Avenue right-of-way (also known as NW Ranier Avenue and NW Mt. Rainier Avenue). As a result of my visit, I've concluded that NW Rainier is not a viable alternative access route to your property. My conclusion is based on the following:

- NW Rainier Avenue traverses difficult terrain. Side-slopes are very steep, with many appearing to be in the 20-30% range. Construction of a road in this location would entail significant cuts and fills. Because of the steepness of the side-slopes, it is very likely that many cut and fill slopes would consume the entire existing 40-foot wide right-of-way. Given the length of the required road (approximately one-half mile), the expected negative impact on mature trees and other vegetative cover would be extensive.
- Longitudinal street grades are also a problem. Typically, gravel roads do not work at grades exceeding 15%. Our public street standards allow grades up to 18% for roads paved with asphalt, and up to 22% for portland cement concrete. However, in my judgement, there are portions of the NW Rainier Avenue alignment that are too steep to meet those standards.
- The horizontal alignment of the existing platted right-of-way is substandard. Given the topographical constraints, it is probable that additional right-of-way or easements from adjacent property would be necessary.
- SW Rainier Avenue crosses an existing drainage course and runs parallel to it for significant portions of it's length. The impact of road construction on the water course would be significant.

For these reasons, it's my judgement that the NW Rainier Avenue right-of-way is not a viable access route to your property. I recommend that you continue to pursue more direct alternative routes with the Park Bureau.

Sincerely,

Glen R. Pierce
Senior Projects Coordinator



CITY OF

PORTLAND, OREGON

OFFICE OF TRANSPORTATION

Earl Blumenauer, Commissioner
Transportation Engineering
1120 S.W. Fifth Avenue
Room 802
Portland, Oregon 97204-1971
(503) 796-7004

March 6, 1991

Jerry Finley
Philip Meyers
115 NE Stafford
Portland, OR 97211-2243

Re: Glen Harbor Heights Access Feasibility Report

Dear Jerry & Philip:

I've reviewed the study dated February 26, 1991 by Kent Cox & Associates, which addresses the feasibility of using the Mt. View Boulevard right-of-way for access to your property. In addition, I've personally visited the site and walked the alignment of Mt. View Boulevard by following survey stakes provided by Mr. Cox.

I concur with Mr. Cox's findings concerning the impacts of constructing of an access road in Mt. View Boulevard. In my judgement, Mt. View Boulevard is not a viable route for access to your property. I also agree with Mr. Cox's recommendation that you should continue to investigate alternative access routes with less detrimental impact to the land.

Sincerely,

Glen R. Pierce
Senior Projects Coordinator



CITY OF

PORTLAND, OREGON

OFFICE OF TRANSPORTATION

Earl Blumenauer, Commissioner
Transportation Engineering
1120 S.W. Fifth Avenue
Room 802
Portland, Oregon 97204-1971
(503) 796-7004

September 16, 1991

Jerry Finley
115 NE Stanford Street
Portland, OR 97211-2243

Re: **Driveway Visibility on NW Germantown**

Dear Jerry:

Attached to this letter is the response from the Bureau of Traffic Management concerning visibility at your proposed driveway on NW Germantown Road. If you need clarification of their findings, please call Lisa at 796-5234.

Sincerely,

Glen R. Pierce
Senior Projects Coordinator

c: Lisa Amundson

[L.Ltr]Finely_Driveway_Visibility



CITY OF

PORTLAND, OREGON

OFFICE OF TRANSPORTATION

RECEIVED
SEP 12 1991
STREET SYSTEMS MANAGEMENT
Earl Blumenauer, Commissioner
Traffic Management
1120 S.W. Fifth Avenue
Room 730
Portland, Oregon 97204-1969
(503) 796-5185

September 11, 1991

MEMORANDUM

TO: Glen Pierce, Transportation Engineering 106/802
FROM: Lisa Amundson, Traffic Management *LA* 106/730
SUBJECT: Proposed driveway safety/visibility on NW Germantown Rd
north of Skyline Blvd.

The Bureau of Traffic Management has evaluated the dirt logging road that intersects the east side of NW Germantown Road approximately 350 feet north of Skyline Boulevard for a possible driveway. The available sight distance for drivers on NW Germantown Rd was measured to ensure adequate stopping distance for a driver on Germantown Road if a vehicle suddenly pulled out from the proposed driveway. The findings of the Bureau were:

1. Vehicles traveling south on Germantown Road can see drivers 270 feet in advance of the driveway. This visibility is adequate for vehicle speeds up to 38 MPH. The curve in advance of the driveway is sharp, and most drivers would be limited to 30 mph. (Visibility is therefore adequate.)
2. Vehicles traveling north on Germantown Road can clearly see drivers 205 feet in advance of the proposed driveway. This is a downgrade approach, and is adequate for vehicle speeds up to 29 mph. Speed data was unavailable for this stretch of roadway, however, the 85th percentile speed is suspected to be substantially higher than this. (Visibility is therefore limited.)

Due to fact that the proposed driveway would only serve one household, traffic volumes are expected to be low. Provided that caution is used by drivers exiting the proposed driveway, safety is not anticipated to be a problem. (This is not unlike many other driveways in Portland where visibility is somewhat limited.)

If you need any additional clarification or information, please call me at 796-5234.

Attachments

LA/jp

GRP\$OPR:(NW.TR)GERMANTOWN.WP

NW Germantown Rd

Stopping Sight Distance Calculations:

$$SSD = 1.47 Vt + \frac{V^2}{30(f-g)}$$

north of driveway:

$$t = 2.5 \text{ s}$$

$$f = 0.32$$

$$g = 0.06 \text{ (upgrade)}$$

$$SSD = 270 \text{ ft}$$

$$V = 38 \text{ mph}$$

South of driveway:

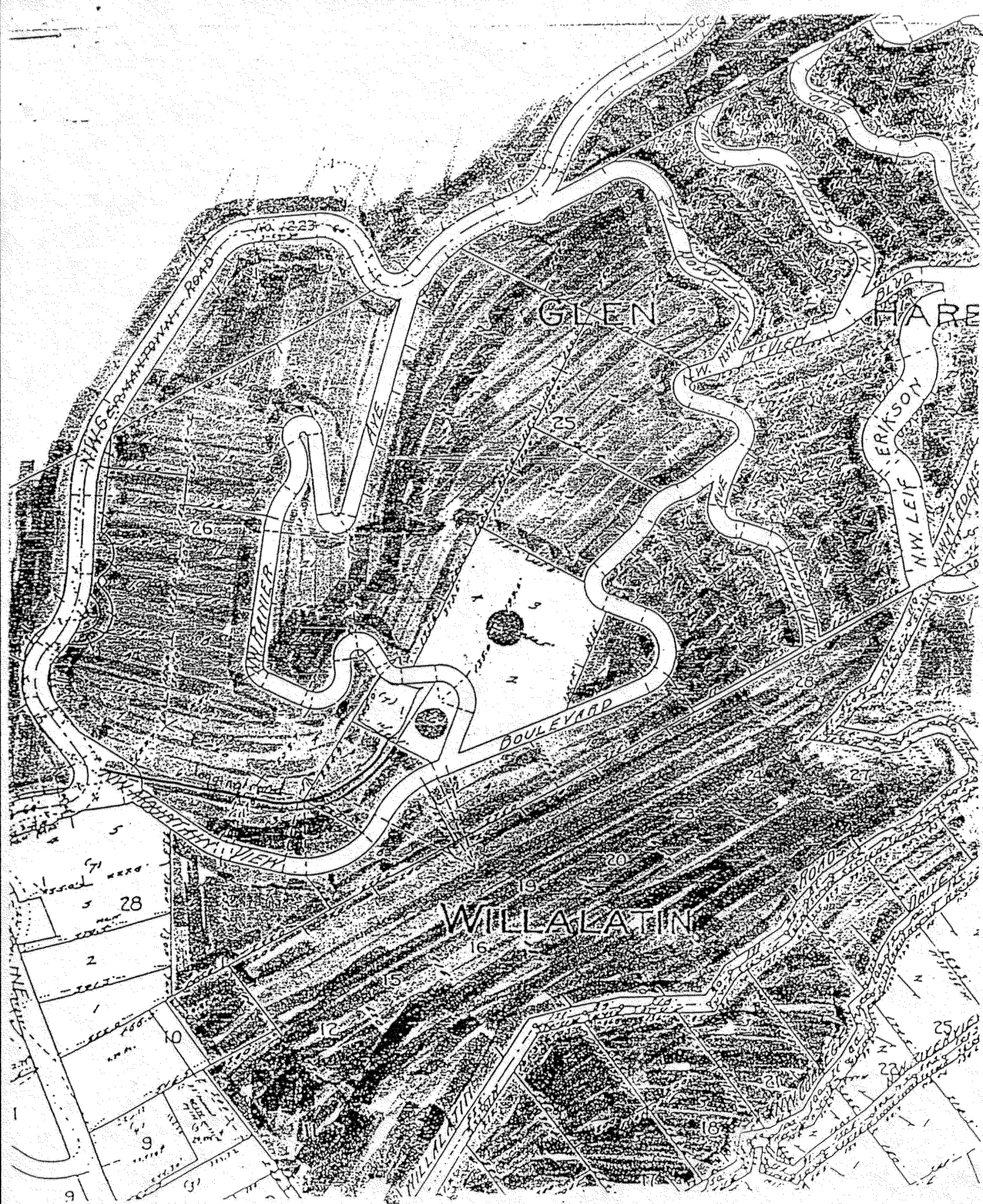
$$t = 2.5 \text{ s}$$

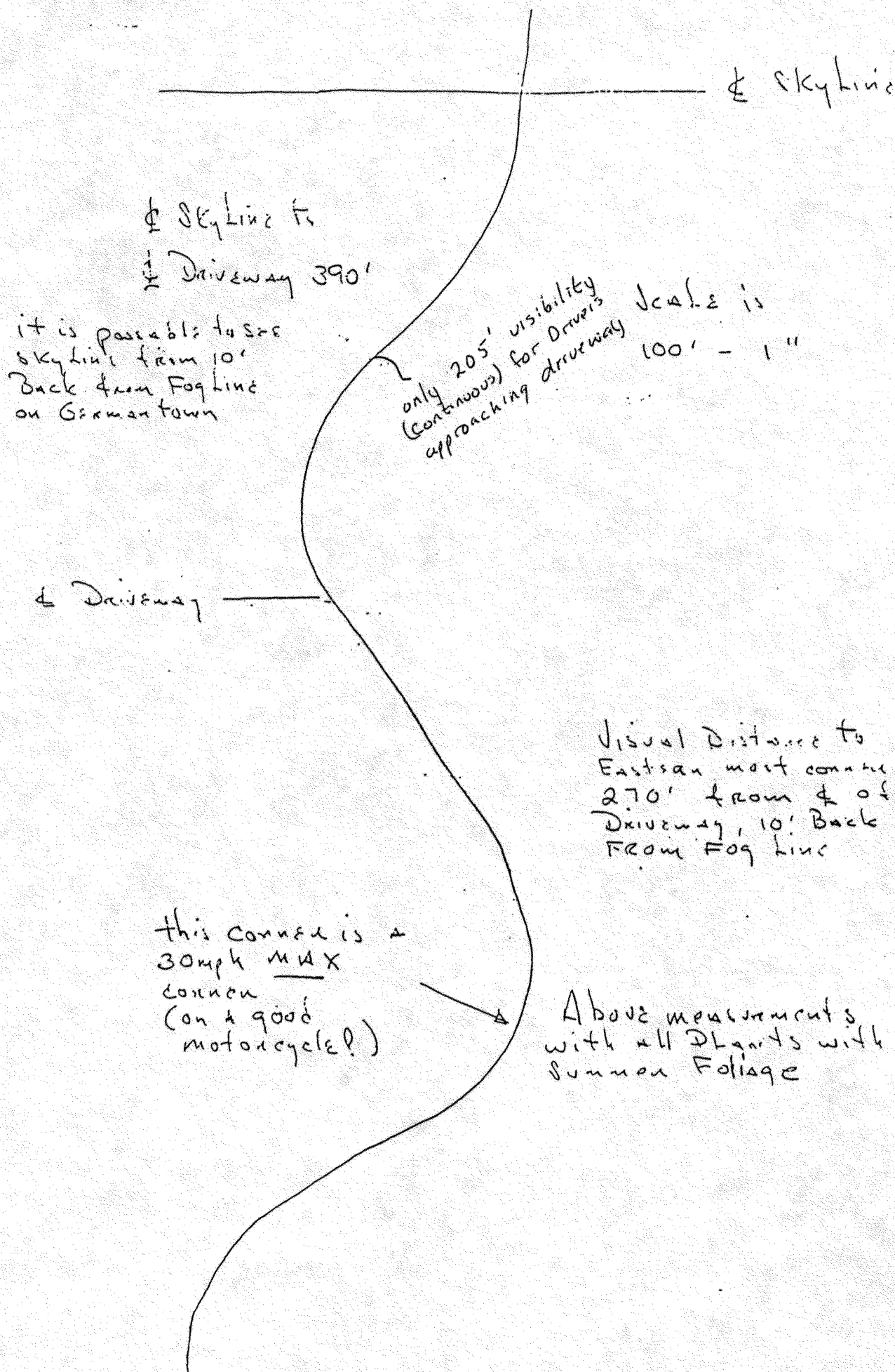
$$f = 0.35$$

$$g = 0.06 \text{ (downgrade)}$$

$$SSD = 205'$$

$$V = 29 \text{ mph}$$



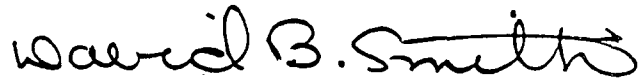


CERTIFICATE OF MAILING

I hereby certify that I served the foregoing Petition for
Statutory Way of Necessity on:

Harry M. Auerbach, OSB #82183
City Attorney's Office
Room 315 City Hall
1220 SW 5th Avenue
Portland, Oregon 97204
Attorney for Respondent

by mailing by registered or certified mail to that person a
true and correct copy thereof, certified by me as such, placed
in a sealed envelope addressed to him at the addresses set
forth, and deposited in the United States Post Office at
Tigard, Oregon, on October 21, 1991 with the postage prepaid.


David B. Smith, OSB #88315
Attorney for Petitioners

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Rules to Process
Petitions for Statutory Ways of
Necessity

RESOLUTION 92-51

WHEREAS, a Petition for Statutory Way of Necessity has been filed with the Board of County Commissioners by each of the following petitioners:

JERRY M. FINLEY and PHILLIP R. MEYERS
MR. AND MRS. RONALD BROWN and MR. AND MRS. DAVID SMITH
THE McQUINN FAMILY PIONEER CEMETARY ASSOCIATION

WHEREAS, ORS 376.150 to 376.200 gives the Board of County Commissioners jurisdiction to grant a Statutory Way of Necessity and establishes statutory procedures therefor, and

WHEREAS, the Board does not have an established process for the purpose of implementing ORS 376.150 to 376.200,

THEREFORE BE IT RESOLVED, that the Board of County Commissioners adopt the rules set out in Exhibit A attached hereto to process the petitions for Statutory Ways of Necessity specified above.

ADOPTED this 16th day of April, 1992.



By Gladys McCoy
Gladys McCoy, Chair
Multnomah County, Oregon

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By Jacqueline A. Weber
Jacqueline A. Weber
Assistant County Counsel

K:\JAW\509JAW.RES\m

03/18/92:1

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of the Petition)
for Statutory Way of Necessity.) SUMMONS
_____)

TO: _____

_____ Respondent(s)

YOU ARE HEREBY REQUIRED TO APPEAR and defend the Petition for Statutory Way of Necessity filed against you in the above-entitled action within thirty (30) days from the date of service of this summons upon you, and in case of your failure to do so, for want thereof, petitioner(s) will apply to the Board of County Commissioners for the relief demanded in the Petition.

<p>NOTICE TO THE RESPONDENT: READ THESE PAPERS CAREFULLY!</p> <p>You must "appear" in this case or the other side will win automatically. To "appear" you must file with the County Commissioners a legal paper called an "answer." The "answer" must be given to the Clerk of the Board of County Commissioners within 30 days.</p> <p>If you have any questions, you should see an attorney immediately.</p>	<p>_____ Signature of Attorney for Board of County Commissioners</p> <p>_____ Attorney's Name (Typed or Printed) Bar No.</p> <p>_____ Address</p> <p>_____ City State Zip Phone</p>
---	---

STATE OF OREGON)
) ss.
County of Multnomah)

I, the undersigned attorney for the Board of County Commissioners, certify that the foregoing is an exact and complete copy of the original summons in the above entitled action.

Attorney

TO THE OFFICER OR OTHER PERSON SERVING THIS SUMMONS: you are hereby directed to serve a true copy of this summons together with a true copy of the petition mentioned therein, upon the individual(s) or other legal entity(ies) to whom or which this summons is directed, and to make your proof of service upon a separate similar document which you shall attach hereto.

Attorney

RULES FOR THE CONDUCT OF HEARINGS
BEFORE THE MULTNOMAH COUNTY BOARD OF COUNTY COMMISSIONERS
REGARDING STATUTORY WAYS OF NECESSITY

I. FILING AND SERVICE OF PETITION

- A. Filing shall be accomplished by mailing the original petition to the Multnomah County Board of County Commissioners. The filing shall be complete upon receipt of the petition by the Board of County Commissioners.
- B. Upon filing of a petition, the Clerk of the Board shall cause a copy of the petition to be served upon all persons owning land across which the Way of Necessity could be located as identified in the petition. Service shall be by summons as specified in ORCP 7, and in the form specified in Addendum A. The Clerk shall direct the Sheriff to serve summons.

II. INVESTIGATION AND REPORT BY COUNTY SURVEYOR

- A. Upon filing of the petition, the Clerk of the Board shall forward a copy of the petition to the County Surveyor, directing the County Surveyor to investigate the proposed Way of Necessity and issue a written report. The County Surveyor shall submit to the Board of County Commissioners a written report no later than 30 days from the date the petition is forwarded by the clerk. If the County Surveyor cannot issue the report within 30 days, he must so notify the Clerk and identify a date certain upon which the report will be provided to the Board.
- B. The report of the County Surveyor shall conform with ORS 376.160(2) and shall include:
 - 1. Possible alternate routes for Ways of Necessity to the property;
 - 2. A determination of whether the proposed Way of Necessity meets the requirements under ORS 376.150 to 376.200;
 - 3. The reasonableness of the Way of Necessity proposed in the petition; and
 - 4. A recommendation for a specific location and width for a Way of Necessity.

- C. The County Surveyor shall submit to the Board an accounting of the actual costs incurred in the investigation and preparation of the written report.
- D. Upon receipt of the Surveyor's report by the Board of County Commissioners, the County Clerk shall cause a copy of said Report and Petition to be served on all persons owning land across whose property the Way of Necessity is proposed to be located in the report and in the petition. Service of the Surveyor's report shall be accomplished in the same manner as described in IB above.

III. FILING OF ANSWER BY LANDOWNER

- A. Any person owning land across which a Way of Necessity is proposed to be established under ORS 376.150 to 376.200 may file an answer controverting any matter in the petition or report and alleging any new matter relevant to the proceedings. An answer must be filed within 30 days from the date of service of the petition and report. Filing of an answer shall be accomplished by mailing the original to the Board of County Commissioners and shall be deemed filed on either the date of receipt, or the date of mailing.
- B. The Clerk of the Board shall provide for service of the answer upon the petitioner in the same manner provided for service of summons in Section IB above.
- C. The petitioner may file a reply controverting any matter presented in the answer. A reply must be filed within ten days after receipt of service of the answer by the petitioner and shall be filed with the Board of County Commissioners. Filing shall be complete on either the date of receipt by the Board of County Commissioners, or the date of mailing. The Clerk of the Board shall provide for service of the reply upon the person filing the answer in the manner provided for service in Section IB above.

IV. HEARING ON THE PETITION

A. Notice of Hearing

Hearing shall be before the Multnomah County Board of County Commissioners. The notice of hearing will be issued by the Clerk of the Board to the petitioner and to all persons across whose property a Way of Necessity could be located as specified in the Petition and the Surveyor's Report, specifying the date, time and location of the hearing. Hearing shall be scheduled no later than 45 days from the date the Surveyor's report is received by the Multnomah County Board of County Commissioners.

B. Conduct of Hearing

1. The Board, in conducting a hearing on a petition for a statutory Way of Necessity pursuant to ORS 376.150 to ORS 376.200, is acting in a quasi-judicial capacity. Interested parties are entitled to an opportunity to be heard, to present and rebut evidence to a tribunal which is impartial, to have the proceedings recorded, and to have a decision based on evidence offered supported by findings of fact as a part of that record.
2. No person shall be disorderly, abusive or disruptive of the orderly conduct of the hearing.
3. No person shall speak more than once without obtaining permission from the presiding officer at the first opportunity.
4. No person shall testify without first receiving recognition from the presiding officer and stating his or her full name and residence address.
5. No person shall present irrelevant, immaterial or repetitious testimony or evidence.
6. There shall be no audience demonstrations, such as applause, cheering, display of signs, or other conduct disruptive of the hearing. Such conduct may be cause for immediate termination of the hearing by the Board.
7. The presiding officer and Board members may question any person who testifies.

V. CHALLENGE FOR BIAS, PREJUDGMENT OR PERSONAL INTEREST

- A. Any party to an appeal to be heard by the Board may challenge the qualification of any Board member to participate in such hearing and decision. Such challenge must be by affidavit and state the facts relied upon by the submitting party relating to a member's bias, prejudgment, personal interest, or other facts from which the party has concluded that the member will not participate and make a decision in an impartial manner.
 1. Such challenge shall be incorporated into the record of the hearing.
- B. No commissioner shall participate in a hearing or a decision on a proposal when he/she:
 1. Is a party to or has a direct personal or pecuniary interest in the proposal;

2. Is related to the proponent or opponent;
3. Is in business with the proponent or opponent; or
4. For any other reason, has determined that he/she cannot participate in the hearing and decision in an impartial manner.

VI. PRESIDING OFFICER

- A. The Presiding Officer shall have authority to:
1. Regulate the course and decorum of the hearing;
 2. Dispose of procedural requests or similar matters;
 3. Rule on offers of proof and relevancy of evidence and testimony; and
 4. Take such other action authorized by the Board appropriate for conduct commensurate with the nature of the hearing;
 5. Impose time limits on those appearing before the Board.

VII. ORDER OF PROCEDURE. The presiding officer, in the conduct of the hearing, shall:

- A. Commence the hearing. Announce the nature and purpose of the hearing and summarize the rules for the conduct of the hearing.
- B. Abstentions. Any member announcing his/her abstention shall not participate in the hearing, participate in discussion of the question, or vote on the question.
1. Any member whose participation has been challenged by allegation of bias, prejudgment, personal interest, or partiality or who has been subject to significant ex parte or prehearing contact from proponents or opponents may make a statement in response thereto or in explanation thereof, for the record, and his decision to abstain or not. This statement shall not be subject to cross-examination, except upon consent of that member, but shall be subject to rebuttal by the proponent or opponent, as appropriate.
- C. Staff Report. The Presiding Officer may request the representative of the County Surveyor to summarize the nature of the proposal, explain any graphic or pictorial displays which are a part of the record, summarize the

Surveyor's report, and provide such other information as may be requested by the Board.

D. Petitioner's Case.

1. The petitioner shall be heard first. Petitioner may appear personally, or by a designated representative. Petitioner may present testimony and/or documentary evidence in support of the petition.
2. Failure of the petitioner or designated representative to appear shall be cause to dismiss the petition.

E. Respondent's Case. At the conclusion of the presentation of petitioner's case, respondent(s) personally or by representative, shall be recognized by the Presiding Officer, and shall have the opportunity to present respondent(s)' case through testimony or documentary evidence.

1. If there is more than one respondent, they shall be heard in the order designated by the Presiding Officer.

F. Rebuttal. The petitioner may offer rebuttal of respondent(s)' case within the time limits established.

G. Close of Hearing and Deliberation by Board. The Presiding Officer shall conclude the hearing and the Board shall deliberate concerning the petition. The Board shall either make its decision and state its findings, or may continue its deliberations to a subsequent meeting, the time and place of which shall then be announced. The subsequent meeting shall be for the purpose of continued deliberation and shall not allow for additional testimony or evidence, except upon decision of the Board.

H. Order of the Board of County Commissioners.

Following hearing and consideration of the matters and issues presented to the Board by petitioner and respondent(s), the Board shall enter an order granting or denying the Way of Necessity. The order shall conform with ORS 376.175(2) and shall:

1. State whether the Way of Necessity is granted or denied;
2. Declare as established any Way of Necessity that it granted;

3. Describe the exact location and width of any Way of Necessity established;
4. Describe those uses that are permitted on any Way of Necessity established;
5. Direct the petitioner to pay costs and reasonable attorney fees incurred by each owner of land whose land was subject to the petitioner's action for a Way of Necessity;
6. Establish the amount of compensation due to any owner of land across which any Way of Necessity has been established and direct the petitioner to pay the compensation; and
7. Establish the costs incurred by the County in the procedures for the Way of Necessity and direct the petitioner to reimburse the County for those costs. Any costs assessed to the petitioner under an order shall be paid within 60 days after the entry of the order pursuant to ORS 376.175(4).

I. Appeal of Order of the Board of County Commissioners.

Appeal from the order of the Board of County Commissioners shall be as specified in ORS 376.175(5).

VIII. RECORD OF PROCEEDINGS.

- A. The Clerk of the Board or a designee of the Presiding Officer shall be present at each hearing and shall provide that the proceedings be electronically or stenographically recorded.
- B. The Presiding Officer shall, where practicable, cause to be received all physical and documentary evidence presented which shall be marked to show the identity of the person offering and whether presented on behalf of petitioner or respondent(s). Such exhibits shall be retained by the Board until after any applicable appeal period has expired, at which time the exhibit shall be released upon demand to the person identified thereon.

IX. PUBLICATION OF RULES.

These rules shall be placed on record with the Clerk of the Board of County Commissioners and be available to the public at all Board hearings. These rules are supplementary to the Rules of Procedure previously adopted for the Board of the conduct of Board meetings on March 29, 1973; provided, however, these rules shall control where there are conflicting provisions.

X. AMENDMENT AND SUSPENSION OF RULES.

Any rule of procedure not required by law or the Charter for Multnomah County may be amended, suspended or repealed at any hearing by majority vote of those Board members present and voting.

ADOPTED this 16th day of April, 1992.



By Gladys McCoy
Gladys McCoy, Chair
Multnomah County, Oregon

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By Jacqueline A. Weber
Jacqueline A. Weber
Assistant County Counsel

K:\JAW\508JAW.DOC\mw

Request 10:30 TC 4/14 Thanks!

Meeting Date: APR 16 1992

Agenda No.: R-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: RESOLUTION

BOARD BRIEFING: 4/14/92 REGULAR MEETING: 4/16/92
(date) (date)

DEPARTMENT Nondepartmental DIVISION Chair's Office

CONTACT Sharon Timko TELEPHONE X-3308

PERSON(S) MAKING PRESENTATION Sharon Timko

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 15 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: XX

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

RESOLUTION in the Matter of Adopting a Final Regional Strategy Document for Submission to the Oregon Economic Development Department for Funding Consideration Under the Regional Strategies Program in the 1991-1993 Biennium

4/16/92 copies to Sharon Timko

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL

Or

DEPARTMENT MANAGER

(All accompanying documents must have required signatures)

CLERK OF
MULTI-COUNTY
JUDICIAL DISTRICT
OREGON
1992 APR - 6 AM 9 20

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Adopting a Final)
Regional Strategy Document for)
Submission to The Oregon Economic)
Development Department for Funding)
Consideration Under the Regional)
Strategies Program in the 1991-93)
Biennium)

RESOLUTION 92-52

WHEREAS, the Regional Strategies Program was established by the Governor and the Legislature to assist economic development throughout Oregon; and

WHEREAS, the Regional Strategies Program requires counties and groups of counties to choose a key industry as the focus of their regional economic development strategy under the Regional strategies Program; and

WHEREAS, the Counties of Multnomah, Tillamook, Clatsop, Clackamas, and Washington joined together in the 1991-93 biennium to form the Oregon Tourism Alliance and adopted tourism as the focus of their regional strategy; and

WHEREAS, the Regional Strategies Program requires county governing bodies to oversee the development of strategies, and to adopt preliminary strategies prior to submission to the state; and

WHEREAS, the regional strategy developed by the Oregon Tourism Alliance meets the requirements of the Regional strategies Program; and

WHEREAS, Multnomah County has held the required two public hearings and has approved the regional strategy focus.

NOW, THEREFORE, BE IT RESOLVED, that Multnomah County hereby adopts, in its entirety, the Final Regional Strategy Document developed by the Tourism Alliance and recommend that it be submitted to the Oregon Economic Development Department for funding consideration through the Regional Strategies Program in the 1991-93 biennium.

ADOPTED this 16th day of April, 1992.

MULTNOMAH COUNTY, OREGON

By Gladys McCoy
Gladys McCoy, County Chair

REVIEWED
LAURENCE KRESSEL, COUNTY COUNSEL
for Multnomah County, Oregon

By [Signature]

#1
PLEASE PRINT LEGIBLY!

MEETING DATE

4/16/92

NAME

CECILE PITTS

ADDRESS

I'd like to go

STREET

first.

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

R-4

SUPPORT

OPPOSE

SUBMIT TO BOARD CLERK

#2

PLEASE PRINT LEGIBLY!

MEETING DATE 4-16-92

NAME MAYFIELD K. WEBB

ADDRESS 2832 NE Rocky Butte Rd

STREET

Portland
CITY

97220

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R4

SUPPORT _____ OPPOSE _____

SUBMIT TO BOARD CLERK

#3
PLEASE PRINT LEGIBLY!

MEETING DATE

4/16/92

NAME

GEORGE HANSEN

ADDRESS

11515 SW Pacific Hwy

STREET

PORTLAND

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

R-4

SUPPORT

OPPOSE

SUBMIT TO BOARD CLERK

#4

PLEASE PRINT LEGIBLY!

MEETING DATE

4-16-92

NAME

DAN ha Grande

ADDRESS

4805 Ne Glisan

STREET

Douglas

CITY

OR 97213

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

12-4

SUPPORT

OPPOSE

SUBMIT TO BOARD CLERK

PLEASE PRINT LEGIBLY!

MEETING DATE 4/16/92

NAME Nancy Gorshe or Jan Tucker

ADDRESS Providence Elderplace

STREET 4540 NE
4th & N. Mission 97213

CITY _____ ZIP CODE _____

I WISH TO SPEAK ON AGENDA ITEM # R-4

SUPPORT ✓ OPPOSE _____
SUBMIT TO BOARD CLERK

#6

PLEASE PRINT LEGIBLY!

MEETING DATE

4-16-92

NAME

Vivian G Rubb

ADDRESS

5825 NE Emerson

STREET

CITY

Portland OR 97218

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

R 4

SUPPORT

OPPOSE

SUBMIT TO BOARD CLERK

#7

PLEASE PRINT LEGIBLY!

MEETING DATE 4/16/92

NAME _____

ADDRESS _____

STREET

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R-4

SUPPORT _____ OPPOSE _____

SUBMIT TO BOARD CLERK



Habitat For Humanity/Portland Project

JEFFERY MERKLEY
Project Director
(503) 287-9529

5416 N.E. 14th Place
P.O. Box 11527
Portland, OR 97211

Meeting Date: APR 16 1992

Agenda Date: R-4

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

Subject: Action on Applications for Second Inventory under the
County Housing Affordability Demonstration Program

BCC Informal: _____ BCC Formal: 4-16-92
Date Date
DEPARTMENT: Social Services DIVISION: Housing & Community Svcs
CONTACT: Cecile Pitts TELEPHONE: 248-5000
PERSON(S) MAKING PRESENTATION: Ardys Craghead/Cecile Pitts

ACTION REQUESTED:

[] INFORMATIONAL ONLY [] POLICY DIRECTION [X] APPROVAL

ESTIMATED TIME NEEDED ON AGENDA: 5 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: XX

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

Housing and Community Services Division/Housing and Community Development Program recommends Board acceptance of the recommendations of the Technical Review Committee of the Multnomah County Housing Affordability Demonstration Project to transfer three tax foreclosed properties to local agencies to develop housing for special populations (seniors), under the County Housing Affordability Demonstration Program. The value of taxes and expenses represented by the properties is \$29,260.26.

This agenda item follows the public hearing on the Second Inventory under the County Housing Affordability Demonstration Program.

4/21/92 copies to Cecile Pitts, HC Tupper,
Ardys Craghead, John Dubay &
Larry Baxter

SIGNATURES:

ELECTED OFFICIAL: _____

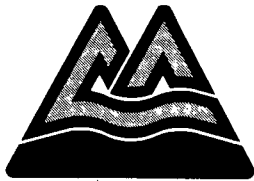
OR

DEPARTMENT MANAGER: Ardys Craghead (RD)
(All accompanying documents must have required signatures)

cdbgla

1/90

BOARD OF
COUNTY COMMISSIONERS
APR - 7 AM 11:20
MULTNOMAH COUNTY
OREGON



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
AGING SERVICES DIVISION — (503) 248-3646
COMMUNITY ACTION PROGRAM OFFICE — (503) 248-5464
421 S.W. 5TH, 2ND FLOOR
PORTLAND, OREGON 97204
FAX # (503) 248-3332

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY • CHAIR OF THE BOARD
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER
GARY HANSEN • DISTRICT 2 COMMISSIONER
RICK BAUMAN • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

MEMORANDUM

TO: Gladys McCoy, County Chair

VIA: Ardys Craghead ^{Interim (2.0)} Interim Director
Department of Social Services

FROM: Norm Monroe, Director
Housing and Community Services Division

DATE: April 2, 1992

SUBJECT: Action on Applications for Second Inventory under the County Housing Affordability Demonstration Program

Recommendation: The Housing and Community Services Division/Housing and Community Development Program recommends Board of County Commissioner approval, following a public hearing, of the attached recommendations to transfer three properties to local agencies to develop housing for special populations (seniors) under the Multnomah County Housing Affordability Demonstration Project.

This package accompanies the ORDER to schedule a public hearing, transmitted earlier. (See attached memo).

Analysis: The Housing and Community Development Program, on behalf of the Technical Review Committee of the Multnomah County Housing Affordability Demonstration Project, is transmitting the *Project Ranking Report*, to support the public hearing on the report scheduled for April 16, 1992. The *Project Ranking Report* includes a one-page table of applications and recommendations and the Program Technical Review Committee Ranking Report. The Committee's report includes a review and recommendation for each application, supporting information of the rating and ranking, and conditions recommended for each proposed transfer. The complete applications and review information are maintained at the Housing and Community Development Program office.

The Technical Review Committee is recommending to the Board that three properties be transferred to local agencies. Transfer is to occur without consideration; the value of taxes and expenses represented by the properties is \$29,260.26. All three properties are requested for development of housing for special populations (seniors); the three properties are expected to result in 34 housing units.

A public hearing is scheduled for April 16, 1992, as part of the Board of County Commissioners agenda. Notice of the hearing will be mailed to applicant agencies and published in the Oregonian for two consecutive weeks. At the conclusion of the hearing, the Board may order approval of the property transfers if they determine that the following conditions were met:

1. It is the most appropriate use for the property; and
2. It will aid and cooperate in the planning, undertaking, construction, or operation of a housing project; and
3. The recipient agencies meet the threshold criteria established by the Board in the Demonstration Program procedures.

Responses to these criteria are detailed in the attached work sheets.

Background: The second inventory under the County Housing Affordability Demonstration Program included approximately 60 properties subject to consideration by non-profit agencies. The properties in the Nehemiah target area were not part of the Demonstration Program.

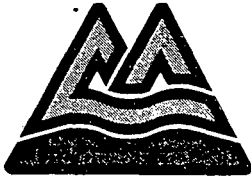
The application process through the Demonstration Program is established by Ordinance #672 and the Demonstration Program Procedures, adopted by the Board last summer. Non-profit housing agencies were notified of the availability of tax foreclosed properties in early November. A workshop on the program was held for interested parties on November 18, 1991. Technical assistance was made available to various applicants throughout the 60-day application period.

The Technical Review Committee considered each proposal in regard to the established criteria and an additional bonus criterion which was suggested by the Committee. In some instances, additional information was requested from the project sponsoring agency.

Staff from the Housing and Community Development Program and various members of the Committee will be available at the April 16, 1992 public hearing to respond to questions or issues. Information on the recommendations, process, or criteria can be obtained from Cecile Pitts or H.C. Tupper, of the Housing and Community Development Program, 248-5000.

cc. Board of County Commissioners

cdbgz1



MULTNOMAH COUNTY OREGON

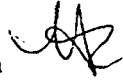
DEPARTMENT OF HUMAN SERVICES
AGING SERVICES DIVISION — (503) 248-3646
COMMUNITY ACTION PROGRAM OFFICE — (503) 248-5464
421 S.W. 5TH, 2ND FLOOR
PORTLAND, OREGON 97204
FAX # (503) 248-3332

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY • CHAIR OF THE BOARD
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER
GARY HANSEN • DISTRICT 2 COMMISSIONER
RICK BAUMAN • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

MEMORANDUM

TO: Gladys McCoy, County Chair

VIA: Ardys Craghead, Interim Director
Department of Social Services

FROM: Norm Monroe, Director
Housing and Community Services Division 

DATE: March 18, 1992

SUBJECT: Scheduling Public Hearing for Second Inventory Under the County
Housing Affordability Demonstration Program

Recommendation: The Housing and Community Services Division/Community Development Program recommends that the Board of County Commissioners schedule a public hearing on April 16, 1992 regarding transfer of tax-foreclosed properties under the Housing Affordability Demonstration Program, in accordance with County Ordinance #672 and adopted procedures for the Program.

Analysis/Background: The Community Development Program has received requests to transfer seven tax-foreclosed properties under the Housing Affordability Demonstration Program. The Department of Environmental Services has reported the requests to the Board of County Commissioners; based on that report, it appears to be in the best public interest for the Board to schedule a public hearing on the proposed property transfers. Denial is recommended for four of the seven applications.

Attached is an ORDER to schedule the hearing, a one-page summary of the applications and recommendations, and the Tax Title information relevant to each property. A Technical Review Committee Project Ranking Report will be distributed on April 2, 1992. The Report provides review and recommendation for each application, along with supporting information on the rating and ranking. The Report also details the conditions recommended for each proposed transfer.

Complete application and review information is maintained at the Community Development Program offices.

cdbgz

BEFORE THE BOARD OF COUNTY COMMISSIONERS
for
MULTNOMAH COUNTY, OREGON

Setting a Hearing Date in the Matter of the)
Request for Transfer of Tax)
Foreclosed Property under)
the County Housing Afford-)
ability Demonstration Program)

ORDER
92-43

WHEREAS, request for seven properties have been received pursuant to County Ordinance #672 and the County Housing Affordability Demonstration Program procedures; and

WHEREAS, in accordance with the Ordinance the Department of Environmental Services has reported the request to the Board in public meeting; and

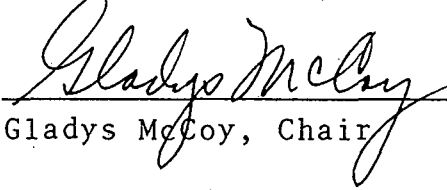
WHEREAS, based on the report, it appears that the public interest will be served by holding a public hearing on proposed transfers in accordance with Ordinance #672.

NOW, THEREFORE, it is ordered that a public hearing on the requests shall be held on Thursday, April 16, 1992, and the Director shall publish notice on the hearing as required by Ordinance #672.

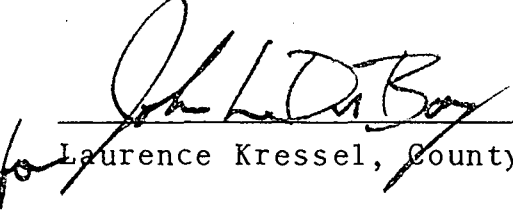
ADOPTED this 2nd day of April, 1992.



BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON


Gladys McCoy, Chair

REVIEWED:


Laurence Kressel, County Counsel

MULTNOMAH COUNTY
HOUSING AFFORDABILITY DEMONSTRATION PROGRAM

TECHNICAL REVIEW COMMITTEE MEMBERSHIP

(March 30, 1991)

BACKGROUND: Membership on the Technical Review Committee for the County Housing Affordability Demonstration Program is described in the Program Procedures adopted by the Board of County Commissioners June 20, 1991. The specific membership list is as follows:

Oregon Community Foundation: Ed McNamara

Banking Industry: Susan Krake, First Interstate Bank

Citizen Involvement Committee: Winnie Francis

City of Portland: Terry Anderson, Commissioner Kafoury's Office

City of Gresham: Brian Shetterly/Pete von Christiersen

Commissioner Anderson: Jean Bucciarelli

Commissioner Bauman: Karen Belsey

Commissioner Hanson: Pam Arden

Commissioner Kelley: Carolyn Marks-Bax

Chair McCoy: Teri Duffy

Community Development: Cecile Pitts/HC Tupper

Tax Title Program: Larry Baxter/Pat Jones

AFFORDABLE HOUSING DEMONSTRATION PROJECT
SECOND INVENTORY APPLICATIONS
CLOSED JANUARY 3, 1992

Applicant	Property	Type of Proposal	Taxes Owed	+ Expenses	= Lien Amount	Recommendation
Housing Authority of Portland	6826 N. Nashton St. #22741-7260 #22741-7280 #22741-7460	3 group homes for elderly	\$12,651.56	\$485.00	\$13,136.56	Approve transfer request subject to conditions.
Housing Authority of Portland	9375 N. Adriatic #16980-2620	group home for elderly	3,552.75	- 0 -	\$3,552.75	Approve transfer request subject to conditions.
Habitat for Humanity * Purpose: Subdivision, 8 single family residences for sale.	5641 NE Alberta #94219-4020	Subdivide parcel, build 8 single family residences for sale.	\$12,570.93	- 0 -	\$12,570.93	Deny transfer request.
Affordable Housing Corp. * Purpose: Subdivision, 6-7 factory built, single family residences for sale.	5641 NE Alberta #94219-4020	Subdivide parcel, provide 6-7 factory built single family residences for sale.	\$12,570.93	- 0 -	\$12,570.93	Deny transfer request.
Affordable Housing Corp.	1322 NE Dekum #17310-4580	Provide manufactured house for home ownership.	\$3,346.30	\$216.95	\$3,563.25	Deny transfer request.
Providence/Elder Place * Purpose: Congregate care facility or group homes for elderly.	5641 NE Alberta #94219-4020	Build 25 unit congregate care facility for frail elderly.	\$12,570.93	- 0 -	\$12,570.93	Approve transfer subject to conditions.
Give Us This Day, Inc. * Purpose: Offices and counseling space.	5641 NE Alberta #94219-4020	Offices and counseling space.	\$12,570.93	- 0 -	\$12,570.93	Deny transfer request, ineligible activity.

afford4.tbl 3/13/92

* Duplicate Requests

MULTNOMAH COUNTY HOUSING AFFORDABILITY
Demonstration Program
Technical Review Committee
Project Ranking Report

Dated: March 13, 1992

Applicant: Housing Authority of Portland

Project Name: Nashton Adult Foster Care

Property Location: 6826 N. Nashton Street, Portland 97203--St. Johns

Applicant Status: Government Sponsored Agency

Date Submitted: January 3, 1992

Description of Project and Proposed Use: Build four five-bedroom foster care homes for low-income Medicaid eligible elderly persons. Homes will be leased to care providers offering residential services as an alternative to nursing homes.

Program Criteria: Applicant meets the minimum threshold requirements established by the Housing Affordability Demonstration Program. Specific issues and recommended conditions are described under the Committee Comments and Recommendations section, page 2 of this report.

- a. Applicant demonstrates capacity to carry out project.
- b. Applicant proposes project plan that results in timely completion and use.
- c. Applicant financial plan is complete and sufficient to carry out project.
- d. Applicant provides sufficient operation and maintenance plan, including hazard insurance, during construction and development phase of project.
- e. Applicant demonstrates community support.
- f. Applicant project contributes to neighborhood stability.
- g. Applicant demonstrates knowledge of planning, zoning, and building requirements.
- h. Project results in affordable housing for lower income person.

Bonus Point Criteria: Applicant received bonus points in both criteria categories.

- i. Applicant demonstrates project results in housing affordable to very low income persons or special needs populations.
- j. Applicant demonstrates commitment to ensure longer term project affordability.

Committee Comments: The Housing Authority of Portland proposes to develop and build two or three adult foster care group homes on three contiguous lots for frail elderly clients. The residents of the five-person group home are medicaid eligible with medical or supervisory care needs. The group home development is a collaboration between the Housing Authority of Portland (HAP) and the Multnomah County Aging Services Division (ASD). The division of responsibilities presumes the HAP will own and maintain the buildings, while ASD will manage and supervise provision of services to residents through monitoring contractual care providers. The Technical Review Committee requested further information and clarification from the Housing Authority concerning development and construction costs and a more complete report of its community support efforts. The Housing Authority commits to retaining the group homes as affordable to lower income clients for forty years. Providing housing for very low income elderly residents, as this project is designed to do, is identified as a priority one goal in the Multnomah County CHAS.

Committee Recommendation: Approve transfer request. While recognizing the difficulty of developing a housing and services project for the specific needs of the frail elderly; the Technical Review Committee noted that a considerable infusion of public funds, in addition to the donation of the land by Multnomah County, is needed to make this project feasible. The use of public funds must produce well designed, client specific, special needs facilities while keeping construction costs low. The Technical Review Committee requests that the Housing Authority submit a construction budget for review segregating base square footage costs from those construction costs specific to the special needs of the elderly residents. This construction budget could be submitted with the completed financing confirmation or as construction plans for the project are firmed up. The Technical Review Committee recommends that the Housing Authority make a presentation of the project goals and services to the St. Johns Neighborhood Association and solicit support and comments from the association board to be forwarded for review to the TRC. Issues of neighborhood compatible design, project resident safety and continuing maintenance facility should be broached with the association. The Technical Review Committee encourages first source hiring in all the projects supported by the HADP.

MULTNOMAH COUNTY HOUSING AFFORDABILITY
Demonstration Program
Technical Review Committee
Project Ranking Report

Dated: March 13, 1992

Applicant: Housing Authority of Portland

Project Name: Adriatic Foster Care Home

Property Location: 9325 N. Adriatic Avenue, Portland 97203--Portsmouth

Applicant Status: Government Sponsored Agency

Date Submitted: January 3, 1992

Description of Project and Proposed Use: Build a new 1500 sq. ft., five-bedroom foster care home for low-income, Medicaid eligible elderly. Home will be leased to care provider offering residential services as an alternative to nursing homes.

Program Criteria: Applicant meets the minimum threshold requirements established by the Housing Affordability Demonstration Program. Specific issues and recommended conditions are described under the Committee Comments and Recommendations section, page 2 of this report.

- a. Applicant demonstrates capacity to carry out project.
- b. Applicant proposes project plan that results in timely completion and use.
- c. Applicant financial plan is complete and sufficient to carry out project.
- d. Applicant provides sufficient operation and maintenance plan, including hazard insurance, during construction and development phase of project.
- e. Applicant demonstrates community support.
- f. Applicant project contributes to neighborhood stability.
- g. Applicant demonstrates knowledge of planning, zoning, and building requirements.
- h. Project results in affordable housing for lower income person.

Housing Authority of Portland
Project Name: Adriatic Foster Care Home
Page 2

Bonus Point Criteria: Applicant received bonus points in both criteria categories.

- i. Applicant demonstrates project results in housing affordable to very low income persons or special needs populations.
- j. Applicant demonstrates commitment to ensure longer term project affordability.

Committee Comments: The Housing Authority of Portland proposes to develop and build one adult foster care group home on a 5,000 square foot residential lot for frail elderly clients. The residents of the five-person group home are medicaid eligible with medical or supervisory care needs. The group home development is a collaboration between the Housing Authority of Portland (HAP) and the Multnomah County Aging Services Division (ASD). The division of responsibilities presumes the HAP will own and maintain the building, while ASD will manage and supervise provision of services to residents through monitoring contractual care providers. The Technical Review Committee requested further information and clarification from the Housing Authority concerning development and construction costs and a more complete report of its community support efforts. The Housing Authority commits to retaining the group home as affordable to lower income clients for forty years. Providing housing for very low income elderly residents, as this project is designed to do, is identified as a priority one goal in the Multnomah County CHAS.

Committee Recommendation: Approve transfer request. While recognizing the difficulty of developing a housing and services project for the specific needs of the frail elderly; the Technical Review Committee noted that a considerable infusion of public funds, in addition to the donation of the land by Multnomah County, is needed to make this project feasible. The use of public funds must produce well designed client specific special needs facilities while keeping construction costs low. The Technical Review Committee requests that the Housing Authority submit a construction budget for review segregating base square footage costs from those construction costs specific to the special needs of the elderly residents. This construction budget could be submitted with the completed financing confirmation or as construction plans for the project are firmed up. The Technical Review Committee recommends that the Housing Authority make a presentation of the project goals and services to the Portsmouth Neighborhood Association and solicit support and comments from the association board to be forwarded for review to the TRC. Issues of neighborhood compatible design, project resident safety and continuing facility maintenance should be broached with the association. The Technical Review Committee encourages first source hiring in all the projects supported by the HADP.

MULTNOMAH COUNTY HOUSING AFFORDABILITY
Demonstration Program
Technical Review Committee
Project Ranking Report

Dated: March 13, 1992

Applicant: Habitat for Humanity - Portland Project

Project Name: Alberta Project

Property Location: 9641 NE Alberta Street, Portland 97218--Cully

Applicant Status: 501(c)3 Corporation

Date Submitted: January 3, 1992

Description of Project and Proposed Use: Subdivide 40, 500 sq. ft. tract,
build eight 1000 sq. ft. homes for sale to low income families. Churches,
corporations, and clubs to sponsor construction. Projected house cost
\$40-45,000. Zero interest loan.

Program Criteria: Applicant meets the minimum threshold requirements established by the Housing Affordability Demonstration Program. Specific issues and recommended conditions are described under the Committee Comments and Recommendations section, page 2 of this report.

- a. Applicant demonstrates capacity to carry out project.
- b. Applicant proposes project plan that results in timely completion and use.
- c. Applicant financial plan is complete and sufficient to carry out project.
- d. Applicant provides sufficient operation and maintenance plan, including hazard insurance, during construction and development phase of project.
- e. Applicant demonstrates community support.
- f. Applicant project contributes to neighborhood stability.
- g. Applicant demonstrates knowledge of planning, zoning, and building requirements.
- h. Project results in affordable housing for lower income person.

Habitat for Humanity - Portland Project

Project Name: Alberta Project

Page 2

Bonus Point Criteria: Applicant received bonus points in both criteria categories.

- i. Applicant demonstrates project results in housing affordable to very low income persons or special needs populations.
- j. Applicant demonstrates commitment to ensure longer term project affordability.

Committee Comments: The Habitat for Humanity Portland Project proposes to build eight single family homes, with a zoning variance, or five single family homes for sale under existing zoning code on the large 40,5000 square foot tract at 57th and Alberta. Habitat projects a selling price of \$40-45,000 for the homes with a 20-year, zero interest mortgage at building costs yielding a PITI including a monthly maintenance expense payment of \$325.00. This payment would be affordable to a very-low income family of four in metropolitan Portland earning \$19,500 annually. This building project would require significant donations of professional and unskilled labor, materials, sweat equity contribution by the buyers of the properties. Habitats probable sources of funding for the project included corporate and church support and bridge financing by its parent corporation Habitat International or the State Housing trust fund. Habitat had solicited and received considerable nearby church support for an "adopt a house" funding approach.

Committee Recommendation: Deny transfer request. While the Habitat proposal to develop single family homes on this site generated considerable community interest and support, so also did a similarly strong proposal from the Sisters of Providence. In judging between two strong proposals, the Technical Review committee, felt that the scope and complexity of the Habitat proposal requires fundraising efforts and organizational capacity of a scope not previously demonstrated by the Portland Project of Habitat. The TRC concern of Habitat's ability to carry through the project to completion was mirrored by the Cully neighborhood association hearing of development proposals for the 57th and Alberta parcel which voted 18-11 to endorse the Providence proposal over the Habitat proposal. The TRC also considered the highest and best use implications for this parcel in its transfer deliberations. Less than ten undeveloped 1/2 acre parcels of land remain within the Portland city limits, leaving very few developable sites for multi-family buildings or special needs congregate care facilities such as Providence proposes to build. With both proposals providing ancillary benefits to the surrounding neighborhood, the critical city-wide need for elderly housing and services was a determining factor. The Habitat mission of providing affordable single family home ownership is particularly suited to redeveloping the vacant, scattered infill lots in inner North/Northeast Portland.

MULTNOMAH COUNTY HOUSING AFFORDABILITY
Demonstration Program
Technical Review Committee
Project Ranking Report

Dated: March 13, 1992

Applicant: Affordable Housing Corporation

Project Name: Legal Description - Section 19, 1N 2E

Property Location: 5641 NE Alberta Street, Portland 97218--Cully

Applicant Status: 501(c)3 Corporation

Date Submitted: January 3, 1992

Description of Project and Proposed Use: Subdivide large tract and place six
manufactured homes on the site. Selling price projected at \$60,750, with
grant funds expected to reduce actual cost to \$50,000 per unit. Take-out
financing applications pending with PDC and Security Pacific Bank.

Program Criteria: Applicant meets the minimum threshold requirements established by the Housing Affordability Demonstration Program. Specific issues and recommended conditions are described under the Committee Comments and Recommendations section, page 2 of this report.

- a. Applicant demonstrates capacity to carry out project.
- b. Applicant proposes project plan that results in timely completion and use.
- c. Applicant financial plan is complete and sufficient to carry out project.
- d. Applicant provides sufficient operation and maintenance plan, including hazard insurance, during construction and development phase of project.
- e. Applicant demonstrates community support.
- f. Applicant project contributes to neighborhood stability.
- g. Applicant demonstrates knowledge of planning, zoning, and building requirements.
- h. Project results in affordable housing for lower income person.

Affordable Housing Corporation

Project Name: Legal Description - Sec 19, 1N 2E

Page 2

Bonus Point Criteria: the applicant received points in the longer term commitment to affordability criterion.

- i. Applicant demonstrates project results in housing affordable to very low income persons or special needs populations.
- j. Applicant demonstrates commitment to ensure longer term project affordability.

Committee Comments: Affordable Housing Corporation also proposes to subdivide the 57th and Alberta property and site five or six manufactured homes for sale to lower income homebuyers. With infrastructural costs apportioned: to the cost of the manufactured houses the selling price of the units is projected at more than \$60,000. Without considerable grant monies available to prospective buyers the proposed development would not be affordable to lower income buyers. AHC suggested several sources of construction financing, but shows no records of successfully acquiring financing for its projects and seeing them through to sale.

Committee Recommendation: Deny transfer request. Stronger, more affordable and appropriate applications were recommended for this site. AHC presented its proposal at the Cully neighborhood association meeting and received a single vote for its project of the thirty votes cast. With uncertain financing, questionable benefit to neighborhood stability and little community support, the TRC did not support the AHC proposal.

MULTNOMAH COUNTY HOUSING AFFORDABILITY
Demonstration Program
Technical Review Committee
Project Ranking Report

Dated: March 13, 1992

Applicant: Affordable Housing Corporation

Project Name: Columbia Heights, Lot 6, Block 24

Property Location: 1322 NE Dekum Street, Portland 97211--Woodlawn

Applicant Status: 501(c)3 Corporation

Date Submitted: January 3, 1992

Description of Project and Proposed Use: Construct and place manufactured house
on vacant county-owned lot for sale to lower income persons. Projected house
cost - \$48,250. Projected monthly PITI with FHA financing - \$418.00.

Program Criteria: Applicant meets the minimum threshold requirements established by the Housing Affordability Demonstration Program. Specific issues and recommended conditions are described under the Committee Comments and Recommendations section, page 2 of this report.

- a. Applicant demonstrates capacity to carry out project.
- b. Applicant proposes project plan that results in timely completion and use.
- c. Applicant financial plan is complete and sufficient to carry out project.
- d. Applicant provides sufficient operation and maintenance plan, including hazard insurance, during construction and development phase of project.
- e. Applicant demonstrates community support.
- f. Applicant project contributes to neighborhood stability.
- g. Applicant demonstrates knowledge of planning, zoning, and building requirements.
- h. Project results in affordable housing for lower income person.

Affordable Housing Corporation

Project Name: Columbia Heights, Lot 6, Block 24

Page 2

Bonus Point Criteria: Applicant received bonus points in the longer term project affordability criterion.

- i. Applicant demonstrates project results in housing affordable to very low income persons or special needs populations.
- j. Applicant demonstrates commitment to ensure longer term project affordability.

Committee Comments: Affordable Housing Corporation (AHC) proposes to use the construction cost savings of manufactured housing and the land subsidy offered by Multnomah county to make home ownership affordable. The AHC proposes to solicit lower income buyers and use conventional and FHA permanent financing. Families near the 80% of median income ceiling would be able to afford the projected selling price of \$48,250 and 418.00 PITI payment with FHA financing. The AHC has largely completed; lacking a finished porch, garage and landscaping, the installation of a manufactured house on NE Morgan Street in Portland's Woodlawn neighborhood. This development was funded with AHC agency funds and has yet to sell.

Committee Recommendation: Deny Transfer request. The Affordable Housing Corporation proposal is hampered by a lack of demonstrated support by the government or conventional financing sources needed to take future projects through to completion and sale. The manufactured homes proposed by AHC have not demonstrated appraisal values necessary to secure conventional loans nor that they can overcome buyer uneasiness with preserving equity investment over time. The neighborhood associations contacted by AHC and returning comments for review by the Technical Review Committee unanimously voice concerns about neighborhood design and compatibility issues. The AHC has publicly stated (OREGONIAN 1/2/92) its intention not to locate its projects in established inner North/Northeast neighborhoods using the guidelines for construction described in the American Institute of Architects Housing Committee publication The Ten Essentials for Housing in N/NE Portland. The Technical Review Committee believes this property should be subject to those design restrictions. The Technical Review Community suggests AHC explore modifying its factory designs with the Portland Community Design center. The TRC suggests the AHC apply again after developing a track record of completing projects through to sale to lower income households using proposed conventional financing sources outside the corporations own funds.

MULTNOMAH COUNTY HOUSING AFFORDABILITY
Demonstration Program
Technical Review Committee
Project Ranking Report

Dated: March 13, 1992

Applicant: Providence Medical Center/Elder Place

Project Name: Cully Place

Property Location: 5641 NE Alberta Street, Portland 97218--Cully

Applicant Status: 501(c)3 Corporation

Date Submitted: January 3, 1992

Description of Project and Proposed Use: Develop and build congregate care facility or group homes with comprehensive services for elderly persons.

Project funding sources suggested include State general obligation bonds and Federal mortgage insurance financing.

Program Criteria: Applicant meets the minimum threshold requirements established by the Housing Affordability Demonstration Program. Specific issues and recommended conditions are described under the Committee Comments and Recommendations section, page 2 of this report.

- a. Applicant demonstrates capacity to carry out project.
- b. Applicant proposes project plan that results in timely completion and use.
- c. Applicant financial plan is complete and sufficient to carry out project.
- d. Applicant provides sufficient operation and maintenance plan, including hazard insurance, during construction and development phase of project.
- e. Applicant demonstrates community support.
- f. Applicant project contributes to neighborhood stability.
- g. Applicant demonstrates knowledge of planning, zoning, and building requirements.
- h. Project results in affordable housing for lower income person.

Providence Medical Center/Elder Place
Project Name: Cully Place
Page 2

Bonus Point Criteria: Applicant received points in both categories.

- i. Applicant demonstrates project results in housing affordable to very low income persons or special needs populations.
- j. Applicant demonstrates commitment to ensure longer term project affordability.

Committee Comments: Providence Elder Place proposes to site a 26 unit garden apartment facility with congregate dining on the large parcel at 57th and Alberta. Siting of such a facility would require conditional use hearings and a site design review process through the City of Portland. The Facility will serve Medicaid eligible frail elderly residents with further services available in the nearby Providence elder Place and Providence Medical Center. Funding sources suggested for the project are uncertain but include State bond financing and federal mortgage insurance. Providence commits to using its own funds to overcome financing difficulties and see the project through to completion.

Committee Recommendation: Approve transfer request. The Technical Review Committee based its approval of the Providence request in large part because of the proposed benefit to elderly neighborhood residents and the Cully community. The TRC recommends the transfer approval be made contingent upon the formal commitment of Providence to solicit elderly residents from the neighborhood surrounding the site as much as is practicable. The TRC also recommends that Providence recruit staff for the facility from the surrounding neighborhood. The TRC strongly urges first source hiring in the neighborhood during construction. Strong involvement of the neighborhood association in the design of the facility as well as providing community meeting space for neighborhood residents is strongly endorsed. The TRC recommends affordable construction methods and materials in all projects receiving the HADP land subsidy. As construction plans become more certain, please submit preliminary design and cost estimate for TRC review.

MULTNOMAH COUNTY HOUSING AFFORDABILITY
Demonstration Program
Technical Review Committee
Project Ranking Report

Dated: March 13, 1992

Applicant: Give Us This Day, Inc.
Project Name: Give Us This Day, Inc. Community Service and Counseling Ctr.
Property Location: 5641 NE Alberta Street, Portland 97218--Cully
Applicant Status: 501(c)3 Corporation
Date Submitted: January 3, 1992
Description of Project and Proposed Use: Offices for Give Us This Day, Inc.
social service programs benefiting low income youth and families. Develop and
build 3600 sq. ft. commercial use building.

Program Criteria: Applicant did not meet threshold response requirements.

Bonus Point Criteria: Applicant received no points in this category.

- i. Applicant demonstrates project results in housing affordable to very low income persons or special needs populations.
- j. Applicant demonstrates commitment to ensure longer term project affordability.

Give Us This Day, Inc.

Project Name: Community Service and Counseling Center

Page 2

Committee Comments: The Technical Review Committee did not rank the proposal from Give Us This Day, Inc. Give Us This Day proposed to build a facility providing agency offices and counseling space. The Housing Affordability Demonstration Program solicits only applications providing housing products. Give Us This Day demonstrated inadequate community support and did not recognize the impediments to siting a commercial facility in a residential zone.

Committee Recommendation: Deny transfer request. The Technical Review Committee instructed staff to review application deficiencies with Give Us This Day, Inc. and encourages GUTD, Inc to contact HADP staff to discuss program requirements and future applications.

R-4 4/16/92 submission

AFFORDABLE HOUSING CORP.

A NON-PROFIT CORPORATION



11515 S.W. Pacific Highway P.O. Box 230716
Tigard, Oregon 97223-8669 Tigard, OR 97281-0716

Telephone (503) 245-9938
Fax (503) 245-0777

April 14, 1992

Ms. Cecile Pitts, Director
Multnomah County Community Development Division
2115 S.E. Morrison Street
Portland, Oregon 97214

Re: Housing Affordability Demonstration Program
Technical Review Committee
Project Ranking Report

Project Name: Columbia Heights, Lot 6, Block 24
Location: 1322 NE Dekum Street, Portland 97211
Woodlawn Neighborhood

Dear Ms. Pitts:

We received the project ranking report on the above property on April 7, 1992. The report, we note, is dated March 13, 1992. We would like to respond to several of the Committee Comments, which we believe are incomplete and subject to being misunderstood.

The comment that our home on NE Morgan Street "has yet to sell" suggests that we have been unable to get a buyer for the home and that we will encounter this same situation in the future. In fact, we have not offered the house for sale. However, 38 persons have signed up indicating their interest in the house, or another similar house, when it is for sale. Many have given supportive comments and several have taken steps on their own to become qualified with financial institutions.

The Morgan Street property is being used as a demonstration house for us while the variance for the garage location was being obtained and while the porch and landscaping were being completed. This work is now finished.

The Committee Recommendation raises three historical arguments against manufactured homes, which were corrected many years ago and do not apply today. Those arguments are as follows:

- a. "...a lack of demonstrated support by the government or conventional financing sources..."
- b. "...not demonstrated appraisal values necessary to secure conventional loans..."
- c. "...nor that they can overcome buyer uneasiness with preserving equity investment over time."

Ms. Cecile Pitts, Director
Mult.County CDD
April 14, 1992
Page 2

In response to "a" above, we are attaching as Exhibit No.1 a letter from the Secretary of Housing and Urban Development (HUD) supporting manufactured homes for use in HUD's HOME Program, as well as the Public Housing Authority Homeownership program. AHC's Foundation Plan was the first to be approved by the City of Portland. It has also been accepted by the Federal Housing Administration (FHA). (See attached Exhibit No.2). AHC's demonstration home buyer is eligible for Federal Home Loan Bank subsidy of \$3,000, and a Bonneville Power grant of \$2,000, due to the quality of construction.

In 1991 more than 7,900 manufactured homes were made in Oregon, and approximately 4,000 were double-wide units which were capable of being placed on permanent sites, becoming part of the realty and subject to all the tax laws of local jurisdictions. This made such manufactured homes the largest single provider of homes in the State. Nationally, the most recent figures of 1989 indicates that 198,000 manufactured homes were built, with 93,000 of those being double-wide units. It is a major source of new housing, and clearly the largest source of affordable housing. FHA provides mortgage insurance coverage for 30 years (see Exhibit No. 3). The Federal National Mortgage Association (FNMA), the Farmers' Home Administration (FmHA) and the State Housing Authority will also loan on manufactured housing, having similar programs.

It is difficult to understand how such a complex industry could exist without the support of conventional financing sources. I expect that such sources would experience difficulty in participating in the secondary mortgage market if they refused to consider a class of homes otherwise approved by government for participation in that market. I feel certain that the financial sources are not redlining certain types of homes in certain areas.

In response to "b" above, AHC deliberately held up the appraisal that had been ordered through FHA until the garage and porch were finished. The go-ahead to complete the appraisal will be given during the week of April 13th. It is our belief that AHC's demonstration model will appraise at no less than \$55,000 which is \$6,000 over the proposed sales price.

Ms. Cecile Pitts, Director
Mult.County CDD
April 14, 1992
Page 3

In response to item "c" above, regarding buyer uneasiness about preserving equity, the only individuals raising such questions with us are owners of large multi-storied homes that are primarily located in central Albina and the Historic Design Zones. AHC cannot compete with that architectural style, and that is why we decided not to go into the areas where that design prevails. In any event, buyer uneasiness with preserving equity in those areas should have been settled by the February 1992 series of lectures on Portland architectural styles, showing that many of the homes in that area were ready-cut at the factory and delivered to the site. The manufactured homes of the 1920s are still holding their equity. (See The Oregonian, February 1, 1992, pg C7 enclosed; also see the enclosed article regarding the appreciating value of manufactured homes.)

The Committee's final point is that you believe The Ten Essentials for Housing in N/NE Portland should apply to the vacant lot at 1322 NE Dekum Street. We disagree for several reasons:

1. The architects who developed the Ten Essentials reported that they did so after strolling the streets through the Boise, Eliot, King, Piedmont, and Sabin neighborhoods. The requested lot is outside these areas and located in the Woodlawn neighborhood.
2. The requested lot is not in a proposed Historic Design Zone area, as are most of the five neighborhoods in the Ten Essential report. Therefore, it is only the opinion of the Committee Report that the Ten Essential requirements should be extended to cover that area.
3. The recommendation of the Committee is against the trend of property in that area. AHC has carefully reviewed the areas we plan to enter. There are a total of 47 homes and lots in the surrounding 2 block area (excluding the Woodlawn Development which has numerous garden type apartments). Among the 47 lots, the following is noted:
 - Seven (7) lots are vacant;
 - Twelve (12) have high foundations and/or basements;
 - Nineteen (19) have low foundations (similar to ours);
 - Eleven (11) have upper floors; and
 - Sixteen (16) are single story (similar to ours).

Ms. Cecile Pitts, Director
Mult.County CDD
April 14, 1992
Page 4

It is noted that it is the older homes in the area that have the high foundations and upper floors.

It is clear, therefore, that the character and style of this neighborhood is single-story bungalow type which fits neatly with the manufactured home we build.

We will follow your suggestion and contact the Portland Community Design center to see what modifications in factory design they might suggest. We did have a dicussion with Michael Trowbridge, architect for the Nehemiah Program last year. His requirements for a steep pitched roof, dormers, four foot high foundations, front porches, and garages in the rear were all considered, discussed with factory representatives and priced out.

It was our opinion that, except for the porch which we provide, compliance with the requirements can only be done with deep subsidy amounting to \$9 to \$10 per sq ft. The homes would not be affordable without the subsidy. In any event, the homes could not be awarded the HUD Seal of compliance at the factory where is is now required. Additionally, the homes may be disqualified for FHA, FmHA mortgage insurance. In every case, a variance would have to be requested from the City and 30-60 days would be lost in the process.

If the recommendation of the Committee is adopted, it would have the effect of placing a burden on manufactured homes so that none could be built in the City where the rule applied, and thereby nullifying the State of Oregon Infill Statute. Further, the Committee's judgment would become the the sole standard as to who should or should not meet the Ten Essentials - an informal recommendation that is not part of the required City Code.

For the reasons stated above, we request the Technical Review Committee to reconsider their comments and Recommendations dated March 13, 1992. AHC did not receive the Project Ranking Report until April 7, 1992 and we sent our response to you as soon as we were able. AHC had no knowledge that there would be a recommendation of denial.

In the event the time is too short to consider this response, we are prepared to take up the matter at the County Council meeting on April 16th. A number of persons who had applied for the home have indicated a desire to make a statement at the meeting or to send in a statement. In addition, since the questions of appraisal, financing, and factory modifications were raised, if needed, we plan to have factory representatives, persons from the Dealers Association, FHA, and the financial community to give statements on those points.

Ms. Cecile Pitts, Director
Mult.County CDD
April 14, 1992
Page 5

I apologize for the length of this response. However, the shortness of time, as well as the critical nature of the issues raised (which impact our very existence), require that we urge you to reverse your recommendation.

Please call me or Mr. Hansen if there are any questions on this document.

Very truly yours,

AFFORDABLE HOUSING CORPORATION



Mayfield K. Webb
Executive Director/Vice President

MKW:ed

Enclosures: HUD letter
FHA letter
FHA mtge. insurance
Newspaper articles

cc: Gladys McCoy

mult-ahd



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410

JUL 12 1991

OFFICE OF THE ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

Mr. Mayfield K. Webb
Affordable Housing Corp.
An Oregon Non-Profit Corporation
P.O. Box 230716
Tigard, OR 97223

JUL 19

Dear Mr. Webb:

On behalf of Secretary Kemp, thank you for your letter of June 13, 1991 concerning the use of manufactured homes in the Department's public housing and homeownership programs. Your letter was referred to the Office of Public and Indian Housing because it administers the homeownership program for public housing.

Your desire and efforts to lower public housing development costs and promote homeownership for low-income families through the use of manufactured housing is commendable. The Department's development programs do not discourage the use of manufactured housing. The Department awards funds to local housing authorities who are in turn responsible for the development of public housing in accordance with the Department's regulations. Local housing authorities are responsible for deciding how best to spend their development funds.

With respect to your suggestion that manufactured homes can be effectively used in the Department's homeownership programs, local authorities can design their development program to take advantage of both the use of manufactured homes and one of the Department's homeownership programs. These programs include the section 5(h), Turnkey III and HOPE programs. I have enclosed a description of the Department's homeownership programs as well as a copy of the interim regulation for the HOPE program. Funding for the HOPE program is presently under consideration by Congress.


If you have further questions concerning the Department's homeownership programs in your area please contact Joy McCray, the Resident Initiatives Coordinator (RIC) in the Portland, Oregon HUD office.

EXHIBIT 1

Department of Housing and Urban
Development
520 Southwest Sixth Avenue
Portland, OR 97204-1596
(503) 326-2661

Thank you for your inquiry.

Sincerely,



Joseph G. Schiff
Assistant Secretary

Enclosures



U.S. Department of Housing and Urban Development

Portland Office, Region X
520 Southwest Sixth Avenue
Portland, Oregon 97204-1596

MAR 19 1992

George I. Hanson, President
Affordable Housing Corp.
P.O. Box 230716
Tigard, OR 97223

Dear Mr. Hansen:

SUBJECT: Alternative Design for Manufactured Home Foundation
26' - 8" x 40' - 0"

Our staff has reviewed the proposed foundation design by Lee Engineering, Inc. dated November 15, 1991, and December 10, 1991, and it appears to meet or exceed HUD requirements and is acceptable.

Sincerely yours,

A handwritten signature in cursive script, reading "Daniel E. Grunwald", is written over the typed name.

Daniel E. Grunwald
Chief, Architecture,
Engineering, and Cost Branch

JUL 3 1991

MANUFACTURED HOMES FOR TITLE II MORTGAGE INSURANCE

10-15-86

This Department offers FHA Insurance on Manufactured Homes (mobile homes) built since June 15, 1976. Except for a few deviations, processing of applications is the same as for site-built housing. Utilizing the Section 203(b) program, a DIRECT ENDORSEMENT LENDER OR THE LOCAL HUD office can determine if a property is eligible for up to a 30 YEAR MORTGAGE at the maximum mortgage limits of \$86,450 in the Portland Area or \$85,200 elsewhere in Oregon.

EXISTING HOMES - OVER ONE YEAR OLD

FHA will insure a high ratio loan to a qualified owner-occupant if the borrower meets normal FHA mortgage credit standards, if the property meets the General Eligibility Criteria and other requirements outlined below, and if the home has been installed only once since manufacture at the location where financing is being requested.

EXISTING HOMES LESS THAN ONE YEAR OLD

FHA will limit to a 90% loan those new homes which were installed on the site less than one year prior to the date of application for mortgage insurance, UNLESS the home foundation and perimeter wall is covered by a builders warranty and a 10-year insured protection plan accepted by FHA, (Housing Warranty Corporation, Indianapolis; Home Owners Warranty Corporation, Washington, D.C.), and the property meets the General Eligibility Criteria and other requirements outlined below, in which case FHA will insure a high ratio loan.

PROPOSED HOMES

FHA will insure a high ratio loan to a qualified owner-occupant if the property meets normal FHA mortgage credit standards; if the property meets the General Eligibility Criteria and other requirements outlined below; if the home is being installed for the first time since being manufactured. Included is a manufacturers warranty along with a signed statement from the manufacturer stating that:

- a. The manufactured home has been properly braced and stiffened at the factory to prevent racking and damage during transportation.
- b. The manufactured home sustained no damage during transportation.
- c. The homes insulated "Uo" value will not exceed 0.099 for climate zone II. (calculated according to NFPA 501)
- d. If the home was manufactured in separate sections, that the sections were properly joined and sealed.

Historic 'homes-by-mail' attracting attention from preservationists

Professor to discuss early century prefab houses in Portland

By HELEN L. MERSHON
of The Oregonian staff

Much fanfare is made about vintage houses and buildings designed by a city's early prominent architects and nationally by someone famous such as Frank Lloyd Wright.

But now preservationists and architecture buffs are taking a closer look at what ordinary people lived in. For instance, many of Portland's houses constructed between 1900 and World War II were built from plans ordered from catalogs and pattern books.

Thousands of Americans ordered pre-cut, prefabricated house kits from catalogs, according to Robert Schweitzer, co-author of "America's Favorite Homes" (Wayne State University Press, \$24.95). The book traces mail-order catalogs as the source of the most popular architectural styles of early 20th-century houses.

Schweitzer, of Ann Arbor, Mich., will speak in the Historic Preservation League of Oregon's sixth annual lecture series, which begins Feb. 6. This year's lectures, "A Collage of Architectural Styles," will be held at the newly restored Aladdin Theater at Powell Boulevard and Milwaukie Avenue in Southeast Portland.

Schweitzer is particularly excited about exploring Portland because it was the western division headquarters of The Aladdin Co. of Bay City, Mich., one of the country's largest manufacturers of pre-cut lumber houses. The preservation league would like to identify Aladdin or other mail-order houses in Oregon. Since the pre-cut boards were usually stamped with the company name, they can be detected in unfinished areas such as attics and on floor joists.

Aladdin's 1920 Portland catalog explains how buyers for the Aladdin Read-Cut System went to mills and ordered the lumber cut into the right lengths, eliminating waste.

Until recently, Sears-Roebuck, the largest of the mail-order manufacturers, got most of the publicity, perhaps because so many of the old catalogs survived. But Schweitzer and co-author Michael W.R. Davis found that many other companies flourished in the first 40 years of the century. (Aladdin's Michigan plant remained open until 1982). The pre-cut houses were shipped to



The Aladdin Co.'s Portland division catalog in 1920 showed a new bungalow design, "The Brunswick," along with other architectural styles, which could be ordered pre-cut and delivered to the site.

farms and small towns, they popped up in neighborhood streets as cities expanded toward the country. Some company towns featured rows of look-alike, ready-cut houses for employees and their families.

The 1920 Portland catalog, which showed a map of the nine Western states it served, shows romantic, colored drawings of houses with floor plans, a bird's-eye view of furnishings in the rooms and enticing copy. Styles included bungalows, colonials, shingled cottages, Dutch colonials, craftsmen and roomy boxes that defy labeling. The styles reflected what people were buying; if a design was not popular, it was dropped from the next catalog, while others continued to sell for decades.

In Portland, whether the style is Victorian,

PREVIEW

A Collage of Architectural Styles

What: Lecture series on historic architecture

When: 7:30 p.m. Feb. 6, 13, 20, 27; Feb. 29 tour

Where: Aladdin Theater, 3017 S.E. Milwaukie Ave.

Sponsor: Historic Preservation League of Oregon

Cost: Series \$35; \$15 for children under 12. Single tickets (does not include tour) \$10; \$3.50 for children under 12

arts and craft, bungalow, colonial revival, Tudor revival or Spanish revival, most older houses were built where they are because of urban growth, planned residential development and increased public transportation.

The lecture series opening speaker Carl Abbott, author, historian and professor of urban studies, Portland State University, will discuss "Rediscovering our Neighborhoods: A Survey of Portland's Early 20th Century Development." Kathy T. Bare of the Brooklyn Neighborhood Association will give a slide lecture on "Brooklyn's Living History: Structures and Sites."

On Feb. 13, Steve Dotterer, chief of transportation for the city of Portland, will speak on "Rivers, Roads and Rails: The Effect of Transportation on Early Portland Neighborhoods." Jan Caplener will focus on the "Mount Tabor Neighborhood."

Landscaping will be the focus of the Feb. 20 program, as landscape architect Marlene Salon and Mary Anne Cassin, landscape architect and park planner for the Portland Bureau of Parks, will speak on "Portland's Park System — Past and Future."

And, Kate Johnson, Seattle, will give a slide presentation on "Residential Work of the Olmsted Brothers in the Northwest: Landscape Architecture in Portland."

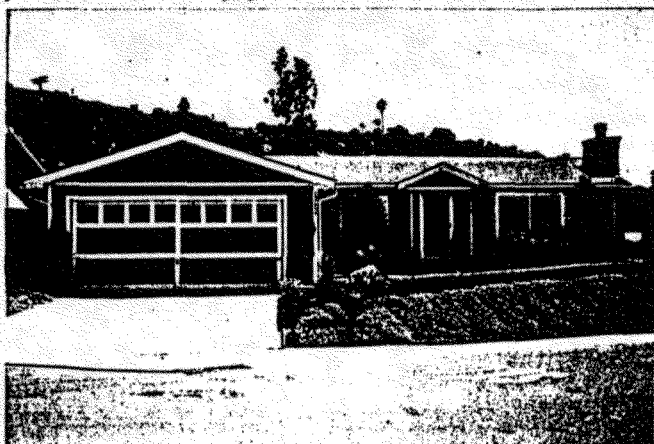
On Feb. 27, Schweitzer, who is professor of architectural history and historic preservation at Eastern Michigan University, will speak on "America's Favorite Homes: Mail-order Catalogs."

The series will conclude with a tour of different styles of houses throughout the city on Feb. 29.

In Appreciation of Manufactured Homes:

*They perform as well as (if not better than)
surrounding single-family homes*

JACKSON HEIGHTS ESTATES Homes in this suburban San Diego tract increased in value by an average of 57 percent over a four-year period. (Photo courtesy of Golden West Homes)



The average value of homes in four Southern California manufactured housing tracts increased at an average annual rate of 8.17 to 17.5 percent between 1984 and 1989, according to a recent analysis by the California Manufactured Housing Institute (CMHI).

And, in three of the four tracts analyzed, the average appreciation of manufactured homes outpaced the average appreciation for single-family homes in the surrounding neighborhood. The analysis contributes to a growing body of data collected during recent years which dispels the widely held myth that manufactured homes are not a solid residential investment.

The analysis involves planned unit developments located in El Cajon, Laguna Hills, Yorba Linda and Ventura. In all four developments, the single-family homes are affixed to foundations and owned as fee simple property.

The analysis compares the original selling price of selected models in the four tracts with the price of the same sized models sold during 1989 — the last period in which full-year figures are available from real estate research data files.

The average appreciation of the manufactured homes is also compared to the average appreciation for all single-family homes in the surrounding neighborhood, as defined by adjacent Thomas Brothers Map grids. Original and latest selling prices were obtained by Dataquick and Damar real estate information services. Following is a brief description of each development.

Jackson Heights Estates, El Cajon

This 58-home development was built in 1986 in an unincorporated area of San Diego County near El Cajon. Two and three bedroom, two-bath homes range from 1,056 to 1,347 sq. ft. Average lot size is 5,000 sq. ft. Original selling prices ranged from \$79,980 - \$82,900. Selling prices of six homes sold during 1989 ranged from \$120,491 - \$138,297. These prices represent appreciation rates at a low of 45 percent, a high of 67 percent and an average of 57 percent.

By comparison, single-family dwellings in the surrounding neighborhood are typically three bedroom, two bath homes of 1,590 sq. ft. Average lot size is 15,290 sq. ft. Average selling price in 1986 was \$118,000. The average selling price for 107 homes sold in 1989 was \$154,635. These prices represent an average appreciation rate of 37 percent.

Selling Price (1986)	Latest Ave. Selling Price	Ave. Living Area (Sq.ft.)	Lot Size	Ave. Increase
\$ 82,900*	\$129,896	1,347	5,000	57%
\$118,820**	\$154,635	1,590	15,290	37%

(*Manufactured homes; ** Site-built homes)

Stonegate Ventura, City of Ventura

This 104-home development was built in 1984. Two and three bedroom, two-bath homes range from 960 to 1,392 square feet. Average lot size is 4,000 sq. ft. Original selling prices ranged from \$76,990 to

STONEGATE VENTURA Two and three-bedroom homes in this development in the City of Ventura increased in value by an average of 105 percent between 1984 and 1989. (Photo courtesy of Planned Communities, Inc.)



New evidence will help dispel 'myth' of depreciation

\$91,990. Selling prices of nine homes sold during 1989 ranged from \$128,416 to \$183,187. These prices represent appreciation rates at a low of 53 percent, a high of 118 percent and an average of 105 percent.

By comparison, single-family dwellings in the surrounding neighborhood are typically three and four bedrooms, two bath homes of 1,603 square feet. The average lot size is 6,652 square feet. Average selling price in 1984 was \$117,775. The average selling price for 54 homes sold in 1989 was \$232,320. These prices represent an average appreciation of 97 percent.

Selling Price (1986)	Latest Ave. Selling Price	Ave. Living Area (Sq.ft.)	Lot Size	Ave. Increase
\$ 83,990*	\$179,372	1,152	4,000	105%
\$117,775**	\$232,320	1,603	6,652	97%

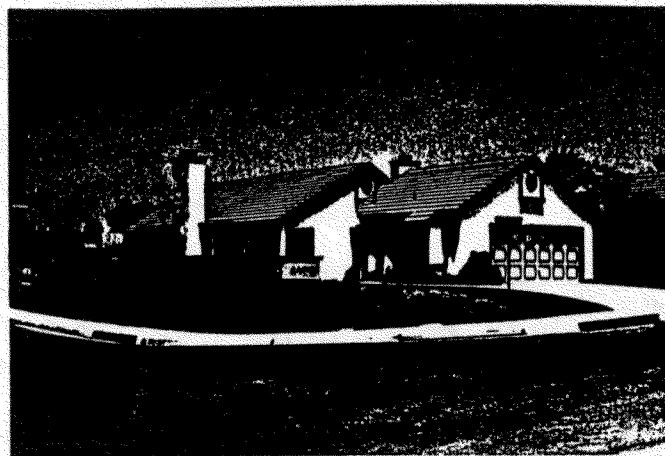
(*Manufactured homes; ** Site-built homes)

Green Hills, Yorba Linda

This 201-home development was built in 1984. Two and three bedroom, two-bath homes range from 935 to 1,645 sq. ft. Average lot size is 5,000 sq. ft. Original selling prices ranged from \$87,000 to \$116,000. Selling prices of nine homes during 1989 ranged from \$158,466 to \$180,555. These prices represent appreciation rates at a low of 38 percent, a high of 57 percent and an average of 49 percent.

By comparison, single-family dwellings in the surrounding neighborhood are typically three and four bedrooms, two-plus bath homes of 1,860 sq. ft. Average

GREEN HILLS First-time home buyers in this Yorba Linda tract saw their investment appreciate by an average of 45 percent between 1984 and 1989. (Photo courtesy of Fleetwood Enterprises)



ASPEN MEADOWS Patio homes in this Laguna Hills development increased in value by an average of 52 percent between 1986 and 1989. (Photo courtesy of Select Housing Associates)

lot size is 9,110 sq. ft. Average selling price in 1984 was \$172,251. The average selling price for 105 homes sold during 1989 was \$248,988. These prices represent an average appreciation of 45 percent.

Selling Price (1986)	Latest Ave. Selling Price	Ave. Living Area (Sq.ft.)	Lot Size	Ave. Increase
\$115,000*	\$171,637	1,645	7,000	49%
\$172,251**	\$248,988	1,860	9,110	45%

(*Manufactured homes; ** Site-built homes)

See related story on Page 4

Aspen Meadows, Laguna Hills

This 45-home development was built in 1985 in an unincorporated area of Orange County near Laguna Niguel. Two and three-bedroom, two-bath homes range from 1,060 to 1,290 sq. ft. Average lot size is 4,200 square feet. Original selling prices ranged from \$120,920 to \$132,920. Selling prices of eight homes sold during 1989 ranged from \$189,087 to \$213,064. These prices represent appreciation rates at a low of 42 percent, a high of 60 percent and an average of 52 percent.

By comparison, single-family homes in the surrounding neighborhood are typically three and four-bedroom, two-plus baths of 1,932 square feet. Average lot size is 10,348 sq. ft. Average selling price in 1986 was \$167,903. The average selling price for 29 homes sold during 1989 was \$267,396. These prices represent an average appreciation rate of 67 percent.

Selling Price (1986)	Latest Ave. Selling Price	Ave. Living Area (Sq.ft.)	Lot Size	Ave. Increase
\$132,000*	\$201,660	1,290	4,200	52%
\$159,883**	\$267,396	1,932	10,348	67%

(*Manufactured homes; ** Site-built homes)

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR
MULTNOMAH COUNTY, OREGON

In the Matter of the Transfer)	
of Tax-Foreclosed Properties)	
to the Housing Authority of)	ORDER
Portland and Providence Elder)	92-53
Place for Low-Income Housing)	
Purposes.)	

WHEREAS, requests for certain tax-foreclosed properties were received pursuant to procedures set forth in Multnomah County Ordinance No. 672 and the Multnomah County Housing Affordability Demonstration Program; and

WHEREAS, staff reported said requests to the Board of Commissioners in a public meeting on April 2, 1992 and the Board set a date for public hearing in the matter; and

WHEREAS, a public hearing was held before the Board of Commissioners on April 16, 1992 to determine whether the transfer would serve the public purpose of providing decent, safe and sanitary low-income housing, and the Board being fully informed in the matter; now therefore

IT IS HEREBY ORDERED, that the transfer of tax-foreclosed property (recipients and transferred tracts are listed and attached as Exhibit A), for public purposes under the County Housing Affordability Demonstration Program, be and hereby is approved; and


IT IS FURTHER ORDERED, that the Chair be and hereby is authorized to execute all documentation required to complete said transfer.

DATED this 16th day of April, 1992.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON




Gladys McCoy, Chair


John L. DuBay
Chief Assistant County Counsel

LIST OF TRANSFER PROPERTIES

Housing Authority of Portland:

1. formerly 6826 N. Nashton Street
East St. Johns Addition, Lots 3 and 4, Block S
Lien amount - \$3,354.73
2. East St. Johns Addition, Lots 5 and 6, Block S
Lien amount - \$6,217.84
3. East St. Johns Addition, Lots 23 and 24, Block S
Lien amount - \$3,563.99
4. formerly 9375 N. Adriatic Street
College Place Addition, Lots 15 and 16, Block 7
Lien amount - \$3,552.75

Providence Elder Place:

formerly 5641 NE Alberta Street

A tract of land in the Northeast one-quarter of Section 19, township 1 North, Range 2 East, W.M., County of Multnomah, State of Oregon, described as follows:

Beginning at the intersection of the North line of NE Alberta St., Co. Rd. 1546 and the West line of NE 57th Ave., Co. Rd. 1904; thence North along the West line of said NE 57th Ave., 295.51 feet to the Southeast corner of that tract of land conveyed to Everett M. Draheim, et ux in Book 1665 on Page 148, recorded June 18, 1954, in said County's Deed Records; thence West, along the South line of said Draheim tract, 135 feet to the West line of the East $\frac{1}{2}$ of the East $\frac{1}{2}$ of the Southeast one-quarter of the Northwest one-quarter of the Northeast one-quarter of said Section 19; thence South along said West line 295.51 feet to the North line of said NE Alberta St.; thence East, along said North line, 135 feet to the point of beginning.

Lien amount - \$12,570.93

Meeting Date: APR 16 1992

Agenda Date: R-5

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

Subject: First Reading of Ordinance to Create
the Housing and Community Development Commission

BCC Informal: _____ BCC Formal: APRIL 16, 1992
Date Date
DEPARTMENT: Social Services DIVISION: Housing & Community Svcs
CONTACT: Cecile Pitts TELEPHONE: 248-5000
PERSON(S) MAKING PRESENTATION: Ardys Craghead/Norm Monroe/Cecile Pitts

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON AGENDA: 10 minutes Formal

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: XX

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

The attached ordinance creates the Housing and Community Development Commission, which is advisory to jurisdictions participating in the Countywide Comprehensive Housing Affordability Strategy (CHAS).

See attached ordinance fact sheet.

SIGNATURES:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: Ardys Craghead (RD)
(All accompanying documents must have required signatures)

cdbga3

1/90

BOARD OF
COUNTY COMMISSIONERS
MULTIPLA COUNTY
OREGON
1992 APR - 8 AM 9:11

ORDINANCE FACT SHEET

Ordinance Title: Housing and Community Development Commission Advisory to
jurisdictions participating in Multnomah County Comprehensive Housing Affordability
Strategy (CHAS).

Give a brief statement of the purpose of the ordinance (include the rationale for adoption of ordinance, description of persons benefited, other alternatives explored):

This ordinance creates the Countywide Housing and Community Development Commission as proposed by the 1991 Multnomah County Comprehensive Housing Affordability Strategy. Commission is advisory to the jurisdictions participating in the Countywide CHAS.

What other local jurisdictions in the metropolitan area have enacted similar legislation?

City of Portland: April 8, 1992.

City of Gresham: To be scheduled.

What has been the experience in other areas with this type of legislation?

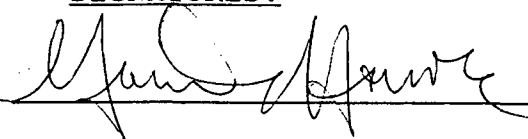
This is a new Commission.

What is the fiscal impact, if any?

During the first year there are no fiscal impacts. Commission is advisory to County on housing development issues. Any fiscal impact will require additional County action.

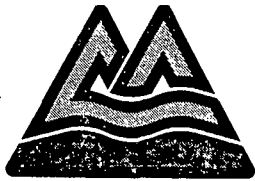
(If space is inadequate, please use other side)

SIGNATURES:

Person Filling Out Form: 

Planning & Budget Division (if fiscal impact): _____

Department Manager/Elected Official:  (20)



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
AGING SERVICES DIVISION — (503) 248-3646
COMMUNITY ACTION PROGRAM OFFICE — (503) 248-5464
421 S.W. 5TH, 2ND FLOOR
PORTLAND, OREGON 97204
FAX # (503) 248-3332

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY • CHAIR OF THE BOARD
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER
GARY HANSEN • DISTRICT 2 COMMISSIONER
RICK BAUMAN • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

MEMORANDUM

TO: Gladys McCoy, County Chair

VIA: Ardys Craghead, Interim Director *Ardys Craghead (20)*
Department of Social Services *AK*

FROM: Norm Monroe, Director
Housing and Community Services Division

DATE: April 2, 1992

SUBJECT: Ordinance Creating Housing and Community Development Commission

Recommendation: The Housing and Community Services Division/Housing and Community Development Program recommends the first reading by the Board of County Commissioners of an ordinance to create the Housing and Community Development Commission.

Analysis: The Housing and Community Development Program is presenting an ordinance for approval which will create a Housing and Community Development Commission advisory to jurisdictions participating in the Multnomah County Comprehensive Housing Affordability Strategy (CHAS).

The proposed ordinance is in partnership with the Cities of Portland and Gresham. The City of Portland's ordinance is scheduled for approval April 8, 1992; the City of Gresham's ordinance is yet to be scheduled.

The Housing and Community Development Commission will serve as the primary policy forum in which policy development, resource coordination, and civic leadership will be provided to address affordable housing problems throughout Multnomah County. The Commission was recommended in the required Comprehensive Housing Affordability Strategy; one of its roles will be to advise on the implementation of the CHAS.

Background: The proposed ordinance and ordinance fact sheet are attached to the Agenda Placement Form. It is anticipated that the ordinance will have no fiscal impact the first year; any later impact will require additional County action.

cdbgz3

1 BEFORE THE BOARD OF COUNTY COMMISSIONERS
2 FOR MULTNOMAH COUNTY, OREGON
3 ORDINANCE NO. _____
4

5 An ordinance to be adopted in partnership with the Cities of Portland and
6 Gresham to create a Housing and Community Development Commission (HCDC),
7 advisory to the jurisdictions participating in the Multnomah County
8 Comprehensive Housing Affordability Strategy (CHAS).

9 Multnomah County ordains as follows:

10 Section I. Title.

11 This ordinance shall be known as the Housing and Community Development
12 Commission Ordinance. The HCDC is designated as the primary policy forum in
13 which policy development, resource coordination and civic leadership are
14 provided to address the affordable housing problems throughout Multnomah
15 County.

16 Section II. Findings.

17 1. In 1990 the U.S. Congress passed the National Affordable Housing Act,
18 which, among other things, required entitlement jurisdictions under the federal
19 Community Development Block Grant to prepare and adopt a Comprehensive Housing
20 Affordability Strategy (CHAS).

21 2. In 1991 Multnomah County, in partnership with the Cities of Portland
22 and Gresham, adopted the 1991 CHAS through Resolution No. 91-172.
23
24
25
26

1 3. Under Goal A, Coordination and Leadership, of the adopted CHAS,
2 Strategy A.1 states: "Establish a Countywide Housing and Community
3 Development Commission."

4 4. The three participating jurisdictions agreed to cooperate in a
5 transition process that would further refine the First Year CHAS priorities
6 and budget decisions as well as draft implementing ordinances that establish a
7 new Housing and Community Development Commission for consideration by the
8 jurisdictions in the Spring of 1992.

9 Section III. Definitions.

10 HCDC Mission. The mission of the HCDC is to increase the effectiveness of
11 the public housing delivery system by providing coordination among diverse
12 public agencies which implement housing programs and by serving as a
13 centralized liaison between those agencies and the governing bodies of the
14 jurisdictions on issues regarding housing policy, goals, programs, and related
15 allocation of public funds.

16 Section IV. Duties.

17 The HCDC is delegated to carry out the following functions:

18 A. Housing Policy and Planning.

19 1. Develop and recommend countywide housing policy as embodied in the
20 CHAS and guide the development of local housing policies in
21 cooperation with the participating jurisdictions.

22 2. Monitor and annually recommend updates to the CHAS.

3. Recommend annual production and performance goals to carry out the CHAS.
 4. Review the activities of local planning and public works agencies for impacts on CHAS goals and make recommendations regarding the activities of these agencies.
- B. Budget Review and Recommendations.
1. Develop policy recommendations in accordance with CHAS priorities to guide the development of budgets and local priorities for affordable housing development.
 2. Recommend the allocation of HOME, housing-related CDBG funds, and other flexible funds to appropriate jurisdictions.
 3. Review public agency budgets and proposed work programs (including housing production goals) for consistency with the CHAS.
- C. Resource and Program Development. Work closely with implementing agencies to identify and recommend ways to increase the supply and availability of affordable housing and necessary support services through new initiatives and programs.
- D. Program Evaluation.
1. Evaluate annually the effectiveness of housing programs in meeting CHAS goals.
 2. Report annually to participating jurisdictions regarding performance of local housing programs to carry out the adopted CHAS. This annual report is to include recommendations as appropriate.

1 E. Linkage of Housing Development and Supportive Services.

2 1. Establish formal linkages to service providers and specific groups
3 and organizations through establishment of a resource network. The
4 organizational structure of this network shall be outlined in the
5 HCDC bylaws.

6 2. Evaluate this resource network structure on annual basis.

7 F. Public-Private Partnerships.

8 1. Improve access to public and private sources of financing for
9 affordable housing initiatives. Sources of financing include banks,
10 philanthropic institutions and other socially-motivated investors,
11 the State Housing Trust Fund, Block Grant and entitlement funders,
12 and bond issuing agencies.

13 2. Assist implementing agencies in developing a comprehensive technical
14 assistance program to improve the capacity of local community
15 development corporations to develop and manage low-income housing.

16 3. Foster housing production countywide by identifying opportunities to
17 streamline the regulatory process.

18 4. Actively encourage the support, personal commitment, and
19 participation of highly respected community leaders, including the
20 Mayors, City and County Commissioners, and business leaders in
21 furthering the community's affordable housing agenda.

1 G. Advocacy/Community and Intergovernmental Relations.

- 2 1. Foster awareness of and support for the jurisdictions' legislative
3 agenda to increase federal and state support for housing and
4 supportive services.
- 5 2. Facilitate regional housing policy coordination with the Metropolitan
6 Service District and other local governments.
- 7 3. Coordinate policy development with local housing and social service
8 groups, including but not limited to the Community Action Commission,
9 the Community Housing Resource Board, and the Commission on Aging.

10 H. Information and Referral. Work with existing information and referral
11 groups to establish a clear system for information and referral for
12 developers, citizens, and supportive services providers.

- 13 1. The HCDC shall consist of fifteen members. The City of Portland
14 shall appoint nine members. The City of Gresham shall appoint three
15 members. Multnomah County shall appoint three members. Membership
16 appointment shall achieve a balanced citizen-based perspective
17 embracing a high level of knowledge of and expertise in housing
18 development, finance, management, social services, community affairs,
19 and consumer interests. The appointment of members shall take into
20 account the income, racial, ethnic, and cultural diversity of the
21 community.

- 1 2. In addition, the Chair of the governing body or the Chief Executive
2 Officer of the Portland Development Commission, the Housing Authority
3 of Portland, and the Multnomah County Social Services Department, or
4 their designees, shall hold non-voting ex officio membership on the
5 Commission.
- 6 3. All appointments to the HCDC shall be for terms of three years. For
7 the initial appointments, the following formula will be applied:
 - 8 a. From the City of Portland, three members shall be appointed for
9 a term of one year; three for a term of two years; and three for
10 a term of three years.
 - 11 b. From the City of Gresham, one member shall be appointed for a
12 term of one year; one for a term of two years; and one for a
13 term of three years.
 - 14 c. From Multnomah County, one member shall be appointed for a term
15 of one year; one for a term of two years; and one for a term of
16 three years.
- 17 4. Members shall serve without compensation. However, jurisdictions may
18 authorize reimbursement of the reasonable expenses of the members for
19 carrying out the work of the HCDC.
- 20 5. The HCDC shall adopt rules of procedure (bylaws) necessary for the
21 governance of its proceedings and election of its officers.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 0
- 1
- 2
- 3
- 4
- 5
- 6

Section VI. Cooperation.

Adopted this _____ day of _____, 1992 being the date of its _____ reading before the Board of County Commissioners of Multnomah County, Oregon.

(SEAL)

Gladys McCoy, Chair
MULTNOMAH COUNTY, OREGON

REVIEWED:

Laurence Kressel, County Counsel
of Multnomah County, Oregon

Please see Clerk if you need a complete copy.

Meeting Date: APR 16 1992

Agenda No.: R-6

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Ratification of a Revenue IGA with Oregon Community Children and Youth Services Commission

BCC Informal _____ (date) BCC Formal _____ (date)

DEPARTMENT Social Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Ardys Craghead/Gary Smith

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

Ratification of a Revenue IGA between the Multnomah County Social Services Division Youth Program Office and the Oregon Community Children and Youth Services Commission (OCCYSC) for the period November 1, 1991 through December 31, 1992. The OCCYSC will provide a grant of \$33,800 to provide services for the Southeast Asian Youth Services Project.

4/16/92 Originals to Kathy Tinkle

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER Ardys Craghead

(All accompanying documents must have required signatures)

1992 APR - 7 AM 11:20
MULTNOMAH COUNTY
OREGON
BOARD OF
COUNTY COMMISSIONERS



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
SOCIAL AND FAMILY SERVICES DIVISION
ADMINISTRATIVE OFFICES
426 S.W. STARK ST., 6TH FLOOR
PORTLAND, OREGON 97204
(503) 248-3691

BOARD OF COUNTY COMMISSIONERS
GLADYS MCCOY • CHAIR OF THE BOARD
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER
RICK BAUMAN • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

M E M O R A N D U M

TO: Gladys McCoy
Multnomah County Chair

VIA: Ardys Craghead, Interim Director
Department of Social Services

FROM: Gary Smith, Director *WWS*
Social Services Division

DATE: March 23, 1992

SUBJECT: Approval of an Intergovernmental Agreement with Oregon Community
Children and Youth Services Commission (OCCYSC)

RETROACTIVE STATUS: This agreement is retroactive to November 1, 1991. It was received by the Social Services Division on March 4, 1992, leaving insufficient time for complete processing prior to the April 1, 1992 effective date of the contract with International Refugee Center of Oregon to provide the services funded via this grant.

RECOMMENDATION: Social Services Division recommends Chair and Board approval of the attached revenue agreement between the Youth Program Office and Oregon Community Children and Youth Services Commission effective November 1, 1991 through December 31, 1992.

ANALYSIS/BACKGROUND: The agreement attached increases Youth Program Office funding \$33,800 in Oregon Community Children and Youth Services Commission funds. The funds will be subcontracted to International Refugee Center of Oregon (IRCO) for the period April 1 through June 30, 1992 and July 1 through December 31, 1992

The goal of the project is to impact the existing Multnomah County disproportionate commitment rate of SE Asian young people to the state training school. The process will include identifying the current experience of SE Asian young people and their families, assessing the unmet needs of the SE Asian young people and their families, addressing those needs and building a culturally based source of resources through qualified and interested agencies, funders, community and family members.

A Request for Sole Source Exemption (see copy attached) and the subcontract with IRCO for FY 91/92 are being processed simultaneously with this agreement as there exists an urgency completing the paperwork required to allow the funding to pass and the project to begin in time to meet the funders deadline requirement.

(YPOAGRM.DOC.20)



CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 104542
Amendment # —

CLASS I <input type="checkbox"/> Professional Services under \$10,000	CLASS II <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	CLASS III <input checked="" type="checkbox"/> Intergovernmental Agreement RATIFIED Multnomah County Board of Commissioners <u>R-6 April 16, 1992</u>
---	---	---

Contact Person Kathy Tinkle Phone 248-3691 Date March 13, 1992

Department Social Services Division Social Services Bldg/Room 160/6

Description of Contract A revenue IGA in which the Oregon Community Children and Youth Services Commission awards \$11,000 to the Social Services Division Youth Program Office to be contracted to International Refugee Center of Oregon for the SE Asian Youth Services Project effective April 1 through June 30, 1992 and then July 1 through December 31, 1992. for an additional

RFP/BID # N/A Revenue IGA Date of RFP/BID — Exemption Exp. Date \$22,000.

ORS/AR # — Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name Oregon Community Children and Youth Services Commission (OCCYSC)

Mailing Address 530 Center Street NE
Salem, OR. 97310

Phone 373-1283

Employer ID # or SS # N/A

Effective Date November 1, 1991
December 31, 1992

Termination Date —

Original Contract Amount \$ —

Amount of Amendment \$ —

Total Amount of Agreement \$ 33,800

Payment Term

- ☐ Lump Sum \$ —
- ☐ Monthly \$ —
- ☐ Other \$ —
- ☐ Requirements contract - Requisition required.
- Purchase Order No. —
- ☐ Requirements Not to Exceed \$ —

REQUIRED SIGNATURES:

Department Manager Andy Croghhead (C.O.)

Purchasing Director —
(Class II Contracts Only)

County Counsel —

County Chair/Sheriff —

Date 3-26-92

Date —

Date 4-3-92

Date 4/14/92

VENDOR CODE				VENDOR NAME					TOTAL AMOUNT		INC/DEC IND
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	
01.	156	010	1502					1508	Revenue-	33,800	
02.									(Being Requested)		
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

JJDP GRANT AWARD

373-1283

<p>1. Grantee Name and Address:</p> <p style="text-align: center;">MULTNOMAH COUNTY CHILDREN AND YOUTH SERVICES COMMISSION 426 SW STARK, 6TH FLOOR PORTLAND, OREGON 97204</p>	<p>3. Grant Number: 90-1800-26</p> <hr/> <p>4. Grant Period From: 11/01/91 To: 12/31/92</p> <hr/> <p>5. Funding Source: JJDP Formula Grant</p>
<p>2. Implementing Agency (Name and Address)</p> <p style="text-align: center;">Same as above</p>	<p>6. Grant Award Amount: \$ 33,800</p> <hr/> <p>7. Total Project Budget: \$</p>
<p>8. Project Title:</p> <p style="text-align: center;">Minority Overrepresentation Program</p>	<p>9. Award Date:</p> <p style="text-align: center;">8/1/91</p>
<p>10. Special Conditions (check if applicable):</p> <p> <input checked="" type="checkbox"/> The above grant project is approved subject to such conditions or limitations as are set forth on the attached <u> 2 </u> page(s).</p>	
<p>11. Statutory Authority for Grant:</p> <p> <input checked="" type="checkbox"/> Title II of the Juvenile Justice and Delinquency Prevention Act of 1974, 42 U.S.C 1, et. seq., as amended.</p> <p> <input type="checkbox"/> Other (Specify):</p>	

<p style="text-align: center;">OCCYSC Approval:</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">Grantee Acceptance:</p> <p style="text-align: center;">X</p>
<p style="text-align: center;">Executive Director</p> <p style="text-align: center;">x <i>Gina E. Wood</i></p>	<p style="text-align: center;">Typed Name and Title of Authorized Grantee Official</p> <p style="text-align: center;">Gladys McCoy, Multnomah County Chair</p> <p style="text-align: center;">x <i>Gladys McCoy</i></p>
<p style="text-align: center;">Grants Administrator</p> <p style="text-align: center;"><i>2-28-92</i></p>	<p style="text-align: center;">Signature of Authorized Grantee Official</p> <p style="text-align: center;"><i>4/16/92</i></p>
<p style="text-align: center;">Date</p>	<p style="text-align: center;">Date</p>

**GRANT AWARD
CONTINUATION SHEET**

Children and Youth Services Commission
530 Center Street N.E., Suite 300
Salem, Oregon 97310

Grant Number: 523-3-90-1800-26

Award Date: 8-1-91

SPECIAL CONDITIONS

1. If the project has not commenced within 60 days after the acceptance of the grant award, the grantee will report by letter the steps taken to initiate the project, the reasons for delay, and the expected starting date.
2. If the project is not operational within 90 days after acceptance of the grant award, a further statement explaining the implementation delay must be submitted by the grantee to the Children and Youth Services Commission. Upon receipt of the 90-day letter, the Children and Youth Services Commission may cancel the project and redistribute funds to other projects, or where warranted by extenuating circumstances, it may request approval from the JJAC/Commission to extend the implementation date past the 90-day period.
3. Inspection and Audit. Grantee agrees to arrange for examinations in the form of independent audits in conformance with OMB Circulars A-102, revised "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments, Attachment P, or A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, Attachment P, as applicable.

The audit reports must include:

- a. The financial statements of the recipient organization, including identification of the various programs under which the organization received Federal funds and the amount of the awards received.
- b. A schedule of Federal assistance, showing the total expenditures for each Federal assistance program. This schedule should include: (1) name of Federal agency; (2) award amount; (3) period of performance; and (4) expenditure activity during the audit reporting period.

Grant Award Continuation Sheet
Page 2

- c. The auditor's comments on the organization's systems of internal control, and systems established to ensure compliance with the terms of agreement as well as major laws and regulations affecting the expenditure of Federal funds.

A copy of the audit report and the resolution of any audit findings shall be submitted to the Children and Youth Services Commission.

4. Project must immediately sign and return enclosed OJP Form 4061/1 "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions" for this award to be effective.
5. If grantee intends to subcontract any work, a copy of the contract must be submitted to the Commission for review prior to signature.
6. The grantee, its subcontractors, if any, and all employers providing work, labor or materials under this contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, Workers' Compensation coverage that satisfies Oregon Law for all their subject workers. Out-of-state employers must provide Oregon Workers' Compensation coverage for their workers if the out-of-state employer has any worker or workers at a single work site in Oregon for more than 30 days in a calendar year. Out-of-state employers who do not have employees working at a single location within Oregon for more than 30 days in a calendar year need not obtain such coverage. Contractors who perform the work without the assistance of any employees need not obtain such coverage.

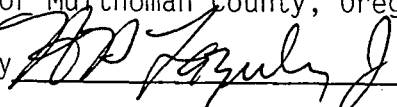


Signature of Duly Authorized Official
Gladys McCoy, Multnomah County Chair
001.040

4/16/92

Date

Reviewed:
Laurence Kressel, County Counsel
for Multnomah County, Oregon

By  4-3-92

Date

RATIFIED
Multnomah County Board
of Commissioners
R-6 April 16, 1992

JJDP TRANSACTION REPORT AND CASH REQUEST

1. Reporting Agency:		2. Reporting Month:	
3. Mailing Address:			
4. Project Title:		5. Grant Number: 523-3-90-1800-26	
6. Project Period:		<input type="checkbox"/> Interim Report <input type="checkbox"/> Final Report (if final, remit unexpended cash balance)	

EXPENDITURES AND OBLIGATIONS

BUDGET CATEGORY	BUDGET TOTAL	EXPENDED THIS PERIOD	EXPENDED TO DATE	UNPAID OBLIGATIONS	UNOBLIGATED BALANCE
Personnel					
Fringe Benefits					
Travel					
Equipment					
Supplies					
Contractual					
Other					
Indirect Charges					
TOTAL					

SOURCE OF FUNDS

ITEM	FEDERAL	LOCAL CASH	LOCAL IN-KIND	TOTAL
Budget				
Expended to Date				
Received to Date				
Cash on Hand				
In Transit				
Cash Requested				

CERTIFICATION: I certify that to the best of my knowledge this report is correct and complete, and all expenditures are for the purposes as set forth in the grant. Substantiation for the charged items is attached or on file in my office.

Prepared by:

(Signature)

(Name)

(Phone)

(Date)

Project Director:

(Signature)

(Name)

(Phone)

(Date)

FOR OCCYSC USE ONLY

Cost Center: 980135	Federal Amount \$
Approved:	Date:

**GRANT AWARD
CONTINUATION SHEET**

Children and Youth Services Commission
530 Center Street N.E., Suite 300
Salem, Oregon 97310

Grant Number: 523-3-90-1800-26

Award Date: 8-1-91

SPECIAL CONDITIONS

1. If the project has not commenced within 60 days after the acceptance of the grant award, the grantee will report by letter the steps taken to initiate the project, the reasons for delay, and the expected starting date.
2. If the project is not operational within 90 days after acceptance of the grant award, a further statement explaining the implementation delay must be submitted by the grantee to the Children and Youth Services Commission. Upon receipt of the 90-day letter, the Children and Youth Services Commission may cancel the project and redistribute funds to other projects, or where warranted by extenuating circumstances, it may request approval from the JJAC/Commission to extend the implementation date past the 90-day period.
3. Inspection and Audit. Grantee agrees to arrange for examinations in the form of independent audits in conformance with OMB Circulars A-102, revised "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments, Attachment P, or A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, Attachment P, as applicable.

The audit reports must include:

- a. The financial statements of the recipient organization, including identification of the various programs under which the organization received Federal funds and the amount of the awards received.
- b. A schedule of Federal assistance, showing the total expenditures for each Federal assistance program. This schedule should include: (1) name of Federal agency; (2) award amount; (3) period of performance; and (4) expenditure activity during the audit reporting period.

- c. The auditor's comments on the organization's systems of internal control, and systems established to ensure compliance with the terms of agreement as well as major laws and regulations affecting the expenditure of Federal funds.

A copy of the audit report and the resolution of any audit findings shall be submitted to the Children and Youth Services Commission.

4. Project must immediately sign and return enclosed OJP Form 4061/1 "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions" for this award to be effective.
5. If grantee intends to subcontract any work, a copy of the contract must be submitted to the Commission for review prior to signature.
6. The grantee, its subcontractors, if any, and all employers providing work, labor or materials under this contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, Workers' Compensation coverage that satisfies Oregon Law for all their subject workers. Out-of-state employers must provide Oregon Workers' Compensation coverage for their workers if the out-of-state employer has any worker or workers at a single work site in Oregon for more than 30 days in a calendar year. Out-of-state employers who do not have employees working at a single location within Oregon for more than 30 days in a calendar year need not obtain such coverage. Contractors who perform the work without the assistance of any employees need not obtain such coverage.

Signature of Duly Authorized Official

Date

001.040

II: REPRESENTATIONS

Assurances & Standards:

Applicant understands and agrees that any grant received, directly or through the Oregon Community Children and Youth Services Commission (OCCYSC) designated under Title II of the Juvenile Justice Delinquency Prevention Act of 1974, 42 U.S.C. 5601, et. seq., as amended, as result of this application shall be subject to and incorporate the following grant conditions.

1. Reports. The grantee shall submit, at such times and in such form as may be prescribed, such reports as the OCCYSC may reasonably require, including financial reports and progress reports, and final financial and narrative reports.
2. Copyrights. Where activities supported by this grant produce original books, manuals, films, or other copyrightable material, the grantee may copyright such, but OJJDP and OCCYSC reserve a royalty-free non-exclusive and irrevocable license to reproduce, publish, and use such materials, and to authorize others to do so.
3. Patents. If any discovery or invention arises or is developed in the course of or as a result of work performed under this grant, the grantee shall refer the discovery or invention to OJJDP, which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with Federal funds, all in accordance with the Presidential Memorandum of October 10, 1963, on Government Patent Policy.
4. Discrimination Prohibited. No person shall, on the grounds of race, creed, age, color or national origin, be excluded from participation in, be refused the benefits of, or otherwise subjected to discrimination under grants awarded pursuant to Title II of the Juvenile Justice Delinquency Prevention Act of 1974, 42 U.S.C. 5601, et. seq., as amended, or under any project, program, or activity supported by this grant. The grantee must comply with the provisions and requirements of Title IV of the Civil Rights Act of 1964 and regulations issued by the Department of Justice and the Office of Juvenile Justice thereunder as a condition of award of Federal funds and continued grant support required by Section 518(c) P.L. 93-83. This grant condition shall not be interpreted to require the imposition in grant-supported projects of any percentage ratio, quota system, or other program to achieve racial balance or eliminate racial imbalance in any agency.
5. Termination of Aid. This grant may be terminated or fund payments discontinued by OCCYSC where it finds a substantial failure to comply with the provision of P.L. 93-83 as amended or regulations promulgated thereunder, including these grant conditions.

6. Inspection and Audit. The Administration and the Comptroller General of the United States and the Oregon Community Children and Youth Services Commission or any of their fully authorized representatives, shall have access for purposes of audit and examinations to any books, documents, papers, and records of the grantee, and to relevant books and records of subgrantees and contractors, as provided in Section 521 of P.L. 93-83. A notice to this effect shall appear in all subgrants and other arrangements for implementation of this project.
7. Maintenance of Records. All required records shall be maintained until an audit is completed by the Federal Government and all questions arising therefrom are resolved, or five years after completion of a project, whichever is sooner.
8. Utilization and Payment of Funds. Funds awarded are to be expended only for purposes and activities covered by grantee's approved project plan and budget.
9. Allowable Costs. The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items set forth in Office of Management and Budget Circular No. A-87. "Principles for Determining Costs Applicable to Grants and Contracts with State and Local Governments", as further defined and delimited in conditions 10 and 11 below.
10. Expenses Not Allowable. Grant funds may not be expended for: (a) items not part of the approved budget or separately approved by the OCCYSC; (b) purchase or construction of buildings or improvements thereon, or payment of real estate mortgages or taxes, unless specifically provided for in the grant agreement; (c) dues to organizations or federations; (d) entertainment including luncheons, banquets, gratuities or decorations; (e) purchase of automobiles or other automotive vehicles unless provided for in the grant agreement; or (f) indirect (overhead) costs, where the grantee does not have an audited indirect expense allocation system and rate acceptable to OJJDP; (g) any bonus or commission to any individual for the purpose of obtaining approval of an application for OCCYSC assistance. Expenditure of funds in excess of the submitted total cost estimate for any major budget category will be permitted only with OCCYSC approval where this involves an increase of more than 5 percent or \$1,000 - whichever is greater - in the total category cost estimate. Such increases will be deemed, in effect, to constitute an amendment of the grant application and award requiring grantor concurrence.
11. Written Approval of Changes. Grantees must obtain prior written approval from the OCCYSC for major project changes. These include: (a) changes of substance in project activities, designs, or research plans set forth in the approved application; (b) changes in the project director or key professional personnel identified in the approved application; and (c) changes in the approved project budget as specified in the preceding condition.

12. Project Income. All interest or other income earned by the grantee with respect to grant funds or as a result of conduct of the grant project (sale of publications, registration fees, service charges on fees, etc.) must be accounted for. Interest and all other income should be applied to project purposes or in reduction of project costs. With respect to interest income, grantees shall so order their affairs as to insure minimum balances in their respective grant accounts.
13. Title to Property. Title to property acquired in whole or in part with grant funds in accordance with approved budgets shall be subject to OCCYSC policy. Grantees shall exercise due care in the use, maintenance, protection and preservation of such property during the period of project use.
14. Publications. The grantee may publish, at its own expense, the results of grant activity with prior review by OCCYSC provided that any publication (written, visual, or sound) contains an acknowledgement of OCCYSC grant support. It is requested that 10 copies of any such publication be furnished to the OCCYSC. Publication of documents or reports with grant funds beyond quantities required to meet standard report requirements must be provided for in approved project plans or budgets or otherwise approved by OCCYSC, and for large quantity publication, manuscripts must be submitted in advance to the OCCYSC.
15. Third Party Participation. No contract or agreement may be entered into by the grantee for execution of project activities or provision of services to a grant project (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved proposal or approved in advance by the OCCYSC. Any such arrangements shall provide that the grantee will retain ultimate control and responsibility for the grant project and that the contractor or subgrantee shall be bound by these grant conditions and any other requirements applicable to the grantee in the conduct of the project.
16. Obligation of Grant Funds. Grant funds may not, without advance written approval by the OCCYSC, be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligations must be related to goods or services provided and utilized with the grant period.
17. Fiscal Regulations. The fiscal administration of grants shall be subject to such further rules, regulations, and policies, concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by the OCCYSC.
18. Release of Information. Pursuant to Section 817 of the Juvenile Justice Delinquency Prevention Act of 1974 42 U.S.C. 5601, et. seq., as amended, all records, newspapers and other documents kept by the recipients of OCCYSC funds, including subgrantees and contractors, relating to the receipt and disposition of such funds, are required to be made available to OJJDP. These records and other documents submitted to OJJDP and the

OCCYSC pursuant to other provisions of this Act, including the comprehensive state plan and application for funds, are required to be made available by OJJDP under the terms and conditions of the Federal Freedom of Information Act (5 U.S.C. 552).

19. Negative Declaration. Applicant hereby declares that no significant environmental impact, as defined by the National Environmental Policy Act of 1969 and OJJDP Guidelines, that may result from implementation of this program will have no adverse effect on properties listed in the National Register of Historic Places. Where this Declaration cannot be made, the applicant must attach an Environmental Impact Analysis and proceed in accordance with OMB Circular A-95 clearance procedures and appropriate OJJDP guidelines.
20. Assurance of Compliance with Civil Rights Laws. The applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to Regulations of the Department of Justice (28 CFR Part 42) and OJJDP issued pursuant to that title, to the end that no person shall on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from the Department; and gives further assurance that it will promptly take any measures necessary to effectuate this commitment as more fully set forth in the standard grant conditions set forth above. This assurance shall obligate the applicant for the period during which Federal financial assistance is extended to it by the Department and is given in consideration of and for the purpose of obtaining the grant for which application is hereby made and the United States shall have the right to seek judicial enforcement to this assurance.
21. Grants for Construction. The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of the contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and

applicants for employment, notices to be provided setting forth the provisions of the non-discrimination clause.

- b. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- c. The contractor will send to each labor union or representative of workers with which he/she has collective bargaining agreement or other contract of understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, to employees and applicants for employment.
- d. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and by rules, regulations, and relevant orders of the Secretary of Labor.
- e. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the contractor's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The contractor will include the portion of the sentence immediately preceding paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions or non-compliance; provided, however, that in the event a contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States

to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work; provided, that if the applicant so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractor and subcontracts with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violations of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

22. Building Access for Physically Handicapped. Any building construction funded from JJDPAs allocations and for which there is an intended use that will require that such building or facility be accessible to the public or may result in the employment or residence therein of physically disabled persons will have ready access to, and use of, such buildings.
23. Information System. In respect to programs related to Juvenile Justice Information Systems, the grantee agrees to insure that adequate provisions are made for system security, the protection of individual privacy and the insurance of the integrity and accuracy of data collection.

24. Clear Air Act Violations. In accordance with the provisions of the Clear Air Act, 42 U.S.C. 1857 et. seq., as amended by P.L. 91-604, the Executive Order 11602, subgrants or contracts will not be made to parties convicted of any offense under the Clear Air Act.
25. Reallocation Provision. The grantees agency shall assure that any program under which JJDP financial assistance must be used to pay all or part of the cost of any program or project which will result in displacement of any person shall conform to regulations and procedures outlined in OMB. Circular No. A-103 and provide that:
- a. Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons as are required in such regulations as are issued by the U.S. Attorney General.
 - b. Relocation or assistance programs shall be provided for such persons in accordance with such regulations issued by the U.S. Attorney General.
 - c. Within a reasonable period of time prior to displacement, decent, safe and satisfactory replacement must be available to the displaced person in accordance with such regulations as issued by the U.S. Attorney General.
26. Non-Supplanting Condition. The applicant hereby declares that the federal funds under this grant will be used to supplement and not supplant local or state funds.
27. Special Review of Construction Programs. The State will not release any grant funds for plans or programs involving the acquisition or construction of law enforcement facilities, without submission of such programs to area-wide agencies as provided in Section 204(a) of the Demonstration Cities and Metropolitan Development Act of 1966 for receipt of comments and recommendations.
28. Section 202(a) of the Flood Disaster Protection Act of 1973 provides that no Federal agency may approve any financial assistance for construction purposes after July 1, 1985, for use in any area, identified by the Secretary of HUD, as an area having special flood hazards unless the community in the hazardous area is then participating in the National Flood Insurance Program.
29. Cancellation Special Condition. Except for a program receiving funds under the JJDP Act for a second year, a grantee must file a notice of project implementation with the OCCYSC when the program begins operation. If a program is not implemented within 60 days of the date on which the grant was accepted, the grantee shall inform the OCCYSC in writing the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If a project is not operational within 90 days after acceptance of the award, a further statement explaining the implementation delay will be submitted by the grantee to the OCCYSC. If there are extenuating circumstances, the grantee may request an extension of the

implementation date. The OCCYSC may grant the extension or cancel the grant and redistribute funds to other projects.

30. Equipment Certification. The applicant hereby declares that the equipment to be obtained under this application is not already on hand or available for use by the implementing agencies and that the equipment is not available to the implementing agencies from other sources. The applicant also declares that the implementing agencies have and will employ an effective system of equipment management and control.
31. Construction - Juvenile Justice Act. The applicant agency certifies that financial assistance for construction programs and projects shall be limited to not more than 50 percent of the cost of construction. In addition, construction using funds available under the Juvenile Justice Act is limited to innovative community-based facilities for less than 20 persons. All such programs and projects shall be subject to guidelines promulgated by the OCCYSC and OJJDP.
32. Deinstitutionalization. The applicant agency agrees to plan for and implement the requirement of Section 223 (a) (12) of the Juvenile Justice Act that juveniles who have committed offenses that would not be criminal if committed by an adult will no longer be placed in juvenile detention or correctional facilities.
33. Monitoring Activity. The applicant agency agrees to participate fully in reporting on the holding of juveniles in order to assure that the requirements of Sections 223 (a) (12) and 223 (a) (13) of P.L. 93-415 are met.
34. Grant Extensions. If a program cannot be completed within the allotted time, the grantee may request that the OCCYSC grant an extension. The request shall be in writing and shall set forth the reasons for the extension. A request for an extension which would continue a program beyond the time when a state is required to obligate funds for a particular fiscal year must be filed by the OCCYSC with OJJDP at least 90 days before the end of the obligation period and must receive the approval of OJJDP. An extension shall not be granted solely for the purpose of expending excess funds.
35. Grant Awards. Upon approval of a proposal, the OCCYSC will send to the grantee two copies of the grant award form, including any special conditions attached to the grant. The grantee must sign both forms and return one copy to the OCCYSC. This form constitutes acceptance of the special conditions, if any, by the grantee and serves as a binding contract between the OCCYSC and the grantee, subject to the provisions of subsections 5 and 29.
36. Petitions for Reconsideration. An applicant who is denied a grant or a grantee who has had a grant, or any portion of a grant, discontinued or terminated or has been given a grant in a lesser amount than such grantee believes appropriate may petition the OCCYSC for reconsideration of the matter at least 15 days prior to the next regularly scheduled

meeting of the OCCYSC. The applicant or grantee must mail copies of the petition to the OCCYSC office and directly to each Commission member. The petition must state the basis for reconsideration. In order for a hearing to be granted, the petition must raise new issues not considered previously by the OCCYSC or include allegations that proper procedures were not followed in awarding grants. If there are sufficient grounds for reconsideration the OCCYSC will notify in writing all agencies which submitted applications for the funding cycle that a hearing will be held and the basis for reconsideration. If the OCCYSC decides there are not sufficient grounds for reconsideration it will send written notification of its reasons to all agencies which would have received hearing notification. The hearing shall not be conducted de novo and shall be limited to unsworn written or oral comments concerning the issues raised in the petition. Following the hearing, the OCCYSC shall: (a) accept the petition in whole or in part and order appropriate changes in the grant allocations; (b) reject the petition; (c) continue the matter, pending receipt of additional information; or (d) refer the matter back to the JJAC for consideration of new issues raised in the petition. The OCCYSC shall rule on the petition within 60 days of the date on which the OCCYSC received the petition. The decision of the OCCYSC shall be final.

39. Lobbying. Pursuant to Section 227 (c) of the JJDP Act, the applicant hereby assures that no grant funds shall be used to pay for any personal service, advertisement, telegram, telephone communication, letter, printed or written matter, or other device, intended or designed to influence a Member of the Congress or any other federal, state, or local elected official to favor or oppose any Acts, bills, resolutions, or similar legislation, or any referendum, initiative, constitutional amendment, or any similar procedure by the Congress, any state legislature, any local council, or any similar governing body, except that this subsection shall not preclude such funds from being used in connection with communications to federal, state, or local election officials, upon the request of such officials through proper official channels, pertaining to authorization, appropriation, or oversight measures directly affecting the operation of the programs involved.
40. Bio-Medical Experimentation. Pursuant to Section 261 (d) of the JJDP Act, the applicant hereby assures that no grant funds will be used for any biomedical or behavior control experimentation on an individual or any research involving such experimentation.
41. Right of Privacy for Recipients of Services. Pursuant to Section 223 (a) (18) and 229 of the JJDP Act, the applicant hereby assures that procedures have been established to ensure that programs funded under the JJDP Act shall not disclose program records containing the identity of individual juveniles. Exceptions to this requirement are: (1) authorization by law; (2) the consent of either the juvenile or his/her legally authorized representative; or (3) justification that otherwise the functions of this title cannot be performed. Under no circumstances may public project reports or findings contain names of actual juvenile service recipients.

42. Private agency applicants hereby declare that they have applied for and have been denied funding for all or part of this project by a unit of local government or a combination of local governments.

43. Certification of Equal Employment Opportunity Program.
The grantee hereby certifies that it has executed and has on file, an Equal Employment Opportunity Program which conforms with the provisions of 28 CFR Section 42.301, et seq., subpart E, or that in conformity with the foregoing regulation, no Equal Employment Opportunity Program is required.

Any person or persons affected by this grant will have the right to file a complaint of discrimination with the federal office of Civil Rights Compliance (OCRC). The grantee agrees to cooperate with the OCRC during compliance reviews within the state.

44. Audit Requirements. Pursuant to Office of Management and Budget Circular A-102, revised "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments," Attachment P, (see page 69, Appendix 3) and A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," Attachment F, (see page 4, Appendix 4) grantees, subgrantees and subrecipients have the responsibility to provide for an audit of their activities. These audits usually will be made annually, but not less frequently than every two years.

Grantees, as well as their subgrantees, contractors or other organizations under cooperative agreements or purchase of service contracts are to arrange for examinations in the form of independent audits in conformance with OMB Circulars A-102, Attachment P, or A-110, Attachment F, as applicable. These audits shall be conducted in accordance with the General Accounting office (GAO) Standards for Audit of Functions, the GAO Guidelines for Financial and Compliance Audits of Federally Assisted Programs, any OMB approved compliance supplement and generally accepted auditing standards established by the American Institute of Certified Public Accountants.

CERTIFICATION

I, _____ (person signing the application) certify that I have read the general grant conditions and assurances contained in Section II, "Representations," and that the _____ (applicant agency) is in compliance with said representations.

Date

Oregon Community Children and Youth Services Commission
530 Center St. NE, Suite 300
Salem, OR 97310

JJDP

PROGRAM STATUS REPORT

Subgrantee Name:		Grant No.:
Project Title:		
Period Ending:		<input type="checkbox"/> Interim Report
		<input type="checkbox"/> Final Report
Project Objectives and Activities	Achievements this Report Period	Results to Date
Prepared by:		Date:

(Add Continuation Pages as Necessary)

001.079 Rev. 9/91

Progress Reporting

The Program Status Report is due to the Oregon Community Children and Youth Services Commission quarterly, on the 15th day following the end of the quarter.

A progress report should be concise and based on the measurable objective presented in the original grant application. A progress report might look like this:

PROGRAM STATUS REPORT

Project Objectives and Activities	Achievements this Report Period	Results to Date
1. Provide parent training programs. a. 12 completed parent training programs. b. 100 total participants	a. 4 completed training sessions b. 27 participants	a. 12 total classes b. 134 participants

OTHER ACTIVITIES:

- Spoke on local radio talk show
- Completed PET workshop
- 2 inter-agency networking meetings

The program may list other activities on the bottom of the report or on attached pages that may be of interest. This could include any activities that were not necessarily listed as measurable objective, but provide the reader some idea of what the program is accomplishing in the community. Examples of these activities are:

- Organize training staff
- Order equipment
- Develop training curriculum

If activities are behind schedule, discuss any changes or new developments in project workplans or objectives. Identify any events or activities behind schedule.

Add continuation pages to this report as necessary to provide complete information.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Oregon Community Children and Youth Services Commission
530 Center St. NE, Suite 300
Salem, OR 97310

JJDP

NOTICE OF PROJECT IMPLEMENTATION

Program Title:	
Project Duration From: _____ To: _____	
Budget:	
Operating Agency:	Project Director:
Description of Project Implementation: (please provide a brief discussion of the steps taken to implement the above referenced program including "who, what, where and when.")	
Project Director:	
Date:	001.078 Rev. 9/91

OREGON ADMINISTRATIVE RULES
CHAPTER 423, DIVISION 20
OREGON COMMUNITY CHILDREN AND YOUTH SERVICES COMMISSION

DIVISION 20

RULES FOR PUBLIC AND PRIVATE AGENCIES TO RECEIVE GRANTS
UNDER THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 1974

Authority

423-20-000 (1) These rules are promulgated pursuant to ORS 417.490(1)(q) and 417.490(2)(f).

(2) The Children and Youth Services Commission shall be the sole state agency in the State of Oregon for supervising the preparation and administration of the plan for carrying out the purposes of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (42 U.S.C.5601, et seq).

Purpose

423-20-005 The purpose of these rules is to offer public and private agencies in the State of Oregon the opportunity to receive grants from funds received by the State under the Juvenile Justice Delinquency Prevention Act of 1974, as amended (42 U.S.C.5601, et seq).

Definitions

423-20-010 As used in OAR 423-20-000 to 423-20-030, unless the context requires otherwise:

(1) "Act" means the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (42 U.S.C.5601, et seq);

(2) "Commission" means the state Children and Youth Services Commission appointed pursuant to ORS 417.475;

(3) "Committee" means the Juvenile Justice Advisory Committee appointed by the Governor pursuant to Title II of the Act;

(4) "Executive director" means the administrative officer of the state Children and Youth Services Commission whose appointment is authorized by ORS 417.485(1);

(6) "Grant" means an allocation of funds from the state Children and Youth Services Commission to a public or private nonprofit agency from federal funds allotted to the state under the Act; and

(7) "Grantee" means the recipient of a grant.

Procedures for Applying for Juvenile Justice and Delinquency Prevention Act Grant

423-20-015 (1) The Commission shall award grants for the purpose of complying with Section 223(a)(5) of the Act (42 U.S.C.5633) on a competitive basis in accordance with the following factors:

(a) The degree to which the program addresses the priorities for the use of funds established by the Commission and the three-year plan required by 42 U.S.C.5633;

(b) The severity of the problem in the geographic area to be served by the program;

(c) The quality of administration of the proposed program;
(d) The probably cost effectiveness of the program and the capacity of the applicant to bring to the program additional in-kind and monetary resources;

(e) The quality of the proposed methodology for monitoring and evaluating the program; and

(f) The degree to which the program will be coordinated with other groups and agencies.

(2) For each funding cycle for which money is available for additional programs, under section (1) of this rule, the Commission shall notify each public or private agency that may wish to apply for funds allocated under the Act of the opportunity to submit a grant application. Notices shall be sent to all agencies on the Commission's mailing list, established pursuant to ORS 183.335(7), and such other agencies and persons as may request notification. The notice shall be accompanied by a statement of the Commission's priorities for the use of funds received by the state under the Act, the factors which will be used by the committee and the Commission in receiving and reviewing applications.

(3) Any agency which plans to apply for funds shall file a letter of intent with the Commission by a deadline established by the Commission. The letter of intent shall not exceed two single-spaced typewritten pages and shall include in brief form:

- (a) A statement of the problem to be addressed;
- (b) A summary of the proposed program or program component to be funded;
- (c) The client population to be served; and
- (d) A summary of the proposed budget.

(4) The agency shall send a copy of the letter of intent to the local commission or commissions in the county or counties where the proposed program will operate. The agency shall not be required to comply with the requirements of this section if the proposed program will have a statewide impact unless the program involves direct services to juveniles.

(5) All agencies filing letters of intent shall have the right to submit applications by a deadline established by the Commission and on forms prescribed by the Commission, subject to the restrictions contained in OAR 423-20-030. The contents of the application shall include, but need not be limited to the following:

- (a) A statement of the problem to be addressed by the proposed program;
- (b) A statement of the program goals, objectives and activities together with a timetable for carrying out the activities;
- (c) The target population and the geographic area to be served by the program;
- (d) The strategy for receiving referrals and delivering services;
- (e) A description of the program's community participation, use of volunteers and coordination with other agencies;
- (f) An explanation of the appropriateness of the proposed program to the problems and service needs identified by the Commission;
- (g) A description of the program administration and organization;
- (h) A summary of the educational background and experience of key personnel involved in the program;
- (i) A description of the way in which the program will be monitored and evaluated using the standardized client tracking system required by the Commission;

(j) A certification that the program will adhere to affirmative action and non-discrimination policies in personnel actions and in the provision of client services;

(k) A detailed budget with narrative;

(l) A summary of the total agency budget and other revenue sources for the proposed programs; and

(m) If the program involves alcoholism prevention or treatment, a certification that the proposal has received review and comment by the Local Alcoholism Planning Committee appointed under ORS 430.630.;

(n) Signed assurances from persons representing the applicant agency or agencies that the program will be carried out in conformance with applicable federal statutes and regulations, including, but not limited to, the following:

(A) Signed assurances from governmental agencies certifying the funds received under the Act will not be used to supplant other state, local or nonfederal funds; and

(B) Signed assurances from private agencies certifying that they have applied for and have been denied funding for all or part of the proposed program by a unit of local government or a combination of local governments.

(C) Documentation of efforts to secure funding elsewhere;

(D) A plan for supplementing federal funding during the second and third years of program operation;

(E) A description of how the proposed program fits into the comprehensive juvenile services plan or plans of the local commission or commissions in the county or counties where the program will operate;

(F) A program activity schedule; and

(G) An anticipated program cash flow chart.

(6) An agency shall submit copies of its application as follows:

(a) The original and two copies to the Commission office; and

(b) A copy to each member of the committee.

(7) An agency shall submit a copy of the first page of the application form and a review form prescribed by the committee to the local commission or commissions in the county or counties where the proposed program will operate, subject to the provisions of section (4) of this rule. An agency shall provide a local commission with a complete copy of the application upon request.

(8) Local commissions shall be required to review and comment using the review forms prescribed by the committee, on information received under section (7) of this rule for programs which will operate within the counties where the local commissions are located. Local commissions shall return the review forms to the applicants who shall file them with the committee prior to the meeting of the subcommittee established by section (8) of this rule. This requirement may be waived by the committee upon a showing by the applicant of a good faith effort to obtain the review form or forms from the local commission or commissions.

(9) A subcommittee, appointed by the chairperson of the committee, may screen the applications and recommend to the committee those applications which should receive further consideration. An application may be excluded from consideration by the subcommittee only if it fails to contain the information required by section (5) of this rule after reasonable efforts have been made by Commission staff to obtain the missing information

(10) The committee shall reserve the right to:

(a) Accept, reject or amend any of the recommendations of the subcommittee; and

(b) If two or more applications to provide similar services in the same geographic area are received, select an application which contains projected costs which are higher than the lowest projected costs.

(11) The committee shall make its final recommendations to the Commission on those applications to be funded. Recommendations shall be based upon the degree to which the proposed programs address the priorities for the use of funds established by the Commission and meet the factors used in judging the applications.

(12) The Commission shall consider the recommendations of the committee at its next meeting. The Commission reserves the right to:

(a) Accept, reject or amend any of the recommendations of the committee;

(b) Return applications to the committee for further consideration, and

(c) Attach such special conditions to a grant as it deems necessary.

(13) In making funding recommendations and decisions, the committee and the Commission shall recognize the special interests of the various regions of the state to the end that the funds will be equitably distributed throughout the state.

(14) At each state of the selection process, the committee or Commission shall inform in writing those applicants whose applications were not funded. The notification shall contain the reasons for the decision.

Purpose for Reconsideration

423-20-020 (1) An applicant who is denied a grant or a grantee who has had a grant, or any portion of a grant, discontinued or terminated or has been given a grant in a lesser amount than such grantee believes appropriate may petition the Commission for reconsideration of the matter at least 15 days prior to the next regularly scheduled meeting of the Commission. The applicant or grantee shall mail copies of the petition to the Commission office and directly to the nine Commission members.

(2) The petition must state the basis for reconsideration. In order for a hearing to be granted, the petition must raise new issues not considered previously by the Commission. The petition may also include allegations that proper procedures were not allowed in awarding grants.

(3) The Commission shall decide whether there are sufficient grounds for reconsideration and, if so, shall notify in writing all agencies which submitted applications for the funding cycle in question that a hearing will be held and the basis for reconsideration. If the Commission decides there are not sufficient grounds for reconsideration, it shall set forth its reasons in writing and send to all agencies which would have received hearing notification under this section.

(4) The hearing shall not be conducted de novo and shall be limited to unsworn written or oral comments concerning the issues raised in the petition.

(5) Following the hearing, the Commission shall:

(a) Accept the petition in whole or in part and order appropriate changes in the grant allocations;

(b) Reject the petition;

(c) Continue the matter, pending receipt of additional information; or

(d) Refer the matter back to the committee for consideration of new issues raised in the petition.

(6) The Commission shall rule on the petition within 60 days of the date on which the Commission received the petition. The decision of the Commission shall be final.

Grant Award; Notice of Program Implementation; Obligations of Agencies Receiving Funds

423-20-025 (1) Upon approval of a proposal, the Commission shall send to the grantee two copies of the grant award form, including any special conditions which have been attached to the grant. The grantee shall sign both forms and return one copy to the Commission. This form shall constitute acceptance of the special conditions, if any, by the grantee and serve as a binding contract between the Commission and the grantee, subject to the provisions of sections (2) and (11) of this rule.

(2) Except for a program receiving funds under the Act for a second or third year, a grantee shall file a notice of program implementation with the Commission when the program begins operation. If a program is not implemented within 60 days of the date on which the grant was accepted, the grantee shall inform the Commission in writing the reasons for the delay and the expected starting date. If a project is not implemented within 90 days of the date on which the grant was accepted, the grantee shall file with the Commission a further written explanation of the delay and, if there are extenuating circumstances, may request a time extension. The Commission may grant the extension or cancel the grant and redistribute the funds to other

grantees.

(3) Unless otherwise specified, grantees shall submit to the Commission quarterly transaction reports and cash requests on forms prescribed by the Commission. As a special condition, some grantees may be required to report monthly. Such reports shall be submitted within 15 days after the end of the quarter or month.

(4) The Commission shall grant funds on an advance basis after receipt of the cash requests. Unless exemptions are allowed for special circumstances, the following balance limits shall be observed:

(a) All grants exceeding \$10,000 shall be held to a maximum of one month's cash on hand; and

(b) All grants of less than \$10,000 shall be held to a maximum of three months' cash on hand.

(5) Grantees must obtain prior written approval from the Commission for major program changes which shall include:

(a) Changes of substance in program activities, designs or research plans set forth in the approved application;

(b) Changes in an approved budget category amounting to five percent or more of an annual grant or \$1,000, whichever is greater; and

(c) Any expenditure in an unbudgeted category.

(6) A grantee shall inform the Commission if there are changes in the program director or other key personnel identified in the approved application.

(7) Grantees shall file program status reports with the Commission and the local commission or commissions designated in OAR 423-20-015(7) within 15 days after the end of each quarter. The reports shall include the achievements of the program during the reporting period and the results of the program to date.

(8) Grantees shall file client tracking forms, as provided in OAR 423-10-026(12).

(9) Grantees shall agree to participate fully in the monitoring and reporting of juveniles detained or confined in violation of the Act.

(10) If a program cannot be completed within the allotted time the grantee may request that the Commission grant an extension. The request shall be in writing and shall set forth the reason for the extension. A request for an extension which would continue a program beyond the time when a state is required to obligate the funds for a particular fiscal year must be filed at least 90 days before the end of the obligation period and must receive the approval of the Office of Juvenile Justice and Delinquency Prevention. An extension shall not be granted solely for the purpose of expending excess funds.

(11) A grant may be terminated or payments discontinued by the Commission if the Commission finds a substantial failure to comply with the provisions of the Act, the regulations promulgated thereunder, applicable state rules or the terms of the grant as set forth in the application. Grantees may request the Commission to reconsider a decision made under this section, using the procedure contained in OAR 423-20-020.

(12) A grant may be closed upon completion of a program's funding period or following an additional 90-day period during which all obligations shall be satisfied. The grantee shall file with the Commission the following:

(a) A final fiscal report indicating all obligations have been paid;

(b) A final progress report describing the achievements of the program;

(c) An equipment inventory report; and

(d) If the final fiscal report indicates that there are unexpended funds, a check to the Commission for the full amount of such funds.

(13) Grantees shall retain all fiscal records for five years starting from the date when the final fiscal report is filed with the Commission. A grantee may be required to retain records for longer than five years in an audit is in progress or discrepancies found in a previous audit have not been resolved. Records of nonexpendable property shall be retained for three years following final disposition of the property. Records shall be subject to federal audit for as long as they are retained. All records shall be made available for county, state or federal audit upon request.

(14) In addition to audits which may be conducted by the federal government, the Secretary of State and the county, the Commission may conduct its own audit of a grant as provided in OAR 423-10-026(14).

Funding Restrictions

423-20-030 (1) The Commission may fund programs under the Act for any period of time up to three years. For purposes of this rule, fiscal year 1987 shall be the first year of the three-year period, even if the program has received funds under the Act in prior years.

(2) Except as provided in section (3) of this rule, it shall be the policy of the Commission to fund programs under the Act for no longer than two years. At the time of approval of a grant, the Commission shall allocate funds for the first year of operation of a program and may declare its intention to fund for a second year, subject to:

(a) The restrictions of section (4) of this rule;

(b) A satisfactory evaluation of the program; and

(c) A continued adequate level of federal formula grant funding to the state.

(3) When circumstances warrant, the Commission may decide to fund a program for longer than two years. This decision may be made at any time prior to the scheduled termination of the grant and shall be based on the following criteria:

(a) The program has been evaluated and the evaluation indicates that the program is effective and is being operated efficiently;

(b) The program has provided documentation of a good faith effort to obtain funding elsewhere and intends to continue such effort over the period of extension of the grant; and

(c) The program will compete with all other applications submitted for funding during that funding cycle and will be prioritized in relation to such applications.

(4) If the Commission approves funding for a program for a second or third year, the amount of funding for the second year shall not exceed two-thirds of the first-year grant, and the amount of funding for the third year shall not exceed one-third of the first-year grant.

(5) Programs which have been funded by the Office of Juvenile Justice and Delinquency Prevention with discretionary or special emphasis grant funds may be continued with federal formula grant funds under the Act, subject to the restrictions contained in sections (1) to (4) of this rule and any applicable federal regulations.

(6) Grantees shall not allow the cost per mile for travel to exceed the cost per mile used by the State of Oregon.

(7) Allowable costs, nonallowable costs, costs involving special permission, procurements and contracts involving grants under the Act shall be governed by Federal Management Circular 74-4, "Principles for determining Costs Applicable to Grants and Contracts with State and Local Government," Office of Management and Budget Circulars A-21 and A-122 and Office of Justice Assistance, Research and Statistics publication M 7100.1B.

Circular A-102

Attachment P—Audit Requirements

1. This Attachment establishes audit requirements for State and local governments, and Indian tribal governments that receive Federal assistance. It provides for independent audits of financial operations, including compliance with certain provisions of Federal law and regulation. The requirements are established to insure that audits are made on an organization-wide basis, rather than on a grant-by-grant basis. Such audits are to determine whether (a) financial operations are conducted properly, (b) the financial statements are presented fairly, (c) the organization has complied with laws and regulations affecting the expenditure of Federal funds, (d) internal procedures have been established to meet the objectives of federally assisted programs, and (e) financial reports to the Federal Government contain accurate and reliable information. Except where specifically required by law, no additional requirements for audit will be imposed unless approved by the Office of Management and Budget.

2. Definitions: "Cognizant agency" means the Federal agency that is assigned audit responsibility for a particular recipient organization by the Office of Management and Budget.

"Recipient organization" means a State department, a local government, an Indian tribal government, or a subdivision of such entities, that receives Federal assistance. It does not include State and local institutions of higher education or hospitals, which are covered by Circular A-110.

3. State and local governments and Indian tribal governments shall use their own procedures to arrange for independent audits, and to prescribe the scope of audits, provided that the audits comply with the requirements set forth herein. Where contracts are awarded for audit services, the contracts shall include a reference to this Attachment.

4. The provisions of this Attachment do not limit the authority of Federal agencies to make audits of recipient organizations. However, if independent audits arranged for by recipients meet

Federal agencies shall rely on them, and any additional audit work shall build upon the work already done.

5. Audits shall be made in accordance with the General Accounting Office *Standards for Audit of Governmental Organizations, Programs, Activities & Functions*, the *Guidelines for Financial and Compliance Audits of Federally Assisted Programs*, any compliance supplements approved by OMB, and generally accepted auditing standards established by the American Institute of Certified Public Accountants.

6. Audits will include, at a minimum, an examination of the systems of internal control, systems established to ensure compliance with laws and regulations affecting the expenditure of Federal funds, financial transactions and accounts, and financial statements and reports of recipient organizations.

These examinations are to determine whether:

a. There is effective control over and proper accounting for revenues, expenditures, assets, and liabilities.

b. The financial statements are presented fairly in accordance with generally accepted accounting principles.

c. The Federal financial reports (including Financial Status Reports, Cash Reports, and claims for advances and reimbursements) contain accurate and reliable financial data; and are presented in accordance with the terms of applicable agreements, and in accordance with Attachment H of this Circular.

d. Federal funds are being expended in accordance with the terms of applicable agreements and those provisions of Federal law or regulations that could have a material effect on the financial statements or on the awards tested.

7. In order to accomplish the purposes set forth above, a representative number of charges to Federal awards shall be tested. The test shall be representative of (1) the universe of Federal awards received, and (2) all cost categories that materially affect the award. The test is to determine whether the charges:

a. Are necessary and reasonable for the proper administration of the program.

b. Conform to any limitations or exclusions in the award.

c. Were given consistent accounting treatment and applied uniformly to both federally assisted and other activities of the recipient.

d. Were net of applicable credits.

e. Did not include costs properly chargeable to other federally assisted programs.

f. Were properly recorded (i.e., correct amount, date) and supported by source documentation.

g. Were approved in advance, if subject to prior approval in accordance with Circular 74-4.

h. Were incurred in accordance with competitive purchasing procedures, if covered by Attachment O of this Circular.

i. Were allocated equitably to benefiting activities, including non-Federal activities.

8. Audits usually will be made annually, but not less frequently than every two years.

9. If the auditor becomes aware of irregularities in the recipient organization, the auditor shall promptly notify the cognizant agency and recipient management officials above the level of involvement. Irregularities include such matters as conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.

10. The audit report shall include:

a. Financial statements, including footnotes, of the recipient organization.

b. The auditors' comments on the financial statements which should:

(1) Identify the statements examined, and the period covered.

(2) Identify the various programs under which the organization received Federal funds, and the amount of the awards received.

(3) State that the audit was done in accordance with the standards in paragraph 5.

(4) Express an opinion as to whether the financial statements are fairly presented in accordance with generally accepted accounting principles. If an unqualified opinion cannot be expressed, state the nature of the qualification.

c. The auditors' comments on compliance and internal control which should:

(1) Include comments on weaknesses in and noncompliance with the systems of internal control, separately identifying material weaknesses.

(2) Identify the nature and impact of any noted instances of noncompliance with the terms of agreements and those provisions of Federal law or regulations that could have a material effect on the financial statements and reports.

(3) Contain an expression of positive assurance with respect to compliance with requirements for tested items, and negative assurance for untested items.

d. Comments on the accuracy and completeness of financial reports and claims for advances or reimbursement to Federal agencies.

e. Comments on corrective action taken or planned by the recipient.

11. Work papers and reports shall be retained for a minimum of three years from the date of the audit report unless the auditor is notified in writing by the cognizant agency of the need to extend the retention period. The audit workpapers shall be made available upon request to the cognizant agency or its designees and the General Accounting Office or its designees.

12. The Office of Management and Budget will work with Federal agencies and State and local governments to assure that recipient audits are made in accordance with the standards set forth in paragraph 5.

13. The Office of Management and Budget will designate cognizant agencies for major recipient organizations.

14. The cognizant agency shall have the following responsibilities:

a. Obtain or make quality assessment reviews of the work of non-Federal audit organizations, and provide the results to other interested audit agencies. (If a non-Federal audit

organization is responsible for audits of recipients that have different cognizant audit agencies, a single quality assessment review should be arranged.)

b. Assure that all audit reports of recipients that affect federally assisted programs are received, reviewed, and distributed to appropriate Federal audit officials. These officials will be responsible for distributing audit reports to their program officials.

c. Whenever significant inadequacies in an audit are disclosed, the recipient organization will be advised and the auditor will be called upon to take corrective action. If corrective action is not taken, the cognizant agency shall notify the recipient organization and Federal awarding agencies of the facts and its recommendation. Major inadequacies or repetitive substandard performance of independent auditors shall be referred to appropriate professional bodies.

d. Assure that satisfactory audit coverage is provided in a timely manner and in accordance with the provisions of this attachment.

e. Provide technical advice and act as a liaison between Federal agencies, independent auditors, and recipient organizations.

f. Maintain a followup system on audit findings and investigative matters to assure that audit findings are resolved.

g. Inform other affected audit agencies of irregularities uncovered. The audit agencies, in turn, shall inform all appropriate officials in their agencies.

enforcement and prosecuting authorities shall also be informed of irregularities within their jurisdiction.

15. Recipients shall require subrecipients that are State and local governments or Indian tribal governments to adopt the requirements in paragraph 1. through 11. above. The recipient shall ensure that the subrecipient audit reports are received as required, and shall submit the reports to the cognizant agency. The cognizant agency will have the responsibility for these reports described in paragraph 14.

[FR Doc. 79-11578 Filed 10-18-79; 4:46 am]

BILLING CODE 3110-01-M

ons from non-Federal third parties are set forth below:

a. *Valuation of volunteer services.*—Volunteer services may be furnished by professional and technical personnel, consultants, and non-skilled and unskilled labor. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program.

(1) *Rates for volunteer services.*—Rates for volunteers should be consistent with those paid for similar work in the recipient's organization. In those instances in which the required skills are not found in the recipient organization, rates should be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved.

(2) *Volunteers employed by other organizations.*—When an employer other than the recipient furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead costs) provided these services are in the same skill for which the employee is normally paid.

b. *Valuation of donated, expendable personal property.*—Donated, expendable personal property includes such items as expendable equipment, office supplies, laboratory supplies or workshop and classroom supplies. Value assessed to expendable personal property included in the cost or matching share should be reasonable and should not exceed the market value of the property at the time of the donation.

c. *Valuation of donated, nonexpendable personal property, buildings, and land or use thereof.*

(1) The method used for charging cost sharing or matching for donated nonexpendable personal property, buildings and land may differ according to the purpose of the grant or other agreement as follows:

(a) If the purpose of the grant or other agreement is to assist the recipient in the acquisition of equipment, buildings or land, the total value of the donated property may be claimed as cost sharing or matching.

(b) If the purpose of the agreement is to support activities that require the use of equipment, buildings or land, depreciation or use charges for equipment and buildings may be made. The full value of equipment or other capital assets and fair rental charges for land may be allowed provided that the Federal agency has approved the charges.

(2) The value of donated property will be determined in accordance with the usual accounting policies of the recipient with the following qualifications:

(a) *Land and buildings.*—The value of donated land and buildings may not exceed its fair market value, at the time of donation to the recipient as established by an independent appraiser (e.g., certified real property appraiser or GSA representatives) and certified by a responsible official of the recipient.

(b) *Nonexpendable personal property.*—The value of donated nonexpendable personal property shall not exceed the fair market value of equipment and property of the same age and condition at the time of donation.

(c) *Use of space.*—The value of donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space facilities in a privately-owned building in the same locality.

(d) *Loaned equipment.*—The value of loaned equipment shall not exceed its fair rental value.

6. The following requirements pertain to the recipient's supporting records for in-kind contributions from non-Federal third parties.

a. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient for its employees.

b. The basis for determining the valuation for personal services, material, equipment, buildings and land must be documented.

ATTACHMENT F.—CIRCULAR NO. A-110 STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS

1. This attachment prescribes standards for financial management systems of recipients. Federal sponsoring agencies shall not impose additional standards on recipients unless specifically provided for in the applicable statutes (e.g., the Joint Funding Simplification Act, P.L. 93-510) or other attachments to this circular. However, Federal sponsoring agencies are encouraged to make suggestions and assist recipients in establishing or improving financial management systems when such assistance is needed or requested.

2. Recipients' financial management systems shall provide for:

a. Accurate, current and complete disclosure of the financial results of each federally sponsored project or program in accordance with the reporting requirements set forth in Attachment G to this circular. When a Federal sponsoring agency requires reporting on an accrual basis, the recipient shall not be required to establish an accrual accounting system but shall develop such accrual data for its reports on the basis of an analysis of the documentation on hand.

b. Records that identify adequately the source and application of funds for federally sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, and income.

c. Effective control over and accountability for all funds, property and other assets. Recipients shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.

d. Comparison of actual outlays with budget amounts for each grant or other agreement. Whenever appropriate or required by the Federal sponsoring agency, financial information should be related to performance and unit cost data.

e. Procedures to minimize the time elapsing between the transfer of funds from the U.S. Treasury and the disbursement by the recipient, whenever funds are advanced by the Federal Government. When advances are made by a letter-of-credit method, the recipient shall make drawdowns as close as possible to the time of making disbursements.

f. Procedures for determining the reasonableness, allowability and allocability of costs in accordance with the provisions of the applicable Federal cost principles and the terms of the grant or other agreement.

g. Accounting records that are supported by source documentation.

h. Examinations in the form of audits or internal audits. Such audits shall be made by qualified individuals who are sufficiently independent of those who authorize the expenditure of Federal funds, to produce unbiased opinions, conclusions or judgments. They shall meet the independence criteria along the lines of Chapter 3, Part 3 of the U.S. General Accounting Office publication, Standards for Audit of Governmental Organizations, Programs, Activities and Functions. These examinations are intended to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the agreements. It is not intended that each agreement awarded to the recipient be examined. Generally, examinations should be conducted on an organization-wide basis to test the fiscal integrity of

financial transactions, as well as compliance with the terms and conditions of the Federal grants and other agreements. Such tests would include an appropriate sampling of Federal agreements. Examinations will be conducted with reasonable frequency, on a continuing basis or at scheduled intervals, usually annually, but not less frequently than every two years. The frequency of these examinations shall depend upon the nature, size and the complexity of the activity. These examinations do not relieve Federal agencies of their audit responsibilities, but may affect the frequency and scope of such audits.

1. A systematic method to assure timely and appropriate resolution of audit findings and recommendations.

3. Primary recipients shall require subrecipients (as defined in paragraph 5 of the basic circular) to adopt the standards in paragraph 2, above except for the requirement in subparagraph 2e, regarding the use of the letter-of-credit method and that part of subparagraph 2a, regarding reporting forms and frequencies prescribed in Attachment G to this circular.

ATTACHMENT G.—CIRCULAR NO. A-110 FINANCIAL REPORTING REQUIREMENTS

1. This attachment prescribes uniform reporting procedures for recipients to: summarize expenditures made and Federal funds unexpended for each award, report the status of Federal cash advanced, request advances and reimbursement when the letter-of-credit method is not used; and promulgates standard forms incident thereto.

2. The following definitions apply for purposes of this attachment:

a. *Accrued expenditures.*—Accrued expenditures are the charges incurred by the recipient during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, subrecipients, and other payees, and (3) other amounts becoming owed under programs for which no current services or performance is required.

b. *Accrued income.*—Accrued income is the sum of (1) earnings during a given period from (1) services performed by the recipient; and (11) goods and other tangible property delivered to purchasers; and (2) amounts becoming owed to the recipient for which no current services or performance is required by the recipient.

c. *Federal funds authorized.*—Federal funds authorized are the total amount of Federal funds obligated by the Federal Government for use by the recipient. This amount may include any authorized carry-over of unobligated funds from prior fiscal years when permitted by law or agency regulation.

d. *In-kind contributions.*—In-kind contributions are defined in Attachment E to this circular.

e. *Obligations.*—Obligations are the amounts of orders placed, contracts and grants awarded, services received, and similar transactions during a given period that will require payment by the recipient during the same or a future period.

f. *Outlays.*—Outlays or expenditures represent charges made to the project or program. They may be reported on a cash or accrual basis. For reports prepared on a cash basis, outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred, the value of in-

Meeting Date: APR 1 6 1992

Agenda No.: R-7

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: Data Processing Management Committee Long Range Plan

BCC Informal April 14, 1992 BCC Formal April 16, 1992
(date) (date)

DEPARTMENT DES DIVISION Admin.

CONTACT Paul Yarborough TELEPHONE 248-5000

PERSON(S) MAKING PRESENTATION Paul Yarborough/Jim Munz

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 10 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

Approval of the Data Processing Management Committee's Long Range Plan for 1992-93. Copies of the Plan have already been distributed to Commissioners.

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

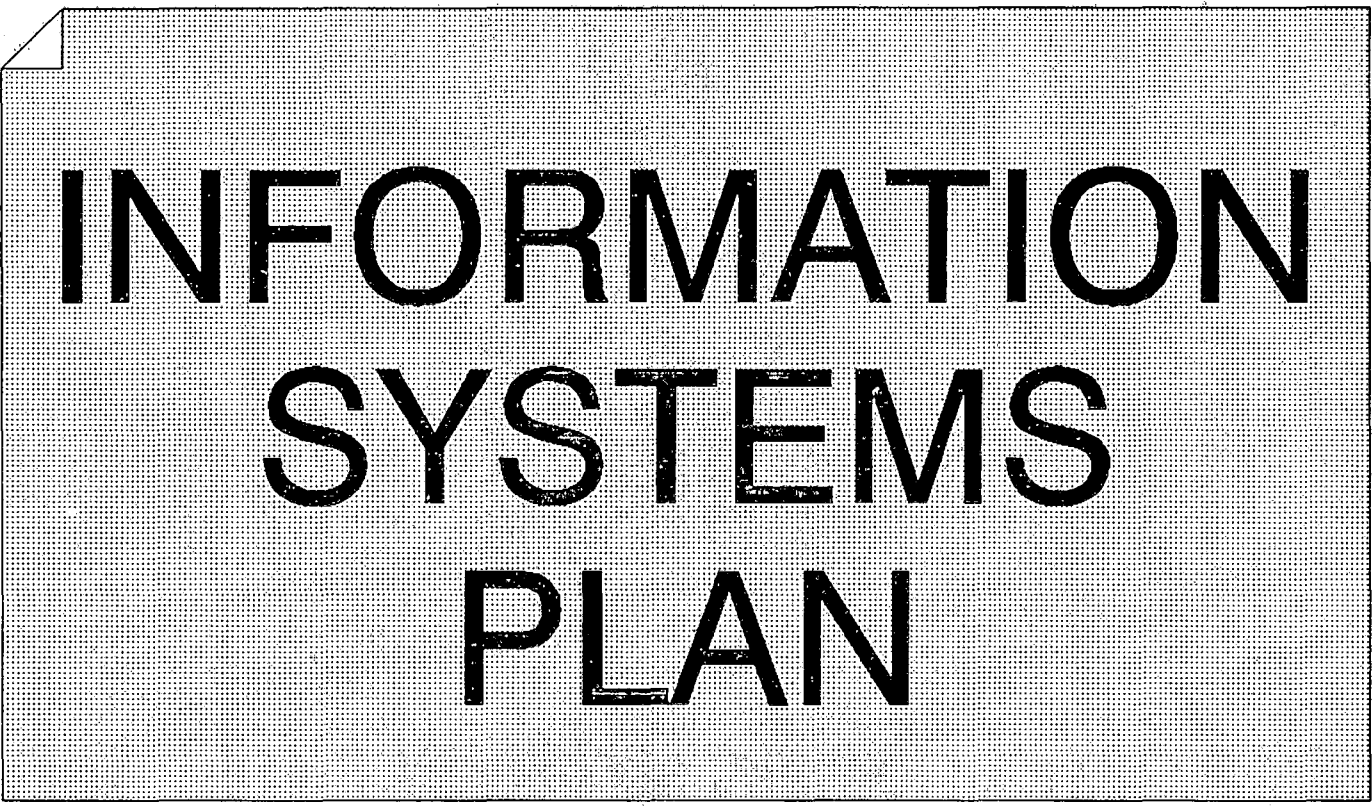
Or

DEPARTMENT MANAGER Paul Yarborough / bkw

(All accompanying documents must have required signatures)

1992 MAR 23 11:11:52
MULTNOMAH COUNTY
OREGON

MULTNOMAH COUNTY



INFORMATION SYSTEMS PLAN

FY 1992-93

TABLE OF CONTENTS

	<u>PAGE</u>
PREFACE	1
INTRODUCTION	2
ORDINANCE NO. 511	3
I. METHODOLOGY	7
II. SURVEY OF EXISTING APPLICATIONS	11
III. LONG-RANGE PLAN	18
IV. PORTFOLIO OF POTENTIAL INFORMATION SYSTEMS	21
V. APPENDIX DESCRIPTION FORMS FOR CONTINUING PROJECTS	

PREFACE

This document is the annual update of the Strategic Information Systems Plan for Information Systems Development. The Plan documented in this report will provide the basis for meeting Multnomah County's long-range information system needs. This report is organized into four sections.

- I. Description of the Methodology
- II. Senior Management Interview Findings
 - A. Mission Statement
 - B. Strategic Planning Process
- III. Long Range Plan
- IV. Portfolio of Potential Information Systems

INTRODUCTION

Multnomah County Ordinance 511 directs the Data Processing Management Committee to submit to the Board of Commissioners an updated Data Processing Plan each year.

In 1985, the Data Processing Management Committee adopted a Methodology for developing this plan called Strategic Information Systems Planning. The Strategic Information System Plan (SISP) which results is based on an assessment of the critical information needed to support the mission of Multnomah County. The Plan documents the necessary information systems, resources, projects schedules, and budgets based on the County's business goals.

The task of developing the Plan was delegated to the Operating Staff of the Data Processing Management Committee. This Committee is composed of County management staff and a representative from the Information Services Division.

OPERATING STAFF

Kelly Bacon
David Bogucki
Ardys Craghead
Margaret Epting
Jim Munz
Merlin Reynolds
Chris Swiberg
Sherrill Whittemore

The work of the Staff was divided into two phases. Phase I focused on surveying existing computer applications and interviewing operational managers to identify potential information systems needs. Phase II developed a methodology for prioritizing the potential information needs and strategic and tactical Information Systems Plans.

BEFORE THE BOARD OF COUNTY COMMISSIONERS

MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 511

An ordinance establishing committees to assist in data processing planning, funding and project management.

Multnomah County ordains as follows:

SECTION I. FINDINGS

1. The Board finds that a need exists for ongoing planning and management in the area of data processing.
2. There is a need to clearly define the goals and objectives of data processing planning and funding.
3. Committees should be established to provide for the organization and management of data processing planning, funding and project management.

SECTION II. ESTABLISHMENT OF MANAGEMENT COMMITTEE

There is hereby established a Data Processing Management Committee, which shall function as described below.

1. The purpose of the Management Committee shall be to:
 - A. Act as the policy setting body for all County data processing.
 - 1) Authorize, monitor, and annually approve a Data Processing Plan.
 - 2) Authorize funding levels for new systems development and establish a funding mechanism necessary to finance the development of those applications set forth in the Plan.
 - 3) Review and approve data processing service objective, and the Capital Replacement Plan.
 - B. Provide management control for all County data processing.
 - 1) Review and approve the County annual budget request for all data processing needs.
 - 2) Review and approve requests for data processing support and determine the method by which projects will be monitored.
 - C. Monitor all County data processing activity.
 - 1) Review quarterly DP spending for compliance with the budget.

- 2) Review progress on major projects for schedule and budget compliance.
2. Membership: The membership of the Management Committee shall consist of each County Department Head, the Sheriff, the District Attorney, and a private sector business executive appointed in accordance with charter provisions who shall be appointed for a two-year term.
3. Organization and Support: The chair person shall be chosen by committee members for a term that is mutually acceptable to all members. The Management Committee shall meet monthly the first year and no less than quarterly thereafter. The Director of Information Services shall be responsible to staff the committee.

SECTION III. ESTABLISHMENT OF USER STEERING COMMITTEE

There is hereby established a Data Processing User Steering Committee for each County department, which shall function as described below:

1. Purpose: For each department, a User Steering Committee is established to:
 - A. Identify and define new systems opportunities and monitor the progress of ongoing systems development efforts within the Department.
 - B. Develop a long-term data processing development plan for the Department which will subsequently be incorporated into the Data Processing Plan for the County.
 - C. Assume responsibilities for the specifications of DP systems and the justification for such systems as may be required for planning, budgeting, or other purposes.
2. Membership: Members shall be user representatives from each functional organization affected by data processing systems. Each Department Head shall appoint the members to serve on the Steering Committee for his/her department. The Sheriff and the District Attorney shall appoint members from the respective organizations to serve on the Justice Services User Steering Committee.

SECTION IV. ANNUAL REPORTS

The Management Committee shall submit to the Board of County Commissioners an updated Data Processing Plan as set forth in Section II above, no later than November 30 of each year.

ADOPTED this 17th day of April 1986, being the date of its second reading before the Board of County Commissioners of Multnomah County, Oregon.

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

(SEAL)

By Gretchen Kefauver
Gretchen Kefauver
Presiding Officer

AUTHENTICATED by the County Executive on the 21st day of April, 1986.

Dennis Buchanan
Dennis Buchanan
County Executive

APPROVED AS TO FORM:

JOHN B. LEAHY, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By Peter Kastberg
Assistant County Counsel

2411E/KB/js

1 BEFORE THE BOARD OF COUNTY COMMISSIONERS

2 FOR THE MULTNOMAH COUNTY, OREGON

3 ORDINANCE NO. 671

4
5
6 An ordinance amending Ordinance No. 511 by adding provisions
7 for telecommunications planning, funding and project management.

8
9 Multnomah County ordains as follows:

10
11 SECTION I. FINDINGS

- 12
- 13 1. Ordinance No. 511 established a Data Processing Management
14 Committee, provided for membership and assigned functions.
 - 15
 - 16 2. The assigned functions related entirely to data processing
17 and did not include reference to telecommunications.
 - 18
 - 19 3. The Board wishes to expand the assigned functions of the
20 Data Processing Committee to include management review for
21 all County telecommunications.

22
23 SECTION II. AMENDMENTS

- 24
- 25 1. Section I, Findings, of Ordinance No. 511 is amended to
26 read as follows:

1 A. The Board finds that a need exists for ongoing
2 planning and management in the area of data processing
3 and telecommunications.

4
5 B. There is need to clearly define the goals and
6 objectives of data processing and telecommunications
7 planning and funding.

8
9 C. Committees should be established to provide for the
10 organization and management of data processing and
11 telecommunications planning, funding and project
12 management.

13
14 2. Section II A of Ordinance No. 511 is amended by adding the
15 following:

16
17 4. Provide management review for all County
18 telecommunications.

19
20 a) Review the County annual telecommunications needs
21 and budget.

22
23 b) Review telecommunications projects prior to
24 initiation for conformance with County
25 telecommunications policies.

26

1 3. Section IV, Annual Reports, of Ordinance No. 511 is amended
2 to read as follows:

3
4 The Management Committee shall submit to the Board of
5 County Commissioners an updated Data Processing Plan as set
6 forth in Section I above, no later than February 15
7 [November 30] of each year.

8
9 ADOPTED this 13th day of December, 1990, being the
10 date of its second reading before the Board of County
11 Commissioners of Multnomah County, Oregon.



BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

17
18
19
20
21
22
23
24
25
26

By Gladys McCoy
Gladys McCoy
Multnomah County Chair

REVIEWED:

LARRY KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By Larry Kessel
Deputy County Counsel

I. METHODOLOGY

This Plan identifies the Information Systems Projects that should be accomplished in order to support the current and future business needs of Multnomah County. It was developed using the methodology which was adopted by the Data Processing Management in 1985. The methodology provides for an annual update to the plan in order to align the plan with the management priorities of the County. The methodology which is used to maintain the Strategic Information System Plan is described below.

BENEFITS OF INFORMATION SYSTEMS PLANNING

Implementing effective information systems in today's sophisticated hardware and software environment is inherently a complex activity. The need to integrate information maintained by individual application processes further complicates the task. Truly useful systems cannot be developed in a timely manner and at reasonable costs without careful and deliberate planning. At a minimum, a good Information Systems Plan that is kept up to date will:

- o Improve communications between executive management, the information systems managers, and users. The Plan provides a common basis for understanding and measuring the contribution of the information systems function.
- o Identify and provide a sound basis for allocating scarce resources to the information systems function.
- o Identify priority projects that help to achieve the organization's most critical goals and objectives and satisfy its most important information requirements.

- o Consider the impact that current and future technological developments are likely to have on the organization's data processing environment.
- o Provide tools that will enable management to monitor progress against the plan, and update the plan in a systematic manner.
- o Coordinate the various elements of the information systems function-- data processing, communications, office systems, and end-user computing.

OVERALL APPROACH TO STRATEGIC INFORMATION SYSTEMS PLANNING

The SISP Methodology used to develop this document is based on a simple concept: Information systems can and should be planned and managed to support the strategic direction of the organization. In practice, this concept puts control of information systems planning and implementation where it belongs-- in the hands of management.

In essence, the planning work is divided into two parts. In the first part, information requirements are defined by stepping downward in a hierarchical fashion. Overall, organizational goals are defined and validated against departmental goals. Next, the objectives of the organization are defined. The primary functions of management are planning, organizing, communicating, and evaluating. The ability to carry out these management functions effectively is dependent upon a clear statement of objectives, understanding of interrelations among objectives, establishing a good match between objectives and the resources with which to implement them, and setting priorities on objectives based on consideration of their relative merit and the constraints acting on the organization. In the absence of a

written set of objectives, the project team relied on interviews with top management and input from the Data Processing Management Committee to identify objectives and establish priorities. This information was then used to formulate a general philosophy to guide them in identifying the value system of the organization.

The information systems planners then define the business functions (and specific processes and activities performed in conjunction therewith) which are directed at positively impacting the work of the County. Each of these activities, in turn, use and/or produce information needed to support that activity effectively. Thus, information requirements are not defined by guess work or supposition--they are systematically derived through a thorough understanding of how and by whom the information will be used and, more importantly, for what purposes. This is the essence of the "top-down" planning.

The next step is to examine the existing information systems to identify the extent to which they provide a foundation for further system development or redevelopment efforts. This activity will determine not only the nature and services of existing data, but also how well the existing information systems environment supports the business functions defined earlier.

Based on the foregoing activities, the planning team identifies basic classes or logical groupings of data used by the organization. Data classes are defined for each business function and its various support activities. Data classes represent types of information related by a single purpose. They can consist of one or a collection of data attributes.

The next step is to construct the data model by aggregating data classes into related groups based on expected usage. The data model also illustrates the various inter-relationships among the organization's data classes. It shows, in the clearest possible

way, what data is necessary to support the organization's generic operating function and how it should be arranged for maximum efficiency and utility.

BOTTOM-UP DEFINITION

The next group of activities are also performed in hierarchical fashion. In comparison to the planning phase, however, it is performed in the opposite direction, i.e., from the "bottom up." Stated another way, the planning first proceeds from the general to the specific, while the subsequent detailed activities proceed from the specific to the general.

The data model becomes the basis for system definition and is used from the "bottom up" to determine future requirements. The model is segmented into subject areas (data bases) and compared to the current system profile. Needs versus capability assessments are performed to produce recommendations for specific categories, projects, and system configurations. These recommendations will cover topics such as applications development versus purchase, new technology assessments, and software tools for in-house development.

Next, the potential Information Systems Plan is defined. This plan is a conceptualization of the systems which will be required to support the organization's operating functions and, in turn, its Critical Success Factors and goals. In addition, it depicts the data classes that have to move among the various systems it encompasses. The plan represents an "ideal" data support system. It provides a benchmark for determining what will be required to migrate from the organization's present position to the future systems environment. Depending upon cost/benefit considerations, that environment may represent a subset of the ideal.

The remaining steps of the SISP process produce the actual information systems development plans. This involves the following types of activities:

- o Describing and prioritizing the applications that can be developed (or acquired) over the planning period, assuming alternate resource levels.
- o Estimating the EDP resource requirements (with their corresponding costs) that need to be available to develop, maintain, support, and operate the designated computer applications.
- o Defining an approach and schedule for applying the resources to develop and operate the designated computer applications.

The plan that results identifies the major projects to be undertaken during the next three-to-five years.

II. SURVEY OF EXISTING APPLICATIONS AND SENIOR MANAGEMENT INTERVIEWS

The survey and interviews are conducted for two purposes: first to identify how well the information needs necessary for managers to make informed decisions about the operational activities of the County are being satisfied. These information needs provide input to the process of identifying potential information system projects. The second purpose of management interviews is to discover the assumptions upon which the organization is based. It is through these assumptions that the underlying value system of the organization is identified and a criteria for evaluating or ranking the potential information system projects can be developed.

In August of 1991, the County passed a resolution ;which identified long-term policy goals and directions for Multnomah County. The goal of this resolution is to provide the County with the ability to plan and manage for the future. It is anticipated that this will allow comparison of difficult program activities, priority setting that cuts across organizational lines, and much greater emphasis on productivity and efficiency in all operational areas.

The first task of the project team was to review the criteria for ranking or ordering the potential information system projects. The list was refined and then presented to the Data Processing Management Committee for review. The criteria on the following page is the output of this process.

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score____

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score____

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score____

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score____

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score____

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score____

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score____

III. LONG-RANGE PLAN

This plan provides a road map. It identifies potential information systems applications and suggests an order in which they could be evaluated for potential contribution to or support of County goals and critical success factors. This Information Systems Plan is intended to be a dynamic plan; one that can be revised and updated as future needs dictate. It is also a plan that can only be accomplished through a reasonable commitment of resources and support of top management.

PROPOSED PROJECTS
FY 1992-93

<u>Agency</u>	<u>Project Description</u>	<u>Points</u>	<u>Cost</u>
DCC	Client Tracking System	30	\$416,787
DHS	Health Information System Phase IV	27	100,000
MCSO	Bar Coding	27	78,800
NON	Purchasing	27	304,000
DA	Support Enforcement	20	100,000
DLS	Library Information Online Network	20	100,000
NON	Payroll-Time and Attendance Module	9	206,000
DES	Cemetery Information System	5	30,000
DSS	Aging Services MIS Network	5	68,000
DSS	SSD Local Area Network	5	129,906
NON	Portland Building LAN	1	202,000

FY 1992-93 PROPOSED PROJECTS

[illegible]

IV. PORTFOLIO OF POTENTIAL INFORMATION SYSTEMS

This section describes the major applications systems that were proposed. They are in alphabetical order by department and within a department in the order in which they were presented to the Operating Staff.

PROJECT DESCRIPTION FORM

Department/Division/Agency Justice/District Attorney/Support Enforcement Division

Name of System _____

PROBLEM DEFINITION: *Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.*

The Support Enforcement Division is part of the Oregon child support program and is supported by the automated Support Enforcement System (SES) case management system jointly shared by the Support Enforcement Division and the Adult and Family Services Division.

Oregon's SES meets the requirements defined by the federal Office of Child Support Enforcement (OSCE) by providing a system that encompasses six core functional areas:

- Case initiation
- Case management
- Financial Management
- Enforcement
- Reporting
- Privacy and Security

The existing SES serves the needs of the State IV-D office; however, case management functions that occur primarily in the District Attorney's offices are only minimally met by the existing system. The problems that exist for the Support Enforcement of the Division of the District Attorney's office include:

The system is very restrictive in the amount of free text that is allowed.

The system does not produce daily and weekly calendars of appointments and hearings for each of the attorneys.

The system is very limited in form production.

The system does not support the downloading of data for ad hoc reporting and analysis.

To solve these problems, it would be beneficial to develop or purchase an automated case management system for the District Attorney's Support Enforcement Division that would meet these needs and interface with the State system.

PROJECT DESCRIPTION: *Describe the proposed solution to the problem(s) identified above in non-technical terms.*

A computerized database stand-alone system that interfaces with the exiting State system that has the ability for:

On-line case initiation and checklists

Cross reference and conflict case information

On-line update of case history and status

Individual calendaring and docketing

On-line history of past case events and their dispositions

Activity reports detailing case-related actions by case worker and attorney

System-produced docket sheets for all cases

A computer software package to allow for arrearage and support calculations and document production

Word processing capabilities utilizing database information downloaded from the State Support Enforcement System (SES)

System interface with other city, county and state systems

STRATEGIC CONTRIBUTION: *Describe how the project would support the mission and/or strategic direction of the division or section.*

The development or purchase of a case management system for the Multnomah County District Attorney's Support Enforcement Division that would interface with the State System would allow for the following:

Information collection, data flows and retrieval duties to be performed more effectively with an automated case management and data tracking system.

Substantial improvement in the speed, accuracy and completeness of information provided to lawyers, management, and staff of the Support Enforcement Division.

Provide for document production and word processing capabilities using shared information from the State system.

Provide assistance to management in planning caseloads, preparing weekly, monthly and annual reports, and plan for better use of existing personnel.

Increased productivity would allow for better service to the citizens of Multnomah County.

Increased productivity would facilitate the increased collections of child support.

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score 0

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score 3/0

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score 0

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score 3/0

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score 0

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score 15

26

DOABILITY: *Doability is the reciprocal of risk. Factors which impact doability include the project's length, level of technology, organizational impact, and whether the application is a replacement system or if it is entirely new. The assessment on the next page is based on F. Warren McFarlan's book Corporate Information Systems Management: The Issues Facing Senior Executives.*

DOABILITY ANALYSIS DOCUMENT

System Name: _____

TECHNICAL FACTORS

WEIGHING FACTOR EVALUATION WEIGHT VALUE

Type of Project .7
Enhancement = 10, Package = 5, New System = 0

Technology Assessment 1.5
Range: Proven/Familiar = 10,
Theoretical/Unknown = 0

New Resources Required 1.0
None = 10, Hardware = 8, People Skills = 5,
System Software = 0

Developmental Time 1.4
0-3 MO = 10, 3-6 MO = 8, 6-9 MO = 5,
9-12 MO = 2, 12+ MO = 0

Developmental Cost 2.0
\$0-25,000 = 10, \$25,000-50,000 = 7,
\$50,000-100,000 = 4, \$100,000-250,000 = 2,
Over \$250,000 = 0

BUSINESS FACTORS

Impact on Management Decisions .7
None = 10, Low = 8, Decision Support = 4,
Automated Decisions = 0

ISD Judgement of Business Requirements in Design 1.0
Low = 10, Medium = 5, High = 0

Stability of Business Environment .7
Static = 10, Some Change = 6,
Rapid Change = 3, Dynamic Change = 0

Impact of Implementation 1.0
Moderate Changes = 10, Divisional = 8,
Departmental = 6, County-wide = 4,
External to County = 0

0 ----- 50 ----- 100
LOW HIGH

DOABILITY SCORE 28

DETAILED COSTS AND BENEFITS: *The information requested on the next form will serve to identify the tangible or measurable costs and benefits. If you do not feel comfortable assigning a specific value to a benefit or cost, provide a range of values.*

Costs

Equipment Costs: Enter the total cost of equipment purchased, including communications hardware (e.g. controllers, remote terminals, printers, etc.) in any year on line 1. For a capital lease, enter the purchase price or the lease payments as a lump sum (monthly lease charges times total months in life of lease) in the year the lease is signed on line 2. On line 3, enter the yearly cost associated with equipment installed on operating leases.

Personnel Costs: Enter the cost of application programmers, system programmers, analysts and other personnel required to operationally support the project on line 4. As a rule of thumb, one dollar budgeted for equipment spending requires about two dollars in supporting personnel costs (MIS/Telecommunications Budgets and Key indicators, 1984, The Diebold Group, Inc.).

Communications Costs: On line 5, enter the costs for lines, voice (PBX), communications software, or other communications expenditures not included in the equipment costs above.

Development Costs: Development costs are by far the most difficult to estimate. It is best to subdivide this category into its principal components:

- cost of purchased software.
- cost of outside services, consultants, etc.
- cost of development personnel.
- other costs such as parallel operation, temporary help, etc.

Enter development costs on line 6.

Other Expenses: This category is the catch all for items not previously entered. It includes equipment maintenance, education and training, travel, administrative support, and other miscellaneous expenses. Enter other expenses on line 7.

Benefits

For some projects, benefit quantification is easy; for others, difficult. Four sources of data which are frequently used in developing specific dollar estimates of a particular project's benefits include:

- 1) *Past Experience:* The proposed new I/S project replaces an existing

obsolescent system. The obsolescent system has allowed operations to get out of control. The benefits resulting from correcting this out-of-line asses are easily quantifiable.

- 2) *Peer Comparison:* Lagging revenue and excessive costs are easily quantifiable from publications comparing peer group performance. Inadequate I/S support may be the reason.
- 3) *Published Data:* Data from previous studies is publicly available from U.S. Government agencies, universities, and industry associations, etc.
- 4) *In-Departmental Studies:* This method is frequently used; however, it remains the most time consuming and expensive method of estimating benefits. If you are interested in this type of effort, ISD has considerable expertise in preparing detailed cost-benefit studies.

Benefits fall into two general categories:

- increased revenue
- reduced cost.

Enter benefit values, or a range of values on the form.

Increased Revenue

I/S Products or Services: Will the implementation of the new application allow you to sell an I/S based product or value added service? Enter the incremental revenue resulting from the new I/S product on line 8.

Increased Fees: Will the successful completion of this project allow you to collect increased fees for services? Enter incremental revenue from increased fees on line 9.

Revenue Increases without Incremental Cost: Will the project enable you to obtain additional funding or revenue without additional cost or expense? Enter incremental revenue on line 10.

Volume: Will the application enable you to process more volume, thereby generating additional revenue?

- **Without incremental Cost:** Increased volumes wit existing resources. Enter incremental revenue on line 11.
- **With incremental Cost:** Increased volumes requiring additional resources. Enter incremental revenue on line 12.

Reduced Cost of Doing Business

Cost Savings or Avoidance: Major costs associated with government units are personnel, equipment and others. Will the application reduce or avoid costs in these areas? Enter cost savings on line 13.

DETAILED COSTS AND BENEFITS

<i>Costs</i>	FYE:	19	19	19	19	19	19	<i>Estimated six year total</i>
Equipment	1. Purchase							
Costs	2. Capital Lease (lump sum, year signed)							
	3. Operating Lease							
Other	4. Personnel Costs							
Costs	5. Communication Costs							
	6. Development Costs							
	7. Other Expenses							

<i>Benefits</i>	FYE:	19	19	19	19	19	19	<i>Estimated six year total</i>
Revenue	8. I/S Products or Services							
	9. Increased Fees							
	10. Revenue Increases without Cost							
	11. Volume Increases without Cost							
	12. Volume Increases with Cost							

<i>Cost Savings</i>	FYE:	19	19	19	19	19	19	<i>Estimated six year total</i>
	13. Cost Savings or Avoidance							

PROJECT DESCRIPTION FORM

Department/Division/Agency: **Department of Community Corrections**

Name of System: **Client Tracking System (CTS)**

PROBLEM DEFINITION: *Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.*

The Department of Community Corrections needs to have immediate and full access to the information concerning their probation/parole client's criminal background, program history, and progress with current programs assigned to them.

The department currently enters client information into the State of Oregon's Department of Corrections (DOC) Offender Profile System (OPS). This information sharing is essential for the state to reimburse Multnomah County for the services provided.

DOC has recently converted OPS to an AS400 and rewrote the application to provide more support for probation/parole offices. The new system is called "AUTOCHRONOS". DOC is currently at the beginning of their five year plan to implement "AUTOCHRONOS" and install an AS400 network in each state corrections institution in Oregon (OPS also tracks all inmates of state correctional institutions).

Presently, DCC does not have ad hoc reporting capability to the information that they enter and still have to depend on paper files for the majority of their work.

PROJECT DESCRIPTION: *Describe the proposed solution to the problem(s) identified above in non-technical terms.*

DCC would like to obtain their own computer system that would locally capture Multnomah County data. Department staff would then be able to utilize the information in much more meaningful processes eliminating significant manual effort now experienced.

Department managers would be able to initiate queries against this data to determine program effectiveness and staff efficiencies.

Additional sub-systems could be created to assist with other aspects of department processing not addressed by the state system.

The project is divided into two phases:

1. Purchase of an AS/400 Model D45 mini-computer. This configuration provides full office capability, "AUTOCHRONOS" system access, DOC data sharing, and external law enforcement agency sharing.
2. Purchase of additional personal computers (equipped with AS400 emulation boards) and printers to complete department wide access to the system.

The "AUTOCHRONOS" system from DOC would be copied to the local machine for local processing of client information.

A communications link to the ISD mainframe would provide interfaces to local law enforcement agency information.

A study is being sponsored by the department to determine the existing capabilities and priority of future enhancements such as DOC file sharing, additional sub-system support, and enhanced interface capability.

STRATEGIC CONTRIBUTION: *Describe how the project would support the mission and/or strategic direction of the division or section.*

A local system would enable the department to support all phases of their operation.

Detail knowledge of parole/probation clients would enable department staff to customize programs based the client's background. This approach ensures success and maximizes limited resources.

A local system would provide the capability to interface with the multitude of local law enforcement systems within the tri-county area. These interfaces would provide detail client information from a variety of sources.

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score 4 ^A

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score 3

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score 3

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score 3 ⁰

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score 1 ⁰

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score 15

DOABILITY: *Doability is the reciprocal of risk. Factors which impact doability include the project's length, level of technology, organizational impact, and whether the application is a replacement system or if it is entirely new. The assessment on the next page is based on F. Warren McFarlan's book Corporate Information Systems Management: The Issues Facing Senior Executives.*

DOABILITY ANALYSIS DOCUMENT

System Name: Community Corrections Client Tracking System (CTS)

TECHNICAL FACTORS	WEIGHING FACTOR	EVALUATION	WEIGHT VALUE
Type of Project Enhancement = 10, Package = 5, New System = 0	.7	<u>0</u>	<u>0</u>
Technology Assessment Range: Proven/Familiar = 10, Theoretical/Unknown = 0	1.5	<u>5</u>	<u>7.5</u>
New Resources Required None = 10, Hardware = 8, People Skills = 5, System Software = 0	1.0	<u>0</u>	<u>0</u>
Developmental Time 0-3 MO = 10, 3-6 MO = 8, 6-9 MO = 5, 9-12 MO = 2, 12+ MO = 0	1.4	<u>8</u>	<u>11.2</u>
Developmental Cost \$0-25,000 = 10, \$25,000-50,000 = 7, \$50,000-100,000 = 4, \$100,000-250,000 = 2, Over \$250,000 = 0	2.0	<u>0</u>	<u>0</u>
BUSINESS FACTORS			
Impact on Management Decisions None = 10, Low = 8, Decision Support = 4, Automated Decisions = 0	.7	<u>4</u>	<u>2.8</u>
ISD Judgement of Business Requirements in Design Low = 10, Medium = 5, High = 0	1.0	<u>5</u>	<u>5.0</u>
Stability of Business Environment Static = 10, Some Change = 6, Rapid Change = 3, Dynamic Change = 0	.7	<u>3</u>	<u>2.1</u>
Impact of Implementation Moderate Changes = 10, Divisional = 8, Departmental = 6, County-wide = 4, External to County = 0	1.0	<u>6</u>	<u>6.0</u>
0 ----- 50 ----- 100 LOW HIGH	DOABILITY SCORE <u>34.6</u>		

DETAILED COSTS AND BENEFITS: *The information requested on the next form will serve to identify the tangible or measurable costs and benefits. If you do not feel comfortable assigning a specific value to a benefit or cost, provide a range of values.*

Costs

Equipment Costs: Enter the total cost of equipment purchased, including communications hardware (e.g. controllers, remote terminals, printers, etc.) in any year on line 1. For a capital lease, enter the purchase price or the lease payments as a lump sum (monthly lease charges times total months in life of lease) in the year the lease is signed on line 2. On line 3, enter the yearly cost associated with equipment installed on operating leases.

Personnel Costs: Enter the cost of application programmers, system programmers, analysts and other personnel required to operationally support the project on line 4. As a rule of thumb, one dollar budgeted for equipment spending requires about two dollars in supporting personnel costs (MIS/Telecommunications Budgets and Key indicators, 1984; The Diebold Group, Inc.).

Communications Costs: On line 5, enter the costs for lines, voice (PBX), communications software, or other communications expenditures not included in the equipment costs above.

Development Costs: Development costs are by far the most difficult to estimate. It is best to subdivide this category into its principal components:

- cost of purchased software.
- cost of outside services, consultants, etc.
- cost of development personnel.
- other costs such as parallel operation, temporary help, etc.

Enter development costs on line 6.

Other Expenses: This category is the catch all for items not previously entered. It includes equipment maintenance, education and training, travel, administrative support, and other miscellaneous expenses. Enter other expenses on line 7.

Benefits

For some projects, benefit quantification is easy; for others, difficult. Four sources of data which are frequently used in developing specific dollar estimates of a particular project's benefits include:

- 1) *Past Experience:* The proposed new I/S project replaces an existing obsolescent system. The obsolescent system has allowed operations to get out of control. The benefits resulting from correcting this out-of-line asses are easily quantifiable.
- 2) *Peer Comparison:* Lagging revenue and excessive costs are easily quantifiable from publications comparing peer group performance. Inadequate I/S support may be the reason.
- 3) *Published Data:* Data from previous studies is publicly available from U.S. Government agencies, universities, and industry associations, etc.
- 4) *In-Departmental Studies:* This method is frequently used; however, it remains the most time consuming and expensive method of estimating benefits. If you are interested in this type of effort, ISD has considerable expertise in preparing detailed cost-benefit studies.

Benefits fall into two general categories:

- increased revenue
- reduced cost.

Enter benefit values, or a range of values on the form.

Increased Revenue

I/S Products or Services: Will the implementation of the new application allow you to sell an I/S based product or value added service? Enter the incremental revenue resulting from the new I/S product on line 8.

Increased Fees: Will the successful completion of this project allow you to collect increased fees for services? Enter incremental revenue from increased fees on line 9.

Revenue Increases without Incremental Cost: Will the project enable you to obtain additional funding or revenue without additional cost or expense? Enter incremental revenue on line 10.

Volume: Will the application enable you to process more volume, thereby generating additional revenue?

- Without incremental Cost: Increased volumes wit existing resources. Enter incremental revenue on line 11.
- With incremental Cost: Increased volumes requiring additional resources.

Enter incremental revenue on line 12.

Reduced Cost of Doing Business

Cost Savings or Avoidance: Major costs associated with government units are personnel, equipment and others. Will the application reduce or avoid costs in these areas? Enter cost savings on line 13.

DETAILED COSTS AND BENEFITS

<i>Costs</i>	FYE:	1993	1994	1995	1996	1997	1998	<i>Estimated six year total</i>
Equipment	1. Purchase	\$416,787						\$416,787
Costs	2. Capital Lease (lump sum, year signed)							
	3. Operating Lease							
Other	4. Personnel Costs							
Costs	5. Communication Costs							
	6. Development Costs							
	7. Other Expenses		\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000

<i>Benefits</i>	FYE:	1993	1994	1995	1996	1997	1998	<i>Estimated six year total</i>
Revenue	8. I/S Products or Services							
	9. Increased Fees							
	10. Revenue Increases without Cost							
	11. Volume Increases without Cost							
	12. Volume Increases with Cost							

<i>Cost Savings</i>	FYE:	1993	1994	1995	1996	1997	1998	<i>Estimated six year total</i>
	13. Cost Savings or Avoidance							

Department of Community Corrections AS400 Configuration

Phase I

Hardware

AS400 Model D45 with 32 Meg memory

1.28 GB disk storage	
6 line communications controller	\$86,510.00
Additional disk drive	\$39,000.00
Two units of 856 MB disk storage	\$30,000.00
Rack for additional disk storage	\$3,535.00
Modem for customer support	\$838.00
Tape unit	\$22,660.00
Total hardware	\$182,543.00

Software

OS/400 System	\$35,000.00
COBOL Language	\$6,220.00
Performance tools	\$4,920.00
Application development language	\$6,220.00
Officie Vision 400	\$14,640.00
Language dictionary	\$450.00
Query language	\$4,800.00
SQL 400	\$7,780.00
Communication utilities	\$12,980.00
PC Support (25 units)	\$7,065.00
PC Support (additional @ \$52) (7 units)	\$364.00
Total software	\$100,439.00

Total for Phase I **\$282,982.00**

Phase II

PCs (AS400 card) (40 units @ \$2,500)	\$100,000.00
HP LaserJet printers (15 units @ \$2,115)	\$31,725.00
PC Support (additional @ \$52) (40 units)	\$2,080.00

Total for Phase II **\$133,805.00**

Total cost **\$416,787.00**

ENVIRON. SERVICES

PROJECT DESCRIPTION FORM

Department/Division/Agency DES PARK SERVICES/CEMETERIES

Name of System CEMETARY INFORMATION SYSTEM

PROBLEM DEFINITION: Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.

Currently all interment records for the County's 14 cemeteries are kept manually. This results in inefficient information retrieval for public inquires concerning persons buried in County cemeteries. It is difficult to maintain records on available burial sites available for purchase. Vital public records are at risk by having them stored in only one media; family genealogy to plan future burials is currently a time consuming task. Maintaining cemetery records is inefficient and cumbersome task and currently represents an archival liability.

PROJECT DESCRIPTION: Describe the proposed solution to the problem(s) identified above in non-technical terms.

A cemetery information system would required a PC, printer, data base software, and some programming. The system would be a data base system with vital information (name, birth date, death date, next of kin, death location) enter into separate fields. This would allow inquiries by each field.

STRATEGIC CONTRIBUTION: Describe how the project would support the mission and/or strategic direction of the division or section.

The system would support the mission of the Division by maintain vital public records in a efficient and effective manner. It would do so in a cost effective manner and would protect the County from liability claims concerning cemetery records.

CRITICAL SUCCESS FACTORS: The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score _____

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score 3 0

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score 3 0

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score _____

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score_____

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score_____

DOABILITY: Doability is the reciprocal of risk. Factors which impact doability include the project's length, level of technology, organizational impact, and whether the application is a replacement system or if it is entirely new. The assessment on the next page is based on F. Warren McFarlan's book Corporate Information Systems Management: The Issues Facing Senior Executives.

DOABILITY ANALYSIS DOCUMENT

System Name: DES CEMETERY INFORMATION

TECHNICAL FACTORS	WEIGHING FACTOR	EVALUATION	WEIGHT VALUE
Type of Project Enhancement=10, Package=5, New System=0	.7	—	—
Technology Assessment Range: Proven/Familiar=10, Theoretical/Unknown=0	1.5	—	—
New Resources Required None=10, Hardware=8, People Skills=5, System Software=0	1.0	—	—
Developmental Time 0-3 MO=10, 3-6 MO=8, 6-9 MO=5, 9-12 MO=2, 12+ MO=0	1.4	—	—
Developmental Cost \$0-25,000=10, \$25,000-50,000=7, \$50,000-100,000=4, \$100,000-250,000=2, Over \$250,000=0	2.0	—	—
BUSINESS FACTORS			
Impact on Management Decisions None=10, Low=8, Decision Support=4, Automated Decisions=0	.7	—	—
ISD Judgement of Business Requirements in Design Low=10, Medium=5, High=0	1.0	—	—
Stability of Business Environment Static=10, Some Change=6, Rapid Change=3, Dynamic Change=0	.7	—	—
Impact of Implementation Moderate Changes=10, Divisional=8, Departmental=6, County-wide=4, External to County=0	1.0	—	—
0 ----- 50 ----- 100 LOW HIGH	DOABILITY SCORE _____		

DETAILED COSTS AND BENEFITS: The information requested on the next form will serve to identify the tangible or measurable costs and benefits. If you do not feel comfortable assigning a specific value to a benefit or cost, provide a range of values.

Costs

Equipment Costs: Enter the total cost of equipment purchased, including communications hardware (e.g. controllers, remote terminals, printers, etc.) in any year on line 1. For a capital lease, enter the purchase price or the lease payments as a lump sum (monthly lease charges times total months in life of lease) in the year the lease is signed on line 2. On line 3, enter the yearly cost associated with equipment installed on operating leases.

Personnel Costs: Enter the cost of application programmers, system programmers, analysts and other personnel required to operationally support the project on line 4. As a rule of thumb, one dollar budgeted for equipment spending requires about two dollars in supporting personnel costs (MIS/Telecommunications Budgets and Key indicators, 1984, The Diebold Group, Inc.).

Communications Costs: On line 5, enter the costs for lines, voice (PBX), communications software, or other communications expenditures not included in the equipment costs above.

Development Costs: Development costs are by far the most difficult to estimate. It is best to subdivide this category into its principal components:

- cost of purchased software.
- cost of outside services, consultants, etc.
- cost of development personnel.
- other costs such as parallel operation, temporary help, etc.

Enter development costs on line 6.

Other Expenses: This category is the catch all for items not previously entered. It includes equipment maintenance, education and training, travel, administrative support, and other miscellaneous expenses. Enter other expenses on line 7.

Benefits

For some projects, benefit quantification is easy; for others, difficult. Four sources of data which are frequently used in developing specific dollar estimates of a particular project's benefits include:

- 1) Past Experience: The proposed new I/S project replaces an existing obsolescent system. The obsolescent system has

allowed operations to get out of control. The benefits resulting from correcting this out-of-line asses are easily quantifiable.

- 2) Peer Comparison: Lagging revenue and excessive costs are easily quantifiable from publications comparing peer group performance. Inadequate I/S support may be the reason.
- 3) Published Data: Data from previous studies is publicly available from U.S. Government agencies, universities, and industry associations, etc.
- 4) In-Departmental Studies: This method is frequently used; however, it remains the most time consuming and expensive method of estimating benefits. If you are interested in this type of effort, ISD has considerable expertise in preparing detailed cost-benefit studies.

Benefits fall into two general categories:

- increased revenue
- reduced cost.

Enter benefit values, or a range of values on the form.

Increased Revenue

I/S Products or Services: Will the implementation of the new application allow you to sell an I/S based product or value added service? Enter the incremental revenue resulting from the new I/S product on line 8.

Increased Fees: Will the successful completion of this project allow you to collect increased fees for services? Enter incremental revenue from increased fees on line 9.

Revenue Increases without Incremental Cost: Will the project enable you to obtain additional funding or revenue without additional cost or expense? Enter incremental revenue on line 10.

Volume: Will the application enable you to process more volume, thereby generating additional revenue?

- Without incremental Cost: Increased volumes wit existing resources. Enter incremental revenue on line 11.
- With incremental Cost: Increased volumes requiring additional resources. Enter incremental revenue on line 12.

Reduced Cost of Doing Business

Cost Savings or Avoidance: Major costs associated with government units are personnel, equipment and others. Will the application reduce or avoid costs in these areas? Enter cost savings on line 13.

DETAILED COSTS AND BENEFITS

Costs	FYE:	19	19	19	19	19	19	Estimated six year total
Equipme	1. Purchase							
Costs	2. Capital Lease (lump sum, year signed)							
	3. Operating Lease							
Other	4. Personnel Costs							
Costs	5. Communication Costs							
	6. Development Costs							
	7. Other Expenses							

Benefit s	FYE:	19	19	19	19	19	19	Estimated six year total
Revenue	8. I/S Products or Services							
	9. Increased Fees							
	10. Revenue Increases without Cost							
	11. Volume Increases without Cost							

12. Volume Increases with Cost							
-----------------------------------	--	--	--	--	--	--	--

Cost Savings	FYE:	19	19	19	19	19	19	Estimat ed six year total
13. Cost Savings or Avoidance								

PROJECT DESCRIPTION FORM

Department/Division/Agency__ Human Services, Health Division

Name of System_ Health Information System (HIS) - Phase IV

PROBLEM DEFINITION: *Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.*

During the design of the Health Information System, carried on from 1987 to 1989, several major system components were identified, to wit:

1. Phase I Completed 3-1-1989 through funds from DPMC
Included components were Client tracking, Visit tracking, Accounts Payable, Accounts Receivable, and Pre-paid program management. Also included were rudimentary batch reporting primarily about productivity.
2. Phase II Completed 6-1-1991 through funds from DPMC and Division resources around 60%/40%
Included components were batch data transfer, enhanced batch reporting, risk management reporting, on-line inquiry reporting, automating the family planning visit reporting process, and an automated on-line appointment scheduling process.
3. Phase III Scheduled for Completion 6-30-92 totally through division funds
Included components are dental visit reporting and integration with the HIS and pharmacy visit reporting and information tracking.
4. Phase IV Planned for completion 9-30-93 and to begin 7-1-92
funding for this phase is the purpose of this request
Included components are automating tracking and handling of lab samples and request slips, and automated reporting of lab results. Also included is an automated chart tracking component to allow easy and timely location of various charts the clients have. Both components were in the original design, but were delayed due to development priorities and phased funding.

Both components of Phase IV of the Health Information System potentially could save the County a good deal of money. Lab resources are growing increasingly expensive and our need for them is also growing as our patient and visit load increases. Automating their information flow should alleviate the need for at least one new technician immediately and another 1 every two years by current trends. Should Senate Bill 27 and the Federal Medicaid waiver be obtained, several more positions could be saved, as our patient load could thereby increase substantially.

An amazing and unnecessary amount of clerical time is now spent looking for charts. Recognizing this fact, the original design team included primary care chart tracking in phase I. We have saved a great deal of time thereby. We now need to extend those savings to other areas like Tuberculosis clinic and Sexually Transmitted Disease clinic.

PROJECT DESCRIPTION: *Describe the proposed solution to the problem(s) identified above in non-technical terms.*

Lab Automation

We currently use about 25 different kinds of lab slips to order various tests from the laboratory. Not only does this present numerous possibilities for error, but maintaining inventory and changes on all those forms is extremely costly. By having the computer print the lab slips each can be different without maintaining any stock at all, and they can be changed almost instantly.

Many other savings ensue. The lab will know the samples are coming instantaneously, and be able to batch work more efficiently. They will save a great deal of time currently spent with incorrect slips and poorly identified samples. The patients, or their insurance, will be billed automatically for all work performed. Current studies indicate that as many as 15% of all labs done go unbilled as the lab slips are submitted, but the tests are not registered on the visit for charging.

Finally, the lab currently spends nearly 30% of its time communicating lab results back to the requesting clinics. This is an often slow and cumbersome process involving much paper and a good deal of writing. This information ends up in the client chart only, which means that the chart needs to be pulled to review the information. By allowing automated reporting of lab results, vast amounts, around 50% of this time will be saved. Reporting errors should also be eliminated, and reporting speeded, which could significantly positively impact the Public Health and Safety of Multnomah County citizens and help in some small way to contain disease outbreaks here, including HIV.

Chart Tracking

The current system allows the tracking of a client's primary medical chart from creation, through forwarding from site to site, to archival storage, possible retrieval, and eventual destruction. Much staff time is saved by being able to access this information on-line rather than by checking moldy files or by making many phone contacts to track the information down. We have also benefitted from enhanced batch reporting by being able to identify certain clients with their clinic and to summarize their services based on that connection.

The original design recognized that this capability ought to be extended to other types of charts when time and resources became available to do so. In addition to primary care charts, we could have X-ray information, Dental Charts, Optometric Charts, Sexually Transmitted Disease Charts, Dermatology Charts, and Home Nursing or Field Charts. Several OA positions could be saved over the next six years if this information is made available on-line.

STRATEGIC CONTRIBUTION: *Describe how the project would support the mission and/or strategic direction of the division or section.*

Being able to serve increasing numbers of low-income County residents by the most economically efficient methods possible is the primary mission of the Health Division. Though we would prefer that the ranks of the low income eligible population would shrink, they continue to grow with each passing year. Totally manual procedures in these areas are costly and inefficient. The function proposed here will help the Health Division to continue throughout the 90's to provide quality care to a growing constituency. Both the enhancements dealt with by these documents can potentially save a good deal of money and significantly improve the Public Health and Safety of County residents. Eliminating reporting errors also substantially reduces the County's liability for malpractice of various sorts.

As we perfect the bar code printing and reading technology necessary for automated sample tracking and reporting, we will also break new ground in use of the County Mainframe computer. This is not the first time that the Health Information system has broken ground in areas other parts of the County are now using, as in the past we have paid to develop capabilities in electronic data transfer, printing, usage metering, and data sharing with LGFS, all of which are in use now, or being explored for use, by other entities within the county.

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information system development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score 4

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score 3

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score 3

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purpose of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score 3

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score_ 0

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

TBA Score_ 15

Preliminary Total 18 + 15
of possible 19

150

DOABILITY: *Doability is the reciprocal of risk. Factors which impact doability include the project's length, level of technology, organizational impact and whether the application is a replacement system or if it is entirely new. The assessment on the next page is based on F. Warren McFarlan's book Corporate Information Systems Management: The Issues Facing Senior Executives.*

No response appears to be requested here.

DOABILITY ANALYSIS DOCUMENT

System Name: HIS - Phase IV

TECHNICAL FACTORS

	WEIGHING FACTOR	EVALUATION	WEIGHT VALUE
Type of Project Enhancement=10, Package=5, New System=0	.7	<u>10</u>	<u>7</u>
Technology Assessment Range: Proven/Familiar=10, Theoretical/Unknown=0	1.5	<u>10</u>	<u>15</u>
New Resources Required None=10, Hardware=8, People Skills=5, System Software=0	1.0	<u>0</u>	<u>0</u>
Developmental Time 0-3 MO=10, 3-6 MO=8, 6-9 MO=5, 9-12 MO=2, 12+ MO=0 (Chart tracking ca. 6 mos., Lab ca. 9 mos. 8+5=13/2=6.5)	1.4	<u>6.5</u>	<u>9.1</u>
Developmental Cost \$0-25,000=10, \$25,000-50,000=7, \$50,000-100,000=4, \$100,000-250,000=2, Over \$250,000=0	2.0	<u>4</u>	<u>8</u>

BUSINESS FACTORS

Impact on Management Decisions None=10, Low=8, Decision Support=4, Automated Decisions=0	.7	<u>8</u>	<u>5.6</u>
ISD Judgement of Business Requirements in Design Low=10, Medium=5, High=0 (not yet ranked)	1.0		
Stability of Business Environment Static=10, Some Change=6, Rapid Change=3, Dynamic Change=0	.7	<u>6</u>	<u>4.2</u>
Impact of Implementation Moderate Changes=10, Divisional=8, Departmental=6, County-wide=4, External to County=0	1.0	<u>8</u>	<u>8</u>

0 ----- 50 ----- 100
LOW HIGH

DOABILITY SCORE
Prelim. tot. 56.9 of poss. 90

DETAILED COSTS AND BENEFITS: *The information requested on the next form will serve to identify the tangible or measurable costs and benefits. If you do not feel comfortable assigning a specific value to a benefit or cost, provide a range of values.*

Costs

Equipment Costs: Enter the total cost of equipment purchased, including communications hardware (e.g. controllers, remote terminals, printers, etc.) in any year on line 1. For a capital lease, enter the purchase price or the lease payments as a lump sum (monthly lease charges times total months in life of lease) in the year the lease is signed on line 2. On line 3, enter the yearly cost associated with equipment installed on operating leases.

Personnel Costs: Enter the cost of application programmers, system programmers, analysts and other personnel required to operationally support the project on line 4. As a rule of thumb, one dollar budgeted for equipment spending requires about two dollars in supporting personnel costs (MIS/Telecommunications Budgets and Key indicators, 1984, The Diebold Group, Inc.).

Communications Costs: On line 5, enter the costs for lines, voice (PBX), communications software, or other communications expenditures not included in the equipment costs above.

Development Costs: Development costs are by far the most difficult to estimate. It is best to subdivide this category into its principal components:

- cost of purchased software.
- cost of outside services, consultants, etc.
- cost of development personnel.
- other costs such as parallel operation, temporary help, etc.

Enter development costs on line 6.

Other Expenses: This category is the catch all for items not previously entered. It includes equipment maintenance, education and training, travel, administrative support, and other miscellaneous expenses. Enter other expenses on line 7.

Benefits

For some projects, benefit quantification is easy; for others, difficult. Four sources of data which are frequently used in developing specific dollar estimates of a particular project's benefits include:

- 1) **Past Experience:** The proposed new I/S project replaces an existing obsolescent system. The obsolescent system has allowed operations to get out of control. The benefits resulting from correcting this out-of-line asses are easily quantifiable.
- 2) **Peer Comparison:** Lagging revenue and excessive costs are easily quantifiable from publications comparing peer group performance. Inadequate I/S support may be the reason.

- 3) *Published Data:* Data from previous studies is publicly available from U.S. Government agencies, universities, and industry associations, etc.
- 4) *In-Departmental Studies:* This method is frequently used; however, it remains the most time consuming and expensive method of estimating benefits. If you are interested in this type of effort, ISD has considerable expertise in preparing detailed cost-benefit studies.

Benefits fall into two general categories:

- increased revenue
- reduced cost.

Enter benefit values, or a range of values on the form.

Increased Revenue

I/S Products or Services: Will the implementation of the new application allow you to sell an I/S based product or value added service? Enter the incremental revenue resulting from the new I/S product on line 8.

Increased Fees: Will the successful completion of this project allow you to collect increased fees for services? Enter incremental revenue from increased fees on line 9.

Revenue Increases without Incremental Cost: Will the project enable you to obtain additional funding or revenue without additional cost or expense? Enter incremental revenue on line 10.

Volume: Will the application enable you to process more volume, thereby generating additional revenue?

- Without incremental Cost: Increased volumes with existing resources. Enter incremental revenue on line 11.
- With incremental Cost: Increased volumes requiring additional resources. Enter incremental revenue on line 12.

Reduced Cost of Doing Business

Cost Savings or Avoidance: Major costs associated with government units are personnel, equipment and others. Will the application reduce or avoid costs in these areas? Enter cost savings on line 13.

DETAILED COSTS AND BENEFITS

<i>Costs</i>	FYE:	1992	1993	1994	1995	1996	1997	<i>Est. six yr. total</i>
Equipmnt	1. Purchase	10,000	5,000	0	0	0	0	15,000
Costs	2. Cpit. Lse. Imp sum, yr. sgned	0	0	0	0	0	0	0
	3. Operating Lease	0	0	0	0	0	0	0
Other	4. Personnel Costs	48,000	12,000	0	0	0	0	60,000
Costs	5. Communication Costs (add'l)	0	0	0	0	0	0	0
	6. Development Costs	12,000	3,000	0	0	0	0	15,000
	7. Other Expenses	8,000	2,000	0	0	0	0	10,000

<i>Benefits</i>	FYE:	1992	1993	1994	1995	1996	1997	<i>Est. six yr. total</i>
Revenue	8. I/S Products or Services	0	0	0	0	0	0	0
	9. Increased Fees	0	6,000	8,000	8,000	8,000	8,000	38,000
	10. Revenue Increases w/o Cost	0	45,000	60,000	60,000	60,000	60,000	285,000
	11. Volume Increases w/o Cost	0	0	0	0	0	0	0
	12. Volume Increases with Cost	0	0	0	0	0	0	0

<i>Cost Savings</i>	FYE:	1992	1993	1994	1995	1996	1997	<i>Est. six yr. total</i>
	13. Cost Savings or Avoidance	0	0	30,000	30,000	60,000	60,000	180,000

LIBRARY

PROJECT DESCRIPTION FORM

Department/Division/Agency Multnomah County Library

Name of System Library Information Online Network (LION)

PROBLEM DEFINITION:

Multnomah County Library (MCL) last year provided county residents with 6 million books, videos, and multimedia materials. The largest branch, Central library, serves 3,000 people a day. The library provides services which put it into the top 15% of libraries nationwide with a budget that is in the bottom 15%.

The Multnomah County Library currently has a number of computer-based information resources which cannot be effectively utilized because of limited access.- Additionally, as networks of Portland area and national library resources become available, Multnomah County Library will need a hardware platform upon which to base access to these resources. The existing resources which we would specifically like to enhance with this project are :

- North Valley Library Link (NVLL)
- CD-ROM Databases
- The Library's Online Catalog (DYNA)

NVLL - North Valley Library Link (NVLL) is an existing network of local libraries which allows users access to the collections of the Oregon State Library in Salem, the Washington County Library System, Chemeketa Cooperative Regional Library Service, Clackamas County Cooperative System, Portland Community College, and Multnomah County. NVLL is expanding this year with the addition of several other libraries including Fort Vancouver Regional Library and Mount Hood Community College. One of the important resources to businesses being made available via NVLL is the contracts database from the State of Oregon.

At this time only four terminals in the Multnomah County Library at the Central Library branch and no

terminals in the other branches of MCL can access this valuable resource. No access is provided directly to patrons of MCL.

Patrons should be able to locate nearby libraries with the materials they need with this NVLL network, but because of the lack of access, they cannot. Branch librarians of MCL should be able to refer patrons to local resources and use these resources for Interlibrary Loan, but they cannot because of this lack of access.

This project greatly increases the availability of the NVLL by providing access from 40 stations located at all the branches of Multnomah County Library.

CD-ROMs - CD-ROM has become the distribution media of choice for vast amounts of data that the library receives from the US Government, database vendors, and others. Each CD can have up to 550 megabytes of information, equal to more than 200,000 pages. The library currently has 14 CD-ROM titles available at stand alone single-user CD-ROM workstations, U.S. patents, census data, and the General Periodical Index, as examples. More and more valuable information is becoming available in CD-ROM form. As more databases become available and distributors of information, such as the U.S. Government Printing Office, provide their information in CD-ROM form, the limited nature of these workstations will become increasingly problematic, restrictive, and excessively expensive.

All but 2 of the existing 14 CD-ROM workstations are in the Central branch of the library. They can only be accessed by one user at a time and each change of database has to be assisted by library personnel.

This project establishes a CD-ROM network with a CD-ROM server in a central location which allows users from any branch library and more users at the Central Library to share access to these important resources. Disks are kept online, available from any of the networked stations, and databases can be shared by

several users at the same time. Dial-up access for remote users at home, in a government office, or business will be provided.

Dyna - There are a limited number of ports on the Library's mainframe. Future expansion may well depend on networking and terminal servers. This project both adds the Library's database to the resources available to network users and demonstrates terminal serving of the library resources.

By having ports to the library's database on the proposed network, all of the library resources can be made available from one resource management menu.

Future networking to be provided for includes:

- Connectivity to the new Portland Area Academic Library Network (PORTALS)
- Database resources available from WLN, in Lacey, WA. These WLN databases will represent current information in the high use subject areas of current affairs, business, and high technology, allowing the MCL to support patron needs in these areas.

PROJECT DESCRIPTION:

This project, the Library Information Online Network, will install a computer network to tie three existing library resources together into a system that expands the quantity and quality of access to these resources, making them available from 40 stations.

At the heart of the system is a resource manager (file server running Novell 3.11 software) located in the Library's computer room. The manager provides the user, the Multnomah librarians and their patrons, with a menu of information resources, helps them in using these resources, switches the user to their desired choice, and keeps statistics on resource use.

The manager is connected to the following resources:

- **A Meridian CD-ROM Server with 14 CD-ROM drives and software to manage access to these resources.**

This server will be located in the computer room, connected to the library's uninterruptible power supply, and managed by the Library's Automation department. The server is completely compatible with the Novell network that will be installed with it on the resource manager. Up to 40 simultaneous users will be able to make use of these databases at one time.

- **North Valley Library Link communications equipment.**

Four communications lines will go to this resource from the resource manager. A user choosing to use the NVLL resources will be routed by the resource manager from their station to this resource automatically. Funds from the NVLL project will be used to support this access and requested from the Oregon State Library in the next funding cycle for the NVLL project (Jan. 1992). The extra funds will expand the communications lines from four to ten.

- **The Library's Sequoia based computer catalog, Dyna.**

Five communication lines will be connected to ports on the

Sequoia. These will be set up to access the library's database, Dyna.

Access to the server and these resources will be provided through:

- **A Novell network of nine PCs (386sx's) in the Central branch of the library.**

Five of these stations exist now and can be used for this project with only an increase in memory. The project will purchase four more PC's so that each major section in the Central library will have access. Each of these will have a printer.

- **Fifteen terminals will be purchased for the Library branches.**

Each of these will have a printer. The stations in the branches will be connected to existing communications (multiplexor) lines and routed over existing dedicated phone lines to the LION where they will be attached via special Novell communications servers.

- **The 15 station PC network in the Administration building will be upgraded to Novell and bridged to LION.**

The 15 PC's now on the Administration network at this time have no access to these resources.

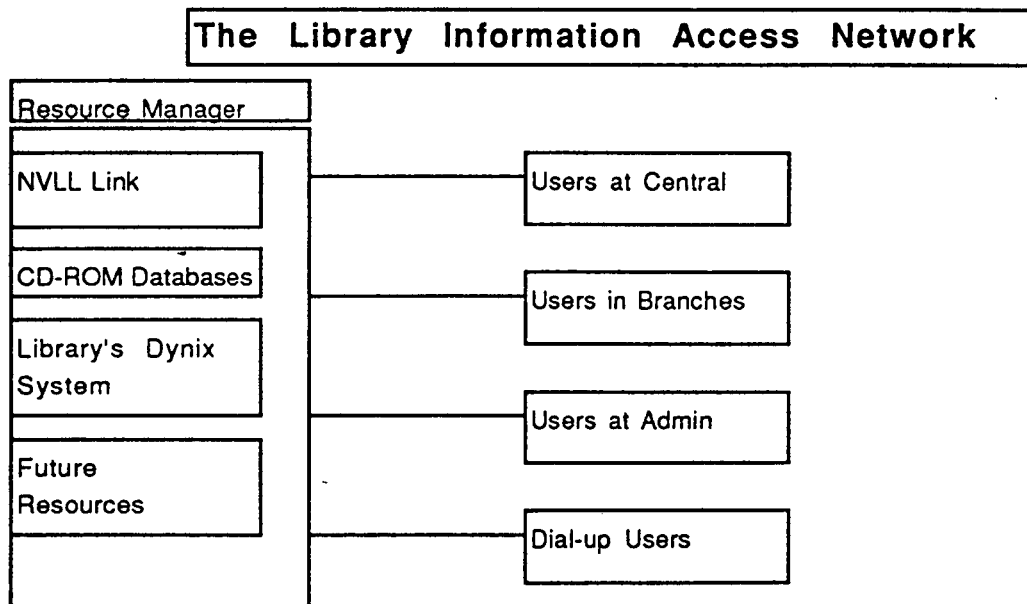
- **One dial-up line will be installed on the network for remote access via modem.**

Existing library equipment will be attached to the new network communications equipment.

Support for the project will be provided by:

- **An installation consultant with Novell experience**

- Novell training for the Library's PC Specialist and Automation staff
- Ongoing maintenance from a selected vendor.
- One quarter-time library staff member.



STRATEGIC CONTRIBUTION

The project directly supports the library's mission:

Providing the highest quality information resources to the public of Multnomah county.

Until now, there has been virtually no access for MCL patrons to these resources from any location except the Central branch and very restricted access even at that location.

More and more resources are becoming available in the form of CD-ROM disks. While this is a computer based information form, one of the prime advantages of computerized information is currently being wasted: it's ease of transport over communication lines. At the same time, these resources are located on equipment that does not allow the resource to be shared. It has to be used by only one person at a time even though there may be the equivalent of a whole multivolume encyclopedia available on the disk.

The library must position itself to provide more adequate support for access to these CD-ROM resources at this time.

More and more of the demands on library resources are being met with networks of libraries joining together to help each other supply the expensive materials that their patrons require and request. The North Valley Library Link is such a network. Up until now, Multnomah could not afford to provide adequate access to this resource for its librarians or public.

In times of diminishing resources it is essential that we be able to make use of the resource sharing that is enhanced by connectivity to NVLL and other library networks as they develop and evolve.

The future solutions for information provision rest squarely on the shoulders of library networks.

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score 1 0

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score .5 0

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score 1 ②

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score 15

DOABILITY

This project uses proven technology to achieve its goals. Several consultants have been employed in the design of the proposed network and several other libraries have implemented CD-ROM networks of this type with this hardware and software, specifically University of Calif., Santa Cruz Science Library, University of California at Berkely, Chicago Public, and Vancouver (B.C.) Public. For the new resource management network, a Novell network solution was chosen for its compatibility with other county installations. Our existing PC network will be upgraded to Novell for the same reason. The components of this project are all standard Novell network pieces.

The library has two personnel with extensive PC and CD-ROM backgrounds to support this project. Some training on Novell networks will be required. Training for library staff will be required.

DOABILITY ANALYSIS DOCUMENT

System Name: Library Information Online Network

TECHNICAL FACTORS	WEIGHING FACTOR	EVALUATION	WEIGHT VALUE
Type of Project Enhancement = 10, Package = 5, New System = 0	.7	10	<u>7</u>
Technology Assessment Range: Proven/Familiar = 10, Theoretical/Unknown = 0	1.5	10	<u>15</u>
New Resources Required None = 10, Hardware = 8, People Skills = 5, System Software = 0	1.0	<u>7</u>	<u>7</u>
Developmental Time 0-3 MO = 10, 3-6 MO = 8, 6-9 MO = 5, 9-12 MO = 2, 12+ MO = 0	1.4	10	<u>14</u>
Developmental Cost \$0-25,000 = 10, \$25,000-50,000 = 7, \$50,000-100,000 = 4, \$100,000-250,000 = 2, Over \$250,000 = 0	2.0	<u>4</u>	<u>8</u>
BUSINESS FACTORS			
Impact on Management Decisions None = 10, Low = 8, Decision Support = 4, Automated Decisions = 0	.7	<u>10</u>	<u>7</u>
ISD Judgement of Business Requirements in Design Low = 10, Medium = 5, High = 0	1.0	<u>5</u>	<u>5</u>
Stability of Business Environment Static = 10, Some Change = 6, Rapid Change = 3, Dynamic Change = 0	.7	<u>10</u>	<u>7</u>
Impact of Implementation Moderate Changes = 10, Divisional = 8, Departmental = 6, County-wide = 4, Exterrfal to County = 0	1.0	<u>6</u>	<u>6</u>

0 ----- 50 ----- 100
LOW HIGH

DOABILITY SCORE 76

DETAILED COSTS AND BENEFITS

Costs		FYE:	19 92	19	19	19	19	19	Estimated six year total
Equipment Costs	1. Purchase		83,688						
	2. Capital Lease (lump sum, year signed)								
	3. Operating Lease								
Other Costs	4. Personnel Costs		10,000	10,000	10,000	10,000	10,000	10,000	60,000
	5. Communication Costs								
	6. Development Costs								
	7. Other Expenses		4,500						

Benefits		FYE:	19	19	19	19	19	19	Estimated six year total
Revenue	8. I/S Products or Services								
	9. Increased Fees								
	10. Revenue Increases without Cost								
	11. Volume Increases without Cost								
	12. Volume Increases with Cost								

Cost Savings		FYE:	19 92	19	19	19	19	19	Estimated six year total
13. Cost Savings or Avoidance			60,000	6,000	6,000	6,000	6,000	6,000	90,000

Reduced Cost of Doing Business

Cost Savings or Avoidance:

This project will provide avoided cost savings in two main areas:

- **The use of terminals as remote CD-RO workstations instead of PC's.**

This will save \$54,000. the first year.

- **The savings from the lower multiuse cost of CD-ROM access compared to multiple costs of the single user copies.**

This saving is dependent on CD-ROM title purchases, but if, for example, we shift from the current price of \$14,000 which we are paying for 10 stations to a CD-ROM network for General Periodicals Index, we would save \$6,000 per year.

PROJECT DESCRIPTION FORM

Department/Division/Agency DHS/AGING SERVICES DIVISION

Name of System AGING SERVICES MIS NETWORK

PROBLEM DEFINITION: *Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.*

(1) Duplicative and cumbersome communication, billing, and service reporting between ASD and it's Contractors. It is currently time consuming and expensive to determine if a client is eligible for some of the many available State and Federal benefits. Additionally, ASD is unable to identify clients and services provided jointly by Mental Health, Health, and Aging Services Divisions.

(2) Inadequate network equipment in use by Public Guardian and Adult Care Homes Programs.

PROJECT DESCRIPTION: *Describe the proposed solution to the problem(s) identified above in non-technical terms.*

(1) Purchase and install network equipment (PC's) with dial in capacity to ASD from 12 contractors. Upgrade ASD central office file server to accomodate increased usage. Purchase a specialized Software Package that includes customized programming too reflect unique state and local benefit programs to expedite the client benefits elegibility screening process and maximize it's effectivness. Create (program) a link or a database to identify clients served and units of service provided by multiple divisions.

(2) Upgrade network equipment and cables (from ARCNET to 10BaseT) to increase data transfer rate and standardize equipment configuration.

STRATEGIC CONTRIBUTION: *Describe how the project would support the mission and/or strategic direction of the division or section.*

(1) ASD is required to provide unduplicated client counts and units of service provided to multiple funding sources. In order for ASD to be both accurate and efficient in achieving accountability, it is necessary to extend our Integrated Client Information System Network to our contractors and also between divisions. In addition to improving accuracy, speed, and reducing paperflow, this project will allow direct service providers to spend more time with clients. The purpose of the Benifits Outreach and Screening Software (BOSS) is to enable low-income, disabled, and elderly persons and agencies that serve them to quickly and easily learn about their entitlement to federal, state and local benefit programs. **Maximum utilization of federal and state benefits programs reduces the burden on locally funded service programs.** This project will serve as a demonstration of the utility of a Department wide Integrated Client Database as well as of the efficacy of the BOSS software for Department wide usage.

(2) The current system (ARCNET) in use by Public Guardian and Adult Care Homes Programs is slow and produces unnecessary time lags in data processing and production of reports and other information. This project will increase the efficiency of both programs.

DHS/ASD REQUEST FOR DPMC FUNDED PROJECT
FIRST COST ESTIMATE

(1) Extend and enhance ASD network effectiveness:

(a) install workstations (PCs) at 12 contractor sites:

workstation	\$1400
software	\$ 800
phone line install	\$ 300
printer	\$ 400
modem	\$ 100

per site	\$3000
twelve sites	X 12

	\$ 36000

NOTE:
EACH PART (A-D) OF
ITEM (1) CAN BE
DONE ALONE.

(b) upgrade file server to increase disk space and speed
access for more users:

install external duplexing drive system file server
\$4995

(c) obtain custom Benefits Outreach Screening Software
(BOSS): \$20000

(d) program a system to create links or a database to
identify clients served by ASD, Mental Health, and
Health. In particular, Multi-Disciplinary Team clients.

programming cost per hour	\$65
estimated hours	X 60

	\$3900

TOTAL FOR ITEM (1) \$64895

(2) upgrade network equipment for ASD Public Guardian and Adult
Care Homes programs:

(a) install 10BaseT cards in workstations

cost per card	\$ 150
# of workstations	X 13

	\$1950

(b) one 10BaseT hub \$ 700

(c) install cables \$1300

TOTAL FOR ITEM (2) \$3950

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score 3 ⁰

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score 3 ⁰

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score 1 ⁰

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score ____

PROJECT DESCRIPTION FORM

Department/Division/Agency DHS/Social Services DivisionName of System SSD Local Area Network

PROBLEM DEFINITION: *Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.*

In any Division/Department scenario, the Social Services Division believes that relocation to a different building will be required within the next 6-18 months. When this move comes the need for a networked computer system will be essential. At this time, the majority of the Division's personal computers are networked by access to the Wang VS5000 (Mezzanine, Gill Building) or networked in part through a Program level LAN (DD Program). There are no "givens" that can be assumed with such a move.

The Wang VS5000 is a shared resource. The Social Services Division uses 60-65% of the peripheral sharing capability of the VS, uses 25% of the Word Processing Center capacity, owns one of the internal disk drives, and paid for an increase in the memory of the system. The Health Division uses 50-60% of the Word Processing Center capacity, the majority of document disk storage space, and 20-25% of the peripheral sharing capability. The Department of Human Services Administration provides system administration for the VS, and uses it for connectivity to countywide Office E-Mail, and pays the lease on the equipment (now in its third year of five) while using 15-20% of the peripheral sharing capability. With regard to the present Novell LAN (Developmental Disability program) it may or may not have the capability to support the entire Division.

The LAN would decrease the cost of obtaining revenue by the Division (e.g., staff time presently required to track information on separate systems would be reduced). The LAN would improve information flow enabling the Division to track and meet funding source reporting requirements; thus reducing the risk of recovery of funds for non-compliance. The LAN would have the potential to interface with other LAN's, the County's mainframe, and computers at the state and subcontractor level.

**Department of Human Services
Social Services Division**

Local Area Network Configuration

1 Hardware

1.1 File Server (1 unit)

- 1.1.1 ALR PowerPro 486133 Mhz EISA Bus tower model with full duplexing. Includes Novell EISA Ethernet card, 21 MB RAM, two Bustek EISA bus-master SCSI host adapters, two 1,079 MB SCSI hard drives, 5 1/4" floppy, monochrome card and monitor. \$15,299
- 1.1.2 Maynard 1.3 GB external tape drive \$3,724
- 1.1.3 TrippLite LAN backup power supply with NLM software \$792

1.2 Gateway PC (1 unit)

AST: 386/25 Mhz, 2 MB RAM, 40 MB hard drive, 5 1/4" floppy, monochrome card and monitor, 16-bit Ethernet card, Novell synchronous adaptor card. \$3,550

1.3 Work station PC (15 units)

- 1.3.1 AST: 386SX 16 Mhz, 2 MB RAM, 40 MB hard drive, 3.5" floppy, VGA Color card, DOS 5.0 at \$1,708 per machine \$25,620
- 1.3.2 VGA Color monitors at \$410 per monitor \$6,150
- 1.3.3 16-bit Ethernet Network Interface Cards at \$221 per card \$3,315

1.4 Network cards (35 units)

16-bit Ethernet Network Interface Cards at \$221 per card \$7,735
(these will connect 35 existing PCs to the network)

1.5 Printers

- 1.5.1 Hewlett-Packard LaserJet IIISi, 4 MB SIMM memory upgrade, duplex upgrade, Novell/Ethernet Interface (one unit) \$4,327
- 1.5.2 Hewlett-Packard LaserJet III w/ 2 MB memory board BDT sheet feeder (one unit) \$2,115
- 1.5.3 Hewlett-Packard LaserJet III w/ 2 MB memory (2 units at \$1,658 per unit) \$3,316

**Department of Human Services
Social Services Division**

1.6	Total hardware costs:	\$75,943
2	Cabling and Network Interfaces	
2.1	Materials and labor to install 10Base-T wiring with a coax cable backbone: 100 nodes X \$ 200 per node (wiring included for future nodes)	\$20,000
2.2	Islolan multi-port repeater	\$1,640
2.3	CNet 10Base-T Ethernet 12 port hubs: 5 hubs at \$700 per hub	\$3,500
2.4	Total cabling and interface costs:	\$25,140
3	Software	
3.1	Novell NetWare 386, V.3.11 (250 users)	\$4,763
3.2	Novell NetWare SNA Gateway	\$2,150
3.3	Novell NetWare 3270 LAN Work station, V.2.0	\$1,074
3.4	Monitrix NLM for NetWare 386 monitoring software	\$675
3.5	Connection Room memory management software for the SNA gateway (50 users)	\$1,632
3.6	WordPerfect Office (electronic mail) LAN V.3.0 (20 user pack): 3 packs at \$829 perpack	\$2,487
3.7	WordPerfect (word processing) LAN V.5.1 (20 user pack): 3 packs at \$3,195 per pack	\$9,585
3.8	Paradox (database) (20 users)	\$4,600
3.9	SoftSolutions document management software (file server + 10 users)	\$1,722
3.10	Q-DOS III for LAN disk manager (1-8 users)	\$135
3.11	Total software costs:	\$28,823
4	Total network costs:	\$129,906

PROJECT DESCRIPTION: *Describe the proposed solution to the problem(s) identified above in non-technical terms.*

Adequate funding for a Social Services Division LAN is considered to be of critical importance. The DPMC is being asked to provide this funding.

STRATEGIC CONTRIBUTION: *Describe how the project would support the mission and/or strategic direction of the division or section.*

The Social Services Division (Administration section) administers and supports four individual programs including over 100 contracts, a \$45 million budget and 150+ employees. The need to coordinate the consistent use of computer software in contracting, budgeting, personnel, and client-based applications is very important. This project would support a major step in the direction of accomplishing this goal.

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score 3

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score 3

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score 3

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score 1

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score _____

DOABILITY: Doability is the reciprocal of risk. Factors which impact doability include the project's length, level of technology, organizational impact, and whether the application is a replacement system or if it is entirely new. The assessment on the next page is based on F. Warren McFarlan's book Corporate Information Systems Management: The Issues Facing Senior Executives.

"Doability" of this project is regarded as high. LAN technology is in place throughout Multnomah County at this time. The County's Information Processing Plan supports the development of LAN systems and application development that interfaces corporate MIS with departmental MIS (ISD with Departments/Divisions/Agencies).

The Juvenile Justice Division LAN and the District Attorney's LAN are two prime examples of the plan in action.

DOABILITY ANALYSIS DOCUMENT

System Name: SSD Local Area Network

TECHNICAL FACTORS	WEIGHING FACTOR	EVALUATION	WEIGHT VALUE
Type of Project Enhancement=10, Package=5, New System=0	.7	<u>0</u>	<u>0</u>
Technology Assessment Range: Proven/Familiar=10, Theoretical/Unknown=0	1.5	<u>10</u>	<u>15.0</u>
New Resources Required None=10, Hardware=8, People Skills=5, System Software=0	1.0	<u>8</u>	<u>8.0</u>
Developmental Time 0-3 MO=10, 3-6 MO=8, 6-9 MO=5, 9-12 MO=2, 12+ MO=0	1.4	<u>8</u>	<u>11.2</u>
Developmental Cost \$0-25,000=10, \$25,000-50,000=7, \$50,000-100,000=4, \$100,000-250,000=2, Over \$250,000=0	2.0	<u>2</u>	<u>4.0</u>
BUSINESS FACTORS			
Impact on Management Decisions None=10, Low=8, Decision Support=4, Automated Decisions=0	.7	<u>10</u>	<u>7.0</u>
ISD Judgement of Business Requirements in Design Low=10, Medium=5, High=0	1.0	<u>10</u>	<u>10.0</u>
Stability of Business Environment Static=10, Some Change=6, Rapid Change=3, Dynamic Change=0	.7	<u>10</u>	<u>7.0</u>
Impact of Implementation Moderate Changes=10, Divisional=8, Departmental=6, County-wide=4, External to County=0	1.0	8	<u>8.0</u>
0 ----- 50 ----- 100	DOABILITY SCORE <u>70.2</u>		
LOW	HIGH		

DETAILED COSTS AND BENEFITS: The information requested on the next form will serve to identify the tangible or measurable costs and benefits. If you do not feel comfortable assigning a specific value to a benefit or cost, provide a range of values.

Costs

Equipment Costs: Enter the total cost of equipment purchased, including communications hardware (e.g. controllers, remote terminals, printers, etc.) in any year on line 1. For a capital lease, enter the purchase price or the lease payments as a lump sum (monthly lease charges times total months in life of lease) in the year the lease is signed on line 2. On line 3, enter the yearly cost associated with equipment installed on operating leases.

Personnel Costs: Enter the cost of application programmers, system programmers, analysts and other personnel required to operationally support the project on line 4. As a rule of thumb, one dollar budgeted for equipment spending requires about two dollars in supporting personnel costs (MIS/Telecommunications Budgets and Key indicators, 1984, The Diebold Group, Inc.).

Communications Costs: On line 5, enter the costs for lines, voice (PBX), communications software, or other communications expenditures not included in the equipment costs above.

Development Costs: Development costs are by far the most difficult to estimate. It is best to subdivide this category into its principal components:

- cost of purchased software.
- cost of outside services, consultants, etc.
- cost of development personnel.
- other costs such as parallel operation, temporary help, etc.

Enter development costs on line 6.

Other Expenses: This category is the catch all for items not previously entered. It includes equipment maintenance, education and training, travel, administrative support, and other miscellaneous expenses. Enter other expenses on line 7.

Benefits

For some projects, benefit quantification is easy; for others, difficult. Four sources of data which are frequently used in developing specific dollar estimates of a particular project's benefits include:

- 1) **Past Experience:** The proposed new I/S project replaces an existing obsolescent system. The obsolescent system has allowed operations to get out of control. The benefits

resulting from correcting this out-of-line asses are easily quantifiable.

- 2) *Peer Comparison:* Lagging revenue and excessive costs are easily quantifiable from publications comparing peer group performance. Inadequate I/S support may be the reason.
- 3) *Published Data:* Data from previous studies is publicly available from U.S. Government agencies, universities, and industry associations, etc.
- 4) *In-Departmental Studies:* This method is frequently used; however, it remains the most time consuming and expensive method of estimating benefits. If you are interested in this type of effort, ISD has considerable expertise in preparing detailed cost-benefit studies.

Benefits fall into two general categories:

- increased revenue
- reduced cost.

Enter benefit values, or a range of values on the form.

Increased Revenue

I/S Products or Services: Will the implementation of the new application allow you to sell an I/S based product or value added service? Enter the incremental revenue resulting from the new I/S product on line 8.

Increased Fees: Will the successful completion of this project allow you to collect increased fees for services? Enter incremental revenue from increased fees on line 9.

Revenue Increases without Incremental Cost: Will the project enable you to obtain additional funding or revenue without additional cost or expense? Enter incremental revenue on line 10.

Volume: Will the application enable you to process more volume, thereby generating additional revenue?

- Without incremental Cost: Increased volumes wit existing resources. Enter incremental revenue on line 11.
- With incremental Cost: Increased volumes requiring additional resources. Enter incremental revenue on line 12.

Reduced Cost of Doing Business

Cost Savings or Avoidance: Major costs associated with government

units are personnel, equipment and others. Will the application reduce or avoid costs in these areas? Enter cost savings on line 13.

The answer is yes and cost savings will be computed in the final SOA.

DETAILED COSTS AND BENEFITS

Costs		FYE:	19	19	19	19	19	19	Estimated six year total
Equipment	1. Purchase								
	2. Capital Lease (lump sum, year signed)								
Costs	3. Operating Lease								
Other Costs	4. Personnel Costs								
	5. Communication Costs								
	6. Development Costs								
	7. Other Expenses								

Benefits		FYE:	19	19	19	19	19	19	Estimated six year total
Revenue	8. I/S Products or Services								
	9. Increased Fees								
	10. Revenue Increases without Cost								
	11. Volume Increases without Cost								
	12. Volume Increases with Cost								

Cost Savings		FYE:	19	19	19	19	19	19	Estimated six year total
13. Cost Savings or Avoidance									

PROJECT DESCRIPTION FORM

Department/Division/Agency: **SHERIFF'S OFFICE**

Name of System: **MCSO BAR CODING**

PROBLEM DEFINITION: *Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.*

INMATE TRACKING: The Multnomah County Sheriff's Office (MCSO) needs to effectively and efficiently track the inmates who are in custody in Multnomah County's Correctional facilities.

The MCSO is responsible for the booking and housing of over 35,000 inmates every year. All inmates who enter the Multnomah County Correctional system must not only be booked and processed, but while they are in MCSO custody their movements within the system must be continuously tracked.

There are events which necessitate the movement of the inmates from one location or facility to another. Normal movement of inmates is precipitated by court appearances, attorney visits, personal/family visits, medical appointments, classification, counseling, recreation and release.

Because there is a limited number of jail beds at the four secure jail facilities, inmates must be transferred from one facility to another in order to utilize the available beds. Also, MCSO is legally required to maintain the capacity limits imposed by Federal Court Orders. (For example, if the number of inmates housed at the Multnomah County Detention Center <MCDC> exceeds the Federal cap of 476, inmates must be transferred to another facility or, released.)

Thus, it is imperative that MCSO personnel know where each inmate is housed or located at any given time. To properly move or transfer inmates from one place to another MCSO personnel need to know where the inmates are.

At the present time, inmate tracking is a complex, convoluted, laborious, and, basically manual procedure. Inmate location information was intended to be maintained in CPMS (Corrections Population Management System). To key-in ever-changing inmate location is time consuming and labor intensive. Thus, inmate location information is updated within CPMS only once a day. The lists generated from CPMS are not totally accurate and must be updated by hand. These lists also do not reflect

"real time" locations. Thus, most of the actual inmate tracking occurs via the inmate management cards which list current location; the management cards physically move with the inmate.

TRACKING OF EQUIPMENT AND SUPPLIES: MCSO needs to systematically maintain a method for tracking equipment, supplies and materials.

As part of the custodial function of the jails, certain supplies such as food, coveralls, plastic sandals, medications, etc., need to be provided to the inmates. Other equipment and supplies (e.g., rubber gloves, masks, uniforms, radios, handcuffs, etc.,) are needed by corrections officers who manage the inmates and run the jails. Equipment such terminals, printers and system controllers are needed to access automated systems such as CPMS. Paper and printer ribbons are needed for the printers to generate alpha lists, booking lists, court lists, management cards, etc.

Deputies provide law enforcement services to unincorporated areas of the County. They also provide Safety Action Team (i.e., community policing) services to areas within Multnomah County. Deputies need equipment such as patrol cars, bicycles, radios, uniforms, flashlights, and flares.

As a means of controlling costs and managing the equipment, supplies and material resources which the MCSO owns and utilizes, it would be beneficial (according to a Services Branch report) if MCSO could maintain:

- a central inventory of equipment and supplies which would provide a complete record of equipment and materials that MCSO currently owns;

- a detailed use and cost list for each of the branches which could provide a detailed account of materials actually used in a fiscal year; ...this would help in the budgeting process.

If an inventory tracking system were in place ...

- the central store would be able to use the data gathered over the fiscal year to project buying and would gain the maximum advantage with "informed buying."

MCSO needs to effectively track inmates, equipment and supplies, and the costs associated with managing Sheriff's Office functions.

PROJECT DESCRIPTION: *Describe the proposed solution to the problem(s) identified above in non-technical terms.*

The Sheriff's Office is proposing the purchase and installation of a bar coding system.

The proposed bar coding system would be compatible and work with the new video imaging (i.e., "mug shots") and fingerprinting system which MCSO will be purchasing and have installed in 1992.

As inmates are booked into MCDC, they would be finger printed, have a video image taken and, with the addition of the bar coding system, have a bar coded ID band (probably a bracelet) generated. The ID band with a picture will be attached to the inmate. Additional bar codes will be generated which can be attached to the inmate's property, booking records, commissary records, medical forms, etc.

Bar code readers would be installed at key locations throughout MCSO's facilities. As inmates are moved, their bar coded IDs would be scanned and their current locations would be automatically entered into CPMS.

The advantage of a bar code system for tracking inmates is that the bar code can be scanned and the information entered into CPMS without having to key-in the information manually. A current, timely, and up-to-date location record on every inmate would be available.

A bar coding system would also be used to track MCSO's equipment, supplies, and materials. Information about equipment and supplies would be current and timely and would require a minimal amount of data entry (i.e., the bar code reader would scan the bar code labels attached to all equipment and would automatically input the data into an inventory database).

A bar coding system for equipment and supplies would facilitate ordering, receiving, inventory and distribution. It would provide a check and balance for stock reordering (no duplicate orders just because someone forgot they already ordered a dozen "widgets" and can't find the Central Stores order). It could also trigger routine reordering.

A bar coding system for equipment, materials, and supplies would create more cost effective and cost efficient methods for managing these resources.

STRATEGIC CONTRIBUTION: *Describe how the project would support the mission and/or strategic direction of the division or section.*

A bar coding system would enhance MCSO's ability to carry out one of its mandated functions: to manage and run the jails of Multnomah County.

Bar coding would also facilitate "time sensitive" inmates. MCSO is required by court order not to hold an inmate in Reception longer than 72 hours. A bar code which is "time stamped" in the system is more easily checked for time limits than depending on written notations or an officer's memory. Also, inmates are to be adjudicated within 72 hours. A "time stamped" bar code would be flagged for time elapsed and would ensure that inmates would make their initial court appearance within the allotted time.

If MCSO is able to do a better job of tracking inmates, then, when the inmates are required at court, or medical, or need to be transported, MCSO personnel will be able to locate the inmates more readily and consequently, will be able to ensure that the inmates are moved to where they are suppose to be.

(NOTE: MCSO doesn't mistakenly release the wrong inmate very often. However, MCSO doesn't want it to happen. With a bar code ID and a picture attached, the possibility of releasing the wrong inmate would be reduced dramatically.)

The current situation surrounding the movement of inmates within MCSO's facilities can be likened to a New York bus depot during a major holiday. The movement of the court chain, N-S or E-W chain, or even just the movement of inmates out of MCDC to one of the other facilities creates a congested madhouse. That most of the right inmates end up where they are suppose to is attributable to MCSO personnel. This situation is chaos. A bar code system would permit our officers and deputies to do their jobs in a more efficient, organized and timely manner.

A bar coding system used to track equipment and supplies would create cost efficiencies by creating a reduction in the use of human resources by simplifying the methods by which MCSO personnel currently inventory and order equipment.

A bar coding system would assist MCSO in providing better and more cost effective services to its members and to the County.

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score 4

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score 0

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score 3

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score 3⁰

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score 1⁰

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score 15

DOABILITY: *Doability is the reciprocal of risk. Factors which impact doability include the project's length, level of technology, organizational impact, and whether the application is a replacement system or if it is entirely new. The assessment on the next page is based on F. Warren McFarlan's book Corporate Information Systems Management: The Issues Facing Senior Executives.*

This is highly "doable" project. Bar coding technology has advanced to the state that, based on initial research, everything that would be needed to implement this project already exists.

Most of the software MCSO would need to run the bar coding system would need little if any modification (the systems we have looked at use databases like Paradox).

There would need to be some programming changes to CPMS so that the system can accept the uploaded data. However, these changes would be very minor. There would also need to be Tempest protocols written to allow the scanner/smart terminal interfaces to occur so that the data can be down/up loaded from and to the mainframe.

Also the bar coding system could be operational within six months.

DOABILITY ANALYSIS DOCUMENT

System Name: **MCSO BAR CODING**

TECHNICAL FACTORS

WEIGHING FACTOR WEIGHT
EVALUATION VALUE

Type of Project Enhancement = 10, Package = 5, New System = 0	.7	<u>10</u>	<u>7</u>
Technology Assessment Range: Proven/Familiar = 10, Theoretical/Unknown = 0	1.5	<u>9</u>	<u>13.5</u>
New Resources Required None = 10, Hardware = 8, People Skills = 5, System Software = 0	1.0	<u>8</u>	<u>8</u>
Developmental Time 0-3 MO = 10, 3-6 MO = 8, 6-9 MO = 5, 9-12 MO = 2, 12+ MO = 0	1.4	<u>8</u>	<u>11.2</u>
Developmental Cost \$0-25,000 = 10, \$25,000-50,000 = 7, \$50,000-100,000 = 4, \$100,000-250,000 = 2, Over \$250,000 = 0	2.0	<u>4</u>	<u>8</u>

BUSINESS FACTORS

Impact on Management Decisions None = 10, Low = 8, Decision Support = 4, Automated Decisions = 0	.7	<u>8</u>	<u>5.6</u>
ISD Judgement of Business Requirements in Design Low = 10, Medium = 5, High = 0	1.0	<u>10</u>	<u>10</u>
Stability of Business Environment Static = 10, Some Change = 6, Rapid Change = 3, Dynamic Change = 0	.7	<u>6</u>	<u>4.2</u>
Impact of Implementation Moderate Changes = 10, Divisional = 8, Departmental = 6, County-wide = 4, External to County = 0	1.0	<u>8</u>	<u>8</u>
0 ----- 50 ----- 100	DOABILITY SCORE		<u>75.5</u>

LOW

HIGH

DETAILED COSTS AND BENEFITS: *The information requested on the next form will serve to identify the tangible or measurable costs and benefits. If you do not feel comfortable assigning a specific value to a benefit or cost, provide a range of values.*

Costs

Equipment Costs: Enter the total cost of equipment purchased, including communications hardware (e.g. controllers, remote terminals, printers, etc.) in any year on line 1. For a capital lease, enter the purchase price or the lease payments as a lump sum (monthly lease charges times total months in life of lease) in the year the lease is signed on line 2. On line 3, enter the yearly cost associated with equipment installed on operating leases.

Personnel Costs: Enter the cost of application programmers, system programmers, analysts and other personnel required to operationally support the project on line 4. As a rule of thumb, one dollar budgeted for equipment spending requires about two dollars in supporting personnel costs (MIS/Telecommunications Budgets and Key indicators, 1984, The Diebold Group, Inc.).

Communications Costs: On line 5, enter the costs for lines, voice (PBX), communications software, or other communications expenditures not included in the equipment costs above.

Development Costs: Development costs are by far the most difficult to estimate. It is best to subdivide this category into its principal components:

- cost of purchased software.
- cost of outside services, consultants, etc.
- cost of development personnel.
- other costs such as parallel operation, temporary help, etc.

Enter development costs on line 6.

Other Expenses: This category is the catch all for items not previously entered. It includes equipment maintenance, education and training, travel, administrative support, and other miscellaneous expenses. Enter other expenses on line 7.

Benefits

For some projects, benefit quantification is easy; for others, difficult. Four sources of data which are frequently used in developing specific dollar estimates of a particular project's benefits include:

- 1) *Past Experience:* The proposed new I/S project replaces an existing obsolescent system. The obsolescent system has allowed operations to get out of control. The benefits resulting from correcting this out-of-line asses are easily quantifiable.
- 2) *Peer Comparison:* Lagging revenue and excessive costs are easily quantifiable from publications comparing peer group performance. Inadequate I/S support may be the reason.
- 3) *Published Data:* Data from previous studies is publicly available from U.S. Government agencies, universities, and industry associations, etc.
- 4) *In-Departmental Studies:* This method is frequently used; however, it remains the most time consuming and expensive method of estimating benefits. If you are interested in this type of effort, ISD has considerable expertise in preparing detailed cost-benefit studies.

Benefits fall into two general categories:

- increased revenue
- reduced cost.

Enter benefit values, or a range of values on the form.

Increased Revenue

I/S Products or Services: Will the implementation of the new application allow you to sell an I/S based product or value added service? Enter the incremental revenue resulting from the new I/S product on line 8.

Increased Fees: Will the successful completion of this project allow you to collect increased fees for services? Enter incremental revenue from increased fees on line 9.

Revenue Increases without Incremental Cost: Will the project enable you to obtain additional funding or revenue without additional cost or expense? Enter incremental revenue on line 10.

Volume: Will the application enable you to process more volume, thereby generating additional revenue?

- Without incremental Cost: Increased volumes wit existing resources. Enter incremental revenue on line 11.
- With incremental Cost: Increased volumes requiring additional resources. Enter incremental revenue on line 12.

Reduced Cost of Doing Business

Cost Savings or Avoidance: Major costs associated with government units are personnel, equipment and others. Will the application reduce or avoid costs in these areas? Enter cost savings on line 13.

If the bar coding system were installed and implemented MCSO could more efficiently manage its duties. The bar coding system seems to be automated system which would actually help reduce personnel costs by helping to utilize existing personnel, save on overtime costs and possibly by not having to hire additional staff to perform inmate tracking and inventory analysis and tracking.

NON DEPARTMENTAL

PROJECT DESCRIPTION FORM

Department/Division/Agency MANAGEMENT SUPPORT DIVISION - PAYROLL

Name of System TIME AND ATTENDANCE MODULE

PROBLEM DEFINITION: *Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.*

The Multnomah County Payroll Section provides full-phase payroll services for 4700 employees. In addition to paying wages to employees,

Payroll:

- Maintains the personnel data base master file, the County's retirement system, vacation and sick leave balances, all deductions, tax withholdings, garnishments, and remits payments to the appropriate taxing authorities, regulatory bodies or vendors;
- Files all legally required reports, employer tax returns, W-2 wage statements, annual retirement report, etc.;
- Provides time entry services for all non-Sheriff County employees, which requires entry of all hours to be paid as authorized by County managers and/or timekeepers;
- Is the repository for all historical data, and provides research regarding hours worked, time lost, wages paid, and deductions withheld for employees, PERS, insurance companies, finance companies and worker's compensation.

PROJECT DESCRIPTION: *Describe the proposed solution to the problem(s) identified above in non-technical terms.*

It has been determined through audit and other research that not all employment laws and union contractual agreements are being applied equitably and consistently throughout the County. Particular discrepancies occur in the application of leave usage, premium pay, overtime and out-of-class pay guidelines. Edits and verifications are primarily done manually under very tight timelines, thus risking overpayment to employees going undetected, and setting precedents for deviations from union contracts.

Time entry is also done by payroll employees who are not familiar with all employee work schedules and attendance, thus forcing payroll staff to make various assumptions about employee time. Internal controls would be enhanced by on-site timekeepers entering their assigned employees' time directly into a time and attendance system which had all work rules defined.

An enhanced time and attendance system would also offer increased management reporting capabilities not currently available through our existing system. Managers throughout the County have expressed a desire for such reports from the payroll system.

As a solution to the problems identified above, it is recommended that a fully automated time and attendance system be purchased. Such a system should be compatible with our current payroll and personnel data base. It should be capable of handling multiple pay cycles (IE. Bi weekly, Semi monthly simultaneously). It would offer remote time entry, would have all applicable employment laws and union contractual regulations defined to the system, would achieve equitable application of all regulations countywide, would increase management reporting capabilities, would provide almost no opportunity for erroneous recording of time, and would significantly reduce paperwork at all levels throughout the County.

STRATEGIC CONTRIBUTION: *Describe how the project would support the mission and/or strategic direction of the division or section.*

An automated time and attendance system would work towards maximizing the use of innovative technology, assuring that financial policies and procedures are carried out, maintaining quality financial systems and internal controls, providing accurate and timely financial information to meet user needs, and safeguarding the County' assets.

The primary benefit a system of this nature would offer would be a reduction of staff time required to process payroll documents. This reduction would be significant to payroll staff and to timekeepers throughout the County.

There would also be reduced paperwork, so printing costs, travel time to transport documents and storage space should also be reduced.

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score ____

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score ____

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score 3

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score 3

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score 1

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score 5

DOABILITY: *Doability is the reciprocal of risk. Factors which impact doability include the project's length, level of technology, organizational impact, and whether the application is a replacement system or if it is entirely new. The assessment on the next page is based on F. Warren McFarlan's book Corporate Information Systems Management: The Issues Facing Senior Executives.*

DOABILITY ANALYSIS DOCUMENT

System Name: TIME AND ATTENDANCE MODULES

TECHNICAL FACTORS	WEIGHING FACTOR	EVALUATION	WEIGHT VALUE
Type of Project Enhancement = 10, Package = 5, New System = 0	.7	<u>5</u>	<u>3.5</u>
Technology Assessment Range: Proven/Familiar = 10, Theoretical/Unknown = 0	1.5	<u>10</u>	<u>15</u>
New Resources Required None = 10, Hardware = 8, People Skills = 5, System Software = 0	1.0	<u>10</u>	<u>10</u>
Developmental Time 0-3 MO = 10, 3-6 MO = 8, 6-9 MO = 5, 9-12 MO = 2, 12+ MO = 0	1.4	<u>5</u>	<u>7</u>
Developmental Cost \$0-25,000 = 10, \$25,000-50,000 = 7, \$50,000-100,000 = 4, \$100,000-250,000 = 2, Over \$250,000 = 0	2.0	<u>2</u>	<u>4</u>
BUSINESS FACTORS			
Impact on Management Decisions None = 10, Low = 8, Decision Support = 4, Automated Decisions = 0	.7	<u>10</u>	<u>7</u>
ISD Judgement of Business Requirements in Design Low = 10, Medium = 5, High = 0	1.0	<u>5</u>	<u>5</u>
Stability of Business Environment Static = 10, Some Change = 6, Rapid Change = 3, Dynamic Change = 0	.7	<u>10</u>	<u>7</u>
Impact of Implementation Moderate Changes = 10, Divisional = 8, Departmental = 6, County-wide = 4, External to County = 0	1.0	<u>4</u>	<u>4</u>
0 ----- 50 ----- 100 LOW HIGH	DOABILITY SCORE <u>62.5</u>		

DETAILED COSTS AND BENEFITS: *The information requested on the next form will serve to identify the tangible or measurable costs and benefits. If you do not feel comfortable assigning a specific value to a benefit or cost, provide a range of values.*

Costs

Equipment Costs: Enter the total cost of equipment purchased, including communications hardware (e.g. controllers, remote terminals, printers, etc.) in any year on line 1. For a capital lease, enter the purchase price or the lease payments as a lump sum (monthly lease charges times total months in life of lease) in the year the lease is signed on line 2. On line 3, enter the yearly cost associated with equipment installed on operating leases.

Personnel Costs: Enter the cost of application programmers, system programmers, analysts and other personnel required to operationally support the project on line 4. As a rule of thumb, one dollar budgeted for equipment spending requires about two dollars in supporting personnel costs (MIS/Telecommunications Budgets and Key Indicators, 1984; The Diebold Group, Inc.).

Communications Costs: On line 5, enter the costs for lines, voice (PBX), communications software, or other communications expenditures not included in the equipment costs above.

Development Costs: Development costs are by far the most difficult to estimate. It is best to subdivide this category into its principal components:

- cost of purchased software.
- cost of outside services, consultants, etc.
- cost of development personnel.
- other costs such as parallel operation, temporary help, etc.

Enter development costs on line 6.

Other Expenses: This category is the catch all for items not previously entered. It includes equipment maintenance, education and training, travel, administrative support, and other miscellaneous expenses. Enter other expenses on line 7.

Benefits

For some projects, benefit quantification is easy; for others, difficult. Four sources of data which are frequently used in developing specific dollar estimates of a particular project's benefits include:

- 1) *Past Experience:* The proposed new I/S project replaces an existing obsolescent system. The obsolescent system has allowed operations to get out of control. The benefits resulting from correcting this out-of-line asses are easily quantifiable.
- 2) *Peer Comparison:* Lagging revenue and excessive costs are easily quantifiable from publications comparing peer group performance. Inadequate I/S support may be the reason.
- 3) *Published Data:* Data from previous studies is publicly available from U.S. Government agencies, universities, and industry associations, etc.
- 4) *In-Departmental Studies:* This method is frequently used; however, it remains the most time consuming and expensive method of estimating benefits. If you are interested in this type of effort, ISD has considerable expertise in preparing detailed cost-benefit studies.

Benefits fall into two general categories:

- increased revenue
- reduced cost.

Enter benefit values, or a range of values on the form.

Increased Revenue

I/S Products or Services: Will the implementation of the new application allow you to sell an I/S based product or value added service? Enter the incremental revenue resulting from the new I/S product on line 8.

Increased Fees: Will the successful completion of this project allow you to collect increased fees for services? Enter incremental revenue from increased fees on line 9.

Revenue Increases without Incremental Cost: Will the project enable you to obtain additional funding or revenue without additional cost or expense? Enter incremental revenue on line 10.

Volume: Will the application enable you to process more volume, thereby generating additional revenue?

- Without incremental Cost: Increased volumes wit existing resources. Enter incremental revenue on line 11.
- With incremental Cost: Increased volumes requiring additional resources. Enter incremental revenue on line 12.

Reduced Cost of Doing Business

Cost Savings or Avoidance: Major costs associated with government units are personnel, equipment and others. Will the application reduce or avoid costs in these areas? Enter cost savings on line 13.

DETAILED COSTS AND BENEFITS

<i>Costs</i>	FYE:	1993	1994	1995	1996	1997	1998	<i>Estimated six year total</i>
Equipment	1. Purchase							
Costs	2. Capital Lease (lump sum, year signed)							
	3. Operating Lease							
Other	4. Personnel Costs	56612	3850	3850	3850	3850	3850	75862
Costs	5. Communication Costs							
	6. Development Costs	150000						150000
	7. Other Expenses							

<i>Benefits</i>	FYE:	19	19	19	19	19	19	<i>Estimated six year total</i>
Revenue	8. I/S Products or Services							
	9. Increased Fees							
	10. Revenue Increases without Cost							
	11. Volume Increases without Cost							
	12. Volume Increases with Cost							

<i>Cost Savings</i>	FYE:	1993	1994	1995	1996	1997	1998	<i>Estimated six year total</i>
	13. Cost Savings or Avoidance	10000	10000	10000	10000	10000	10000	60000

PROJECT DESCRIPTION FORM

Department/Division/Agency OFFICE OF THE CHAIR

Name of System PORTLAND BUILDING 14/15TH FLOORS LOCAL AREA NETWORK

PROBLEM DEFINITION: *Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.*

Current Environment:

Wang VS 100 mini computer is used for the Hub for the county wide Electronic Mail, word processing for the 14th and 15th floors, the Employee Services Applicant Tracking.

Budget Office is using a Local Area Network called LANTASTIC for nine work stations with terminal emulation software through the controller for data entry to the mainframe, financial analysis, word processing.

Finance Office is using miscellaneous personal computers in four sections, primarily used for financial analysis, two personal computers with terminal emulation software through the controller for access to the main frame for data entry.

County Counsel is using a Local Area Network, called Tennenet for word processing.

In the near future the chairs office and the Board of County Commissioners will be moving to the Portland Building and will need access to a word processing system, and possibly financial data.

At the present time the Wang system (installed in 1974) is obsolete. With its replacement we will lose the applicant tracking system. It is used to track applications by examination from the point of origin, the testing and all related correspondence. If we were to retain the Wang, this component needs some major upgrading to handle the current needs of Employee Services. It is awkward to use, and is a critical point in a number of other systems (Budget system) for the classification rate scale.

There is a need for Finance and the Budget Office to have access to similar data and documents. In order for this communication to be efficient and accurate the ability to be operating out of the same environment is critical. At the present time a spread sheet or a word processing document developed by one department cannot be accessed by the other, due to differences in the software being used.

Finance has a proven need for the ability to print financial spreadsheets in various formats and speeds in order to present their reports in a readable format and ready for publishing. Presently finance has seven printers and ten personal computers. These are stand alone units with no communication link. Due to differences in software, the laser printer is only available to general ledger. If an employee wants to print their document they must copy it to disc and load to a pc that has print capability.

PROJECT DESCRIPTION: *Describe the proposed solution to the problem(s) identified above in non-technical terms.*

A local area network that links all PC's on the 14th and 15th floors of the Portland building will provide a solution to the above defined problems. Administration and support will be provided by ISD.

The Wang VS 100 mini computer offers limited word processing capabilities as compared to the currently available packages. With an upgrade to a PC based word processor, we would have easier access by the individual to their files for composition, and the properly trained individual doing the technical grammatical proofreading, formatting and printing of the document.

With standard software and hardware we could combine our resources and justify having one expert on the floor to maintain the system. This allow the professional staff of each division to perform their primary duties.

Again, with standard software for financial spreadsheets and word processing there would be greater flexibility in sharing information between finance and budget, finance and personnel, budget and personnel, budget and the chair's office, etc.

Personnel System:

There are commercial packages available. It is an automated applicant management system. The following capabilities are required:

Perform applicant tracking, exam processing and analysis, job analysis, along with EEO and affirmative action reporting.

Support comprehensive applicant qualifications assessment, create and maintain eligibility lists, and automatically track and monitor workload statistics.

Such a system will fully automate storage and retrieval of data, contributing to the county wide reduction of paper goal.

STRATEGIC CONTRIBUTION: *Describe how the project would support the mission and/or strategic direction of the division or section.*

The strategic contribution of this project would simply be to follow "good business" tenets of getting the most for the amount of effort. Because of the benefits of the system, we would be striding toward greater efficiencies, contributing toward the reduction of paper use, and getting the greatest value from the hardware and software available.

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score____

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score_0_

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score____

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score____

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score____

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score_1_

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score____

DOABILITY: *Doability is the reciprocal of risk. Factors which impact doability include the project's length, level of technology, organizational impact, and whether the application is a replacement system or if it is entirely new. The assessment on the next page is based on F. Warren McFarlan's book Corporate Information Systems Management: The Issues Facing Senior Executives.*

DOABILITY ANALYSIS DOCUMENT

System Name: Portland Building 14/15th Floor Lan

TECHNICAL FACTORS

WEIGHING
FACTOR EVALUATION VALUE

Type of Project Enhancement = 10, Package = 5, New System = 0	.7	<u>10</u>	<u>7</u>
Technology Assessment Range: Proven/Familiar = 10, Theoretical/Unknown = 0	1.5	<u>10</u>	<u>15</u>
New Resources Required None = 10, Hardware = 8, People Skills = 5, System Software = 0	1.0	<u>10</u>	<u>10</u>
Developmental Time 0-3 MO = 10, 3-6 MO = 8, 6-9 MO = 5, 9-12 MO = 2, 12+ MO = 0	1.4	<u>2</u>	<u>2.8</u>
Developmental Cost \$0-25,000 = 10, \$25,000-50,000 = 7, \$50,000-100,000 = 4, \$100,000-250,000 = 2, Over \$250,000 = 0	2.0	<u>2</u>	<u>4</u>

BUSINESS FACTORS

Impact on Management Decisions None = 10, Low = 8, Decision Support = 4, Automated Decisions = 0	.7	<u>8</u>	<u>5.6</u>
ISD Judgement of Business Requirements in Design Low = 10, Medium = 5, High = 0	1.0	<u>0</u>	<u>0</u>
Stability of Business Environment Static = 10, Some Change = 6, Rapid Change = 3, Dynamic Change = 0	.7	<u>6</u>	<u>4.2</u>
Impact of Implementation Moderate Changes = 10, Divisional = 8, Departmental = 6, County-wide = 4, External to County = 0	1.0	<u>6</u>	<u>6</u>

0 ----- 50 ----- 100
LOW HIGH

DOABILITY SCORE 54.6

DETAILED COSTS AND BENEFITS: *The information requested on the next form will serve to identify the tangible or measurable costs and benefits. If you do not feel comfortable assigning a specific value to a benefit or cost, provide a range of values.*

Costs

Equipment Costs: Enter the total cost of equipment purchased, including communications hardware (e.g. controllers, remote terminals, printers, etc.) in any year on line 1. For a capital lease, enter the purchase price or the lease payments as a lump sum (monthly lease charges times total months in life of lease) in the year the lease is signed on line 2. On line 3, enter the yearly cost associated with equipment installed on operating leases.

Personnel Costs: Enter the cost of application programmers, system programmers, analysts and other personnel required to operationally support the project on line 4. As a rule of thumb, one dollar budgeted for equipment spending requires about two dollars in supporting personnel costs (MIS/Telecommunications Budgets and Key indicators, 1984, The Diebold Group, Inc.).

Communications Costs: On line 5, enter the costs for lines, voice (PBX), communications software, or other communications expenditures not included in the equipment costs above.

Development Costs: Development costs are by far the most difficult to estimate. It is best to subdivide this category into its principal components:

- cost of purchased software.
- cost of outside services, consultants, etc.
- cost of development personnel.
- other costs such as parallel operation, temporary help, etc.

Enter development costs on line 6.

Other Expenses: This category is the catch all for items not previously entered. It includes equipment maintenance, education and training, travel, administrative support, and other miscellaneous expenses. Enter other expenses on line 7.

Benefits

For some projects, benefit quantification is easy; for others, difficult. Four sources of data which are frequently used in developing specific dollar estimates of a particular project's benefits include:

- 1) *Past Experience:* The proposed new I/S project replaces an existing obsolescent system. The obsolescent system has allowed operations to get out of control. The benefits resulting from correcting this out-of-line asses are easily quantifiable.
- 2) *Peer Comparison:* Lagging revenue and excessive costs are easily quantifiable from publications comparing peer group performance. Inadequate I/S support may be the reason.
- 3) *Published Data:* Data from previous studies is publicly available from U.S. Government agencies, universities, and industry associations, etc.
- 4) *In-Departmental Studies:* This method is frequently used; however, it remains the most time consuming and expensive method of estimating benefits. If you are interested in this type of effort, ISD has considerable expertise in preparing detailed cost-benefit studies.

Benefits fall into two general categories:

- increased revenue
- reduced cost.

Enter benefit values, or a range of values on the form.

Increased Revenue

I/S Products or Services: Will the implementation of the new application allow you to sell an I/S based product or value added service? Enter the incremental revenue resulting from the new I/S product on line 8.

Increased Fees: Will the successful completion of this project allow you to collect increased fees for services? Enter incremental revenue from increased fees on line 9.

Revenue Increases without Incremental Cost: Will the project enable you to obtain additional funding or revenue without additional cost or expense? Enter incremental revenue on line 10.

Volume: Will the application enable you to process more volume, thereby generating additional revenue?

- Without incremental Cost: Increased volumes wit existing resources. Enter incremental revenue on line 11.
- With incremental Cost: Increased volumes requiring additional resources. Enter incremental revenue on line 12.

Reduced Cost of Doing Business

Cost Savings or Avoidance: Major costs associated with government units are personnel, equipment and others. Will the application reduce or avoid costs in these areas? Enter cost savings on line 13.

DETAILED COSTS AND BENEFITS

<i>Costs</i>	<i>FYE:</i>	1993	1994	1995	1996	1997	1998	<i>Estimated six year total</i>
Equipment	1. Purchase	143,005	2,500	2,500	2,500	2,500	2,500	155,505
Costs	2. Capital Lease (lump sum, year signed)							
	3. Operating Lease							
Other	4. Personnel Costs	89,252						89,252
Costs	5. Communication Costs							
	6. Development Costs							
	7. Other Expenses							

<i>Benefits</i>	<i>FYE:</i>	19	19	19	19	19	19	<i>Estimated six year total</i>
Revenue	8. I/S Products or Services							
	9. Increased Fees							
	10. Revenue Increases without Cost							
	11. Volume Increases without Cost							
	12. Volume Increases with Cost							

<i>Cost Savings</i>	<i>FYE:</i>	1993	1994	1995	1996	1997	1998	<i>Estimated six year total</i>
	13. Cost Savings or Avoidance	27,000	27,000	27,000	27,000	27,000	27,000	162,000

PROJECT DESCRIPTION FORM

Department/Division/Agency PURCHASING, CONTRACTS AND STORES

Name of System PURCHASING

PROBLEM DEFINITION: *Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.*

The inventory purchasing system was purchased in 1982 to assist the purchasing division in efficient procurement of goods and services and the management of the central stores inventory. The walker po (purchase order) and mm (material management) are two separate but integrated products that provide on-line real time assistance to the users of the system.

A basic purchasing component which categorize purchases by commodity code, document vendor performance, and provide on-line management reports was not purchased. Subsequent software versions released by Walker have not provided enhancements that are currently available in other purchasing systems.

The current Walker inventory/purchasing system has a one way interface with the County's payable and general ledger system. The lack of a fully automated interface results in duplicate data entry, duplicate vendor files and many errors. The systems as they stand leave little room for the departmental user to access and track their purchasing activity. The county needs an automated system for purchasing goods and services, tracking their delivery status, and allowing remote entry and query. The departments need to be able to enter their purchase request directly to the system, monitor it through the purchase and delivery, and then the payment of the item or service, and be able to access their budget balance. The current system also does not have an accurate way to track "active" vendors thereby allowing us to purge "inactive" vendors. We also cannot rotate the vendor lists, as we would like because the ability to track bids, tabulate bid results and record vendor performance, to be in conformance with purchasing rules and regulations.

Another major problem is the inability to fully interface or integrate with the County's accounts payable and general ledger system (LGFS) and contract information system (COINS) results in a duplicating data entry, and maintenance costs for each system.

PROJECT DESCRIPTION: *Describe the proposed solution to the problem(s) identified above in non-technical terms.*

Purchase of purchasing, contracts and inventory control system which is compatible with and will fully integrate with existing County systems. The system should provide from a single entry pertinent and timely purchasing contract and material management reports to ensure an efficient purchasing operation and enable Purchasing to meet its statutory and County mandates.

Purchase of a system that would combine all purchasing related components in a single integrated system would reduce systems maintenance cost and "down time".

STRATEGIC CONTRIBUTION: *Describe how the project would support the mission and/or strategic direction of the division or section.*

The ability to track county-wide purchases by commodity category would enable Purchasing to consolidate these purchases in a single contract for volume savings and timeliness for county customers. This would eliminate time spent by the county customers locating sources and the buyers issuing multiple purchase orders for the same products.

It will enhance efficiency by reducing duplicate entry, increase accuracy, provide vendors equitable access to County contracts by rotating vendor bid lists and purging non-responsive vendors. It will enable Purchasing to carry out statutory and County Rules for maximum dollar amounts for a single vendor on informal purchases and avoid statutory late payment charges/penalties for invoices from vendors. Recording and retrieval of Workers compensation insurance, liability insurance, bonding requirements, licensing and tax status of vendors would substantially reduce County risk of doing business with non-complying bidders on small emergency construction contracts.

It will allow allocation to more than one accounting code, which will eliminate the need for journal voucher transfers; enhances inventory control; benefits departmental user by allowing access to their information and enable them to track purchases and contracts on line.

If department users could enter their purchase request or central stores orders "on line" it would increase the receipt of this request by at least one business day as a "best case" estimate and more likely an average of 2-3 days. If we could deliver merchandise as quickly and easily as a walk down the street to an office supply company we could increase the use of our central store, realizing the benefit of volume sales. We need a system that allows for an electronic approval process at the point of entry that allows this electronic request to proceed through the purchasing process. A large part of the data would be input at the department level, thus allowing the purchasing staff additional time to analyze the request and make the proper purchase, instead of performing additional data entry.

If we had an integrated purchasing software with the general ledger, we would be able to have one vendor file for both the purchasing system and the finance system. We would have experts in only one system, instead of two, and eliminate the need for ISD to maintain two complete systems. Annual updates to the system would only need to be performed once. If LGFS is selected the recent purchase of PCI would be available to purchasing information, allowing downloading of mainframe information, formatting it to a pc software format for analysis and manipulation.

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score 0

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score 3

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score 3

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score 1

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score 10

DOABILITY: *Doability is the reciprocal of risk. Factors which impact doability include the project's length, level of technology, organizational impact, and whether the application is a replacement system or if it is entirely new. The assessment on the next page is based on F. Warren McFarlan's book Corporate Information Systems Management: The Issues Facing Senior Executives.*

DOABILITY ANALYSIS DOCUMENT

System Name: PURCHASING

TECHNICAL FACTORS

WEIGHING
FACTOR EVALUATION VALUE

Type of Project .7 5 3.5
Enhancement = 10, Package = 5, New System = 0

Technology Assessment 1.5 10 15
Range: Proven/Familiar = 10,
Theoretical/Unknown = 0

New Resources Required 1.0 10 10
None = 10, Hardware = 8, People Skills = 5,
System Software = 0

Developmental Time 1.4 2 2.8
0-3 MO = 10, 3-6 MO = 8, 6-9 MO = 5,
9-12 MO = 2, 12+ MO = 0

Developmental Cost 2.0 0 0
\$0-25,000 = 10, \$25,000-50,000 = 7,
\$50,000-100,000 = 4, \$100,000-250,000 = 2,
Over \$250,000 = 0

BUSINESS FACTORS

Impact on Management Decisions .7 4 2.8
None = 10, Low = 8, Decision Support = 4,
Automated Decisions = 0

ISD Judgement of Business Requirements
in Design
Low = 10, Medium = 5, High = 0 1.0 10 10

Stability of Business Environment .7 6 4.2
Static = 10, Some Change = 6,
Rapid Change = 3, Dynamic Change = 0

Impact of Implementation 1.0 4 4
Moderate Changes = 10, Divisional = 8,
Departmental = 6, County-wide = 4,
External to County = 0

0 ----- 50 ----- 100
LOW HIGH

DOABILITY SCORE 52.3

DETAILED COSTS AND BENEFITS: *The information requested on the next form will serve to identify the tangible or measurable costs and benefits. If you do not feel comfortable assigning a specific value to a benefit or cost, provide a range of values.*

Costs

Equipment Costs: Enter the total cost of equipment purchased, including communications hardware (e.g. controllers, remote terminals, printers, etc.) in any year on line 1. For a capital lease, enter the purchase price or the lease payments as a lump sum (monthly lease charges times total months in life of lease) in the year the lease is signed on line 2. On line 3, enter the yearly cost associated with equipment installed on operating leases.

Personnel Costs: Enter the cost of application programmers, system programmers, analysts and other personnel required to operationally support the project on line 4. As a rule of thumb, one dollar budgeted for equipment spending requires about two dollars in supporting personnel costs (MIS/Telecommunications Budgets and Key indicators, 1984, The Diebold Group, Inc.).

Communications Costs: On line 5, enter the costs for lines, voice (PBX), communications software, or other communications expenditures not included in the equipment costs above.

Development Costs: Development costs are by far the most difficult to estimate. It is best to subdivide this category into its principal components:

- cost of purchased software.
- cost of outside services, consultants, etc.
- cost of development personnel.
- other costs such as parallel operation, temporary help, etc.

Enter development costs on line 6.

Other Expenses: This category is the catch all for items not previously entered. It includes equipment maintenance, education and training, travel, administrative support, and other miscellaneous expenses. Enter other expenses on line 7.

Benefits

For some projects, benefit quantification is easy; for others, difficult. Four sources of data which are frequently used in developing specific dollar estimates of a particular

project's benefits include:

- 1) **Past Experience:** The proposed new I/S project replaces an existing obsolescent system. The obsolescent system has allowed operations to get out of control. The benefits resulting from correcting this out-of-line asses are easily quantifiable.
- 2) **Peer Comparison:** Lagging revenue and excessive costs are easily quantifiable from publications comparing peer group performance. Inadequate I/S support may be the reason.
- 3) **Published Data:** Data from previous studies is publicly available from U.S. Government agencies, universities, and industry associations, etc.
- 4) **In-Departmental Studies:** This method is frequently used; however, it remains the most time consuming and expensive method of estimating benefits. If you are interested in this type of effort, ISD has considerable expertise in preparing detailed cost-benefit studies.

Benefits fall into two general categories:

- increased revenue
- reduced cost.

Enter benefit values, or a range of values on the form.

Increased Revenue

I/S Products or Services: Will the implementation of the new application allow you to sell an I/S based product or value added service? Enter the incremental revenue resulting from the new I/S product on line 8.

Increased Fees: Will the successful completion of this project allow you to collect increased fees for services? Enter incremental revenue from increased fees on line 9.

Revenue Increases without Incremental Cost: Will the project enable you to obtain additional funding or revenue without additional cost or expense? Enter incremental revenue on line 10.

Volume: Will the application enable you to process more volume, thereby generating additional revenue?

- Without incremental Cost: Increased volumes wit existing resources. Enter incremental revenue on line 11.
- With incremental Cost: Increased volumes requiring additional resources. Enter incremental revenue on line 12.

Reduced Cost of Doing Business

Cost Savings or Avoidance: Major costs associated with government units are personnel, equipment and others. Will the application reduce or avoid costs in these areas? Enter cost savings on line 13.

DETAILED COSTS AND BENEFITS

<i>Costs</i>	FYE:	1993	1994	1995	1996	1997	1998	<i>Estimated six year total</i>
Equipment	1. Purchase							
Costs	2. Capital Lease (lump sum, year signed)							
	3. Operating Lease							
Other	4. Personnel Costs	159053						159053
Costs	5. Communication Costs							
	6. Development Costs	144300						144300
	7. Other Expenses							

<i>Benefits</i>	FYE:	19	19	19	19	19	19	<i>Estimated six year total</i>
Revenue	8. I/S Products or Services							
	9. Increased Fees							
	10. Revenue Increases without Cost							
	11. Volume Increases without Cost							
	12. Volume Increases with Cost							

<i>Cost Savings</i>	FYE:	1993	1994	1995	1996	1997	1998	<i>Estimated six year total</i>
	13. Cost Savings or Avoidance	56985	36315	36315	36315	36315	36315	238560

PROJECT DESCRIPTION FORM

Department/Division/Agency DES ASSESSMENT AND TAXATION

Name of System ASSESSMENT AND TAXATION AUTOMATION

PROBLEM DEFINITION: *Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.*

The Multnomah County Assessment and Taxation (A&T) project was initiated in November 1988. This project was sponsored to upgrade and modernize the information systems used by A&T.

The first Phase of the project, the Feasibility Study, resulted in two activities. The objective of the first activity was to develop business models defining the functions and information requirements of A&T. This activity concluded with a recommendation to submit the requirements in a Request For Proposal (RFP) to selected vendors. Accordingly, the second activity focused on developing and distributing the RFP and evaluating the responses. It was determined none of the proposed systems met the mandated requirements. Therefore, the decision was made to develop an A&T system employing the services of the Multnomah County Information Services Divisions (ISD).

In November 1990, the scope of study for the next Phase, Requirements Analysis, was defined. The objective of this Phase of the project was to further define the functional and information requirements of the business areas included in the scope of study.

A&T is characterized as a highly visible organization responsible for the collection of a vast amount of public funds. Almost all of the functions and procedures performed by A&T are legally mandated and prescribed. In addition, A&T has direct service to the taxpaying public.

Objectives central to the priorities and products desired in a new system are to:

1. Comply with legally mandated requirements.
2. Support A&T's organizational characteristics.
3. Process a large volume of financial transactions.
4. Reduce operating costs.
5. Provide direct services to the public.

Satisfying these objectives strengthens the operating effectiveness of A&T. This results in an improved image and provides better service to the public at a lower cost.

Accordingly, the development of the new system must consider the following factors as key to the successful delivery of business benefits to A&T:

1. Develop, as early as practical, the areas identified as having the greatest public exposure.
2. Improve business areas providing basic service to the public. This enhancement addresses access to public information and promotes the image of A&T.
3. Maintain auditability throughout the development of the new system. The final product must meet the defined legal and audit requirements of A&T and the Department of Revenue (DOR).
4. Limit the cost of government operations. Long term, it may be in A&T's best interest to leverage automation to achieve reduced operating costs.
5. Develop and deliver a new system without conflicting with the critical processing timeframes of A&T.

Satisfying these factors provides the business benefits identified as critical to the success of A&T.

As the analysis phase concludes, a very large and complex system has emerged for development. Although it appears immense, the tools and techniques used in ISD's methodology to systems engineering have assisted in the partitioning of the A&T system into autonomous, manageable units for development.

Once the partitioning was complete, it was necessary to determine the best approach for the design and delivery of this system. The development approach recommended for the A&T system is known as modular development, or simply stated, it is the incremental development and delivery of a system. This approach delivers pieces of functions and benefits to the organization as soon as possible, as well as improves productivity and introduces the learning of a new technology to the organization sooner.

Phase I of this project has been funded. The development team has begun the design, construction and implementation phase of the business areas recommended for phase I. Those areas are:

1. Rate Making
2. Tax Accounting and Collections
3. Online Access Enhancement
4. Sales Analysis
5. Trending Assessment

This request is for funding for Phase II design, construction and implementation.

PROJECT DESCRIPTION: *Describe the proposed solution to the problem(s) identified above in non-technical terms.*

Keeping in mind the key factors to the successful delivery of business benefits to A&T stated previously, the phase II project for design, construction and implementation addresses the Administrative and Roll Management area. This area provides administrative support to a variety of functions which enable maintenance to:

- 1) interested party
- 2) tax district and levies
- 3) real property division and consolidations
- 4) personal property management
- 5) situs addresses
- 6) property assessment and exemptions
- 7) real property acreage deferral
- 8) special assessments

The impacts of Measure 5 demand that these areas can be changed quickly. These are all key functions which must be re-engineered to allow for flexibility.

STRATEGIC CONTRIBUTION: *Describe how the project would support the mission and/or strategic direction of the division or section.*

The project provides compliance to OR revised statutes for:

1. managing assessment and tax computer files
2. providing legally mandated public accessibility
3. auditability of computer records

Also, the project improves system maintenance and support by replacing a 15 year old system.

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score 0

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score 3⁰

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score 3

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score ~~3~~ ³

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score ~~1~~ ⁰

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score 15

DOABILITY: *Doability is the reciprocal of risk. Factors which impact doability include the project's length, level of technology, organizational impact, and whether the application is a replacement system or if it is entirely new. The assessment on the next page is based on F. Warren McFarlan's book Corporate Information Systems Management: The Issues Facing Senior Executives.*

DOABILITY ANALYSIS DOCUMENT

System Name: A&T AUTOMATION

TECHNICAL FACTORS

WEIGHING FACTOR WEIGHT EVALUATION VALUE

Type of Project
Enhancement=10, Package=5, New System=0

.7 10 7

Technology Assessment
Range: Proven/Familiar=10,
Theoretical/Unknown=0

1.5 10 15

New Resources Required
None=10, Hardware=8, People Skills=5,
System Software=0

1.0 5 5

Developmental Time
0-3 MO=10, 3-6 MO=8, 6-9 MO=5,
9-12 MO=2, 12+ MO=0

1.4 2 2.8

Developmental Cost
\$0-25,000=10, \$25,000-50,000=7,
\$50,000-100,000=4, \$100,000-250,000=2,
Over \$250,000=0

2.0 0 0

BUSINESS FACTORS

Impact on Management Decisions
None=10, Low=8, Decision Support=4,
Automated Decisions=0

.7 10 7

ISD Judgement of Business Requirements
in Design
Low=10, Medium=5, High=0

1.0 5 5

Stability of Business Environment
Static=10, Some Change=6,
Rapid Change=3, Dynamic Change=0

.7 6 4.2

Impact of Implementation
Moderate Changes=10, Divisional=8,
Departmental=6, County-wide=4,
External to County=0

1.0 8 8

0 ----- 50 ----- 100
LOW HIGH

DOABILITY SCORE 54

DETAILED COSTS AND BENEFITS: *The information requested on the next form will serve to identify the tangible or measurable costs and benefits. If you do not feel comfortable assigning a specific value to a benefit or cost, provide a range of values.*

Costs

Equipment Costs: Enter the total cost of equipment purchased, including communications hardware (e.g. controllers, remote terminals, printers, etc.) in any year on line 1. For a capital lease, enter the purchase price or the lease payments as a lump sum (monthly lease charges times total months in life of lease) in the year the lease is signed on line 2. On line 3, enter the yearly cost associated with equipment installed on operating leases.

Personnel Costs: Enter the cost of application programmers, system programmers, analysts and other personnel required to operationally support the project on line 4. As a rule of thumb, one dollar budgeted for equipment spending requires about two dollars in supporting personnel costs (MIS/Telecommunications Budgets and Key indicators, 1984, The Diebold Group, Inc.).

Communications Costs: On line 5, enter the costs for lines, voice (PBX), communications software, or other communications expenditures not included in the equipment costs above.

Development Costs: Development costs are by far the most difficult to estimate. It is best to subdivide this category into its principal components:

- cost of purchased software.
- cost of outside services, consultants, etc.
- cost of development personnel.
- other costs such as parallel operation, temporary help, etc.

Enter development costs on line 6.

Other Expenses: This category is the catch all for items not previously entered. It includes equipment maintenance, education and training, travel, administrative support, and other miscellaneous expenses. Enter other expenses on line 7.

Benefits

For some projects, benefit quantification is easy; for others, difficult. Four sources of data which are frequently used in developing specific dollar estimates of a particular project's benefits include:

- 1) *Past Experience:* The proposed new I/S project replaces an existing obsolescent system. The obsolescent system has allowed operations to get out of control. The benefits resulting from correcting this out-of-line asses are easily quantifiable.
- 2) *Peer Comparison:* Lagging revenue and excessive costs are easily quantifiable from publications comparing peer group performance. Inadequate I/S support may be the reason.
- 3) *Published Data:* Data from previous studies is publicly available from U.S. Government agencies, universities, and industry associations, etc.
- 4) *In-Departmental Studies:* This method is frequently used; however, it remains the most time consuming and expensive method of estimating benefits. If you are interested in this type of effort, ISD has considerable expertise in preparing detailed cost-benefit studies.

Benefits fall into two general categories:

- increased revenue
- reduced cost.

Enter benefit values, or a range of values on the form.

Increased Revenue

I/S Products or Services: Will the implementation of the new application allow you to sell an I/S based product or value added service? Enter the incremental revenue resulting from the new I/S product on line 8.

Increased Fees: Will the successful completion of this project allow you to collect increased fees for services? Enter incremental revenue from increased fees on line 9.

Revenue Increases without Incremental Cost: Will the project enable you to obtain additional funding or revenue without additional cost or expense? Enter incremental revenue on line 10.

Volume: Will the application enable you to process more volume, thereby generating additional revenue?

- Without incremental Cost: Increased volumes wit existing resources. Enter incremental revenue on line 11.
- With incremental Cost: Increased volumes requiring additional resources. Enter incremental revenue on line 12.

Reduced Cost of Doing Business

Cost Savings or Avoidance: Major costs associated with government units are personnel, equipment and others. Will the application reduce or avoid costs in these areas? Enter cost savings on line 13.

DETAILED COSTS AND BENEFITS

<i>Costs</i>	<i>FYE:</i>	1993	1994	1995	1996	1997	1998	<i>Estimated six year total</i>
Equipment	1. Purchase							
Costs	2. Capital Lease (lump sum, year signed)							
	3. Operating Lease							
Other	4. Personnel Costs							
Costs	5. Communication Costs							
	6. Development Costs	882,800	757,200					1,640,000
	7. Other Expenses							

<i>Benefits</i>	<i>FYE:</i>	19	19	19	19	19	19	<i>Estimated six year total</i>
Revenue	8. I/S Products or Services							
	9. Increased Fees							
	10. Revenue Increases without Cost							
	11. Volume Increases without Cost							
	12. Volume Increases with Cost							

<i>Cost Savings</i>	<i>FYE:</i>	19	19	19	19	19	19	<i>Estimated six year total</i>
	13. Cost Savings or Avoidance							

SYSTEM DEVELOPMENT DELIVERABLES BY PHASE

MULTNOMAH COUNTY DIVISION OF ASSESSMENT & TAXATION

FUNCTIONAL AREA	PHASE I			PHASE II			PHASE III					
TAX ACCOUNTING PART 1										DESIGN	CONSTRUCT	IMPLEMENT
RATE MAKING												
COMMERCIAL PART 1												
MOBILE HOMES/ HOUSEBOATS PART 1												
ACCOUNT ADMIN. & ROLL MANAGEMENT				DESIGN	CONSTRUCT	IMPLEMENT						
PERSONAL PROPERTY												
TAX ACCOUNTING PART 2												
COMMERCIAL PART 2							DESIGN	CONSTRUCT	IMPLEMENT			
MOBILE HOMES/ HOUSEBOATS PART 2												
CENTRALLY ASSESSED ACCOUNTS												
TOTAL BUDGET REQUIREMENTS	\$980,000			\$882,800			\$757,200					
TIMING	FY 1991-92			FY 1992-93			FY 1993-94					

NOTE:

When the Legislature meets in 1992 and 1994 it is possible that they will enact legislation that will require a major systems effort to implement. (This occurred this year in response to Measure 5. Already there are initiative petitions being circulated for follow-on (son of Measure 5) measures.) It can be expected that if new legislation is enacted, then new systems development work would be delayed. The required budget amount to complete the project deliverables would not change, only the timing of expenditure.

PROJECT DESCRIPTION FORM

Department/Division/Agency Human Services/Juvenile Justice Division

Name of System Juvenile Information System

PROBLEM DEFINITION: *Describe the problem area or issue that the project will attempt to resolve. Provide enough detail to identify the major organizational issues involved.*

In 1982, the Tri-County Juvenile Justice Information System (TJIS), was developed by the Multnomah County Information Services Division (ISD) for use by Multnomah, Clackamas and Washington Counties. Since 1982, the data processing needs of the Multnomah County Juvenile Justice Division (JJD) have expanded, stretching the ability of TJIS to support these needs.

Typically, when new demands are required of an existing system, the software is enhanced. However, TJIS is an aging system, using system software tools no longer supported. The system does not lend itself to accessible management information and the system lacks flexibility.

PROJECT DESCRIPTION: *Describe the proposed solution to the problem(s) identified above in non-technical terms.*

The Juvenile Justice Division asked for ISD's help to define the current data processing needs of the Division, identify alternative solutions to meet those needs, and recommend a solution. In 1990 funding was provided by the Data Processing Management Committee (DPMC) for a requirements analysis. The study was completed by ISD in July 1990 per ISD's methodology.

The alternative recommended by the study was for ISD to develop a system modeled after the Juvenile On-Line Tracking System (JOLTS) used by Maricopa County in Phoenix, Arizona and install a Local Area Network (LAN) in the Juvenile Justice Division. This system would take advantage of the County's relational data base management system (DB2) and the power of desk top workstations connected in a Local Area Network.

On September 26, 1990 the DPMC approved this recommendation which would cost \$637,845 to implement (cost estimated in 1990). The project had two phases. Phase I was to install a LAN with 60 workstations at a cost of \$258,925. Phase II was to re-engineer JOLTS at a cost of \$378,920.

The DPMC authorized the expenditure of \$106,181 for JJD in Fiscal Year 1990/1991 to be used for the purchase and installation of a Local Area Network. The Juvenile Justice Division now has an operational LAN. Of the \$106,181 allocated in FY 90/91, approximately \$70,000 was spent on LAN hardware including 15 workstations, \$17,000 on software, and \$19,000 for cabling.

A total of \$531,664 is requested from the DPMC for FY 1992/1993 to fund completion of the project. This includes \$152,744 to purchase 45 workstations and related LAN hardware and software and \$378,920 to re-engineer JOLTS.

SUMMARY OF ESTIMATED PROJECT COSTS:

\$637,845 = Total project cost for Phases I (\$258,925) and II (\$378,920)

Phase I (Purchase/Install LAN): \$258,925

<u>106,181</u>	Funded FY 90/91
\$152,744	Requested FY 92/93

Phase II (Re-engineer JOLTS): \$378,920 Requested FY 92/93

STRATEGIC CONTRIBUTION: *Describe how the project would support the mission and/or strategic direction of the division or section.*

The Juvenile Justice Division requires a variety of information, easily retrievable by staff upon demand. This information is needed to provide secure custody detention services and programs for youth, to provide probation services and youth skill development activities and training and to provide Court services and probation support programs such as restitution, employment, and community service.

Effective program development and implementation of services to clients is dependent on the ability to obtain statistical and evaluative information. Access to information to monitor and evaluate the change in environment within the Division with the youth served is essential to ensure efficient and effective distribution of program dollars.

The ability of this system to interface with other information systems is critical to the mission of the Division. The interface with other Multnomah County systems and other information systems that have relevant data on the youth served by the Division is necessary to provide effective services.

CRITICAL SUCCESS FACTORS: *The criteria below recognizes that there are a significant number of potential information systems development projects, each of which has the ability of making a contribution to the mission of the County. The criteria provides a mechanism for identifying the order in which potential projects should be evaluated for possible funding by the Data Processing Management Committee. It is assumed that before any project is recommended for funding, a complete feasibility study will be done.*

SUPPORTS MANDATED SERVICES OR STRATEGIC DIRECTION:

During strategic planning the Board of County Commissioners unanimously confirmed that priority should be to those services which the County is required to provide and services in the areas of human services, libraries, and public safety. Score 5 points if the proposed application supports any of the areas identified.

Score 5

PUBLIC SAFETY NEED:

Potential information systems that directly affect the safety of the public receive points in this category. Score 4 points if the proposed application affects public safety needs.

Score 4

REVENUE GENERATION:

Potential information systems which would increase revenue received or decrease the cost of obtaining the same revenue receive points in this category. Score 3 points if the proposed application will increase revenue.

Score 0

CONTROL EXPOSURE TO LIABILITY OR RISK:

Potential information systems which support services where the County is currently at demonstrable risk and will reduce County liability receive points in this category. Score 3 points if the proposed application will reduce County liability or risk.

Score 3⁰

MULTIPLE AGENCY APPLICATION:

Potential information systems that have the characteristic that they will provide service to several County agencies receive points in this category. For purposes of this criteria, multiple agency applications includes information systems which can be transferred from one agency to another or which will be used by multiple agencies at the same time. Score 3 points if the proposed application can be used by multiple agencies.

Score 3

IMPROVE COUNTYWIDE MANAGEMENT:

Potential information systems which improve the quality or quality of information available to managers Countywide receive points in this category. Score 1 point if the proposed application will improve County wide management.

Score 1⁰

DEPARTMENT OR AGENCY PRIORITY

Each department or agency has an additional 15 points which it may allocate to a single potential information system or which it may distribute among several proposed applications. Enter the number of department or agency priority points which have been allocated to this proposed application.

Score 15

DOABILITY: *Doability is the reciprocal of risk. Factors which impact doability include the project's length, level of technology, organizational impact, and whether the application is a replacement system or if it is entirely new. The assessment on the next page is based on F. Warren McFarlan's book Corporate Information Systems Management: The Issues Facing Senior Executives.*

DOABILITY ANALYSIS DOCUMENT

System Name: Juvenile Information System

WEIGHING

WEIGHT

TECHNICAL FACTORS

FACTOR EVALUATION VALUE

Type of Project	.7	<u>5</u>	<u>3.5</u>
Enhancement = 10, Package = 5, New System = 0			

Technology Assessment	1.5	<u>6</u>	<u>9</u>
Range: Proven/Familiar = 10, Theoretical/Unknown = 0			

New Resources Required	1.0	<u>0</u>	<u>0</u>
None = 10, Hardware = 8, People Skills = 5, System Software = 0			

Developmental Time	1.4	<u>5</u>	<u>7</u>
0-3 MO = 10, 3-6 MO = 8, 6-9 MO = 5, 9-12 MO = 2, 12+ MO = 0			

Developmental Cost	2.0	<u>2</u>	<u>4</u>
\$0-25,000 = 10, \$25,000-50,000 = 7, \$50,000-100,000 = 4, \$100,000-250,000 = 2, Over \$250,000 = 0			

BUSINESS FACTORS

Impact on Management Decisions	.7	<u>4</u>	<u>2.8</u>
None = 10, Low = 8, Decision Support = 4, Automated Decisions = 0			

ISD Judgement of Business Requirements in Design			
Low = 10, Medium = 5, High = 0	1.0	<u>7</u>	<u>7</u>

Stability of Business Environment	.7	<u>0</u>	<u>0</u>
Static = 10, Some Change = 6, Rapid Change = 3, Dynamic Change = 0			

Impact of Implementation	1.0	<u>8</u>	<u>8</u>
Moderate Changes = 10, Divisional = 8, Departmental = 6, County-wide = 4, External to County = 0			

0 ----- 50 ----- 100
LOW HIGH

DOABILITY SCORE 41.3

DETAILED COSTS AND BENEFITS

<i>Costs</i>	FYE:	1992/1993	19	19	19	19	19	<i>Estimated six year total</i>
Equipment	1. Purchase	\$152,744						\$152,744
Costs	2. Capital Lease (lump sum, year signed)							
	3. Operating Lease							
Other	4. Personnel Costs							
Costs	5. Communication Costs							
	6. Development Costs	\$378,920						\$378,920
	7. Other Expenses							

<i>Benefits</i>	FYE:	19	19	19	19	19	19	<i>Estimated six year total</i>
Revenue	8. I/S Products or Services							
	9. Increased Fees							
	10. Revenue Increases without Cost							
	11. Volume Increases without Cost							
	12. Volume Increases with Cost							

<i>Cost Savings</i>	FYE:	19	19	19	19	19	19	<i>Estimated six year total</i>
	13. Cost Savings or Avoidance							

DATE SUBMITTED _____.

(For Clerk's Use)
Meeting Date APR 16 1992
Agenda No. R-8.

REQUEST FOR PLACEMENT ON THE AGENDA

SUBJECT: REQUEST TO SCHEDULE PUBLIC HEARING FOR TRANSFER OF
PROPERTY TO THE CITY OF PORTLAND UNDER PROVISIONS OF
SECTION 275.330, ORS AND MULTNOMAH COUNTY ORDINANCE 672

Informal Only* _____ . Formal Only _____ .

DEPARTMENT ENVIRONMENTAL SERVICES . DIVISION FACILITIES & PROPERTY MANAGEMENT .

CONTACT Larry Baxter . TELEPHONE 248-3590 .

*NAME(s) OR PERSON(s) MAKING PRESENTATION TO BOARD Larry Baxter .

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

The City of Portland, Oregon has requested transfer of the following property for public park purposes under the provisions of Section 275.330, ORS and MULTNOMAH COUNTY ORDINANCE 672.

BLYTHSWOOD
LOT 49

Information required by ORDINANCE 672 is attached as EXHIBIT A.

Request the hearing be scheduled for the regular meeting of the Board of County Commissioners to be held on April 9, 1992.
30

[] INFORMATION ONLY [] PRELIMINARY APPROVAL [] POLICY DIRECTION [X] APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 10 MINUTES .

IMPACT:

4/16/92 copies to Larry Baxter

PERSONNEL

[X] FISCAL/BUDGETARY

[X] General Fund

[X] Other Tax Title Fund

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: _____

BUDGET/PERSONNEL: _____

COUNTY COUNSEL: (Ordinances, Resolutions, Agreements, Contracts) FLS .

OTHER FACILITIES MANAGEMENT RPD .
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.

1992 APR -6 PM 3:33
MULTNOMAH COUNTY
OREGON
COUNTY CLERK
RECEIVED

EXHIBIT A

Account Number: 08430-2040

Legal Description: BLYTHSWOOD

LOT 49

Property Location:

Taxes Owed When Deeded to County: \$0.00

Costs Incurred in Managing Property: \$0.00

Total Taxes & Costs: \$0.00 Market Value, 4/30/91: \$1,000.00



CITY OF
PORTLAND, OREGON
BUREAU OF GENERAL SERVICES

J.E. Bud Clark, Mayor
David O. Kish, Director
1120 S.W. 5th Ave., Rm. 1204
Portland, Oregon 97204-1972
(503) 796-5252
FAX (503) 796-6924

March 4, 1992

Mr. Larry Baxter
Tax Title Unit
Multnomah County
12240 NE Glisan Street
Portland, Oregon 97230

Re: Blythwood Addition, Lot 49

Dear Larry,

Enclosed is a copy of our Ordinance No. 164902, authorizing acceptance of the subject property. Not to rush into anything, Larry, but at your convenience, please initiate steps to convey this parcel to the City of Portland, Bureau of Parks & Recreation. You may send documentation to me and I'll handle from here.

Thank you very much.

Sincerely,

Diana Lee Holuka
Property Manager

enclosure

\\L493-5.pks

ORDINANCE

0303
No.

164902

Authorize agreement with Multnomah County for the conveyance of property near Forest Park to the Bureau of Parks and Recreation, authorize acceptance of deeds, and authorize payment of expenses. (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. Multnomah County can convey to the City of Portland, Bureau of Parks and Recreation, Lot 49, Blythwood Addition, located west of St. Helens Road, at the intersection of NW Essex and Belgrave Streets. The location of the property is highlighted on attached Exhibit A. The Bureau of Parks & Recreation will add this parcel to Forest Park. There is no purchase price, as the County will deed the property without cost.
2. Transfer of this property to the City is consistent with long range Park goals.
3. This transaction is to be approved by the Director of the Bureau of Parks and Recreation.

NOW, THEREFORE, the Council directs: The Mayor and Auditor are hereby authorized and directed to accept a deed from Multnomah County for Lot 49, Blythwood Addition.

Passed by the Council, DEC 18 1991

Mayor J. E. Bud Clark
Commissioner of Finance and Administration
Diana Lee Holuka
November 26, 1991
\\Blyth49.ord

BARBARA CLARK
Auditor of the City of Portland
By

[Signature] Deputy

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Setting a Hearing Date

In the Matter of the Request for Approval)
to Transfer Tax Foreclosed Property to) ORDER 92-54
The City of Portland, Oregon)

WHEREAS, pursuant to Ordinance 672, The City of Portland, Oregon has filed a request for transfer of the following tax foreclosed property; and

BLYTHSWOOD
LOT 49

WHEREAS, in accordance with the ordinance, the Tax Title Unit has reported the request to the Board at a public meeting; and

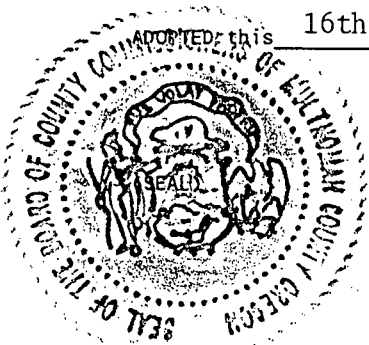
WHEREAS, based on the report, it appears that the public interest will be served by the transfer;

NOW THEREFORE, it is ORDERED:

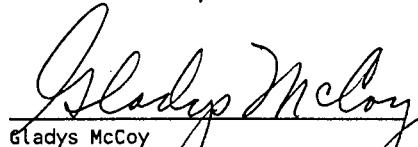
1. A public hearing on the request shall be held on the 30th day of April, 1992, at 9:30, a.m., or as soon thereafter as the matter may be heard in Room 602, Multnomah County Courthouse, that being the time and place of the regular weekly meeting of the Multnomah County Board of Commissioners.

2. The Director of the Department of Environmental Services shall publish notice of the hearing as required by Ordinance 672.

ADOPTED this 16th day of April, 1992.



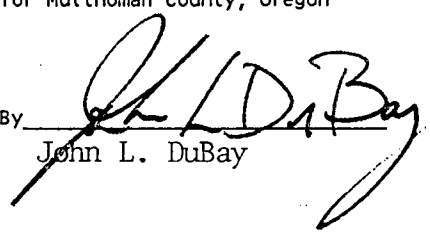
BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON


Gladys McCoy
Multnomah County Chair

REVIEWED:

Laurence Kressel, County Counsel
for Multnomah County, Oregon

By


John L. DuBay

DATE SUBMITTED _____.

(For Clerk's Meeting Date) **APR 16 1992**
Agenda No. R-9.

REQUEST FOR PLACEMENT ON THE AGENDA

SUBJECT: REQUEST TO SCHEDULE PUBLIC HEARING FOR TRANSFER OF
PROPERTY TO THE CITY OF GRESHAM UNDER PROVISIONS OF
SECTION 275.330, ORS AND MULTNOMAH COUNTY ORDINANCE 672

Informal Only*_____. Formal Only_____.

DEPARTMENT ENVIRONMENTAL SERVICES. DIVISION FACILITIES & PROPERTY MANAGEMENT.

CONTACT Larry Baxter. TELEPHONE 248-3590.

*NAME(s) OR PERSON(s) MAKING PRESENTATION TO BOARD Larry Baxter.

BRIEF SUMMARY Should include other alternatives explored, if applicable, and clear statement of rationale for the action requested.

The City of Gresham, Oregon has requested transfer of the following property for public park purposes under the provisions of Section 275.330, ORS and MULTNOMAH COUNTY ORDINANCE 672.

SEC 17, 1S 3E
TL #156 0.38 ACRES

4/16/92 copies to Larry Baxter

SEC 16, 1S 3E
TL #102 2.00 ACRES

Information required by ORDINANCE 672 is attached as EXHIBIT A.

Request the hearing be scheduled for the regular meeting of the Board of County Commissioners to be held on April ³⁰ 30, 1992.

[] INFORMATION ONLY [] PRELIMINARY APPROVAL [] POLICY DIRECTION [X] APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 10 MINUTES.

IMPACT:

PERSONNEL

[X] FISCAL/BUDGETARY

[X] General Fund

[X] Other Tax Title Fund

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: 

BUDGET/PERSONNEL: _____.

COUNTY COUNSEL: (Ordinances, Resolutions, Agreements, Contracts) LD.

OTHER FACILITIES MANAGEMENT RW
(Purchasing, Facilities Management, etc.)

NOTE: If requesting unanimous consent, state situation requiring emergency action on back.

BOARD OF
COUNTY COMMISSIONERS
1992 APR -6 PM 3:33
MULTNOMAH COUNTY
OREGON

EXHIBIT A

Account Number: 99317-1560

Legal Description: SEC 17, 1S 3E

TL #156 0.38 AC

Property Location:

Taxes Owed When Deeded to County: \$3,513.08

Costs Incurred in Managing Property: \$0.00

Total Taxes & Costs: \$3,513.08 Market Value, 4/30/91: \$14,100.00

Account Number: 99316-1020

Legal Description: SEC 16, 1S 3E

TL #102 2.00 AC

Property Location: SW BLAINE AVE

Taxes Owed When Deeded to County: \$2,032.33

Costs Incurred in Managing Property: \$0.00

Total Taxes & Costs: \$2,032.33 Market Value, 4/30/91: \$4,100.00



Gregory E. DiLoreto
Director

Engineering Division

Parks & Recreation
Division

Julee Conway
Manager

Operations Division
Ray Perkins
Superintendent

Office of Customer
Relations
Liberty Lane
Supervisor

Office of Solid Waste
& Recycling
Lynda Kotta
Manager

CITY OF GRESHAM

Department of Environmental Services
1333 N.W. Eastman Parkway
Gresham, OR 97030-3813
(503) 669-2549
FAX (503) 661-5927

February 21, 1992

Laurence C. Baxter, Manager
Tax Title Unit
Dept. of Environmental Services
Multnomah County
2505 S.E. 11th
Portland, Oregon 97207

RE: TAX LOT FORECLOSURE: NO. 99316-1020, TAX LOT 102, SECTION 16, 1S,
3E, (S.W. BLAINE AVENUE; 2 ACRES)

Dear Larry:

Enclosed is City of Gresham Agenda Item C-6, dated December 17, 1991, showing Council acceptance of the above described parcel. Please have your office prepare the proper deed and any other transmittal documents, and forward them to this office for recording.

Our address is:

1550 N.W. Eastman Parkway
Suite 175
Gresham, Oregon 97030-3830

Very truly yours,


James H. Phelps
Property Acquisition Specialist

JHP:kat



Gregory E. DiLoreto
Director

Engineering Division

Parks & Recreation
Division

Julee Conway
Manager

Operations Division
Ray Perkins
Superintendent

Office of Customer
Relations
Liberty Lane
Supervisor

Office of Solid Waste
& Recycling
Lynda Kotta
Manager

CITY OF GRESHAM

Department of Environmental Services
1333 N.W. Eastman Parkway
Gresham, OR 97030-3813
(503) 669-2549
FAX (503) 661-5927

February 21, 1992

Laurence C. Baxter, Manager
Tax Title Unit
Dept. of Environmental Services
Multnomah County
2505 S.E. 11th
Portland, Oregon 97207

RE: TAX LOT FORECLOSURE: NOS. R 99317-1560 AND R 99317-1561
LEGAL ATTACHED

Dear Larry:

Enclosed is City of Gresham Agenda Item C-2, dated February 18, 1992, showing Council acceptance of the above described parcel. Please have your office prepare the proper deed and any other transmittal documents, and forward them to this office for recording.

Our address is:

1550 N.W. Eastman Parkway
Suite 175
Gresham, Oregon 97030-3830

Very truly yours,

James H. Phelps
Property Acquisition Specialist

JHP:kat

TL #156
SEC 17, 1S 3E

RECEIVED *Conway*

FEB 20 1992

CITY OF GRESHAM

COUNCIL MEETING

CITY OF GRESHAM

DATE: February 18, 1992

ITEM NO. C-2

ITEM: ACCEPTANCE OF TAX FORECLOSED PROPERTY FROM MULTNOMAH COUNTY FOR PUBLIC OPEN SPACE

SUMMARY:

The City has the opportunity to acquire .38 acres for public open space and parks, identified as Section 17, 1S, 3E Tax #R99317-1560 and #R99317-1561. The property is located northwest of Powell Valley Road and southeast of the Portland Traction Company Railroad (formerly the Oregon Water Power & Railway Company). Additional information is attached.

RECOMMENDATION:

It is recommended that Council accept the tax foreclosure property for inclusion into the City's open space and parks inventory.

COUNCIL ACTION:

- 1) Move to accept property Tax #R99317-1560 and #R99317-1561, .38 acres from Multnomah County for use as public open space and parks, or
- 2) Move to deny acceptance of .38 acres Tax #R99317-1560 and #R99317-1561, or
- 3) Move to postpone action on this matter.

RELATION TO COUNCIL GOALS:

GOAL #8: Protect and Enhance the Natural Environment

BUDGET IMPACT:

There would be no acquisition costs owed to Multnomah County, although the City has spent \$175 for a title report. It is anticipated that yearly maintenance would be approximately \$250.

FOR FURTHER INFORMATION, CONTACT:

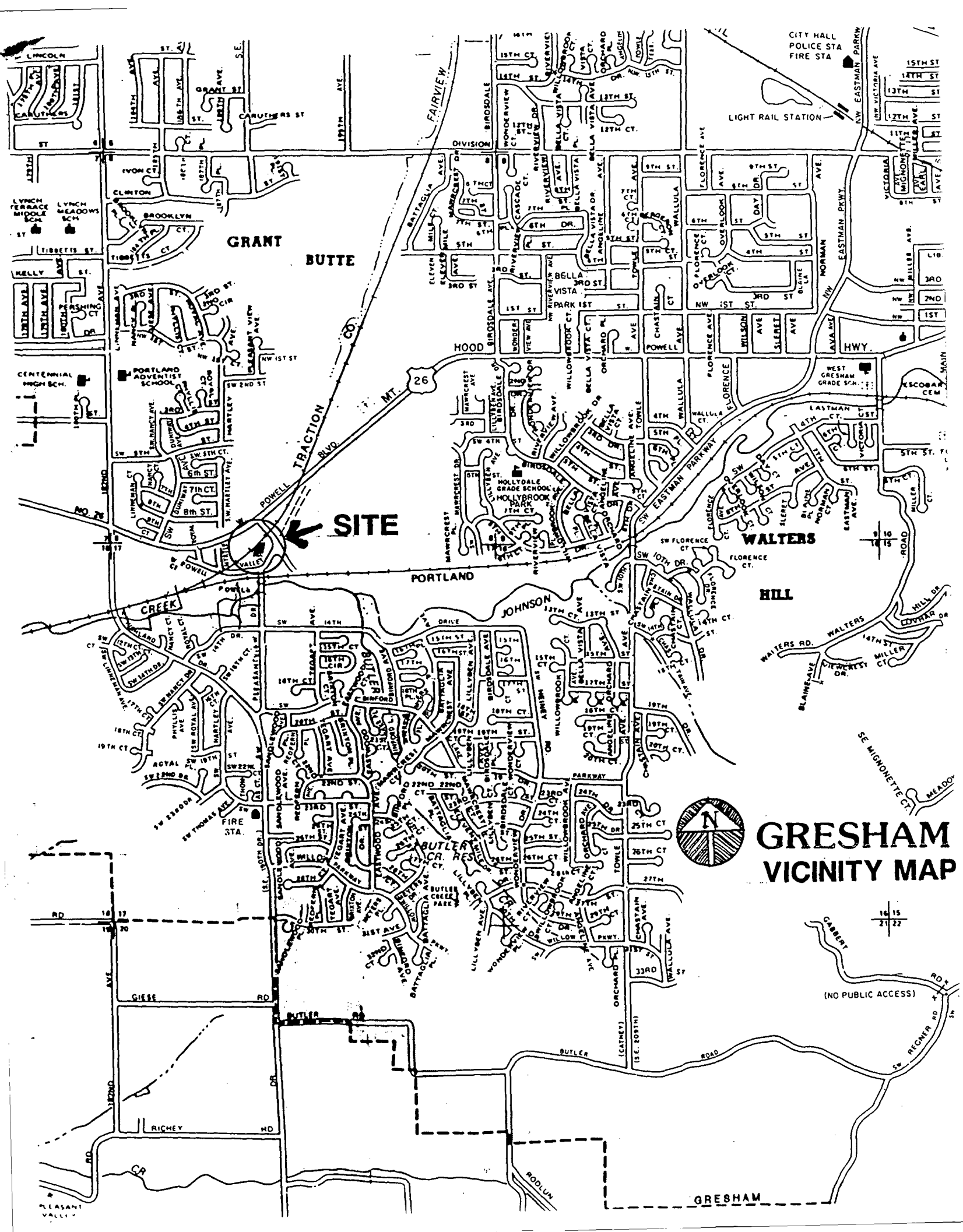
Gregory E. DiLoreto, Environmental Services Director, 669-2402
/ Julee M. Conway, Parks & Recreation Division Manager, 669-2408

ATTACHMENTS:

1. Additional Background Information
2. Site Location Maps

A.004359

APPROVED - DENIED By
City Council on *Feb 18, 1992*
By: *Jane McHawkin*



GRANT BUTTE

SITE

WALTERS

HILL

GRESHAM VICINITY MAP



(NO PUBLIC ACCESS)

GRESHAM

TL #102
SEC 16, 1S 3E

COUNCIL MEETING

CITY OF GRESHAM

DATE: December 17, 1991

ITEM NO. C-6

ITEM: ACCEPTANCE OF TAX FORECLOSED PROPERTY FROM MULTNOMAH COUNTY FOR PUBLIC OPEN SPACE

SUMMARY:

The City has the opportunity to acquire two acres of property from the County at no cost for public open space. The two acres are identified as Section 16, 1S, 3E TL #102, on S.W. Blaine Avenue. The property is located on the southeast side of Gresham Butte. Additional information is attached.

RECOMMENDATION:

It is recommended that Council accept the tax foreclosed property for inclusion into the City's open space inventory.

COUNCIL ACTION:

- (1) Move to accept TL #102, two acres on S.W. Blaine Avenue, from Multnomah County for use as public open space, or
- (2) Move to deny acceptance of TL #102, the two acres on S.W. Blaine Avenue, or
- (3) Move to postpone action on this matter.

RELATION TO COUNCIL GOALS:

Council Goal 1: Promote Gresham as an Effective Regional Player and Oregon's Most Livable City by (d) Continuing Our Commitment to Preserving Open Space.

BUDGET IMPACT:

Annual maintenance costs are estimated at \$150 - \$200.

FOR FURTHER INFORMATION, CONTACT:

Gregory E. DiLoreto, Environmental Services Director, 669-2402
Julee M. Conway, Parks & Recreation Division Manager, 669-2408

ATTACHMENTS:

1. Additional Background Information
2. Site Location Maps

ACCEPTED BY CITY OF GRESHAM
ON Dec 17, 1991
BY S. Escudero

APPROVED - DENIED By.
City Council on Dec 17, 1991
By: S. Escudero

COUNCIL MEETING
December 17, 1991

CITY OF GRESHAM
ITEM NO. C-6

Additional Background Information

The City can obtain this property from the County at no cost, subject to the restriction that the property may only be used for parks or open space purposes.

The Parks Advisory Committee recommended acquiring the property at its November 20, 1991 meeting. A title report has been reviewed and approved by the City Attorney's Office.

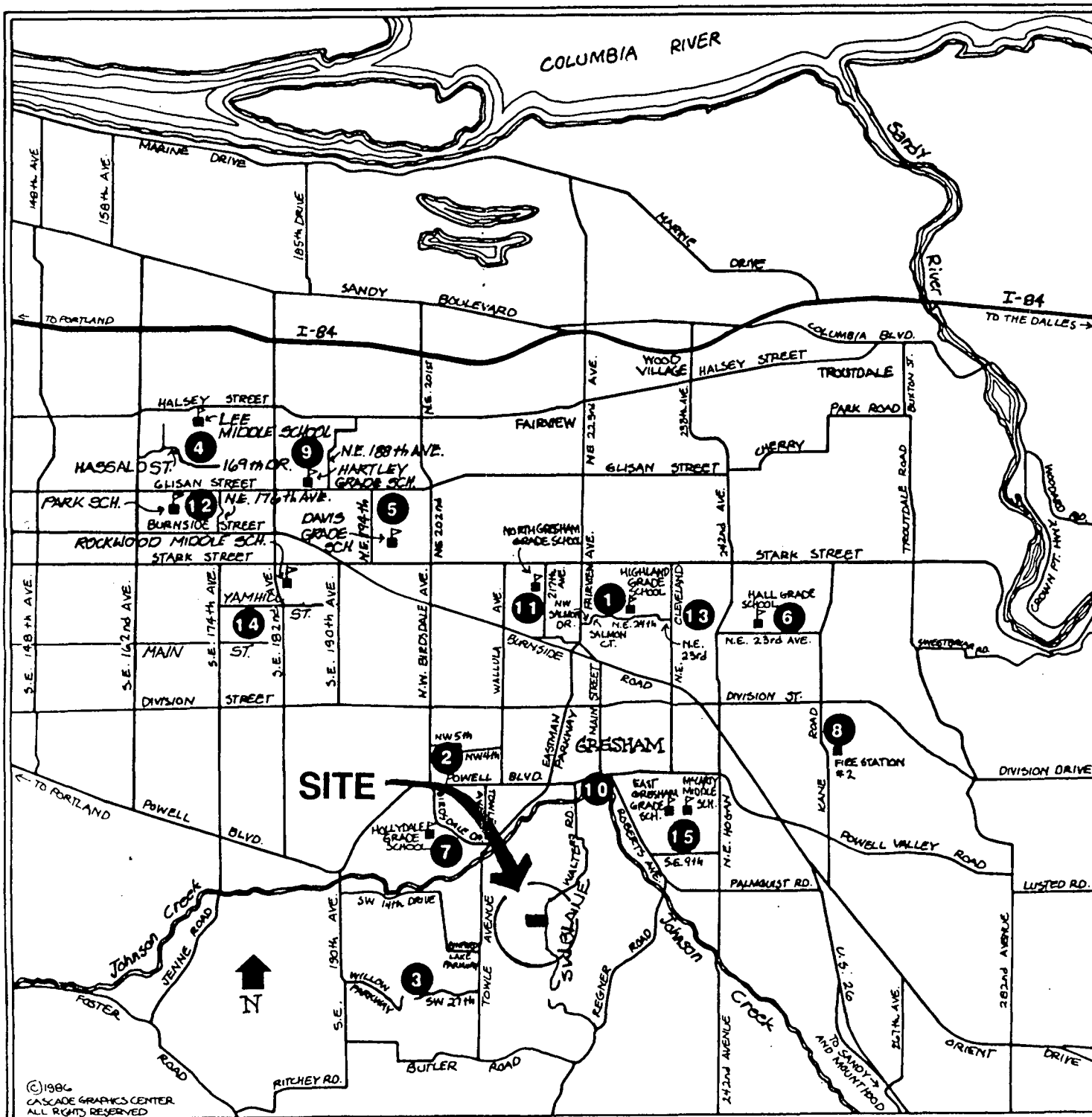
CITY OF GRESHAM

PARK LOCATIONS

- 1 ASPEN HIGHLANDS - 4 acres**
On NE 24th Street, adjacent to Highland Grade School. From Cleveland, take 23rd Street (west).
- 2 BELLA VISTA - 8.5 acres**
From Birdsdales Avenue take NW 5th Street. Travel east to Bella Vista Drive.
- 3 BUTLER CREEK PARK - 3.6 acres**
Off SW 27th and Battaglia Avenue.
- 4 COLUMBIA VIEW - 8.5 acres**
On NE 169th Dr. and Hassalo Street, south of Hutton Lee Middle School. From 162nd take Hassalo (driving east) to 169th Drive.
- 5 DAVIS - 2.6 acres**
Located on 194th Avenue, one block south of Glisan Street at the north end of Davis Elementary School.
- 6 HALL - 4 acres**
Located between Hogan Road and Kane Road on 23rd Street (adjacent to Hall Grade School)
- 7 HOLLYBROOK - 2.4 acres**
South of Powell Blvd. on Birdsdales Drive (adjacent to Hollydale Grade School)
- 8 KANE ROAD - 9.5 acres**
South of Division on Kane Road (access behind the Fire Station)
- 9 KIRK - 5.7 acres**
NE 188th and Hassalo, adjacent to Hartley Elementary School
- 10 MAIN CITY - 16.8 acres**
South of Powell Blvd. at SW Main Ave.
- 11 NORTH GRESHAM - 12.79 acres**
Located between Stark and Burnside at 217th Ave (adjacent to North Gresham Grade School)
- 12 PAT PFEIFER BARRIER FREE - 4.8 acres**
Located on the west side of 176th Avenue approximately 2 blocks north of Burnside Street.
- 13 RED SUNSET 15.3 acres**
Located between Cleveland and Hogan, west of Hogan at NE 25th Street
- 14 ROCKWOOD CENTRAL - 9.4 acres**
Located between Yamhill and Main Streets, east of 175th Avenue.
- 15 THOM - 4 acres**
Located between Roberts and Hogan on SE 9th Street (south of East Gresham Grade School and Dexter McCarty Middle School)

VICINITY MAP

**2 ACRES
S.W. BLAINE**



3552

83.06' (CALC) ---
9° 12' 59" E

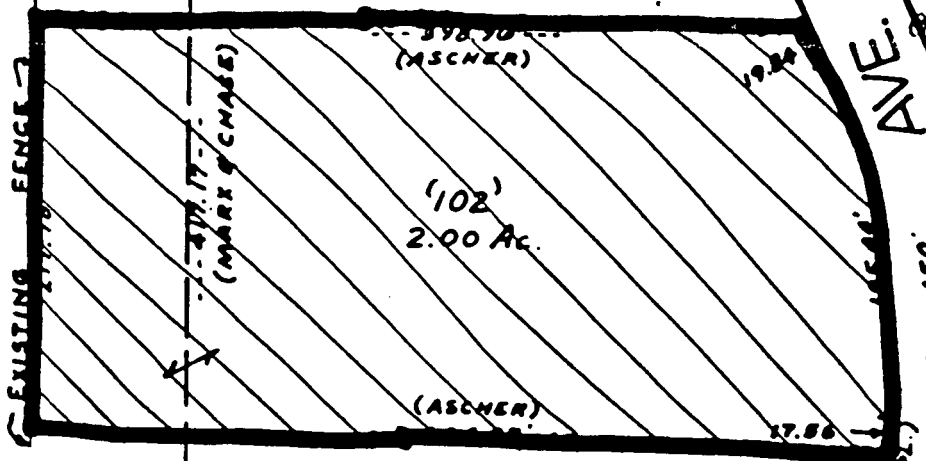
(107)
SEE 1/4 3552

287.21'
(MARX & CHASE)

(MARX & CHASE)

1112.02 ---

30' EASEMENT



S.E. CORNER
OF D.L.C.
W.D. CATHEY

AS CALL THIS POINT
COR. W.D. CATHEY D.L.C. (MARX)

↑
NORTH

GOV'T LOT

(CALC)
(BY)
(CC)

(3)

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

Setting a Hearing Date

In the Matter of the Request for Approval)
to Transfer Tax Foreclosed Property to) ORDER 92-55
The City of Gresham, Oregon)

WHEREAS, pursuant to Ordinance 672, The City of Gresham, Oregon has filed a request for transfer of the following tax foreclosed property; and

SEC 17, 1S 3E
TL #156 0.38 ACRES

SEC 16, 1S 3E
TL #102 2.00 ACRES

WHEREAS, in accordance with the ordinance, the Tax Title Unit has reported the request to the Board at a public meeting; and

WHEREAS, based on the report, it appears that the public interest will be served by the transfer;

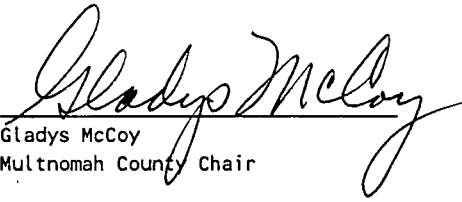
NOW THEREFORE, it is ORDERED:

1. A public hearing on the request shall be held on the 30th day of April, 1992, at 9:30, a. m., or as soon thereafter as the matter may be heard in Room 602, Multnomah County Courthouse, that being the time and place of the regular weekly meeting of the Multnomah County Board of Commissioners.

2. The Director of the Department of Environmental Services shall publish notice of the hearing as required by Ordinance 672.

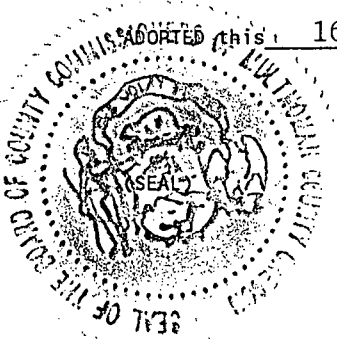
ADOPTED this 16th day of April, 1992.

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON


Gladys McCoy
Multnomah County Chair

REVIEWED:
Laurence Kressel, County Counsel
for Multnomah County, Oregon

By 
John L. DuBay



Meeting Date APR 16 1992

Agenda No. R-10
(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM
(For Non-Budgetary Items)

SUBJECT: EMS Ambulance User Fees

BCC Informal April 14, 1992
(date)

BCC Formal April 16, 1992
(date)

DEPARTMENT Health DIVISION Emergency Medical Services

CONTACT Bill Collins TELEPHONE 248-3220

PERSON(S) MAKING PRESENTATION Bill Collins

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA 5 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: _____

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):

A revision to EMS Rule 6.32-090 "Establishment of User Fees." Requires payment of fees based upon the provider's percentage of 911 medical transports adjusted for collectability of patient charges. Approval required to allow EMS to collect user fees.

4/16/92 original & copy to Bill Collins

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER *Bill Odegard*

(All accompanying documents must have required signatures)

BOARD OF
COUNTY COMMISSIONERS
1992 APR - 6 PM 3:33
MULTI-STATE COUNTY
OREGON

EMS RULE 6.32-090 (User Fees)

6.32-090 Establishment of User Fees.

(A) This rule shall be in effect only from January 1, 1992 until June 30, 1992. This rule incorporates and supercedes 6.32-090 passed June 27, 1991.

(B) The purpose of this rule is to define the requirements for transporting licensees' payment of User's Fees to support the Emergency Medical Services (EMS) Program for the county fiscal year from July 1, 1991, to June 30, 1992. No alternative sources of funding are available.

(C) The fees specified in section (I) of this rule are based on the data and formula specified in sections (E) and (G).

(D) Each licensee who transports patients shall pay an EMS user fee as provided in this rule.

(E) Licensees' user fees have been calculated based on the following factors:

1. The total number of patients transported by all licensees and by each licensee as a result of 9-1-1 dispatch. For purposes of this rule, a 9-1-1 dispatch means any medical incident assigned an EMS incident number.
2. Bureau of Emergency Communications' records for the period of March 19, 1990 through March 31, 1991, exclusive of the period from August 6 through August 27, 1991.
3. The EMS Program budget of \$223,929 for the County's 1991-2 fiscal year.

(F) The formula for the user fee to be paid by each licensee is:

(Program Budget for the X (The proportion of the system's total
Second Half of the Fiscal Year) transports provided by that
 licensee as adjusted for collections)

The formula for determining collection adjustment is Attachment A.

Transport volumes and percentages for the base period were:

<u>Company</u>	<u>Number of Transports</u>
AA Ambulance	8,333
Buck Medical Services	11,569
Care Ambulance	6,641
Metro-West Ambulance	22
Tualatin Valley Ambulance	<u>1,227</u>
Total	27,792

(G) The balance of any remaining user fee obligation for the 1990-1991
fiscal year must be paid in full by August 30, 1991.

(H) On or before May 1, 1992, the EMS office shall bill each licensee for
the total amount due from the licensee. The fee shall be due on
billing, but shall not bear interest so long as it is paid not later
than June 30, 1992.

(I) User fee obligations of licensees for the second half of fiscal year

1991-2 will be:

<u>Company</u>	<u>Total User Fee</u>	<u>Adjusted %</u>
AA Ambulance	\$32,441	29%
Buck Medical Services	\$ 44,747	40%
Care Ambulance/TVA	\$ 34,678	31%
Metro-West Ambulance	\$ 100	N/A
Total	\$111,966	

Metro-West Ambulance, because of transports totaling less than one percent (1%) which cannot be adjusted for collections will be charged a flat fee of \$100.

(J) Failure to make payments to Multnomah County in accord with the minimum payment schedule as required by this rule may be grounds for license revocation or suspension and reassignment of the licensee's ambulance service area, subject to the procedures of MCC 6.32.165 and 6.32.180.

Adopted this 16th day of April, 1992,

by Gladys McCoy
Gladys McCoy, Chair
Multnomah County, Oregon

Reviewed:
Laurence Kressel, County Counsel
For Multnomah County, Oregon

by: Jacqueline A. Weber
Assistant County Counsel

ATTACHMENT "A"

DISTRIBUTION OF SERVICES

	AA	BUCK	CARE/TVA
HOUSEHOLDS (232,814)	57,567 - 25%	84,996 - 37%	90,251 - 38%
POPULATION (560,361)	143,526 - 26%	215,931 - 39%	200,904 - 35%
BASE PERIOD TRANSPORTS (27,792)	8,333 - 30%	11,596 - 42%	7,868 - 26%
TRANSPORTS ADJUSTED FOR COLLECTIONS	4,491 - 29%	6,178 - 40%	4,886 - 31%

DISTRIBUTION BY PAYOR

COLLECTION RATES

	AA	BUCK	CARE/TVA
MEDICAID (@ 11%)	16%	20%	10%
MEDICARE (@ 75%)	13%	9%	20%
ALL PAYORS EXCEPT ABOVE (@ 90%)	38%	41%	44%
NO PAYOR (@ 25%)	33%	30%	26%
	-----	-----	-----
COLLECTION RATE	53.9%	53.4%	62.1%

NOTE: THIS INFORMATION IS BASED UPON DATA FROM THE
PERIOD 4-1-91 TO 7-1-91

DATE SUBMITTED:

(For Clerk's Use):

Meeting Date: APR 16 1992

Agenda No.: R-11

REQUEST FOR PLACEMENT ON THE AGENDA

SUBJECT: Homeless Children Grant

INFORMAL ONLY: _____

FORMAL ONLY: 4-16-92

DEPARTMENT: Health
CONTACT: Ann Bremer

DIVISION: Planning
TELEPHONE: 248-3674

NAME OF PERSON(S) MAKING PRESENTATION TO BOARD: Ann Bremer and Tom Fronk

BRIEF SUMMARY: Outreach and primary health care services for homeless children and children at risk of homelessness

ACTION REQUESTED: INFORMATION ONLY: [] PRELIMINARY APPROVAL: []
POLICY DIRECTION: [] APPROVAL: [x]

ESTIMATED TIME NEEDED ON AGENDA: 5-10 minutes

4/16/92 original to Ann Bremer

IMPACT: PERSONNEL [x]
FISCAL/BUDGETARY [x]
GENERAL FUND [x]
OTHER: This grant would return revenue to the General Fund in the form of Indirect Cost Recovery

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, OR CO.COMMISSIONER: Bill Odegard

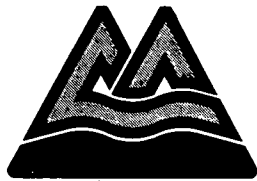
BUDGET: Kathleen Bruns

PERSONNEL: Susan Danell

COUNTY COUNSEL: _____
(Ordinances, Resolutions, Agreements, Contracts)

OTHER (Purchasing, Fac. Man., etc.): _____

CLERK OF
COUNTY COMMISSIONERS
1992 APR - 6 PM 3:33
MULTNOMAH COUNTY
OREGON



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
HEALTH DIVISION
426 S.W. STARK STREET, 8TH FLOOR
PORTLAND, OREGON 97204
(503) 248-3674
FAX (503) 248-3676

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY • CHAIR OF THE BOARD
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER
GARY HANSEN • DISTRICT 2 COMMISSIONER
RICK BAUMAN • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

MEMORANDUM

TO: Gladys McCoy
Multnomah County Chair

VIA: *Bull* Bill Odegaard, Director
Health Department

FROM: Thomas Fronk *Tom*
Health Department

DATE: April 1, 1992

SUBJECT: Recommendation to Approve a Notice of Intent

RECOMMENDATION: That the Board of County Commissioners consider and approve a Notice of Intent to apply for a grant from the Public Health Service.

ANALYSIS AND BACKGROUND: The Health Department wishes to decrease barriers to primary care services for low income Hispanic families in Multnomah County. The Public Health Service has made money available to expand primary care and auxiliary services (mental health and alcohol and drug) to children who are homeless or at significant risk of becoming homeless. The total amount available is \$3 million to be distributed to approximately ten projects nationwide. As the majority of the low income Hispanic families in Multnomah County are sharing an apartment with two or more families and have no dependable source of income, their children are at imminent risk of being homeless. The Health Department, in collaboration with other social service agencies serving Hispanic families in Northeast and East County areas of Multnomah County, wishes to submit a grant proposal addressing this population's need for greater access to comprehensive primary care services. The model for the project will include outreach as well as clinic services. Clinic services will be offered at the NEHC and EHC in evening hours and Sunday afternoon (East County only) on a drop-in basis.

RATIFIED
Multnomah County Board
of Commissioners

MULTNOMAH COUNTY NOTICE OF INTENT

R-11 April 16, 1992

TO: BOARD OF COUNTY COMMISSIONERS

DATE: 3/31/92

DEPARTMENT AND CONTACT PERSON: Health Department - Ann Bremer

GRANTOR AGENCY: Public Health Service

BEGINNING DATE OF GRANT: August 1, 1992

**PROJECT TITLE: Outreach and Primary Health Services for Homeless
Children and Children at risk of Homelessness**

PROJECT DESCRIPTION: The Public Health Service is inviting applications for grants to address the needs of homeless and at risk children within the context of prevention, assessment of primary care needs, and provision of comprehensive primary care services. The model would include extensive outreach into communities of Hispanic families living in over crowded housing arrangements with precarious sources of family income.

The project will decrease barriers to access to health care by: hiring bilingual/bicultural staff; providing outreach to the Hispanic community; providing drop in primary care clinic access; increasing after hours primary care clinic access; and referral to and co-case management with culturally sensitive substance abuse and mental health services.

This grant would be submitted in collaboration with community based organizations currently serving the County's Hispanic population.

PROJECT ESTIMATED BUDGET:

Direct/Indirect

FEDERAL SHARE:	\$	<u>277,984</u>	/	<u>22,016</u>	<u>100</u>	%
STATE SHARE:	\$	_____	/	_____	_____	%
LOCAL SHARE:	\$	_____	/	_____	_____	%
TOTAL:	\$	<u>277,984</u>	/	<u>22,016</u>	<u>100</u>	%

EXPLANATION OF LOCAL SHARE: (Explain indirect costs, hard match, etc.)

No hard match required.

SPECIFY REPORTING / BILLING REQUIREMENTS OF GRANTOR AND WHO REPORTS:
FINANCE DIVISION X DEPARTMENT _____ IF DEPT, INDICATE REASONS:

HOMELESS CHILDREN NOTICE OF INTENT - Continued

GRANT DURATION AND FUTURE RATIO: (Indicate amount of County match per year):

Three years, all federal funds.

ADVANCE REQUESTED _____ YES ____X____ NO IF NOT, INDICATE REASONS:

Federal grants do not allow for advances - reimbursement only.

PERSONNEL DETAIL

FULL TIME

FRINGE

TOTAL

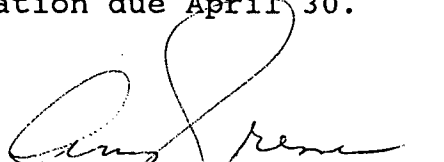
The Health Department has not completed the budget for this application. In general a medical team, outreach workers, clinical and field nursing services, and administrative support positions would be funded with this grant.

EXPLAIN MATERIALS AND SERVICES AND CAPITAL EXPENDITURES WITH TOTAL DOLLAR AMOUNTS:

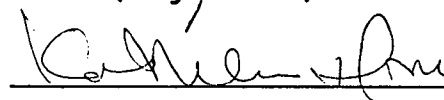
The Health Department has not completed the materials and services budget for this application.

COMMENTS: The \$300,000 budget figure for the entire project is based on our estimate of the size of awards the Public Health Service will make. The final budget will be developed over the next month, with the application due April 30.

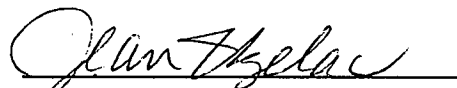
GRANT MANAGER

 4/1/92
(signature) (date)


BUDGET AND PLANNING DIVISION

 4/6/92
(signature) (date)

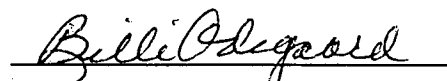
FINANCE DIVISION

 4/6/92
(signature) (date)

PERSONNEL DIVISION

 4/6/92
(signature) (date)

DEPARTMENT DIRECTOR

 4/6/92
(signature) (date)

APR 16 1992

BUDGET MODIFICATION NO. MCHD 4

(For Clerk's Use) Meeting Date: R-12
Agenda No.:

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

DEPARTMENT Health
CONTACT Tom Fronk

DIVISION Support Services
TELEPHONE ext. 3674

NAME OF PERSON MAKING PRESENTATION TO BOARD Billi Odegaard

SUGGESTED AGENDA TITLE (To assist in preparing a description for the printed agenda:

Budget Modification MCHD 4 would increase the Health Department budget, Support Services Division, to reflect a contract with the State Health Division and OMAP to provide state wide MCH informational services.

5 minutes (ESTIMATED TIME NEEDED ON THE AGENDA)

2. DESCRIPTION OF MODIFICATION

☒ Personnel changes detailed on attached sheet.

This budget modification increases Health Department appropriations to reflect funding by the State of a state wide informational service, SafeNet, offered through the Health Department.

One and a half telephone operators and a lead operator are added. Supporting materials and services, including the cost of a 1-800 line, are funded. All costs of the program are paid for with a combination of State General Funds, through the Health Division, and Medicaid funds, through OMAP.

The state has requested, and the Health Department supports, the use of existing County General Fund support of the Information and Referral Office as part of the match to leverage federal funds for SafeNet. This budget modification, therefore, also requests that \$149,500 be budgeted as County Supplement, to be transferred to the OMAP following OMAP's payment of SafeNet costs.

This action would increase the General Fund Contingency by \$8,754, as Indirect costs would be charged and recovered under this agreement.

In addition, the budget modification reflects a grant of \$27,000 from Multnomah ARC for a hardware upgrade for the Information and Referral Office. ARC wishes the County to provide Early Intervention referral services. The Health Department projects that with an equipment upgrade it can handle the increased call volume and complexity with existing and State funded staff.

4/16/92 Original to Planning & Budget

BOARD OF
COUNTY COMMISSIONERS
1992 APR -7 AM 11:20
MULTNOMAH COUNTY
OREGON

3. REVENUE IMPACT (Explain revenues being changed and the reason):

Increase ARC by \$27,000.

Increase MCH Hotline - SafeNet - by \$65,180.

Increase Medicaid Fee for Service revenue by \$246,296.

Increase Service Reimbursement to General Fund by \$8,754.

Increase Service Reimbursement to Telephone Fund by \$76,740.

4. CONTINGENCY STATUS Increases General Fund Contingency by \$8,754.

Originated by: <i>Tom Work</i>	Date: <i>3/26/92</i>	Department Director: <i>Billi Odegaard</i> <small>TOMF</small>	Date: <i>3/30/92</i>
Finance/Budget: <i>Catherine Jensen</i>	Date: <i>4/6/92</i>	Employee Relations: <i>Susan Daniell</i>	Date: <i>4/6/92</i>
Board Approval: <i>Dorothy L. Boast</i>	Date: <i>4/16/92</i>		

EXPENDITURE TRANSACTION EB [] GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FISCAL YEAR _____

DOCUMENT NUMBER	ACTION	FUND	AGENCY	ORG	OBJECT CODE	CURRENT AMOUNT	REVISED AMOUNT	INCREASE (DECREASE)	SUBTOTAL	DESCRIPTION
		156	015	0875	5100			49,436		Permanent
		156	015	0875	5500			13,408		Fringe
		156	015	0875	5550			12,310		Insurance
		156	015	0875	6230			1,328		Supplies
		156	015	0875	6050			149,500		County Supplements
		156	015	0875	7150			76,740		Telephone
		156	015	0875	7100			8,754		Indirect Cost Recovery
		156	015	0875	8400			27,000		Equipment
									338,476	TOTAL INFO AND REFERRAL
		402	030	7990	6140			76,740		Communications
		100	050	9120	7700			8,754		Contingency
		400						12,310		Insurance
TOTAL EXPENDITURE CHANGE								436,280		

REVENUE TRANSACTION RB [] GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FISCAL YEAR _____

DOCUMENT NUMBER	ACTION	FUND	AGENCY	ORG	REVENUE SOURCE	CURRENT AMOUNT	REVISED AMOUNT	INCREASE (DECREASE)	SUBTOTAL	DESCRIPTION
		156	015	0850	2051			65,180		MCH Hotline Contract
		156	015	0850	2603			246,296		Medicaid FFS
		156	015	0850	4900			27,000		ARC - Misc Health Sources
		402	030	7990	6602			76,740		Service Reimb from F/S
		100	045	7410	6602			8,754		Service Reimb from F/S
		400			6602			12,310		Service Reimb from F/S
TOTAL REVENUE CHANGE								436,280		

PERSONNEL DETAIL FOR BUDGET MODIFICATION MCHD 4

5. ANNUALIZED PERSONNEL CHANGES		Compute on a full year basis even though this action affects part of the fiscal year.			
		ANNUALIZED			
FTE	POSITION TITLE	BASE PAY	FRINGE	INSURANCE	TOTAL
					0
1.50	Health Information Spec 1	30,686	8,323	7,999	47,008
0.80	Program Dev Tech	18,750	5,085	4,311	28,146
					0
					0
					0
					0
2.30	TOTAL CHANGE (ANNUALIZED)	49,436	13,408	12,310	75,154

6. CURRENT YEAR PERSONNEL CHANGES		Calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts changed on the budget modification.			
		CURRENT YEAR			
FTE	POSITION TITLE	BASE PAY	FRINGE	INSURANCE	TOTAL
					0
					0
1.50	Health Information Spec 1	30,686	8,323	7,999	47,008
0.80	Program Dev Tech	18,750	5,085	4,311	28,146
					0
					0
2.30	TOTAL CURRENT YEAR CHANGE	49,436	13,408	12,310	75,154



MULTNOMAH COUNTY OREGON

R-12

DEPARTMENT OF HUMAN SERVICES
HEALTH DIVISION
426 S.W. STARK STREET, 8TH FLOOR
PORTLAND, OREGON 97204
(503) 248-3674
FAX (503) 248-3676

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY • CHAIR OF THE BOARD
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER
GARY HANSEN • DISTRICT 2 COMMISSIONER
RICK BAUMAN • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

MEMORANDUM

TO: Gladys McCoy
Multnomah County Chair

VIA: Bill Odegaard, Director
Health Department

FROM: Tom Fronk, Business Services Administrator
Health Department *Tom*

DATE: March 26, 1992

SUBJECT: Recommendation to Approve a Modification to the
Health Division Budget

RECOMMENDATION: That the Board of County Commissioners consider and approve budget modification MCHD 4, to reflect a contract with the State Health Division and Oregon Medical Assistance Program (OMAP) for a state wide MCH informational service, to be called **SafeNet**.

ANALYSIS AND BACKGROUND: The State late in fiscal 1990-91 received a mandate from the federal government to provide easy state wide access to MCH and Medicaid eligibility information.

The State did not wish to duplicate at the state level the established Information and Referral services provided by the County. The State approached the County with an offer to pay for expanding the County's operation to cover the entire State.

The Health Department appreciates the State's desire not to duplicate our existing Information and Referral services. It further appreciates the desirability of providing a more comprehensive yet less confusing informational service to clients, and the advantage to the County to be in a position to control the aggressiveness of Medicaid outreach activities.

Late last spring the Health Division brought to the Board, and the Board approved, a budget modification allowing the County to begin providing SafeNet services for the remainder of 1990-91. After several months of negotiation with the State, a long term agreement has finally been presented to the County.

The long term agreement would provide for State and Federal Medicaid funding for the SafeNet program. Costs to the State would be reduced through an elaborate charge back mechanism designed to utilize Federal Medicaid match to the fullest extent possible. While the mechanism would seem to defy easy explanation, I will give it a shot:

- Step 1: Using State General Fund, the State Health Division fronts the County start up monies for SafeNet.
- Step 2: The County provides SafeNet services, while continuing to provide existing levels of County funded Information and Referral Services.
- Step 3: The County bills OMAP for all services provided, including SafeNet.
- Step 4: OMAP pays the County, and at the same time invoices the County for the amount of local match necessary to leverage the entire cost of the program from the Federal Medicaid program.
- Step 5: Using local and State general funds, the County pay OMAP's invoice.

The result of these transactions are: the provision of a better product to clients while avoiding unnecessary duplication of service; allowing the State to meet its federal mandate for hot line services without additional cost to the State General Fund; an unanticipated return to the County General Fund through Indirect Costs and some share of the current Information and Referral unit's costs; and a furthering the Health Department's ability to promote Medicaid enrollment for eligible and needy County residents.

In addition, this budget modification reflects a grant of \$27,612 from Multnomah ARC for a hardware upgrade for the Information and Referral Office. ARC wishes the County to provide Early Intervention referral services. The Health Division projects that with an equipment upgrade it can handle the increased call volume and complexity with existing and State funded staff.

FINANCIAL IMPACT: This budget modification is self supporting. It returns funds to the Contingency Account. It allows the County to purchase a significant upgrade to its Information and Referral system with outside funds.