

ANNOTATED MINUTES

*Tuesday, March 1, 1994 - 9:45 AM
Multnomah County Courthouse, Room 602*

BOARD BRIEFINGS

- B-1 Board Briefing on Inmate Training Project Through the Home Builders Institute.
Presented by Bill Wood.*

**PRESENTATION AND RESPONSE TO BOARD
QUESTIONS BY LARRY AAB AND GARY SIMMONS.**

- B-2 Facilities Fund Overview and the Five Year Facilities Capital Improvement Plan.
Presented by Wayne George, Jim Emerson, Craig Calkins and Betsy Williams.*

**PRESENTATION AND RESPONSE TO BOARD
QUESTIONS REGARDING THE FACILITIES FUND BY
BETSY WILLIAMS, WAYNE GEORGE AND CRAIG
CALKINS. FIVE YEAR FACILITIES CAPITAL
IMPROVEMENT PLAN TO BE PRESENTED THE
FOLLOWING WEEK.**

- B-3 Presentation of the Proposed Work Plan and Budget for the 1994 Multnomah
County Fair. Presented by Betsy Williams, Barbara Rutherford-Crest and Susan
Sharp.*

**PRESENTATION AND RESPONSE TO BOARD
QUESTIONS BY BETSY WILLIAMS, MARIA HALL,
VICE-CHAIR OF THE NEW FAIR ADVISORY BOARD
AND BARBARA RUTHERFORD-CREST, FAIR
ADMINISTRATOR.**

*Thursday, March 3, 1994 - 9:30 AM
Multnomah County Courthouse, Room 602*

REGULAR MEETING

*Chair Beverly Stein convened the meeting at 9:34 a.m., with Vice-Chair Tanya
Collier, Commissioners Sharron Kelley, Gary Hansen and Dan Saltzman present.*

CONSENT CALENDAR

**UPON MOTION OF COMMISSIONER KELLEY,
SECONDED BY COMMISSIONER HANSEN, THE**

CONSENT CALENDAR (ITEMS C-1 THROUGH C-4) WAS UNANIMOUSLY APPROVED.

COMMUNITY AND FAMILIES SERVICES DIVISION

- C-1 *RESOLUTION in the Matter of Authorizing Designees of the Mental Health Program Director to Direct a Peace Officer to Take an Allegedly Mentally Ill Person into Custody*

RESOLUTION 94-41.

DEPARTMENT OF HEALTH

- C-2 *Ratification of Amendment #4 to Intergovernmental Revenue Agreement, Contract #200724, Between the Oregon Health Division and Multnomah County Health Department to Increase Funds for Various Health Department Programs, for the Period July 1, 1993 through June 30, 1994*
- C-3 *Ratification of Amendment #1 to Intergovernmental Revenue Agreement, Contract #201004, Between the Oregon Health Division and Multnomah County Health Department to Increase Funding by \$18,400, for the Period Upon Execution through July 30, 1995*
- C-4 *Ratification of an Intergovernmental Agreement, Contract #201844, Between Multnomah County Health Department and the Oregon Health Sciences University to Provide Dental Specialty Care Services to Clients Referred by the County, for the Period February 1, 1994 through 30 Days Written Notice*

REGULAR AGENDA

NON-DEPARTMENTAL

- R-1 *PROCLAMATION in the Matter of Recognizing the Contributions and Community Service of the COLUMBIA RIVER GIRL SCOUT COUNCIL*

GIRL SCOUT, JAMIE SCHMEER READ THE PROCLAMATION FOR THE RECORD. PRESENTATION BY NANCY COWDEN, GIRL SCOUT CADET TROOP 12. COMMISSIONERS WERE PRESENTED WITH GIRL SCOUT COOKIES. PROCLAMATION 94-42 WAS APPROVED.

DEPARTMENT OF ENVIRONMENTAL SERVICES

- UC-1 *ORDER in the Matter of the Acquisition of Real Property for the Department of Community Corrections East County District Probation Services Field Office (IN CONJUNCTION WITH R-2)*

COMMISSIONER KELLEY MOVES AND COMMISSIONER HANSEN SECONDED, CONTINUING UC-1 AND R-2 UNTIL MARCH 10, 1994. MOTION UNANIMOUSLY APPROVED.

DEPARTMENT OF COMMUNITY CORRECTIONS

- R-2 *Budget Modification DCC #7 Requesting Authorization to Transfer \$120,000 from Rentals to Buildings for the Purchase of Property at 495 NE Beech in Gresham, for the Proposed Location of an East County District Office of Parole and Probation and Integrated Services*

CONTINUED UNTIL MARCH 10, 1994.

NON-DEPARTMENTAL

- R-3 *Public/Private Partnerships: Human Services Contracting Report Presentation by Members of the Multnomah County Task Force on Contracting*

PRESENTATION AND RESPONSE TO BOARD QUESTIONS BY CAROLYN MARKS BAX, BOB DONOUGH, SUSAN CLARK. CHAIR STEIN REQUESTED TASK FORCE REPORT TO THE BOARD IN THREE MONTHS.

- R-4 *RESOLUTION in the Matter of Accepting the Report from the Contracting Task Force: Public/Private Partnerships in Human Services Contracting*

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER SALTZMAN, RESOLUTION 94-44 WAS UNANIMOUSLY APPROVED.

- R-5 *PUBLIC HEARING in the Matter of an Appeal of Greg Durham from Hearings Officer Decision Revoking Appellant's Adult Care Home License*

CHAIR STEIN PRESENTED PROCEDURE OF HEARING TO ALLOW 15 MINUTES PER SIDE TO PRESENT ARGUMENT AND EVIDENCE, WITH THE APPELLANT GOING FIRST. THE RECORD WILL BE LEFT OPEN UNTIL 5:00 PM ON THURSDAY, MARCH 10, 1994, FOR SUBMITTAL OF WRITTEN REBUTTAL TO THE ARGUMENTS AND EVIDENCE PRESENTED DURING THIS HEARING; AND THE BOARD TO REVIEW THE WRITTEN MATERIALS AND PLACE THIS MATTER ON THE BOARD AGENDA FOR DISCUSSION AND A TENTATIVE VOTE ON THURSDAY, MARCH 17, 1994.

PETE KASTING, DEPUTY CITY ATTORNEY FOR THE CITY OF PORTLAND, ADVISING THE BOARD OF COUNTY COMMISSIONERS ON THIS ITEM. MR. KASTING REQUESTED THE BOARD TO DISCLOSE ANY EX PARTE CONTACTS FROM EITHER SIDE, AND THE NATURE OF SAME.

COMMISSIONER SALTZMAN NOTED THAT HE WAS CONTACTED BY A FAMILY MEMBER REQUESTING HIM TO LOOK INTO THIS CASE. COMMISSIONER SALTZMAN ADVISED THAT HE ONLY OBTAINED THE HEARINGS OFFICER DECISION.

COMMISSIONER HANSEN ADVISED THAT RON WYDEN'S CONGRESSIONAL STAFF CONTACTED HIS STAFF ON THIS ISSUE. COMMISSIONER HANSEN NOTED THAT HE HAD NO PERSONAL CONTACT REGARDING THIS ISSUE.

MR. KASTING ASKED IF THE PARTIES INVOLVED HAD ANY QUESTIONS REGARDING THESE EX PARTE CONTACTS. NO REQUEST MADE. MR. KASTING REITERATED THE PROCESS OF PROCEDURE ON THIS ITEM.

STEVEN MARKS, ATTORNEY FOR THE APPELLANT GREG DURHAM, PRESENTED AND EXPLAINED WHY THE BOARD SHOULD REVERSE THE HEARINGS OFFICER DECISION REVOKING THE APPELLANTS'S ADULT CARE HOME LICENSE AND LET THE LICENSE EXPIRE IN THE THIRTEEN DAYS IT HAS REMAINING.

CHIP LAZENBY, ASSISTANT COUNTY COUNSEL, REPRESENTING THE COUNTY, PRESENTED AND EXPLAINED WHY THE BOARD SHOULD AFFIRM THE HEARINGS OFFICER DECISION REVOKING GREG DURHAM'S ADULT CARE HOME LICENSE AND NOT LET IT EXPIRE BY ITS OWN TERMS. MR. LAZENBY REQUESTED THE BOARD TO ADOPT THE HEARINGS OFFICER ORDER AS THE FINAL ORDER REVOKING MR. DURHAM'S LICENSE. MR. LAZENBY ALSO NOTED THAT MR. DURHAM HAS BEEN GIVEN SEVERAL SECOND CHANCES.

MR. MARKS PRESENTED AND EXPLAINED REBUTTAL.

MR. MARKS RESPONSE TO QUESTIONS OF COMMISSIONER SALTZMAN. MR. LAZENBY RESPONSE TO QUESTIONS OF COMMISSIONER SALTZMAN. MR. LAZENBY RESPONSE TO QUESTIONS OF CHAIR STEIN. BOARD COMMENTS AND DISCUSSION REGARDING REVOCATION. MR. MARKS STATED FOR THE RECORD, THAT MR. DURHAM WOULD NOT APPLY FOR AN ADULT CARE HOME LICENSE WITHIN MULTNOMAH COUNTY EVER AGAIN. FURTHER BOARD QUESTIONS, COMMENTS AND DISCUSSION REGARDING POSSIBLE APPLICATIONS BY MR. DURHAM TO OTHER COUNTIES FOR ADULT CARE HOME LICENSE. MR. KASTING READ THE STATE RULES AND STANDARDS GOVERNING THE ISSUANCE OF ADULT CARE HOME LICENSES. MR. BALOG RESPONSE TO QUESTION OF COMMISSIONER SALTZMAN.

HEARING CLOSED. MR. KASTING ADVISED THE BOARD AND BOTH PARTIES THE CONTENTS OF THE RECORD MADE BEFORE THE HEARINGS OFFICER WILL BE MADE A PART OF THE BOARD'S RECORD, AND THAT ANY REBUTTAL SUBMITTED WILL BE ON THE RECORD ONLY. ALSO, ANY PARTIES MAKING WRITTEN SUBMISSIONS SHOULD PROVIDE A COPY FOR EACH MEMBER OF THE BOARD, THE CLERK OF THE BOARD, OPPOSING COUNSEL, AND MR. KASTING BY 5:00 PM THURSDAY, MARCH 10, 1994, FOR CONSIDERATION BEFORE THE BOARD OF COUNTY COMMISSIONERS AT 9:30 AM ON THURSDAY, MARCH 17, 1994.

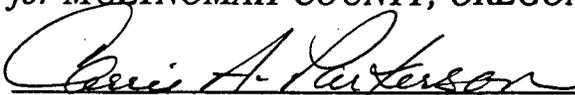
PUBLIC COMMENT

R-6 Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.

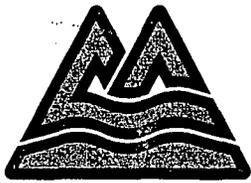
NONE.

There being no further business, the meeting was adjourned at 11:45 a.m.

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



Carrie A. Parkerson



MULTNOMAH COUNTY OREGON

OFFICE OF THE BOARD CLERK
SUITE 1510, PORTLAND BUILDING
1120 S.W. FIFTH AVENUE
PORTLAND, OREGON 97204

BOARD OF COUNTY COMMISSIONERS		
BEVERLY STEIN •	CHAIR •	248-3308
DAN SALTZMAN •	DISTRICT 1 •	248-5220
GARY HANSEN •	DISTRICT 2 •	248-5219
TANYA COLLIER •	DISTRICT 3 •	248-5217
SHARRON KELLEY •	DISTRICT 4 •	248-5213
CLERK'S OFFICE •	248-3277 •	248-5222

AGENDA

MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

FOR THE WEEK OF

FEBRUARY 28, 1994 - MARCH 4, 1994

Tuesday, March 1, 1994 - 9:45 AM - Board Briefings.Page 2

Thursday, March 3, 1994 - 9:30 AM - Regular Meeting.Page 2

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

Thursday, 10:00 PM, Channel 11 for East and West side subscribers

Thursday, 10:00 PM, Channel 49 for Columbia Cable (Vancouver) subscribers

Friday, 6:00 PM, Channel 22 for Paragon Cable (Multnomah East) subscribers

Saturday 12:00 Noon, Channel 21 for East Portland and East County subscribers

INDIVIDUALS WITH DISABILITIES MAY CALL THE OFFICE OF THE BOARD CLERK AT 248-3277 OR 248-5222, OR MULTNOMAH COUNTY TDD PHONE 248-5040, FOR INFORMATION ON AVAILABLE SERVICES AND ACCESSIBILITY.

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Multnomah County Courthouse, Room 602

BOARD BRIEFINGS

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- B-2 Facilities Fund Overview and the Five Year Facilities Capital Improvement Plan. Presented by Wayne George, Jim Emerson, Craig Calkins and Betsy Williams. 10:00 A.M. TIME CERTAIN, 1 HOUR REQUESTED.
- B-3 Presentation of the Proposed Work Plan and Budget for the 1994 Multnomah County Fair. Presented by Betsy Williams, Barbara Rutherford-Crest and Susan Sharp. 11:00 A.M. TIME CERTAIN, 30 MINUTES REQUESTED.
-

Thursday, March 3, 1994 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

CHILDREN AND FAMILIES SERVICES DIVISION

- C-1 RESOLUTION in the Matter of Authorizing Designees of the Mental Health Program Director to Direct a Peace Officer to Take an Allegedly Mentally Ill Person into Custody

DEPARTMENT OF HEALTH

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- R-4 *RESOLUTION in the Matter of Accepting the Report from the Contracting Task Force: Public/Private Partnerships in Human Services Contracting*
- R-5 *PUBLIC HEARING in the Matter of an Appeal of Greg Durham from Hearings Officer Decision Revoking Appellant's Adult Care Home License. 11:00 A.M. TIME CERTAIN, 15 MINUTES PER SIDE*

PUBLIC COMMENT

- R-6 *Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.*

MEETING DATE: MAR 01 1994

AGENDA NO: B-1

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: INMATE TRAINING PROJECT THROUGH THE HOME BUILDERS INSTITUTE

TIME CERTAIN: 9:45 AM

BOARD BRIEFING: Date Requested: MARCH 1, 1994

Amount of Time Needed: 20 MINUTES

REGULAR MEETING: Date Requested: _____

Amount of Time Needed: _____

DEPARTMENT: Sheriff's Office DIVISION: CORRECTIONS

CONTACT: Larry Aab TELEPHONE #: 251-2489
BLDG/ROOM #: 313/231

PERSON(S) MAKING PRESENTATION: COMMANDER BILL WOOD

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

SUMMARY (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

SIGNATURES REQUIRED:

BOARD BRIEFING ON INMATE TRAINING PROJECT THROUGH THE HOME BUILDERS INSTITUTE.

ELECTED OFFICIAL: Bob Skjygen Jr.

OR

DEPARTMENT MANAGER: _____

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1994 FEB 22 PM 2:01

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Office of the Board Clerk 248-3277/5222

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM BRIEFING
STAFF REPORT SUPPLEMENT**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: WILLIAM T. WOOD

TODAY'S DATE: January 13, 1994

REQUESTED PLACEMENT DATE: March 1, 1994

RE: INMATE TRAINING PROJECT THROUGH THE HOME
BUILDERS INSTITUTE

I. Recommendation/Action Requested:

No action requested - information only. RE: Project TRADE - a program of training, restitution, apprenticeship, development and education.

II. Background/Analysis:

In October of 1992 the Home Builders Institute, in Washington D.C. was awarded a Department of Education demonstration grant. The Home Builders Institute (HBI) is the educational arm of the National Association of Home Builders (NAHB). This project is designed to demonstrate effective techniques that can be utilized to train and employ correctional clients in the home building industry.

Specifically the HBI proposed to train 20 to 30 individuals per year at each of the three sights for the three years of the grant. This training involves two 7 to 8 week pre-apprenticeship carpentry vocational training classes each year. The training includes two weeks of classroom instruction and the remainder of the time is spent in direct construction or rehabilitation of community service projects. The training, site supervision and employment assistance is provided by the local Home Builders Association.

The project is currently operating in two penitentiaries and had been in a jail. A decision had been made to change the jail site for the remaining two years of the grant. The HBI and the project advisory committee were aware of our progressive national reputation and requested that we participate in the project. We have determined that this project could operate out of the Restitution Center and could be an extremely positive opportunity for inmates selected to participate. The first training session at the Restitution Center would occur in approximately March of 1994.

III. Financial Impact:
Grant to the Home Builders Institute does not provide or require staff or financial resources from the participating correctional institutions.

IV. Legal Issues:
None

V. Controversial Issues:
None. All participants would be sentenced and screened for placement at the Restitution Center.

VI. Link to Current County Policies:
Enhancement of opportunities for inmates to develop skills and employment upon release from custody.

VII. Citizen Participation:
Program will be fully discussed with the Citizen Advisory Committee (CAC) at the Restitution Center. The CAC and the screening committee will be involved as the project progresses.

The community will be involved in the identification of possible community service work projects.

VIII. Other Government Participation:
U.S. Department of Education - Grant Agency

MEETING DATE: MAR 01 1994

AGENDA NO: B-2

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Facilities Fund Overview and the Five Year Facilities Capital Improvement Plan.

BOARD BRIEFING Date Requested: March 1, 1994

Amount of Time Needed: One hour

DEPARTMENT: Environmental Services DIVISION: Facilities Management

CONTACT: F. Wayne George TELEPHONE #: 3322

BLDG/ROOM #: 421/3rd Fl.

PERSON(S) MAKING PRESENTATION: Wayne George, Jim Emerson, Craig Calkins and Betsy Williams

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

SUMMARY (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

The Facilities Fund establishes policies and procedures to implement a new internal service fund that will account for and allocate all County facilities' related costs to County programs based on facility use. The Fund will have FY1994-95 budget implications.

The Five Year Facilities Capital Improvement Plan documents the total facilities and property requirements from 1994 - 1999. The plan describes new construction, expansion, renovation of current facilities; and, maintenance of existing facilities. The first year of the Five year plan will have FY1994-95 budget implications.

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: Betsy H. Williams

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Office of the Board Clerk 248-3277/5222

MULTI-COUNTY BOARD OF COUNTY COMMISSIONERS
OREGON
1994 FEB 22 PM 2:01

Board Briefing
3-1-94
Handout # 1
B-2

FACILITIES FUND
USER INFORMATION
SHEETS

Facilities Fund User Information Sheets

To lend assistance in understanding your Facility's charges for the upcoming fiscal year, we have assembled this packet of information to explain your estimated 1994-95 facilities costs. The attachments include:

BUILDING MANAGEMENT COSTS - This report has been prepared by the budget office and summarizes your estimated costs by department. You should find a memorandum from the budget office which explains the work sheet and provides you with useful budget information.

FACILITIES FUND COST PROJECTION - This report is building specific and used to capture two years of historical facilities costs and projects these cost into fiscal year 1994-95 with appropriate adjustments and inflation factors.

FACILITIES SPACE ALLOCATION REPORT - This report is used to project facility costs down to the individual division's within a facility. This sheet is only available for multiple-division facilities.

As this is a new process, you may find that your divisions costs may have not been broken out within a specific facility at this time. If this is the case please contact Craig Calkins or Kay Fantz at Facilities and Property Management at 248-3322, they will make sure you receive this information as soon as possible.

Please be aware that the Facilities and Property Management Division is responsible for allocating costs only to the division level. Should you require a more detailed distribution of costs down to the Program level, please submit this information along with their respective LGFS codes to the Facilities and Property Management Division so that these changes are reflected in the LGFS accounts. Please note that allocations of space will only be adjusted annually unless there are significant changes.

Monthly, Facilities and Property Management will be providing each Division with a statement which summarizes all charges made against the LGFS account code for the following areas:

Base Service:

Base service is the existing level of service you are now receiving in your facility. Base Service includes debt retirement, lease cost, (if you are in a facility we are leasing), mechanical, electrical, carpentry, custodial, security, landscaping and recycling services. It also includes a Facilities and Property Management administration charge based upon a fixed percentage of your base service cost. Base service is not the same in all facilities. Base service costs will be charged to your LGFS account code in 12 monthly charges.

Premium Service:

For the first year of the fund, Premium Services are considered to be any additional, on going services requested by the user over the existing base service level. Examples are additional custodial service, additional landscape maintenance, etc. For example, if you are receiving 2 day a week custodial service and think you need 5, the extra 3 days per week would be considered premium services.

For the following year, if Facilities Management agrees that the premium services are needed to keep the facility operating in a clean and repaired condition, these services can then be added under base services. Premium services will be charged back to the requesting program at the actual cost of the service plus any appropriate management fees. Premium services are to be on going services and will also be charged monthly to your LGFS account code.

Utilities:

Utilities will be charged "at cost" monthly directly to your LGFS account code. Utilities include electricity, gas, oil, water, sewer and garbage services.

Special Services:

Special services are typically one time only requests that enhance your program. Examples are service requests which could be "Moving a door", "Refinishing furniture", "Additional lighting or changes in light fixtures", "Name plates and interior or exterior program signage", "Painting, carpeting, outside of our maintenance program", "Building furniture or cabinets". Special Services will be charged back to the requesting program at the actual cost of the service. Any Special services will be charged monthly to your LGFS account code as they occur.

The following Glossary has been assembled to help you to understand some of the terms found on each of the reports:

FACILITIES FUND COST PROJECTION REPORT:

FY 91-92 and FY 92-93 Costs:

All historical Costs are based upon actual costs tracked to each facility.

Labor Hrs:

Labor costs were not included as they would not reflect the new shop rate structure, therefore only labor hours were used for the projections.

M & S:

Historical material and service costs were only tracked by building. In the new system, all costs will be tracked by category of expense, ie. plumbing, roof repairs, etc... in order to further refine our future cost projections.

COP:

Certificate of participation (debt service).

Projected Labor Hours:

In most cases, labor hours are projected based upon the two year historical average. In some cases the hours have been adjusted up or down for reasons such as; Unusually high expense in one year which we do not anticipate happening again, an increase or decrease in building occupancy, or we are anticipating a need for more maintenance or repairs.

Projected Labor Cost:

Projected labor cost equals the hours projected multiplied by the maintenance shop rate.

Maintenance Shop Rate:

This rate includes supervisory support, maintenance employee's base salary, fringe benefits, vehicle cost, technical training, uniforms, and consumable materials. It was derived by averaging these rates for HVAC (Heating, Ventilation, Air Conditioning) mechanics, Plant Maintenance Engineers, Carpenters, Alarm Technicians, Lighting Specialist and Utility Workers.

Projected M & S:

In most cases, material and service costs are also based upon the two year historical average. They are also adjusted by the general inflation rate. They also may have been adjusted based upon one of the reasons listed above.

Projected Custodial Contracts:

This category has been used to project contracted custodial costs. A custodial contracts management fee has been added to this cost based upon the cost of the service. If you have been budgeting for custodial services within your own budget in the past, this now needs to be budgeted under Object Code 7400, Building Management.... please contact your budget analyst.

Custodial Contracts Management Fee:

A fee has been added to all custodial contracts for development of contract specifications, bidding, contract management, inspection and materials management.

Projected Lease/Rent/COP Cost:

This category has been setup to project and recoup all facility rents, leases and debt service. If you have been budgeting for rent within your own budget, this now needs to be budgeted under Object Code 7400, Building Management... please contact your budget analyst.

Property Management Fee:

This fee allows for facility/property lease, purchase, or sale negotiations and problem solving intervention on behalf of Multco or the lessee.

FM Administration Fee:

This fee includes the clerical, administrative and management support for the Facilities and Property Management Division. This fee is only charged to base services.

Projected Premium Services:

No premium services have been projected. If you need to increase one of the existing base service levels and have the funds to pay for it, please contact Facilities Management to arrange for a cost projection.

Utilities:

Generally, Utilities have been projected as the highest cost of either historical years. The projected utility costs have been inflated (for two years) based on rate structure information as supplied by the utility companies, the Portland Water Bureau, and the solid waste haulers servicing our facilities. These are only projections and can vary widely depending on uncontrollable factors such as weather and PUC rate adjustments. Utilities will be charged to your LGFS account code based upon actual cost. If you have been budgeting for Utilities within your own budget, this now needs to be budgeted under Object Code 7400, Building Management... please contact your budget analyst.

Projected Special Services:

No costs have been projected for special services. We have provided you with two years of historical labor hours, material and service costs for your facility. You need to estimate special services if you are planning on requesting them. Use the maintenance hourly shop rate when projecting your estimated labor cost for special services.

Projected Construction Costs:

No costs have been projected for construction services. Funding for construction services will generally be provided from the Capital Improvement Fund. Historical costs have been provided for your information.

User Information, page 4...

FACILITY SPACE ALLOCATION REPORT:

This report has only been provided for multiple division occupant buildings. If there is more than just your division in your facility, and you have not received this form, please contact Facilities Management.

Rentable Square Footage by Category of Space:

All square footage is based upon actual space assigned to the occupant.

Core Space:

Core space is generally any common space inside of a facility. Examples are hallways, elevator shafts, stairways, main entrance foyers, and restrooms.

Special Space

Special Space are areas such as trades shops, emergency generator rooms, mail distribution areas, retail spaces, senior centers, State Court Space, Law Library, Commission Board Room, etc.

Cost by Category Factors:

We have established a "factor" system used to cost out the various categories of space. The factors vary by the level of service typically necessary to operate and maintain that space. A warehouse space typically receives a lower factor than office space because the warehouse receives less services. Health Clinics and Detention Facilities generally receive a higher factor than office space, due to the need for more intense health, safety and security concerns, to name a few.

The Facilities and Property Management Division, along with the Budget Office, have assembled these reports with the information available at that time. However you may find that we have made a glaring error! For instance, some of the divisions have not been allocated costs at this time. We are doing our best to provide you with this information as soon as possible. Please contact Facilities Management if you discover omissions to insure that we are aware of the problem.

Building Number: 421

FACILITIES FUND COST PROJECTIONS
as of: 11-Feb-94

Building Number: 421

Building Name: Ford Building
2505 S. E. 11th
Portland, Oregon 97202

Building Name: Ford Building

Charge Types	FY 91 - 92			FY 92 - 93			Projections for FY 94 - 95					(5) FM Admin. Fee	PROJECTED TOTALS FY 94 - 95	
	Labor Hrs	M & S	COP	Labor Hrs	M & S	COP	Labor Hrs	(6) Labor Cost	M & S	Custodial Contracts	RENT / LEASE COP			
Base Detail:	1,009.75	\$52,484		1,180.50	\$52,047		952	\$43,869	\$50,001					
Parking Lease		Unknown			\$4,124			\$0			\$6,740			
Custodial		\$11,700			\$11,700			\$0		\$15,600				
FM Indirect (moved to bldg 500)	(140.50)	(\$2,483)		(229.00)	(\$1,757)			\$0						
COP								\$0						
Inflation/Adjustments									\$1,375	\$960	\$40			
Total Base	869.25	\$61,701	\$0	951.50	\$66,114	\$0	952	\$43,869	(1) \$51,376	(2) \$16,560	(3) \$6,780	\$8,072	\$126,657	
Utilities		\$58,505			\$54,233				(4) \$67,281				\$67,281	
Special Services	82.00	\$1,725		228.50	\$2,419		0	\$0					\$0	
Construction							0	(7) \$0					\$0	
TOTALS	951.25	\$121,931	\$0	1,180.00	\$122,766	\$0	952	\$43,869	\$118,657	\$16,560	\$6,780	\$8,072	\$193,938	

FY 91 - 92 and 92 - 93 totals do not include labor cost and are actual hours spent.

GENERAL NOTES:

- (1) General Inflation rate = 2.75%
- (2) Custodial Contracts Manager Fee = 6.15%
- (3) Property Manager Fee = 0.60%
- (4) Utility inflation rate = 15.00% Note: This is a two year increase based on FY 92-93 costs!
- (5) FM Administration Fee = 6.81%
- (6) Maintenance shop rate = \$46.11
- (7) Construction Project Manager rate = \$42.39

SAMPLE

Facility Space Allocation Report

Building Name:
Building Number:

Ford Building
421

as of: 24-Feb-94

Floor / Occupant	Account Code	Core Space	Rentable by Categories of Space					Parking Spaces	% Sq.Ft. of Net	Base SRVC Charge	Utility Charge	Total Charge	Remarks / Comments
			Office	Whse	Clinic	Detention	Special						
Central Stores				32,169					37.27%	\$31,904.13	\$16,947.59	\$48,851.72	
Purchasing			5,384						6.24%	\$15,256.20	\$8,104.15	\$23,360.35	
City Of Portland				696					0.81%	\$690.27	\$366.67	\$1,056.94	
FREDS Mail Distribution							2,096		2.43%	\$5,939.26	\$3,154.96	\$9,094.22	
State Court Records				2,136					2.47%	\$2,118.41	\$1,125.31	\$3,243.72	
County Records				9,308					10.78%	\$9,231.36	\$4,903.73	\$14,135.09	
Tax Title Maintenance			1,007						1.17%	\$2,853.45	\$1,515.76	\$4,369.22	
Health Supplies			2,476	7,779					11.88%	\$14,730.99	\$7,825.15	\$22,556.14	
Facilities Management			6,937	11,935			4,390		26.95%	\$43,933.13	\$23,337.43	\$67,270.55	Shops
Core		17,872											
IDS Telephone Room		150											
Column Totals		18,022	15,804	64,023	0	0	6,486	0	100.00%	\$126,657	\$67,281	\$193,938	

SAMPLE

RECAP:

Total Usable Square Footage	86,313
Total Core Area	<u>18,022</u>
Total Rentable Square Footage	104,335

Fy 94/95 projected costs:

Base Services	\$126,657	Average Cost Per Sq.Ft. =	\$1.47
Utilities	<u>\$67,281</u>	Average Cost Per Sq.Ft. =	<u>\$0.78</u>
	<u>\$193,938</u>		<u>\$2</u>

Cost by Category:

Category	Factor	Base Sq.Ft.	Util.Sq.Ft.
Office Space	1	\$2.83	\$1.51
Ware House Space	0.35	\$0.99	\$0.53
Clinic Space	1.5	\$0.00	\$0.00
Detention Space	1.5	\$0.00	\$0.00
Special Space	1	\$2.83	\$1.51
Parking			

MEETING DATE: MAR 01 1994

AGENDA NO: B-3

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Presentation of Proposed Work Plan and Budget for 1994 Multnomah County Fair

BOARD BRIEFING Date Requested: March 1, 1994, 11:00 a.m.

Amount of Time Needed: 30 minutes

REGULAR MEETING: Date Requested: _____

Amount of Time Needed: _____

DEPARTMENT: DES **DIVISION:** Administration

CONTACT: Betsy Williams **TELEPHONE #:** 248-5012
BLDG/ROOM #: 412/206

PERSON(S) MAKING PRESENTATION: Betsy Williams, Barbara Rutherford-Crest, Susan Sharp

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

SUMMARY (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable):

Presentation by the Multnomah County Fair Advisory Board of proposed work plan and budget for the 1994 Multnomah County Fair. (Report attached.)

Request Board direction on requests/recommendations within the report regarding General Fund support for the County Fair, exclusion from current Board policy regarding alcohol prohibition, and Board participation in Fair events.

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: Betsy H. Williams

BOARD OF
COUNTY COMMISSIONERS
1994 FEB 22 PM 2:01
MULTNOMAH COUNTY
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Office of the Board Clerk 248-3277/248-5222

MULTNOMAH COUNTY FAIR

1994 Plan

With the creation and appointment of the Multnomah County Fair Advisory Board this February, the 1994 Multnomah County Fair is moving forward to the five-day Fair run, July 27 - 31. Before the appointment of the Fair Advisory Board, the Friends of the Multnomah County Fair, a newly formed non-profit corporation, stepped forward to begin planning and producing the 1994 event. The Fair Advisory Board, the Friends of the Multnomah County Fair, and Multnomah County staff are now working together to bring about a successful 1994 Fair, celebrating the richness, diversity, and splendid resources of Multnomah County.

The 1994 Fair is developing themes that include celebrating our families, children, and cultural diversity by selecting activities and events that will attract these groups to the Fair. The marketing and promotional plan specifically targets multi-cultural attendance, understanding that cultural diversity is good business as well as an inclusive celebration of our community. The Fair will welcome new and returning attendees with a mix of entertainment, music and food that reflects multi-ethnic lifestyles and appetites. Entertainment will focus on local groups, bands and individuals, representing a mix of blues, jazz, gospel, dixieland, big band and latino bands, country and western, and rock 'n roll venues, as well as magic acts, clowns, strolling entertainers, and OMSI reptile and science exhibits.

Fair Production:

The Friends of the Multnomah County Fair, an all-volunteer group, have devised a "segment" approach to producing aspects of the 1994 Fair. Because County staff has taken a conservative approach to revenue projection for 1994, expenses must be cut in order to produce a balanced budget. Therefore, each segment plans to stage activities using resources from Multnomah County and donations obtained from the community. Examples of this include:

Administration, consisting of three segments assigned to oversee the 1994 Multnomah County Fair. These are Funding, Facilities, and Advertising and Promotion.

Entertainment, consisting of three segments, Rodeo, Main Stage, and other Ground Entertainment.

Competition, consisting of several segments including Home Arts, Photography, Craft, Livestock, Youth and 4H.

Mission Related, which specifically promotes Multnomah County's agenda and carries out the new mission statement of the Friends of the Multnomah County Fair. Each mission-related segment represents a new Fair feature that will entertain and educate according to its purpose. These segments consist of Community, Agriculture, Business and Industry, Non-Profit and Service Clubs, and Environmental.

Mission Statement, Friends of Multnomah County Fair:

Establish a place for the region to celebrate its COMMUNITY--where every group and individual has a chance to share their story.

Provide an event which involves youth, community, industry, schools, neighborhood groups and which has a broad multi-cultural base. Preserve County resources for future County Fairs. Establish a base of assets and income to perpetuate the Fair.

Requested Contributions from Multnomah County:

The Multnomah County Fair Advisory Board is requesting General Fund support for the following areas:

Challenge Grant, Friends of the Multnomah County Fair

Up to \$25,000

The Friends of Multnomah County Fair have taken a keen interest in both Fair production and the concept of an annual Multnomah County Fair. Last year, this group stepped forward to produce the Fair, and did a wonderful job in bringing strong community spirit and involvement to the event. Friends of the Multnomah County Fair began production of the 1994 Fair, and they have a great interest in assuming the role of Fair producer in 1995. From Multnomah County's perspective, in order to move out of the Fair business, a group, preferably a non-profit corporation, needs to step forward to accept this responsibility.

In order to nurture this group to a state of organizational maturity, seed money must be procured to provide insurance and resources for administrative set-up and operation. The Fair Advisory Board is requesting a Challenge Grant from Multnomah County that would work as follows: as sponsorships are solicited for in-kind contributions of products and/or services that directly offsets a line item in the 1994 Fair budget, the County would match that donation with money, up to \$25,000, to be given to the Friends of the Multnomah County Fair, in order to stage and produce the 1995 event.

Art in the Schools, Create a Cow

\$10,000

Traditionally, 4-H has involved students in Fair activities by encouraging participation in agricultural projects to show at the Fair. The Fair Advisory Board would like to encourage all Multnomah County students to get involved in the Fair experience by working with school arts teachers to Create a Cow, paint a barnyard animal, compose and sing a song about the fair, write a poem, etc. By getting these programs into Portland Public Schools, and Gresham, Sam Barlow, Parkrose, Corbett, David Douglas, and Reynolds School Districts, as well as private schools in Multnomah County, both urban and suburban students can participate in a traditional Fair activity in a creative and non-traditional way. The Fair Advisory Board requests funding to develop five specific arts programs to take out to Multnomah County Schools, with display at the 1994 Fair.

Health/Human Services

\$5,500

The Portland Adventist Health Van will be sited and be open during the five-day Fair. The Healthvan's free tests and screenings, supported by print materials, provide important information to help individuals alter lifestyle habits and achieve better health. The Healthvan will provide a number of tests free to fair-goers, including a hearing test for children and cholesterol testing for adults. On Wednesday, the opening day of the Fair, and designated as "Children's Day," a free hearing test will be offered for children. Sunday, the final day of the Fair, will be "Honored Citizens' Day," with free cholesterol tests offered to Senior Citizens. In addition, during the five days of the Fair, the Healthvan will provide all citizens with free tests and screenings. The Fair Advisory Board requests that the direct cost to offset supplies be funded by Multnomah County, in order to continue the County's focus on preventative health programs.

Total General Fund Support:

\$40,500

Special Dispensation to Serve Oregon Beer/Wine, Seek Sponsorships:

No Cost

The Fair Advisory Board recognizes that alcohol abuse is of great concern to Multnomah County. While recognizing the significance of this issue, the Fair Advisory Board proposes the Multnomah County consider granting the 1994 Multnomah County Fair a special dispensation to serve wine and beer at the event in a very responsible and conservative manner.

Oregon and Multnomah County are becoming nationally known for fresh micro-brewery beers and award-winning wineries, through which sales and image directly benefits the state. The Multnomah County Fair would like to spotlight these fine products by providing a closed beer and wine garden at the five-day event.

In order to provide this feature at the 1994 Fair, staff would work closely with Expo Center's concessionaire to set up and dispense beer and wine. The concessionaire would possess a liquor license and insurance to manage this service, with the County co-insuring, if necessary, for such an activity. Price points per serving would be set at such a level to discourage over-consumption, and the theme of such a garden would be to promote and taste our local spirits. A non-alcoholic beer and wine could also be offered. In years past, to the best of my knowledge, the Fair has a clean record in terms of alcohol sales and consumption.

If the Multnomah County Commission allows this activity to take place at the 1994 Fair, revenue projections in sponsorship and concession line items could increase by approximately \$50,000.

Performance of Audit, Multnomah County Fair

The Fair Advisory Board understands the importance of good fiscal management for the 1994 Multnomah County Fair. We request that Multnomah County perform a financial audit of the 1994 event, and provide final results for review by the Fair Advisory Board by September 30, 1994.

Special Request, Multnomah County Commissioners

The Fair Advisory Board requests that each Multnomah County Commissioner attend and support the Fair. The Fair will provide a booth for Commissioners over the five-day run, which will put you face-to-face with your voting constituency. We would like Commissioners to ride in each day's opening parade around the Fair site. And we would request each Commissioner's strong support and encouragement as we stage a fine community celebration, the 1994 Multnomah County Fair!

MULTNOMAH COUNTY FAIR
Proposed Budget Revenues, 1994/95

REVENUES

<u>SOURCE</u>	<u>1993 Actuals</u>	<u>1994 Proposed</u>
BEGIN WORK CAP	0	75,450
RACING APP	36,272	34,700
PARAMUTUAL DOGS	114,000	0
PARKING	14,565	18,000
<i>FACTOR: 6000 CARS X \$3/CAR</i>		
ADMISSIONS	54,566	73,800
<i>FACTOR: 36,000 GATE X \$2.05/PERSON AVG.</i>		
BOOTH RENTAL	28,135	27,500
<i>FACTOR: 100 BOOTHS X \$275 EA.</i>		
CARNIVAL FEES	20,358	25,000
CONCESSIONS	2,838	4,000
ENTRY FEES	1,066	1,000
SPONSORSHIPS	14,000	6,000
<hr/>		
TOTALS	\$285,800	\$265,450

MULTNOMAH COUNTY FAIR • FY 1994/95 Proposed Budget

	1993 <i>Actual</i>	1994 <i>Proposed</i>
<i>Attendance:</i>	26,120	36,000
<hr/>		
EXPENSES:		
Total Entertainment	68,975	19,850
Total Advertising	33,965	41,724
Other Professional Services		
Open Class Personnel	14,212	14,212
4H Personnel	3,920	3,920
Parking Lot Cleanup	900	900
Security & Ticket Mgmt.	17,089	19,000
Handbook Production	0	4,000
Mission Segment Prod.	0	13,800
Misc. Services	3,928	0
Total Other Professional Services	40,049	55,832
Total Print Cost	595	1,000
Total Utility Costs	0	6,000
Total Communications Cost	0	850
Total Rental Costs	20,240	19,880
Total Repairs & Maint.	0	2,400
Total Maintenance - Janitorial	0	3,100
Total County Postage/Distribution	0	1,000
Total Supplies	6,057	7,400
Total Education and Training	95	0
Total Local Mileage	22	200

