

## ANNOTATED MINUTES

Tuesday, April 23, 1991 - 9:30 AM  
Multnomah County Courthouse, Room 602

### PLANNING ITEMS

The Following April 1, 1991 Decisions of the Planning Commission are Reported to the Board for Acceptance and Implementation by Board Order:

1. PD 1-91 APPROVE, SUBJECT TO CONDITIONS, Requested Change in Zone Designation From RR, Rural Residential District to RR, P-D, Rural Residential, Planned-Development District;  
LD 7-91 APPROVE, SUBJECT TO CONDITIONS, Request for a 13-Lot Single Family Residential Land Division, all for Property Located at 5055 East Powell Boulevard

ACCEPTED.

The Following April 1, 1991 Decisions of the Planning Commission are Reported to the Board of County Commissioners for Acknowledgement by the Presiding Officer:

2. CS 2-91 APPROVE, SUBJECT TO CONDITIONS, Modification of the Community Service Designation of the Described Property to Allow up to a Maximum of 16 On-Site Residents Plus 4 Temporarily Housed on an Occasional Basis, for Property Located at 14917-15005 SE Division Street

ACKNOWLEDGED.

3. CU 5-91 APPROVE, SUBJECT TO CONDITIONS, Conditional Use Request to Allow Development of the Subject Property with a Non-Resource Related Single Family Residence, for Property Located at 6175 NW Thompson Road

ACKNOWLEDGED.

4. RB 1-91 RESOLUTION in the Matter of Issuance of an Industrial Development Revenue Bond State of Oregon to Lincoln & Allen Bindery

TESTIMONY HEARD. RESOLUTION 91-54 APPROVED.

5. C 2-91 First Reading and Possible Adoption of an ORDINANCE Amending the Multnomah County Code Chapter 11.15 by Amending Regulations Applicable to Grading and Filling Activities, and Clarifying Standards Applicable to Land Disturbing Activities within the Tualatin River Drainage Basin, and Declaring an Emergency

TESTIMONY HEARD. ORDINANCE 677 APPROVED.  
STAFF TO PREPARE AND SUBMIT A PROPOSED  
ORDINANCE FOR PROTECTION OF THE BALCH CREEK  
AREA AS SOON AS POSSIBLE.

6. C 3-91a First Reading of an ORDINANCE Amending the Multnomah County Code Chapter 11.15 by Restricting the Planned Development Subdistrict to the Urban and RC, RR and MUA-20 Rural Districts

TESTIMONY HEARD. FIRST READING APPROVED.  
SECOND READING SCHEDULED FOR TUESDAY, APRIL 30, 1991.

7. Business Certificate Application/Renewal Submitted by Planning Office with Recommendation for Approval as Follows: Division Street Auto Parts U-Pull-It Division, 13231 SE Division, Portland (Continued from March 28, 1991)

CONTINUED TO TUESDAY, APRIL 30, 1991.

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Tuesday, April 23, 1991 - 10:30 AM  
Multnomah County Courthouse, Room 602

BOARD BRIEFING

8. Proposed Interim Solution to Accomodate Courtroom Needs and Board Discussion Concerning Sixth Floor Space Option and Implementation of Moves and Modifications. Presented by F. Wayne George and Jim Emerson

CANCELLED.

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Tuesday, April 23, 1991 - 11:00 AM  
Multnomah County Courthouse, Room 602

AGENDA REVIEW

9. Review of Agenda for Regular Meeting of April 23, 1991

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Tuesday, April 23, 1991 - 1:30 PM - 3:00 PM  
Multnomah County Courthouse, Room 602

WORK SESSION

1. Work Session to Receive Budget Recommendations from the Portland and Gresham Chambers of Commerce.

PRESENTATION, BUDGET RECOMMENDATIONS AND BOARD DISCUSSION WITH DON McCLAVE, JOAN PASCO, CHARLES SWANK AND PATRICK DONALDSON.

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ADDITIONAL BUDGET WORK SESSIONS SCHEDULED FOR: THURSDAY, APRIL 25, 1991, BEGINNING AT 8:00 AM AND FOLLOWING THE REGULAR MEETING UNTIL 12:00 PM. FRIDAY, APRIL 26, 1991, BEGINNING AT 1:00 PM. MONDAY, APRIL 29, 1991 FROM 9:00 AM UNTIL 12:00 PM AND 1:00 PM TO 5:00 PM AS NEEDED.

BOARD STAFF DIRECTED TO PUT TOGETHER PACKAGE FROM EACH COMMISSIONER IDENTIFYING POSSIBLE EFFICIENCY CUTS AND ADDS; BUDGET STAFF DIRECTED TO PREPARE DATA IDENTIFYING SOLID REVENUES, FOR SUBMISSION AT THURSDAY, APRIL 25, 1991 BOARD BUDGET.

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Wednesday, April 24, 1991 - 7:00 PM - 10:00 PM  
Gresham City Hall Council Chamber  
1333 NW Eastman Parkway, Gresham

PUBLIC HEARING

1. Public Hearing and Testimony on the Multnomah County Budget.

27 CITIZENS TESTIFIED IN SUPPORT OF COUNTY FUNDING FOR VARIOUS PROGRAMS.

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Thursday, April 25, 1991 - 9:30 AM  
Multnomah County Courthouse, Room 602

BOARD BRIEFING

1. Liability Settlement of Litigation Regarding Taxation of 1980/87 Southern Pacific Railroad Property. Presented by County Counsel Larry Kressel and Kathy Tuneberg of the Assessment and Taxation Division

STAFF BRIEFED BOARD, RECOMMENDED PROMPT REIMBURSEMENT AND WERE DIRECTED TO PROVIDE BOARD WITH INFORMATION CONCERNING THE STATUS OF SETTLEMENT WITH THE OTHER RAILROADS.

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Thursday, April 25, 1991 - 9:45 AM  
Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

NON-DEPARTMENTAL

- C-1 In the Matter of the Multnomah County Appointments of Gene Bui, Terry Cook, Carolyn Piper and Paul Johnson to the County Comprehensive Housing Affordability Strategy (CHAS) Citizens Steering Committee; Paul Thalhofer to the Public and Assisted Housing Subcommittee; Peter Fornara to the Rental Housing Subcommittee; and Joanna Moyer to the Homeownership Subcommittee

APPROVED.

REGULAR AGENDA

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-1 Approval of a Notice of Intent to Co-Sponsor a Grant Proposal for the Acquisition of 428 Acres of Sensitive Wetlands Located in Northwest Multnomah County Adjacent to the Multnomah Channel and Sauvie Island (Commonly Referred to as Burlington Bottoms)

APPROVED.

- R-2 Second Reading and Possible Adoption of an ORDINANCE Amending Multnomah County Code Chapter 10.15.110, Park Fees

ORDINANCE 678 APPROVED.

- R-3 ORDER in the Matter of the Execution of a Deed from Multnomah County, a Political Subdivision of the State of Oregon, for Certain Real Property for Dedicated Street Purposes (S.E. Hawthorne Street - Item No. 91-121)

ORDER 91-55 APPROVED.

DEPARTMENT OF HUMAN SERVICES

- R-4 Request for Approval of a Lease Agreement Between Multnomah County and the State of Oregon for the Use of 16 Dedicated Parking Spaces for Clients, Visitors and Staff of the Aging Services Division West Branch

CONTINUED TO THURSDAY, MAY 2, 1991 IN ORDER TO LOOK INTO EMPLOYEE PARKING POLICY.

- R-5 Ratification of an Intergovernmental Agreement Between the State of Oregon Health Division and Multnomah County to Provide Start Up Funds for Equipment and Installation to Establish a Toll-Free Telephone Number for the Use of Parents to Access Information About Health Care Providers and Practitioners Providing Health Care Services Under Title V and Title XIX

APPROVED.

- R-6 Ratification of Revision No. 2 to the Intergovernmental Agreement Between the State Health Division and Multnomah County Providing Increased Grant Funding for Various County Programs

APPROVED.

- R-7 Ratification of Revision No. 3 to the Intergovernmental Agreement Between the State Health Division and Multnomah County Providing Increased Grant Funding for Various County Programs

APPROVED.

- R-8 Budget Modification DHS #24 Authorizing Changes in Health Division Appropriations Due to Changes in the State Health Division Revenue Agreement and Other Miscellaneous Revenue Sources

APPROVED.

- R-9 Budget Modification DHS #28 Authorizing Transfer of One-Time Unexpended Personnel and Uncontracted Federal and State Grant Funds to Pay for an Aging Services Division Networked Computer Client Tracking System and Shifting of Materials and Services Line Items

APPROVED.

NON-DEPARTMENTAL

- R-10 PROCLAMATION in the Matter of Proclaiming APRIL 28, 1991 as WORKERS MEMORIAL DAY in Multnomah County, Oregon

TESTIMONY HEARD. PROCLAMATION 91-56 APPROVED.

- R-11 In the Matter of Review and Approval of the Multnomah Cable Regulatory Commission, Program in Community Television and Multnomah Community Television Locally Oriented Programming Budgets Pursuant to an Intergovernmental Agreement Among the Jurisdictions of Gresham, Troutdale, Fairview, Wood Village and Multnomah County (Continued from April 18, 1991)

APPROVED WITH ATTACHMENT OF THREE BUDGET NOTES.

PUBLIC CONTRACT REVIEW BOARD

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

- R-12 ORDER in the Matter of a Sole Source Exemption to Purchase a Micro-Imager and Mainframe System from Eastman Kodak Company

ORDER 91-57 APPROVED.

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

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Thursday, April 25, 1991 - 9:30 AM to 12:00 PM  
Multnomah County Courthouse, Room 602

WORK SESSION

Work Session to Discuss the Multnomah County Budget.

BOARD DISCUSSED STAFF PROPOSED REDUCTIONS,  
REVENUES AND RESTORATIONS. BUDGET STAFF  
DIRECTED TO PREPARE SPECIFIC DATA, GATHER

INFORMATION AND ASSEMBLE APPROPRIATE STAFF FOR  
FRIDAY WORK SESSION.

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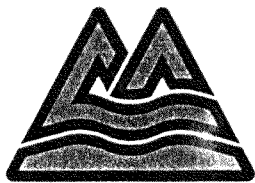
Friday, April 26, 1991 - 1:00 PM to 5:00 PM  
Multnomah County Courthouse, Room 602

WORK SESSION

Work Session to Discuss the Multnomah County Budget.

BOARD DISCUSSED STAFF PROPOSED REDUCTIONS,  
REVENUES AND RESTORATIONS. BUDGET STAFF  
DIRECTED TO PREPARE SPECIFIC DATA, GATHER  
INFORMATION AND ASSEMBLE APPROPRIATE STAFF FOR  
MONDAY WORK SESSION.

0140C/1-6/dr



# 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 22 - 26, 1991

Tuesday, April 23, 1991 - 9:30 AM - Planning Items. . . . Page 2  
Tuesday, April 23, 1991 - 10:00 AM - Board Briefing . . . . Page 3  
Tuesday, April 23, 1991 - 11:00 AM - Agenda Review. . . . Page 3  
Tuesday, April 23, 1991 - 1:30 PM - Work Session. . . . Page 3  
Wednesday, April 24, 1991 - 7:00 PM - BUDGET HEARING. . . . Page 3  
Gresham City Hall Council Chamber  
1333 NW Eastman Parkway  
Thursday, April 25, 1991 - 9:30 AM - Board Briefing . . . . Page 3  
Thursday, April 25, 1991 - 9:45 AM - Regular Meeting. . . . Page 4

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 27 for Paragon Cable (Multnomah East) subscribers  
Saturday 12:00 PM, Channel 21 for East Portland and East County subscribers

Tuesday, April 23, 1991 - 9:30 AM

Multnomah County Courthouse, Room 602

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  3. CU 5-91 APPROVE, SUBJECT TO CONDITIONS, Conditional Use Request to Allow Development of the Subject Property with a Non-Resource Related Single Family Residence, for Property Located at 6175 NW Thompson Road
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4. RB 1-91 RESOLUTION in the Matter of Issuance of an Industrial Development Revenue Bond State of Oregon to Lincoln & Allen Bindery
  5. C 2-91 First Reading and Possible Adoption of an ORDINANCE Amending the Multnomah County Code Chapter 11.15 by Amending Regulations Applicable to Grading and Filling Activities, and Clarifying Standards Applicable to Land Disturbing Activities within the Tualatin River Drainage Basin, and Declaring an Emergency
  6. C 3-91a First Reading of an ORDINANCE Amending the Multnomah County Code Chapter 11.15 by Restricting the Planned Development Subdistrict to the Urban and RC, RR and MUA-20 Rural Districts
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Tuesday, April 23, 1991 - 11:00 AM

Multnomah County Courthouse, Room 602

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1333 NW Eastman Parkway, Gresham

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Multnomah County Courthouse, Room 602

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Thursday, April 25, 1991 - 9:45 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

NON-DEPARTMENTAL

- C-1 In the Matter of the Multnomah County Appointments of Gene Bui, Terry Cook, Carolyn Piper and Paul Johnson to the County Comprehensive Housing Affordability Strategy (CHAS) Citizens Steering Committee; Paul Thalhofer to the Public and Assisted Housing Subcommittee; Peter Fornara to the Rental Housing Subcommittee; and Joanna Moyer to the Homeownership Subcommittee

REGULAR AGENDA

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-1 Approval of a Notice of Intent to Co-Sponsor a Grant Proposal for the Acquisition of 428 Acres of Sensitive Wetlands Located in Northwest Multnomah County Adjacent to the Multnomah Channel and Sauvie Island (Commonly Referred to as Burlington Bottoms)
- R-2 Second Reading and Possible Adoption of an ORDINANCE Amending Multnomah County Code Chapter 10.15.110, Park Fees
- R-3 ORDER in the Matter of the Execution of a Deed from Multnomah County, a Political Subdivision of the State of Oregon, for Certain Real Property for Dedicated Street Purposes (S.E. Hawthorne Street - Item No. 91-121)

DEPARTMENT OF HUMAN SERVICES

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- R-6 Ratification of Revision No. 2 to the Intergovernmental Agreement Between the State Health Division and Multnomah County Providing Increased Grant Funding for Various County Programs

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- R-8     Budget Modification DHS #24 Authorizing Changes in Health Division Appropriations Due to Changes in the State Health Division Revenue Agreement and Other Miscellaneous Revenue Sources
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NON-DEPARTMENTAL

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- R-11    In the Matter of Review and Approval of the Multnomah Cable Regulatory Commission, Program in Community Television and Multnomah Community Television Locally Oriented Programming Budgets Pursuant to an Intergovernmental Agreement Among the Jurisdictions of Gresham, Troutdale, Fairview, Wood Village and Multnomah County (Continued from April 18, 1991)

PUBLIC CONTRACT REVIEW BOARD

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

- R-12    ORDER in the Matter of a Sole Source Exemption to Purchase a Micro-Imager and Mainframe System from Eastman Kodak Company

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

Meeting Date: APR 25 1991

Agenda No.: C-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Appointments

AGENDA REVIEW/  
BOARD BRIEFING \_\_\_\_\_ REGULAR MEETING 4/25/91  
(date) (date)

DEPARTMENT Nondepartmental DIVISION Chair's Office

CONTACT Judy Boyer TELEPHONE X-3308

PERSON(S) MAKING PRESENTATION \_\_\_\_\_

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: \_\_\_\_\_

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):

Appointments to County Comprehensive Housing Affordability Strategy (CHAS)  
Steering Committee and CHAS Subcommittees (see attached)

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL Gladys McCay

Or

DEPARTMENT MANAGER \_\_\_\_\_

(All accompanying documents must have required signatures)

# CHAS

## Steering Committee:

1. Paul Johnson 405 SE 205th  
Troutdale, OR 97060  
666-7859
2. Gene Bui 116 SE 8th, #27  
Troutdale, OR 97060-1354  
667-3231
3. Carolyn Piper Human Solutions Inc.  
2900 SE 122nd  
Portland, OR 97236  
248-5200
4. Terry Cook
5. Vacant

## Sub-Committees:

Homelessness - Vacant

## Public & Assisted Housing

Paul Thalhofer

PO Box 177

Troutdale, OR 97060

666-7748

## Rental Housing

Peter Fornara

Shared Housing

335 NW 19th, Portland 97

222-5559

Home ownership

Joanna Moyer

410 SE 19<sup>th</sup> St

Troutdale, OR 97060

667-0217



CITY OF

# PORTLAND, OREGON

BUREAU OF PLANNING

Gretchen Kafoury, Commissioner  
Robert E. Stacey, Jr., Director  
1120 S.W. 5th, Room 1002  
Portland, Oregon 97204-1966  
Telephone: (503) 796-7700  
FAX: (503) 796-3156

April 10, 1991

## MEMORANDUM

TO: HAC and CHAS TAC Members

FROM: Mike Saba, Senior Planner

SUBJECT: Final CHAS Subcommittee Membership Selection

As a result of the April 9, 1991 meeting of the CHAS Subcommittee of the Housing Advisory Committee, the following people have been selected as members of each of the four working subcommittees during the duration of the CHAS development process. It was discussed and understood by HAC members that they will convene as the Citizens Steering Committee along with nine representatives of Gresham and the other cities of Multnomah County and the unincorporated urban County.

It was also understood that two additional citizen representatives will be selected to serve on each subcommittee by officials from Multnomah County, Gresham, and other East County cities.

### PUBLIC AND ASSISTED HOUSING

John Grosvenor, Key Bank  
Richard Hutchison, Walsh Construction  
Kirk Pawlowsky, OHSU  
Tom Benjamin, Innovative Housing, Inc.  
Bobby Weinstock, NW Pilot Project  
Jack Costello, Mental Health Services West  
Julie Sterling, HAP Board  
Phillip Yates, Oregon Housing Now  
Jesus Ayala, Access Oregon  
Linda Stoltz, The Planning Group  
Charles Sloan, Public Housing Tenant  
Ruby Foust, Public Housing Tenant

Ex Officio Staff Members, Jerry Wang (County), Barrett Philpot (HAP), Beth Carey (HAP)

## HOMELESSNESS

Nancy Wood, NW Senior Center  
Roland Schaffner, Attorney for MHW  
Bob Naito, HAP Board  
Helaine Gross, Realtor  
Kathy Oliver, Outside In  
Virginia Jellison, NAHRO  
Mica Smith, Bridgeview Coordinator  
Nancy Koroloff, PSU  
Jean DeMaster, Burnside Projects  
Genevieve Nelson, Sisters of the Road  
Deborah Wood, Central City Concern  
Oweda Larkins, Homeless Seniors

Ex Officio Staff Members: Dan Leonard (Albina Human Resources), Nancy Wilton (County), Paula Corey (County)

## HOMEOWNERSHIP

Greg Lutje, Attorney  
Karen Tolvstad, US Bank  
Neil Kelly, Remodeler  
Christina Dwyer, Realtor  
Edna Mae Pittman, National Council of Negro Women  
Betty Gega, League of Women Voters  
Clara Andrews, Hispanics in Unity  
Janice Frater, First Interstate Bank  
Mollie Brigid Sidhe, Coalition for Human Dignity  
John Chandler, Attorney for Homebuilders  
Steve Mozinski, Home Builder, The Randall Group  
Guy Snyder, Architect

Ex Officio Staff Members: Jenny Gardner (PDC), Janet Tucker (Aging Services), Jean Staehli (PDC)

RENTAL HOUSING

Kevin Keillor, Attorney  
Margaret Shepard Van Vliet, First Interstate Bank  
Sandra Walden, Downtown Living Council  
Dee Walsh, REACH  
Heath Silberfeld, NWDA  
Michael Matteucci, Eliot NA  
Julie Green, Piedmont NA  
Judith Baseshore Alef, Native American Housing  
Ed Fournier, Guardian Management  
Barbara Ledbury, Commission on Aging  
Paul Parker, HAP  
Michael Roberson, Public Housing Tenant

Ex Officio Staff Members: Jan Campbell (MHRC), Tom Cusack (HUD), Louise Anderson (PDC)

MPS:mps

Meeting Date: APR 25 1991

Agenda No.: R-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Notice of Intent

AGENDA REVIEW/  
BOARD BRIEFING

(date)

REGULAR MEETING

4/25/91

(date)

DEPARTMENT Nondepartmental

DIVISION County Chair's Office

CONTACT Paul Yarborough, Charlie Ciecko TELEPHONE X-5000

PERSON(S) MAKING PRESENTATION Charlie Ciecko

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: \_\_\_\_\_

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):

Park Services requests authorization to co-sponsor (with Oregon Department of Fish & Wildlife) a grant proposal to the BPA and PNW Power Planning Council for the acquisition of 428 acres of sensitive wetlands located in northwest Multnomah County adjacent to the Multnomah Channel and Sauvie Island

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL

Madys McCarty

Or

DEPARTMENT MANAGER \_\_\_\_\_

(All accompanying documents must have required signatures)

CLERK OF  
COUNTY COMMISSIONERS  
1991 APR 18 AM 9:03  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
PARKS SERVICES DIVISION  
1620 S.E. 190TH AVE.  
PORTLAND, OREGON 97233  
(503) 248-5050

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: Board of County Commissioners  
Paul Yarborough

FROM: Charles Ciecko *Charles Ciecko*

DATE: April 18, 1991

SUBJECT: Notice of Intent - Request to Co-sponsor Grant Application for Land Acquisition

### Background

Located just 15 minutes from downtown Portland in Northwestern Multnomah County is a 428 acre tract of land commonly known as "Burlington Bottoms." The tract is located north of the Sauvie Island Bridge and situated between Highway 30 and the Multnomah Channel. The predominant characteristics of this parcel are ponds, wetlands, and riparian forest interspersed with pasture land.

Burlington Bottoms provides critically important habitat for a myriad of wildlife including "threatened" species, such as Columbia white-tail Deer, and bald eagle as well as wintering tundra and trumpeter swans, resident great Blue Heron, egrets, numerous species of raptors, waterfowl, small mammals, amphibians, and reptiles. Without question, Burlington Bottoms is the most valuable remnant of wetlands left in Multnomah County which is currently not in public ownership.

Additional information regarding this property is enclosed for your review.

Burlington Bottoms is currently owned by Glacier Park Company, a subsidiary of Burlington Resources, Inc.

Recently, Park Services was notified that Burlington Resources, Inc., had decided to liquidate Glacier Park and all of its holdings. In order to accomplish the liquidation, an auction has been scheduled for May 18, 1991.

Through the efforts of The Nature Conservancy (TNC), Burlington Resources has agreed to remove Burlington Bottoms from the auction list and make it available for public acquisition for the predetermined minimum bid price of \$350,000 (\$817.00 per acre). An appraisal conducted by the Oregon Department of Transportation in the early 1980's placed the value of this property at approximately \$727,000. Information regarding the County's current assessed value is attached for your information.

Removal from the auction list is contingent upon a commitment from TNC and/or public agencies in the form of either a down payment and purchase contract or acquisition of a purchase option. This commitment is required by May 1, 1991. TNC has agreed to facilitate removal from the auction list with reasonable assurance that public agencies will acquire the property within a 4-6 month time frame.

Subsequently, Parks staff and TNC staff have met with representatives of the Oregon Department of Fish and Wildlife (ODFW) who have voiced strong interest in this project.

ODFW staff agreed to investigate the possibility of submitting a grant proposal to the Northwest Power Planning Council (NWPPC) and Bonneville Power Administration (BPA) for consideration under their "Wildlife Mitigation Program." These two federal agencies are charged with the responsibility to administer a program which is intended to offset the impacts on wildlife associated with the development of Columbia Basin hydro projects in Oregon, Washington, Idaho, and Western Montana.

On April 16, 1991, representatives of TNC, ODFW, and Parks Services met with representatives of the two federal agencies. Subsequently, a grant proposal has been requested.

#### What is Requested of Multnomah County?

Ranking of grant proposals by the federal agencies is influenced by criteria which give preference to projects which involve partnerships between public agencies and projects which have the support of local governments.

Consequently, Multnomah County through the Parks Services Division, has been requested by ODFW to co-sponsor a project proposal to the PNWPPC and BPA.

No financial commitment is required to co-sponsor this project proposal.

In the event such a commitment would be required to receive federal funds, staff would return to the Board for a formal discussion of options which would avoid impact on general funds. One potential option might be the Natural Area Acquisition and Protection Fund. Any expenditure of funds is subject to a separate, formal approval by the Board.

Memo/Board  
April 18, 1991  
Page 3

Any management/ownership rights and responsibilities which may accrue to the County as a result of this project will be structured in a manner allowing transfer to Metro if and when the "Greenspaces" program is formally inaugurated.

Summary

Burlington Bottoms is a vitally important wildlife habitat with excellent potential for dispersed, non-consumptive recreation and education located just minutes from downtown Portland.

For the next two weeks an opportunity exists to secure this property for a fraction of its true value for the benefit and enjoyment of current and future generations of County residents.

Multnomah County is in a position to influence the decision of federal agencies which have the financial capability to protect this important natural area through acquisition. No financial commitment is required to co-sponsor this project proposal.

The Parks Services Division strongly recommends your endorsement of this project proposal.

If I can answer questions, please don't hesitate to contact me at 248-5050.

Thank you for your serious consideration of this important issue.

CC:rj

Enclosure

4035p

APPENDIX A

DATE: April 18, 1991

TO: BOARD OF COUNTY COMMISSIONERS

DEPARTMENT AND CONTACT PERSON: DES Park Services, Charles Ciecko  
GRANTOR AGENCY: Northwest Power Planning Council, BPA  
BEGINNING DATE OF GRANT: Unknown  
PROJECT TITLE: Wildlife Mitigation - Acquisition of  
"Burlington Bottoms"

PROJECT DESCRIPTION/GOALS:

Acquisition/protection of 428-acre tract of land known as "Burlington Bottoms" located in Northwest Multnomah County adjacent to Sauvie Island.

See attached memo for more details.

PROJECT ESTIMATED BUDGET	Direct/Indirect
FEDERAL SHARE:	\$ <u>300,000/</u> _____
STATE SHARE:	\$ <u>50,000/</u> _____
COUNTY SHARE:	\$ <u>0/</u> _____
TOTAL:	\$ <u>350,000/</u> _____

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

No financial commitment is requested.

SPECIFY REPORTING AND/OR BILLING REQUIREMENTS OF GRANTOR AND WHO REPORTS  
FINANCE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_. IF DEPT. REPORTS, INDICATE  
REASON.

N/A

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

N/A

ADVANCE REQUESTED \_\_\_\_\_ YES X NO. IF NOT, INDICATE REASON.

RECEIPT OF FUNDS WILL BE DEPOSITED TO PO BOX \_\_\_\_\_ OR WIRED DIRECTLY \_\_\_\_\_.  
IF NOT, INDICATE REASON.

N/A

0935p/4036p

(Use appropriate County  
classification with yearly  
costs.)

TOTAL

EXPLAIN MATERIALS AND SERVICES AND CAPITAL EXPENDITURES WITH TOTAL DOLLAR  
AMOUNTS

N/A

COMMENTS

GRANT MANAGER

Signature

Date

BUDGET DIVISION

Signature

Date

FINANCE DIVISION

Signature

Date

PERSONNEL DIVISION

Signature

Date

DEPARTMENT DIRECTOR

Signature

Date

SITE NAME: Burlington Bottoms  
STATE: Oregon  
COUNTY: Multnomah Co.  
QUAD MAP: Sauvie's Island  
ACREAGE OF PRIMARY PRESERVE: 428 ±  
LEGAL DESCRIPTION (TOWNSHIP, RANGE & SECTION): T2N R1W Sections 20,  
21

DIRECTIONS AND ACCESS: Burlington Bottoms is located just east of HWY 30 north of Portland and south of Scappoose near the town of Rafton. Head northwest from Portland on Hwy 30. The site is approximately 4 miles north of the town of Linnton, just before the town of Burlington. The access road is gated and forms the southern boundary of the primary preserve. The permanent pond lies just north of this road and is a good landmark for locating the property.

#### A. SITE ECOLOGICAL SECTION

SITE DESCRIPTION: The property is along the banks of the Columbia River just west of Sauvie Island and Multnomah Channel. The property lies below 50 feet elevation and is annually inundated by the Columbia River. There is one permanent pond and several seasonal ponds and channels on the property. The ponds are surrounded by a riparian forest of black cottonwood (Populus trichocarpa), Oregon ash (Fraxinus latifolia) and willow (Salix lasiandra and S. fluvialitis). There are some small upland areas supporting an Oregon oak (Quercus garryana) woodland.

ECOLOGICAL SIGNIFICANCE: The site contains remnants of a Columbia River Slough which includes a Sagittaria latifolia, and the state's largest remaining wapato wetland. This species was a major food source for native inhabitants living along the lower Columbia River. The surrounding riparian forest is dominated by black cottonwood, Oregon ash and willow. However, these communities have been altered by agricultural use, diking, and grazing. It is possible that the wetland communities could be at least partially restored by removing the dikes and by intensive control of the exotic species that currently dominate the site.

Historically the site supported populations of the Columbia whitetailed deer (Odocoileus virginianus leucurus), a federally listed threatened species, and individuals can occasionally be found here. With expansion of the population and protection of the site, the white tail deer could be expected to use the area seasonally in the future.

OTHER VALUES: The site is near Portland and is currently well known to birders in the area. The site harbors bald eagles, great blue herons, egrets and winter populations of whistling swans and tundra swans. The site is renowned for its concentration of ducks, including blue-winged teal, mallards, northern pintail, gadwall, American and European wideon, northern shoveler, cinnamon teal and

wood duck. Red-tailed hawks and turkey vultures frequent the site, as well as pheasant, barn swallow, tree swallow, goldfinch, song sparrow, and flickers, to name a few.

The site is within 15 minutes of Northwest Portland and is well known as a waterfowl wintering area. Burlington Bottoms major attraction is its close proximity and education value to the millions of inhabitants of the Portland metropolitan region. This property is directly west of Sauvie Island and the Sauvie Island Oregon Department of Fish & Wildlife Refuge.

**WILDLIFE MITIGATION OPPORTUNITIES:** Two diked access roads have altered the normal hydrologic regime of this site. To expedite mitigation for the losses of the wildlife habitat types and associated species described above would require breaching the dikes and possibly building a new dike along the southern property boundary. To get the fastest level of mitigation, one would remove the eastern dike along the Multnomah Channel.

The plant communities at this site are currently dominated by exotic grasses and forbs. Several of these species are very aggressive, including Senecio jacobea, Rubus hypericum perforatum, Phalaris centaurea sp.. Control of these species can be enhanced by removing cattle, breaching the dikes and restoring a more natural water flow to the property.

**EXISTING BUILDINGS AND STRUCTURES:** The site improvements include several gates, fences, a shack, a road, and dikes. Most of the interior fences are electric. A dike runs along the south and east sides of the property. All of these structures should be removed.





**CURRENT LAND USE:** The property has been leased for grazing since 1941. It is grazed by cows, horses and occasionally sheep from March to the fall.

**THE OPPORTUNITY:** The owner of the property, Glacier Park Company of Seattle, has had the property on the market for the last few months at a price of \$2 million. They have now decided to sell it at auction on May 18, 1991.

The owners have expressed a willingness to sell it to TNC, with whom they have a close and long history, for \$350,000. For the property to be pulled from the auction, a contract must be executed by the end of April.



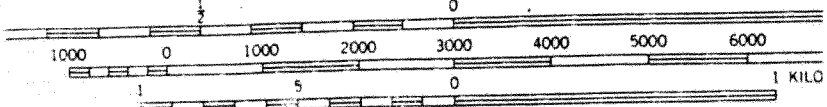
**BURLINGTON WAPATO MARSH**

-  Pond
-  Marsh
-  Riparian Forest
-  Pasture

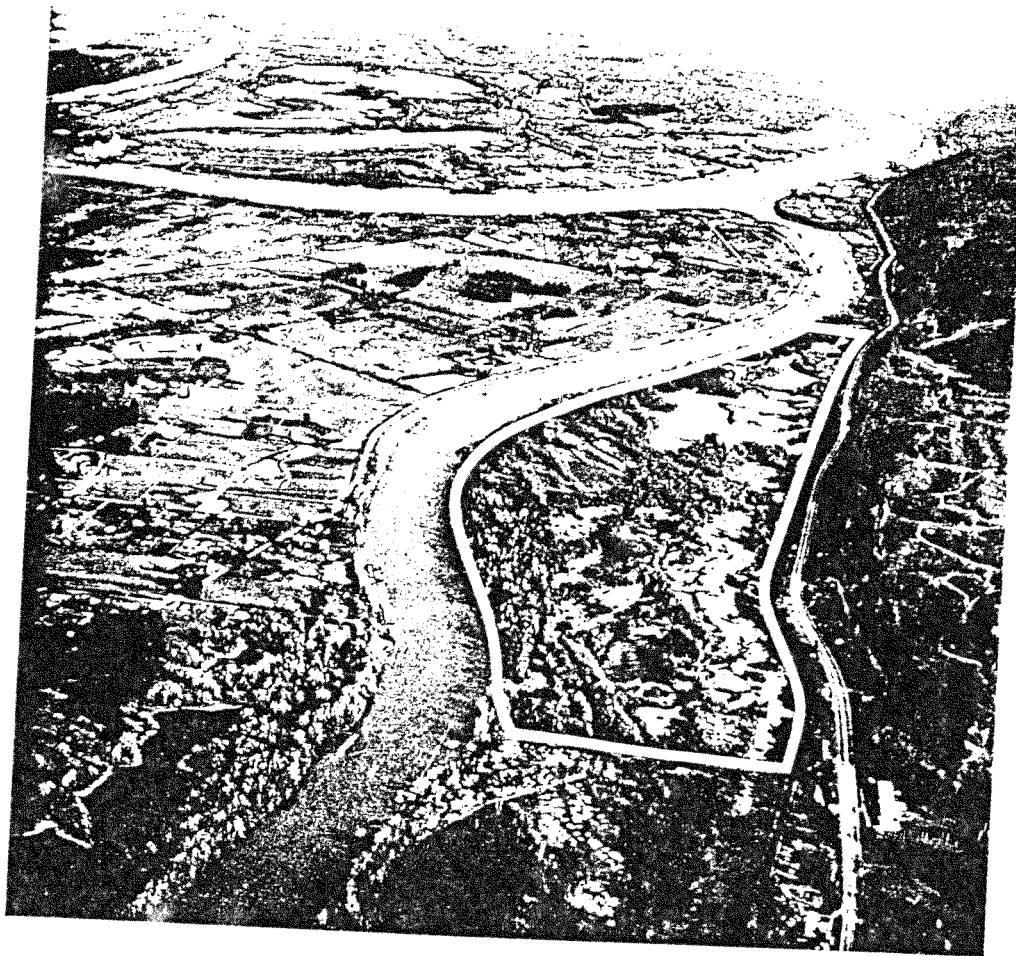
..... Proposed  
Natural Area Boundary

LINNTON 22 MI  
PORTLAND 11 MI  
(LINNTON)  
1475 III SE

SCALE 1:24000



CONTOUR INTERVAL 10 FEET  
DATUM IS MEAN SEA LEVEL  
DEPTH CURVES AND SOUNDINGS IN FEET - COLUMBIA RIVER DATUM  
SHORELINE SHOWN REPRESENTS THE APPROXIMATE LINE OF MEAN HIGH WATER  
THE MEAN RANGE OF TIDE IS APPROXIMATELY 2 FEET

**LOCATION:**

At the southwestern side of Sauvie Island. Vehicular access may not be feasible. Call the Auction Information Office for directions.

**PUBLISHED RESERVE:** \$350,000

**LAST ASKING PRICE:** \$2,000,000

**PROPERTY INSPECTION:**  
At any time.

**FINANCING:** None. All cash.

**DESCRIPTION:**

This 417± acre Sauvie Island site is zoned for agricultural uses and is in the flood zone of the Multnomah Channel (Willamette Slough). It includes a lease of submerged state-owned land lying between the low water line of the left bank and 150 feet distant into the river. The site is subject to two leases. One, for pasturage and a hay shed, generates approximately \$1,800 rental income per year. The second is a sublease for a houseboat moorage site and storage of log raft boom sticks. The sublease generates approximately \$3,300 per year. Both the lease and sublease are terminable upon 30 days written notice. Recognizing Sauvie Island's uniqueness as a wild fowl habitat, this parcel would be ideal as a sportsman's retreat and is one of the largest tracts of this nature along the Willamette River.

Meeting Date APR 18 1991 APR 25 1991

Agenda No.: R-6 R-2

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Parks Fee Revision Ordinance

BCC Formal #1 April 18, 1991 BCC Formal #2 April 25, 1991  
(date) (date)

DEPARTMENT Environmental Services DIVISION Parks Services

CONTACT Charles Ciecko TELEPHONE 248-5050

PERSON(S) MAKING PRESENTATION Charles Ciecko

ACTION REQUESTED:

/ INFORMATIONAL ONLY / POLICY DIRECTION /X APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 15 minutes

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

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

This ordinance amends MCC Chapter 10.15.110 (Park Fees). See attached memo for explanation.

Fiscal/Budgetary - should increase Parks revenues from \$65,000 - \$150,000 annually. Will not increase operating costs.

4/26/91 ordinance Distribution List  
4/30/91 Charles Ciecko

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL CC

Or

DEPARTMENT MANAGER [Signature]

(All accompanying documents must have required signatures)

1991 APR - 5 PM 4:53  
CLATSOP COUNTY  
BOARD OF  
COUNTY COMMISSIONERS

## ORDINANCE FACT SHEET

Ordinance Title: Proposed Revisions - Parks Fees MCC Chapter 10.15.110

Give a brief statement of the purpose of the ordinance (include the rationale for adoption of ordinance, description of persons benefited, and other alternatives explored).

This proposed ordinance adjusts Blue Lake and Oxbow Park entrance fees and reservation fees, The Lake House rental rates, Oxbow camping fees, boat ramp fees and annual passes fees.

What other local jurisdictions in the metropolitan area have enacted similar legislation?

Many public recreation providers supplement resources with user fees (i.e., cities, counties, districts, state, and federal).

What has been the experience in other areas with this type of legislation?

Citizens are generally willing to pay user fees if revenues are used to directly supplement Park related programs.

What is the fiscal impact, if any?

Staff presents a range in terms of fiscal impact. In the event that use would decrease 20% as a result of the fee increase, we estimate increased revenues of approximately \$65,000. In the event that visitation is unchanged, we estimate increased revenues of \$150,000.

(If space is inadequate, please use other side)

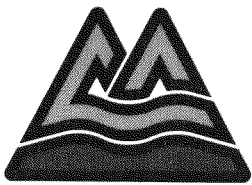
SIGNATURES:

Person Filling Out Form: Charles Cecchi

Planning & Budget Division (if fiscal impact): Shawn McCordwell

Department Manager/Elected Official: [Signature]

3706V/2188p



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
PARKS SERVICES DIVISION  
1620 S.E. 190TH AVE.  
PORTLAND, OREGON 97233  
(503) 248-5050

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: Paul Yarborough, DES Director  
Board of County Commissioners

FROM: Charles Ciecko, Director *C*,  
Parks Services Division

DATE: March 29, 1991

SUBJECT: **PROPOSED FEE REVISION ORDINANCE**

Please find attached the Parks Services Division proposal to adjust certain park user fees. This proposal will be reviewed by the Parks Advisory Committee on April 11, 1991.

The decision to request these increases is motivated by the implementation of Ballot Measure #5.

The revenue associated with this request are an important part of the resource side of our proposed budget. Assuming no loss in visitation these new revenues will offset 28% of the expected loss of general funds. Elimination of new capital funds will make up most of the balance.

Based on our recent surveys, we believe the proposed fees are competitive with similar opportunities and facilities.

Approval of this request will enhance our ability to meet the objective of self-sufficiency in FY 91-92.

The following is a summary of anticipated new revenue associated with each proposed fee:

- 1) **Park Entrance Fees** -- A \$1.00 per car increase will generate from \$50,343 to \$102,474 in additional revenue. (See Attachment "A".)

March 29, 1991

Page 2

- 2) Blue Lake Picnic Reservations -- Various adjustments will generate from \$1,960 to \$18,295 in additional revenue.
- 3) Boat Ramps & Parking -- A \$1.00 increase per car will generate from \$10,993 to \$17,993 in additional revenue.
- 4) Oxbow Camping Fees -- A \$1.00 increase per site and additional \$1.00 per extra vehicle will generate from \$100 to \$5,162 in additional revenue. (See Attachment "B".)
- 5) Oxbow Picnic Reservations -- A \$35.00 increase per site along with the establishment of a new reservable picnic area will generate from \$170 to \$2,450 in additional revenue.
- 6) Oxbow Non-profit & Youth Group Fees -- A standardization of \$1.00/person with a minimum and maximum fee will simplify administration and generate from \$200 to \$1,000 in additional revenue.
- 7) Annual Passes -- A \$10.00 increase and the creation of a low income pass will generate from \$910 to \$2,314 in additional revenue.
- 8) The Lake House -- Fees will be adjusted to increase rental rates for summer weekend usage by \$100 with estimated revenue of approximately \$2,000 to \$10,000. (See Attachment "C".)

Total anticipated revenue with a 20% visitation loss is \$65,000 and with no visitation loss we anticipate approximately \$150,000.

Please let me know if you have any questions. Thank you for your time and continued support.

CC:rj

2188p

**COMPARABLE RECREATIONAL ACTIVITIES**

<u>ACTIVITY:</u>	<u>1991 FEES:</u>
Multnomah County Fair 285-7756	\$5.00/adult \$3.00/child \$3.00/senior \$3.00 parking
MHCC Pool 667-7243	\$1.25/adult \$1.25/child 65¢/senior
Washington Park Zoo 226-1561	\$4.50/adult \$2.50/child \$3.00/senior
Hagg Lake/ Washington County Facilities 648-8715	\$3.00/vehicle \$3.50/boat
Washington County Fair	\$6.00 admission \$2.00 parking
Clackamas County Parks 655-8521	\$2.00/car
Jackson County Parks 776-7001	\$2.00/car
Multnomah County Parks	\$2.00/car all days (proposed) except \$3.00/car summer weekends/holidays

# REGIONAL CAMPING CHARGES

(All figures are for 1991 Summer season. Proposed rates marked with \*)

FACILITIES:	SITE SIZE: # of Persons Allowed	SITE DEVELOPMENT:	COST: (per night)	EXTRA CHARGES	
OREGON STATE PARKS 378-6305	8 Persons	Full & Moderate	F = \$14.00 * M = \$13.00 w/ Elect \$11.00 Tent Site	\$5.00 / Extra Car	Showers, electricity & water available to most sites, free seasonal interpretive programs at some selected sites.
CLACKAMAS COUNTY PARKS	No Established limits	Full & Moderate	All Sites \$9.00	None	Showers, water to each site, flush toilets.
JACKSON COUNTY PARKS 776-7001	2 Adults Plus Own Children Under 16	Moderate	\$10.00 * \$11.00 w/ Electric	\$2.00 / Extra Car	Showers, flush toilets, water in or near each site, no water or sewer hookups.
JOSEPHINE COUNTY PARKS 474-5285	6 Persons	Full, Moderate & Primitive	F = \$12.00 * M = \$ 9.00 P = \$ 8.00	None	Showers and flush toilets available except at primitive sites.
DOUGLAS COUNTY PARKS 440-4500	8 Persons	Full & Moderate	F = \$10.00 * M = \$ 8.00	\$3.00 / Extra Car	Pay showers, flush toilets, discount card available free to county residents (cost \$5.00) allows \$2.00 off non-hookup sites, \$3.00 off full hookup sites.
WASHINGTON STATE PARKS 206-753-5757	8 Persons	Full & Moderate	F = \$11.50 M = \$8.50 Tent Sites	\$3.00 / Extra Car	Pay showers, flush toilets, free interpretive programs at selected sites.
USFS DESCHUTES NATIONAL FOREST 388-2715	12 Persons	Full, Moderate & Primitive	F = \$8.00 M = \$7.00 P = \$6.00	F = \$4.00/Extra Car M = \$3.50/Extra Car P = \$3.00/Extra Car	Water near each site, no electricity, no showers.
USFS MT. HOOD NATIONAL FOREST 388-2715	8 Persons	Moderate & Primitive	M = \$8.00 P = \$6.00	None	Vault toilets, no showers, no electricity, water near each site.
ZIG ZAG RANGER DISTRICT 622-3191	8 Persons	Moderate & Primitive	M = \$10.00, \$8.00 P = \$6.00, \$4.00	None	Some have water in sites most have water nearby, no electrical or sewer, prices based on desirability of site as determined by Park Manager.
MT. HOOD R.V. VILLAGE (PRIVATE) 661-1047	8 Persons	Full	\$21.00 / \$19.00 \$16.00 Tent Sites	\$2.00 Each Person Extra	Showers, pay laundry, store, game room, pay cable, activities.
PORTLAND FAIRVIEW R.V. (PRIVATE) 661-1047	No Limit	Full	\$18.00	None	Good Sam discount - \$2.00 per night, seasonal pool, pay laundry, cable included with "Full Development".
KOA CASCADE LOCKS (PRIVATE) 374-8668	2 Persons	Full	\$17.00 & \$15.50 Electric \$13.00 Tent Sites	\$2.00 Each Person Extra	Showers, laundry, hot tub.
CROWN POINT R.V. (PRIVATE) 695-5209	2 Persons	Full	All Sites \$11.00	\$1.00 Each Person Extra	Pay showers, pay laundry.
CAMPFIRE BOYS & GIRLS CAMP NAMANU 224-7800	No Limit (Group Use)	Full	\$1.50 per Person	None	Registered clubs only, for use of lodge spring & fall.
BIG FIR CAMPGROUND & RV (east fork of Lewis River) 206-887-8970	2 Adults Plus 3 Children	Full & Moderate	Full = \$13 \$12 Water & Elect \$11 Dry Site M = \$10 Tent Sites	\$2.00 Extra Person \$2.00 Extra Car \$1.00 Pull Through	Pay showers, water near tent sites, flush toilets, video game room, store, pay recreation equipment, dump station.
BOY SCOUTS (SCOUTERS MOUNTAIN) 226-3423	No Limit (Group Use)	Moderate	\$1.00 per Person Weekend (1 or 2 Nights)	None	Boy Scouts only, no electricity, no showers, group camping in meadow.
ROLLING HILLS R.V. PARK (PRIVATE) 666-7282	None	Full	\$17.96 \$16.37 Tent Sites	None	Good Sam discount, includes garbage, sewer (except tent sites), water, telephone hookup, cable, seasonal pool, recreation room, pay laundry, and showers.
EAGLE FERN PARK EAGLE CREEK (CHURCH OWNED) 630-4978	None	Full	\$7.00 per Person \$800.00 Minimum	None	Non Profit groups only - includes full use of facilities, dorm style sleeping cabins (10 beds 1/2 bath each) lodge, full kitchen, shower buildings, 100 acres, sports fields w/equipment available, some overflow tent camping at same cost available.

**RENTAL RATE COMPARISON**

<u>Name</u>	<u>Number of Hours</u>	<u>Fee</u>
Paesano's Cedarville Park	12	\$ 700
Leach Gardens	6	\$ 450
Jenkins Estate	6	\$ 485
<b>The Lake House</b>	<b>6/12</b>	<b>\$500/800 (proposed)</b>
East Fork Inn	6	\$ 695
Parkside Chapel, Inc.	4/6	\$1,300/1,500
Lakeside Gardens	4	\$1,800
The Hostess House	4	\$ 995

1                                   BEFORE THE BOARD OF COMMISSIONERS

2                                   FOR THE COUNTY OF MULTNOMAH

3                                   ORDINANCE NO. 678

4    An ordinance amending Multnomah County Code Chapter 10.15.110, Park Fees.

5    (Language in brackets [] is to be deleted; underlined language is new)

6    Multnomah County ordains as follows:

7    Section 1 Findings

8    A.   As a result of fiscal constraints imposed by the implementation of Ballot  
9       Measure #5, it is necessary to recover a greater percentage of Park  
10      operation/maintenance costs through user fees.

11   B.   The proposed fees are an important component in the proposed FY 91/92  
12      budget for the Parks Division.

13   C.   There is an increased willingness by citizens to pay for outdoor  
14      recreation opportunities when fees are utilized to supplement  
15      appropriations for park maintenance, operation, acquisition, and  
16      development.

17   D.   Park fees have not been increased since April, 1989. Fees charged by  
18      Multnomah County have, in some cases, fallen behind fees charged by other  
19      jurisdictions at similar facilities for similar services.

20   E.   An increase in summer weekend rental fees for "The Lakehouse" will keep  
21      fees in line with other local facilities while encouraging more weekday  
22      and winter usage.

1 Ordinance 678

2 F. The Parks Services Division utilizes strategies which mitigate the potential  
3 of excluding the economically disadvantaged through the availability of  
4 minimal cost annual passes.

5 Section 2 Amendments

6 MCC 10.15.110 Park fees. The following fees shall be amended, charged, collected  
7 by Multnomah County for and prior to the following park uses and activities:

8 A. Fees for shelters and reservable picnic areas, at Blue Lake Park shall be  
9 [as follows: See] set forth in Appendix "A" Chapter 10.15. However,  
10 reservation fees for weekdays events (except holidays) shall be reduced by  
11 20%.

12 B. Alcohol permits at Blue Lake Park shall be as follows:

- 13 1. \$150.00 with \$35.00 refundable for areas with capacity of 100 or more.  
14 2. \$85.00 with \$35.00 refundable for areas with capacity of less than 100.

15 C. Overnight camping fees at Oxbow Park: [~~\$7.00~~] \$8.00 per site per night.  
16 Permit must be displayed. Each additional vehicle: [~~\$1.00~~] \$2.00 per  
17 night. Federal Golden Age Passes will be honored for overnight fees only.  
18 Each vehicle must pay entry fee on initial day of entry.

19 D. Entry fees at Blue Lake Park and Oxbow Park: Summer fees (May 15 to  
20 September 30): [~~\$1.00~~] \$2.00 per motorized vehicle on weekdays; [~~\$2.00~~]  
21 \$3.00 per motorized vehicle on weekends and holidays.  
22 Winter fees (October 1 to May 14): [~~\$1.00~~] \$2.00 per motorized vehicle on  
23 all days.

24 [E. Entry fees at Oxbow Park: Summer fees (May 15 to September 30): \$1.00 per  
25 motorized vehicle on weekdays; \$2.00 per motorized vehicle on weekends and  
26 holidays. Winter fees (October 1 to May 14): \$1.00 per motorized vehicle.]

1 Ordinance 678

2 [F]. E. [No change]

3 Boat Launching and/or Parking Fees at the 43rd Street Boat Ramp and  
4 Chinook Landing Marine Park: [\$1.00] \$2.00 per motorized vehicle on all  
5 days.

6 [G]. F. No Change

7 [H]. G. All Non-profit and Youth Organization fees for use of Overnight  
8 Group Camps at Oxbow Park shall be [based on group size as follows:]  
9 \$1.00/person with \$20.00 minimum and \$200.00 maximum. (This does not  
10 include the vehicle entry fee.)

11 [1. Youth Groups]

12 [Up to 15 \$12 per night]

13 [16 to 35 \$18 per night]

14 [36 to 75 \$30 per night]

15 [Over 75 \$36 per night]

16 [2. Adult Groups:]

17 [Up to 25 \$25.00 per night]

18 [26 - 200 \$25.00 (for first 25) plus .75 per]

19 [person thereafter per night]

20 [I.] H. Picnic fees at Oxbow Park (does not include vehicle entry fees):

21 Area [#1] A - [\$185.00] \$175.00 [with] plus \$35.00 refundable deposit=\$210.00

22 Area [#2] B - [\$ 95.00] \$ 95.00 [with] plus \$35.00 refundable deposit=\$130.00

23 Area [#3] C - [\$135.00] \$125.00 [with] plus \$35.00 refundable deposit=\$160.00

24 Area D - \$ 75.00 plus \$35.00 refundable deposit=\$110.00

25 However, reservation fees for weekday events (except holidays) shall be  
26 reduced by 20%.

1 Ordinance 678

2 [J.] I. Annual passes in lieu of daily entrance fees, launching and/or parking  
3 fees at Blue Lake Park, Oxbow Park, Chinook Landing, and 43rd Street Boat  
4 Ramp:

5 Regular - [\$25.00] \$35.00 per year (October 1 through September 30).

6 Handicapped/Seniors [\$15.00] \$25.00 per year (October 1 through  
7 September 30) and Low Income - \$10.00.

8 [K.] J. Entrance fees at Blue Lake Park and Oxbow Park shall be waived for any  
9 police officer who presents valid identification at the park entrance.

10 [L.] K. Except for use by Multnomah County, rental fees along with \$100.00  
11 refundable deposit, for [the use of] "The Lake House" at Blue Lake Park shall  
12 be:

13 1. Friday evenings, Weekends and Holidays--April 1 to October 30

14 10:00 am to 4:00 pm - [\$400.00] \$500.00 [plus \$100.00 refundable deposit]

15 6:00 pm to midnight - [\$400.00] \$500.00 [plus \$100.00 refundable deposit]

16 10:00 am to 10:00 pm - [\$700.00] \$800.00 [plus \$100.00 refundable deposit]

17 2. Friday evenings, Weekends and Holidays--November 1 to March 30

18 10:00 am to 4:00 pm - \$400.00

19 6:00 pm to midnight - \$400.00

20 10:00 am to 10:00 pm - \$700.00

21 3. Weekdays

22 \$35.00 per hour plus \$100.00 refundable deposit;

23 [\$105.00] three hour minimum charge  
24  
25  
26

FEE SCHEDULE  
BLUE LAKE PARK

AREA	GROUP SIZE	SECTION FEE	ENTIRE AREA FEE
11A	100	\$ 50.00	[(New Tent Site)]
11B	50	[\$ 25.00] \$75.00	[\$70.00] \$125.00
12A (1/2 with Canopy)	100	[\$ 50.00] \$90.00	[(New Tent Site)]
12B	50	[\$ 25.00] \$35.00	
12C	50	[\$ 25.00] \$35.00	
12D	50	[\$ 25.00] \$35.00	[\$115.00] \$195.00
13A	50	[\$ 25.00] \$35.00	
13B	50	[\$ 25.00] \$35.00	
13C	100	\$ 50.00	
13D	50	[\$ 25.00] \$35.00	[\$115.00] \$155.00
14A	100	\$ 50.00	
14B [Shelter](Canopy)	50	[\$ 60.00] \$75.00	
14C	50	[\$ 25.00] \$35.00	
14D	100	\$ 50.00	
14E	50	[\$ 25.00] \$35.00	[\$190.00] \$245.00
<u>Celilo Shelter*</u>			
A [Shelter*] [15]	54	[\$ 60.00] \$100.00	
B [Shelter*] [15]	54	[\$ 60.00] \$100.00	[\$110.00] \$200.00
<u>Chinook Shelter*</u>			
A [Shelter*] [16]	125	[\$135.00] \$160.00	
B [Shelter*] [16]	125	[\$135.00] \$160.00	[\$250.00] \$320.00
17A	100	\$ 50.00	
17B	100	\$ 50.00	
17C	100	\$ 50.00	
17D	100	\$ 50.00	[\$180.00] \$200.00
18A*	100	\$ 50.00	
18B*	100	\$ 50.00	[\$90.00] \$100.00
19	100	\$ 50.00	[\$50.00] \$50.00
<u>Multnomah Shelter*</u>			
A [Shelter*] [22]	54	[\$ 60.00] \$100.00	
B [Shelter*] [22]	54	[\$ 60.00] \$100.00	[\$110.00]
C [Shelter*] [22]	54	[\$ 60.00] \$100.00	
D [Shelter*] [22]	54	[\$ 60.00] \$100.00	[\$215.00] \$400.00
<u>Shahala Shelter*</u>			
A [Shelter*] [26]	125	[\$135.00] \$160.00	
B [Shelter*] [26]	125	[\$135.00] \$160.00	[\$250.00] \$320.00
<u>Clatsop Shelter*</u>			
A [Shelter*] [27]	125	[\$135.00] \$160.00	
B [Shelter*] [27]	125	[\$135.00] \$160.00	[\$250.00] \$320.00
Bandstand*	200	[\$100.00] \$125.00	[\$100.00]

\* Alcohol allowed in these areas only, and an alcohol permit must be obtained from Parks Services for an additional fee.

PLEASE NOTE: The cost of a reservation does not include the entry fee (\$3 per vehicle on weekends and holidays from May 15 to September 30; all other times, \$2 per vehicle).

1 Ordinance 678

2

3 ADOPTED this 25th day of April, 1991, being the date of  
4 its second reading before the Board of County Commissioners of Multnomah  
5 County.

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BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By

Gladys McCoy  
Gladys McCoy  
Multnomah County Chair

11

REVIEWED:

12

LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

13

14

By

John L. DuBay  
John L. DuBay  
Assistant County Counsel

16

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Meeting Date APR 2 5 1991  
Agenda No.: R-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: S.E. Hawthorne Street/Conveyance for Road Purposes

BCC Informal \_\_\_\_\_ (date) \_\_\_\_\_ BCC Formal \_\_\_\_\_ (date) \_\_\_\_\_

DEPARTMENT Environmental Services DIVISION Transportation

CONTACT Dick Howard *RMB* TELEPHONE Ext. 3599

PERSON(S) MAKING PRESENTATION Dick Howard

ACTION REQUESTED:

// INFORMATIONAL ONLY // POLICY DIRECTION /X/ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes

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

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

This is a conveyance of land, owned by the county, to the public for road purposes.

The signed Deed of Dedication is to be returned to Ike Azar,  
Bldg. 425/Transportation Division, for formal acceptance.

*4/30/91 original to RECORDING with NOTE  
TO RETURN TO 425/IKE AZAR;  
copy to Dick Howard*

(If space is inadequate, please use other side)

SIGNATURES:

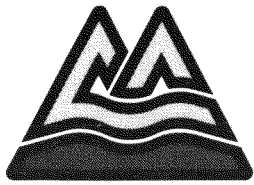
ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER \_\_\_\_\_

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
MULTI-INDIAN COUNTY  
OREGON  
1991 APR 16 PM 2:15



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
TRANSPORTATION DIVISION  
1620 S.E. 190TH AVENUE  
PORTLAND, OREGON 97233  
(503) 248-5050

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

April 8, 1991

Board of County Commissioners  
606 Courthouse  
Portland, Oregon 97204

RE: Order Authorizing Deed for Road Purposes

Dear Commissioners:

A certain parcel of real property now owned by Multnomah County is necessary for road purposes.

Therefore, we recommend that the Chair be authorized to execute a deed for road purposes.

Very truly yours,

  
PAUL YARBOROUGH  
Director  
Dept. of Environmental Services

PY/RTH/js  
Encl.

2076W

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

Order in the Matter of the Execution	)	
of a Deed from Multnomah County, a	)	
Political Subdivision of the State	)	ORDER
of Oregon, for certain Real Property	)	NO. 91-55
for Dedicated Street Purposes.	)	
<u>S.E. HAWTHORNE STREET/ITEM NO. 91-121</u>	)	

The above entitled matter is before the Board to consider the execution of a Deed of Dedication conveying certain real property to the use of the public for road purposes; and

It appearing to the Board at this time that Multnomah County desires to utilize said property for the establishment of a county road, S.E. Hawthorne Street between S.E. 208th Avenue and S.E. 209th Avenue; and

It further appearing that it would be to the best interest of Multnomah County to execute said deed conveying certain real property to the public for dedicated street purposes, and that the Director of the Department of Environmental Services has recommended that said deed be executed.

NOW, THEREFORE, IT IS HEREBY ORDERED, that the Chair of the Board of County Commissioners of Multnomah County, Oregon, be authorized to execute said deed of Multnomah County, a political subdivision of the state of Oregon, conveying to the public the following described real property, situated in the county of Multnomah, state of Oregon, to-wit:

Tract "B", STANWOOD, a recorded plat, recorded October 27, 1972, in Book 1203, Page 46, Plat Records of Multnomah County, Oregon.

FURTHER ORDERED that said executed deed be recorded in the Deed Records of Multnomah County, Oregon.

BOARD ORDER  
S.E. Hawthorne Street  
Item No. 91-191  
Page 2



APPROVED:

LARRY F. NICHOLAS, P.E.  
County Engineer  
for Multnomah County, Oregon

By \_\_\_\_\_

REVIEWED:

LAURENCE KRESSEL  
County Counsel  
for Multnomah County, Oregon

By John L. DuBay  
JOHN L. DuBAY  
Assistant County Counsel

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

Gladys McCoy  
GLADYS McCoy/Chair

2076W

Original

S.E. HAWTHORNE STREET  
East of S.E. 208th Avenue  
Item No. 91-121  
April 2, 1991

DEED FOR ROAD PURPOSES

MULTNOMAH COUNTY conveys to MULTNOMAH COUNTY, a political subdivision of the State of Oregon, for road purposes, the following described property:

A portion of the duly recorded plat of Blocks 9 and 10 and fractional Blocks 7 and 8, STANWOOD, as recorded October 27, 1972, in Book 1203, Page 46, Plat Records of Multnomah County, Oregon, situated in the northwest one-quarter of Section 4, T1S, R3E, W.M., Multnomah County, Oregon, described as follows:

Tract "B" of the above described plat of STANWOOD.

Containing 105 square feet, more or less.

As shown on attached map marked EXHIBIT "A", and hereby made a part of this document.

The true and actual consideration for this conveyance is \$0.00.

S.E. HAWTHORNE STREET  
East of S.E. 208th Avenue  
Item No. 91-121  
April 2, 1991  
Page 2

DATED this 25th day of April, 1991.

MULTNOMAH COUNTY, OREGON

By Gladys McCoy  
GLADYS MCCOY/Chair  
Board of County Commissioners  
for Multnomah County, Oregon

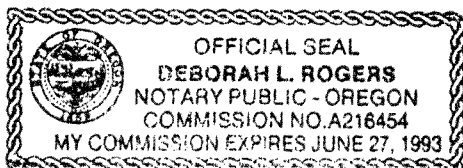
REVIEWED:

LAURENCE KRESSEL  
County Counsel  
for Multnomah County, Oregon

By: John DuBay  
JOHN DuBAY  
Assistant County Counsel

STATE OF OREGON, County of Multnomah

SIGNED BEFORE ME April 25, 1991, personally appeared  
GLADYS MCCOY, who, being sworn, stated that she is the  
Chair of the Board of County Commissioners of Multnomah County, Oregon, and that  
this instrument was voluntarily signed in behalf of said county by authority of its  
Board of County Commissioners. Before me:

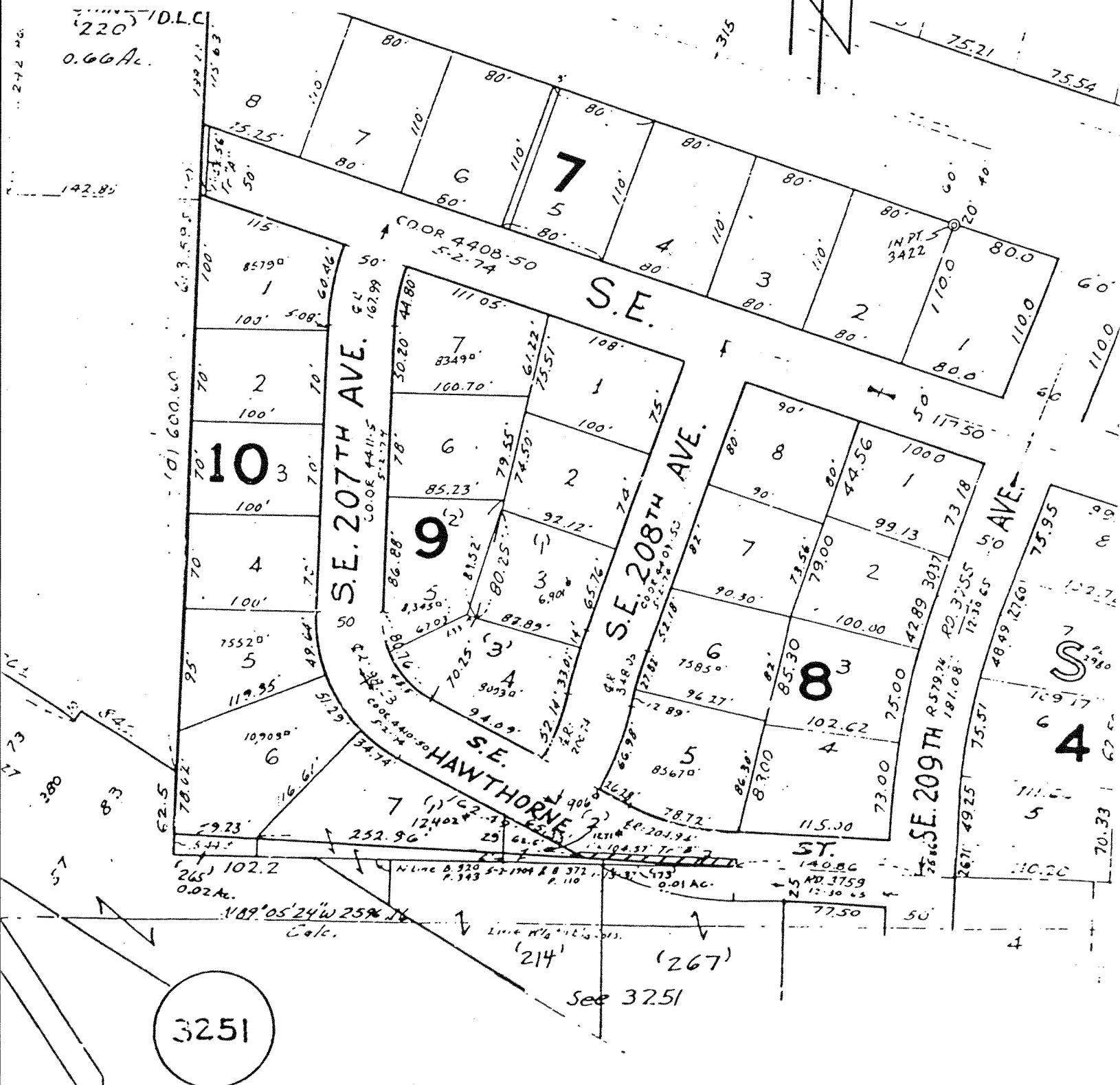


Deborah L. Rogers  
Notary Public for said State

My Commission expires June 27, 1993

0532W/2076W

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Meeting Date APR 25 1991

Agenda Date: NO: R-4

(Above space for clerk's office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

Subject: Lease Agreement with State of Oregon

BCC Informal: \_\_\_\_\_ BCC Formal: \_\_\_\_\_

Date

Date

DEPARTMENT: Human Services

DIVISION: Aging Services

CONTACT: Don Keister

TELEPHONE: 248-5464

PERSON(S) MAKING PRESENTATION: Duane Zussy/Jim McConnell

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ 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):

Approval is requested on a lease agreement with the State of Oregon which uses state Title XIX grant funds to pay for six additional dedicated parking spaces for clients, visitors, and necessary staff at the Aging Services Division West Branch. The West Branch Aging Services Division recently moved from the Northwest Service Center to a downtown location.

SIGNATURES:

ELECTED OFFICIAL: \_\_\_\_\_

OR

DEPARTMENT MANAGER: \_\_\_\_\_

(All accompanying documents must have required signatures)

bcclease  
1/90



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
AGING SERVICES DIVISION  
AREA AGENCY ON AGING  
421 S.W. 5TH, 3RD FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3646  
TDD: 248-3683

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

## MEMORANDUM

TO: Gladys McCoy, County Chair

VIA: Duane Zussy, Director  
Department of Human Services

FROM: Jim McConnell, Director  
Aging Services Division *Jim McConnell*

DATE: April 4, 1991

SUBJECT: Lease Agreement for West Branch Aging Services Division

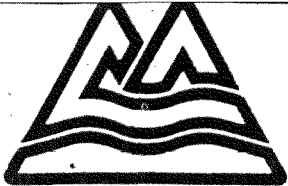
Retroactive Status: This lease agreement is retroactive to March 18, 1991, the date agreed to by affected parties. Multnomah County Department of General Services initiated the lease agreement, which was received by Aging Services Division on April 1, 1991 for processing.

Recommendation: The Aging Services Division recommends Board of County Commissioner approval of the attached lease agreement between Multnomah County and the State of Oregon, for the period March 18, 1991 until cancelled.

Analysis: It is necessary to have 16 dedicated parking spaces available for clients, visitors, and necessary staff to support the daily activity at the new downtown West Branch location. This lease adds 6 parking spaces that will be funded by State Title XIX grant funds currently in the approved County Budget.

Background: At the time the original lease for West Branch was signed, there were only 10 parking spaces available for client, visitor, and necessary staff parking. A total of 16 spaces are necessary to adequately serve the daily activity at this location. On March 18, 1991, 6 additional spaces became available for dedicated use and are the basis for this month to month lease.

leasez.wp



# MULTNOMAH COUNTY OREGON

## REAL PROPERTY LEASE DESCRIPTION FORM

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Revenue             | <input type="checkbox"/> County Owned | <input type="checkbox"/> Intergovernmental Agreement _____ |
| <input checked="" type="checkbox"/> Expense  | <input type="checkbox"/> Road Fund    | <input type="checkbox"/> Private                           |
| <input type="checkbox"/> Rent Free Agreement | <input type="checkbox"/> Tax Title    |  |
|  | <input type="checkbox"/> Sublease     |  |

Property Management  
Contact Person Bob Oberst Phone 248-3322 Date 3-28-91

Division Requesting Lease Aging Services Division

Contact Person Don Keister Phone 248-3646

Lessor Name <u>Dept. of General Services/</u>	State of Oregon	Effective Date <u>3-18-91</u>
Mailing Address <u>1225 Ferry St., SE</u>		Termination Date <u>Cancellation</u>
<u>Salem, OR. 97310-1565</u>		Term of Lease <u>Month to month</u>
Phone <u>Portland# 229-5271</u>		Total Amount of Agreement \$ <u>282.00 per month for duration</u>
Lessee name <u>Multnomah County</u>		Payment Terms
Mailing Address <u>2505 SE 11th Ave.</u>		<input type="checkbox"/> Annual \$ _____ <input checked="" type="checkbox"/> Monthly \$ <u>282.00</u>
<u>Portland, OR. 97202</u>		<input type="checkbox"/> Other \$ _____
<u>248-3322</u>		
Address of <u>1400 SW 4th Ave.</u>		
Lease Property <u>Portland, OR. 97204</u>		
Purpose of Lease <u>Six parking spaces for ASD West Branch personnel utilizing autos in work performance.</u>		

FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJ	SUB OBJ	REV SOURCE	SUB REV	REPT CATEG
156	010	1920	AS01	6170		-1727		1727

### REQUIRED SIGNATURES:

Department Head _____	Date _____
County Counsel _____	Date _____
Budget Office _____	Date _____
Risk Manager _____	Date _____
Property Management <u>R. Oberst</u>	Date <u>3-28-91</u>
County Executive/Sheriff _____	Date _____

CODE		FOR ACCOUNTING / PURCHASING ONLY									
VENDOR NAME		YEAR	AUTHORIZATION NOTICE					ENCUMBRANCE "APRON" ONLY			
LINE	NUMBER	FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	DESCRIPTION	AMOUNT	INC. DEC. IND
	30171-1										

WHITE-PURCHASING

CANARY-INITIATOR

PINK-CLERK OF THE BOARD

GREEN-FINANCE

GOLDENROD-BUDGET

STATE OF OREGON  
DEPARTMENT OF GENERAL SERVICES  
STATE PARKING  
1225 FERRY ST. SE  
SALEM, OREGON 97310-1565  
(Telephone: 378-5090)

PARKING APPLICATION  
FOR INVOICE CUSTOMERS

I hereby request parking privileges from the Department of General Services:

CONTACT NAME Oberst Robert J. AGENCY NAME J.  
(please print) LAST FIRST M.I.

AGENCY NAME Facilities and Property Management / Mult. Co. DES  
(Department/Division/Section)

BILLING ADDRESS 2505 SE 11th Portland, OR 97202 PHONE NUMBER 248-3851  
Street/City/State/Zip Code

DRIVER NAME (if different than Contact Name) Hillman Wendy  
Bergherr Terry  
(please print) LAST FIRST M.I.

VEHICLE DESCRIPTION:

VEHICLE #1-MAKE Dodge LICENSE NXL 866 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) Hillman

ADDRESS \_\_\_\_\_

VEHICLE #2-MAKE Nissan LICENSE RFJ 778 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) Bergherr

ADDRESS \_\_\_\_\_

VEHICLE #3-MAKE Subaru LICENSE PMD 390 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) \_\_\_\_\_

ADDRESS \_\_\_\_\_

I understand that parking regulated by the Department of General Services is subject to the provisions of OAR Chapter 125 and ORS Chapters 98, 276 and 283. By accepting any parking assignment made by the Department, I agree to abide by these rules and laws.

I hereby request and authorize the Department of General Services to charge the above listed agency in the manner specified for all sums payable by the agency for the parking privileges the agency has been assigned. I understand that the parking charge may increase or decrease. This request and authorization will remain in force until CANCELLED BY THIS AGENCY IN WRITING AND RETURN OF ANY PARKING PERMIT OR STICKER to the Department of General Services, State Parking, and the agency agrees to pay applicable fees until State Parking receives such notification. Monthly Invoicing is done in arrears, Yearly and Biennial Invoicing is done in advance.

AUTHORIZED BY (please print) Don Keister TITLE Program Service Manager

AUTHORIZED SIGNATURE Don Keister DATE 4-2-91

===== (office use only) =====

LOT/SPACE ASSIGNED \_\_\_\_\_ I.D. # ASSIGNED \_\_\_\_\_

DATE ASSIGNED \_\_\_\_\_ MONTHLY RATE AT DATE ASSIGNED \_\_\_\_\_

SENIORITY DATE \_\_\_\_\_ PERMIT/RECORD NUMBER \_\_\_\_\_

7008H/4

STATE OF OREGON  
DEPARTMENT OF GENERAL SERVICES  
STATE PARKING  
1225 FERRY ST. SE  
SALEM, OREGON 97310-1565  
(Telephone: 378-5090)

PARKING APPLICATION  
FOR INVOICE CUSTOMERS

I hereby request parking privileges from the Department of General Services:

CONTACT NAME Oberst Robert AGENCY NUMBER \_\_\_\_\_  
(please print) LAST FIRST M.I.  
AGENCY NAME Facilities and Property Management / Mult. Co. DES  
(Department/Division/Section)  
BILLING ADDRESS 2505 SE 11th Portland, OR 97202 PHONE NUMBER 248-3851  
Street/City/State/Zip Code  
DRIVER NAME (if different than Contact Name) Rossini Peter  
Kribs Lynne  
(please print) LAST FIRST M.I.

VEHICLE DESCRIPTION:

VEHICLE #1-MAKE Honda LICENSE CWR 432 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) Rossini  
ADDRESS \_\_\_\_\_

VEHICLE #2-MAKE Mazda LICENSE NCZ 207 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) Rossini  
ADDRESS \_\_\_\_\_

VEHICLE #3-MAKE Ford LICENSE JTH 239 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) Kribs  
ADDRESS \_\_\_\_\_

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AUTHORIZED BY (please print) Don Keister TITLE Program Services Manager  
AUTHORIZED SIGNATURE Don Keister DATE 4-2-91

=====

(office use only)

LOT/SPACE ASSIGNED \_\_\_\_\_ I.D. # ASSIGNED \_\_\_\_\_  
DATE ASSIGNED \_\_\_\_\_ MONTHLY RATE AT DATE ASSIGNED \_\_\_\_\_  
SENIORITY DATE \_\_\_\_\_ PERMIT/RECORD NUMBER \_\_\_\_\_  
7008H/4

STATE OF OREGON  
DEPARTMENT OF GENERAL SERVICES  
STATE PARKING  
1225 FERRY ST. SE  
SALEM, OREGON 97310-1565  
(Telephone: 378-5090)

PARKING APPLICATION  
FOR INVOICE CUSTOMERS

I hereby request parking privileges from the Department of General Services:

CONTACT NAME Oberst Robert J. AGENCY NUMBER \_\_\_\_\_  
(please print) LAST FIRST M.I.

AGENCY NAME Facilities and Property Management / Mult. Co. DES  
(Department/Division/Section)

BILLING ADDRESS 2505 SE. 11th, Portland, OR 97202 PHONE NUMBER 248-3851  
Street/City/State/Zip Code

DRIVER NAME (if different than Contact Name) Burnett Lisa  
(please print) LAST FIRST M.I.

VEHICLE DESCRIPTION:

VEHICLE #1-MAKE Nissan LICENSE FRF 406 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) \_\_\_\_\_

ADDRESS \_\_\_\_\_

VEHICLE #2-MAKE Subaru LICENSE HSZ 506 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) \_\_\_\_\_

ADDRESS \_\_\_\_\_

VEHICLE #3-MAKE \_\_\_\_\_ LICENSE \_\_\_\_\_ COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) \_\_\_\_\_

ADDRESS \_\_\_\_\_

I understand that parking regulated by the Department of General Services is subject to the provisions of OAR Chapter 125 and ORS Chapters 98, 276 and 283. By accepting any parking assignment made by the Department, I agree to abide by these rules and laws.

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AUTHORIZED BY (please print) Don Keister TITLE Program Services Manager

AUTHORIZED SIGNATURE Don Keister DATE 4-2-91

=====

(office use only)

LOT/SPACE ASSIGNED \_\_\_\_\_ I.D. # ASSIGNED \_\_\_\_\_

DATE ASSIGNED \_\_\_\_\_ MONTHLY RATE AT DATE ASSIGNED \_\_\_\_\_

SENIORITY DATE \_\_\_\_\_ PERMIT/RECORD NUMBER \_\_\_\_\_  
7008H/4

STATE OF OREGON  
DEPARTMENT OF GENERAL SERVICES  
STATE PARKING  
1225 FERRY ST. SE  
SALEM, OREGON 97310-1565  
(Telephone: 378-5090)

PARKING APPLICATION  
FOR INVOICE CUSTOMERS

I hereby request parking privileges from the Department of General Services:

CONTACT NAME Oberst Robert J AGENCY NUMBER \_\_\_\_\_  
(please print) LAST FIRST M.I.

AGENCY NAME Facilities and Property Management / Mult. Co. DES  
(Department/Division/Section)

BILLING ADDRESS 2505 S.E. 11th, Portland, OR 97202 PHONE NUMBER 248-3851  
Street/City/State/Zip Code

DRIVER NAME (if different than Contact Name) Rabe Nancy  
(please print) LAST FIRST M.I.

VEHICLE DESCRIPTION:

VEHICLE #1-MAKE Plymouth LICENSE QMY 018 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) Rabe

ADDRESS \_\_\_\_\_

VEHICLE #2-MAKE GMC S-15 LICENSE GQX 512 STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) Seaman

ADDRESS \_\_\_\_\_

VEHICLE #3-MAKE Ford P/U LICENSE RVU 395 STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) \_\_\_\_\_

ADDRESS \_\_\_\_\_

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AUTHORIZED BY (please print) Don Keister TITLE Program Services Manager

AUTHORIZED SIGNATURE Don Keister DATE 4-2-91

=====

(office use only)

LOT/SPACE ASSIGNED \_\_\_\_\_ I.D. # ASSIGNED \_\_\_\_\_

DATE ASSIGNED \_\_\_\_\_ MONTHLY RATE AT DATE ASSIGNED \_\_\_\_\_

SENIORITY DATE \_\_\_\_\_ PERMIT/RECORD NUMBER \_\_\_\_\_

7008H/4

STATE OF OREGON  
DEPARTMENT OF GENERAL SERVICES  
STATE PARKING  
1225 FERRY ST. SE  
SALEM, OREGON 97310-1565  
(Telephone: 378-5090)

PARKING APPLICATION  
FOR INVOICE CUSTOMERS

I hereby request parking privileges from the Department of General Services:

CONTACT NAME Oberst Robert J. AGENCY NUMBER \_\_\_\_\_  
(please print) LAST FIRST M.I.

AGENCY NAME Facilities and Property Management / Mult. Co. DES  
(Department/Division/Section)

BILLING ADDRESS 2505 S.E. 11<sup>th</sup>, Portland, OR 97202 PHONE NUMBER 248-3851  
Street/City/State/Zip Code

DRIVER NAME (if different than Contact Name) Walker Linda  
(please print) LAST FIRST M.I.

VEHICLE DESCRIPTION:

VEHICLE #1-MAKE Dodge LICENSE MFP 432 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) \_\_\_\_\_

ADDRESS \_\_\_\_\_

VEHICLE #2-MAKE Mitsubishi LICENSE CARBIBE COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) \_\_\_\_\_

ADDRESS \_\_\_\_\_

VEHICLE #3-MAKE \_\_\_\_\_ LICENSE \_\_\_\_\_ COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) \_\_\_\_\_

ADDRESS \_\_\_\_\_

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AUTHORIZED BY (please print) Don Keister TITLE Program Services Manager

AUTHORIZED SIGNATURE Don Keister DATE 4-2-91

=====

(office use only)

LOT/SPACE ASSIGNED \_\_\_\_\_ I.D. # ASSIGNED \_\_\_\_\_

DATE ASSIGNED \_\_\_\_\_ MONTHLY RATE AT DATE ASSIGNED \_\_\_\_\_

SENIORITY DATE \_\_\_\_\_ PERMIT/RECORD NUMBER \_\_\_\_\_

7008H/4

STATE OF OREGON  
DEPARTMENT OF GENERAL SERVICES  
STATE PARKING  
1225 FERRY ST. SE  
SALEM, OREGON 97310-1565  
(Telephone: 378-5090)

PARKING APPLICATION  
FOR INVOICE CUSTOMERS

I hereby request parking privileges from the Department of General Services:

CONTACT NAME Oberst Robert J. AGENCY NUMBER \_\_\_\_\_  
(please print) LAST FIRST M.I.  
AGENCY NAME Facilities and Property Management / Mult. Co. DES  
(Department/Division/Section)  
BILLING ADDRESS 2505 SE 11th, Portland, OR 97202 PHONE NUMBER 248-3851  
Street/City/State/Zip Code  
DRIVER NAME (if different than Contact Name) Ogilvie Tina  
Betheridge Lynn  
(please print) LAST FIRST M.I.

VEHICLE DESCRIPTION:

VEHICLE #1-MAKE Hyundai LICENSE NT4177 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) Ogilvie  
ADDRESS \_\_\_\_\_

VEHICLE #2-MAKE Nissan LICENSE QPP980 COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) Betheridge  
ADDRESS \_\_\_\_\_

VEHICLE #3-MAKE \_\_\_\_\_ LICENSE \_\_\_\_\_ COMPACT OR STANDARD?  
(circle one)

REGISTERED OWNER (if diff.) \_\_\_\_\_  
ADDRESS \_\_\_\_\_

I understand that parking regulated by the Department of General Services is subject to the provisions of OAR Chapter 125 and ORS Chapters 98, 276, and 283. By accepting any parking assignment made by the Department, I agree to abide by these rules and laws.

I hereby request and authorize the Department of General Services to charge the above listed agency in the manner specified for all sums payable by the agency for the parking privileges the agency has been assigned. I understand that the parking charge may increase or decrease. This request and authorization will remain in force until CANCELLED BY THIS AGENCY IN WRITING AND RETURN OF ANY PARKING PERMIT OR STICKER to the Department of General Services, State Parking, and the agency agrees to pay applicable fees until State Parking receives such notification. Monthly Invoicing is done in arrears, Yearly and Biennial Invoicing is done in advance.

AUTHORIZED BY (please print) Don Keister TITLE Program Services Manager  
AUTHORIZED SIGNATURE Don Keister DATE 4-2-91

=====

(office use only)

LOT/SPACE ASSIGNED \_\_\_\_\_ I.D. # ASSIGNED \_\_\_\_\_  
DATE ASSIGNED \_\_\_\_\_ MONTHLY RATE AT DATE ASSIGNED \_\_\_\_\_  
SENIORITY DATE \_\_\_\_\_ PERMIT/RECORD NUMBER \_\_\_\_\_  
7008H/4



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 104001

Amendment # -

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <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 checked="" type="checkbox"/> Revenue	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement  R-5 APRIL 25, 1991
---	--	---

Contact Person Brame Phone x2670 Date 3/14/91

Department Human Services Division Health Bldg/Room 160/2

Description of Contract Provision of funds for computer telephone equipment start-up costs and the cost of 1.5 FTE operators and a .5 FTE supervisor for a three month period.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name Oregon Health Division

Mailing Address 1400 S.W. 5th Ave.

Portland, Oregon 97201

Phone 229-5032

Employer ID # or SS # \_\_\_\_\_

Effective Date April 1, 1991

Termination Date June 30, 1991

Original Contract Amount \$ 56,428

Amount of Amendment \$ \_\_\_\_\_

Total Amount of Agreement \$ \_\_\_\_\_

## REQUIRED SIGNATURES:

Department Manager [Signature]

Purchasing Director  
(Class II Contracts Only)

County Counsel [Signature]

County Chair/Sheriff [Signature]

Payment Term 1 year

☐ Lump Sum \$ \_\_\_\_\_

☒ Monthly \$ 9,468

☐ Other \$ 28,023 start cost, upon submission of invoices

☐ Requirements contract - Requisition required

Purchase Order No. \_\_\_\_\_

☒ Requirements Not to Exceed 56,428

Date 3/29/91

Date \_\_\_\_\_

Date 4.1.91

Date 4/25/91

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	0875						Revenue 2052	\$56,428	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

## INSTRUCTIONS FOR COMPLETING CONTRACT APPROVAL FORM

1. **CLASS I, CLASS II, CLASS III** - Check off appropriate class of contract in one of the three columns on the top of the form.
2. **CONTRACT #** - To be issued by designated person in each Division or call Purchasing to get a number.
3. **AMENDMENT #** - Sequential numbering to original contract as changes are made and approved.
4. **DESCRIPTION OF CONTRACT** - Summary of product purchased or services to be performed. Note if an amendment or extension.
5. **RFP/BID #** - Enter number if contract is a result of RFP/Bid selection process.
6. **DATE RFP/BID** - Enter date of RFP/Bid public opening.
7. **EXEMPTION EXPIRATION DATE** - Enter exemption expiration date from competitive bidding granted by BCC or the Chair.
8. **ORS/AR#** - Refer to Oregon Revised Statutes and/or Administrative Rule #, when applicable.
9. **CONTRACTOR IS MBE, WBE, QRF** - Check appropriate box if contractor is certified as an MBE, WBE, or QRF (Qualified Rehabilitation Facility).
10. **CONTRACTOR NAME, MAILING ADDRESS, PHONE** - Enter current information.
11. **EMPLOYEE ID# OR SS#** - Enter employee federal ID# or Social Security # if contractor is an individual.
12. **EFFECTIVE DATE** - Date stated on contract to begin services.
13. **TERMINATION DATE** - Date stated on contract to terminate services.
14. **ORIGINAL CONTRACT AMOUNT** - Enter amount of original contract.
15. **AMOUNT OF AMENDMENT** - Enter amendment or change order amount only, if applicable.
16. **TOTAL AMOUNT OF AGREEMENT** - Enter original amount of contract. If this is an amendment or change order, please include original amount and amended amount.
17. **PAYMENT TERMS** - Designate payment terms by checking appropriate box and entering dollar amount.
18. **REQUIREMENTS CONTRACT** - Requisition Required - Check this box to note that a purchase order will be issued to initiate payment.
19. **PURCHASE ORDER #** - Enter number of purchase order to be issued. If number is not known, enter "PO will be issued."
20. **REQUIREMENTS NOT TO EXCEED** - List the estimated dollar amount of requirements contracts.
21. **REQUIRED SIGNATURES** - To be completed as approved. Purchasing Director needs to sign all Class II contracts only.
22. **ACCOUNT CODE STRUCTURE** - Enter account code structure for the type of agreement; i.e., expense or revenue.
23. **LGFS DESCRIPTION** - Abbreviated description for Data Entry purposes.
24. **AMOUNT** - If total dollar amount is being split among different account numbers, indicate dollar amounts here.

APR 25 1991

Meeting Date: \_\_\_\_\_

Agenda No.: R-5

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Ratification of a Revenue Agreement with the  
Oregon State Health Division

BCC Informal \_\_\_\_\_ (date) BCC Formal \_\_\_\_\_ (date)

DEPARTMENT Human Services DIVISION Health Division

CONTACT Herman Brame TELEPHONE 2670

PERSON(S) MAKING PRESENTATION Duane Zussy

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: X

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

The funds provided by the agreement will make it possible for the county to purchase, install and operate telephone equipment that will provide a "hotline" for county clients to access important information about health care providers and practitioners who provide health care services under Title V and Title XIX. The project will complement the existing county information and referral service. This revenue agreement will be processed simultaneously with bud mod # 24

4/30/91 Originals to Herman Brame

(If space is inadequate, please use other side)

SIGNATURES:

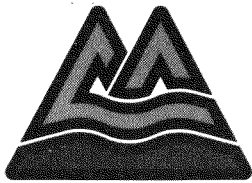
ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER Duane Zussy

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
MULTI-NOAH COUNTY  
OREGON  
1991 APR 16 PM 2:14



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
HEALTH DIVISION  
426 S.W. STARK STREET, 2ND FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3625  
FAX: (503) 248-3407

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

## MEMORANDUM

TO: Gladys McCoy, Multnomah County Chair

VIA: Duane Zussy, Director, Department of Human Services *Duane Zussy*

FROM: Bill Odgaard, Director, Health Division *Bill Odgaard*

DATE: March 4, 1991

SUBJECT: Revenue Agreement With Oregon State Health Division

Recommendation: The Department of Human Services and the Health Division recommend County Chair approval and Board ratification of this \$56,428 revenue agreement with the Oregon State Health Division for the period April 1, 1991 to and including June 30, 1991.

Analysis: The state has agreed to fund start-up costs for equipment and installation for up to \$28,023 to establish a toll-free telephone number for use by parents to access information about health care providers and practitioners who provide health care services under Title V and Title XIX. The Oregon State Health Division will also pay Multnomah County \$9,468 per month for 1.5 FTE operators and other operational costs. The start-up and monthly payments for the period of the contract cannot exceed \$56,428. Continuation of the project beyond June 30, 1991 depends upon a sufficient limitation being approved by the 1991 legislative assembly and the availability of Medicaid match funds.

Background: The county has a local information and referral service that will be complemented by this project. The details of the agreement were prepared and reviewed by the state and county staffs.

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 104001Amendment # —

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <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 checked="" type="checkbox"/> Revenue	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> R-5 <u>APRIL 25, 1991</u>
---	--	---

Contact Person Brame Phone x2670 Date 3/14/91Department Human Services Division Health Bldg/Room 160/2Description of Contract Provision of funds for computer telephone equipment start-up costs and the cost of 1.5 FTE operators and a .5 FTE supervisor for a three month period.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name Oregon Health DivisionMailing Address 1400 S.W. 5th Ave.Portland, Oregon 97201Phone 229-5032

Employer ID # or SS # \_\_\_\_\_

Effective Date April 1, 1991Termination Date June 30, 1991Original Contract Amount \$ 56,428

Amount of Amendment \$ \_\_\_\_\_

Total Amount of Agreement \$ \_\_\_\_\_

**Payment Term**☐ Lump Sum \$ \_\_\_\_\_☒ Monthly \$ 9,468☐ Other \$ 28,023 start cost, upon submission of invoices☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☒ Requirements Not to Exceed \$ 56,428Date 3/29/91

Date \_\_\_\_\_

Date 4-1-91Date 4/25/91**REQUIRED SIGNATURES:**Department Manager Duane ZupyskePurchasing Director  
(Class II Contracts Only) [Signature]County Counsel [Signature]County Chair/Sheriff [Signature]

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	0875						Revenue 2052	\$56,428	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

INTERAGENCY AGREEMENT  
FOR MCH HOTLINE

I. PARTIES:

The parties to this agreement are the Multnomah County Health Division (hereafter referred to as Multnomah County) and the Oregon Health Division (hereafter referred to as the Health Division).

II. PURPOSE:

To provide a toll-free telephone number for the use of parents to access information about health care providers and practitioners who provide health care services under Title V and Title XIX.

III. TERM:

This agreement shall be effective from April 1, 1991 to June 30, 1991.

IV. FUNDING:

The Health Division agrees to pay Multnomah County start-up costs for equipment and installation up to \$28,023. Multnomah County agrees to return the equipment to the Health Division if the hotline is in operation less than five years. The Health Division agrees to pay Multnomah County monthly payments of \$9,468 for 1.5 FTE operators, associated supervision, and other hotline operation costs. Total start-up and monthly payments for the period of the contract not to exceed \$56,428. Also see attached detailed budget, "MCH Hotline 89-91 Biennium." The final payment is to be made upon receipt of an expenditure report due August 25, 1991.

Continuation of this contract or any extension after the end of the biennium which ends June 30, 1991, is contingent upon sufficient limitation being approved by the 1991 Legislative Assembly and upon the availability of Medicaid match. Also see attached detailed budget, "MCH Hotline 91-93 Biennium."

V. RESPONSIBILITIES:

A. Health Division

1. Establish advisory group with representation from Title V and Title XIX program management, the private and non-profit sector, and consumers by May 30, 1991.
2. Send press release by June 1, 1991 with service name and logo.
3. Establish agreements between county health departments, State Health Division, Adult and Family Services Division, and Oregon Medical Assistance Programs. The agreements should complement the existing county information and referral service.
4. Monitor expenditures.

B. Multnomah County

1. By June 1, 1991, establish a statewide 800 number with conference calling capabilities (and list the number in all city directory assistances in Oregon) to be in operation from 8:00 to 5:00 Monday through Friday, serving the following clients:
  - a. WIC Clients
  - b. Prenatal Low-Income Clients
  - c. Well-Child Clients, including Immunization for Children
  - d. Low-Income Children in Need of Primary Medical Service
  - e. Children in Need of Mental Health Services
  - f. Children with Special Health Care Needs (Children with Permanent Disabilities served through CDRC)
2. Establish operational guidelines including:
  - a. Basic referral information.
  - b. Written guidelines on how to handle calls.
  - c. Logging system to keep track of calls.
3. Establish computer system.
4. Hire staff. Maintain capacity for Spanish interpretation services.
5. Be responsive to the advisory group and to the various needs of the funding agency(ies).
6. Establish a compilation and listing of local resources.
7. Obtain information for the purpose of identifying providers most likely to accept Medicaid patients.

C. Mutual Responsibilities:

Attend advisory group meetings approximately every other month.

VI. REPORTING:

- A. Management reports. Management reports should include progress report on establishing hotline. As soon as the 800 number is in operation, reports will also include number of calls by locations, and number of referrals by program area. Management reports should also include data on a sample of follow-up calls to help identify problems of access. Written and oral reports due at advisory group meetings.
- B. Expenditure report. Expenditure report is due August 25, 1991. Expenditure report will be reviewed jointly by the Health Division and Multnomah County to monitor resource needs.

VII. CIVIL RIGHTS:

Both parties agree to the provisions of the Civil Rights Act of 1964, and to Title V of the Rehabilitation Act of 1973; regarding no discrimination and consideration of the handicapped.

VIII. FEDERAL REQUIREMENTS:

Both parties agree to comply with the applicable requirements of P.L. 97-35 and OMB circulars A-87, A-128, A-102 in carrying out the provisions of this agreement.

AGREED:

MULTNOMAH COUNTY

By: Gladys McCoy

Gladys McCoy  
Multnomah County Chair

Date: 4/25/91

HEALTH DIVISION

By: Billi Odegaard

Billi Odegaard, Director

Date: 3/11/91

HEALTH DIVISION

By: Dwayne Bratton

Program Manager

Date: 3-8-91

4:b:contracts\hotline

REVIEWED:

LAURENCE B. KRESSEL, County Counsel  
for Multnomah County, Oregon

By: LBS

Date: 4.1.91

OREGON HEALTH DIVISION

Michael R. Skeels (date)  
Administrator

Donna L. Clark  
Assistant Administrator  
Office of Health Services

Nancy Rosenberg  
Business Manager  
Office of Health Services

Fund Codes 711-1-04-45-00-00

MCH HOTLINE  
91-93 BIENNium

STATE LEVEL

ADVERTISING CAMPAIGN				20,261
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SPECIAL PAYMENTS

STAFF		\$ PER FTE	FTE	TOTAL \$
Operators *				
	P.S.	58,536		
	S&S	13,418		
	Subtotal	71,954	1.50	107,931
Supervision				
	P.S.	71,742		
	S&S	13,418		
	Subtotal	85,160	0.50	42,580
Total				150,511

HOTLINE CHARGES

Line Charges @ \$55/month	1,320	2.00	2,640
Long Distance *	49,392	1.50	74,088
Total			76,728

TOTAL			227,239
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GRAND TOTAL			247,500
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\* Based on the following:

5,739 Multnomah County Prenatal, WIC or Immunization referrals in FY90 and  
8,911 births in Multnomah County in 1988, for  
64 referrals per birth in Multnomah County.

428 additional non-Multnomah County referrals in FY90, so need to provide  
19,498 referrals with the 800 number in order to provide a total of  
25,665 referrals for  
39,850 births in 1988, for  
64 referrals per birth statewide

19,498 calls at  
13,000 calls per operator would require  
1.5 operators.

19,498 calls at  
\$1.90 per call would cost  
\$37,046 for one year.

MCH HOTLINE  
91-93 BIENNIUM

02/15/91

filename:FY91MCHBG Applic\hotbrief.wk1

PURPOSE:

Improve access to maternal and child health services for Title V and Title XIX clients.  
(OBRA '89 mandated Title V agencies to provide a hotline for this purpose.)

HOW ACCOMPLISHED:

Contract with Multnomah County to add statewide 800 phone access to their already existing Information and Referral Program. Add the capacity to report on access problems.  
Provide three current operators and needed new operators with computerized system, additional supervision, and secretarial support.

Provide advertising campaign to publicize 800 number.

STAFF IMPACT:

None.

REVENUE SOURCE FOR SPECIAL PAYMENTS:

OHD Prenatal GF	55,000
Medicaid Match	192,500
OHD GF	55,000
Multnomah GF	330,000
Total GF	385,000
@ 50% match	192,500
Needed	0
TOTAL	247,500

MCH HOTLINE  
89-91 BIENNium

START-UP COSTS

Computer System

Main station	3,329	1.00	3,329
Other stations	4,181	4.00	16,724
Misc.	115	5.00	575
Software	500	5.00	2,500
Netware	50	5.00	250
Filemaker	150	5.00	750
Subtotal			24,128

Fax and xerox	2,100	1.00	2,100
---------------	-------	------	-------

Line Installation

Bill Building	325	1.00	325
New Operators'	360	2.00	720

Telephone and headset	375	2.00	750
Subtotal			28,023

MONTHLY COSTS (see 91-93 budget for details)	\$ PER MONTH	MONTHS	TOTAL
	9,468	3	28,405

TOTAL			56,428
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**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 103141Amendment # 2

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$10,000	<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	<input checked="" type="checkbox"/> Intergovernmental Agreement  Revenue  R-6 APRIL 25, 1991

Contact Person Brame Phone x2670 Date 1/23/91Department Human Services Division Health Bldg/Room 160/2Description of Contract FY91 Budget revision #2 reflecting various program changes to the State Health Division grant.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name Oregon Health DivisionMailing Address 1400 S.W. 5th Ave.Portland, Or. 97201Phone 229-6380Employer ID # or SS # N/AEffective Date July 1, 1990Termination Date June 30, 1991Original Contract Amount \$ 3,923,069Amount of Amendment \$ 146,676Total Amount of Agreement \$ 4,069,745Payment Term N/A☐ Lump Sum \$ \_\_\_\_\_☐ Monthly \$ \_\_\_\_\_☐ Other \$ \_\_\_\_\_☐ Requirements contract - Requisition Required

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_**REQUIRED SIGNATURES:**Department Manager Sharon ZunghePurchasing Director  
(Class II Contracts Only)County Counsel John LogginsCounty Chair/Sheriff Sharon MillerDate 1/23/91

Date \_\_\_\_\_

Date 1-25-91Date 4/25/91

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	0400						Rev 2383	\$146,676	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

### INSTRUCTIONS FOR COMPLETING CONTRACT APPROVAL FORM

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3. **AMENDMENT #** - Sequential numbering to original contract as changes are made and approved.
4. **DESCRIPTION OF CONTRACT** - Summary of product purchased or services to be performed. Note if an amendment or extension.
5. **RFP/BID #** - Enter number if contract is a result of RFP/Bid selection process.
6. **DATE RFP/BID** - Enter date of RFP/Bid public opening.
7. **EXEMPTION EXPIRATION DATE** - Enter exemption expiration date from competitive bidding granted by BCC or the Chair.
8. **ORS/AR#** - Refer to Oregon Revised Statutes and/or Administrative Rule #, when applicable.
9. **CONTRACTOR IS MBE, WBE, QRF** - Check appropriate box if contractor is certified as an MBE, WBE, or QRF (Qualified Rehabilitation Facility).
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14. **ORIGINAL CONTRACT AMOUNT** - Enter amount of original contract.
15. **AMOUNT OF AMENDMENT** - Enter amendment or change order amount only, if applicable.
16. **TOTAL AMOUNT OF AGREEMENT** - Enter original amount of contract. If this is an amendment or change order, please include original amount and amended amount.
17. **PAYMENT TERMS** - Designate payment terms by checking appropriate box and entering dollar amount.
18. **REQUIREMENTS CONTRACT - Requisition Required** - Check this box to note that a purchase order will be issued to initiate payment.
19. **PURCHASE ORDER #** - Enter number of purchase order to be issued. If number is not known, enter "PO will be issued."
20. **REQUIREMENTS NOT TO EXCEED** - List the estimated dollar amount of requirements contracts.
21. **REQUIRED SIGNATURES** - To be completed as approved. Purchasing Director needs to sign all Class II contracts only.
22. **ACCOUNT CODE STRUCTURE** - Enter account code structure for the type of agreement; i.e., expense or revenue.
23. **LGFS DESCRIPTION** - Abbreviated description for Data Entry purposes.
24. **AMOUNT** - If total dollar amount is being split among different account numbers, indicate dollar amounts here.

Meeting Date: APR 2 5 1991

Agenda No.: R-6

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Revision #2 for FY90/91 Oregon State Health Division Grant

BCC Informal \_\_\_\_\_ (date) \_\_\_\_\_ BCC Formal ✓ \_\_\_\_\_ (date)

DEPARTMENT Human Services DIVISION Health

CONTACT Scott Clement TELEPHONE x3674

PERSON(S) MAKING PRESENTATION Duane Zussy/Scott Clement

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes or less

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):

Request County Chair approval and Board ratification of a \$146,676 increase in State Health Division grant funds to reflect receipt of funds for various programs (i.e. Family Planning, Central Drug Purchasing, AIDS Outreach, TB Outreach, HIV Intervention, HIV Community Health Care. This grant revision must be processed simultaneously with BUD MOD# 34.

4/30/91 originals to Human  
Brame

(If space is inadequate, please use other side)

SIGNATURES:

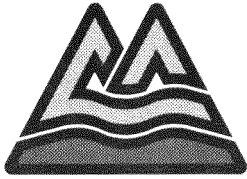
ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER Duane Zussy

(All accompanying documents must have required signatures)

CLERK OF  
COUNTY COMMISSION  
1991 JAN 31 AM 9:15  
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  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
RICK BAUMAN • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy, Director *Duane Zussy*  
Department of Human Services

FROM: Billi Odegaard, Director  
Health Division

DATE: January 16, 1991

SUBJECT: Recommendation to Approve Revision #2 of State Health Division Grant  
to Multnomah County

Retroactive: The changes included in revision #2 of the State Health Division grant are initiated by the state and are effective upon the Board's ratification of the revision. However, the state requires that any changes to the grant be reflected for the entire grant period, July 1, 1990, to and including June 30, 1991.

Recommendation: The Health Division and the Department of Human Services recommend that the County Chair and members of the Board of County Commissioners approve the attached revision #2 to the State Health Division grant to Multnomah County for FY 90/91. A budget modification reconciling the county Health Division's budget to the changes in the grant award is being prepared.

Analysis: This revision of the state grant has the net effect of increasing total support to Multnomah County by \$146,676. Changes among the various programs are as follows:

1. Family Planning increased (\$16,155) from \$266,470 to \$282,625.
2. Central Drug purchasing increased (\$645) from \$346,121 to \$346,766.
3. AIDS Outreach increased (\$8,500) from \$81,500 to \$90,000.
4. TB Outreach increased (\$18,105) from \$40,450 to \$58,555.
5. HIV Intervention increased (\$28,271) from \$24,950 to \$53,221.
6. HIV Community Care awarded \$75,000.

Recommendation to Approve Revision #3  
of State Health Division Grant  
to Multnomah County  
Page 2

Background: The State Health Division grant is subject to revisions during the course of the year. Changes initiated by the state reflect changes in the projections of the level of federal funding received by the state.



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 103141

Amendment # 2

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <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	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <div style="text-align: center;"> <b>RATIFIED</b>          Revenue  <b>Multnomah County Board of Commissioners</b>          R-6 APRIL 25, 1991       </div>
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Contact Person Brame Phone x2670 Date 1/23/91

Department Human Services Division Health Bldg/Room 160/2

Description of Contract FY91 Budget revision #2 reflecting various program changes to the State Health Division grant.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name Oregon Health Division

Mailing Address 1400 S.W. 5th Ave.  
Portland, Or. 97201

Phone 229-6380

Employer ID # or SS # N/A

Effective Date July 1, 1990

Termination Date June 30, 1991

Original Contract Amount \$ 3,923,069

Amount of Amendment \$ 146,676

Total Amount of Agreement \$ 4,069,745

Payment Term N/A

☐ Lump Sum \$ \_\_\_\_\_

☐ Monthly \$ \_\_\_\_\_

☐ Other \$ \_\_\_\_\_

☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_

## REQUIRED SIGNATURES:

Department Manager *Lucene Zungue*

Purchasing Director  
(Class II Contracts Only)

County Counsel *Pat Lenz*

County Chair/Sheriff *Shirley McInnis*

Date 1/23/91

Date \_\_\_\_\_

Date 1-25-91

Date 4/25/91

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	0400						Rev 2383	\$146,676	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

State of Oregon  
OREGON HEALTH DIVISION  
Department of Human Resources  
NOTICE OF GRANT AWARD

<p>1) Grantee</p> <p>Name: Multnomah Co. Community Health</p> <p>Street 426 S. W. Stark St.-7th Floor</p> <p>City: Portland</p> <p>State: OR Zip Code: 97204</p>	<p>2) Issue Date This Action</p> <p style="text-align: center;">12/19/90 REVIS. #2</p> <hr/> <p>3) Award Period</p> <p>From 07/01/90 Through 06/30/91</p>
--	---

4) OSHD Funds Approved	Program Previously Manager Approved Approval	Award	Increase/ (Decrease)	New Grant Award
State Support for Public Health		319,550	0	319,550
Family Planning	AHO	266,470	16,155	282,625 (d)
Central Drug Purchasing	AHO	346,121	645	346,766 (c)
MCH		251,855	0	251,855 (a)
Prenatal		115,000	0	115,000 (a) (b)
WIC		864,663	0	864,663
High-Risk Infants		59,186	0	59,186
WATER		5,613	0	5,613
TB-Case Management		42,078	0	42,078
HIV Counseling & Testing		211,000	0	211,000
Aids Prevention/Education		55,087	0	55,087
STD/VD		116,144	0	116,144

## 5) Remarks:

The amounts cited in item 4 of this award are provisional and are subject to adjustments when the FFY91 appropriation is enacted and Oregon receives its allocation. Any adjustment to these amounts will be reflected in subsequent grant awards.

- (a) Combined MCH & Prenatal is \$ 366,855  
\$36,611 must be spent on primary care
- (b) Prenatal must be at least \$77,370  
including prenatal outreach of \$10,583
- (c) Administration 72,957  
Drugs 253,809  
Drug Reserve 20,000  
-----  
CENTR DRUG TOTAL 346,766
- (d) Includes National Priority Project funds of \$31,540.

## 6) Capital Outlay Requested in This Action

Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$1,000 and a life expectancy greater than one year.

PROGRAM	ITEM DESCRIPTION	COST	PROG. APPROV.

OREGON HEALTH DIVISION

Grantee Assurances

The following is a list of the titles of assurances with which grantees must agree to comply if they accept state and federal funds administered by the Oregon Health Division. The detailed assurances are located under these titles in the Resource Manual for Grant Programs provided to each grantee. The Common Program Assurances and Fiscal Assurances are required for all programs; the Program-Specific Assurances are required for individual grant programs. Your signature on this document is evidence that you have read and agreed to comply with the required assurances.

**ASSURANCES**

Common Program Assurances

Fiscal Assurances

Program Specific Assurances

AIDS Prevention-Education  
AIDS Minority Outreach  
County Level Outreach for Gay/Bisexual Men  
Drinking Water Program  
Family Planning Program  
HIV Community Test Sites  
HIV Clinic Counseling and Testing  
HIV Family Seroprevalance Survey  
HIV Surveillance Activities in Multnomah County  
Immigration  
Immunization  
Maternal and Child Health/Prenatal  
Refugee Health Screening Program  
School-Based Health Clinics  
STD Control Program  
State Support for Public Health  
TB General Case Management and Epidemiology  
TB Outreach  
WIC Program

\*\*\*\*\*  
The undersigned agrees to comply with the above assurances which are in effect during the time of the grant period.

TO BE COMPLETED BY THE HEALTH DIVISION:  
Approved by:

\_\_\_\_\_  
Assistant Administrator,  
Health Services

\_\_\_\_\_  
Manager, Fiscal Services

\_\_\_\_\_  
Administrator, Health Division

Date \_\_\_\_\_

03/08/90

TO BE COMPLETED BY THE GRANTEE:  
Approved by:

\_\_\_\_\_  
Multnomah County  
Local Agency Name

By:

Gladys McCoy  
\_\_\_\_\_  
Authorized County or Agency Officer  
and Title Gladys McCoy, County Chair

Date 4/25/91

REVIEWED:  
Laurence Kressel  
County Counsel for Multnomah County, Oregon  
By: LA Kressel  
Date: 1-25-91

State of Oregon  
OREGON HEALTH DIVISION  
Department of Human Resources  
NOTICE OF GRANT AWARD

Page 2 of 2

<p>1) Grantee</p> <p>Name: Multnomah Co. Community Health</p> <p>Street 426 S. W. Stark St.-7th Floor</p> <p>City: Portland</p> <p>State: OR Zip Code: 97204</p>	<p>2) Issue Date                      This Action</p> <p style="text-align: center;">1/1/91                              REVISION #2</p> <hr/> <p>3) Award Period</p> <p>From 07/01/90 Through 06/30/91</p>
--	---

4) OSHD Funds Approved	Program Previously Manager Approved Approval	Award	Increase/ (Decrease)	New Grant Award
School Based Clinics		103,840	0	103,840
AIDS - Minority Outreach		91,100	0	91,100
AIDS Outreach	4/8	81,500	8,500	90,000
AIDS Surveillance		40,384	0	40,384
Seroprevalance		87,279	0	87,279
TB Outreach	2/6	40,450	18,105	58,555
Refugee Screening		612,121	0	612,121
Refugee TB		38,571	0	38,571
HIV Intervention	4/8	24,950	28,271	53,221
Perinatal Substance Abuse		150,107	0	150,107
HIV - Community Health Care	4/8	0	75,000	75,000
TOTAL		3,923,069	146,676	4,069,745

5) Remarks:

The amounts cited in item 4 of this award are provisional and are subject to adjustments when the FFY91 appropriation is enacted and Oregon receives its allocation. Any adjustment to these amounts will be reflected in subsequent grant awards.

6) Capital Outlay Requested in This Action

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PROGRAM	ITEM DESCRIPTION	COST	PROG. APPROV.

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Grantee Assurances

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Fiscal Assurances

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AIDS Minority Outreach  
County Level Outreach for Gay/Bisexual Men  
Drinking Water Program  
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HIV Clinic Counseling and Testing  
HIV Family Seroprevalance Survey  
HIV Surveillance Activities in Multnomah County  
Immigration  
Immunization  
Maternal and Child Health/Prenatal  
Refugee Health Screening Program  
School-Based Health Clinics  
STD Control Program  
State Support for Public Health  
TB General Case Management and Epidemiology  
TB Outreach  
WIC Program

\*\*\*\*\*  
The undersigned agrees to comply with the above assurances which are in effect during the time of the grant period.

TO BE COMPLETED BY THE HEALTH DIVISION:

Approved by:

\_\_\_\_\_  
Assistant Administrator,  
Health Services

\_\_\_\_\_  
Manager, Fiscal Services

\_\_\_\_\_  
Administrator, Health Division

Date \_\_\_\_\_

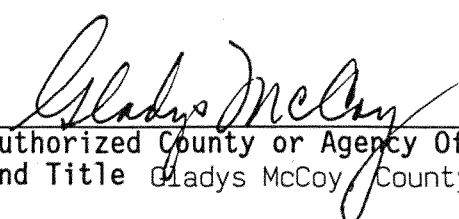
03/08/90

TO BE COMPLETED BY THE GRANTEE:

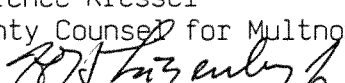
Approved by:

\_\_\_\_\_  
Multnomah County  
Local Agency Name

By:

  
\_\_\_\_\_  
Authorized County or Agency Officer  
and Title Gladys McCoy County Chair

Date 4/25/91

REVIEWED:  
Laurence Kressel  
County Counsel for Multnomah County, Oregon  
By:   
Date: 1-26-91



MULTNOMAH COUNTY OREGON

# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 103141

Amendment # 3

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$10,000	<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	<input checked="" type="checkbox"/> Intergovernmental Agreement  <div style="text-align: right;">R-7 REVENUE APRIL 25, 1991</div>

Contact Person Brame Phone x2670 Date 3/29/91

Department Human Services Division Health Bldg/Room 160/2

Description of Contract FY91 Budget revision #3 reflecting various program changes to the State Health Division grant.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name Oregon Health Division

Mailing Address 1400 S.W. 5th Ave.  
Portland, Oregon 97201

Phone 229-6380

Employer ID # or SS # N/A

Effective Date July 1, 1990

Termination Date June 30, 1991

Original Contract Amount \$ 3,497,233

Amount of Amendment \$ 156,451

Total Amount of Agreement \$ 4,226,196

## REQUIRED SIGNATURES:

Department Manager [Signature]

Purchasing Director  
(Class II Contracts Only) [Signature]

County Counsel [Signature]

County Chair/Sheriff [Signature]

Amend #1 - \$425,800

Amend #2 - \$146,670

## Payment Term

- ☐ Lump Sum \$ N/A
- ☐ Monthly \$ \_\_\_\_\_
- ☐ Other \$ \_\_\_\_\_
- ☐ Requirements contract - Requisition required.
- Purchase Order No. \_\_\_\_\_
- ☐ Requirements Not to Exceed \$ \_\_\_\_\_

Date 3/29/91

Date \_\_\_\_\_

Date 4.1.91

Date 4/25/91

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	0400						Rev 2383	156,451		
02.												
03.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

## INSTRUCTIONS FOR COMPLETING CONTRACT APPROVAL FORM

1. **CLASS I, CLASS II, CLASS III** - Check off appropriate class of contract in one of the three columns on the top of the form.
2. **CONTRACT #** - To be issued by designated person in each Division or call Purchasing to get a number.
3. **AMENDMENT #** - Sequential numbering to original contract as changes are made and approved.
4. **DESCRIPTION OF CONTRACT** - Summary of product purchased or services to be performed. Note if an amendment or extension.
5. **RFP/BID #** - Enter number if contract is a result of RFP/Bid selection process.
6. **DATE RFP/BID** - Enter date of RFP/Bid public opening.
7. **EXEMPTION EXPIRATION DATE** - Enter exemption expiration date from competitive bidding granted by BCC or the Chair.
8. **ORS/AR#** - Refer to Oregon Revised Statutes and/or Administrative Rule #, when applicable.
9. **CONTRACTOR IS MBE, WBE, QRF** - Check appropriate box if contractor is certified as an MBE, WBE, or QRF (Qualified Rehabilitation Facility).
10. **CONTRACTOR NAME, MAILING ADDRESS, PHONE** - Enter current information.
11. **EMPLOYEE ID# OR SS#** - Enter employee federal ID# or Social Security # if contractor is an individual.
12. **EFFECTIVE DATE** - Date stated on contract to begin services.
13. **TERMINATION DATE** - Date stated on contract to terminate services.
14. **ORIGINAL CONTRACT AMOUNT** - Enter amount of original contract.
15. **AMOUNT OF AMENDMENT** - Enter amendment or change order amount only, if applicable.
16. **TOTAL AMOUNT OF AGREEMENT** - Enter original amount of contract. If this is an amendment or change order, please include original amount and amended amount.
17. **PAYMENT TERMS** - Designate payment terms by checking appropriate box and entering dollar amount.
18. **REQUIREMENTS CONTRACT** - Requisition Required - Check this box to note that a purchase order will be issued to initiate payment.
19. **PURCHASE ORDER #** - Enter number of purchase order to be issued. If number is not known, enter "PO will be issued."
20. **REQUIREMENTS NOT TO EXCEED** - List the estimated dollar amount of requirements contracts.
21. **REQUIRED SIGNATURES** - To be completed as approved. Purchasing Director needs to sign all Class II contracts only.
22. **ACCOUNT CODE STRUCTURE** - Enter account code structure for the type of agreement; i.e., expense or revenue.
23. **LGFS DESCRIPTION** - Abbreviated description for Data Entry purposes.
24. **AMOUNT** - If total dollar amount is being split among different account numbers, indicate dollar amounts here.

Meeting Date: APR 25 1991

Agenda No.: R-7

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Revision #3 for FY 90/91 Oregon State Health Division Grant

BCC Informal \_\_\_\_\_ (date) \_\_\_\_\_ BCC Formal \_\_\_\_\_ (date) \_\_\_\_\_

DEPARTMENT Human Services DIVISION Health

CONTACT Tom Fronk TELEPHONE x3674

PERSON(S) MAKING PRESENTATION Duane Zussy

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes or less

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):

Request County Chair approval and Board ratification of a \$156,451 increase in State Health Division grant funds to reflect receipt of funds for various programs (i.e. Perinatal Substance Abuse, WIC). This grant revision must be processed simultaneously with BUD MOD# 24.

4/30/91 originals  
to ~~Tom Fronk~~  
Herman Brane

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER Duane Zussy

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
1991 APR 16 PM 2:14  
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  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
RICK BAUMAN • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy, Director *Duane Zussy*  
Department of Human Services

FROM: Bill Odegaard, Director *Bill*  
Health Division

DATE: March 4, 1991

SUBJECT: Recommendation to Approve Revision #3 of State Health Division Grant  
to Multnomah County

Retroactive: The changes included in revision #3 of the State Health Division grant are initiated by the state and are effective upon the Board's ratification of the revision. However, the state requires that any changes to the grant be reflected for the entire period, July 1, 1990, to and including June 30, 1991.

Recommendation: The Health Division and the Department of Human Services recommend that the County Chair and members of the Board of County Commissioners approve the attached revision #3 to the State Health Division grant to Multnomah County for FY 90/91. A budget modification reconciling the county Health Division's budget to the changes in the grant award is being prepared.

Analysis: This revision of the state grant has the net effect of increasing total support to Multnomah County by \$156,451. Changes among the various programs are as follows:

1. Perinatal Substance Abuse increased (\$107,221) from \$150,107 to \$257,328.
2. WIC increased (\$49,230) from \$864,663 to \$913, 893.

Background: The State Health Division grant is subject to revisions during the course of the year. Changes initiated by the state reflect changes in the projections of the level of federal funding received by the state.

[9417K-P]

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 103141Amendment # 3

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <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	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> R-7 <u>APRIL 25, 1991</u> <del>REVENUE</del>
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Contact Person Brame Phone x2670 Date 3/29/91Department Human Services Division Health Bldg/Room 160/2Description of Contract FY91 Budget revision #3 reflecting various program changes to the State Health Division grant.

RFP/BID # \_\_\_\_\_ Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name Oregon Health DivisionMailing Address 1400 S.W. 5th Ave.Portland, Oregon 97201Phone 229-6380Employer ID # or SS # N/AEffective Date July 1, 1990Termination Date June 30, 1991Original Contract Amount \$ 3,497,233Amount of Amendment \$ 156,451Total Amount of Agreement \$ 4,226,196

Amend #1 - \$425,836

Amend #2 - \$146,676

**Payment Term**☐ Lump Sum \$ N/A☐ Monthly \$ \_\_\_\_\_☐ Other \$ \_\_\_\_\_☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_**REQUIRED SIGNATURES:**Department Manager Duane ZussifacPurchasing Director  
(Class II Contracts Only) [Signature]County Counsel [Signature]County Chair/Sheriff [Signature]Date 3/29/91

Date \_\_\_\_\_

Date 4.1.91Date 4/25/91

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
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03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CAMPUS - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

State of Oregon  
OREGON HEALTH DIVISION  
Department of Human Resources  
NOTICE OF GRANT AWARD

1) Grantee		2) Issue Date	This Action	
Name: Multnomah Co. Community Health		2/11/91	REVISION #3	
Street 426 S. W. Stark St.-7th Floor				
City: Portland		3) Award Period		
State: OR Zip Code: 97204		From 07/01/90 Through 06/30/91		
4) OSHD Funds Approved		Program Previously Manager Approved Approval Award	Increase/ (Decrease)	New Grant Award
State Support for Public Health		319,550	0	319,550
Family Planning		282,625	0	282,625
Central Drug Purchasing		346,766	0	346,766
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Prenatal		115,000	0	115,000
WIC	<i>see base</i>	864,663	49,230	913,893
High-Risk Infants		59,186	0	59,186
WATER		5,613	0	5,613
TB-Case Management		42,078	0	42,078
HIV Counseling & Testing		211,000	0	211,000
Aids Prevention/Education		55,087	0	55,087
STD/VD		116,144	0	116,144

5) Remarks:

The amounts cited in item 4 of this award are provisional and are subject to adjustments when the FFY91 appropriation is enacted and Oregon receives its allocation. Any adjustment to these amounts will be reflected in subsequent grant awards.

- (a) Combined MCH & Prenatal is \$ 366,855  
\$36,611 must be spent on primary care

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including prenatal outreach of \$10,583

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AIDS Minority Outreach  
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Family Planning Program  
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Refugee Health Screening Program  
School-Based Health Clinics  
STD Control Program  
State Support for Public Health  
TB General Case Management and Epidemiology  
TB Outreach  
WIC Program

\*\*\*\*\*  
The undersigned agrees to comply with the above assurances which are in effect during the time of the grant period.

TO BE COMPLETED BY THE HEALTH DIVISION:

Approved by:

\_\_\_\_\_  
Assistant Administrator,  
Health Services

\_\_\_\_\_  
Manager, Fiscal Services

\_\_\_\_\_  
Administrator, Health Division

Date \_\_\_\_\_

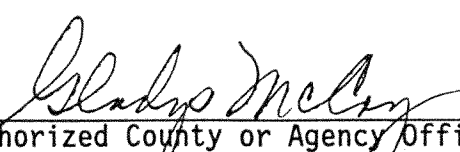
03/08/90

TO BE COMPLETED BY THE GRANTEE:

Approved by:

\_\_\_\_\_  
Local Agency Name

By:

  
\_\_\_\_\_  
Authorized County or Agency Officer  
and Title Gladys McCoy, County Chair

Date 4/25/91

Reviewed:

Laurence Kressel

County Counsel for Multnomah County, Oregon

By: 

Date: 4-1-91

State of Oregon  
OREGON HEALTH DIVISION  
Department of Human Resources  
NOTICE OF GRANT AWARD

<b>1) Grantee</b>  Name: Multnomah Co. Community Health Street 426 S. W. Stark St.-7th Floor City: Portland State: OR      Zip Code: 97204	<b>2) Issue Date</b> <b>This Action</b>  <div style="text-align: right;">REVISION #3</div> 2/11/91  <b>3) Award Period</b>  From 07/01/90 Through 06/30/91
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4) OSHD Funds Approved	Program Previously Manager Approved Approval	Award	Increase/ (Decrease)	New Grant Award
School Based Clinics		103,840	0	103,840
AIDS - Minority Outreach		91,100	0	91,100
AIDS Outreach		90,000	0	90,000
AIDS Surveillance		40,384	0	40,384
Seroprevalance		87,279	0	87,279
TB Outreach		58,555	0	58,555
Refugee Screening		612,121	0	612,121
Refugee TB		38,571	0	38,571
HIV Intervention		53,221	0	53,221
Perinatal Substance Abuse	KS	150,107	107,221	257,328
HIV - Community Health Care		75,000	0	75,000
<b>TOTAL</b>		<b>4,069,745</b>	<b>156,451</b>	<b>4,226,196</b>

**5) Remarks:**

The amounts cited in item 4 of this award are provisional and are subject to adjustments when the FFY91 appropriation is enacted and Oregon receives its allocation. Any adjustment to these amounts will be reflected in subsequent grant awards.

(e) Funding through 6/30/91

**6) Capital Outlay Requested in This Action**

Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$1,000 and a life expectancy greater than one year.

PROGRAM	ITEM DESCRIPTION	COST	PROG. APPROV.

OREGON HEALTH DIVISION

Grantee Assurances

The following is a list of the titles of assurances with which grantees must agree to comply if they accept state and federal funds administered by the Oregon Health Division. The detailed assurances are located under these titles in the Resource Manual for Grant Programs provided to each grantee. The Common Program Assurances and Fiscal Assurances are required for all programs; the Program-Specific Assurances are required for individual grant programs. Your signature on this document is evidence that you have read and agreed to comply with the required assurances.

**ASSURANCES**

Common Program Assurances

Fiscal Assurances

Program Specific Assurances

AIDS Prevention-Education  
AIDS Minority Outreach  
County Level Outreach for Gay/Bisexual Men  
Drinking Water Program  
Family Planning Program  
HIV Community Test Sites  
HIV Clinic Counseling and Testing  
HIV Family Seroprevalance Survey  
HIV Surveillance Activities in Multnomah County  
Immigration  
Immunization  
Maternal and Child Health/Prenatal  
Refugee Health Screening Program  
School-Based Health Clinics  
STD Control Program  
State Support for Public Health  
TB General Case Management and Epidemiology  
TB Outreach  
WIC Program

\*\*\*\*\*  
The undersigned agrees to comply with the above assurances which are in effect during the time of the grant period.

TO BE COMPLETED BY THE HEALTH DIVISION:  
Approved by:

TO BE COMPLETED BY THE GRANTEE:  
Approved by:

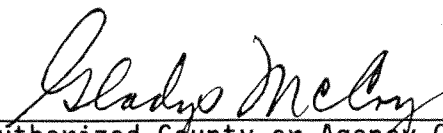
\_\_\_\_\_  
Assistant Administrator,  
Health Services

\_\_\_\_\_  
Local Agency Name

\_\_\_\_\_  
Manager, Fiscal Services

By: \_\_\_\_\_

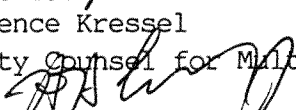
\_\_\_\_\_  
Administrator, Health Division

  
\_\_\_\_\_  
Authorized County or Agency Officer  
and Title Gladys McCoy, County Chair

Date \_\_\_\_\_

Date 4/25/91

03/08/90

Reviewed: \_\_\_\_\_  
Laurence Kressel  
County Counsel for Multnomah County, Oregon  
By:   
Date: 4-1-91

BUDGET MODIFICATION NO. DHS#24

(For Clerk's Use) Meeting Date: APR 2 5 1991  
Agenda No.: R-8

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR \_\_\_\_\_

DEPARTMENT Human Services

DIVISION Health

CONTACT Tom Fronk

TELEPHONE ext. 3674

NAME OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

SUGGESTED AGENDA TITLE (To assist in preparing a description for the printed agenda:

Budget Modification DHS#24 requests changes in Health Division appropriations due to changes in the State Health Division revenue agreement, and other miscellaneous revenue sources.

(ESTIMATED TIME NEEDED ON THE AGENDA )

2. DESCRIPTION OF MODIFICATION (Explain the changes this bud mod makes. What budget does it increase? What do changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

☒ PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This budget modification effects several changes to the Health Division budget. Two of the changes are significant, and are related to new State funds:

- 1) The State is now mandated by the Federal government to provide a state wide Maternal Child Health informational hot line. The Health Division currently operates an Information and Referral line. The State has offered to pay the County to expand its operation to include provision of MCH information on a State wide basis. The State will pay for operators, computer and telephone equipment, advertising, supervision, and long distance charges. The total MCH hotline increase is \$56,428 in the current year, including \$22,728 for equipment.
- 2) The State has received federal HIV funds to pay for home health care for HIV patients. These funds add a field nurse to provide assessments and develop care plans for HIV clients in need of home care aides. These funds also purchase contracted home care aides for these clients. The current year increase is \$75,000.

The remaining changes on this budget modification are:

- 3) Several small changes in the NIDA funded AIDS outreach grant are implemented to reflect the final year NGA: a Community Health Nurse position is cut; Outreach Worker time is increased; the State contract for program evaluation is increased by \$9,768; Equipment is increased by \$3,900 to allow the purchase of personal computer equipment; and the budget for Premium is increased by \$10,133 to cover the class-comp raises granted the Outreach Workers as a group. At the bottom line NIDA revenues are reduced by \$2,700 to reflect the difference between the estimate made last Spring and the actual NGA. Only federal funds are affected.
- 4) The Dental program has received a donation from the Oregon Dental Assoc. in support of the Community Based Sealant program. This budget modification requests that this \$2,700 be spent in purchasing mobile equipment for use in the program.
- 5) The MicroProbe Corporation has offered to pay the STD clinic for participation in a specimen study. This revenue is expected to be between \$2,410 and \$4,820 this fiscal year on a OTO basis. This budget modification requests that \$625

of this revenue be budgeted to purchase a piece of equipment necessary for this project. The remainder would remain unbudgeted to be turned back to the General Fund at year end.

- 6) This budget modification requests that the budget for Equipment in the Environmental Health Section be moved to professional services, to allow the contracting for needed team building training for Environmental Health staff.
- 7) TB Outreach revenue is increased by \$18,105 to reflect an increase in the State revenue agreement. These funds will be used for a TB Outreach contract, \$600, and to add a TB Outreach Worker dedicated to the Burnside District.
- 8) Start up savings in the federal HIV Treatment grant are moved to Equipment to allow the purchase of additional equipment necessary for the newly created HIV Clinic.

State revenue agreements 2 and 3, which accompany this modification, also increase WIC revenues by \$49,230 over the current budgeted level. This budget modification does not ask for any increased appropriations based on this revenue.

This budget modification has the effect of reducing the General Fund contingency by \$1,100, due to the changes in the HIV and NIDA grants, which both pay Indirect Cost Recovery.

**3. REVENUE IMPACT** (Explain revenues being changed and the reason for the change.)

Increase Cash Transfer to the Federal State Fund (Indirect) by \$4821.  
 Increase Service Reimbursement revenue to the General Fund by \$3721.  
 Increase Service Reimbursement revenue to the Insurance Fund by \$108.  
 Increase Service Reimbursement revenue to the Telephone Fund by \$11,056.  
 Increase TB Outreach Grant revenue to the Federal State Fund by \$18,105.  
 Increase Charges and Recoveries revenue to the Federal State Fund by \$625.  
 Reduce NIDA Grant revenue to the Federal State Fund by \$2,700.  
 Increase Donations revenue to the Federal State Fund by \$2,700.  
 Increase MCH revenue to the Federal State Fund by \$56,428.  
 Increase HIV Community Health Care Grant revenue to the Federal State Fund by \$75,000.

**4. CONTINGENCY STATUS** (To be completed by Finance/Budget.)

General Fund contingency before this modification (as of ): \$ \_\_\_\_\_  
 after this modification: \$ \_\_\_\_\_

Originated by: <i>Thomas</i>	Date: <i>4/9/91</i> <i>3/28/91</i>	Department Director: <i>Quene Zussel</i>	Date: <i>4/15/91</i>
Finance/Budget: <i>Kathleen Jones</i>	Date: <i>4/15/91</i>	Employee Relations: <i>Susan Daniel</i>	Date: <i>4/15/91</i>
Board Approval: <i>Deborah C. Rogers</i>	Date: <i>April 25, 1991</i>		

# PERSONNEL DETAIL FOR BUDGET MODIFICATION DHS #24

5. ANNUALIZED PERSONNEL CHANGES		Compute on a full year basis even though this action affects part of the fiscal year.			
FTE	POSITION TITLE	ANNUALIZED			
		BASE PAY	FRINGE	INSURANCE	TOTAL
	Community Health Nurse - NIDA	NOT APPLICABLE			
	Hlth Info Spec / 2 - NIDA	GRANT TERMINATES			
	Premium - NIDA	8/31/91			
	SUBTOTAL, NIDA	0	0	0	0
1.00	Hlth Info Spec / 2 - TB	18,824	5,060	2,336	26,220
	Temporary - TB	4,790	366	144	5,300
	SUBTOTAL, TB	23,614	5,426	2,480	31,520
	Community Health Nurse - HIV Clinic	ONE TIME ONLY			
1.00	Community Health Nurse - HIV Comm Hlth	26,777	7,230	3,583	37,590
0.50	Health Educator - I&R	14,116	3,811	2,948	20,875
1.50	Hlth Info Spec / 1 - 1.5 I&R Operators	29,817	8,051	5,108	42,976
	SUBTOTAL, I&R	43,933	11,862	8,056	63,851
4.00	TOTAL CHANGE (ANNUALIZED)	94,324	24,518	14,119	132,961

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.			
FTE	POSITION TITLE	ANNUALIZED			
		BASE PAY	FRINGE	INSURANCE	TOTAL
(0.75)	Community Health Nurse - NIDA	(25,074)	(6,740)	(4,365)	(36,179)
0.30	Hlth Info Spec / 2 - NIDA	4,411	505	(22)	4,894
	Premium - NIDA	10,133	3,015	304	13,452
	SUBTOTAL, NIDA	(10,530)	(3,220)	(4,083)	(17,833)
0.50	Hlth Info Spec / 2 - TB	9,412	2,530	1,168	13,110
	Temporary - TB	2,395	183	72	2,650
	SUBTOTAL, TB	11,807	2,713	1,240	15,760
0.06	Community Health Nurse - HIV Clinic	(1,735)	(468)	(334)	(2,537)
0.35	Community Health Nurse - HIV Comm Hlth	9,372	1,624	1,254	12,250
0.13	Health Educator - I&R	3,529	971	737	5,237
0.38	Hlth Info Spec / 1 - 1.5 I&R Operators, 3 Mos.	7,454	1,994	1,294	10,742
	SUBTOTAL, I&R	10,983	2,965	2,031	15,979
0.97	TOTAL CHANGE (ANNUALIZED)	19,897	3,614	108	23,619

## EXPENDITURE DETAIL - MISC BUD MOD

23 - Mar - 91

ACCT CODE DESCRIPTION	0300 HIV PROGRAM	0420 TB CLINIC	0430 STD CLINIC	0480 HIV CLINIC	SPECIALTY CARE TOTAL	0750 FIELD ADMIN	0813 FLOURIDE RINSE	0875 I&R	0230 ENV HEALTH	FEDERAL STATE (156)	GENERAL FUND (100)	DIVISIONAL BUD MOD TOTAL
5100 Permanent	(20,663)	9,412	0	(1,735)	7,677	9,372	0	10,983	0	7,369	0	7,369
5200 Temporary	0	2,395	0	0	2,395	0	0	0	0	2,395	0	2,395
5300 Overtime	0	0	0	0	0	0	0	0	0	0	0	0
5400 Premium Pay	10,133	0	0	0	0	0	0	0	0	10,133	0	10,133
5500 Fringe	(3,220)	2,713	0	(468)	2,245	1,624	0	2,965	0	3,614	0	3,614
DIRECT PERSONNEL COSTS	(13,750)	14,520	0	(2,203)	12,317	10,996	0	13,948	0	23,511	0	23,511
5550 Insurance Benefits	(4,083)	1,240	0	(334)	906	1,254	0	2,031	0	108	0	108
TOTAL PERSONAL SERVICES	(17,833)	15,760	0	(2,537)	13,223	12,250	0	15,979	0	23,619	0	23,619
6060 Pass Through Payments	9,768	0	0	0	0	59,000	0	0	0	68,768	0	68,768
6110 Professional Services	0	600	0	0	600	0	0	0	2,500	600	2,500	3,100
6120 Printing	0	0	0	0	0	0	0	0	0	0	0	0
6200 Postage	0	0	0	0	0	0	0	0	0	0	0	0
6230 Supplies	2,400	1,745	0	0	1,745	3,750	0	3,866	0	11,761	0	11,761
6310 Education & Travel	0	0	0	0	0	0	0	2,799	0	2,799	0	2,799
6330 Local Travel and Mileage	0	0	0	0	0	0	0	0	0	0	0	0
6550 Drugs	0	0	0	0	0	0	0	0	0	0	0	0
6620 Dues & Subscriptions	0	0	0	0	0	0	0	0	0	0	0	0
DIRECT M & S	12,168	2,345	0	0	2,345	62,750	0	6,665	2,500	83,928	2,500	86,428
7100 Indirect Cost	(935)	1,177	0	(165)	1,012	1,453	0	2,191	0	3,721	0	3,721
7150 Telephone Services	0	0	0	0	0	0	0	11,056	0	11,056	0	11,056
7200 Data Processing Services	0	0	0	0	0	0	0	0	0	0	0	0
7300 Motor Pool Services	0	0	0	0	0	0	0	0	0	0	0	0
7400 Bldg. Mgt. Services	0	0	0	0	0	0	0	0	0	0	0	0
7500 Other Internal Services	0	0	0	0	0	0	0	0	0	0	0	0
INTERNAL SERVICE REIMB.	(935)	1,177	0	(165)	1,012	1,453	0	13,247	0	14,777	0	14,777
TOTAL M & S	11,233	3,522	0	(165)	3,357	64,203	0	19,912	2,500	98,705	2,500	101,205
8300 Other Improvements	0	0	0	0	0	0	0	0	0	0	0	0
8400 Equipment	3,900	0	625	2,702	3,327	0	2,700	22,728	(2,500)	32,655	(2,500)	30,155
CAPITAL OUTLAY	3,900	0	625	2,702	3,327	0	2,700	22,728	(2,500)	32,655	(2,500)	30,155
DIRECT BUDGET	2,318	16,865	625	499	17,989	73,746	2,700	43,341	0	140,094	0	140,094
TOTAL BUDGET	(2,700)	19,282	625	0	19,907	76,453	2,700	58,619	0	154,979	0	154,979

## REVENUE DETAIL - MISC BUD MOD

23 - Mar - 91

LGFS	SOURCE OF FUNDS	0300 HIV PROGRAM	0420 TB CLINIC	0430 STD CLINIC	0480 HIV CLINIC	SPECIALTY CARE TOTAL	0750 FIELD ADMIN	0813 FLOURIDE RINSE	0875 I&R	0230 ENV HEALTH	FEDERAL STATE (156)	GENERAL FUND (100)	PROPOSED DIVISIONAL TOTAL
NEW HIV - Community Health Care						0	75,000				75,000	0	75,000
2051 Maternal Child Health						0					56,428	0	56,428
6703 Donations						0		2,700	56,428		2,700	0	2,700
2046 NIDA	(2,700)					0					(2,700)	0	(2,700)
4900 Misc Charges & Recoveries				625		625					625	0	625
2055 TB Outreach			18,105			18,105					18,105	0	18,105
GENERAL FUND CASH TRANS.			1,177	0		1,177	1,453		2,191		4,821	0	4,821
TOTAL CHANGE IN REVENUE	(2,700)		19,282	625	0	19,907	76,453	2,700	58,619	0	154,979	0	154,979

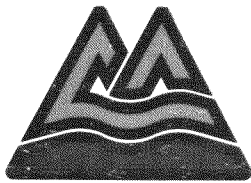
NET INCREASE (DECREASE) IN CASH TRANSFER DUE TO GENERAL FUND SUPPORT FOR ICR:	4,821
NET CHANGE IN INDIRECT COSTS AS EXPENDITURE IN F/S FUND:	3,721
NET LOSS TO GENERAL FUND CONTINGENCY:	1,100

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	010	0600	5100			7,369		Permanent
		156	010	0600	5200			2,395		Temporary
		156	010	0600	5400			10,133		Premium Pay
		156	010	0600	5500			3,614		Fringe
									23,511	DIRECT PERSONNEL COSTS
		156	010	0600	5550			108		Insurance Benefits
									23,619	TOTAL PERSONAL SERVICES
		156	010	0600	6060			68,768		Pass Through Payments
		156	010	0600	6110			600		Professional Services
		156	010	0600	6230			11,761		Supplies
		156	010	0600	6310			2,799		Education & Travel
		156	010	0600	7100			3,721		Indirect Cost
		156	010	0600	7150			11,056		Telephone Services
									98,705	TOTAL M & S
		156	010	0600	8400			32,655		Equipment
									32,655	CAPITAL OUTLAY
		100	010	0600	6110			2,500		Professional Services
		100	010	0600	8400			(2,500)		Equipment
		100	010	0103	7608			4,821		Cash Transfer
		100	050	9120	7700			(1,100)		Contingency
		400	040	7531	6520			108		Insurance
		402	040	7990	6140			11,056		Communications
TOTAL EXPENDITURE CHANGE								169,864		

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	010	0600	NEW			75,000		HIV – Community Health Care
		156	010	0600	2051			56,428		MCH
		156	010	0600	6703			2,700		Donations
		156	010	0600	2046			(2,700)		NIDA
		156	010	0600	4900			625		Misc. Charges and Recoveries
		156	010	0600	2055			18,105		TB Outreach
		156	010	0600	7601			4,821		General Fund
		100	045	7410	6602			3,721		Service Reimbursement from F/S
		400	040	7531	6602			108		Service Reimbursement from F/S
		402	040	7990	6602			11,056		Service Reimbursement from F/S
TOTAL REVENUE CHANGE								169,864		



# 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: Duane Zussy, Director *Duane Zussy*  
Department of Human Services

FROM: Bill Odegaard, Director *Bill*  
Health Division

DATE: March 28, 1991

SUBJECT: Recommendation to Approve a Modification to the  
Health Division Budget

**RECOMMENDATION:** That the Board of County Commissioners consider and approve budget modification DHS 24, making several changes to the Health Division budget to reflect changing outside revenues.

**ANALYSIS AND BACKGROUND:** The attached budget modification, which accompanies revision no. 2 and revision no. 3 to the State Health Division revenue agreement and a separate Maternal Child Health revision, would affect several appropriations within the Health Division. Those changes are detailed on the budget modification.

In summary, there are two relatively large changes and multiple smaller changes included on this budget modification. The two larger changes are:

- 1) The State is now mandated by the Federal government to provide a state wide Maternal Child Health informational hot line. The Health Division currently operates an Information and Referral line. The State has offered to pay the County to expand its operation to include provision of MCH information on a State wide basis. The State will pay for all of the costs associated with this extension of service, including operators, computer and telephone equipment, advertising, supervision, and long distance charges.

Client will benefit by receiving better information concerning the services available through MCH and other programs. The County will benefit from the modernization of the equipment in the I&R office at State expense. The State Health Division will benefit from not having to replicate the I&R function already in service in this County.

## HEALTH DIVISION BUDGET MODIFICATION

Page 2

2) The State has received federal HIV funds to pay for home health care for HIV patients. These funds add a field nurse to provide assessments and develop care plans for HIV clients in need of home care aides. In addition, funds are provided to purchase home care aide services on a contractual basis to carry out these plans. The current year increase is \$75,000, which will be annualized for all of next year.

The remaining, less significant changes on this budget modification are:

- 3) Several small changes in the NIDA funded AIDS outreach grant are implemented to reflect the final year Notice of Grant Award: a Community Health Nurse position is cut; Outreach Worker time is increased; the State contract for program evaluation is increased by \$9,768; Equipment is increased by \$3,900 to allow the purchase of personal computer equipment to be used by Health Division staff to carry on the analysis on NIDA data; and the budget for Premium is increased by \$10,133 to cover the class-comp raises granted the Outreach Workers as a group. At the bottom line NIDA revenues are reduced by \$2,700 to reflect the difference between the estimate made last Spring and the actual Notice of Grant Award. Only federal funds are affected.
- 4) The Dental program has received a donation from the Oregon Dental Association to support the Community Based Sealant program. This budget modification requests that this \$2,700 be spent in purchasing improved mobile equipment for use in the program.
- 5) The MicroProbe Corporation has offered to pay the STD clinic for participation in a specimen study. The STD will be collecting and processing specimens for MicroProbe. MicroProbe has decided to pay us more than what it costs us to provide the service. It is calculated that MicroProbe will pay us twice the cost of providing the service. This agreement would bring a total of between \$2,410 and \$4,820 this year. This budget modification requests that \$625 of this revenue be budgeted to purchase a piece of equipment necessary for this project. The remainder would remain unbudgeted to be turned back to the General Fund at year end.
- 6) This budget modification requests that the budget for Equipment in the Environmental Health Section be moved to professional services, to allow the contracting for needed team building training for staff.
- 7) TB Outreach revenue is increased by \$18,105 to reflect an increase in the State revenue agreement. These funds will be used for a TB Outreach contract, \$600, and to add a TB Outreach Worker dedicated to the Burnside District.
- 8) Start up savings in the federal HIV Treatment grant are moved to Equipment to allow the purchase of additional clinic equipment, such as a Hemocue Testing Device and an IVAC Electronic Digital Thermometer, necessary for the newly created HIV Clinic. Only federal funds are affected.

State revenue agreements 2 and 3, which accompany this modification, also increase WIC revenues by \$49,230 over the current budgeted level. This budget modification does not ask for any increased appropriations based on this revenue. This will have the effect of reducing the Division's need for General Fund cash transfer at year end.

BUDGET MODIFICATION NO 28

(For Clerk's Use) Meeting Date **APR 25 1991**  
Agenda No. **R-9**

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR

(Date)

DEPARTMENT: Human Services DIVISION: Aging Services  
CONTACT: Shirley Sanders/Don Keister TELEPHONE: 248-3646  
\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD: Duane Zussy/Jim McConnell

SUGGESTED

AGENDA TITLE (to assist in preparing a description for the printed agenda)  
DHS Budget Modification #28 reprograms one-time unexpended personnel and uncontracted federal/state grant funds to pay for an Aging Services Division networked computer client tracking system, and shifts materials and services line items.

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)

[x] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET.

DHS Budget Modification #28 transfers one-time unexpended Title XIX, Oregon Project Independence, and Older Americans Act Title IIIB grant personnel funds accumulated due to staff vacancies, currently uncontracted funds from Org 1750, and professional services and equipment funds from the Long Term Care budget (Org 1905) to purchase computer equipment for a networked, computerized client tracking system for the Aging Services Division. There are also changes among materials and services to reflect changes in the Who Will Care project budget.

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change.)

- Shifts \$5,297 from Long Term Care, Org 1905 to Aging Services Central, Org 1710.
- Shifts \$8,777 Oregon Project Independence and \$7,704 Older Americans Act from Contracted Services, Org 1750 to ASD Central, Org 1710.
- Reduces General Fund Indirect Support for Aging Services by \$2,817.
- Reduces Service Reimbursement from F/S to General Fund by \$2,817.
- Reduces Service Reimbursement from F/S to Insurance Fund by \$3,596.

4. CONTINGENCY STATUS (to be completed by Finance/Budget)

Contingency before this modification (as of )  
(Specify Fund) (Date)

After this modification

Originated By

Date

Finance/Budget

Date

Board Approval

Department Director

Employee Relations

Date

asdbm6

April 25, 1991

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1991 APR 16 PM 2:15

PERSONNEL DETAIL FOR BUDGET MODIFICATION NO. 28

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

A n n u a l i z e d

FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	FRINGE Increase (Decrease) Fringe/Insur.	TOTAL Increase (Decrease)
-------------------------------	----------------	------------------------------------	---	---------------------------------

N/A, one-time personnel savings due to staff vacancies.

TOTAL CHANGE (ANNUALIZED)

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (calculate costs or savings that will take place within this fiscal year; these should explain the actual dollar amounts being changed by this Bud Mod.)

Full Time Position, Part-Time, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	C u r r e n t F Y FRINGE Increase (Decrease) Fringe/Insur.	TOTAL Increase (Decrease)
(.29) Fin Spec 2	One-time savings due to vacancy	( \$9,633)	(\$2,577)/(\$ 984)	(\$13,194)
(.11) Data Analyst	One-time savings due to vacancy	( 3,537)	( 946)/ ( 494)	( 4,977)
(.43) PDS-CS	One-time savings due to vacancy	(14,545)	( 2,501)/( 2,118)	(19,164)
TOTAL		(\$27,715)	(\$6,024)/(\$3,596)	(\$37,335)

asdbm6p

File Name: ASDBM6 (Central)

EXPENDITURE

TRANSACTION EB [ ]

GM [ ] TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY 1990-91

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	010	1710			5100			(27,715)		Permanent Personnel
		156	010	1710			5500			(6,024)		Fringe
		156	010	1710			5550			(3,596)		Insurance
											(37,335)	SUBTOTAL PERSONNEL
		156	010	1710			6110			546		Professional Svc
		156	010	1710			6230			400		Supplies
		156	010	1710			6310			(3,400)		Education & Training
		156	010	1710			7100			(2,586)		Indirect
											(5,040)	SUBTOTAL, M & S
		156	010	1710			8400			61,567		Equipment
											19,192	TOTAL, ORG 1710
		156	010	1905			6110			(1,791)		Professional Svc
		156	010	1905			8400			(3,506)		Equipment
											(5,297)	SUBTOTAL, ORG 1905
		156	010	1905			7100			(116)		Indirect
											(5,413)	TOTAL, ORG 1905
		156	010	1750			6060			(16,481)		Pass Through
		156	010	1750			7100			(115)		Indirect
											(16,596)	TOTAL, ORG 1750
		100	010	0105			7608			(2,817)		Cash Transfer
		400	040	7531			6520			(3,596)		Serv Reimb/Insurance
TOTAL EXPENDITURE CHANGE										(9,230)		TOTAL EXPENDITURE CHANGE



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
AGING SERVICES DIVISION  
AREA AGENCY ON AGING  
421 S.W. 5TH, 3RD FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3646  
TDD: 248-3683

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

## MEMORANDUM

TO: Gladys McCoy, County Chair

VIA: Duane Zussy, Director *Duane Zussy*  
Department of Human Services

FROM: James McConnell, Director *James McConnell*  
Aging Services Division

DATE: April 5, 1991

SUBJECT: DHS Budget Modification #28

Recommendation: The Aging Services Division recommends Board of County Commissioner approval of the attached DHS Budget Modification # 28.

Analysis: DHS Budget Modification #28 shifts the following to ASD's Central Office professional services and equipment lines to pay for the proposed networked computer client tracking system.

- 1) \$37,335 in one-time Title XIX, OPI, and Older Americans Act IIIB grant personnel funds in Aging Services Division Central Office, reflecting the following:
  - a) .29 FTE Financial Specialist temporarily vacant with the incumbent filling another vacancy during the hiring process;
  - b) .11 FTE Data Analyst position being deleted from ASD to transfer savings towards building the in-house computer system; and
  - c) .43 FTE Program Development Specialist position vacant during the recruitment process.
- 2) \$8,777 uncontracted OPI funds.
- 3) \$7,704 in Older American's Act funds to correct a budgeting error that duplicated funds for minority services.
- 4) \$5,297 in Title XIX grant funds from Long Term Care's professional services and equipment budgets, and
- 5) \$3,000 Title XIX fund switch due to replacement by Who Will Care grant funds.

Additionally, budget-neutral shifts among materials and services lines are being made to reflect changes in the "Who Will Care" project budget.

Background: ASD's data and client tracking system is unworkable. ASD currently relies on several separate automated systems to meet its data and client tracking needs:

- 1) Client and provider tracking for District Centers, meals, transportation, etc. through a contract with the City of Portland on its VAX system, which has an approximate annual cost of \$28,000;
- 2) Long Term Care service and client data from the State of Oregon Senior and Disabled Services Division;
- 3) General fiscal and personnel information from the County's LGFS and Personnel systems;
- 4) Other grant and program management and reporting information from in-house personal computers. Examples include Adult Housing licensing tracking, Public Guardian client and expenditure tracking, and Community Action client and provider tracking.

These systems do not currently interface with each other. A 1989 proposal to convert from the City to County ISD and build a coordinated system for ASD was deemed too costly. A Local Area Network system will enable ASD to build one integrated data base at much less cost than the 1989 proposal. After this initial investment, the funds that ASD has paid annually for computer services to the City of Portland will pay for operation of the new system. Benefits to the new system include:

- ability to develop enhancements incrementally
- single integrated data base
- no additional operating costs
- ability to interface with ISD, LGFS, and state data bases
- improved management of client services and
- direct reporting of client data and reduction of paper flow.

File Name: ASDBM6 (Central)

REVENUE

TRANSACTION RB [ ]

GM [ ] TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY 1990-91

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	010	1710			2609			5,297		Title XIX
		156	010	1710			2387			8,777		OR Project Independence
		156	010	1710			2064			7,704		Older Amer Act IIIB
		156	010	1710			7601			(2,586)		Gen.Fund Indirect Support
											19,192	TOTAL, ORG 1710
		156	010	1905			2609			(5,297)		Title XIX
		156	010	1905			7601			(116)		Gen.Fund Indirect Support
											(5,413)	TOTAL, ORG 1905
		156	010	1750			7601			(115)		Gen.Fund Indirect Support
		156	010	1750			2064			(7,704)		Older Amer Act IIIB
		156	010	1750			2387			(8,777)		OR Project Independence
											(16,596)	TOTAL, ORG 1750
		100	045	7410			6602			(2,817)		Serv.Reimb./Gen.Fund
		400	040	7531			6602			(3,596)		Serv.Reimb./Insurance
TOTAL REVENUE CHANGE										(9,230)		TOTAL REVENUE CHANGE

# 1

DATE 4.25.91

NAME BARB HOUGEN

ADDRESS 118 NE 60th

STREET  
PORTLAND OR 97213

CITY ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R-10

SUBJECT PROCLAMATION

\_\_\_\_\_  
FOR \_\_\_\_\_ AGAINST  
PLEASE PRINT LEGIBLY!

Meeting Date: 1 APR 2 5 1991

Agenda No.: R-10

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Proclamation Workers Memorial Day

AGENDA REVIEW/  
BOARD BRIEFING

(date)

REGULAR MEETING 4/25/91

(date)

DEPARTMENT Nondepartmental

DIVISION Chair's Office

CONTACT Judy Boyer

TELEPHONE X-3308

PERSON(S) MAKING PRESENTATION Ron Fortune, Executive Secretary, Northwest Oregon  
Labor Council, AFL-CIO

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: \_\_\_\_\_

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):

In the matter of Proclaiming April 28, 1991 as Workers Memorial Day in  
Multnomah County, Oregon

4/30/91 <sup>second</sup> ~~original~~ to  
Judy Boyer

BOARD OF  
COUNTY COMMISSIONERS  
1991 APR 18 AM 11:41  
MULTNOMAH COUNTY  
OREGON

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL

Gladys McCaff

Or

DEPARTMENT MANAGER \_\_\_\_\_

(All accompanying documents must have required signatures)



AFL - CIO

GLADYS MCCOY  
MULTNOMAH COUNTY CHAIR  
1021 S.W. 4th ROOM 134  
PORTLAND, OREGON 97204

1125 S.E. Madison  
Suite 103-A  
Portland, OR 97214  
(503) 235-9444

Serving: Multnomah, Washington, Clackamas & Columbia Counties

RON FORTUNE  
Executive Secretary-Treasurer

March 11, 1991

Honorable Gladys McCoy  
Multnomah County Executive  
1021 S.W. 4th Avenue  
Portland, OR 97204

Dear County Executive McCoy:

Workers Memorial Day will be observed nationwide on April 28, 1991, as a day to remember the American workers who are killed on the job.

We would appreciate your office issuing a proclamation to honor the observance of these victims of workplace injuries and disease.

Enclosed is some material you may wish to review in preparing your proclamation.

Please let us know if you need further information.

Sincerely,

NORTHWEST OREGON LABOR COUNCIL, AFL-CIO

Ron Fortune, Executive Secretary

RF:jo  
opeiu#11  
afl-cio

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

In The Matter Of Proclaiming                    )  
April 28, 1991 as Workers                    )  
Memorial Day in Multnomah County,            )  
Oregon    )  
PROCLAMATION  
91-56

WHEREAS, every year more than 10,000 American workers are killed on the job; and

WHEREAS, tens of thousands more are permanently disabled; and

WHEREAS, millions are injured; and

WHEREAS, another 100,000 workers die from cancer, lung disease and other diseases related to toxic chemical exposure at work; and

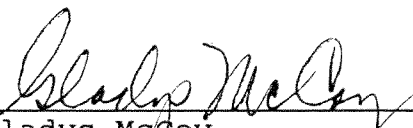
WHEREAS, concerned Americans are determined to prevent these tragedies by:

- Organizing Workers Memorial Day on April 28, a day chosen by the unions of the AFL-CIO as a day to remember these victims of workplace injuries and disease;
- renewing our efforts to seek stronger safety and health protections, better standards and enforcement, and fair and just compensation;
- rededicating ourselves to improving safety and health in every American workplace.

NOW THEREFORE, the Multnomah County Board of Commissioners does hereby proclaim April 28, 1991 as workers Memorial Day in recognition of workers killed, injured and disabled on the job.

ADOPTED this 25<sup>th</sup> day of April, 1991

MULTNOMAH COUNTY, OREGON

  
\_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair



Meeting Date: APR 18 1991 APR 25 1991

Agenda No.: R-1 R-11

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: MCRC, PCTV, MCTV and LO Budgets

BCC Informal 4/16 Time certain BCC Formal 4/18 Time certain  
(date) 11:30 a.m. (date) 9:30 a.m.

DEPARTMENT DGS/CABLE DIVISION CABLE REGULATORY OFFICE

CONTACT JULIE S. OMELCHUCK TELEPHONE 248-3576

PERSON(S) MAKING PRESENTATION ERIC STACHON, MCRC REPRESENTATIVE

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: \_\_\_\_\_

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

Review and approve the MCRC, MCTV and the PCTV budgets pursuant to an intergovernmental agreement among Jurisdictions of Gresham, Troutdale, Fairview, Wood Village and Multnomah County.

4/30/91 COPIES OF ANNOTATED &  
BUDGET NOTES TO CHRISTINE/106/1430/  
CABLE REGULATORY OFFICE AND DONNIE  
KRAFT/CITY OF GRESHAM (PER REQUEST)

BOARD OF  
COUNTY COMMISSIONERS  
1991 APR - 8 AM 9:09  
MULTNOMAH COUNTY  
OREGON

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER Linda Alexander

(All accompanying documents must have required signatures)

# MULTNOMAH CABLE REGULATORY COMMISSION

## MULTNOMAH COUNTY, GRESHAM, FAIRVIEW, TROUTDALE AND WOOD VILLAGE

### Commissioners:

Mary Fournier, *President*  
W. Robert Conners, *Vice President*  
J. Dennis Quail  
Gene Bui  
Eric Stachon

1120 SW 5th Avenue  
Room 1430  
Portland, OR 97204  
(503) 248-3576  
Telecopier (503) 248-3292

Julie S. Omelchuck, Director  
Christina Witka, Cable Assistant

### M E M O R A N D U M

TO: Multnomah County and the Cities of Gresham,  
Wood Village, Fairview and Troutdale

FROM: Multnomah Cable Regulatory Commission

DATE: April 2, 1991

SUBJECT: Budget Approval for MCRC, MCTV and PCTV

Attached are the proposed FY 1991-92 budgets for the Multnomah Cable Regulatory Commission (MCRC), Multnomah Community Television (MCTV), and the Program in Community Television (PCTV) at Mt. Hood Community College. The MCRC recommends approval by its member jurisdictions of the budgets.

According to an intergovernmental agreement among the jurisdictions of Multnomah County, Gresham, Wood Village, Fairview and Troutdale, each jurisdiction shall review the MCRC adopted budgets prior to May 1. If adopted by a majority of the jurisdictions, the budgets will become effective July 1, 1991.

Each budget has been reviewed and adopted by its policy-setting body: the Multnomah Community Television Board of Directors reviewed and adopted both the MCTV access and locally-oriented programming budgets; the Mt. Hood Community College Communications Department has reviewed and adopted the PCTV budget; and the Multnomah Cable Regulatory Commission has reviewed and adopted its budget, along with the MCTV and PCTV budgets.

Your jurisdiction's representative to the MCRC will attend the upcoming commission or council meeting, along with MCRC, MCTV and PCTV staffs, to answer any questions you may have. In the meantime, feel free to contact your representative if you have questions, concerns or ideas prior to the meeting.

1878C/JO/js

Attachments

# MULTNOMAH CABLE REGULATORY COMMISSION

## MULTNOMAH COUNTY, GRESHAM, FAIRVIEW, TROUTDALE AND WOOD VILLAGE

---

### Commissioners:

Rodger Clawson, *President*  
Ron Sherwood, *Vice President*  
Margaret Templeton  
Lee Moore  
Mary Fournier

1120 SW 5th Avenue  
Room 1430  
Portland, OR 97204  
(503) 248-3576

Julie S. Omelchuck, Director  
Christina Witka, Cable Assistant

### Multnomah Cable Regulatory Office Annual Report Fiscal Year 1989-90

In 1983, the Jurisdictions of Wood Village, Troutdale, Fairview, Gresham and Multnomah County formed the Multnomah Cable Regulatory Commission (MCRC) to manage and enforce cable television franchise agreements which allow Paragon Cable and Columbia Cable to operate in east Multnomah County and on Hayden Island respectively. To assist the MCRC in meeting its mandates, the Cable Regulatory Office staff, which included the Director and Cable Assistant, aspired to:

- ★ Enable the MCRC to make informed policy decisions.
- ★ Ensure that Paragon and Columbia complied with the spirit and letter of their franchise agreements.
- ★ Monitor Multnomah Cable Access Corporation (MCAC) and the Program in Community TV (PCTV) at Mt. Hood Community College to ensure that their activities met the goals as set forth in their contracts.
- ★ Address consumer issues ensuring that citizens received prompt, fair and courteous service from the cable companies.
- ★ Champion innovative community uses of cable so that citizens and institutions received maximum benefits from the capabilities of the cable system.

The MCRC adopted six objectives for FY 1989-90. The following contains highlights of activities the MCRC and/or staff undertook during the seventh year of operation to meet their objectives.

Objective 1: To address franchise issues and requirements in a timely manner.

- Monitored line extension policies which allow citizens of East County who reside outside the urban growth boundary (UGB) to receive cable service.
- Ensured those citizens within the UGB requesting cable service received it within 60 days of their requests.
- Reviewed and approved Paragon's Year 6 (1989) Annual Report which documents company compliance with franchise requirements. The review identified problem areas and the approval contained additional requirements in the areas of system technical performance, INET staffing and activity, and customer service.
- Conducted a live, call-in public hearing about the cable company's last three years' performance.
- Completed a six-month competitive bid process to allocate funds to support East County oriented, cable TV programming and conducted successful negotiations with the top applicant.
- Monitored Paragon's WBE/MBE and affirmative action percentages.
- Granted Paragon a one-time-only franchise variance regarding financial audits and reports.
- Reviewed Paragon's audit of franchise fee payments resulting in additional revenues to MCRC.
- Negotiated with Cable Company plan to improve picture quality and system technical performance which included a fiber optic trunk into East County by end of 1991.
- Reviewed Paragon's new tiering of cable programming services resulting in the Company waiving a \$25 downgrade charge for current customers.
- Reviewed Cable Company changes in service rates, program offerings and channel line-up to ensure adherence to franchise agreement.

Objective 2: To monitor Multnomah Cable Access Corporation for compliance with its contract.

- Appointed three MCAC Board members.
- Accepted MCAC's annual financial audit.
- Reviewed MCAC's quarterly activity and financial reports.

- Assisted MCAC staff with and gain Jurisdictional approval of the MCAC FY 1990-91 budget.
- Attended MCAC Board and staff planning retreat and Board of Directors' meetings.
- Approved FY 1989-90 budget amendment allowing MCAC to spend its carryover.
- Updated Board appointment interview questions.

Objective 3: To monitor the Program in Community Television for compliance with its contract.

- Accepted PCTV's annual activity and financial report.
- Participated on PCTV's Curriculum Advisory Committee.
- Assisted PCTV staff with and gained Jurisdictional approval of the PCTV FY 1990-91 budget.
- Approved FY 1989-90 budget amendment allowing PCTV to spend its carryover.

Objective 4: To operate the office to support the MCRC's mission and to comply with legal and administrative requirements.

- Prepared, approved and gained Jurisdictional approval of the MCRC's FY 1990-91 budget.
- Tracked investment of settlement funds.
- Compiled quarterly cable office financial reports.
- Prepared MCRC Annual Report.
- Participated in County division and departmental staff retreats and meetings.
- Refined staff development and performance evaluation plan.

Objective 5: To assure that consumer needs and inquiries are answered.

- Responded to 100 calls and 12 letters representing 209 complaints in various categories (see attached chart).
- Published "A Consumer's Guide to Cable in East Multnomah."
- Provided monthly consumer complaint reports.

Objective 6: To explore innovative uses of the cable system's capabilities.

- Dedicated \$30,000 of the MCRC's annual budget to the Public Demonstration Fund with the purpose of assisting public agencies or schools to develop successful uses of the cable system.
- Approved Public Development Fund standards and procedures to allocate and review requests from jurisdictions for cable company funds.
- Participated, as attendees and speakers, in three national conventions: the National Federation of Local Cable Programmers (NFLCP), the National Association of Telecommunications Officers and Advisors (NATOA) and the National Cable Television Association (NCTA).
- Served on the regional NFLCP Board of Directors.
- Chaired the Local Planning Committee for the 1991 NFLCP National Convention to be held in Portland, July 24-26.

1497T/J0/js

BUDGET REQUEST	LGFS Code	AGENCY		ORGANIZATION		PREPARED BY	
		Cable Regulatory Office		Julie S. Omelchuck			
		Fund	Agency	Organization	Date		
		163	040	7205	03/20/91		
OBJECT DETAIL		CURRENT BUDGET	REQUEST				
5100 PERMANENT		60.315	61.848				
5200 TEMPORARY							
5300 OVERTIME							
5400 PREMIUM PAY							
5500 FRINGE		16.212	16.698				
5550 INS BENEFITS		7.464	8.099				
<b>TOTAL PERSONAL SERVICES</b>		<b>83.991</b>	<b>86.645</b>				
6050 COUNTY SUPPLEMENTS							
6060 PASS THROUGH PAYMENTS		30.000	30.000				
6110 PROFESSIONAL SERVICES		38.000	38.500				
6120 PRINTING		4.681	13.000				
6130 UTILITIES							
6140 COMMUNICATIONS							
6170 RENTALS							
6180 REPAIRS & MAINTENANCE		1.300	1.600				
6190 MAINTENANCE CONTRACTS		300					
6200 POSTAGE		2.675	3.200				
6230 SUPPLIES		700	700				
6270 FOOD		200	200				
6310 EDUCATION & TRAINING		11.250	9.070				
6330 TRAVEL		1.031	1.031				
6520 INSURANCE							
6530 EXTERNAL DATA PRCSNG							
6550 DRUGS							
6580 CLAIMS PAID/JUDGEMENTS							
6610 AWARDS & PREMIUMS							
6620 DUES & SUBS.		840	990				
7810 DEBT RETIREMENT							
7820 INTEREST							
<b>DIRECT MATERIALS AND SERVICES</b>		<b>90.977</b>	<b>98.291</b>				
7100 INDIRECT COSTS		10.907	9.817				
7150 TELEPHONE		2.844	2.537				
7200 DATA PROC. SERVICES							
7300 MOTOR POOL SERVICES							
7400 BLDG. MGT. SERVICES		2.172	2.117				
7500 OTHER INT. SERVICES							
7550 LEASE PAYMENTS TO C.L.R.F.							
<b>INTERNAL SVC. REIMBURSEMENTS</b>		<b>15.923</b>	<b>14.471</b>				
8100 LAND							
8200 BUILDINGS							
8300 OTHER IMPROVEMENTS							
8400 EQUIPMENT							
<b>TOTAL CAPITAL OUTLAY</b>							
TOTAL EXPENDITURES		190.891	199.407				
CONTINGENCY		118,606	181,895				

Multnomah Cable Regulatory Commission  
Estimated Revenues -- FY 1991-92  
Adopted 4/1/91

Total Estimated Revenues FY 1991-92 -- \$381.302

<u>Revenue Source</u>	<u>Estimated Amounts</u>
Beginning Working Capital	\$169,007
Franchise Fees	\$202,295
Interest	\$ 10,000

**BUD 3**  
**OBJECT DETAIL**

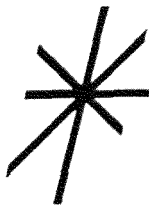
ORGANIZATION NAME Cable Regulatory Office			PREPARED BY Julie S. Omelchuck	
Fund 163	Agency 040	Org 7205	Date	03/20/91

OBJECT CODE	EXPLANATION	AMOUNT
6060	Public Demonstration Project Fund Provides funds for allocation to public agencies by the MCRC for demonstration projects on the cable system.	30,000
6110	Legal Services contracts - \$17,500 Technical Consultation contract - \$10,000 Financial Analysis contract - \$10,000 Facilitator for MCRC Planning Retreat - \$1,000	38,500
6120	Increase reflects cost to publish "A Consumers Guide to Cable in East Multnomah County," an MCRC booklet distributed by Paragon to all current and new subscribers. Last edition printed in 1988.	13,000
6180	Anticipates maintenance on personal and laptop computers.	1,600
6270	Reflects cost for anticipated honorary dinner for a volunteer Cable Regulatory Commission member allowed under Administrative Procedure No. 2311.	200
6310	National Federation of Local Cable Programmers (NFLCP) National Convention: (Portland) 7 people (2 staff, 5 commissioners)	1,750
	National Association of Telecommunication Officers and Advisors (NATOA) National Conference: (Los Angeles) 2 people (1 staff, 1 commissioner)	2,000
	Western Cable Television Association Show: (Los Angeles) 2 people, (2 commissioners)	2,520
	Three National Board of Directors meetings of the NFLCP: (Washington, D.C., Minneapolis, Atlanta) 1 person (1 staff)	2,000
	Regional NATOA/NFLCP Conferences: (3 per year) 4 people total	500
	Professional Development for Administrative Staff	300

**B U D 3**  
**OBJECT DETAIL**

ORGANIZATION NAME			PREPARED BY	
Cable - Admin. Services			Julie S. Omelchuck	
Fund 163	Agency 040	Org 7205	Date	03/06/91

OBJECT CODE	EXPLANATION	AMOUNT
6330	Includes bus pass for Director, local mileage reimbursement for MCRC business conducted in East Multnomah County by Director, and parking reimbursement for MCRC business conducted in the Portland Building for volunteer Commission members and other nonstaff members.	\$ 1,031
7100	Reflects administrative costs for services provided by Multnomah County, including payroll, financial funds management, personnel, receptionist, purchasing and word processing.	9,817
7150	Reflects costs provided by Information Services Division, including telephone lines and equipment, voice mailbox services and long distance charges.	2,537
7400	Represents 144 sq. feet of office space at \$14.70 per sq. foot.	2,116
	Contingency (estimated 1991-92 revenues minus expenses).	181,895



# Multnomah Community Television

Serving East Multnomah County

## Programming Services:

- Public Access
- Educational
- Government
- Community
- East Metro Edition

## MCTV Channels Seen on Paragon Cable:

- 11  
CAN  
Community Access  
Network
- 21  
MCTV  
Multnomah Community  
Television
- 27  
MPAC  
Multnomah Public  
Affairs  
(East County only)
- 31  
The Learning Channel  
Education
- 32  
Mt. Hood Community  
College Telecourses  
(East County only)
- 33  
Portland Cable Access
- 34  
Community Bulletin  
Board  
(East County only)
- 58  
Program Guide  
Video Newsletter  
(East County only)

Date: March 20, 1991

To: Mary Fournier, President,  
Multnomah Cable Regulatory Commission

From: David Ellis, President, Multnomah Community  
Television

Re: 1991 - 1992 Multnomah Community Television Program  
of Work and Budget

The Program of Work for 1991 - 1992 continues the many services developed by MCTV over the last several years. Each department's objectives contribute to our mission of providing community television programming on Paragon Cable.

We will maintain and develop the many partnerships formed between MCTV and the educational community. We will continue to work with area schools and educational organizations to provide direct instructional services to cable subscribers as well as educational programming of general interest.

MCTV will continue to provide municipal programming that helps link citizens to local government. MCTV will continue gavel-to-gavel coverage of local government meetings as well as provide additional programming to foster citizen participation in government and provide the public with information about important government services.

MCTV will continue to carry out its responsibilities to provide the community a means of public expression. MCTV's comprehensive public access services including equipment, training, and program scheduling are all designed to facilitate the public's right to free speech via cable television. We estimate serving over one thousand public access clients involved directly in training and production. Thousands more will be impacted by the resulting programming carried on the cable system.

MCTV is committed to maintaining the vital internal services to support our programming areas. Well maintained facilities and equipment are essential to continue our mission. This year we have proposed the establishment of an equipment replacement fund. The money set aside in this fund will help insure that adequate equipment resources will be available in the years to come for community programming.

In the last seven years, MCTV has experienced steady growth in the services provided to the community. We have reached our physical capacity to house these services in our existing building. A second facility was leased this year to house the production of our weekly news program, *East Metro Edition*. The Board will be studying building expansion during the year looking at alternatives such as adding to the present structure, adding a mezzanine level, and leasing additional space. A building fund has been set aside to allow for further expansion should opportunities arise.

MCTV will continue to provide administrative services to support all its programming activities, including locally oriented programming. The MCTV work force is maturing while jobs are becoming increasingly complex. MCTV projects employing 25 full and part-time employees during the year. During the current year, the Board undertook an employee compensation study. The study included a thorough analysis of each employee job description. The Board has instituted compensation policies and revised employee performance review policies. The Board has made a commitment in the coming year to allocate resources for fair compensation and employee development throughout the organization.

Finally, the MCTV Board will begin its long-term strategic planning for the next five years and begin planning for community television in the next franchise period, after 1998. The Board looks forward to working with the Commission as we explore the many issues involved in supporting community television in the future.

The Board is proud of MCTV's many accomplishments up to now; community television has become an integral part of the quality of life in our community. We recognize our responsibility to continue managing this resource in the coming year and also to plan for the years beyond this Board's stewardship.

The MCTV Board of Directors respectfully submits the enclosed 1991 - 1992 Program of Work and budget for the Commission's approval.

# MULTNOMAH COMMUNITY TELEVISION

## PROGRAM OF WORK

1991 - 1992

### Board of Directors

Approve annual program of work.

Conduct Board of Directors planning retreat,

Develop a five-year strategic plan including an examination of alternative funding sources, and franchise renewal issues impacting MCTV.

Approve annual program of work for Locally Oriented Programming.

Review and amend corporation policies as needed.

Review quarterly progress reports.

Review quarterly financial statements.

Continue program of Board education and training.

Establish Board committees and meet regularly.

Recruit new Board members for available positions.

Provide staff support for Board and Board Committees.

### Administrative Activities

#### ***Financial:***

Prepare quarterly financial statements for review by the Board and the Multnomah Cable Regulatory Commission (MCRC).

Prepare separate quarterly financial statements for the Locally Oriented Programming contract for review by the Board and the MCRC.

Contract for annual audit.

Prepare monthly in-house financial statements by department.

Conduct annual inventory of production and office equipment and office furnishings.

Develop FY 1992-1993 budget for Board, MCRC and jurisdictional approval.

Develop FY 1992 - 1993 budget for Locally Oriented Programming.

Work with the city of Portland on the budgeting process for franchise fees received from them.

Review and consider changes to MCTV Pension Plan.

Provide updated quarterly property reports for insurance.

Provide updated Locally Oriented Programming property reports for insurance.

Provide annual updated UCC-1 filing statements for property.

Monitor and make recommendations regarding corporation investments.

Continue to solicit underwriting for *East Metro Edition*.

Process and maintain records for bimonthly payroll including employee deductions and benefits.

***Planning:***

Conduct two staff planning sessions.

Develop annual program of work.

Develop Locally Oriented Programming annual program of work.

Conduct monthly meetings of entire staff.

***Personnel:***

Continue to recruit and hire to fill available staff positions.

Continue to provide training for employees.

Maintain a regular system of employee evaluation and performance review.

Maintain a system of compensation in accordance with Board policy.

Provide computer training and support for MCTV staff.

Offer staff advanced training opportunities through tuition reimbursement, conferences, workshops, seminars.

***Operations:***

Review lease agreement with Mt. Hood Community College and amend as necessary.

Review lease agreement at 18210 E. Burnside and amend or re-locate as necessary.

Review janitorial and security contracts at 18210 E. Burnside.

Review janitorial services contract at MHCC.

Conduct regular meetings of the Safety Committee

Provide weekly work schedules for all staff.

Upgrade computer software as needed.

Upgrade computers as necessary to run more efficiently with upgraded software.

Maintain MCTV client/program/videotape computer database.

Adapt database to meet continually changing needs of MCTV departments (write reports, both ad hoc and permanent reports to be run by end user; change workshops, certifications, equipment, etc., to reflect changes in MCTV procedures.)

Re-write MCTV database to incorporate workshop tracking, inventory, client discrepancies, and to better track clients residency in and out of MCTV's service area.

Allocate production resources shared among government, educational and public access programming.

### ***Volunteers and Interns:***

Continue the volunteer program (for government and education) based on client needs and MCTV needs.

Continue working cooperatively with the Program in Community Television at Mt. Hood Community College.

Evaluate the present volunteer system (in government and education).

Evaluate the present internship program.

Continue to reward and recognize volunteers and interns.

### ***Promotion and Public Relations:***

Publish and distribute quarterly newsletter (*Line Out*)

Organize two recognition events for volunteers.

Develop promotional plans by programming department.

Maintain on-going contacts with area media including newspapers, radio, and broadcast stations.

Maintain on-going contact with area access centers and their management.

Keep representatives of the Multnomah Cable Regulatory Commission apprised of organization's activities

Keep key representatives of Mt. Hood Community College apprised of the organization's activities.

Keep key representatives of area jurisdictions apprised of the organization's activities.

Keep key representatives of area school districts apprised of the organization's activities.

Maintain contact and involvement with area community groups

Coordinate advertising for *East Metro Edition*

Coordinate community needs assessment surveys in accordance with Locally Oriented Programming agreement.

Provide reception services between 8:30 a.m. and 5:00 p.m, Monday through Friday.

### ***Marketing:***

Continue to conduct surveys, evaluate products and services, and gain feedback from clients about products and services.

Continue client-based focus for workplan development and implementation.

## **Playback**

### ***Subscriber Services:***

Program eight channels on Paragon Cable as follows:

**Channel 11, C.A.N. (The Community Access Network)** (Shared with Columbia Cable of Vancouver, Portland Cable Access, Jones Intercable, St. Helens Public Access, Rose City Television (local production from TCI Cable), Tualatin Valley Community Access, and Willamette Falls Television). MCTV to provide approximately 43 hours of programming per week.

Provide on Channel 11 26 hours of staff attended playback per week.  
Provide on Channel 11 17 hours of unattended playback per week.

**Channel 21, MCTV (Multnomah Community Television)**  
Provide approximately 151 hours of program playback per week.  
Provide 17 hours of Community Bulletin Board information per week.  
Provide on Channel 21 86 hours of staff attended playback per week.  
Provide on Channel 21 65 hours of unattended playback per week.

**Channel 27, MPAC (Multnomah Public Affairs Channel)**  
Provide approximately 30 hours of staff attended program playback per week.  
Provide 138 hours of Amiga computer generated Civic Calendar information per week.

**Channel 31, TLC (The Learning Channel)**  
Provide 168 hours per week of The Learning Channel via satellite

**Channel 32, Mount Hood Community College Telecourses**

Provide approximately 40 hours of staff attended program playback per week during regular school terms.

Provide 128 hours of Amiga computer generated telecourse promotion and schedule information per week.

**Channel 33, Programming from Portland Cable Access and Rose City Television**

Provide approximately 110 hours of programming per week via cable system interconnect.

**Channel 34, MCTV Community Bulletin Board with Mount Hood Community College radio station KMHD providing background music.**

Provide live, continuous coverage of NASA space shuttle missions and other events via satellite.

**Channel 58, Amiga generated MCTV promotional channel with Mount Hood Community College campus radio station KDOX providing background music.**

***Promotion:***

Provide program schedule information to specific inquiries by telephone.

Provide daily program listings for Multnomah Community Television originated programming on Channels 11, 21 and 27.

Provide program promotion for programs produced through Multnomah Community Television.

Provide a video version of Line Out, updated quarterly.

Provide program schedule listings to the TV Host cable guide and the channel 2 Preview Guide.

Provide series program schedules for publication in *Line Out*.

Provide Mount Hood Telecourse schedules for publication in *Line Out*.

Produce new MCTV Channel 21 IDs quarterly.

***Public Access:***

Schedule approximately 350 Public Access programs per quarter.

Provide Public Access Producers with notification of cablecast schedule within ten days of submission of single program Cablecast Request.

Provide advice and counseling for program promotion and technical specifications.

***Municipal, Educational and Locally Oriented Programming:***

Schedule approximately 110 Multnomah Community Television produced programs per quarter.

Record and cablecast satellite programming as requested by MCTV departments.

Provide satellite program recording and/or backup for Portland Cable Access, Mount Hood Community College, Portland Public Schools, and the Multnomah Education Service District as requested.

### ***Operations:***

Playback an average of 450 programs and 340 hours of programming per quarter on the channels of Multnomah Community Television.

Play back-to-back programs (with no text or character-generated information between programs) during scheduled playback times.

Post an average of 155 Community Bulletin Board notices per quarter.

Prepare programs for cablecast, including cue-toning, entering into database, labeling, and checking tape in from the producer and out to "Program."

Document problems with programs and notify appropriate MCTV department.

Assess Master Control equipment needs for additions, upgrades and replacement.

Work with cable operator and Multnomah Cable Regulatory Commission to regularly monitor signal quality.

Meet with C.A.N. programmers quarterly to divide channel time, and to discuss policies, procedures and promotion.

## **Engineering**

Operate a comprehensive ongoing program of routine preventative maintenance of all production equipment, including Locally Oriented Programming production equipment, and Master Control cablecasting equipment.

Provide a system of quick response to emergency equipment failures for all departments served.

Maintain an inventory of parts and supplies for each department's television equipment, including all model types.

Design and construct new or upgraded television systems, including production, post-production/editing, and cablecasting, as needed.

Repair equipment as needed.

Contract for outside services for equipment repair as needed.

Recommend purchases for new and replacement equipment.

Provide a competitive quotation process for the purchase of television equipment.

## **Municipal Programming**

Provide objective coverage of government meetings including Gresham and Troutdale city councils and the Multnomah County Commissioners.

Provide information about government services within MCTV's service area in a creative and palatable way.

Continue to bring to the cable subscriber, citizen and taxpayer, via television coverage, information about key issues that would impact East Multnomah County.

Continue to provide the "Civic Calendar," informing cable subscribers of public meetings and opportunities for citizen involvement.

Continue to acquire municipal programming for channel 27 that responds to clients' needs.

Continue to involve local government staff and elected officials in the production of programs.

Keep government officials and key staff informed about MCTV's municipal programming.

Develop a promotional plan for municipal programming targeted to the cable subscriber, taxpayer and citizen.

Evaluate current municipal programming to see how it meets clients' needs and for production quality.

Organize and set up a municipal programming advisory committee.

Develop policy statement regarding government programming guidelines.

## **Educational Programming**

Inform the public about innovative programs and activities occurring in East Multnomah County schools. (Inform the public about what's happening in the educational community).

Provide educational institutions with access - a means for communicating with each other via cable television.

Provide outreach, training and production support to teachers and students to enable them to produce programs for cable. (Give schools access to our resources).

Continue to cablecast a regular series of college telecourses in cooperation with Mt. Hood Community College.

Continue to cablecast acquired educational programming from NASA, National Diffusion Network, Multnomah Education Service District, and other educational program providers.

Continue to produce original instructional programs for cable (i.e., *Homework Hotline*, MESD Teleconferences).

Provide regular, issues-oriented televised forums for educational issues.

Continue to produce original children's programming.

Continue to promote services available at the library and promote reading and literacy.

Provide training opportunities for volunteers and interns. (Increase student participation in production.)

Continue to work with east county schools to develop a uniform, formal television training program for high school students.

Evaluate services currently offered by the Education Programming Department.

Evaluate the production quality of original educational programming.

Redefine the role of the Educational Liaison Committee to include the evaluation and promotion of educational services, and research needs for additional instructional programming through this committee.  
(Revamp committee to include curriculum people.)

Educate school boards and school administrators about educational programming and services provided by MCTV.

Continue to work with area educational institutions on cooperative services.

Develop a promotional plan for educational programming.

## **Public Access Programming**

### ***Equipment Scheduling, Equipment Check In and Out, Equipment Reservations:***

Continue to offer equipment reservation, pick-up and return hours that best reflect client needs and is resource efficient.

Offer counseling to all walk-in and telephoned reservations on the best equipment use. This advice will extend to all client services that pertain to the production of public access television.

Reserve multiple equipment reservations for series programs, up to ten studio reservations, and up to five mini-mobile, micro-mobile and field camera units.

Continue to streamline equipment check-in and out procedures to optimize equipment use and allocate resources efficiently.

Continue to identify and analyze client's education of MCTV's policies regarding equipment check-in and out, reservations and scheduling.

***Newsletter:***

Continue to supply quarterly series' times and descriptions for publication in the newsletter.

Continue to contribute articles about public access services upgrades and changes.

Continue to include articles about community producers and productions, "News About... MCTV Community Producers".

***Playback of Programs:***

Continue to work closely with the Playback Department to schedule series programming on a quarterly basis, with an emphasis on streamlining the process to better serve clients and MCTV's resource needs.

Coordinate with the Playback Department to allow for better "ease of use" of the scheduling process for single programs including live and taped.

Continue to work with the Playback Department to handle client programming discrepancies that include programs "no shows" and programs with technical problems.

***Production Equipment:***

Offer Public Access clients access to the following equipment: Studio, Mini-Mobile, Micro-Mobile, 6 SVHS camcorders, (3 460's, 2 KY-15s, 1 KY-25), two edit stations, viewing and logging equipment, plus a variety of lighting and audio accessories, and an Amiga computer.

Analyze and upgrade equipment needs to meet client needs and resource allocation restraints.

Keep abreast of new technology and equipment.

Look for ways to increase use on underused equipment through education and promotion.

Make efficient use of the television equipment.

Continue to increase MCTV Library of TV resource books and tapes for client use.

***Staff Assistance:***

Offer clients one-on-one help with public access programs in the areas of pre-production, on-site production, post production editing in a limited amount which is designed to enable the producer to be independent as soon as possible.

Provide "unscheduled" staff assistance to producers who request it as staff work load allows.

Offer program feedback to clients who request it.

Promote the staff assistance to public access producers.

Monitored and evaluate staff assistance services

***Videotape Loan:***

Provide up to ten videotapes per producer at any one time.

Monitor the quality of tape and replace known bad videotapes.

***Volunteer Crew Recruitment:***

Offer producers a directory of other MCTV clients who want to volunteer on public access programs.

Update the Volunteer Directory on a regular basis.

Promote the use and "membership" in the directory through the bulletin board and newsletter.

Analyze how services for volunteer recruitment are accessed and make it easier to Public Access Producers to use.

***Workshops:***

MCTV will offer television production training classes to members of the public:

Workshop	Estimated Workshops Offered per Quarter	Projected Annual Attendance
TV Production Preview	8	768
Basic Camera & Field Prod.	6	252
Basic Editing	5	150
Adv. Editing	3	48
Character Generator-Microgen	2	16
Character Generator-Quanta	2	20
Adv. Camera	5	225
Studio Orientation	6	332
Studio Switcher	2	24
Studio Audio	2	24
Micro Mobile	2	40
Mini-Mobile	2	40
A/B Roll	3	36
Amiga Computer	4	80

In addition to the above workshops, offer special group training to persons who reside or work in East Multnomah County who are all working on a common project.

In addition to the above workshop, offer advanced training opportunities for clients to improve skills.

Offer training classes to the trainers to improve their teaching skills.

Analyze and improve training workshops to better serve the clients and to increase the quality of programming.

Monitor the attendance of workshops and develop plan to encourage better attendance.

Counsel clients on the appropriate workshops and training opportunities.

***Client Discrepancies:***

Consistently implement fair, non-discriminatory, and clearly stated policies regarding client restrictions and their consequences.

Monitor and record all client discrepancies and follow through with policy.

Educate public access producers on MCTV policy.

***Community Groups:***

Offer direct outreach to East Multnomah County groups.

Co-produce programming at MCTV with two East Multnomah County groups.

Offer special workshops to five East Multnomah County groups.

Produce three cultural arts programs in East Multnomah County.

Allot a specific number of spaces in certain workshops to persons who reside or work in East Multnomah County.

Promote the use of the conference room and its big screen projector for the use of community groups for special occasions.

Distribute the quarterly newsletter to community organizations and local East Multnomah County locations.

Update mailing list with current non-profit organization contacts and send periodic mailings on MCTV.

1991-1992 MCTV Budget

	Income:	1990-1991	1991-1992
	Carry-Over	\$261,353	
4152	Access Support	359,500	\$370,000
4130	Franchise Fees, Multnomah	233,642	357,952
4140	Franchise Fees, Portland	51,654	39,050
4090	Interest	14,862	16,200
4200	Other	5,000	3,565
4120	L.O. Administration	23,400	24,600
	Total Income	\$949,411	\$811,367
	Funds:		
	Equipment Replacement Fund		\$205,000
	Building Fund		\$75,000

1991-1992 MCTV Budget

		1990-1991	1991-1992
7020	Full-time	\$243,646	\$317,113
7030	Part-time	142,620	96,004
7040	Premium Pay		8,262
7050	Taxes & Fringe Benefits	96,567	105,345
7000	Total Personal Services	\$482,833	\$526,724
6020	Accounting	\$3,500	\$4,000
6030	Books	600	1,080
6040	Cable Installations	0	0
6041	Consulting	11,000	14,374
6051	Dues & Subscriptions	3,000	3,945
6060	Educational Program Acquisition	500	600
6061	Education, Training & Travel	14,000	
6061	Education & Training		16,225
6062	Entertainment	1,200	1,450
6070	Food	6,000	5,100
6080	Graphics	900	1,400
6100	Insurance	25,000	26,000
6110	Janitorial	4,400	11,270
6130	Legal	2,000	4,000
6131	Local Travel & Mileage	3,000	3,965
6140	Maintenance Supplies	5,000	7,500
6160	Office Supplies	6,550	8,030
6161	Operating Supplies	7,000	7,600
6170	Personnel Recruitment	800	2,000
6171	Phones	5,000	7,000
6172	Postage	6,500	7,800
6173	Printing	15,000	17,500
6174	Promotion	9,000	8,420
6190	Repairs and Maintenance	5,000	5,900
6200	Rent, Utilities & Maintenance	19,596	16,692
6211	Travel		6,600
6230	Vehicle Maintenance	900	1,500
6231	Videotape	8,000	8,800
6000	Total Material & Services	\$163,446	\$198,751
8020	Building		
8030	Leasehold Improvements	\$36,000	\$2,000
8040	Office Equipment	10,000	5,600
8050	Office Furnishings	5,000	0
8060	Production & Maintenance Equipment	252,132	78,292
8000	Total Capital	\$303,132	\$85,892
	Total Expenses	\$949,411	\$811,367

## **MCTV 1991 - 1992 BUDGET**

### **LINE ITEM EXPLANATION**

#### *7020 Full-time*

Salaries for full-time employees. Includes the following staff by department:

##### **Administration**

General Manager  
Assistant General Manager  
Comptroller

##### **Playback**

Program Coordinator/Data Manager  
Playback Operator

##### **Government Programming**

Municipal Programming Coordinator  
Municipal Producer

##### **Educational Programming**

Educational Programming Coordinator  
Educational Producer

##### **Public Access**

Public Access Department Manager  
Production Coordinator  
Community Programming Assistant  
Production Specialist  
Production Specialist  
Video Equipment Specialist

Salaries are estimated at 5% above 1990 - 1991 levels.

#### *7030 Part-time*

Salaries for part-time employees. Includes the following staff by department:

##### **Administration**

Administrative Assistant .875 FTE

Engineering

Chief Engineer .8 FTE  
Assistant Engineer .8 FTE

Playback

Playback Operator .75 FTE  
Playback Intern .2 FTE

Government Programming

Production Specialist .5 FTE  
Intern .4 FTE  
Intern .4 FTE

Educational Programming

Production Specialist .25 FTE  
Intern .5 FTE

Salaries are estimated at 5% above 1990 - 1991 levels.

*7040 Premium Pay*

2% of full and part time salaries for merit increases.

*7050 Taxes & Fringe Benefits*

Figured as 25% of full and part-time salaries. (Includes pension contribution, medical and dental insurance, employer-contributed FICA, Tri-Met tax, and State unemployment tax.)

*6020 Accounting*

Outside accounting services. Includes annual audit, on-going accounting support, and bank charges for Corporate Sweep Account.

*6030 Books*

Training books, videos and other books.

**6041 Consulting**

Outside professional services except for accounting, legal, graphics, janitorial, and equipment repair. Projected expenses include planning facilitator for Board and staff retreats; assistance with developing evaluation tools for organizational services; assistance with personnel issues; assistance with upgrading computer software applications for client data base and accounting program; engineering and architectural study for adding a mezzanine level to the MCTV building; and assistance with Pension Plan administration.

**6051 Dues & Subscriptions**

Magazine and newspaper subscriptions, memberships in professional organizations.

**6060 Educational Program Acquisition**

Purchase, rental or licensing fee for any acquired programming.

**6061 Education & Training**

Training and education for nine Board members and twenty-five employees. Includes costs for conferences, workshops, seminars. Also include costs for employee tuition reimbursement per MCTV personnel policies.

**6062 Entertainment**

Meals purchased for business-related purposes.

**6070 Food**

Food for volunteer crew members working on MCTV productions; food for special volunteer recognition events.

**6080 Graphics**

Outside contract work for graphic services for print, video and promotional items.

**6100 Insurance**

Organization insurance including Workers Compensation, Volunteer, Liability (also includes property and automobile), Excess Liability, Media Special Perils, Officers & Directors, Pension Bond

**6110 Janitorial**

Janitorial services (excluding those services provided by Mt. Hood Community College)

**6130 Legal**

Attorney's fees, costs for legal filings.

**6131 Local Travel and Mileage**

Gas and parking for vehicles, employee mileage reimbursement.

**6140 Maintenance Supplies**

Materials used to maintain and install production, engineering and office equipment; parts used to construct items for production, playback, and engineering.

**6160 Office supplies**

Items less than \$100 that are not production related and are primarily used in an office setting (i.e. pencils, paper, clipboards, bulletin boards).

**6161 Operating supplies**

Items less than \$100 that are production related (i.e. adapters, duct tape, lamps).

**6170 Personnel Recruitment**

Advertising for job openings and volunteer positions.

**6171 Phones**

Local and long distance phone charges, fax and phone line charges

**6172 Postage**

Postage for all outgoing mail through Mt. Hood Community College, stamps, bulk mail postage (for newsletter and invitations to volunteer recognition events), federal express, UPS and other shipping.

**6173 Printing**

Printing done outside including newsletter, invitations, handbook, forms, stationary, business cards.

**6174 Promotion**

Includes advertising (except for job openings), promotional items such as T-Shirts and pins, decorations and entertainment for special events.

**6190 Repairs & Maintenance**

Repair work done outside for production and office equipment; maintenance contracts for office equipment.

**6200 Rent Utilities & Maintenance**

Payments made to Mt. Hood Community College for building (includes utilities and College services).

**6211 Travel**

Transportation costs for travel to regional and national conferences and seminars.

**6230 Vehicle Maintenance**

On going maintenance and repairs for two vehicles.

**6231 Videotape**

Blank video tape (VHS, SVHS, 3/4", 3/4" SP).

**8030 Leasehold Improvements**

Improvements to MCTV building such as mini-blinds and carpeting.

*8040 Office Equipment*

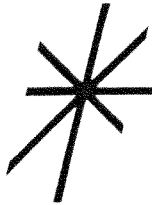
Office equipment items in excess of \$100 such as computers, copiers, fax machines, phones, printers, etc. Includes memory upgrade for five existing computers and two additional computer stations.

*8050 Office Furnishings*

Items in excess of \$100 such as chairs, desks, cabinets, bookcases, file cabinets, etc.

*Production & Maintenance Equipment*

Items in excess of \$100 used in production, playback and engineering. Includes approximately \$40,000 for equipment replacement.



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Serving East Multnomah County

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Services:**

☐ Public Access

☐ Educational

☐ Government

☐ Community

☐ East Metro Edition

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Program Guide  
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Date: April 1, 1991

To: Julie Omelchuck

From: Alex Quinn

Re: MCTV Workplan and Budget for Locally Oriented  
Programming

This year MCTV has submitted a separate workplan and budget for Locally Oriented Programming, in addition to the program of work and budget for all other services. The Locally Oriented Programming workplan and budget are submitted to the Multnomah Cable Regulatory Commission in compliance with the Locally Oriented Programming Agreement between the Commission and MCTV.

**1991-1992 WORKPLAN  
FOR  
LOCALLY ORIENTED PROGRAMMING  
MULTNOMAH COMMUNITY TELEVISION**

*Community Needs Assessment Results*

*(A complete summary of the first Community Needs Assessment was provided to the MCTV Board of Directors and the Multnomah Cable Regulatory Commission. The second survey is scheduled to be done in June, 1991. The complete results of the second survey will also be made available.)*

The Community Needs Assessment performed in November, 1990, identified the following issues and concerns of cable subscribers within the service area:

- School Financing
- High Property Taxes
- Crime
- Sewers
- Drugs/Gangs
- Excessive growth/new buildings
- Lack of police/fire personnel
- Environmental issues

Subscribers also identified that they would be interested in learning more about the following topics:

- Crime prevention
- Property taxes
- Environmental issues
- Community emergency
- Schools/Public education
- Drug/Alcohol abuse
- Health care
- The elderly
- Land use planning
- Streets/Highways
- Economic development

Secondary topics of interest were as follows:

- Local community events
- Homeless families/individuals
- Local history
- Music and Arts
- Parenting/problem solving skills
- Housing options in East County
- Local government activities
- Minority/Multi-cultural information
- Tourism/tourist events
- Child care
- Profiles of local people
- Local high school sports coverage

Subscribers also identified participating in the following hobbies, sports and activities:

Fishing  
Sewing  
Basketball spectator  
Golf  
Walking/Hiking  
Basketball  
Arts/Craft  
Skiing (Downhill, Xcety)  
Reading  
Baseball/Softball  
Football spectator

*Community Needs Addressed to Date*

MCTV began cablecasting of *East Metro Edition*, a weekly news-magazine program on January 25, 1991. Between January 28 and March 8, 1991, the following stories have been covered addressing issues identified in the Community Needs Assessment:

<u>Issue</u>	<u>Story</u>	<u>Date</u>
School Financing	Gresham School District	2/5/91
	Measure 5 impact on schools	2/15/91
Property Taxes	Measure 5 (four part series)	1/25/91- 2/15/91
Sewers	Mid-County Sewers	3/8/91
Drugs/Gangs	Police Activities League	2/1/91
	Gangs in Schools	3/8/91
Growth/Development	Mt. Hood Parkway (news story)	2/8/91
	Mt. Hood Parkway (feature)	2/15/91
	Springdale Job Corps addition	3/8/91
Environment	Fishing in the Sandy River	2/8/91
	Columbia River Salmon	2/22/91
	Johnson Creek plan	3/1/91
Crime Prevention	Senior's Locks and Lights	1/25/91
	Crime Prevention for Businesses	2/28/91
Community Emergencies	Centennial Middle School Chemical Blast	3/1/91
Land Use/Planning	Rails to Trails	1/25/91
Economic Development	Winmar puts mall on hold	3/1/91

<u>Issue</u>	<u>Story</u>	<u>Date</u>
Local Community Events	Pioneer Museum	1/25/91
	Citizen of the Year	2/15/91
	Envision Gresham Fair Preview	3/8/91
Local History	House of Relick's	3/1/91
Music & Arts	Neon	2/22/91
Housing Options	Fair Housing Money	2/15/91
Local Government	Fairview Logo	2/1/91
	County/Gresham roads	2/1/91
	CDBG	2/8/91
Minority Information	Migrant Health Care	2/8/91
	Amigos Video Business Opening	2/15/91
Tourism/Events	Mt. Hood Learning Center	
	Fund raiser	3/1/91
Local People Profiles	City Hall Soldier	2/1/91
	Alfie's Dog Center	3/8/91
Local Sports	Barlow Girls' Basketball	3/1/91

### *Programing to Address Community Needs*

MCTV will continue to produce the weekly news-magazine program, *East Metro Edition* to address community needs.

The primary format for the program will be magazine-style production, shot in the field, with three program segments. The first segment will cover the the top news stories of the week impacting the cable service area. The second segment will focus on stories addressing issues and topics specifically identified in the Community Needs Assessment. The third segment will also focus on topics identified in the Community Needs Assessment but will cover stories from a human interest angle. The stories in the third segment will also take into consideration the leisure time interests identified in the Community Needs Assessment. MCTV estimates producing forty original programs in this format. Each program will be between fifteen and thirty minutes in length and will cover two to five stories in the first segment, one to three stories in the second segment, and one to two stories in the third segment.

During the year, MCTV will produce four *East Metro Edition* "specials." Each of these programs will provide in-depth coverage of one particular issue. The subject will be chosen based upon the community needs surveys. This format will allow

for a more thorough examination of issues of greatest concern to East County cable subscribers. The specials will be approximately one half hour in length.

MCTV will cablecast *East Metro Edition* a minimum of three times per week on channel 21.

### *Staffing*

The L.O. department will be staffed by two full-time and one part-time associate producers and a full-time executive producer/department manager. In addition, there will be openings for two volunteer/interns, solicited from area colleges. Additional MCTV volunteers will also be involved in contributing to specific stories.

### *Promotional Activities*

To promote *East Metro Edition*, MCTV L.O. staff will produce videotaped promos to air on MCTV channels, as well as Paragon Cable spots on ESPN, CNN, MTV and other channels when available. In addition, local radio station KKGR in Gresham allows for weekly 60 second spots to promote *East Metro Edition*. All of these venues come free of charge.

MCTV will also run print ads in "TV Host" magazine every month in an effort to promote viewership. "TV Host" provides television listings primarily for the MCTV viewership area. Information from the Community Needs Assessment shows a large number of viewers get programming information from this source.

Other attempts to "get the word out" about L.O. programming will include public speaking by for the executive and associate producers. The team will target public speaking opportunities at local business organizations, schools, and charitable organizations in an effort to promote the program.

The L.O. department will submit news releases to local media representatives in the event of programming which could warrant publicity from other media sources. Lastly, articles about L.O. programming will be a regular feature in MCTV's newsletter *Line Out*, distributed throughout East Multnomah County.

### *Equipment and Facilities*

By the beginning of FY 1991-1992, or shortly thereafter, all the equipment ordered for the operation of the L.O. facility should be in place. From then on, most of the activity centered around equipment will concern maintenance.

The L.O. staff and equipment will continued to housed in its own facility, approximately 1000 square feet at 18210 E. Burnside, Portland.

MCTV will continue to lease a security system and to insure all equipment.

### *Community Needs Assessment*

MCTV will carry out two additional community needs assessment surveys as required in the Locally Oriented Cable Programming Agreement. The surveys will be a follow up to the original survey and follow up survey conducted during FY 1990 - 1991.

#### *Revenue Enhancement*

MCTV is budgeting \$10,000 for additional revenue. MCTV plans to pursue underwriting from area businesses. MCTV is currently working on an underwriting rate for *East Metro Edition*. At this time the rate is estimated at \$200 for partial underwriting and \$600 for exclusive underwriting per program. Underwriting credit will be modeled on PBS guidelines.

An additional \$1,500 has been budgeted as an anticipated rebate from Sony Communications Products Company.

#### *L.O. Channel*

MCTV will continue to provide a video signal from its Mt. Hood Community College facility for carriage on the designated L.O. channel.

#### *Administrative and Engineering Support Services*

MCTV staff not budgeted in the L.O. budget will continue to provide administrative and engineering support services. These services include: oversight and reporting; personnel and employee benefits administration; computer and data management training; payroll, accounting, and financial reporting; marketing, promotion and community needs assessment coordination; and engineering, including system design, and production equipment maintenance and repair.

In addition, MCTV staff will coordinate revenue enhancement activities.

**MCTV Locally Oriented Programming Budget, 1991- 1992**

		1990 - 1991	1991-1992
	<b>Income:</b>		
	Carry-Over	\$0	\$8,500
4153	LO Contract	117,000	123,000
4130	LO Capital	232,143	0
	Interest	2,800	0
4200	Other	0	11,500
	<b>Total Income</b>	<b>\$351,943</b>	<b>\$143,000</b>
	<b>Funds:</b>		
	Equipment Replacement Fund	\$19,619	\$19,619

**MCTV Locally Oriented Programming Budget, 1991- 1992**

	<b>Expenses:</b>	<b>1990 - 1991</b>	<b>1991-1992</b>
7020	Personnel Full-Time	\$36,375	\$54,001
7030	Personnel Part-Time	5,625	7,875
	Premium Pay		1,238
7050	Taxes & Fringe Benefits	10,500	15,778
7000	Total Personal Services	\$52,500	\$78,892
6020	Accounting	\$500	\$1,800
6022	Administration, MCTV	23,400	24,600
6041	Consulting	10,000	7,000
6051	Dues & Subscriptions	500	400
6061	Education & Travel	1,200	3,500
6062	Entertainment	100	100
6070	Food	250	100
6080	Graphics	2,500	0
6100	Insurance	4,100	4,100
6110	Janitorial	1,200	1,600
6030	Legal	2,500	1,500
6031	Local Travel & Mileage	1,083	900
6140	Maintenance Supplies	1,500	750
6160	Office Supplies	2,100	1,000
6161	Operating Supplies	1,900	950
6170	Personnel Recruitment	725	100
6171	Phones	1,450	2,040
6172	Postage	341	396
6173	Printing	800	200
6174	Promotion	900	1,600
6190	Repairs and Maintenance	800	872
6200	Space Rental	8,000	9,000
6230	Vehicle Maintenance	250	400
6231	Videotape	1,200	1,200
6000	Total Material & Services	\$67,299	\$64,108
8030	Leasehold Improvements	\$2,500	0
8040	Office Equipment	10,780	0
8050	Office Furnishings	6,800	0
8060	Production & Maintenance Equipment	192,445	0
8000	Total Capital	\$212,525	\$0
	Total Expenses	\$332,324	\$143,000

**MCTV 1991 - 1992 BUDGET  
LOCALLY ORIENTED PROGRAMMING**

**LINE ITEM EXPLANATION**

*7020 Full-time*

Salaries for full-time employees. Includes the following staff:

Department Manager/Executive Producer  
Associate Producer  
Associate Producer

Salaries are estimated at 5% above 1990 - 1991 levels.

*7030 Part-time*

Salaries for part-time employees. Includes the following staff:

Associate Producer .5 FTE

Salaries are estimated at 5% above 1990 - 1991 levels.

*7040 Premium Pay*

2% of full and part time salaries for merit increases.

*7050 Taxes & Fringe Benefits*

Figured as 25% of full and part-time salaries. (Includes pension contribution, medical and dental insurance, employer-contributed FICA, Tri-Met tax, and State unemployment tax.)

*6020 Accounting*

Outside accounting services. Includes annual audit.

*6022 Administration, MCTV*

Administrative and engineering support services from MCTV

*6041 Consulting*

Outside professional services for two community needs assessments

*6051 Dues & Subscriptions*

Magazine and newspaper subscriptions, memberships in professional organizations.

*6061 Education & Travel*

Training and education for L.O. staff

*6062 Entertainment*

Meals purchased for business-related purposes.

*6070 Food*

Food for volunteer crew members working on East Metro Edition

*6100 Insurance*

Includes automobile and equipment insurance along with any additional insurance requirements in the Locally Oriented Programming Agreement.

*6110 Janitorial*

Janitorial services.

*6130 Legal*

Attorney's fees, costs for legal filings.

*6131 Local Travel and Mileage*

Gas and parking for vehicles, employee mileage reimbursement.

***6140 Maintenance Supplies***

Materials used to maintain and install production, engineering and office equipment; parts used to construct items for production, and engineering.

***6160 Office supplies***

Items less than \$100 that are not production related and are primarily used in an office setting (i.e. pencils, paper, clipboards, bulletin boards).

***6161 Operating supplies***

Items less than \$100 that are production related (i.e. adapters, duct tape, lamps).

***6170 Personnel Recruitment***

Advertising for job openings and volunteer positions.

***6171 Phones***

Local and long distance phone charges, fax and phone line charges

***6172 Postage***

Postage for all outgoing mail, stamps, federal express, UPS and other shipping.

***6173 Printing***

Printing done outside including stationary, business cards.

***6174 Promotion***

Advertising (except for job openings).

***6190 Repairs & Maintenance***

Repair work done outside for production and office equipment; maintenance contracts for office equipment.

*6200 Space Rental*

Lease payments for L.O. office and production space at 18210 E. Burnside; security system lease payments; trash collection; utilities.

*6230 Vehicle Maintenance*

On going maintenance and repairs for two vehicles.

*6231 Videotape*

Blank video tape (VHS, SVHS, 3/4" SP).



# MT. HOOD COMMUNITY COLLEGE

26000 S.E. STARK ST., GRESHAM, OREGON 97030 • (503) 667-6422

Dr. Paul E. Kreider, *President*

The Program in Community Television marks it's sixth year of operation. There was an expanded curriculum, an incremental rise in enrollment, and successes in the employment of graduates. Programs produced by students serve to highlight the progression of this unique education program and the power of access television as a community communication resource.

Continued growth in the cable industry, increased demand on local access facilities and a new awareness of community television on a national scale present increased need for this type of training program. A reworked curriculum was implemented into second year courses. It's intention was to incorporate producer skill building within the current course offerings. This will also serve as a springboard to a Certification program which will further enhance training opportunities, particularly for residents interested in updating skills.

Four students achieved an AAS degree last year, all of whom are currently working in the industry. Internship opportunities over the summer marked continued success for an aggressive program that integrates student's class and lab activity into a practical, broad spectrum, cable television environment. Students took advantage of a wide field of internships, ranging from the technical to marketing/sales. Students also worked at an Institutional Network [Tualatin Valley Fire and Rescue] and within local Access Centers ie. MCTV.

PCTV students produced a documentary and a series of educational videos. The documentary, No Longer Strangers observed the beginnings of an Hispanic family's integration into Anglo culture and the impact they and many like them are having on East County. The educational series was part of a grant through the Hospitality and Tourism program at MHCC. In all, nine short videos were produced over the course of a year and will become part of an articulated learning curriculum [2+2] with a number of East County High Schools.

Currently there are eight second year students enrolled full time in the program with about three times that number taking first year courses. Mt Hood Community College is the only school, anywhere in the nation, to offer a degree in Community Television as well as college credited course work for people interested in upgrading knowledge of cable and it's role as a community communications tool. MHCC manages the program as part of the Paragon Franchise Agreement and administered by the Multnomah Cable Regulatory Commission. The program represents MCRC's commitment to expand the understanding of community television and PCTV's goal to serve as a center for community communications training.

## 91/92 PCTV BUDGET • Proposed

		90/91 Budget	Year to date	Estimated End of Year	Balance	91/92 Budget Proposed
	<b>Revenue (MCRC)</b>	<b>\$95,500.00</b>				<b>\$100,000.00</b>
	Carryover	<b>\$33,063.00</b>	<b>\$128,563.00</b>			<b>\$20,999.06</b>
2105	Sal. Instructor F/T	\$31,022.00	\$20,023.68	\$35,335.68	(\$4,313.68)	\$33,193.54
2106	Extra Teach					\$2,489.52
2111	Sal. Instructors P/T	\$3,000.00	\$936.87	\$936.87	\$2,063.13	\$2,000.00
2120	Sal. Instructor Summer	\$1,500.00	\$934.49	\$934.49	\$565.51	\$1,500.00
2325	Sal. Maint Tech	\$5,000.00	\$1,200.16	\$1,200.16	\$3,799.84	\$5,000.00
2900	Sal. Students	\$13,000.00	\$4,381.27	\$6,381.27	\$6,618.73	\$10,000.00
3000	Fringe-General	\$15,830.00	\$8,283.87	\$15,675.96	\$154.04	\$16,896.88
	<b>TOTAL PERSONEL</b>	<b>\$69,352.00</b>	<b>\$35,760.34</b>	<b>\$60,464.43</b>	<b>\$8,887.57</b>	<b>\$71,079.94</b>
4000	Supplies-Office	\$500.00	\$1,129.69	\$229.69	\$270.31	\$1,000.00
4005	Supplies-Graphic Serv.	\$800.00	(\$218.06)	(\$218.06)	\$1,018.06	\$800.00
4010	Supplies-Instruction	\$4,000.00	\$2,671.53	\$4,000.00	\$0.00	\$5,000.00
4400	Education/Travel	\$6,000.00	\$4,716.75	\$6,000.00	\$0.00	\$4,000.00
4605	Cont. Serv - Personal	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
4699	Cont. Serv. - Other	\$0.00	\$0.00		\$0.00	
4849	Other Expenses-Misc	\$0.00	\$258.78	\$258.78	(\$258.78)	
	Repair & Replacement	\$1,500.00	\$1,677.50	\$1,677.50	(\$177.50)	\$10,000.00
	<b>TOTAL SUPPLIES &amp;</b>	<b>\$13,300.00</b>	<b>\$10,236.19</b>	<b>\$12,447.91</b>	<b>\$852.09</b>	<b>\$21,300.00</b>
8030	Capital Outlay	\$45,911.00	\$34,651.60	\$34,651.60	\$11,259.40	\$28,619.12
	<b>TOTAL CAPITAL</b>	<b>\$45,911.00</b>	<b>\$34,651.60</b>	<b>\$34,651.60</b>	<b>\$11,259.40</b>	<b>\$28,619.12</b>
	total	<b>\$128,563.00</b>	<b>\$80,648.13</b>	<b>\$107,563.94</b>	<b>\$20,999.06</b>	<b>\$120,999.06</b>

## PCTV 91/92 BUDGET NARRATIVE

3/26/91

REVENUE		
	Represents the CRC's budget calculation for PCTV's operating support for 91/92	\$ 100,000.00
	Carryover represents an estimated balance from the 90/91 budget. \$11,000 is for A/B edit controller, research into best option may not be completed by end of fiscal year. The remainder has been placed in line 7000 Repair/Replacement as a means of tracking unspent money into the program's future equipment needs.	20,999.06
TOTAL		\$120,999.06
EXPENSES		
2105	Reflects a step increase plus 4% CPI	\$33,193.54
2106	To date the budget did not reflect payments for Extra Teach, which covers instructor time beyond the basic 180 day/45 ILC contract, though duties associated with coordinating the PCTV have created some extra teach. We have budgeted for 50% of what the contract allows or 4.5 ILC. (note that the estimate for the 90/91 budget on 2105 includes extra teach allowances)	\$ 2,489.52
2111	P/T instruction costs about \$1,000 per course offering. CTV 23 Communication Personnel Management will utilize one of two budgeted positions. There is latitude built in if we development any one time course offerings.	\$ 2,000.00
2325	The TV Prod and CTV programs will continue to split the cost for a Maintenance Tech	\$ 5,000.00
2900	The ability to compensate students during internships has allowed a broad spectrum of job opportunities. This was increased last budget year however, not spent. We believe the needs can be met at this level.	\$10,000.00

2

3000	College Fringe is figured at 42% for F/T - 14% for P/T and 3% for Student pay rates	\$16,896.88
4000	In the 90/91 budget this was reduced which now seems to have been a mistake though an outstanding bill from NFLCP will keep this line from being over spent. PCTV intents to increase its outreach through he mail in the next year and with increase postage costs it seemed prudent to increase this budget line.	\$ 1000.00
4400	By not pursuing a position with the NFLCP National Board Travel and Education will be reduced. *NFLCP National Minn. (Min of 2) \$2500.00 NAB, NCTA or ITVA 1300.00 Workshop Facilitator (air fare & Hotel) 700.00 *NFLCP Regional Missoula 9/91 300.00 *NFLCP Regional Ashland 3/92 200.00 * includes PCTV Students	\$ 5000.00
4605	PCTV will again pursue special topic workshops geared toward involving Community members in the program. As part of this honorarium will be offered to facilitators	\$ 500.00
7000	As a means of tracking carryover all future budgets will reflect a balance (at this point estimated) which will be budgeted into this line. Any equipment needs, out side 8030 can then be presented to the commission and the budget modified accordingly. This will allow the commission to see revenue and expenditures at all quarterly reporting periods.	\$ 10,000.00

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8030 Equipment needs for the program still require \$ 28,618.00

the purchase of an Edit Controller to finish A/B system. 90/91 budgeted money has been carried over because it now appears this piece of equipment will not be purchased or installed with in the fiscal year .

\$11,000.00

There is a need to expand the audio capabilities and we'll be looking at purchasing more mics, field mixer(s), fish-pole and wireless systems.

\$ 3,000.00

The quality of the new S-VHS camcorders has expanded our small EFP unit capabilities to need additional portable lighting kits as well as some light control (c-stands ect.) devices

\$ 5,000.00

We are looking at the possibility of adding a Hi8 deck to the editing system. This would accommodate the Camcorder/Stedi-cam JR package which now requires camera patching to make S-VHS dups.

or

The three tube JVC camera system is 5 years old and will need replacing soon. If the Hi8 system proves effective we may go that route or add additional S-VHS camcorders (AG-460) depending on assessed needs.

\$ 7,000.00

Another possibility is to purchase an additional Macintosh computer. Students are using the programs SE and there is indications that an additional computer (Macintosh LC) would free up the SE for use in scripting, budgeting, resumes and various student presentation needs as well as assisting in the editing room.

\$ 2500.00

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SHARRON KELLEY  
Multnomah County Commissioner  
District 4




606 County Courthouse  
Portland, Oregon 97204  
(503) 248-5213

Proposed Budget Notes for  
Multnomah County Regulatory Commission

1. Multnomah County requests that the Multnomah County Regulatory Commission (MCRC) review the content of its educational brochures to explore ways to reduce the costs of these brochures, and to evaluate whether the content is in keeping with its responsibilities and is proportionate to Paragon's contribution to this project.
2. Multnomah County requests that the MCRC explore budget modifications in the near future that reduce its proposed expenditures for education, training and travel.
3. Multnomah County requests that the MCRC develop a plan of options for how the contingency fund should be allocated, hold public hearing(s) and report back to the jurisdictions within a six month period.

A  
CONSUMER'S  
GUIDE TO  
**CABLE**  
IN EAST  
MULTNOMAH COUNTY

Multnomah Cable  
Regulatory Commission and  
 Rogers Cable TV  
Of Multnomah East

# C O N T A C T S

## **For Cable Service Assistance Write or Call**

Rogers Cable TV of Multnomah East	Cable Center at Sandy Blvd.
Cable Center at N.E. 181st & Glisan	3075 N.E. Sandy Blvd.
720 N.E. 181st Avenue	Portland, Oregon 97232
Portland, Oregon 97230	
General Information, Customer Service, Subscription Orders,	230-2000
Billing Information (business hours)	
Repair Service (all hours)	230-2020
East County Office	667-2100

## **For Information About Cable Service Requirements Write or Call**

Multnomah Cable Regulatory Commission (If you live outside the City of Portland)	248-3576
1120 S.W. Fifth Avenue, Room 1400	
Portland, Oregon 97204	
Portland Cable Regulatory Commission (If you live inside the City of Portland)	796-5385
1120 S.W. Fifth Avenue, Room 519	
Portland, Oregon 97204	

## **For Information About Community Access Programming Or How To Become Involved in Access Programming Write or Call**

Multnomah Cable Access Corporation	667-7636
Mt. Hood Community College	
26000 S.E. Stark Street	
Gresham, Oregon 97030	

## **For Information About Programming Produced Locally by Rogers Cable TV of Multnomah East Write or Call**

Programming Manager	230-2099
Rogers Cable TV of Multnomah East	
720 N.E. 181st Avenue	
Portland, Oregon 97230	

# C O N T E N T S

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What To Expect During Installation .....	4	<b>Cable Work on Private Property</b> .....	13
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<b>2. HOW TO GET THE MOST FROM</b>		Trimming of Trees and Shrubs .....	13
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# I N T R O D U C T I O N



ou know that cable offers a wealth of home entertainment. It offers an equal array of news and information. Moreover, it is a communication system of great potential. Viewers can answer survey questions, place orders for special programs, and send other signals to the cable system computer through their home viewing equipment. It also presents a unique creative and educational medium to a community – the opportunity for people to produce and cablecast their own programs on community access channels.

This consumer's guide has been developed by the Multnomah Cable Regulatory Commission in cooperation with Rogers Cable TV to help people in East County use and enjoy the benefits of their cable service. It is divided into five parts.

1. *Getting started with cable* – what cable has to offer, how to subscribe to services, and what happens during installation.
2. *How to get the most from cable services* – where to find program information, how to tune your system for the best reception, how to use cable-related equipment, and where to call for repair or technical assistance.

3. *Mutual rights and responsibilities* – the responsibilities Rogers Cable TV and its customers have to one another; what customers can do if they feel they are not receiving proper service.
4. *Local community programming* – what it is, where it is produced, how you can get involved.
5. *Cable regulation* – information about the roles of your local government and the federal government in regulating cable services.

Please keep this publication handy. If you have any questions about cable television services or your rights as a customer, call or write Rogers Cable TV or the Multnomah Cable Regulatory Commission at the addresses and numbers listed on the inside of the front cover.

We hope you find this guide helpful, and we hope you enjoy your cable service.

MULTNOMAH CABLE REGULATORY COMMISSION  
ROGERS CABLE TV OF MULTNOMAH EAST

# P A R T • O N E

## GETTING STARTED WITH CABLE

### *The Advantages of Cable*

Cable service in East Multnomah County offers home viewers two advantages over broadcast television. The first is high quality reception, often better than you would be likely to receive from local broadcast stations by means of a home antenna. The second advantage is a wide variety of programming delivered over 56 channels, many operating 24 hours a day. These channels carry local television broadcast stations, services from independent stations, cable networks, and locally produced cable programs. There is something for all viewing tastes, ages, and schedules – movies, sports, round-the-clock news, music, religious inspiration, town meetings, and programs for children, just to name a few.

### *Service Categories*

Rogers Cable TV offers three categories of home cable services: basic, premium, and pay-per-view services. Basic service is a

45-channel package of programming offered at a set monthly rate. Premium services are offered on specific channels which carry movies and special events that are free of commercials and uncut. Premium services are available at an extra monthly cost per channel. Pay-per-view services are individual movies or special events that are announced ahead of time and available on a per-order basis.

Customers can also subscribe to FM radio and data retrieval services.

### *Basic Service Levels*

Rogers offers the 45-channel basic service package at three levels. The first level, and the most economical option, is called the "cable ready" level. Nearly all sets on the market today are cable ready, and this option allows customers with 45 or more channels on their television sets to subscribe at this level. Premium services at the cable ready level are limited to Home Box Office (HBO) and The Disney Channel.

If you want to subscribe to cable-ready service, you should call or visit the Rogers Cable Center to be sure your TV set is compatible with the Rogers system.

If your set is not fully compatible with the Rogers system, or if you want more channel selection options, you can choose

between the next two service levels. The second level provides you a manual converter, which makes your set compatible with the Rogers system but still limits your choice in premium services to HBO and The Disney Channel. There is an additional charge for a manual converter.

The third level of basic service features a Zenith converter which gives you access to all the benefits of basic service. The Zenith converter features a cordless remote control. On the Zenith converter you can program easy selection of your favorite channels, order pay-per-view events with the touch of a few buttons, and answer opinion surveys the same way. The Zenith converter also gives you access to the full range of premium channels. An additional monthly charge is assessed for this level of service.

### ***Extra Outlets***

In homes with more than one television set or viewing area, Rogers also offers additional outlets at a nominal monthly charge. The three basic service levels available on the first outlet are also offered on secondary outlets. Even on an older set that is not cable ready, a second-outlet charge for service without a converter turns out to be a reasonably good buy. For the modest extra charge involved, a set that is not cable ready will

still bring in channels 2 through 13, which contain a large share of the most-watched programming in the 45-channel lineup. Monthly charges for extra outlets are contained in Rogers' published schedule of rates and charges.

### ***Cable-Antenna Switching Device***

In accordance with new Federal Communication Commission rules, Rogers Cable TV offers subscribers the option of what is called an input selector switch, or, more commonly, an A/B switch. This device connects to both the cable service and a regular antenna, enabling selection of off-the-air broadcast signals that may not be carried by cable. Although Rogers currently carries all local television broadcast stations which may be received off the air by use of the A/B switch, the company will, at customer request, install the switch either upon initial service installation or at a later point. The company assesses a parts charge for the switch and a labor charge for switch installation that occurs after initial installation of cable service. Subscribers who prefer to install an A/B switch themselves may obtain the device from Rogers or elsewhere.

Those who do their own switch installation are cautioned that Rogers Cable TV may

require them to disconnect the A/B switch if it causes interference because it is installed improperly or because it is an incompatible device purchased from a supplier other than Rogers. Subscribers are also cautioned never to attach an antenna directly to a cable-connected television set without the use of an A/B switch. Such an improper connection can create a serious safety hazard.

### ***Service Rates and Charges***

Cable service rates and charges are subject to change over time. A current rate card defining services and charges is enclosed with this booklet at the time it is distributed. Updates of the rate card may be obtained from Rogers Cable TV or the Multnomah Cable Regulatory Commission.

### ***How to Subscribe to Cable***

Subscribing to cable is as simple as making a phone call to the Rogers Cable TV number listed in the front of this book. Rogers will make available a service representative to assess your viewing interests, explain cable services, determine if you need a converter, take your order, and schedule installation. Your initial service package will give you an opportunity to find out more about cable. Later, you can add or drop premium services as you become familiar with

what is available. You can also change your level of service as your preferences or video equipment change and as new service packages are offered by the company. There is no charge for dropping a service. Adding or changing services may involve extra costs. Check the current rate card.

### ***What to Expect During Installation***

Cable installation is much like telephone installation. It requires running a wire from the main line on the street into your home. Like telephone installation, it also requires some drilling and the attachment of a wall plate for each outlet. Installation involves very little mess either indoors or out, and that is cleaned up by the installer.

The installer will hook up your television set and other video equipment to the cable system, explain how to use the equipment and give you a work order to sign. Please read it carefully. It contains the terms of your service agreement with the cable company. The installer will also leave you printed information which explains your new cable equipment and services. You will also be given this booklet.

Generally, subscribers are assessed a standard installation charge which is listed on the rate card. Although the installation charge is based on a flat rate, additional charges are made for outlets which are located more than 150 feet from the street.

If you live outside the East Multnomah County Urban Growth Boundary in a sparsely populated area requiring a special line extension, Rogers Cable TV may base the cost of your installation on the cost of extending the system to serve you. Contact Rogers or the cable regulatory office for details on line extension costs and credits and whether they apply to you.

### ***Initial Payment***

In addition to installation charges, you will be required to pay in advance for the first month's service and for each month of service thereafter.

Rogers Cable TV has the right to require a deposit on its equipment, but may choose to waive this cost. Any deposit for equipment is fully refundable if the equipment is returned in good working order.

Rogers also has the right to require a deposit if you have been disconnected from your cable service for failing to pay your cable bill or if you have established a bad credit history with other service providers. The amounts of these deposits are specified on the rate card. If you make such a deposit and establish a good credit record with Rogers by making each payment in full no later than the due date on the cable bill for a period of 12 months, the company will, at your written request, refund the full amount of the deposit at the end of that 12-month period.

# HOW TO GET THE MOST FROM YOUR CABLE SERVICE

## ***Learning What Cable Has To Offer***

Cable television gives viewers a great deal more choice than broadcast television alone. Cable features more than 500 individual program offerings per day, so it is important to learn where these offerings can be found.

Rogers Cable TV gives new customers an installation packet which includes a channel line-up. You should explore the channels to see what they offer. You should also check TV NOW on cable Channel 2, which constantly updates the schedule for programs currently playing on other channels. Weekly program information can also be found in the newspapers and other independently published television listings. These listings include the Rogers channel line-up, program descriptions, and times. You can either sub-

scribe to a program guide or buy it at your local grocery check-out counter.

You will find that a number of cable programs are repeated during a month, especially newly introduced films and other programs on premium channels. This increases the availability of new releases and older favorites to subscribers with different viewing schedules. Any program that can't be viewed at a particular time can be recorded for playback later. The Rogers system is compatible with video cassette recorders.

## ***How To Select and Tune Channels***

***Cable-ready TV.*** If you use a 45-channel, cable-ready television set to receive cable service, see the TV set owner's manual for instructions on selecting and tuning channels and using the remote control.

***The Converter.*** With a TV set that is not cable ready, cable channels are selected and tuned by use of an electronic device called a converter. Although the converter is placed in your home as a part of your service, it is owned by Rogers Cable TV.

The converter is wired to your television set, and it is usually placed on the set or near it. Buttons on the top of the manual converter turn the TV and converter on and off and also fine-tune and change channels. The

Zenith converter has an electronic "address" which corresponds to your home and which is recognized by the Rogers computer. Customers are provided with remote control devices with the Zenith converter. This hand-held device, which has controls matching the converter, is used to operate the computer by means of a signal beam. It is necessary to occasionally replace the battery that powers the remote control unit. Only the remote control provided by Rogers Cable TV will work with your Zenith converter.

*Channel Selection.* To receive cable with either the manual or the Zenith converter, your television set must always be tuned to Channel 3. To advance up the channel line-up using the manual converter, simply depress the button with the plus ( + ) symbol. To go down the channel line-up, press the button with the minus ( - ) symbol. The Zenith remote can be used to select channels in either of two ways. Buttons with arrows pointing up and down can be depressed to switch through the channels one at a time. However, if you want to switch to a channel far from the one you are on, there is an easy way to get there fast. Press the number of the channel you want to watch, then execute the command by hitting the "enter" button. This will get you from, say, Channel 2 to

Channel 43 far faster than switching through all the channels one at a time. You can also program the Zenith remote to select only your favorite channels. The installer will demonstrate all the features of the Zenith remote.

*Audio Difficulty.* If you have a Zenith remote control unit and encounter a humming or buzzing sound on your television set, take these three steps:

1. Push the mute button on the remote control.
2. Manually turn down the volume on your television set, but only until the interference is gone.
3. Adjust the volume on the remote control or converter until it is at normal listening level.

### ***Program Control Devices for Parents***

Rogers Cable TV will offer you either an electronic or a mechanical device to enable you to block out any channel at any time. Many parents use this control device to be sure children are not viewing programs the parents find objectionable. The appropriate program control device will be provided to you free of monthly charge, but you may be required to pay a deposit on the equipment if you have the manual converter or a

cable-ready TV. The deposit will not exceed the cost of the equipment, and it will be returned to you when you return the equipment undamaged to the company. Deposit amounts are listed on the rate card. Parents who have the Zenith converter can program out channels they don't want their children to watch.

### ***Cable-VCR Hookups***

Video cassette recorders (VCRs) can be connected to your cable television set and you can record one program while you are watching another or you can record a program while you are away from home. There are a variety of ways to hook up your VCR, each depending on the type of television set, converter, and VCR you have. Rogers provides do-it-yourself instructions on hooking up your VCR. The company will also connect your VCR at your request. During an initial installation a VCR hookup is included in the installation charge. A separate VCR connection charge is assessed if you purchase the VCR after you have cable.

### ***FM Radio***

FM radio is also available with your cable service. This includes local FM radio stations and some FM radio stations from other cities like Chicago and Los Angeles. The FM pack-

age also includes the ability to receive the audio portion of some cable video programs over your FM radio receiver and to play the sound through the speakers of your stereo system. If your TV set and FM equipment are located in the same room you can enjoy superior sound with your video reception. Check the rate card for current rates.

### ***Non-Entertainment Services***

The Rogers Cable TV system has been engineered to handle a range of non-entertainment communication services – both those available now and those that may come along in the future. X-Press, a data service for home subscribers with business-level microcomputers, is a case in point. Connected to X-Press, Apple, IBM, and IBM-compatible users have access to more than two dozen data bases, including major national and international news services and the national U.S. stock exchanges – all without phone or data base usage charges or the need for a modem. Check the rate card for software, installation, and monthly charges.

## ***Repair Service***

Rogers Cable TV operates a 24-hour, locally listed telephone line to take your requests for repair services. The number is 230-2020. The company's cable center at 3075 N.E. Sandy Boulevard and a customer service phone line are open during normal business hours.

If you call for repair service, you will be connected with a repair operator who will attempt to see if your reception problem can be diagnosed and corrected immediately through a telephone conference. If not, a service technician will be dispatched to your home, usually within 12 cable company working hours.

Cable repair service calls are free if the problem has been caused by the company's equipment. The cable technician cannot fix your television set or your VCR if either are the cause of the problem. In such cases, the first service call to diagnose the problem is free, but you will be charged for repeat service calls if the problem with your TV or VCR persists.

Rogers may also charge you for any repair work required due to damage you have caused to the cable, the converter, or the remote control provided by the company.

If a service problem has been caused by work you have done yourself, the work may be considered "illegal tampering," and the company has the right to charge for the first and any subsequent service calls to make repairs. You should have Rogers install any extra outlets and internal cable required to enhance your cable services. Doing this work yourself is considered illegal tampering under Oregon law if the work enables you to receive from the company any cable programming that you have not paid for. Such tampering could subject you to prosecution by the company for theft of service.

Service call charges are specified in the rate card. If you have any questions, contact Rogers Cable TV or your cable regulatory office.

## ***Your Cable Bill***

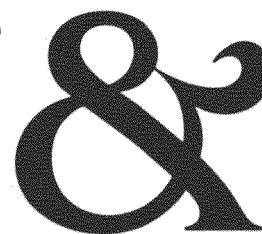
Rogers Cable TV bills monthly in advance. Your first statement may reflect charges for a partial month of service from the date of installation, plus one month of advance charges. Your bill may also contain charges for special services such as pay-per-view, premium services, changes from one premium service to another, installation of extra outlets, or repair services.

# P A R T • T H R E E

If you have any questions or concerns about charges on your bill, contact Rogers immediately. If you are unable to resolve your concerns with the company, call your cable regulatory office. Meanwhile, you should pay your bill by the due date to avoid disconnection. If a billing dispute is determined in your favor, you will be issued a credit.

The Rogers bill contains a tear-off remittance form which is designed to be returned with your monthly payment. Do not write on the remittance form or the bill itself to change or discontinue service. Such instructions should be written on a separate piece of paper which specifies your name, address, and account number. This separate message can either be enclosed with your monthly payment or mailed separately. You can also order service changes by telephone. Be sure you obtain and keep a receipt for any equipment you return or any deposits you make.

## MUTUAL RIGHTS



## RESPONSIBILITIES

As a cable television customer, you are entitled to receive prompt, fair and courteous service. In your use of cable television, you are also entitled to protection of certain basic rights, such as the right to privacy. Good service and protection of your rights are written into the franchise agreement that Rogers Cable TV signed with your local government. The franchise agreement spells out the obligations the cable company has to its customers, and it provides for a cable regulatory commission to oversee the delivery of cable services.

Rogers Cable TV is also entitled to certain things from its customers, especially timely payment of service charges and safekeeping of converters and remote control units supplied to customers.

### ***Service to Rental Dwellers***

If you live in a rental house, duplex or other multiple-unit dwelling, you are entitled to the same services offered to owners of single-family homes, provided your landlord permits cable to be installed. If a landlord does permit cable to be installed, he must agree not to discriminate – in rental charges or other landlord-tenant relations – between tenants who receive cable service and those who do not.

### ***Rates and Charges***

*Changes in Rates and Services.* The Cable Communications Policy Act, which became federal law in 1984, allows Rogers Cable TV to increase rates and to change some basic cable services without going through a public review and approval process. The cable law allows the company to drop specific services but requires it to maintain the same overall level, mix, and quality of programming available now. The company will notify the cable regulatory commission 30 days in advance of any changes in services or rates. If you have any questions about changes in services or rates, contact Rogers or your cable regulatory commission.

*Publication of Rates.* Rogers Cable TV will publish its rates, including charges for installation, monthly basic services, pre-

mium services, repair charges, deposits for equipment, and other charges. This booklet is issued with a rate card current at the time of issue. The card indicates the effective date of rates and charges. As charges are changed, new rate cards are made available at the Rogers cable centers whose addresses are listed at the front of this booklet. Check with Rogers or your cable regulatory office to be sure you have a current rate card. You don't have to pay charges for services not listed on the current rate card.

*Installation and Reconnection Charges.* As described earlier, Rogers is entitled to charge you for installing or reconnecting service at your residence. The company is responsible for any damage it causes to your property while installing or removing outlets or equipment. There is no charge for disconnection.

*Uniform Installation and Service Costs.* Rogers Cable TV may elect not to assess installation charges. However, if it does charge for installation, such charges will be uniform for all customers of like category, except those living in sparsely populated areas outside the Urban Growth Boundary requiring special line extension.

*Special Installation Rates.* Rogers Cable TV may assess both standard and special installation charges to customers who live in

sparsely populated areas outside the Urban Growth Boundary.

### ***Disconnection and Reconnection of Service***

***Disconnection.*** Disconnection of any cable installation or outlet is free. Rogers Cable TV may disconnect your service if you do not pay any properly due bill. However, your service may not be disconnected until: 1) at least 32 days have passed after the due date of your delinquent payment, and 2) the company has given you a written notice of its intent to disconnect your service at least 10 days before the service is actually disconnected.

***Reconnection.*** If you have been disconnected for nonpayment, your service will be promptly reconnected if you pay your overdue bill and a reconnection charge. However, Rogers Cable TV may refuse to reconnect customers who have twice been disconnected within a period of six months for failure to pay subscription charges. As noted earlier, the company may charge those customers a deposit before reconnecting them.

### ***Refunds and Credits***

***On Advance Charges.*** If you do not receive service you have requested within a

reasonable time, you are entitled to a prompt and full refund of all advance charges you have paid for such service.

***On Account Credit Balance.*** If you stop service at any time, and if you have a credit balance on your account, you are entitled to a refund of the entire credit balance. Prior to issuing this refund, Rogers Cable TV is entitled to the return of any of its equipment entrusted to your care. Such equipment is cable company property and must be returned when service is stopped. You must notify the company that you wish to stop cable service, and you must tell the company where to mail the refund.

***For Interrupted Services.*** If your cable service is interrupted for more than 24 consecutive hours during the month, you are entitled to request and receive a credit to your account in proportion to the amount of time you were without service, provided that you request such credit in writing.

As noted earlier, written communication with the cable company should be on a sheet of paper that contains your name, address, and account number. Instructions or requests should not be written on the remittance form that is returned with your monthly payment.

### ***Guarantee of Ongoing Service***

You are entitled to continuous, uninterrupted service so long as you pay subscription charges. There are two exceptions to this requirement. First, service may be interrupted occasionally because of adverse weather, power failures, line outages, or similar circumstances beyond the control of the cable company. Second, the company may occasionally interrupt or discontinue service within the cable system as a part of maintenance or system improvement. However, any disruption of service for more than 24 hours will entitle you to a credit for the service you do not receive.

### ***Cable Work on Private Property***

*Use of Private Easements.* In order to install cable lines or equipment on private property, Rogers Cable TV may obtain the right to existing public or private easements on private land. However, it must have the owner's consent to install lines where it has not obtained the right to use such easements or where such easements do not exist. In any case, the company may not install any cable lines or equipment on private property without first providing written notice to the owner of the property involved, or to the owner's agent. The company is responsible for any property damage caused by installations or removals.

*Trimming of Trees and Shrubs.* It may be necessary for Rogers Cable TV to trim trees or shrubs in order to string cable or install equipment. If such trimming is to be done on private property, it must be done with the permission of the owner. In addition, it must conform to the rules and regulations of the jurisdiction in which it occurs.

### ***Protection of Subscriber Privacy***

*Company Privacy Policy.* Rogers Cable TV has a privacy policy intended to protect the interests of its customers. The company will furnish you a copy of this policy on request.

*Ban on Tapping.* Rogers Cable TV may not allow anyone to tap any cable, line, signal device, outlet, or receiver serving your residence without your permission. However, the company may occasionally monitor the system for signal quality.

*Two-way Communication.* Rogers Cable TV will install equipment capable of two-way communication in your residence only as part of your request for service. The two-way communication capability of the system will not be used for unauthorized purposes.

*Mailing List Restrictions.* Rogers Cable TV will not sell or give away any list containing your name and address or your cable viewing preferences unless it has obtained

# P A R T • F O U R

your written consent or the consent of the local governments who regulate cable service. Local government authorities can consent to the release of such information only if the information will improve cable benefits to all customers, and only if safeguards are used to protect the privacy of customers.

*Restrictions on Information Supplied by Subscribers.* The interactive features of the Zenith converter enable a customer to send to the Rogers computer system certain kinds of responses which supply information about the customer. For example, if a customer places a purchase order in response to a cable advertisement or catalog display, that order will automatically supply such information as name and address. Such uses of interactive cable will be regarded as customer consent to the release of the information involved for that instance only, so long as the cable company's handling of that information meets conditions established by the cable regulatory commission.

### ***Cable Service Evaluations***

Periodically, public hearings will be held to evaluate the performance of Rogers Cable TV. Company service, customer complaints, and customer relations will be among the issues discussed at the hearings. You will be notified of the times and places of each hearing by notices in local newspapers, in your

monthly billing statements, and on certain cable channels dedicated to public programming. (These channels, known as access channels, are discussed in the next section.) You are invited to attend these hearings, and you are encouraged to participate in them.

## COMMUNITY PROGRAMMING

Cable offers an important means for sharing information and producing creative programming of interest to the East Multnomah County community. As a way of meeting community information needs, cable provides an excellent alternative to local broadcast media, newspapers, and magazines. There are two kinds of local cable programming provided to East County residents. One is called local origination, the other, community access.

Rogers Cable TV directly produces local origination. It provides major financial support for community access programming through direct contributions and through a portion of franchise fees charged against the company's gross revenues.

# P A R T • F I V E

## ***Local Origination***

Like community access programming, local origination programming is focused on community issues and events. But unlike access programming, it is produced by the cable company only. Rogers Cable TV has a full-time, professional staff and studio facilities for producing local origination programs. It has allocated several channels for presenting local origination programs.

## ***Community Access***

Community access cable television is television produced by and for the local community. Under the cable franchise contract, Rogers Cable TV has allocated eight channels for community use in East County. These are called community access channels.

Development and operation of community access programming in East Multnomah County is guided by a non-profit organization called the Multnomah Cable Access Corporation (MCAC). MCAC is responsible for administering production facilities and training, producing community programming, keeping the access channels open to all potential users, and keeping the access channels free of censorship as a forum for different points of view. Neither the government nor the cable company are responsible for

the content of access programs.

MCAC training and production services are available to all. Individuals and groups are encouraged to learn how to produce their own television programs for distribution on the access channels. Access production is challenging and fun, and you need no prior experience to participate.

You are invited to call or visit the MCAC studios for further information. The telephone number is: 667-7636. MCAC is located on the campus of Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon 97030.

# CABLE REGULATION

## ***Local Oversight***

Through their franchise contract with Rogers Cable TV Multnomah East, the local governments of East Multnomah County are responsible for regulating such aspects of cable service as system design and construction, technical performance, and customer service. Multnomah County, Gresham, Fairview, Troutdale, and Wood Village have created a cable regulatory commission to

carry out such regulation. That commission is made up of five members, one from each of the five jurisdictions.

The Multnomah Cable Regulatory Commission meets on the first Monday of each month at 7 p.m. at the Multnomah Cable Access Corporation facility at Mt. Hood Community College. The City of Portland regulates the East County franchise agreement for those areas that have been annexed to Portland. The Portland commission meets the second Tuesday of each month at 5:30 p.m. on the second floor of the Portland Building, 1120 S.W. Fifth Avenue. Special regulatory meetings are sometimes scheduled for other times and locations. Check with your cable regulatory office before attending.

The cable franchise contract is the reference point for all regulatory activity. The franchise document spells out in detail the service obligations of Rogers Cable TV, and it provides guidelines for the cable regulatory commission in ruling on such matters as contract compliance.

### ***Federal Law***

In 1984, the Cable Communications Policy Act became federal law affecting the local regulation of cable television service. In addition to the rate provisions described in this booklet, the law contains provisions

to protect subscriber privacy and deal with potentially objectionable program material. Under the new cable law, the Federal Communications Commission (FCC) also has some authority affecting local regulation of cable. Call your cable regulatory commission for more information.

### ***Complaints About Cable to the Cable Regulatory Commission***

All complaints about cable service should be initially addressed to Rogers Cable TV. However, if you are not satisfied with the company's response, you may take your concern directly to your local cable regulatory commission office. The commission staff will investigate your complaint and see that you receive the service you are due.

Residents of Gresham, Fairview, Troutdale, Wood Village, and unincorporated Multnomah County should contact the Multnomah Cable Regulatory Commission. Areas of East County which have been annexed to the City of Portland are regulated by the Portland Cable Regulatory Commission. The address and phone numbers for both commissions are listed in the front of this booklet.

SECOND PRINTING, REVISED AUGUST, 1987

#### ***Editorial Credits***

Writing, Publication  
Management  
Graphic Design

John Svicarovich

David Thompson & Associates

**BULK RATE**  
U.S. Postage  
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Portland, Oregon  
Permit No. 1871

SHARRON KELLEY  
Multnomah County Commissioner  
District 4



606 County Courthouse  
Portland, Oregon 97204  
(503) 248-5213

Proposed Budget Notes for  
Multnomah County Regulatory Commission

1. Multnomah County requests that the Multnomah County Regulatory Commission (MCRC) review the content of its educational brochures to explore ways to reduce the costs of these brochures, and to evaluate whether the content is in keeping with its responsibilities and is proportionate to Paragon's contribution to this project.
2. Multnomah County requests that the MCRC explore budget modifications in the near future that reduce its proposed expenditures for education, training and travel.
3. Multnomah County requests that the MCRC develop a plan of options for how the contingency fund should be allocated, hold public hearing(s) and report back to the jurisdictions within a six month period.

DATE SUBMITTED April 5, 1991

(For Clerk's Use)  
Meeting Date APR 25 1991  
Agenda No. R-12

**REQUEST FOR PLACEMENT ON THE AGENDA**

Subject: Emergency Exemption

Informal Only \* \_\_\_\_\_ (Date) \_\_\_\_\_ Formal Only \_\_\_\_\_ (Date) \_\_\_\_\_

DEPARTMENT General Services

DIVISION Admin. Svcs/Purchasing

CONTACT Lillie Walker

TELEPHONE 248-5111

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Lillie Walker

**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 a sole source exemption to purchase a micro-imager and mainframe system from Eastman Kodak Company.

**ACTION REQUESTED:**

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 10 minutes

**IMPACT:**

☐ PERSONNEL

☐ FISCAL/BUDGETARY

☐ GENERAL FUND

☐ OTHER \_\_\_\_\_

4/18/91 NOTICE & APPLICATION SENT TO PCRB & LILLIE WALKER

4/30/90 NOTICE & ORDER SENT TO PCRB LIST & LILLIE W.

**SIGNATURES:**

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: KB

BUDGET/PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) J. D. Bay

OTHER Lillie M. Walker 4/5/91  
(Purchasing, Facilities Management, etc.)

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

BOARD OF  
COUNTY COMMISSIONERS  
APR 10 PM 2:15  
INDIAN COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF GENERAL SERVICES  
INFORMATION SERVICES DIVISION  
4747 EAST BURNSIDE  
PORTLAND, OREGON 97215  
(503) 248-3749

GLADYS McCOY  
COUNTY CHAIR

TO: Roger Bruno  
Purchasing

FROM: Jim Munz, Manager  
Information Services Division

DATE: March 21, 1991

SUBJECT: Sheriff's Office Imaging System Acquisition

In accordance with Multnomah County Ordinance 511, it is the responsibility of the Data Processing Management Committee:

To review and comment on all requests for data processing hardware, software or consulting with a total cost in excess of \$10,000 which occur in department or division budgets to ensure compliance with DPMC policies regarding equipment and applications acquisition and maintenance and to assess their future impact on ISD.

The Data Processing Management Committee has directed the Information Services Division to review all requests defined above and to provide a report to the DPMC at their quarterly meeting.

Under these guidelines, ISD staff has reviewed the proposed personal computer acquisitions which are described on requisition numbers 28244, 28245, 28246, and 24248. The requests defined above are consistent with the policies identified by the Data Processing Management Committee.

cc: Kristi Johnston  
Ruth Nutting

Total \$ 83,716.00  
- Discount 5,716  
77,000.00



# Multnomah County Sheriff's Office

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

ROBERT G. SKIPPER  
SHERIFF

(503) 255-3600

## MEMORANDUM

---

TO: LILLIE WALKER, Manager  
Purchasing Section

cc: Planning & Budget Unit files

FROM: ROBERT G. SKIPPER, Sheriff *Bob Skipper*

DATE: March 27, 1991

SUBJECT: SOLE SOURCE EXEMPTION FOR KODAK COMPANY

---

Attached you will see information regarding the purchase of a micro-imager and mainframe system to replace the current paper filing within the Detention/Warrant Records Unit. Due to the fact that Eastman Kodak Company is the only company to provide the new feature (multi-plexor) I am at this time authorizing this list of equipments to be purchased from Kodak.

If you have any questions, please contact Larry Aab, 251-2489.

RECEIVED  
PURCHASING SECTION

91 MAR 29 AM 9:19

MULTNOMAH COUNTY

03.21.91 02:13 PM \*MDC/JUSTICE

DEPARTMENT REQUISITION # \_\_\_\_\_  
Page 1 of 4  
SHIP TO Multnomah County Sheriff's Office  
1120 S.W. Third Avenue, Room 209, Portland  
Oregon 97204 Bldg. # 119

MULTNOMAH COUNTY, OREGON  
PURCHASING SECTION  
2505 S.E. 11TH AVE.  
PORTLAND, OREGON 97202  
No 28244

CONFIRMING  
PO #  
ONLY

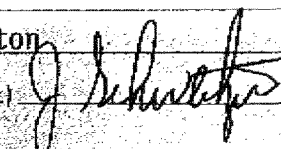
FUND	AGENCY	ORGANIZATION	ACTIV	OBJ	SUB OBJ	REPT CATEG
169	025	3965		8400		

SEE INSTRUCTIONS ON REVERSE SIDE

VENDOR	LIST CATALOG OR PART NO., WEIGHT, STYLE, SIZE, COLOR, MAXIMUM FIVE ITEMS PER REQUISITION.	QUANTITY	UNIT PRICE	TOTAL PRICE
ITEM 1 Name: Eastman Kodak Company Address: P.O. Box 69069 Portland, Oregon 97201 Contact Name/Phone John Chavez 222-9183	Kodak Mainframe Software MOD MVS/1600 Catalog # 842 3188		\$24,850.00	
ITEM 2 Name: Address: Contact Name/Phone	Imagelink Digital Workstation Catalog # 138 3587		\$17,730.00	
ITEM 3 Name: Address: Contact Name/Phone	Zoom Lens (23X-40X) Catalog # 844 4267		\$1,400.00	
ITEM 4 Name: Address: Contact Name/Phone	Printer 5 Catalog # 804 0396		\$8,750.00	
ITEM 5 Name: Address: Contact Name/Phone	Multiplexer		\$3,000.00	

55,730.00

Contacted For Bid/Quote  
Minority Business Enterprise (MBE) Yes ☐ No ☐  
Female Business Enterprise (FBE) Yes ☐ No ☐  
If no: ☐ No known vendors ☒ Sole Source  
☐ Other \_\_\_\_\_  
Awarded to  
Minority Business Enterprise (MBE) Yes ☐ No ☐  
Female Business Enterprise (FBE) Yes ☐ No ☐  
If no: ☐ No response/bid ☐ Price not competitive  
☐ Other \_\_\_\_\_

Comments:  
Ordered by: Kristi Johnston  
Authorized Signature (Orig. Dept.):   
Telephone # 248-3282  
Buyer: \_\_\_\_\_  
Date 032191

03.21.91 02:13 PM \*MDC/JUSTICE

DEPARTMENT  
REQUISITION #

MULTNOMAH COUNTY, OREGON  
PURCHASING SECTION  
2505 S.E. 11TH AVE.  
PORTLAND, OREGON 97202

CONFIRMING  
PO #  
ONLY

SHIP TO  
Multnomah County Sheriff's Office  
1120 S.W. Third Avenue, Room 209  
Port. Ore 97204 Bldg. # 119

DATE REQUIRED

No 28248

SEE INSTRUCTIONS ON REVERSE SIDE

FUND	AGENCY	ORGANIZATION	ACTIV	OBJ	SUB OBJ	REPT CATEG
169	025	3965		8400		

VENDOR	LIST CATALOG OR PART NO., WEIGHT, STYLE, SIZE, COLOR, MAXIMUM FIVE ITEMS PER REQUISITION.	QUANTITY	UNIT PRICE	TOTAL PRICE
Name: Eastman Kodak Company Address: P.O. Box 69069 Portland, Oregon 97201 Contact Name/Phone John Chavez 222-9183	ITEM 1 Image Management Accessory Catalog # 829 9604		\$1,440.00	
Name: Address: Contact Name/Phone	ITEM 2 Printer Stand Catalog # 824 1879		\$460.00	
Name: Address: Contact Name/Phone	ITEM 3 Printer 5 Interface Board Catalog # 173 0316		\$220.00	
Name: Address: Contact Name/Phone	ITEM 4 Keyboard Catalog # 184 8589		\$405.00	
Name: Address: Contact Name/Phone	ITEM 5 Prostar I Microfilm Processor Catalog # 100 2781		\$13,400.00	

15,925

Contacted For Bid/Quote  
Minority Business Enterprise (MBE) Yes ☐ No ☐  
Female Business Enterprise (FBE) Yes ☐ No ☐  
If no: ☐ No known vendors ☒ Sole Source  
☐ Other  
Awarded to  
Minority Business Enterprise (MBE) Yes ☐ No ☐  
Female Business Enterprise (FBE) Yes ☐ No ☐  
If no: ☐ No response/bid ☐ Price not competitive  
☐ Other

Comments:  
  
Ordered by: Kristi Johnston  
Authorized Signature (Orig. Dept.) *[Signature]*  
Telephone # 248-3282  
Buyer: \_\_\_\_\_  
Date 032191

RECEIVED  
PURCHASING SECTION

91 MAR 22 AM 11:04

MULTNOMAH COUNTY

DEPARTMENT  
REQUISITION #

Page 3 of 4

REQUISITION FOR EQUIPMENT & SUPPLIES

MULTNOMAH COUNTY, OREGON

PURCHASING SECTION

2505 S.E. 11TH AVE.

PORTLAND, OREGON 97202

No 28245

CONFIRMING  
PO #  
ONLY

SHIP  
TO Multnomah County Sheriff's Office  
1120 S.W. Third Avenue, Room 209

DATE REQUIRED

FUND	AGENCY	ORGANI- ZATION	ACTIV	OBJ	SUB OBJ	RE CA
169	025	3965		8400		

Port. Ore. 97204 Bldg. # 119

SEE INSTRUCTIONS ON REVERSE SIDE

VENDOR	LIST CATALOG OR PART NO., WEIGHT, STYLE, SIZE, COLOR, MAXIMUM FIVE ITEMS PER REQUISITION.	QUANTITY	UNIT PRICE	TOTAL
Name: Eastman Kodak Company	ITEM 1 Replenishment Unit Catalog # 809 0755	1	\$2,170.00	
Address: P.O. Box 69069				
Portland, Oregon 97201				
Contact Name/Phone John Chavez 222-9183	TERMS _____ BID/QUOTATION _____ PA/CONTRACT # _____ Exp. Date _____			
Name:	ITEM 2 Mixing Valve Catalog # 142 3698	1	\$735.00	
Address:				
Contact Name/Phone	TERMS _____ BID/QUOTATION _____ PA/CONTRACT # _____ Exp. Date _____			
Name:	ITEM 3 RV-3 Microfilmer Catalog # 147 3479	1	\$2,160.00	
Address:				
Contact Name/Phone	TERMS _____ BID/QUOTATION _____ PA/CONTRACT # _____ Exp. Date _____			
Name:	ITEM 4 CAR Copyboard Catalog # 818 6736	1	\$2,830.00	
Address:				
Contact Name/Phone	TERMS _____ BID/QUOTATION _____ PA/CONTRACT # _____ Exp. Date _____			
Name:	ITEM 5 CV-3 Film Unit (Quantity Two) Catalog # 147 3446	2	\$1,280.00	\$2,560.00
Address:				
Contact Name/Phone	TERMS _____ BID/QUOTATION _____ PA/CONTRACT # _____ Exp. Date _____			

Contacted For Bid/Quote Minority Business Enterprise (MBE) Yes ☐ No ☐  
Female Business Enterprise (FBE) Yes ☐ No ☐  
If no: ☐ No known vendors ☒ Sole Source  
☐ Other \_\_\_\_\_  
Awarded to Minority Business Enterprise (MBE) Yes ☐ No ☐  
Female Business Enterprise (FBE) Yes ☐ No ☐  
If no: ☐ No response/bid ☐ Price not competitive  
☐ Other \_\_\_\_\_

Comments:

Ordered by Kristi Johnston

Buyer:

Authorized Signature (Orig. Dept.)

Date 032191

Telephone # 248-3282

(REQUIRED ON ALL CAPITAL ITEMS)

10,455

SHIP

DATE REQUIRED

TO Multnomah County Sheriff's Office

1120 S.W. Third Avenue, Room 209

Port. Ore. 97204 Bldg. # 119

Nº 28246

SEE INSTRUCTIONS ON REVERSE SIDE

FUND	AGENCY	ORGANI- ZATION	ACTIV	OBJ	SUB OBJ	R C/
169	025	3965		8400		

VENDOR	LIST CATALOG OR PART NO., WEIGHT, STYLE, SIZE, COLOR, MAXIMUM FIVE ITEMS PER REQUISITION.	QUANTITY	UNIT PRICE	TOTAL
Name: Eastman Kodak Company	ITEM 1 Lens 1. 30R Lens Catalog #147 3768		\$447.00	
Address: P.O. Box 69069	2. 30L Lens Catalog #147 3966		\$447.00	
Portland, Oregon 97201				
Contact Name/Phone John Chavez 222-9183	TERMS _____ BID/QUOTATION _____ / _____ / _____ PR/CONTRACT # _____ Exp. Date _____			
Name:	ITEM 2 Dual Film Adapter Catalog #145 97423		\$712.00	
Address:				
Contact Name/Phone	TERMS _____ BID/QUOTATION _____ / _____ / _____ PR/CONTRACT # _____ Exp. Date _____			
Name:	ITEM 3			
Address:				
Contact Name/Phone	TERMS _____ BID/QUOTATION _____ / _____ / _____ PR/CONTRACT # _____ Exp. Date _____			
Name:	ITEM 4			
Address:				
Contact Name/Phone	TERMS _____ BID/QUOTATION _____ / _____ / _____ PR/CONTRACT # _____ Exp. Date _____			
Name:	ITEM 5			
Address:				
Contact Name/Phone	TERMS _____ BID/QUOTATION _____ / _____ / _____ PR/CONTRACT # _____ Exp. Date _____			

Contacted For Bid/Quote Minority Business Enterprise (MBE) Yes ☐ No ☐  
Female Business Enterprise (FBE) Yes ☐ No ☐  
If no: ☐ No known vendors ☒ Sole Source

☐ Other \_\_\_\_\_  
Awarded to Minority Business Enterprise (MBE) Yes ☐ No ☐  
Female Business Enterprise (FBE) Yes ☐ No ☐

If no: ☐ No response/bid ☐ Price not competitive

☐ Other \_\_\_\_\_

Comments: Prices Include: 12 month warranty; shipping, installation & training

Sub Total \$83,716.00

Minus Trade in \$ 1,000.00

Minus Discount \$ 5,716.00

TOTAL \$77,000.00

Ordered by: Kristi Johnston

Buyer: \_\_\_\_\_

Authorized Signature (Orig. Dept.) 

Date 032191

Telephone # 248-3282

RECEIVED  
PURCHASING SECTION  
91 MAR 22 PM 4: 10  
MULTNOMAH COUNTY



## 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

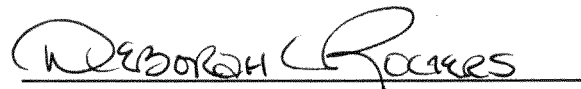
### NOTICE OF HEARING

The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, will consider an application on Thursday, April 25, 1991, at 9:30 a.m. in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland, Oregon, in the Matter of a Sole Source Exemption to a Micro-Imager and Mainframe System from Eastman Kodak Company.

A copy of the application is attached.

For additional information, please contact Lillie Walker, Purchasing Director at 248-5111, or the Office of the Board Clerk at 248-3277.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON  
PUBLIC CONTRACT REVIEW BOARD

  
Deborah Rogers  
Office of the Board Clerk

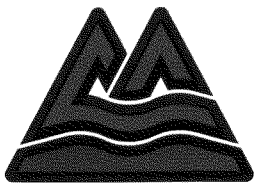
0044C/1/dr  
enclosure  
cc: Lillie Walker

In the Matter of a Sole Source )  
Exemption to Purchase a Micro-Imager ) A P P L I C A T I O N  
and Mainframe system from Eastman )  
Kodak Company )

The Eastman Kodak micro-imager and mainframe system is to be used to replace the current paper filing system within the Detention/Warrant Records Unit. The Eastman Kodak system was selected because of the "multi-plexor" feature, which eliminates the need for dedicated circuits for each piece of equipment. This feature is only available from Eastman Kodak Company. In accordance with Multnomah County policy, this purchase has been reviewed and approved by the Data Processing Management Committee.

The Sheriff's Office has sufficient funds budgeted to purchase the software in its FY 90-91 Budget.

*Little M. Walker*  
Little Walker, Director  
Purchasing Section



# MULTNOMAH COUNTY OREGON

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

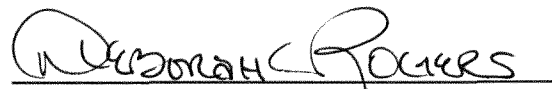
GLADYS McCOY •	CHAIR •	248-3308
PAULINE ANDERSON •	DISTRICT 1 •	248-5220
GARY HANSEN •	DISTRICT 2 •	248-5219
RICK BAUMAN •	DISTRICT 3 •	248-5217
SHARRON KELLEY •	DISTRICT 4 •	248-5213
CLERK'S OFFICE •		248-3277

## NOTICE OF APPROVAL

The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, considered an application on Thursday, April 25, 1991 and approved Order 91-57 in the Matter of a Sole Source Exemption to a Micro-Imager and Mainframe System from Eastman Kodak Company.

A copy of the Order is attached.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON  
PUBLIC CONTRACT REVIEW BOARD

  
Deborah Rogers  
Office of the Board Clerk

0044C/2/dr  
enclosure  
cc: Lillie Walker  
4/30/91

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

In the Matter of a Sole Source  
Exemption to Purchase a Micro-Imager  
and Mainframe system from Eastman  
Kodak Company.

)  
)  
)  
)  
O R D E R  
91-57

The above entitled matter is before the Board of County Commissioners, acting in its capacity as the Multnomah County Public Contract Review Board, to review, pursuant to ORS 279.015 and AR 10.100 and 20.030, a sole source exemption, requested by the Sheriff's Office, to purchase a micro-imager and mainframe system from the Eastman Kodak Company at an estimated cost of \$77,000.

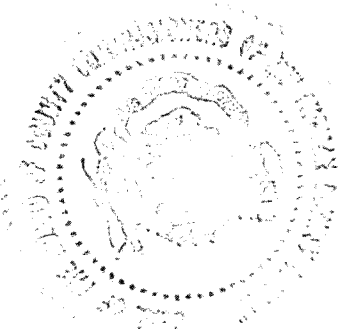
It appearing to the Board that the recommendation for exemption, as it appears in the application, is based upon the fact that the Eastman Kodak Company is the sole manufacturer of equipment which features "multi-plexor". This feature eliminates the need for dedicated circuits for each piece of equipment. This feature will represent a cost savings to the Sheriff's Office in its installation of a paperless filing system.

IT IS ORDERED that the purchase of the micro-imager and mainframe system from Eastman Kodak Company be exempted from the requirement of public bidding.

Dated this 25th day of April, 1991.

REVIEWED:

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON



LAURENCE KRESSEL, County Counsel  
for Multnomah County, Oregon

By [Signature]  
Assistant County Counsel

ACTING AS THE PUBLIC CONTRACT  
REVIEW BOARD

By [Signature]  
Gladys McCoy, County Chair

# 1

DATE 4/25/91

NAME CAROLINE MILLER

ADDRESS 2616 SE PING-S

STREET PTY OR 97214

CITY ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # \_\_\_\_\_

SUBJECT YESTERDAY'S CLOSED MEETING

\_\_\_\_\_ FOR ☒ AGAINST  
PLEASE PRINT LEGIBLY!

Caroline Miller  
2616 SE Pine St.  
Portland, Oregon 97214  
4/25/91

Madam Chair, members of the Board of County Commissioners:

I wish to enter into the record my objection to being barred from the meeting which was held yesterday, April 24 on the sixth floor. Under ordinary circumstances, few would argue that a gathering of staff, convened for the purpose of collecting and sharing information, is subject to the open meetings law. The session held yesterday, however, was not of that order. It was called at the behest of the Chair, with the consent of her colleagues, and charged with a specific task concerning the 1991-92 budget. As such, the staff functioned as a working committee of the government and like any such committee, board or commission is subject to the open meetings law. That members of this group served as advisors with no power to act fails to distinguish them from members of other deliberative bodies whose work for the County is subject to public scrutiny. That the meeting took place behind locked doors is particularly offensive. Therefore, as one who had been invited by the Chair to attend the meeting, though subsequently barred, I rise to bring the matter to your attention. In the future, some other, less forgiving member of the public may find a locked door cause enough for legal action.

EFFECTIVE RECOMMENDATION