



Multnomah County Oregon

## Board of Commissioners & Agenda

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**Commission Dist. 1**

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**FEBRUARY 13, 2003**

### BOARD MEETING

#### FASTLOOK AGENDA ITEMS OF INTEREST

Pg 2	9:30 a.m. Opportunity for Public Comment on Non-Agenda Matters
Pg 2	9:30 a.m. Health Department Notice of Intent
Pg 2	9:35 a.m. Health Department General Fund Contingency Request
Pg 2& 3	9:45 a.m. Resolutions Directing FM Division to Sell Surplus County Properties
Pg 3	10:05 a.m. Quarterly General Fund Review and Consideration of General Fund Contingency Requests
Pg 3	10:35 a.m. RESOLUTION in Support of Rockwood/West Gresham Urban Renewal Area

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Thursday, February 13, 2003 - 9:30 AM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **REGULAR MEETING**

### **CONSENT CALENDAR - 9:30 AM** **DISTRICT ATTORNEY'S OFFICE**

- C-1 Amendment 2 to Interdepartmental Agreement 0110866 Between the District Attorney's Office and the Department of County Human Services, Providing CAMI fund for the Operation of the Multnomah County Children's Receiving Center, a Project that Will Provide Coordinated, Comprehensive and Intensive Services for Young Foster Children and their Biological and Foster Families

### **DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES**

- C-2 Approval of Auto Wrecker License Renewal for June and Rex Davis of ORIENT AUTO PARTS, INC., 28425 SE Orient Drive, Gresham

### **REGULAR AGENDA - 9:30 AM** **PUBLIC COMMENT - 9:30 AM**

Opportunity for Public Comment on Non-Agenda Matters. Testimony is Limited to Three Minutes per Person.

### **DEPARTMENT OF HEALTH - 9:30 AM**

- R-1 NOTICE OF INTENT to Request Grant Funding from the Environmental Protection Agency's Environmental Education Grants Program to Support an Environmental Health Assessment using the Protocol For Assessing Community Excellence in Environmental Health (PACE EH) Process
- R-2 Budget Modification HD 03-05 Appropriating \$450,000 from General Fund Contingency for Implementation of the Department's New Epic Practice Management System

### **NON-DEPARTMENTAL - 9:45 AM**

- R-3 RESOLUTION Directing the Facilities and Property Management Division to Sell the Surplus Former Hollywood Library

- R-4 RESOLUTION Directing the Facilities and Property Management Division to Sell the Surplus Former Sellwood Library
- R-5 Quarterly General Fund Review and Consideration of General Fund Contingency Requests. Presented by Mark Campbell and Tony Mounts. 30 MINUTES REQUESTED.
- R-6 RESOLUTION Supporting the Efforts of Rockwood/West Gresham Residents, the Gresham Mayor and the Gresham City Council in their Efforts to Establish the Rockwood/West Gresham Urban Renewal Area
- R-7 Budget Modification NOND 03 Authorizing \$75,000 General Fund Contingency Transfer for Work Relating to the Regional Power Governance Model Project

**DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES - 10:50 AM**

- R-8 Lease of Space in the Gateway Children's Center Services Building to the State of Oregon Department of Human Services



**COMMISSIONER SERENA CRUZ**  
**MULTNOMAH COUNTY OREGON**

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501 SE Hawthorne, Suite 600  
Portland, Oregon 97214  
(503) 988-5219 phone  
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[www.co.multnomah.or.us/cc/ds2/](http://www.co.multnomah.or.us/cc/ds2/)  
[Serena@co.multnomah.or.us](mailto:Serena@co.multnomah.or.us)

**MEMORANDUM**

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

**FROM:** Mary Carroll  
Staff to Commissioner Serena Cruz

**DATE:** 2/07/03

**RE:** Board Meeting Absence

Commissioner Cruz will not be able to attend the Board meeting on Thursday, February 13th. She will be in Washington DC on County related business.

# AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** February 13, 2003

**Agenda Item #:** C-1

**Est. Start Time:** 9:30 AM

**Date Submitted:** 01/30/03

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**Requested Date:** 02/13/03

**Time Requested:** N/A

**Department:** District Attorney's Office

**Division:**

**Contact/s:** Scott Marcy

**Phone:** 503 988-3863

**Ext.:** 83863

**I/O Address:** 101/600

**Presenters:** Consent Calendar

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**Agenda Title:** Amendment to existing Interdepartmental Agreement correcting language between the District Attorney's Office and the Department of County Human Services to provide CAMI fund for the operation of the Multnomah County Children's Receiving Center, a project that will provide coordinated, comprehensive and intensive services for young foster children and their biological and foster families.

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

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1. **What action are you requesting from the Board? What is the department/agency recommendation?**
2. **Please provide sufficient background information for the Board and the public to understand this issue.**
3. **Explain the fiscal impact (current year and ongoing).**

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

**If a budget modification, explain:**

- ❖ **What revenue is being changed and why?**

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

NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)

If a contingency request, explain:

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

If grant application/notice of intent, explain:

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

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

**Required Signatures:**

Department/Agency Director: Michael D. Schrunk Date: 01/30/03

County Attorney

By: Sandra Duffy Date: 02/04/03

Budget Analyst

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

Dept/Countywide HR

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

# MULTNOMAH COUNTY CONTRACT APPROVAL FORM

Pre-approved Contract Boilerplate (with County Counsel signature) ☐ Attached ☐ Not Attached Contract #: 0110866  
Amendment #: 2

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services not to exceed \$50,000 (and not awarded by RFP or Exemption) <input type="checkbox"/> Revenue not to exceed \$50,000 (and not awarded by RFP or Exemption) <input type="checkbox"/> Intergovernmental Agreement (IGA) not to exceed \$50,000 <input type="checkbox"/> Expenditure <input type="checkbox"/> Revenue <input type="checkbox"/> Architectural & Engineering not to exceed \$10,000 (for tracking purposes only)	<input type="checkbox"/> Professional Services that exceed \$50,000 or awarded by RFP or Exemption (regardless of amount) <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 that exceeds \$50,000 or awarded by RFP or Exemption (regardless of amount)	<input checked="" type="checkbox"/> Interdepartmental Agreement (IDA) that exceeds \$50,000 <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Revenue  <b>APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</b> <b>AGENDA # C-1 DATE 02.13.03</b> <b>DEB BOGSTAD, BOARD CLERK</b>

Department: Nondepartmental Division: District Attorney's Office Date: 12/22/02  
 Originator: Scott Marcy Phone: 503-988-3863 Bldg/Rm: 101/600  
 Contact: Tida Niyomthong Phone: 503-988-4816 Bldg/Rm: 101/600

Description of Contract: Renewal of Interdepartmental Agreement between the District Attorney's Office and the Department of County Human Services to provide CAMI fund for the operation of the Multnomah County Children's Receiving Center, a project that will provide coordinated, comprehensive and intensive services for young foster children and their biological and foster families.

RENEWAL: ☒ PREVIOUS CONTRACT #(S): \_\_\_\_\_  
 RFP/BID: \_\_\_\_\_ RFP/BID DATE: \_\_\_\_\_  
 EXEMPTION AR10.010 EXEMPTION EXPIRATION \_\_\_\_\_ ORS/AR # \_\_\_\_\_  
 #/DATE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CONTRACTOR IS: ☐ MBE ☐ WBE ☐ ESB ☐ QRF ☐ N/A ☐ NONE (Check all boxes that apply)

Contractor <u>Department of County Human Services(DCHS)</u>	Remittance address <u>Department of County Human Services(DCHS)</u>
Address <u>166/7</u>	(If different) <u>166/7</u>
Attn: <u>Janice Gratton</u>	<u>Lester Walker, Fiscal Sup 988-3691 x22723</u> <u>Jeff Neubert, Fiscal</u>
	Phone: <u>503-988-3691 x22723</u> Fax: <u>503-988-6240</u>
Phone <u>503-988-6250 x24046</u>	Payment Schedule / Terms
Employer ID# or SS# _____	<input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt
Effective Date <u>07/01/02</u>	<input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Net 30
Termination Date <u>06/30/03</u>	<input checked="" type="checkbox"/> Other \$ <u>Quarterly</u> <input type="checkbox"/> Other
Original Contract Amount \$ <u>89,375</u>	
Total Amt of Previous Amendments \$ <u>290,000</u>	<input type="checkbox"/> Requirements Not to Exceed \$ _____
Amount of Amendment \$ <u>350,000</u>	
Total Amount of Agreement \$ <u>729,375</u>	Encumber <input type="checkbox"/> Yes <input type="checkbox"/> No

## REQUIRED SIGNATURES:

Department Manager Michael Schenk DATE 01.24.03  
 Purchasing Manager \_\_\_\_\_ DATE \_\_\_\_\_  
 (Class II Contracts Only)  
 County Counsel Sandra Peppy DATE 2.4.03  
 County Chair Jan Niyomthong DATE 2.13.07  
 Sheriff \_\_\_\_\_ DATE \_\_\_\_\_  
 Contract Administration \_\_\_\_\_ DATE \_\_\_\_\_  
 (Class I, Class II Contracts only)

SAP VENDOR CODE						DEPT REFERENCE					
LINE #	FUND	AGENCY	ORG	SUB ORG	ACTIVITY	OBJ/ REV	SUB OBJ	REP CAT	SAP/WBS DESCRIPTION	AMOUNT	INC DEC
01	1505	15	-	-	-	-	-	-	DA CAMI.DCHS	\$350,000	-
02											
03											

**DISTRICT ATTORNEY'S OFFICE AND DEPARTMENT OF COMMUNITY & FAMILY  
SERVICES  
INTERDEPARTMENTAL AGREEMENT  
Contract No. 0110866  
Amendment 2**

This is an Agreement between Multnomah County Department of County Human Services (MCDCHS) and Multnomah County District Attorney's Office (MCDA), pursuant to authority granted in ORS Chapter 190.

**PURPOSE:**

The purpose of this agreement is to provide CAMI fund for the operation of the Multnomah County Children's Receiving Center, a project that will provide coordinated, comprehensive and intensive services for young foster children and their biological and foster families. The two components of this program are services and supports for the Gateway Children's Center and Children's Receiving Center that seek to reduce harm, to improve the strength and quality of placement for abused and neglected children.

The parties agree as follows:

1. **TERM** The term of this agreement shall be from July 1, 2002 to June 30, 2003.
2. **RESPONSIBILITIES OF THE DEPARTMENT OF COUNTY HUMAN SERVICES.**  
DCHS agrees to provide employees to staff the positions included in this project as listed on Exhibit A, attached to this agreement and incorporated by reference into this agreement. DCHS agrees not to use these funds as replacement revenues in accordance with ORS 418.746. DCHS agrees to the budget attached as Exhibit A. Exhibit A represents a modification of the original request dated June 4, 2002 attached as Exhibit B.
3. **RESPONSIBILITIES OF THE DISTRICT ATTORNEY'S OFFICE.** DA's Office agrees to pay DCHS for the costs associated with the Children's Receiving Center as outlined in the budget attached as exhibit A, with CAMI funds passed through the DA's Office. In the event of a dispute between the parties as to the extent and the nature of the duties and function of the DCHS assigned to the program, the Department of the County Human Services and the District Attorney or their delegated representatives shall make the resolution.
4. **TERMINATION** This agreement may be terminated by either party upon 30 days written notice.
5. **INDEMNIFICATION** Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, County shall indemnify, defend and hold harmless DCHS from and against all liability, loss and costs arising out of or resulting from the acts of County, its officers, employees and agents in the performance of this agreement. Subject to the conditions and limitations of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300 DCHS shall indemnify, defend and hold harmless County from and against all liability, loss and costs arising out of or resulting from the acts of DCHS, its officers, employees and agents in the performance of this agreement.



6. **INSURANCE** Each party shall each be responsible for providing worker's compensation insurance as required by law. Neither party shall be required to provide or show proof of any other insurance coverage.
7. **ADHERENCE TO LAW** Each party shall comply with all federal, state and local laws and ordinances applicable to this agreement.
8. **NON-DISCRIMINATION** Each party shall comply with all requirements of federal and state civil rights and rehabilitation statutes and local non-discrimination ordinances.
9. **ACCESS TO RECORDS** Each party shall have access to the books, documents and other records of the other which are related to this agreement for the purpose of examination, copying and audit, unless otherwise limited by law.
10. **SUBCONTRACTS AND ASSIGNMENT** Neither party will subcontract or assign any part of this agreement without the written consent of the other party.
11. **THIS IS THE ENTIRE AGREEMENT** This Agreement and Worksheet A constitutes the entire Agreement between the parties. This Agreement may be modified or amended only by the written agreement of the parties.

**12. ADDITIONAL TERMS AND CONDITIONS:**

- a. **The District Attorney's Office shall pay the Department of County Human Services quarterly. The Department of County Human Services shall submit invoices on a quarterly basis as follows:**

<u>Invoice Due Date</u>	<u>Quarter</u>
October 30, 2002	07/01/02 – 09/30/02
January 30, 2003	10/01/02 – 12/31/02
April 30, 2003	01/01/03 – 03/31/03
July 20, 2003	04/01/03 – 06/30/03

- b. **The maximum payment under this agreement is not to exceed \$350,000. The District Attorney's Office will pay expenses according to the attached budget upon receipt of an invoice and appropriate back up documentation confirming expenditures, after the end of each quarter.**

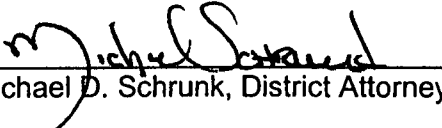
DISTRICT ATTORNEY'S OFFICE AND DEPARTMENT OF COMMUNITY & FAMILY  
SERVICES  
INTERDEPARTMENTAL AGREEMENT  
Contract No. 0110866  
Amendment 2

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By   
Diane Linn, County Chair

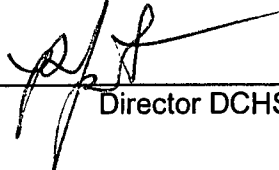
Date 2.13.02

MULTNOMAH COUNTY DISTRICT ATTORNEY'S OFFICE  
MULTNOMAH COUNTY, OREGON

By   
Michael D. Schrunk, District Attorney

Date 01-24-03

MULTNOMAH COUNTY DEPARTMENT OF COMMUNITY AND FAMILY SERVICES  
MULTNOMAH COUNTY, OREGON

By   
Director DCHS

Date 02.20.03

Reviewed:

TOM SPONSLER, COUNTY ATTORNEY  
FOR MULTNOMAN COUNTY, OREGON

By   
Assistant County Counsel

Date 2.3.03

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-1 DATE 02.13.03  
DEB BOGSTAD, BOARD CLERK



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF COUNTY HUMAN SERVICES  
OFFICE OF THE DIRECTOR  
421 SW SIXTH AVENUE, SUITE 700  
PORTLAND, OREGON 97204-1618  
PHONE (503) 988-3691  
FAX (503) 988-3379 TDD (503) 988-3598

BOARD OF COUNTY COMMISSIONERS  
DIANE LINN · CHAIR OF THE BOARD  
MARIA ROJO deSTEFFEY · DISTRICT 1 COMMISSIONER  
SERENA CRUZ · DISTRICT 2 COMMISSIONER  
LISA NAITO · DISTRICT 3 COMMISSIONER  
LONNIE ROBERTS · DISTRICT 4 COMMISSIONER

November 15, 2002

Helen Smith, Chief Deputy District Attorney  
MDT Executive Committee  
Multnomah County District Attorney's Office  
1021 SW 4<sup>th</sup> Avenue, Room 600  
Portland, OR 97204

Dear Helen:

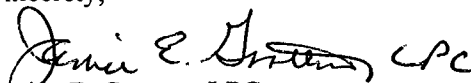
I am writing for approval of an adjustment to our Child Abuse Multidisciplinary Intervention plan for this 02-03 year. The Board of County Commissioners has asked that the opening of the Children's Receiving Center be delayed. We now anticipate a November 15 starting date instead of the October 1 starting date in our CAMI plan. Please see the attached revised budget.

The major budget change, aside from the opening delay of 6 weeks, represents a reduction in rent and subsequent operating costs for the Shelter. As we have discussed, given the bleak financial picture for public agencies, the Shelter will open with an operating budget funding 8 beds maximum on average for the course of the year. This is noted in an overall budget reduction in CRC Operating Costs; it is balanced by a lower amount charged for rent and is, in reality, cost neutral.

I am pleased to report great progress in the preparation for the Children's Receiving Center opening. The residential building is complete. The social services building on the campus has opened and is serving clients of the Children's Assessment Service.

Thank you for considering this adjustment. We appreciate your continuing partnership in this exciting and complex project.

Sincerely,

  
Janice E. Gratton, LPC  
Project Manager, Children's Receiving Center  
Gateway Children's Center

C: John Ball, Director, DCHS  
Jim McConnell, DCHS  
Jeff Neubert, Fiscal, DCHS

Attachments

**BUDGET PAGE**  
**CHILD ABUSE MULTIDISCIPLINARY INTERVENTION**  
**Project Period: July 1, 2002 - June 30, 2003**

Agency Name: \_\_\_\_\_

Return this form with your Application. There should be one form for each service component of the MDT Intervention Plan.

Expenditures Line Item	CAMI Funds Only	Other Funding Sources	Total Project Cost
<b>Percentage Allocation</b>	<b>42.18%</b>	<b>57.82%</b>	
<b>PERSONNEL</b>			
Manager (Gratton) 7/1-12/31. 1 fte Salary/Benefits \$113,812 annual	24,003	32,903	56,906
Professional Services 1/1/03-6/30/03 .5 fte (522 hrs) @ \$55.00/hr (Manager)	12,110	16,600	28,710
Program Development Specialist .50 fte (Kulkarni) Salary/Benefits \$62,415 annual	13,163	18,045	31,208
Office Assistant 2 (step 1) 1.0 fte 10/15 Start Date Salary/Benefits \$38,476 annual	11,495	15,758	27,253
Network Analyst 2 (step 1) Salary/Benefits \$62,012 annual (.33 fte)	8,632	11,832	20,464
<b>Total Personnel</b>	<b>69,403</b>	<b>95,138</b>	<b>164,541</b>
<b>CRC Campus Program Operating Costs</b>	<b>265,253</b>	<b>363,615</b>	<b>628,868</b>
<b>SERVICES &amp; SUPPLIES (2.04 FTE)</b>	<b>7,810</b>	<b>10,707</b>	<b>18,517</b>
<b>TOTAL EXPENDITURES</b>	<b>342,466</b>	<b>469,460</b>	<b>811,926</b>
<b>Indirect @ 2.2%</b>	<b>7,534</b>		
<b>TOTAL CAMI GRANT</b>	<b>350,000</b>		

(1) Provide information on each CAMI funded position separately. (Make additional copies of this page as needed.)

(2) Include copies of all contracts and personnel services agreements funded by CAMI under enclosed CAMI MDT Contacts tab.

## SUPPLEMENTAL FUNDING PAGE (NON-CAMI FUNDS ONLY)

Please Provide the amounts, purpose, and sources of other funding allocated for the CAMI Intervention Plan.  
Return this form with the application.

	SOURCE	AMOUNT OF PLANNED FUNDING	PURPOSE OF PLANNED FUNDING Salary, Services, Purchases
Federal			
State	CRC Shelter-DHS Support	118,000	
Local Govt. Funds	CGF*	164,165	
	Estimated County net rent revenue	195,379	
Cash			
In-Kind			
Other Sources			
<b>TOTAL</b>		<b>477,544</b>	

\*County board approved funding

## FY03 Project Cost Breakdown

	Personnel	CRC Operating Costs	Services & Supplies	
Residential Program Expenses Bldg #451		545,372		
Personnel	135,831			
Professional Services	28,710			
Contracted Evaluation		10,000		
Printing			6,888	
Supplies			2,702	
Travel & Training			500	
Local Travel			892	
Telephone			3,455	
Building Mgmt \$6.50 sq ft		73,496		
Distribution			4,080	
<b>Total</b>	<b>164,541</b>	<b>628,868</b>	<b>18,517</b>	
<b>Total Expenditures</b>				<b>811,926</b>

EXHIBIT A

# Gateway Campus Admin as of 12/2/02

	FY 03	2389 Sq ft.	1604 Sq ft	2984 Sq ft.	418 Sq ft.	950 Sq. Ft
Rental Income \$20 sq ft *Building 448	143,057	DHS (prorated)	CAS-Health	CAS-Morrison	CRC Admin	Health (prorated)
CGF	47,608	31,853.33	32,080.00	59,680.00	8,360.00	11,083.33
CAMI Grant *	84,747					
<b>Total Revenue</b>	<b>275,412</b>					

## Expenses

Personnel	135,831	.50 CFS Mgr, .50 PDS, .71 OA2, .33 Network Analyst
Professional Services	28,710	Project Manager 522 hrs @\$55.00 hr (.50 FTE)
Contracted Evaluation	10,000	
Printing	6,888	
Supplies	2,702	
Travel & Training	500	
Local Travel	892	
Indirect Grant Paid	7,534	
Telephone	3,455	
Building Mgmt \$6.50 sq ft	73,496	
Distribution	4,080	
<b>Total Expenses</b>	<b>274,088</b>	

**Surplus** 1,324

Note: 3,111 sq ft of space is still vacant. Facilities is covering operating deficit costs (\$6.50 per sq ft) for now (\$20,222). Square footages & vacancy per Jennifer Degregorio 10/10. CAMI support dependent on approval of CAMI Board. Allowance of .46 per sq ft. (13,918) recommended for contingency = \$6,402

# Residential Program as of 11/27/02

	FY 03	Revised FY 03 with delay start to Nov 15
State DHS	118,000	
CGF	116,557	
CAMI	265,253	Note: Total CRC support is \$350,000 (\$84,747 goes for Admin support)
Rental Income *Building 451	52,322	Residential @10,802 sq ft @\$7.75 start date of Nov 15, 2002
<b>Total Revenue</b>	<b>552,132</b>	
Pass Through	493,050	Christie School 8 bed model with start date Nov 15 (see attach-for Start Dec 1 - Includes 15 day start up)
Building Mgmt #451	52,322	10,802 sq ft @\$7.75 start date of Nov 15, 2002
<b>Total Expenses</b>	<b>545,372</b>	
<b>Surplus</b>	<b>6,760</b>	Additional resources from Friends of Gateway Children Center foundation \$24,000 (current). Also \$10,000 promised from Trailblazer's in FY 04 & FY 05.

Christie School  
Children's Receiving Center Budget

FY03

Component	8 Bed Model Annual	8 Bed Model w/ Nov 15th Start
Program Manager	60,000	37,500
Social Worker	35,000	21,875
Lead Child Care	60,000	37,500
Child Care	225,000	140,625
Cook	21,600	13,500
Clerical Specialist	21,600	13,500
<i>Subtotal Staff Salaries</i>	<i>\$423,200</i>	<i>\$264,500</i>
Salary Benefits @ 25%	\$105,800	\$66,125
<b>Total Personnel Costs</b>	<b>\$529,000</b>	<b>\$330,625</b>
Staff Recruiting & Training	1,500	938
Custodial Contract	15,000	9,375
Vehicle Transportation	15,000	9,375
Facility (License, Maintenance)	16,200	10,125
Telephone	4,800	3,000
IT Service Support	3,500	2,188
Office Supplies	2,200	1,375
Program Equipment	4,300	2,688
Clothing, Hygeine, Personals	4,328	2,705
Medical Supplies	2,500	1,563
Food/Kitchen Supplies	16,230	10,144
Liability Insurance	20,000	12,500
Miscellaneous Contingencies	6,500	4,063
<i>Subtotal Non-Personnel</i>	<i>\$112,058</i>	<i>\$70,036</i>
Admin/General @ 10% of Cost	64,106	40,066
<b>Total Before Lease</b>	<b>\$705,164</b>	<b>\$440,727</b>
Rent (10,802 @ \$7.75/ sq ft)	83,716	52,322
<b>Total Cost</b>	<b>\$788,879</b>	<b>\$493,050</b>





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# MULTNOMAH COUNTY OREGON

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DEPARTMENT OF COUNTY HUMAN SERVICES  
OFFICE OF THE DIRECTOR  
421 SW SIXTH AVENUE, SUITE 700  
PORTLAND, OREGON 97204-1618  
PHONE (503) 988-3691  
FAX (503) 988-3379 TDD (503) 988-3598

BOARD OF COUNTY COMMISSIONERS  
DIANE LINN · CHAIR OF THE BOARD  
MARIA ROJO deSTEFFEY · DISTRICT 1 COMMISSIONER  
SERENA CRUZ · DISTRICT 2 COMMISSIONER  
LISA NAITO · DISTRICT 3 COMMISSIONER  
LONNIE ROBERTS · DISTRICT 4 COMMISSIONER

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June 4, 2002

Helen Smith, Chief Deputy District Attorney  
MDT Executive Committee  
Multnomah County District Attorney's Office  
1021 SW 4<sup>th</sup> Avenue, Room 600  
Portland, OR 97204

Dear Helen:

I am writing for approval of a change to our Child Abuse Multidisciplinary Intervention plan for this 01-02 year. Our CAMI grant was for two services: the Children's Receiving Center and the Early Childhood Partnerships Project (Family Matters). As we reviewed the current environment, there has been a dramatic decrease of public resources to fund these types of projects. We thus decided to discontinue Family Matters at this time. We want to amend the current grant so that it applies to the Children's Receiving Center service.

Additionally, we request that any unused funds from the 01-02 grant be carried over to the 02-03 year for the Children's Receiving Center project. We will modify our 02-03 request in keeping with this 01-02 amendment.

Family Matters staff and its partners developed a promising program that is ready to implement when funds become available.

Planning and preparation for the Children's Receiving Center has made significant progress this year. Partners have developed a draft agreement about how to work together and are developing protocols to formalize and detail how children and families will be served. An evaluation plan for the service has been developed. Contracts among the partners have been negotiated.

Thank you for considering this request. Your continuing support of this project has been vital to its progress.

Sincerely,

Janice E. Gratton, LPC  
Project Manager, Children's Receiving Center  
Gateway Children's Center

C: John Ball, Director, DCHS  
Jim McConnell

Attachments

**CHILD ABUSE MULTIDISCIPLINARY INTERVENTION PLAN****Project Period: July 1, 2002 – June 30, 2003****County Name:** Multnomah**Program Name:** Children's Receiving Center/Gateway Children's Center**I. Explain the current needs your program has identified to provide a quality, coordinated multidisciplinary intervention for victims of child abuse. Provide factual information whenever possible.**

The current system of housing children who have been removed from their homes due to abuse and neglect is inconsistent and often adds to the trauma children have already experienced. Currently children must wait in the company of police officers or caseworkers before an emergency foster home is located. Children with brothers or sisters are often separated upon removal from home which adds to their trauma.

Research indicates:

- Nearly 80 children enter emergency shelter care in Multnomah County every month.
- Approximately two-thirds of these children are between the ages of 1 and 12.
- The vast majority of children in the protective services system are from east of the Willamette River.

Many children removed from their homes due to abuse and neglect go through multiple foster care placements before a permanent placement is found. Each change represents additional pain and confusion for the child. In the current rush to find a safe and secure home-like setting after removal from home, two steps are missed that contribute to failed placements. First, there is no way to do a thorough assessment of the child to determine his or her needs. Foster parents or relatives with whom a child may be placed often do not receive good information about the child's condition. Second, there is no time to evaluate potential placements and make a planful transition to the placement. This all adds up to failed placements, additional trauma to the child.

The various governmental and nonprofit agencies that help abused children and their families need to work in an integrated way. With multiple bureaucratic structures, computer systems, and office locations this coordination is difficult. There is a need for more communication and collaboration among agencies to bring the best and timeliest solutions to abused and neglected children.

**II. How will CAMI funds be used to address these needs? Describe the services or activity to be funded by CAMI.**

CAMI funds will be used primarily for the operations of the Children's Receiving Center and secondarily for the administrative support of the Gateway Children's Center.

The Children's Receiving Center is a residential facility providing a homelike shelter and supportive services to children 3-12 removed from their homes due to abuse or neglect. It is being built by Multnomah County and will be operated by the Christie School. The

mission of the Children's Receiving Center is to provide safe, comfortable and supportive short-term care for Multnomah County children requiring protective services. The Children's Receiving Center improves outcomes for these children by providing comprehensive, integrated, culturally competent, and high-quality shelter and supportive services. Sibling groups will be able to stay together. The Receiving Center plans to serve 727 children per year (8-bed capacity, 3-day length of stay). CAMI funds will support the center's operations including staff, rent, supplies (see attached budget). A complete description of the services to be provided within the scope of the CAMI grant is in the attached appendices.

CAMI funds will also be used to support the Gateway Children's Center administration which is comprised of a Program Manager, half-time Program planner, full-time receptionist and part-time Information Services support. These positions will coordinate the various program and activities on the campus including the residential program, Children's Assessment Service, supervised family visitation, and the MDT. Administrative staff will continue the regular meetings of the project partners on both policy and operational levels to problem-solve and ensure continued functioning of the center.

The Gateway Children's Center is a campus for the collaborative provision of services to young children and families. It is a site being developed by Multnomah County that will contain the Children's Receiving Center, a social services building and a building for the Child Abuse Multi-Disciplinary Team (MDT). The Children's Receiving Center and Social Services building will be ready for occupancy in July 2002. The MDT building will be ready in late spring of 2003.

Gateway Children's Center tenants provide excellent service by offering an array of accessible, culturally competent, and coordinated services to young children and families. Gateway Children's Center tenants support the mission of the Children's Receiving Center. Partners include State of Oregon Department of Human Services, The City of Portland, The Christie School, Morrison Center Child and Family Services, Multnomah County Health Department and Multnomah County District Attorney.

The supportive services offered on site include health, mental health and developmental assessments for children, supervised family visitation and other meetings needed to make the best placement for children at the receiving center. The health, mental health and behavioral assessments will be offered through the Children's Assessment Services (CAS), a joint effort of the Morrison Center and Multnomah County Health Department. The CAS program exists now and will move on site in July 2002. CAS serves approximately 600 children annually. Having multiple supportive services at one location will ease the burden on traumatized children and families.

The Gateway Children's Center buildings are designed for maximum collaboration among partners. The majority of space is shared space. Staff from various agencies serving abused children will use the same copy rooms, file rooms, conference rooms and lunchrooms. There will be one computer system for the campus and future plans call for a shared database.

Initially the shelter was designed to serve sixteen children at any given time. Currently we have revised the capacity to serve eight children at any given time with the goal to

start on October 1, 2002. A sub-committee is reviewing alternative models for the use of the shelter beyond the 8-bed capacity; as resources become available we will notify the stakeholders of any revision of the services beyond the 8-bed model.

### **III. How will non-CAMI funds be used to address these needs?**

Non-CAMI funds will be used in the same way as CAMI funds to address the needs of abused and neglected children described above.

### **IV. What are the goals, objectives and desired outcomes for the year July 1, 2002 – June 30, 2003?**

The goals of the Receiving Center include:

1. Provide safe, comfortable and supportive short-term care that is responsive to the child's cultural background.
2. Reduce emotional stress to children taken into protective custody.
3. Screen the immediate health and mental health needs of children taken into protective custody. Ensure that the children's ongoing needs are met by integrating the children and their families into the community care system.

An evaluation plan for the Receiving Center sites the following criteria:

1. Admission on a 24/7 basis
2. Safe, comforting, child-centered environment
3. Used on a time limited (<7 to 21 days) to allow possibility of reunification
4. Medical screening within 24 hrs of admission
5. Sibling groups placed together
6. Appropriate initial family visits

The goals of the Gateway Children's Center include:

1. Ensure the success of the Children's Receiving Center by providing services to affected children and families, providing funding for operations, and collaborating with Receiving Center programs as appropriate.
2. Provide an array of accessible and coordinated services to young children and families to meet their physical and mental health needs.
3. Improve government efficiency by coordinating services to children and families offered by the state, county, city and private non-profits.

### **V. The Christie School will operate the Children's Receiving Center under a contract with the applicant, Multnomah County.**

Please see attached Budget and Supplemental Funding pages.

**BUDGET PAGE**  
**CHILD ABUSE MULTIDISCIPLINARY INTERVENTION**  
**Project Period: July 1, 2002 - June 30, 2003**

Agency Name: Multnomah County, Department of County Human Services  
 Return this form with your Application. There should be one form for each service component of the MDT Intervention Plan.

Expenditures Line Item	CAMI Funds Only	Other Funding Sources	Total Project Cost
<b>Percentage Allocation</b>	<b>36.72%</b>	<b>63.28%</b>	
<b>PERSONNEL</b>			
Manager (Gratton) 7/1-12/31. 1 fte Salary/Benefits \$113,812 annual	20,896	36,010	56,906
Professional Services 1/1/03-6/30 .5 fte @ \$60.00/hr (Manager)	11,457	19,743	31,200
Program Development Specialist .50 fte (Kulkarni) Salary/Benefits \$62,415 annual	11,459	19,749	31,208
Office Assistant 2 (step 1) 1.0 fte Salary/Benefits \$38,476 annual	14,128	24,348	38,476
Network Analyst 2 (step 1) 7/1-9/30 .25 fte 10/1-3/31 .5 fte, 4/1-6/30 1.0 fte Salary/Benefits \$62,012 annual	12,809	22,074	34,882
<b>Total Personnel</b>	<b>70,748</b>	<b>121,924</b>	<b>192,672</b>
<b>CRC Campus Program Operating Costs</b>	<b>253,686</b>	<b>437,187</b>	<b>690,873</b>
<b>SERVICES &amp; SUPPLIES (2.56 FTE)s</b>	<b>7,508</b>	<b>12,939</b>	<b>20,448</b>
<b>Indirect @ 5.44%</b>	<b>18,058</b>	<b>0</b>	<b>18,058</b>
<b>TOTAL EXPENDITURES</b>	<b>350,000</b>	<b>553,993</b>	<b>922,051</b>

- (1) Provide information on each CAMI funded position separately. (Make additional copies of this page as needed.)  
 (2) Include copies of all contracts and personnel services agreements funded by CAMI under enclosed CAMI.MDT Contacts tab.  
 (3) Includes other unforeseen expenses  
 Expenses are \$903,993, the variance is the Indirect used in the formula calculation

## SUPPLEMENTAL FUNDING PAGE (NON-CAMI FUNDS ONLY)

Please Provide the amounts, purpose, and sources of other funding allocated for the CAMI Intervention Plan.  
Return this form with the application.

	SOURCE	AMOUNT OF PLANNED FUNDING	PURPOSE OF PLANNED FUNDING Salary, Services, Purchases
Federal			
State	CRC Shelter-DHS Support	118,000	
Local Govt. Funds	CGF/FQFC Revenue*	199,760	
	Estimated County net rent revenue	236,233	
Cash			
In-Kind			
Other Sources			
<b>TOTAL</b>		<b>553,993</b>	

\* Funding not yet approved by County Board

## EXHIBIT B

Christie School  
Children's Receiving Center Budget

Component	16 Bed Model	8 Bed Model
Program Manager	60,000	60,000
Social Worker	35,000	35,000
Lead Child Care	60,000	60,000
Child Care	450,000	225,000
Cook	21,600	21,600
Clerical Specialist	21,600	21,600
Staff Salary Subtotal	648,200	423,200
Staff Benefits @ 25%	162,050	105,800
Total Staff Costs	810,250	529,000
Staff recruiting & Training	3,000	1,500
Custodial Contract	15,000	15,000
Vehicle Transportation	15,000	15,000
Facility (License, maintenance)	16,200	16,200
Telephone	4,800	4,800
IT Service Support	3,500	3,500
Office Supplies	2,200	2,200
Program Equipment	4,300	4,300
Clothing, Hygiene, Personals	8,700	4,328
Medical Supplies	5,000	2,500
Food/Kitchen Supplies	33,000	16,230
Liability Insurance	20,000	20,000
Miscellaneous Contingencies	6,500	6,500
Sub Total Non-Personnel	137,200	112,058
Admin/General @ 10% of Cost	94,745	64,106
Total Before Lease	1,042,195	705,164
Rent (10,802 @ \$20/sq ft)	216,000	216,000
Total Cost	1,258,195	921,164

# **Appendix A**

## **Project Description and Summary**





# Children's Receiving Center



## Project Summary

In May of 1996 Multnomah County voters approved Ballot Measure No. 26-45 authorizing \$79.7 million in bonds for public safety facilities. \$4.0 million of these bonds were designated to fund a Children's Receiving Center.

Local children's advocates saw a need for a facility where neglected and abused children could be cared for on a short-term basis. The Center will primarily serve children ages 5 to 12 who cannot be placed with a relative and who do not need extensive services offered by hospitals or special residential care facilities. The Children's Receiving Center will be the anchor for a multi-service children's campus, and will house a variety of programs and community services for young children and families.

The Children's Receiving Center is designed to provide a place where children who have been removed from their homes for reasons of abuse or neglect can be taken for immediate care and comprehensive assessment with a minimum of additional disruption. If placement with their family or a relative is not in the best interest of the child, the Center will work to ensure a successful and stable placement in foster care. It will also allow for sibling groups to remain together.

Elements of the Children's Receiving Center will include a 16-bed, short-term residential facility, a supervised visitation area, and developmental, medical, and mental health assessments. The Multi-Disciplinary Team (MDT), which includes staff from the Portland Police Bureau's Child Abuse Team (CAT), the Multnomah County District Attorney's Office, and the State Office of Services to Children & Families Child Abuse Hotline, will be housed in a separate facility, located adjacent to the Children's Receiving Center.

The opportunity to site the MDT on the campus with the Children's Receiving Center will create a more efficient children's protective services system. This reduces the need for transporting the children, often frightened and traumatized from the experience of being removed from their homes, from one agency to another. At the same time, it reduces the number of times the child must be interviewed about the circumstances that led to his or her removal.

## The Need

The current system of housing children who have been removed from their homes due to abuse and neglect is inconsistent, and often adds to the trauma children have already experienced. Currently, children must wait in the company of police officers or caseworkers before an emergency foster home is located. Some children will go through multiple foster care placements before a permanent placement is found. The Children's Receiving Center would provide immediate professional care and support for these children in a home-like atmosphere. Research indicates:

- ◆ Nearly 80 children enter emergency shelter care in Multnomah County every month.
- ◆ Approximately two-thirds of these children are between the ages of 1 and 12.
- ◆ Statistics gathered by the Child Welfare Partnership show the vast majority of children in the protective services system are from east of the Willamette River.

## Project Description

The Children's Receiving Center involves the renovation of two existing buildings and the new construction of a third building on a 3.5-acre campus located in East Portland at NE 102<sup>nd</sup> and Burnside. The first of the two existing buildings is a three-story, 25,000 sq.ft. structure that will house the Multi-Disciplinary Team as well as other leasable space. The second of the existing buildings is a 15,000 sq.ft. structure that will house the service component of the Center. It will also offer additional leasable space. The third structure will be a new 10,000 sq.ft. residential facility providing short-term housing and services for up to 16 children.

## Project Partners

Partners include the City of Portland, Multnomah County District Attorney, local law enforcement, Multnomah County Department of Community and Family Services, Oregon Department of Human Services, State Office For Services to Children and Families, Christie School, Morrison Center, and Multnomah County Health Department.

## Project Planning

Project partners meet monthly under the direction of District Attorney Mike Schrunk to ensure that planning continues in a timely manner. Additionally, Multnomah County's Department of Community & Family Services convenes meetings for system planning purposes on the first and third Thursday of every month.

## For More Information

**Janice Gratton, CRC Project Director**  
Multnomah County Department of Community and Family Services,  
503-988-5464 x24046

**Lisa Kulkarni, Coordinator**  
Multnomah County Department of Community and Family Services  
503-988-5464 x28276

# **Appendix B**

Job Descriptions – Children's Receiving Center Staff

**JOB DESCRIPTION:**

CHILDREN'S RECEIVING CENTER

**POSITION:**PROGRAM MANAGER  
(PM)**QUALIFICATIONS:**

Master Degree in social work, psychology, education, or related field, with a minimum of five years administrative experience with a multi-disciplinary services for children/adolescents. The ability to communicate with others.

**RESPONSIBILITIES:**

The Program Manager will oversee all program operations and program direction. The Program Manager will be responsible for administering all clinical services to which young people and their families are assigned. He/she will ensure that appropriate treatment services are provided with the highest quality, and the least restriction possible.

**DUTIES:**Management

1. Responsible for clinical personnel management, staff development, training and staff evaluations.
2. Responsible for budget planning.
3. Directly or indirectly supervise all staff assigned to the Children's Receiving Center.
4. Interview and/or consult on all program hires.

Clinical

2. Coordinate all treatment services.
3. Plan, implement and evaluate all clinical services.
4. Monitor all patient services needs within budget guidelines, services, supplies, equipment and space.
5. Participate directly or consult on individual treatment program for residents as needed.
6. Ensure that existing operational policy and procedures are revised as necessary and observe at all staff levels.

Community

1. Develop and maintain partnerships with professional community, service providers, and public and private resources.
2. Coordinate funding/fundraising operations
3. Coordinate community relations and public relations.
4. Represent the Children's Receiving Center in various capacities such as participating as a member of a community task force.

Performs other duties as assigned by Executive Director.

<b>JOB DESCRIPTION:</b>	CHILDREN'S RECEIVING CENTER
<b>POSITION:</b>	CHILD/FAMILY THERAPIST (C/FT)

**QUALIFICATIONS:**

Master of Social Work or related mental health degree with experience in, crisis interventions with children and youth.

Specialized expertise and knowledge of therapeutic modalities such as play therapy and treatment for abuse victims required in order to carry out psychotherapy with individuals, families, and groups. Knowledge of family systems, normal growth development, effects of family abuse, poverty and culture on children.

**RESPONSIBILITIES:**

Under the direct supervision of the Program Manager, accountable to the Community Programs, the Clinical Social Worker/Child and Family Therapist carries responsibility to ensure that treatment services are provided for each child at a high qualitative level within the program.

Must coordinate safety, security, and direct care program operations, staffing, and treatment.

Must be able to handle crisis or problems that arise 24 hours a day and be available outside work hours by beeper. Ability to work effectively under pressure in a stressful environment.

**DUTIES:**

1. Provides direct treatment services to each child in the Children's Receiving Center (CRC) utilizing individual, group, and family therapy modalities.
2. Assumes responsibility to ensure that the respective program functions within a total therapeutic milieu through staff meeting participation and paperwork review.
3. Provide an appropriate treatment modality session daily while the child is residing at the CRC.
4. Assists Lead Child Specialist assuring that program therapeutic services are appropriate within agency guidelines of high quality and coordinated with other agency programs.
5. Conducts treatment planning and review meetings within agency guidelines.
6. Provides for training and supervision of social work and graduate level interns.
7. Prepares necessary treatment documentation daily for each child in the CRC consistent with agency guidelines and in a timely manner.
8. Provides overall information relative to program treatment services and child's needs to the Program Manager and treatment team.

9. Provide clinical case management services and coordination with community services to ensure high quality treatment.
10. As a member of the CRC, serves to coordinate or integrate the network of services available within and outside of the CRC in a manner which will deliver the greatest therapeutic impact consistent with the overall purposes and goals of the CRC.
11. Maintains involvement in other agency programs and pursues educational opportunities as a means of further professional development.
12. Supervise Child Specialists in the overall treatment and coordination of clients' treatments.
13. Will participate in program committees and activities that enhance the overall functioning of the program.
12. Performs other duties as assigned by Program Manager.

**JOB DESCRIPTION:****CHILDREN'S RECEIVING CENTER****POSITION:****INTAKE SERVICE COORDINATOR****QUALIFICATIONS:**

Masters Degree in Social Work or a Masters Degree in a behavioral science related to the field. Minimum of three years experience with children and/or families having problems of adaptation and abuse. Must have one year of supervisory experience.

Specialized ability to effectively communicate both written and verbal information.

Must be able to handle crisis or problems that arise 24 hours a day.

Specialized knowledge of skills related to play therapy, crisis intervention and behavior management. Must have knowledge of family systems, normal growth and development, effects of family abuse, substance abuse, poverty, and culture on children.

**RESPONSIBILITIES:**

Under the direct supervision of and accountable to the Community Programs Director, the Intake Coordinator is responsible to insure that overall placement and program services are effectively coordinated to ensure maximum utilization at a high quality level for the children entering the Receiving Center as well as provide crisis intervention to residents of the Children's Center.

**DUTIES:**

1. Coordinates referrals, intakes, and discharges of all residents in the Children's Receiving Center
2. Arranges/schedules assessments, and ensures that necessary assessment information is compiled in a timely manner for each referral, and completes Comprehensive Discharge Summary.
3. Provide crisis intervention to children as needed, particularly at intake and discharge.
4. Prepares initial treatment plans of all children entering the Children's Receiving Center and assist Child Specialists in conjunction with the Child/Family therapists in developing therapeutic interventions as needed.
5. Provide overall information relative to the services and needs of the child to the Program Manager as well as provide and present social histories to staff.

6. Maintains liaison and program informational contacts with consumer and contracting agencies and individuals.
7. As a staff member at the CRC, serves to coordinate or integrate the network of services available throughout the community in a manner which will deliver the greatest therapeutic input consistent with the overall purposes and goals of the Children's Receiving Center.
8. Participates in new employee orientation training program as developed within the Receiving Center.
9. Participates in necessary staff meetings and committees.
10. Pursues educational opportunities as a means of further professional development.
11. Performs other related duties and tasks as assigned by the Program Manager.



<b>JOB DESCRIPTION:</b>	<b>CHILDREN'S RECEIVING CENTER</b>
<b>POSITION:</b>	<b>CHILD DEVELOPMENT SPECIALIST SUPERVISOR (CDS-S)</b>
<b>QUALIFICATIONS:</b>	Master Degree in Social Work, Psychology or related field, or Bachelors Degree in above areas with three years experiences as a Child Specialist in a crisis program. Must demonstrate specialized competencies in administrative and organizational management. Advanced verbal and written communication skills are required. Demonstrated skill with communication and knowledge of effective supervision and management additionally required.
<b>RESPONSIBILITIES:</b>	<p>Under the direct supervision of the Program Manager and accountable to the Community Programs Director, the Child Development Specialist Supervisor carries the responsibility for the operation and quality of the administrative and program services provided in the Receiving Center.</p> <p>Must be able to handle crisis or problems that arise 24 hours a day. Ability to work effectively under pressure in a stressful environment.</p> <p>Ability to relate effectively with children and their families. Must have knowledge of child development and therapeutic interventions.</p> <p>Must be available outside work hours by means of beeper.</p>
<b>DUTIES:</b>	<ol style="list-style-type: none"> <li>1. Assists in management of the Receiving Center's budget within guidelines set by the Program Manager.</li> <li>2. Responsible for hiring, orientation, supervision, and evaluation of the Receiving Center's staff.</li> <li>3. Ensures safety and general maintenance standards of the Receiving Center.</li> <li>4. Maintains adequate inventory of supplies for children and the Receiving Center's needs.</li> <li>5. Participates in supervision with the Program Manager.</li> <li>6. Coordinates with Child/Family Therapists to assure that appropriate treatment services are provided within the Receiving Center for each child and family.</li> <li>7. Responsible for scheduling and documentation of the Child Specialists time.</li> <li>8. Serve as a liaison between specific program and other community resources to facilitate the children's needs.</li> <li>9. Coordinate safety, security, direct care program operation,</li> </ol>

and staffing and treatment.

10. Serve as a liaison between administration and child specialist.
11. Maintains involvement in other programs and pursues educational opportunities as a means of furthering professional development.
12. Performs other related duties and tasks as assigned by the Program Manager.

**JOB DESCRIPTION:**

**CHILDREN'S RECEIVING CENTER**

**POSITION:**

**CHILD DEVELOPMENT  
SPECIALIST  
(CDS).**

**QUALIFICATIONS:**

Bachelor's Degree in Social Work, Psychology or related field or two years of experience in a crisis program setting.

Basic knowledge of human development and ability to effectively communicate required.

**RESPONSIBILITIES:**

Under the direct supervision of the Child Development Specialist Supervisor with ultimate accountability to the Program Manager and Community Programs Director, the Child Development Specialist carries the responsibility for providing immediate support, safety, and healthy therapeutic environment conducive to development of positive emotional growth for the children while at the Children's Receiving Center.

Must be able to handle crisis or problems that arise 24 hours a day. Ability to work effectively under pressure in a stressful environment.

Ability to relate effectively with children and their families. Must have knowledge of child development and therapeutic interventions.

**DUTIES:**

1. Provide immediate safety, support, a nurturing environment for the child and assume primary responsibility for the child's well being, treatment, services, and discharge plan.
2. Respond to the critical needs (physical, medical, emotional) at intake.
3. Document child's behavior and significant incidents in a timely and thorough manner.
4. Responsible for accurately dispensing medication to the child following protocol set up by the Nurse and consulting Psychiatrist.
5. Organize, facilitate, and participate in daily activities that encourage the clients to grow, learn, and change, supported through behavior modification and positive reinforcement.
6. Continue advocacy and supportive relationships throughout the child's stay.
7. Act as the primary advocate for a specific child including but not limited to: Coordinating data, observations, daily schedule, assessments and reports.

8. Demonstrate appropriate crisis intervention techniques following policy and procedures as designed.
9. Serve as a positive role model for the children and co-workers through exemplary standard of behavior, positive attitude, as well as demonstrate a high quality of professionalism.
10. Maintain involvement in other programs and pursue education opportunities, and completing orientation/annual training requirements in a timely manner.
11. Perform other duties and tasks assigned by the Child Development Specialist Supervisor and Program Manager including but not limited to:
  - a. Receiving Center chores
  - b. Fill in on overtime shifts
  - c. Paperwork
  - d. Shift leading

**JOB DESCRIPTION:**

CHILDREN'S RECEIVING CENTER

**POSITION:**

COOK

**QUALIFICATIONS:**

Diploma from an accredited high school program with a minimum of two years experience as a cook. Basic budgetary and organizational skills required, as well as an advanced understanding of dietary requirements.

**RESPONSIBILITIES:**

Under the direct supervision of the Program Manager and with ultimate accountability to the Community Programs Director, the Cook has the responsibility of providing daily well-balanced meals in an environment conducive to promoting good health.

**DUTIES:**

1. Assumes overall responsibility for management of kitchen area.
2. Manages food budget within the guidelines set by the Program Manager.
3. Plans menus and purchases necessary grocery supplies.
4. Prepares a minimum of three meals per day providing adequate menus and grocery supply for all additional meals.
5. Assumes ultimate responsibility for kitchen area, insuring high quality health care standards: including both cleanliness and appropriate food storage.
6. Sets appropriate environment for pleasant and enjoyable meals.
7. Provides necessary statistical data as may be required.
8. Provides overall information to Program Manager relative to kitchen related needs.
9. Performs other related duties as assigned by the Program Manager.

**JOB DESCRIPTION**

**Position:** CRC Receptionist/Office Assistant

**Status:** Full time, Non-exempt

**Qualifications:**

- Good organizational skills w/ focus on detail and accuracy
- Ability to work in a team environment.
- Should be familiar with Microsoft Office products as well as have accurate data entry skills.
- General knowledge of Human Resources/Payroll helpful.
- Strong interpersonal/customer service skills
- Excellent communication skills – both written and verbal
- Ability to handle multiple tasks without direct supervision.

**Experience:** Minimum two years experience in providing reception, customer service and administrative support in an office environment.

**Skills:** Tact, above average communications skills, ability to work effectively with both employees and managers. Ability to convey a positive and professional images to applicants, employees, and others served by the Christie School/CRC program. Ability to maintain confidentiality; specialized knowledge of office management; proficient with Microsoft office.

**Physical Demands:** Long periods of sitting, and telephone contact. Frequent standing. Occasional lifting of up to 25#.

**Position Description:** Under the direction of the CRC Program Manager; performs clerical duties following established procedures in the following areas: reception, customer service, human resources, and general office management. Specific responsibilities include answering multi-line phone, providing routine clerical support for various agency staff, and the Christie CRC Program.

**Essential Functions:**Reception

1. Greet visitors and vendors and assist them with whatever they need.
2. Answer multi-line phone, direct calls, take messages and forward to appropriate agency staff.
3. Maintain employee in/out board, tracking administrative staff whereabouts.
4. Monitor the walkie-talkies throughout the day and contact maintenance, program staff or on-call staff as needed.
5. Sign for any deliveries and ensure they get to correct staff and/or location.

6. Responsible for checking fax transmissions receipts and distributing incoming faxes.
7. Responsible for van reservations and monitoring the key pouch and vehicle phone.
8. Responsible for generating client clothing purchase order, tracking and recording purchases.
9. Responsible for making or assisting with reservations for the building meeting rooms (conference room, library, multi-purpose) and tracking any changes
10. Responsible for word processing and data entry for agency staff as needed.
11. Responsible for preparing outgoing agency mail
12. Responsible for fire drill employee list
13. Responsible for creating and maintaining the ESI calendar

General

1. Assist other departments as requested or assigned.
2. Performs related duties as required.

# **Appendix C**

**Job Descriptions – Gateway Children’s Center  
Administrative Staff**



**JOB DESCRIPTION  
MULTNOMAH COUNTY**

**EXHIBIT B**

*\*PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM\**

**SECTION 1. POSITION INFORMATION**

- a. Department Name: Department of County Human Services  
b. Work Unit/Location: Director's Office  
c. Employee Name: Janice Gratton  
d. Supervisor Name/Title: \_\_\_\_\_ Position Number: \_\_\_\_\_  
e. Proposed Job Class: Program Manager  
f. Working Title: Gateway Children's Center Prog. Mgr  
g. Phone Numbers for Supervisor/Employee: 503 988-3691 x24046

**EMPLOYEE SERVICES USE ONLY**

- ☐ Supervisory Responsibility  
☐ Classified  
☐ Unclassified  
☐ Represented  
☐ Non-represented  
☐ New ☐ Revised  
Class Title: \_\_\_\_\_

Overtime: \_\_\_\_\_  
FLSA Exempt / Non-Exempt: \_\_\_\_\_

- h. Position Type: ☒ Permanent ☐ Temporary ☐ Oncall ☐ Academic Year  
☒ Full Time ☐ Part Time ☐ Intermittent ☐ Job Share

**SECTION 2. PROGRAM/POSITION INFORMATION**

- a. Describe the program (in which this job exists) Please include program purpose, who is effected, size, and scope. Include relationship to agency mission. You may attach a program description and mission statement if available.  
The Gateway Children's Campus and Children's Receiving Center has been part of the County's goals since the 1996 bond measure that enabled the construction of a shelter for children coming into foster care in Multnomah County. The integrated services out of that site include health, mental health, child welfare, local law enforcement, the District Attorney's Office, and other social services. Please see attached "Master Agreement".

- b. Describe the purpose of this job/position (why does this position exist?)  
This position will provide program management of all the child abuse reduction programs, including on-site coordination of the health, mental health, developmental, child welfare, law enforcement, child abuse hotline, and District Attorney services. The position will provide oversight and management of the Gateway Children's Center, and will serve as the County's child abuse programs' liaison and representative on interagency and multi-system groups and organizations, such as the steering committee of the Center, the Child Abuse Multi-disciplinary Intervention (CAMI) Board and the Child Fatality Review Board.

**SECTION 3. DESCRIPTION OF JOB DUTIES**

List major duties. Note percentage of time duties are performed.

% of Time	DUTIES
20%	Hiring, supervision, management and evaluation of staff
15%	Planning and development.
15%	Documentation of policies, procedures, protocols, agreements, contracts.
15%	Interagency system of care planning, development and monitoring.
10%	Data gathering, analysis and reporting (quality assurance activities).
15%	Departmental, divisional, and programmatic meetings.
5%	Travel.
100%	TOTAL

**SECTION 4. GUIDELINES**

- a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures. Applicable OAR's, confidentiality rules, DSM IV and Diagnostic Classification 0 to 3, child abuse reporting, Professional Code of Ethics, medical records rules, etc,

- b. How are these guidelines used to perform the job? Guidelines, laws and rules are used to inform practice and policy development.

## SECTION 5. WORK CONTACTS

With whom outside of coworkers in this work unit must this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Agency Directors and Staff	phone, writing, in person	collaboration & service provision	frequently
County managers and staff	"	"	"
State managers and staff	"	"	"
Clients and families	"	service provision	"
Public	"	information	"
Public officials	"	collaboration and information	occasionally

Describe the nature of any difficult interpersonal contacts encountered: There is the potential for conflict within any of the above contacts, and, particularly within the Gateway Children's Center environment, clients could become threatening or violent regarding their children's status.

## SECTION 6. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

This position is responsible for personnel, budgetary, programmatic, administrative and clinical decisions—each of which could have far-reaching impact on children and families, on quality of care, on employee status, on public relations, and on program.

## SECTION 7. BUDGET AUTHORITY

If this position has authority to commit Department operating money, indicate in what area, how much money and types of funds: This position has authority to commit funds within the constraints of the program budgets managed. These budgets contain county general fund, Medicaid reimbursements, revenues from partner organizations, and federal funds.

## SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List name, job title and position number.) How? How often? Purpose of the review?

The Director reviews the work in weekly to bi-monthly in individual supervision and in management team meetings. Purpose of the review is to ensure that the Center is managed in the best interests of the children and families served.

## SECTION 9. SUPERVISORY DUTIES

Names of employees supervised: An Office Assistant 2 and a .5FTE Program Development Specialist.

For positions you supervise. Please clarify your level of responsibility for the following decisions. Check the appropriate boxes.

Function	RESPONSIBILITY			
	Take Action/ Inform Spvr	Effectively Recommend	Provide Input	N/A
Hiring		X		
Termination/Firing		X		
Promotion		X		
Performance Appraisal	X			
Employee Discipline (suspension)		x		
Assign Duties	x			
	x			

Setting Goals and Objectives				
Grievance Handling		x		
Schedule the Work	x			
Training Staff	x			

**SECTION 10.- PHYSICAL FACTORS**

Check the box that best describes the overall amount of physical effort typically required by your job.

- ☒ **Standard** Normally seated, standing or walking at will; normal physical ability to do some bending and light carrying.
- ☐ **Restricted/Mobile** Confined to immediate work area; can only leave work station during assigned breaks.
- ☐ **Exertive** Extensive walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of light or moderately heavy items.
- ☐ **Strenuous** Considerable and rapid physical exertion or demands on the body such as frequent climbing of tall ladders, continuous lifting of heavy objects, crouching or crawling in restricted areas; exertion requires highly intense muscular action leading to substantial muscular exhaustion.

Please identify each appropriate **physical activity** required in the performance of this job and indicate the relative code (see below) for each activity.

**Frequency Codes:**

I = Infrequent (less than 10%)

S = Seldom, Minimal (10% - 25%)

M = Moderate, Average (25% - 50%)

A = Almost Always (more than 50%)

Condition	Relative Frequency			
	I	S	M	A
Heavy lifting/carrying, 45 lbs. & over	X			
Moderate lifting/carrying, 15-45 lbs.	x			
Light lifting/carrying, under 15 lbs.		X		
Pulling/Pushing	X			
Reaching	X			
Use of fingers				X
Both hands required				X
Walking			X	
Standing			X	
Sitting				x
Crawling	X			
Kneeling	X			
Repeated bending	X			
Climbing	X			
Operating of motorized equipment (car)		x		
Ability to discharge firearms not applicable				
Speech				X
Visual requirements				
Near vision, 20 inches or less				X
Mid-range, more than 20 inches/less than 20 ft				X
Distance, 20 feet or more				X
Color, ability to identify and distinguish colors			X	
Depth Perception			X	
Repetitive motions			X	
Hearing requirements				X
Special Factors not listed:				

**SECTION 11. WORKING CONDITIONS**

Describe special working conditions, if any, that are a regular part of this job. Include items such as standing for long periods, environment if other than office, exposure to heat/health risks/violent individuals/wild animals, etc. and the frequency of exposure.

At the Gateway Children's Center, it is likely that from time to time this position will come into contact with potentially violent individuals. Occasionally, this position may be required to visit a client in a home, which could have infectious diseases, filth, violence or other environmental threat. The position will require frequent travel by car and by public transit to and from meetings and other engagements.

---

#### SECTION 12: ADDITIONAL JOB-RELATED INFORMATION

##### COMMENTS:

**SPECIAL RECRUITING REQUIREMENTS:** This position requires expertise in child abuse reduction and children's health and mental health as well as program management experience. Familiarity with both early childhood and child abuse fields is essential, as is a familiarity with the services and organizations that are involved locally in these issues. Program planning and development experience is desirable.

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#### ORGANIZATIONAL CHART

Attach a current organizational chart. See instructions for detail to be included on the chart.

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#### SIGNATURES:

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Appointing Authority Signature                      Date

**JOB DESCRIPTION  
MULTNOMAH COUNTY**

**EXHIBIT B**

*\*PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM\**

**SECTION 1. POSITION INFORMATION**

- a. Department Name: Department of County Human Services
- b. Work Unit/Location: Director's Office
- c. Employee Name:
- d. Supervisor Name/Title: Jannice Gratton, Program Manager
- e. Proposed Job Class: Program Development Specialist
- f. Working Title: PDS for Gateway Children's Center
- g. Phone Numbers for Supervisor/Employee:

**EMPLOYEE SERVICES USE ONLY**

☐ Supervisory Responsibility  
☐ Classified  
☐ Unclassified  
☐ Represented  
☐ Non-represented  
☐ New ☐ Revised  
Class Title: \_\_\_\_\_  
Position Number: \_\_\_\_\_  
Overtime: \_\_\_\_\_  
FLSA: Exempt / Non-Exempt

- h. Position Type:    ☒ Permanent                      ☐ Temporary                      ☐ Oncall                      ☐ Academic Year  
                                 ☐ Full Time                      ☒ Part Time                      ☐ Intermittent                      ☐ Job Share

**SECTION 2. PROGRAM/POSITION INFORMATION**

- a. Describe the program (in which this job exists) Please include program purpose, who is effected, size, and scope. Include relationship to agency mission. You may attach a program description and mission statement if available.  
*See attached Children's Receiving Center.*
- b. Describe the purpose of this job/position (why does this position exist?)  
This position provides planning, development and monitoring support to Program Manager.

**SECTION 3. DESCRIPTION OF JOB DUTIES**

List major duties. Note percentage of time duties are performed.

% of Time	DUTIES
15	Planning and development.
15	Data gathering, analysis and reporting.
15	Facilitation and staffing of meetings.
15	Writing of policies, procedures, protocols and contracts.
10	Monitoring of contracts and interagency agreements.
10	Programmatic meetings.
10	Interagency meetings.
5	Travel.
100%	TOTAL

**SECTION 4. GUIDELINES**

- a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.
- a. How are these guidelines used to perform the job?

**SECTION 5. WORK CONTACTS**

With whom outside of coworkers in this work unit must this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Contracted service providers	phone/person/written	plan, develop, monitor programs	frequent
Funders	phone/written	report on activities	infrequent
Program/community Partners	phone/person/written	plan, develop, monitor programs	frequent
Public	" " "	communication	occasional

Describe the nature of any difficult interpersonal contacts encountered:

The Gateway Children's Center will conduct business that involves parents with a history of child abuse, and from time to time these parents may become upset while on Campus.

#### **SECTION 6: JOB-RELATED DECISION MAKING**

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.  
Not responsible for programmatic or budgetary decisions but does provide input and recommendations to the Manager.

#### **SECTION 7: BUDGET AUTHORITY**

If this position has authority to commit Department operating money, indicate in what area, how much money and types of funds:  
Can commit petty cash for items to support meetings and activities.

#### **SECTION 8: REVIEW OF WORK**

Who reviews the work of this position? (List name, job title and position number.) How? How often? Purpose of the review?  
Janice Gratton, Program Manager, provides weekly supervision for coordination of activities, planning and problem-solving.

#### **SECTION 9: SUPERVISORY DUTIES**

Names of employees supervised:  
None

For positions you supervise. Please clarify your level of responsibility for the following decisions. Check the appropriate boxes.

Function	RESPONSIBILITY			
	Take Action/ Inform Spvr	Effectively Recommend	Provide Input	N/A
Hiring				
Termination/Firing				
Promotion				
Performance Appraisal				
Employee Discipline (suspension)				
Assign Duties				
Setting Goals and Objectives				
Grievance Handling				
Schedule the Work				
Training Staff				

#### **SECTION 10: PHYSICAL FACTORS**

Check the box that best describes the overall amount of physical effort typically required by your job.

☒ **Standard** Normally seated, standing or walking at will; normal physical ability to do some bending and light carrying.

☐ **Restricted/Mobile** Confined to immediate work area; can only leave work station during assigned breaks.

## EXHIBIT B

- ☐ **Exertive** Extensive walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of light or moderately heavy items.
- ☐ **Strenuous** Considerable and rapid physical exertion or demands on the body such as frequent climbing of tall ladders, continuous lifting of heavy objects, crouching or crawling in restricted areas; exertion requires highly intense muscular action leading to substantial muscular exhaustion.

Please identify each appropriate physical activity required in the performance of this job and indicate the relative code (see below) for each activity.

**Frequency Codes:**

I = Infrequent (less than 10%)  
S = Seldom, Minimal (10% - 25%)

M = Moderate, Average (25% - 50%)  
A = Almost Always (more than 50%)

Condition	Relative Frequency			
	I	S	M	A
Heavy lifting/carrying, 45 lbs. & over	X			
Moderate lifting/carrying, 15-45 lbs.	X			
Light lifting/carrying, under 15 lbs.		X		
Pulling/Pushing	X			
Reaching	X			
Use of fingers				X
Both hands required				X
Walking			X	
Standing			X	
Sitting				X
Crawling	X			
Kneeling	X			
Repeated bending	X			
Climbing	X			
Operating of motorized equipment (car)		x		
Ability to discharge firearms not applicable				
Speech				X
Visual requirements				
Near vision, 20 inches or less				X
Mid-range, more than 20 inches/less than 20 ft				X
Distance, 20 feet or more				X
Color, ability to identify and distinguish colors			X	
Depth Perception			X	
Repetitive motions				X
Hearing requirements				X
Special Factors not listed: word-processing, ability to operate various machines for communication and dissemination of information: telephone, FAX, copier, internet, calculator, overhead projector, etc.				x

### SECTION 11: WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include items such as standing for long periods, environment if other than office, exposure to heat/health risks/violent individuals/wild animals, etc. and the frequency of exposure. See above regarding Gateway Children's Center.

### SECTION 12: ADDITIONAL JOB-RELATED INFORMATION

COMMENTS:

**SPECIAL RECRUITING REQUIREMENTS:** Excellent time management and word processing skills, excellent writing and speaking skills. Good with management of financial informaiton. Position requires experience in program planning and development, excellent writing and speaking skills, and excellent time management skills. Experience with mental health services and programs is desireable...

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**ORGANIZATIONAL CHART**

Attach a current organizational chart. See instructions for detail to be included on the chart.

---

**SIGNATURES:**

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Appointing Authority Signature                      Date



# JOB DESCRIPTION MULTNOMAH COUNTY

\*PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM\*

## SECTION 1. POSITION INFORMATION

- a. Department Name: Department of County Human Services
- b. Work Unit/Location: Director's Office
- c. Employee Name:
- d. Supervisor Name/Title: Janice Gratton, Program Manager
- e. Proposed Job Class: Office Assistant 2
- f. Working Title: Receptionist, Gateway Children's Center
- g. Phone Numbers for Supervisor/Employee:

## EMPLOYEE SERVICES USE ONLY

- ☐ Supervisory Responsibility  
☐ Classified  
☐ Unclassified  
☐ Represented  
☐ Non-represented  
☐ New ☐ Revised  
 Class Title: \_\_\_\_\_  
 Position Number: \_\_\_\_\_  
 Overtime: \_\_\_\_\_  
 LSA: Exempt / Non-Exempt

- h. Position Type: ☒ Permanent ☐ Temporary ☐ Oncall ☐ Academic Year  
☒ Full Time ☐ Part Time ☐ Intermittent ☐ Job Share

## SECTION 2. PROGRAM/POSITION INFORMATION

- a. Describe the program (in which this job exists) Please include program purpose, who is effected, size, and scope. Include relationship to agency mission. You may attach a program description and mission statement if available.  
See attached *Children's Receiving Center*.

- b. Describe the purpose of this job/position (why does this position exist?)  
This position provides administrative support for the manager and reception for the Gateway Children's Center.

## SECTION 3. DESCRIPTION OF JOB DUTIES

List major duties. Note percentage of time duties are performed.

% of Time	DUTIES
15%	Organizing and maintaining materials and supplies.
10%	Filing.
35%	Receptionist duties at Gateway Children's Campus.
5%	Sorting and distributing mail.
20%	Word-processing.
5%	Tracking and maintaining data.
5%	Providing logistical support for planning for meetings and other functions.
5%	Communicating on behalf of Administrator, through e-mail, correspondence and telephone.
100%	TOTAL

## SECTION 4. GUIDELINES

- a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures. Confidentiality and medical records maintenance OARs and standards, center protocols.
- b. How are these guidelines used to perform the job?  
This position will help to maintain the records of the Gateway Children's Center and must adhere to all applicable standards and regulations.

## SECTION 5. WORK CONTACTS

With whom outside of coworkers in this work unit must this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Contracted services providers	phone, person, written	communication, coordination	frequent
Funders	" " "	" "	infrequent
Program/community partners	" " "	" "	frequent
Public	" "	reception	frequent

Describe the nature of any difficult interpersonal contacts encountered:

Gateway Children's Campus will conduct business that involves parents with a history of child abuse, and from time to time these parents may become upset while on the Campus.

## SECTION 6. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

As Campus receptionist, the person in this position must make frequent decisions about helping people access professionals within the Campus, and occasionally, the person may have to discern dangerous in someone coming onto the Campus, in order to summon security assistance.

## SECTION 7. BUDGET AUTHORITY

If this position has authority to commit Department operating money, indicate in what area, how much money and types of funds:

N/A

## SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List name, job title and position number.) How? How often? Purpose of the review?

The Program Manager reviews the work of this position on a weekly basis, within regular supervision, for the purpose of both quality control and coordination of activities.

## SECTION 9. SUPERVISORY DUTIES

Names of employees supervised:

None

For positions you supervise. Please clarify your level of responsibility for the following decisions. Check the appropriate boxes.

Function	RESPONSIBILITY			
	Take Action/ Inform Spvr	Effectively Recommend	Provide Input	N/A
Hiring				
Termination/Firing				
Promotion				
Performance Appraisal				
Employee Discipline (suspension)				
Assign Duties				
Setting Goals and Objectives				
Grievance Handling				
Schedule the Work				
Training Staff				

## SECTION 10. PHYSICAL FACTORS

Check the box that best describes the overall amount of physical effort typically required by your job.

- \* ☐ **Standard** Normally seated, standing or walking at will; normal physical ability to do some bending and light carrying.
- ☐ **Restricted/Mobile** Confined to immediate work area; can only leave work station during assigned breaks.
- ☐ **Exertive** Extensive walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of light or moderately heavy items.
- ☐ **Strenuous** Considerable and rapid physical exertion or demands on the body such as frequent climbing of tall ladders, continuous lifting of heavy objects, crouching or crawling in restricted areas; exertion requires highly intense muscular action leading to substantial muscular exhaustion.

Please identify each appropriate physical activity required in the performance of this job and indicate the relative code (see below) for each activity.

**Frequency Codes:**

I = Infrequent (less than 10%)  
S = Seldom, Minimal (10% - 25%)

M = Moderate, Average (25% - 50%)  
A = Almost Always (more than 50%)

Condition	Relative Frequency			
	I	S	M	A
Heavy lifting/carrying, 45 lbs. & over	X			
Moderate lifting/carrying, 15-45 lbs.	X			
Light lifting/carrying, under 15 lbs.				
Pulling/Pushing		x		
Reaching		x		
Use of fingers				
Both hands required			x	
Walking			x	
Standing				
Sitting				
Crawling	x			
Kneeling	x			
Repeated bending				
Climbing	x			
Operating of motorized equipment	x			
Ability to discharge firearms N/A				
Speech				x
Visual requirements				
Near vision, 20 inches or less				X
Mid-range, more than 20 inches/less than 20 ft				X
Distance, 20 feet or more				X
Color, ability to identify and distinguish colors				X
Depth Perception				X
Repetitive motions				X
Hearing requirements				X
Special Factors not listed: word -processing, ability to operate various machines for communication and dissemination of information: telephone, FAX, copier, internet, calculator, etc.				x

## SECTION 11: WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include items such as standing for long periods, environment if other than office, exposure to heat/health risks/violent individuals/wild animals, etc. and the frequency of exposure. As stated above, this position will be located at the Gateway Children's Campus and will serve as the receptionist for the Services Building, which places the position in the public eye on an ongoing basis. Occasionally, there may be a member of the public or of the population to be served at Gateway who is threatening or dangerous.

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**SECTION 12. ADDITIONAL JOB-RELATED INFORMATION**

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**COMMENTS:**

**SPECIAL RECRUITING REQUIREMENTS:** Highly professional demeanor, excellent speaking voice, excellent word processing skills and time management skills, experienced in management of materials and supplies, comfortable with multi-tasking.

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**ORGANIZATIONAL CHART**

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Attach a current organizational chart. See instructions for detail to be included on the chart.

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**SIGNATURES:**

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Employee Signature

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Date

---

Supervisor Signature

---

Date

---

Appointing Authority Signature

---

Date

For HR Use Only: Classified or Unclassified ~ Exempt or Nonexempt ~ Represented or Non-represented (Name of bargaining unit \_\_\_\_\_)  
 Approved Classification: \_\_\_\_\_ ~ JCN: \_\_\_\_\_ ~ Approved by HR Class/Comp Division: \_\_\_\_\_

## MULTNOMAH COUNTY JOB DESCRIPTION

### SECTION 1. POSITION INFORMATION

Date: 1/31/02

Department Name: DMBS Division Name: ISD

Current Job Class Title: Network Analyst Class Code:

Working title: Position #:  
(if different than above)

Employee Name: Phone Number:

Supervisor Name/Title: Stan Johnson/Desktop Services Manager Phone Number: X 24939

### SECTION 2. PURPOSE OF POSITION

Briefly summarize the overall purpose of this position:

Perform advanced duties related to provision of computer systems both servers and PCs and LAN equipment. Responsible for design, production systems, maintenance and diagnostics for systems including LANs, servers and desktop PCs. All Network Analyst assigned to the Desktop Services work unit rotate assignment, and at any point may be responsible for activities involving LAN services, email services, and end-user support provided by our section.

### SECTION 3. DESCRIPTION OF JOB DUTIES - IMPORTANT AND ESSENTIAL FUNCTIONS

Jobs generally consist of four to six major functions that are directly related to the purpose of the position. These major functions should be listed below, along with the tasks that are performed. Functions will be sets of tasks that generally take 10% or more of the job. List the major functions with the corresponding percentage of time.

% of Time ESSENTIAL JOB FUNCTIONS - directly related to the reason that the job exists

45%	<p>FUNCTION 1:</p> <ul style="list-style-type: none"> <li>• MONITOR SERVER, SYSTEM, AND BANDWIDTH UTILIZATION. REPORT ON SAME. RECOMMEND UPGRADE AS NEEDED AND CONFIGURE A VARIETY OF PLATFORMS AND SERVICES TO IMPROVE PERFORMANCE</li> <li>• DOCUMENT OPERATIONAL PROCESSES, TRAIN STAFF ON SAME, AND MAINTAIN DOCUMENTATION.</li> <li>• DEVELOP AND MAINTAIN DOCUMENTATION FOR USERS AND CONDUCT TRAINING AS NECESSARY.</li> <li>• ORDER THE PCS FOR THE FLAT FEE PROGRAM AND FACILITATE THEIR TIMELY DISTRIBUTION</li> <li>• WORK WITH VENDORS TO RESOLVE HARDWARE ISSUES AND GET APPROPRIATE SERVICE</li> </ul>
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20%	<p>FUNCTION 2:</p> <ul style="list-style-type: none"> <li>• PROPOSE AND MANAGE PROJECTS TO IMPLEMENT SYSTEMS THAT MEET THE COUNTY'S DATA ACCESS AND TRANSMISSION REQUIREMENTS.</li> <li>• WORK WITH VENDORS, CONTRACTORS, DEPARTMENT MANAGEMENT AND INFORMATION TECHNOLOGY STAFF, TO ROLLOUT NEW SERVICES.</li> <li>• INSURE ACCESS REQUIREMENTS ARE MET TO A VARIETY OF COUNTY AND EXTERNAL COMPUTER RESOURCES.</li> <li>• PROVIDE ADMINISTRATIVE AND OPERATIONAL SUPPORT ON ALL LAN SYSTEMS INCLUDING THE SERVERS, PRINTERS AND DESKTOP PCS COMPRISING THE INFRASTRUCTURE FOR MULTNOMAH COUNTY.</li> </ul>
20%	<p>FUNCTION 3:</p> <p>PARTICIPATE ON, ADVISE, AND/OR FACILITATE INFORMATION TECHNOLOGY COMMITTEES TO RECOMMEND AND/OR REVIEW AND EVALUATE PROPOSED STANDARDS, POLICIES, AND LONG RANGE STRATEGIES. PROVIDE TECHNICAL EXPERTISE TO COUNTY MANAGEMENT, STAFF, OUTSIDE USERS, AND OTHER TECHNOOGY PROFESSIONA.LS. THESE ACTIVITIES CAN INCLUDE CONSULTING, TRAINING (FORMAL AND SMALL-GROUP OR ONE/ONE), AND DIAGNOSING PROBLEMS. CONSULTING INCLUDES DEVELOPMENT OF COST PROPOSALS. THE DIAGNOSTIC ENVIRONMENTS INCLUDE NETWORK CONNECTIVITY, SECURITY, NETWORK AND APPLICATION ACCESS, AND EMAIL PROBLEMS.</p>
5%	<p>FUNCTION 5:</p> <p>MAINTAIN EXPERTISE ON A VARIETY OF OPERATING SYSTEMS AND NETWORK MANAGEMENT TOOLS AND TECHNIQUES</p>
10%	<p>FUNCTION 6: Other duties as assigned:</p> <ul style="list-style-type: none"> <li>• DEVELOP AND MAINTAIN WEB PAGES.</li> <li>• PRODUCE NETWORK ENGINEERING DRAWINGS.</li> <li>• OTHER MISCELLANEOUS ADMINISTRATIVE RESPONSIBILITIES AS ASSIGNED. THIS WORK INCLUDES MAINTENANCE OF CAPITAL EQUIPMENT INVENTORIES, CONTRACT MANAGEMENT, REVIEW AND TRACKING OF INVOICE COSTS, RESOLVING ORDER AND INVOICE PROBLEMS, OBTAINING BIDS, ETC</li> </ul>
100%	

#### **SECTION 4. WORK CONTACTS**

With whom (outside of coworkers) will this incumbent regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
County Management	Meetings, Phone, Email	Identify Requirements, Obtain Consensus/Approval, Status Reporting	Monthly
County Employees	Working together, Meetings, Phone, Email	Complete projects, test interfaces, resolve problems	Daily
Vendors/Contractors	Working together, Meetings, Phone, Email	Discuss Requirements, Review their work, working on projects, testing interfaces, resolving problems, discussing strategic initiatives	Weekly
Other IT Professionals	Working together, Meetings,	Indentify Requirements,	Daily

Phone, Email

Obtain Consensus/Approval,  
Status Reporting, working on  
projects, testing interfaces,  
resolving problems, discussing  
strategic initiatives.

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## SECTION 5. JOB-RELATED DECISION MAKING

Please provide examples of the kinds of decisions likely to be made by this position. Indicate the impact of the decisions.

How and if we will respond to after-hours problems (e.g. determining the severity and complexity of the problem). Impact: Amount of downtime experienced by customers and maintenance costs

Whether or not to bring an system down. Impact: Amount of downtime experienced by customers and maintenance costs.

What software package will most appropriately meet the County's requirements. Impact: Often establishes defacto or formal standards that need to followed by other County departments; also impacts client interface and whether or not business requirements are met; also impacts amount of technical and end-user training that may be required as well as the amount and form of documentation to be developed.

What hardware should be used? Impact: Establishes standards; impacts County costs; impacts ability to integrate with other County and non-County systems.

When to adopt and implement new technologies and service offerings. Impacts workload of many County employees as these generally are large, new-initiative projects; Impacts cost; impacts ability to integrate with other systems; impacts service levels. May impact IT staffing levels.

How best to communicate standards, policies, and general information to our customer base. Impacts the problems or ease in which end users understand and can use new technologies; impacts standards; impacts our ability to abide by laws, retention schedules, etc.

How to insure the network infrastructure is regularly upgraded and maintained. Impacts both service levels and costs. May impact IT staffing levels.

What factors are required from others e.g. development of the terms of Intergovernmental agreements, contracts, service level agreements, etc. Impacts the service levels we receive from others, the cost and quality of the services, and in the long-run, our ability to provide services to our customers.

Whether or not vendor's are meeting the terms of our agreements and if not, what action to take. Impacts costs and service levels; can potentially involve legal actions.

## SECTION 6. REVIEW OF WORK

Who reviews the work of this position? (List name and job title.) How? How often? Purpose of the review?

Stan Johnson, and his supervisor, Rick Jacobson, ISD DIO of Technical Services. Sometimes daily, sometimes weekly or monthly, depending upon the nature of the work. Purpose includes (1) review to insure compliance with policy and established practices, (2) feedback into quality and completeness of work, (3) direction on how (or if) to proceed.

Any County manager or project leader that is involved in activities that I am assigned. This can occur on a daily, weekly or monthly basis, depending upon the nature of the work. Purpose includes (1) review to insure work products (engineering designs, product proposals, hardware/software products, etc.) meet departmental and County-wide requirements, (2) feedback into quality and completeness of work, (3) direction on how (or if) to proceed.

## SECTION 7. - SUPERVISORY DUTIES

List the positions and number of current incumbents this person will supervise.

None, although this employee is frequently required to direct the work activities of other County employees.

**For positions you supervise**, please clarify your level of responsibility for the following decisions. Check the appropriate boxes.

Function	RESPONSIBILITY LEVEL - see above instructions			
	Take the Action/ Inform Supr.	Effectively Recommend	Provide input	N/A
Hire/Promote/Transfer				
Discharge/Suspend				
Employee Discipline				
Pay Increase Approval				
Overtime / Leave Approval				
Written Performance Appraisal				

## SECTION 8. - PHYSICAL FACTORS

Check the box that best describes the overall amount of physical effort typically required by your job. Double-click the appropriate gray box, then change the Default Value to "Checked"

☒ **Standard** - Normally seated, standing or walking at will; normal physical ability to do some bending and light carrying.

☐ **Restricted/Mobile** - Confined to immediate work area; can only leave work station during assigned breaks.



☐ **Exertive** - Extensive walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of light or moderately heavy items.

☐ **Strenuous** - Considerable and rapid physical exertion or demands on the body such as frequent climbing of tall ladders, continuous lifting of heavy objects, crouching or crawling in restricted areas; exertion requires highly intense muscular action leading to substantial muscular exhaustion.

Please identify each appropriate **physical activity** required in the performance of this job and indicate the relative code (see below) for each activity. Enter "N/A" in column I if you are not required to perform the respective activity.

**Frequency Codes:**

I = Infrequent (less than 10%)  
S = Seldom, Minimal (10% - 25%)

M = Moderate, Average (25% - 50%)  
A = Almost Always (more than 50%)

Condition	Relative Frequency			
	I	S	M	A
Heavy lifting/carrying, 45 lbs. & over	x			
Moderate lifting/carrying, 15-45 lbs.		x		
Light lifting/carrying, under 15 lbs.			x	
Pulling/Pushing	x			
Reaching/Working Overhead	x			
Use of fingers				X
Both hands required				x
Walking		x		
Running	x			
Standing		X		
Sitting				X
Crawling/Crouching	X			
Kneeling	x			
Repeated bending	x			
Climbing	X			
Operating of motorized equipment			X	
Ability to discharge firearms	x			
Speech				X
Visual requirements				x
- Near vision, 20 inches or less				x
- Mid-range, more than 20 inches/less than 20 ft				x
- Distance, 20 feet or more				x
- Color, ability to identify and distinguish colors				x
- Depth Perception				x
Repetitive motions	x			
Exposure to toxic / caustic chemicals (such as inks, exhausts fumes, dyes, pesticides)	X			
Exposure to excessive dust / mold / mildew	X			
Exposure to excessive heat / cold				
Exposure to excessive noise levels	x			
Special Factors not listed: (Please specify)				

## SECTION 9. WORKING CONDITIONS

This position will be required to:

Frequency Codes: I = Infrequent (less than 10%) M = Moderate, Average (25% - 50%)  
S = Seldom, Minimal (10% - 25%) A = Almost Always (more than 50%)

Condition	Relative Frequency			
	I	S	M	A
Overtime			X	
Work different shifts	X			
Work Weekends		X		
Travel				X

## SIGNATURE PAGE

Employee Signature

Date

Supervisor Signature

Date

Division/Department Signature

Date

Department HR Manager/Analyst

Date

# **Appendix D**

Gateway Children's Center, Children's Receiving  
Center Interagency Agreement

*DRAFT*  
*Revised June 4, 2002*

Interagency Agreement Regarding  
“Gateway Children’s Center” and “Children’s Receiving Center”

July 1, 2002

Address comments and questions to: Lisa Kulkarni (phone 988-5464 x28276, e-mail  
[lisa.kulkarni@co.multnomah.or.us](mailto:lisa.kulkarni@co.multnomah.or.us))

## **I. Purpose of Agreement**

The purpose of this Agreement is to delineate the roles and responsibilities of the public and private agencies that will be part of the Gateway Children's Center serving children requiring protective custody by the State of Oregon due to abuse or neglect.

## **II. Definitions**

### Children's Receiving Center

A sixteen-bed facility for the short-term care of Multnomah County children aged 3-12 requiring protective services. It will be operated by the Christie School and located on the Gateway Children's Center.

### Children's Assessment Service

A program to serve the health, mental health, and developmental needs of children in foster care through age 13. The Children's Assessment Service is a joint project of the Morrison Center Child and Family Services, the Multnomah County Health Department and the Multnomah County Department of County Human Services.

## **III. Gateway Children's Center Mission and Goals**

The Gateway Children's Center is a center for the collaborative provision of services to young children and families. Gateway Children's Center tenants provide excellent service by offering an array of accessible, culturally competent, and coordinated services to young children and families. Gateway Children's Center tenants support the mission of the Children's Receiving Center. Center goals include:

1. Ensure the success of the Children's Receiving Center by providing services to affected children and families, providing funding for operations, and collaborating with Receiving Center programs as appropriate.
2. Provide an array of accessible and coordinated services to young children and families to meet their physical and mental health needs.
3. Improve government efficiency by coordinating services to children and families offered by the state, county, city and private non-profits.

## **IV. Children's Receiving Center Mission and Goals**

The Children's Receiving Center provides safe, comfortable and supportive short-term care for Multnomah County children requiring protective services. The Children's Receiving Center improves outcomes for these children by providing comprehensive, integrated, culturally competent, and high-quality shelter and supportive services. Receiving Center goals include:

1. Provide safe, comfortable and supportive short-term care that is responsive to the child's cultural background.
2. Reduce emotional stress to children taken into protective custody
3. Screen the immediate health and mental health needs of children taken into protective custody. Ensure that the children's ongoing needs are met by integrating the children and their families into the community care system.

4. Enhance the probability of a successful return to family/extended family.
5. Improve the initial placement of children entering protective custody in order to reduce the likelihood of placement changes.
6. Improve teamwork among all parties helping children taken into protective custody. These parties include family members, police, child welfare, health and mental health services.

#### **V. Children's Assessment Service Mission and Goals**

The Children's Assessment Service provides health, mental health, and developmental services to Multnomah County children age 0-13 requiring protective custody. The goals of the service include:

1. Ensure that referred children entering foster care are screened.
2. Ensure that children in state custody for an extended period of time receive a comprehensive health, mental health, and developmental assessment.
3. Facilitate, coordinate and monitor medical and therapeutic services to children in foster care as indicated in the child's health, mental health and developmental assessments.
4. Provide a comprehensive health care record for children in foster care that is integrated into a child's case plan.
5. Develop a Health Passport (profile of health history and status) for children in foster care that helps with the care, coordination and management of a child's health care needs.

#### **VI. Center Steering Committee**

##### **Organization**

The Steering Committee consists of representatives from the governments, the community and the agencies that support the Gateway Children's Center. These entities may change over time. Initially the Steering Committee will include but not be limited to the following:

##### **A. Elected officials including:**

- One Multnomah County Commissioner
- The Multnomah County District Attorney
- One City of Portland Commissioner
- Two state legislators

##### **B. Executives with policy responsibility from agencies providing services at the Center including representatives from:**

- The County Human Services Department
- The County Health Department
- The State Department of Human Services, Community Human Services
- The Christie School
- The Morrison Center
- Law enforcement representative to the Child Abuse Multi-Disciplinary Team (MDT)

C. Representatives of the neighborhood and the child advocacy community appointed by the Steering Committee including but not limited to:

- Neighborhood representative
- Child advocacy groups
- Parents (including foster parent groups)
- Ethnic community advocacy organizations
- CARES Northwest

### Responsibilities

The Steering Committee will serve as the forum for participating agencies to discuss ways of better integrating and coordinating their services and improving outcomes for abused and neglected children. The Steering Committee may make recommendations to the executive directors and/or governing bodies of the participating agencies regarding any issues relevant to the mission of the Center. These issues include but are not limited to staffing patterns, annual capital and operating budgets, grant applications, marketing and education efforts and changes in service. The Steering Committee will also address issues related to the operation of the Gateway Children's Center such as use of shared space and resources, policies and procedures for the facilities and staff, and maintaining positive relationships with the neighborhood.

The Steering Committee will oversee and support efforts to raise funds and donations for the Center from the private sector. The Steering Committee will make decisions regarding the expenditure of donations received for the benefit of the children.

Each Agency occupying space at the Gateway Children's Center and participating in the Steering Committee will continue to be responsible for its own budget, staff, and operations except as they enter into separate contracts or agreements that specify otherwise. While the Steering Committee may facilitate mutual agreements or make recommendations it does not usurp the powers and responsibilities that are legally vested in the participants.

### Operations

A Multnomah County elected official or their designee will chair the Steering Committee. The Chair will establish the agenda and convene and run the meetings. The County Department of Human Services will provide staff to the Chair and the Committee and will maintain records of Committee meetings and actions. The Steering Committee will meet at least quarterly in 2002 and 2003 during the first 18 months of Center operation. The Steering Committee may then decide to meet less frequently, but no less than once a year.

The Committee may choose to create task forces or sub-committees to carry out certain activities. The Steering Committee may delegate staff work and any matters it chooses to the Center Operations and Program Committee made up of the on-site administrative managers of the participating agencies.

## **VII. CENTER OPERATIONS AND PROGRAM COMMITTEE**

### Organization

An Operations and Program Committee for the Center will be formed consisting of the managers of the programs that occupy space at the Gateway Children's Center. Each Agency will be responsible for selecting the appropriate representative to the Committee.

### Responsibilities

The Center Operations and Program Committee is the designated forum for improving collaboration and integration of the services provided to the children served at the Gateway Children's Center and throughout the community. The Committee will serve as a forum for the exchange of information and data, the study of best practices, the development of protocols and outcome standards, and other service integration efforts. The Operations Committee is responsible for discussing and advising the Steering Committee on issues regarding daily operations of the Center including security, parking, telephones, conference rooms, reception areas, signage, information services, etc. The Operations Committee may work on issues delegated to it by the Steering Committee and may develop agenda items for the Steering Committee.

### Operations

The Administrative Manager from the Department of Human Services will chair the Operations Committee. The Committee will meet monthly in 2002 and 2003. The Committee may then decide on a different meeting schedule. If the Operations Committee cannot resolve an issue, it will be referred to the Steering Committee for a final determination.

## **VIII. MARKETING AND FUNDRAISING**

### Use of Name

Gateway Children's Center Agencies serving children shall have equal access to the names "Child Receiving Center" and "Gateway Children's Center" for marketing the Center and raising donations for services provided to the children served by the Center. However, fundraising that utilizes the names and holds out that the money raised will be used for the Center must be approved by the Steering Committee as described below. Incidental use of the name to describe the services provided by an agency such as in an annual report or at an agency-wide benefit would not require approval.

### Fundraising

If the program name is to be used, the Steering Committee must approve the plans of any participating agency to raise funds for the Child Receiving Center and/or the Gateway Children's Center. These plans must include proposed sources of funds, use of the funds, estimated cost of fundraising. The Steering Committee will review the disbursement of all solicited funds for consistency with the Center's mission and goals. The most effective structure for collecting and dispensing funds will be reviewed periodically by the Steering Committee.



Use of a Fundraiser

The Steering Committee may choose to utilize the services of a private fundraising agency or individual. If so, the Committee will be responsible for the selection of the agency, approving the specific activities to raise funds and insuring that the effort is cost effective, resulting in an appropriate proportion of donations being directed to the Center itself. If an individual development person is hired the Committee will approve the location of the position (i.e. in which agency with which reporting structure) and will be involved in the selection and evaluation of the individual.

**IX. AGREEMENTS OF THE CENTER PARTICIPANTS**

All Parties signing this agreement and leasing space on the Gateway Children's Center agree to:

1. Support and uphold the mission and goals of the Receiving Center and the Gateway Children's center.
2. Provide leadership in their areas of expertise: child welfare, law enforcement, health, mental health, childcare and judicial systems.
3. Appoint an appropriate executive-level representative who actively participates in the Steering Committee and appoint participants as requested to other work groups and committees including the Operations and Program Committee.
4. Respect commitments made to CRC center neighbors by the County and the City.
5. Adhere to program outcomes and timelines.
6. Adhere to program protocols.
7. Participate in program evaluation.
8. Adhere to Multnomah County policies, rules and procedures established for the occupancy, operation and modification of all buildings comprising the Gateway Children's center.

**X. MULTNOMAH County Roles and Responsibilities****A. Department of County Human Services will:**

1. Chair the Center Operations and Program Committee.
2. Staff the Center Steering Committee.
3. Develop a budget for the Receiving Center that is financed in part with Federal Matching Funds.
4. Oversee the coordination of Center programs and partnerships.
5. Contract with a suitable agency, initially the Christie School, to operate the Children's Receiving Center.
6. Contract with a suitable agency, initially the Morrison Center Child and Family Services to provide mental health and developmental assessments as part of the Children's Assessment Service.
7. Work with the State Department of Human Services in the evaluation of the CRC program.

**B. Department of Business and Community Services will:**

1. For the Gateway Children's Center buildings, seek tenants for the vacant space who will work together with County agencies and other tenants to provide integrated services to abused and neglected children.
2. Operate and maintain buildings and grounds on the Gateway Children's Center.
3. Set up and maintain an account whereby revenues collected from the lessees are directed to the operation of the CRC program.
4. Provide consultation and implement insofar as the budget permits an information services system for the CRC center.
5. Install, operate and maintain center telephone services.
6. Attempt to keep building operating and maintenance fees as low as possible to maximize funds available for the program.
7. Participate in the Steering Committee

**C. Health Department will:**

1. Provide initial health screenings, comprehensive health exams, a comprehensive health record, and health care services to children in the care of the State, as agreed to in the policies and protocols of the Children's Assessment Service (CAS) which will be agreed upon by all components of the CAS system.
2. Enter into an agreement with the Christie School (or its successor) to provide initial health screen, health care services and consultation for children in residence at the CRC.
3. Enter into an agreement with the Morrison Center Child and Family Services (or its successor) to provide the Children's Assessment Service.
4. Participate in the Steering Committee

**D. District Attorney will:**

1. Participate in the Steering Committee.
2. Locate services on the center.

**XI. The Oregon Department of Human Services Roles and Responsibilities****A. Children, Adults and Families Office of Self Sufficiency and Child Safety will:**

1. Enter into an agreement with the County to support the Child Receiving Center financially at a rate of no less than \$591,040 over a five-year period.
2. Assist the County in accessing federal matching funds to support the Children's Receiving Center program.
3. Enter into a five-year lease with the County to occupy space in the MDT and Social Services buildings.

**B. Community Human Services, Multnomah Service Delivery Area 2 will:**

1. Assign a 1.0 FTE case worker to provide case management for the children who enter the CRC and a .5 FTE support staff to provide office support services at the Children's Receiving Center.
2. Support the Children's Assessment Service at the existing rate of \$50,000 a year.

3. Provide access to transportation for children at the Children's Receiving Center.

**XII. THE CHRISTIE SCHOOL will:**

1. Operate the Children's Receiving Center in accordance with contracts with Multnomah County. The Center will provide the following program components to children: a safe, comforting, child-centered milieu, educational activities if necessary, recreational activities, family visitation if approved by DHS, daily management and coordination of services, admission and discharge planning in conjunction with DHS.
2. Enter into an agreement with the Multnomah County Health Department for the provision of initial health screen, health care services and consultation to children living at the receiving center.
3. Coordinate with the Health Department, the Morrison Center and the Child Welfare agency in assuring that children in the CRC receive initial health screenings and other services pursuant to the protocols governing the Children's Assessment Services
4. Participate in fundraising efforts for the Children's Receiving Center.
5. Enter into a lease to occupy the Children's Receiving Center.
6. Participate in the Steering Committee.

**XIII. THE MORRISON CENTER CHILD AND FAMILY SERVICES will:**

1. Provide comprehensive behavioral, emotional, and developmental assessments to children in the care of the State in accordance with Children's Assessment Service (CAS) protocols and their contracts with the State and the County.
2. Enter into an agreement with the Multnomah County Health Department to provide the Children's Assessment Service.
3. Enter into a five-year lease with the County to occupy space in the Social Services building
4. Participate in the Steering Committee.

**XIV. CITY OF PORTLAND POLICE BUREAU will:**

1. Enter into a five-year lease with the County to occupy space in the MDT building
2. Participate in the Steering Committee.

MULTNOMAH COUNTY OREGON DEPARTMENT OF HUMAN  
RESOURCES

By:

By:

Its:

Its:

Date:

Date:

CHRISTIE SCHOOL

MORRISON CHILD AND FAMILY SERVICES

By:

By:

Its:

Its:

Date:

Date:

CITY OF PORTLAND

By:

Its:

Date:

## AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** February 13, 2003

**Agenda Item #:** C-2

**Est. Start Time:** 9:30 AM

**Date Submitted:** 02/03/03

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**Requested Date:** February 13, 2003

**Time Requested:** N/A

**Department:** Business and Community Services

**Division:** LUT

**Contact/s:** Don Kienholz

**Phone:** 503 988-3043

**Ext.:** x29270

**I/O Address:** 455/116

**Presenters:** Consent Calendar

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**Agenda Title:** Renewal of Wrecker License for June and Rex Davis of Orient Auto Parts

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

- 
1. **What action are you requesting from the Board? What is the department/agency recommendation?** Approval
  2. **Please provide sufficient background information for the Board and the public to understand this issue.** See Staff Report
  3. **Explain the fiscal impact (current year and ongoing).** N/A

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

**If a budget modification, explain:**

- ❖ **What revenue is being changed and why?**
- ❖ **What budgets are increased/decreased?**
- ❖ **What do the changes accomplish?**

- ❖ Do any personnel actions result from this budget modification? Explain.
- ❖ Is the revenue one-time-only in nature?
- ❖ If a grant, what period does the grant cover?
- ❖ When the grant expires, what are funding plans?

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

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

**If grant application/notice of intent, explain:**

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

4. **Explain any legal and/or policy issues.** Applicant failed to meet annual renewal date of December 31, 2002, so they are now out of compliance. The staff would request an exemption to the BCC submittal process to assist the applicant achieve compliance.
5. **Explain any citizen and/or other government participation that has or will take place.** Sheriff's Office conducted background checks per MCC 15.200 et. seq. and Assessment and Taxation verified taxes have been paid in full as per MCC 15.200 et. seq.

**Required Signatures:**

Department/Agency Director: M. Cecilia Johnson

Date: 02/03/03

Budget Analyst

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

Date:

Dept/Countywide HR

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

Date:

**Staff Report**  
**Determination of Compliance**  
**2003 Wrecker's License Renewal**  
**Orient Auto Parts, INC**  
**28425 SE Orient Dr**

This Staff Report and Determination of Compliance is made pursuant to the requirements specified by Multnomah County Code (MCC) 15.200 et. seq. Wrecker Certificate as authorized by ORS 822.140. An application for renewal of a Wrecker Certificate as required by the State of Oregon Department of Motor Vehicles was submitted by Orient Auto Parts, 28425 SE Orient Drive, Gresham, OR 97080 on December 30, 2002.

**I. Conditions of Approval:**

1. The applicant shall obtain a Business Certificate as a wrecker of motor vehicles from the Oregon Department of Transportation. Applications for future wrecker's license renewals shall include a copy of the prior years wreckers certificate issued by the Oregon Department of Transportation.
2. If there are any changes to the property during the year prior to renewal of wrecker certification, applications for future wrecker's license renewals shall include submittal of a site plan, drawn to scale, showing the revisions. Expansion of the dimensions of the wrecking yard shall not occur without prior approval of the County.
3. Taxes shall be kept current prior to approval of future wrecker's license renewals.

**II. Applicable Zoning Considerations:**

The applicable zoning considerations as specified in MCC 15.202(B)(3) and (5) are addressed below:

**A. Compliance with the requirements of ORS 822.110:**

**The Oregon Department of Transportation shall issue a wrecker certificate to any person if the person meets all of the following requirements:**

- (1) **The person must establish that the area approved under the wrecker certificate for use in a wrecking business meets one of the following:**
  - (a) **The area is more than 1,100 feet from the nearest edge of the right of way of any state highway.**
  - (b) **The business conducted within the area is hidden or adequately screened by the terrain or other natural objects or by plantings, fences or other natural objects or by plantings, fences or other appropriate means, so as not to be visible from the main traveled way of the highway, in accordance with rules**

adopted by the director.

- (c) The area and the business thereon are located in an area zoned for industrial use under authority of the laws of this state.
- (2) The person must pay the fee required under ORS 822.700 for issuance of a wreckers certificate.
- (3) The person must complete the application for a wrecker certificate described under ORS 822.115.
- (4) The person must deliver to the department any approvals by local governments required under ORS 822.140.
- (5) The person must deliver to the department a bond or letter of credit that meets the requirements of ORS 822.120.

**Finding:** Recent site inspections by staff demonstrated that both natural vegetation and a fence screen vehicles from adjacent roads consistent with ORS 822.110 (1)(b). Staff has stated that the site is screened by arborvitae, evergreen trees, and high fencing. The applicant has provided a Surety Bond by Contractors Bonding and Insurance Company (CBIC) with a dated effectiveness of January 1, 2003 to December 31, 2003. Compliance with the requirements of ORS 822.110 (2)-(5) will be ensured by obtaining a Wreckers Certificate issued by the Oregon Department of Transportation.

**B. Compliance with the business locational provisions of ORS 822.135:**

- (1) A person commits the offense of improperly conducting a wrecking business if the person holds a wrecker certificate issued under ORS 822.110 and the person does any of the following:
  - (b) Expands the dimensions of or moves any of the person's places of business or opens any additional places of business without obtaining a supplemental wrecker certificate by the procedure under ORS 822.125.

**Finding:** Staff has determined that the dimensions of the wrecking yard have not been expanded beyond that of the existing Wreckers Certificate. The applicant stated that no changes to the wrecking yard have occurred in the last year. This was verified by visual inspection by Land Use Planning Staff. The site plan submitted clearly identifies the dimensional boundaries of the wrecking yard (fenced and/or screened areas) in relation to property lines. A new site plan is required if changes are made to the site during the year prior to renewal of wrecker certification. Expansion of the dimensions of the wrecking yard shall not occur without prior approval of the County.

- (g) Fails to keep the premises on the outside of the establishment clear and clean at all times.

**Finding:** The Land Use Planning Section has determined through visual inspection that the area outside the establishment is clean and clear. All material and activity



relating to the wrecking yard are taking place within the confines of the wrecking yard property and fences and causing no additional external visual impact.

- (h) Conducts any wrecking, dismantling or altering of vehicles outside the building, enclosure or barrier on the premises of the business.**

**Finding:** Based on the Land Use Planning Section's visual inspections, no dismantling, altering, or storage of wrecked vehicles outside the fenced area of the business was evident.

**C. Compliance with zoning regulations:**

**Finding:** The wrecking yard was determined to be a non-conforming use on April 5, 1977 and January 15, 1987. Evidence within the Multnomah County file labeled Auto Wrecking – 28425 SE Orient Drive, contains a record that an auto wrecker business has occupied the site continuously and in compliance with zoning regulations since 1977. Examination of Department land use inventory maps and zoning maps indicates that the business was in existence on the property prior to 1977. The land use map shows the site with a case file MC 1-62 listed for the subject parcel.

**III. Notification:**

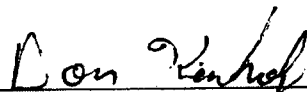
Notice of this application was sent to the Multnomah County Sheriff on January 23, 2003. A recommendation of approval from the County Sheriff's Office was received on January 23, 2003 by returning a clear background check.

The 2002 Wrecker Renewal License was approved with a condition that "Taxes shall be kept current prior to approval of future wrecker's license renewals." No taxes are currently owed on the property according to an email from a representative of the Multnomah County Assessment and Taxation sent on January 23, 2003.

**IV. Recommendation:**

The staff of the Land Use Planning Section respectfully recommends that the above license renewal be approved, subject to conditions, based upon findings that the business satisfies the applicable requirements contained in MCC 15.200 et. seq. and ORS 822.110, ORS 882.135 and continues to retain a non-conforming status

Dated this 30th day of January, 2003,

  
By Don Kienholz, *Planner*  
For: Susan Muir, *Planning Director*

# WRECKER CERTIFICATE

## WR3007

**EFFECTIVE: JANUARY 2, 2002**

**EXPIRES: DECEMBER 31, 2002**

**ISSUED TO> ORIENT AUTO PARTS INC  
28425 SE ORIENT DR  
GRESHAM, OR 97080**

*This business is authorized to engage in buying, selling, or dealing in vehicles for the purpose of wrecking in the state of Oregon under the provisions of ORS 822.110, and to exercise privileges granted by certificate under the provisions of ORS 822.125.*

*To be valid, this certificate must be prominently posted at the business address listed above and is not valid at any other location. It is not valid if expired, revoked, canceled or suspended, under the provisions of ORS 822.045 and ORS 822.050.*

*Manager  
Driver and Motor Vehicle Services Branch  
Department of Transportation  
Salem OR 97314*

**\* ALTERATION, MUTILATION OR ERASURE WILL VOID CERTIFICATE \***

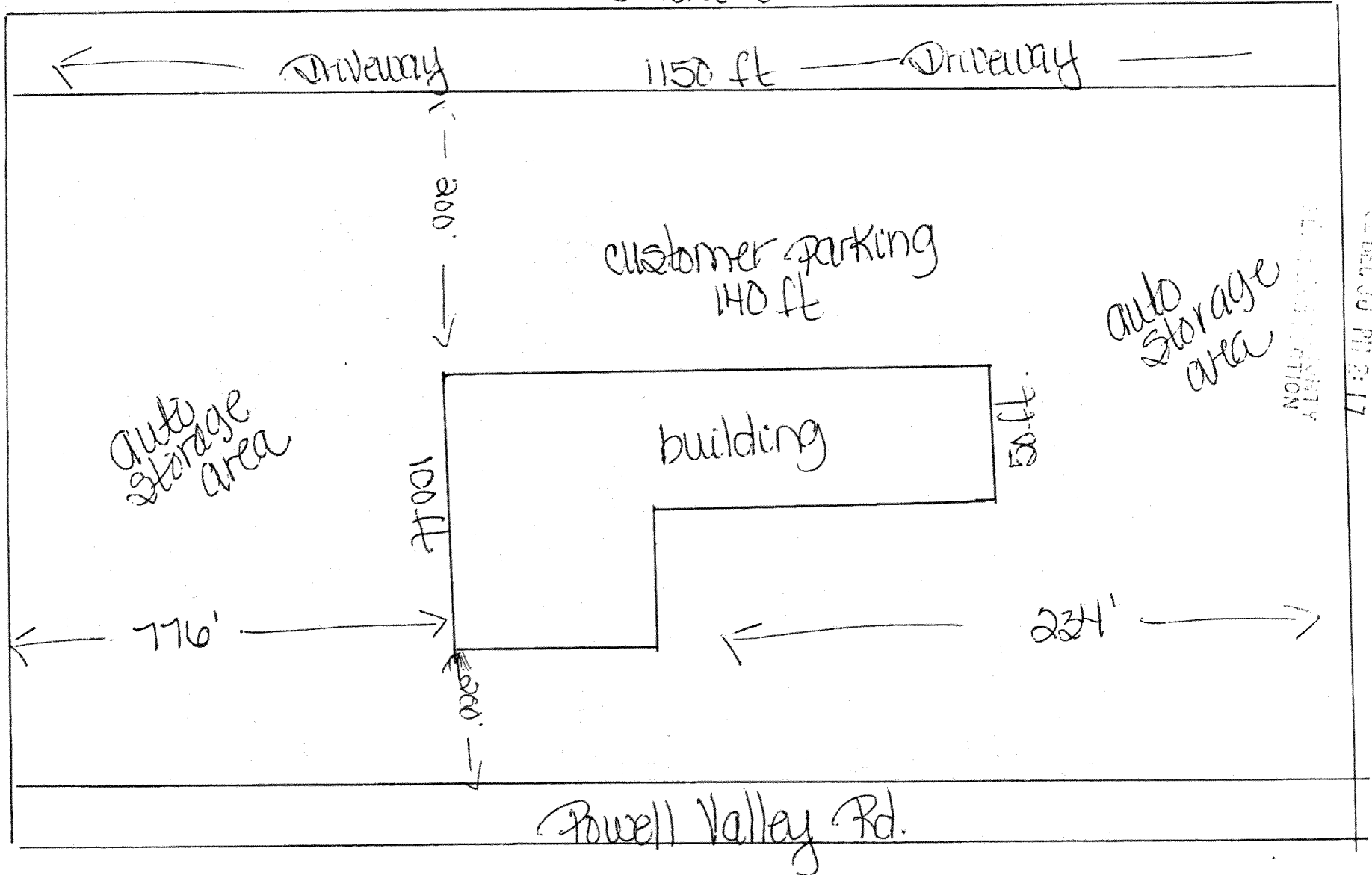
DEC 30 PM 2:17

WR3007

Orient Auto Parks, Inc.  
28125 SE Orient Dr.  
Eresham, OR

East ← West

Orient Drive



12 DEC 30 PM 2:17

3D



DEPARTMENT OF TRANSPORTATION  
DRIVER AND MOTOR VEHICLE SERVICES  
1905 LANA AVE NE, SALEM OREGON 97314

**APPLICATION FOR BUSINESS CERTIFICATE**  
AS A WRECKER OF MOTOR VEHICLES OR  
SALVAGE POOL OPERATOR

CERTIFICATE NUMBER

EXPIRATION DATE

- INSTRUCTIONS:
- PLEASE TYPE OR PRINT LEGIBLY WITH INK.
  - ALL OWNERS MUST SIGN AND SUBMIT THIS APPLICATION WITH YOUR SURETY BOND AND THE REQUIRED FEE TO DMV BUSINESS LICENSE UNIT, 1905 LANA AVE NE, SALEM OR 97314
  - ANY ALTERATION OF LINE 2 VOIDS LOCATION APPROVAL.

FEE: \$150

☐ ORIGINAL ☒ RENEWAL

1	NAME OF ASSUMED BUSINESS NAME, FILL IN OREGON REGISTRY NUMBER <u>Orient Auto Parts Inc.</u>		OREGON REGISTRY NUMBER	BUSINESS TELEPHONE <u>(503) 663-1909</u>	
2	MAIN BUSINESS LOCATION (STREET AND NUMBER) <u>28425 SE Orient Dr.</u>		CITY <u>Gresham</u>	ZIP CODE <u>97080</u>	COUNTY <u>Multnomah</u>
3	MAILING ADDRESS <u>28425 SE Orient Dr.</u>		CITY <u>Gresham</u>	STATE <u>Or</u>	ZIP CODE <u>97080</u>

**A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH ADDITIONAL LOCATION FROM WHICH YOU OPERATE YOUR BUSINESS.**

4	CHECK ORGANIZATION TYPE: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input checked="" type="checkbox"/> CORP. <input type="checkbox"/> L.L.C.	IF CORPORATION, LIST THE STATE UNDER WHOSE LAW BUSINESS IS INCORPORATED <u>Oregon</u>	IF L.L.C. or CORP., FILL IN OREGON REGISTRY # <u>495683-89</u>
If you have more than two partners, corporate officers or LLC members, call (503) 945-5052 for instructions.			

False certification is a Class B misdemeanor under ORS 162.085 and is punishable by six months in jail, a fine of up to \$1,000 or both. In addition, DMV sanctions against you or your wrecker certificate may be imposed. With this in mind... I certify that I am the owner, a partner, an LLC member, or a corporate officer of this business and that all information on this application is accurate and true. I certify that the right of way of any highway adjacent to the location listed above is used for access to the premises and public parking.

5	PRINT NAME <u>Alex M. Davis</u>		TITLE <u>Pres.</u>	RESIDENCE TELEPHONE <u>(503) 663-7466</u>	
6	DATE OF BIRTH <u>5/25/55</u>	DRIVER LICENSE NUMBER <u>1784307</u>	STATE OF ISSUANCE <u>Oregon</u>		
7	RESIDENCE ADDRESS <u>39131 SE Hudson Rd.</u>		CITY <u>Sandy</u>	STATE <u>Or</u>	ZIP CODE <u>97055</u>
8	MAILING ADDRESS (IF DIFFERENT FROM RESIDENCE) <u>same</u>		STATE <u>Or</u>		
9	CERTIFYING SIGNATURE OF OWNER SHOWN ON LINE 5 ABOVE <u>Alex Davis</u>		DATE <u>12/19/02</u>		
10	PRINT NAME <u>June J. Davis</u>		TITLE <u>Shareholder</u>	RESIDENCE TELEPHONE <u>(503) 637-6851</u>	
11	DATE OF BIRTH <u>6/22/37</u>	DRIVER LICENSE NUMBER <u>984691</u>	STATE OF ISSUANCE <u>Oregon</u>		
12	RESIDENCE ADDRESS <u>40860 SE Kitzmiller Rd.</u>		CITY <u>Eagle Creek</u>	STATE <u>Or</u>	ZIP CODE <u>97022</u>
13	MAILING ADDRESS (IF DIFFERENT FROM RESIDENCE) <u>same</u>		STATE <u>Or</u>		
14	CERTIFYING SIGNATURE OF OWNER SHOWN ON LINE 10 ABOVE <u>June J. Davis</u>		DATE <u>12/19/02</u>		
15	THE DIMENSIONS OF THE PROPERTY ON WHICH THE BUSINESS IS LOCATED ARE <u>500</u> ft. X <u>1150</u> ft.				

**APPROVAL**

By signing this application you are authorizing wrecker business to be conducted at the location listed on Line 2 of this application, as defined in ORS 822.100. If wrecker business (i.e.; wrecking, dismantling, disassembling or substantially altering vehicles) cannot be conducted here, or if any of the conditions below are not met, do not sign this approval.

I CERTIFY THAT THE GOVERNING BODY OF THE ☐ CITY ☒ COUNTY OF MULTNOMAH HAS:

- A) APPROVED THE APPLICANT AS BEING SUITABLE TO ESTABLISH, MAINTAIN OR OPERATE A WRECKING YARD OR BUSINESS (ORIGINAL APPLICATIONS ONLY).
- B) DETERMINED THAT THE LOCATION OR PROPOSED LOCATION MEETS THE REQUIREMENTS FOR LOCATION UNDER OREGON REVISED STATUTE 822.110.
- C) DETERMINED THAT THE LOCATION DOES NOT VIOLATE ANY PROHIBITION UNDER OREGON REVISED STATUTE 822.135.
- D) APPROVED THE LOCATION AND DETERMINED THAT THE LOCATION COMPLIES WITH ANY REGULATIONS ADOPTED BY THE JURISDICTION UNDER OREGON REVISED STATUTE 822.140.

I ALSO CERTIFY THAT I AM AUTHORIZED TO SIGN THIS APPLICATION AND AS EVIDENCE OF SUCH AUTHORITY DO AFFIX HEREON THE SEAL OR STAMP OF THE CITY OR COUNTY.

▼ PLACE STAMP OR SEAL HERE ▼

17	NAME <u>DIANE M. LINN</u>	TITLE <u>CHAIR</u>	PHONE NUMBER <u>(503) 988-3308</u>
18	SIGNATURE <u>[Signature]</u>		DATE <u>FEBRUARY 13, 2003</u>

**SURETY BOND**

BOND NUMBER

804327

FAILURE TO COMPLETE THIS FORM WILL CAUSE UNAVOIDABLE DELAY.

**LET IT BE KNOWN:**THAT ORIENT AUTO PARTS, INC.

(OWNER, PARTNERS, CORPORATION NAME)

DOING BUSINESS AS \_\_\_\_\_

(ASSUMED BUSINESS NAME, IF ANY)

HAVING PRINCIPAL PLACE OF BUSINESS AT 28425 SE ORIENT DR GRESHAM, OR 97080

(ADDRESS, CITY, STATE, ZIP CODE)

WITH ADDITIONAL PLACES OF BUSINESS AT \_\_\_\_\_

(ADDRESS, CITY, STATE, ZIP CODE)

(ADDRESS, CITY, STATE, ZIP CODE)

STATE OF OREGON, AS PRINCIPAL(S), AND

**CONTRACTORS BONDING AND INSURANCE COMPANY**

(SURETY NAME)

1827 N.E. 44th Ave. Suite 100 Portland, OR 97213

(ADDRESS, CITY, STATE, ZIP CODE)

**(503) 287-6000**

TELEPHONE NUMBER

A CORPORATION ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF Washington AND AUTHORIZED TO TRANSACT A SURETY BUSINESS IN THE STATE OF OREGON, AS SURETY, ARE HELD AND FIRMLY BOUND UNTO THE STATE OF OREGON IN THE PENAL SUM OF \$2,000 FOR THE PAYMENT OF WHICH WE HEREBY BIND OURSELVES, OUR RESPECTIVE SUCCESSORS AND ASSIGN, JOINTLY AND SEVERALLY, FIRMLY BY THESE PRESENTS.

A CONDITION OF THIS OBLIGATION IS SUCH THAT, WHEN THE ABOVE NAMED PRINCIPAL HAS BEEN ISSUED A CERTIFICATE TO CONDUCT, IN THIS STATE, A BUSINESS WRECKING, DISMANTLING AND SUBSTANTIALLY ALTERING THE FORM OF VEHICLES, SAID PRINCIPAL SHALL CONDUCT SUCH BUSINESS WITHOUT FRAUD OR FRAUDULENT REPRESENTATION, AND WITHOUT VIOLATION OF ANY OF THE PROVISIONS OF THE OREGON VEHICLE CODE SPECIFIED IN ORS 822.120(2) THEN AND IN THAT EVENT THIS OBLIGATION TO BE VOID, OTHERWISE TO REMAIN IN FULL FORCE AND EFFECT UNLESS CANCELED PURSUANT TO ORS 743.755.

THIS BOND IS EFFECTIVE JANUARY 1 2003 AND EXPIRES DECEMBER 31 2003 (BOND MUST EXPIRE ON THE LAST DAY OF THE MONTH.)

**-- ANY ALTERATION VOIDS THIS BOND --**

IN WITNESS WHEREOF, THE SAID PRINCIPAL AND SAID SURETY HAVE EACH CAUSED THESE PRESENTS TO BE EXECUTED BY ITS AUTHORIZED REPRESENTATIVE OR REPRESENTATIVES AND THE SURETY CORPORATE SEAL TO BE HEREUNTO AFFIXED THIS 4TH DAY OF OCTOBER 2002.

SIGNATURE (OWNER/PARTNER/CORPORATE OFFICER)

TITLE

X

SIGNATURE OF SURETY (AUTHORIZED REPRESENTATIVE)

TITLE

X

**Attorney-in-Fact****SURETY'S AGENT OR REPRESENTATIVE MUST COMPLETE THIS SECTION:****PLACE SURETY SEAL BELOW**

IN THE EVENT A PROBLEM ARISES CONCERNING THIS BOND, CONTACT:

NAME

**CBIC**

TELEPHONE NUMBER

**(503)287-6000**

ADDRESS

**1827 N.E. 44th Ave., Suite 100**

CITY, STATE, ZIP CODE

**Portland, OR 97213**

APPROVED BY ATTORNEY GENERAL'S OFFICE





## Limited Power of Attorney

Home Office:  
1213 Valley Street  
PO Box 9271  
Seattle, WA 98109-0271  
(206) 628-7200

KNOW ALL MEN BY THESE PRESENTS that CONTRACTORS BONDING AND INSURANCE COMPANY, a corporation duly organized and existing under the laws of the State of Washington, and having its principal office in Seattle, King County, Washington, does by these presents make, constitute and appoint DEBI LEWIS, of Portland, Oregon, its true and lawful Attorney-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver on behalf of the Company any and all bonds and undertakings of suretyship given for any purpose, provided, however, that no Attorney-in-Fact shall be authorized to execute and deliver any bond or undertaking that shall obligate the Company for any portion of the penal sum thereof in excess of \$6,000,000, and provided, further, that no Attorney-in-Fact shall have the authority to issue a bid or proposal bond for any project where, if a contract is awarded, any bond or undertaking would be required with a penal sum in excess of \$6,000,000; and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the Company and duly attested by its Secretary; hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions adopted by the Board of Directors of the CONTRACTORS BONDING AND INSURANCE COMPANY on September 8, 1998:

RESOLVED that the President of the Company is authorized to appoint any person as the Company's true and lawful Attorney-in-Fact with power and authority to execute and deliver on behalf of the Company any and all bonds and undertakings of suretyship given for any purpose, subject to such limits as shall be determined by the President of the Company; provided, however, that no such person shall be authorized to execute and deliver any bond or undertaking that shall obligate the Company for any portion of the penal sum thereof in excess of \$10,000,000, and provided, further, that no Attorney-in-Fact shall have the authority to issue a bid or proposal bond for any project where, if a contract is awarded, any bond or undertaking would be required with penal sum in excess of \$10,000,000.

RESOLVED FURTHER that the authority of the Secretary of the Company to certify the authenticity and effectiveness of the foregoing resolution in any Limited Power of Attorney is hereby delegated to the following persons, the signature of any of the following to bind the Company with respect to the authenticity and effectiveness of the foregoing resolutions as if signed by the Secretary of the Company: Donald Sirkin, Steven A. Gaines, John Pieprzny, John D. Minto, Larry A. Byers, Deanna Davis, Kim McCauley, JoAnn Johnson, Pat Dorney, and Tom Dymont.

RESOLVED FURTHER that the signatures (including certification that the Power of Attorney is still in force and effect) of the President, Notary Public and person certifying authenticity and effectiveness, and the corporate and Notary seals appearing on any Limited Power of Attorney containing this and the foregoing resolutions as well as the Limited Power of Attorney itself and its transmission, may be by facsimile; and such Limited Power of Attorney shall be deemed an original in all aspects.

RESOLVED FURTHER that all resolutions adopted prior to today appointing the above named as Attorney-in-Fact for CONTRACTORS BONDING AND INSURANCE COMPANY are hereby superseded.

IN WITNESS WHEREOF, CONTRACTORS BONDING AND INSURANCE COMPANY has caused these presents to be signed by its President and its corporate seal to be hereto affixed this 4th day of October, 2002.

CONTRACTORS BONDING AND INSURANCE COMPANY

By:   
Steven A. Gaines, President

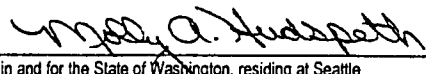


STATE OF WASHINGTON—COUNTY OF KING

On this 4th day of October, 2002, personally appeared STEVEN A. GAINES, to me known to be the President of the corporation that executed the foregoing Limited Power of Attorney and acknowledged said Limited Power of Attorney to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that he is authorized to execute the said Limited Power of Attorney.

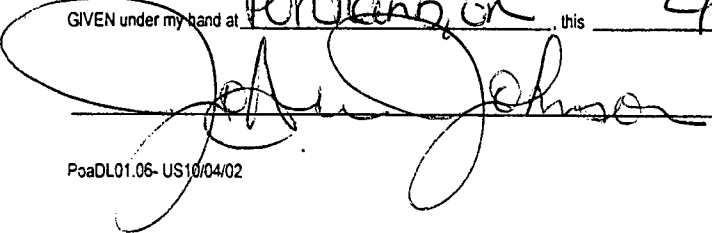
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



  
Notary Public in and for the State of Washington, residing at Seattle

The undersigned, acting under authority of the Board of Directors of CONTRACTORS BONDING AND INSURANCE COMPANY, hereby certifies, as or in lieu of Certificate of the Secretary of CONTRACTORS BONDING AND INSURANCE COMPANY, that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Company, and does hereby further certify that the said Power of Attorney is still in force and effect.

GIVEN under my hand at  this 4 day of October, 2002

  
PoaDL01.06- US10/04/02

# WRECKER CERTIFICATE

## WR3007

**EFFECTIVE: JANUARY 2, 2002**

**EXPIRES: DECEMBER 31, 2002**

**ISSUED TO> ORIENT AUTO PARTS INC  
28425 SE ORIENT DR  
GRESHAM, OR 97080**

*This business is authorized to engage in buying, selling, or dealing in vehicles for the purpose of wrecking in the state of Oregon under the provisions of ORS 822.110, and to exercise privileges granted by certificate under the provisions of ORS 822.125.  
To be valid, this certificate must be prominently posted at the business address listed above and is not valid at any other location. It is not valid if expired, revoked, canceled or suspended, under the provisions of ORS 822.045 and ORS 822.050.*

*Manager  
Driver and Motor Vehicle Services Branch  
Department of Transportation  
Salem, OR 97314*

**\* ALTERATION, MUTILATION OR ERASURE WILL VOID CERTIFICATE \***

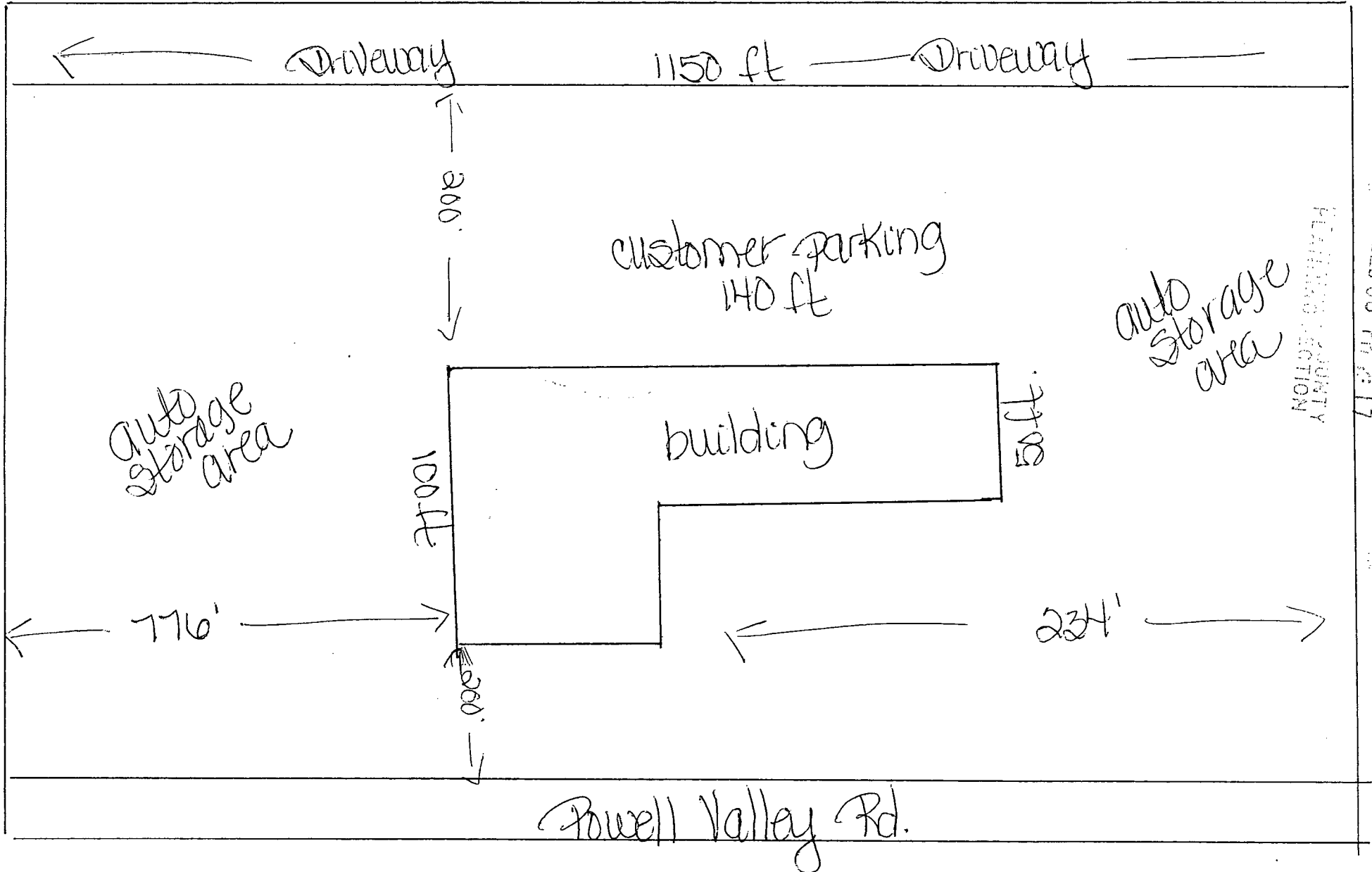
02 DEC 30 PM 2:17

02 DEC 30 PM 2:17

Orient Auto Parts, Inc.  
28425 SE Orient Dr.  
Eresham, OR

East ← West

Orient Drive



PLANNING DEPARTMENT

02 DEC 30 PM 2:17

RECEIVED



# AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** February 13, 2003

**Agenda Item #:** R-1

**Est. Start Time:** 9:30 AM

**Date Submitted:** 01/15/03

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**Requested Date:** 02/13/03

**Time Requested:** 5 minutes

**Department:** Health

**Division:** Director's Office

**Contact/s:** Tricia Tillman-Reardon

**Phone:** 503-988-3674

**Ext.:** 29087

**I/O Address:** 106/14

**Presenters:** Tricia Tillman Reardon

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**Agenda Title:** NOTICE OF INTENT to Request Grant Funding from the Environmental Protection Agency's Environmental Education Grants Program to Support an Environmental Health Assessment using the Protocol For Assessing Community Excellence in Environmental Health (PACE EH) Process

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

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

Authorize the Director of the Health Department to seek grant funding from the Environmental Protection Agency.

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

We know from examining local health data that environmental degradation has resulted in adverse health consequences, and we know that there are vulnerable residents who are disproportionately affected by environmental degradation. For example, (1) breathing contaminated air can aggravate asthma conditions (in fact asthma effects children throughout Portland); (2) exposure to lead-based paints can cause learning disabilities in young children (in fact more than 70 percent of the homes in Portland have composite

lead dust levels that exceed federal standards, and the blood lead levels of 5 out of every 100 children screened are high enough to cause health problems); (3) consuming drinking water that contains volatile organic compounds (VOCs) can cause cancer (several public ground water wells in northeast Portland are contaminated by VOCs); and (4) contact with contaminated surface waters (either directly or indirectly) can cause a variety of different illnesses in individuals (each year millions of gallons of untreated wastewater is diverted directly into the Willamette River where local residents swim, boat and fish).

Since February 2002, the Multnomah County Health Department has been meeting with individuals, community groups, faith-based organizations, private enterprises, and public agencies to discuss emerging needs associated with environmental health. From these meetings, the Department has found that (1) the community is ready to assess the impact of environmental health and environmental justice issues; (2) participants acknowledge that efforts to improve environmental conditions can best be achieved through a collective understanding of values, roles, and resources; and (3) there is general agreement among stakeholders that a collaborative effort is the most effective way to identify and implement strategies to protect the public's health from the consequences of environmental degradation.

This project will integrate a data-driven analysis of environmental health conditions with the values and perceptions of local communities in order to prioritize future actions. It is modeled after a process developed by environmental health experts from across the country under the direction of the National Association of County and City Health Officials, and the Centers for Disease Control and Prevention. The Health Department has received input from throughout the community ensure that the project's design is responsive to local concerns, and to assure its accountability to the populations vulnerable to environmental degradation.

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

Conducting the PACE environmental health assessment will be funded through a combination of government and foundation grants. The resulting action plan will be implemented in stages to reflect the highest priority items and will follow the establishment of a funding strategy.

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

**If a budget modification, explain:**

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

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

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

**If grant application/notice of intent, explain:**

- ❖ **Who is the granting agency?**

Environmental Protection Agency

- ❖ **Specify grant requirements and goals.**

This project incorporates three phases: (1) the establishment of a coalition to support a community-driven decision-making process; (2) the development of an environmental health assessment to determine the range of environmental health issues and the populations affected; and (3) the establishment of an environmental action plan and funding strategy to address issues identified during the assessment phase.

The key outcome resulting from PACE EH – Multnomah County will be to address environmental health and environmental justice issues using strategies that reflect community values and priorities. Additional outcomes associated with this project include the following:

- Establishment of a broad-based coalition to oversee the project, participate in the assessment and prioritization of environmental issues, and implement the action plan.
- Documentation of environmental health and environmental justice issues, and the populations affected by environmental degradation.
- Identification of public policies and personal behaviors that may influence health impact(s) associated with environmental degradation.
- Development and prioritization of strategies to address environmental health issues.
- Establishment of an action plan and a funding strategy to address environmental health concerns.
- ❖ **Explain grant funding detail – is this a one time only or long term commitment?**

EPA offers competitive grant funding to address local environmental education needs on an annual basis. The recommended maximum grant amount (and amount of this application) is \$80,000.

- ❖ **What are the estimated filing timelines?**

This application is due on February 14, 2003.

- ❖ **If a grant, what period does the grant cover?**

12 months from date of grant award.

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

Plans are to establish a funding strategy as a part of the assessment process. This strategy will focus on private foundation sources (several foundations have been identified as funding prospects for general implementation of the environmental health action plan).

- ❖ **How will the county indirect and departmental overhead costs be covered?**

Indirect can be charged as a grant expense.

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

No obvious legal or policy issues related to the PACE process have been identified. However, such issues will be addressed as a component of the project.

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

The PACE EH process requires broad community participation (individuals, Community-Based Organizations, Faith-Based Organizations, businesses, government, etc.

Examples of community partners, including the following:

- Environmental Justice Action Group
- Physicians for Social Responsibility
- Friends of Trees
- Oregon Environmental Council
- City of Portland
- American Lung Association
- Portland State University
- Oregon Department of Environmental Quality
- Oregon Department of Human Services - Health Services
- Others

**Required Signatures:**

Department/Agency Director: Lillian Shirley Date: 01/15/03

County Attorney

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

Budget Analyst

By Julie Neburka Date: 01/15/03

Dept/Countywide HR

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

# AGENDA PLACEMENT REQUEST

BUD MOD #: HD 03-05

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-2 DATE 02.13.03  
DEB BOGSTAD, BOARD CLERK

**Board Clerk Use Only:**

**Meeting Date:** February 13, 2003

**Agenda Item #:** R-2

**Est. Start Time:** 9:35 AM

**Date Submitted:** 01/24/03

**Requested Date:** February 13, 2003

**Time Requested:** 5 mins

**Department:** Health

**Division:** Business Services

**Contact/s:** Dan Kaplan, Karen Garber

**Phone:** 503-988-3674

**Ext.:** 27574

**I/O Address:** 106/14

**Presenters:** Dan Kaplan

**Agenda Title:** Budget Modification HD 03-05 Appropriating \$450,000 from General Fund Contingency for Implementation of the Department's New Epic Practice Management System

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

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

Multnomah County Health Department requests approval Budget Modification HD 03-05, which appropriates \$450,000 for implementation of the Department's new Epic practice management system.

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

The Business Services Division budgeted \$450,000 in FY01-02 for implementation of the Health Department's new Epic practice management system. These funds were not spent in FY 01-02, because the project began later than anticipated. As part of the FY 02-03, budget making process, the department identified the need to carry over these funds.

The \$450,000 will be spent on implementation activities. These include primarily systems analysis and programming to tailor the existing system to the needs of a large urban health department. The funds will also be spent on training for both technical and clinical staff in the use of the system.

The Epic implementation is a major component of the County's Exodus Project – the migration from the mainframe of a number of large operating systems. The work must be done now to allow the Department to leave the mainframe in time to shut down all mainframe operations by September 30, 2003, the Exodus target date.

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

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

**If a budget modification, explain:**

❖ **What revenue is being changed and why?**

This budget modification adds \$450,000 that was not spent in FY 01-02 to the Department's FY 02-03 budget.

❖ **What budgets are increased/decreased?**

The Department's budget for Epic system implementation (cost center 409130) is increased.

❖ **What do the changes accomplish?**

The changes will allow the department to complete the implementation of its new practice management system. If this work is not done, the primary impacts will be either (a) that the Department will not be able to leave the County's mainframe on time (which will be very costly) or (b) that it will have a system that does not meet its needs. Major areas of concern which will be addressed with this money relate to the ability to bill and collect for medical care the Department provides, and to register patients quickly and accurately.

❖ **Do any personnel actions result from this budget modification? Explain.**

No personnel will be hired.

❖ **Is the revenue one-time-only in nature?**

Yes. It is associated with the implementation of this data system.

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

If a contingency request, explain:

- ❖ Why was the expenditure not included in the annual budget process?

The money was identified for carryover in the budget making process. As such, it was placed in the contingency fund.

- ❖ What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?

The Department has already made sizable cuts this fiscal year as part of mid-year the budget rebalancing process. This money (\$450,000) has always been anticipated as necessary to complete the Epic system implementation.

- ❖ Why are no other department/agency fund sources available?

See above.

- ❖ Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

This will not result in new revenues.

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

No.

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

There are no legal issues associated with this request.

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

Multnomah County Health Department is one of several Federally Qualified Health Centers that have joined together to implement the Epic practice management system. The host organization for the system is the Oregon Community Health Information Network (OCHIN).

**Required Signatures:**

Department/Agency Director:

*Lillian Shiu Lee*

Date:

*1/17/03*

Budget Analyst

*Deborah 1/22/03*

Budget Modification:

HD-03-05

**EXPENDITURES & REVENUES**

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

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
1	19	1000		9500001000		60470			(450,000)		reduce GF contingency
2	40-90	1000		409130		60170	240,000	690,000	450,000		Increase HD Business Svcs
3								0			
4								0			
5								0			
6								0			
7								0			
8								0			
9								0			
10								0			
11								0			
12								0			
13								0			
14								0			
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22								0			
23								0			
24								0			
25								0			
26								0			
27								0			
28								0			
29								0			
									0	0	Total - Page 1
									0	0	GRAND TOTAL



# AGENDA PLACEMENT REQUEST

BUD MOD #:

**Board Clerk Use Only:**

**Meeting Date: February 13, 2003**

**Agenda Item #: R-3**

**Est. Start Time: 9:45 AM**

**Date Submitted: 02/04/03**

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**Requested Date: 2/13/03**

**Time Requested: 10 mins**

**Department: DBCS**

**Division: Facilities Management**

**Contact/s: R. Peter Wilcox, Planning & Development Manager**

**Phone: 503-988-6299**

**Ext.: 86299**

**I/O Address: 274/FM/Wilcox**

**Presenters: Peter Wilcox, Dave Boyer and June Mikkelsen**

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**Agenda Title: RESOLUTION Directing the Facilities and Property Management Division to Sell the Surplus Former Hollywood Library**

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

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

Approval of sale of the former Hollywood Library building to the Dolan and Company, LLC, the party recommended by the Library Disposition Technical Review Committee (TRC) per Resolution No. 01-009 adopted on January 18, 2001 and Resolution No. 02-096 adopted on June 27, 2002.

Authorization of the Chair to execute all appropriate documents necessary to close this sale.

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

The former Hollywood Library building has been replaced by a new structure and deemed surplus by the Library Department and Board of County Commissioners by Resolution No. 02-096 adopted on June 27, 2002.

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

Sale of this surplus library structure will provide \$675,000, the full market value as determined by an appraisal by Jackson Roholt, to the Library to be used to purchase capital assets for library purposes. As stipulated in the Request for Offers, the County Finance Director reviewed and scored each offer to determine "the strength and documentation of the organization's financial plan to purchase the property for the offered amount." The County represented that said financial information, other than offered price and terms, will be kept confidential.

In addition, Facilities Management will no longer have to maintain the building in a mothballed state at a cost of approximately \$1250 per month, or \$15,000 annually.

**If a budget modification, explain:** N.A.

**If a contingency request, explain:** N.A.

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

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

By prior agreement with the Library Association of Portland, the County is required to return the full market value of any sale of surplus library buildings to the Library capital fund so long as those "proceeds are used to purchase capital assets for library purposes." This disposition meets that requirement.

The Request for Offers issued by the County stipulated that offerers were required to provide letters of community support from the "local neighborhood and business associations, adjacent and area businesses and residents, community groups, neighborhood schools, and others felt to be relevant by the offerer." Only the Dolan and Company, LLC offer included such letters.

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

A Library Disposition Technical Review Committee was formed in October, 2002 and consisted of a representative of the Library Department, Chair's Office, District One and Two, and Facilities Management. This committee oversaw the issuance of the Request for Proposals by Facilities Management at the outset of the process. The committee later reviewed all submitted proposals and scored them according to the "factors other than price" criteria specified in Resolution No. 02-096. The County Finance Director scored the offers in terms of the "strength and documentation of the organization's financial plan to purchase the property for the offered amount." The aggregated, averaged scores form the basis of the recommendations of the TRC to the Board of County Commissioners as to which offer to accept.

R. Peter Wilcox, Planning & Development Manager, met with the Hollywood Neighborhood Association and sought their input as to the weighting of factors other than price (Community Betterment, Neighborhood Compatibility, and Economic Improvement) for the purpose of making recommendations to the Board of County

Commissioners as to which offer to accept, and these weighting factors were the ones used by the TRC. The neighborhood also received assurance that letters of recommendation from within the neighborhood would be considered in making the TRC's recommendations, and these letters were given consideration.

**Required Signatures:**

Department/Agency Director: M. Cecilia Johnson Date: 02/05/03

County Attorney

By: John Thomas Date: 02/05/03

Budget Analyst

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

Dept/Countywide HR

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

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

Directing the Facilities and Property Management Division to Sell the Surplus Former Hollywood Library.

**The Multnomah County Board of Commissioners Finds:**

- a. The former Hollywood Library building at 3930 N.E. Hancock Street has been replaced and deemed surplus by the Library Department and the Board of County Commissioners by Resolution No. 02-096 adopted on June 27, 2002.
- b. Sale of this surplus library will provide \$675,000, the full market value as determined by appraisal, to be used to purchase capital assets for Library purposes.
- c. Sale of this building will eliminate the costs to County Facilities and Property Management of maintaining the building in a mothballed state: approximately \$1250 per month, or \$15,000 annually.
- d. The Planning & Development Manager of County Facilities and Property Management met with the affected neighborhood association and used their input to determine the weighting of factors other than price (Community Betterment, Neighborhood Compatibility, and Economic Improvement) in evaluating offers.
- e. In accordance with Resolution No. 02-096, a Library Disposition Technical Review Committee (TRC) was formed in October, 2002 and consisted of representatives of the Library Department, Chair's Office, District One and District Two, and Facilities Management. The Committee oversaw the issuance of a Request for Offers and reviewed and scored all submitted proposals according to the criteria specified in Resolution No. 02-096. In addition, the County Finance Director scored the offers in terms of the "strength and documentation of the organization's financial plan to purchase the property for the offered amount," as stipulated in Resolution No. 02-096. The aggregated, averaged scores from the TRC and County Finance Director together form the basis of the recommendation to the Board of County Commissioners to accept the offer of the Dolan and Company, LLC.

**The Multnomah County Board of Commissioners Resolves:**

1. The Division of Facilities and Property Management shall proceed with sale of the former Hollywood Library building to the Dolan and Company, LLC.

2. The County Chair is authorized to execute all appropriate documents necessary to close this sale.
3. All net proceeds deriving from the above dispositions shall be applied to the County Library Capital Fund Account.

ADOPTED this 13th day of February, 2003.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

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Diane M. Linn, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By 

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John Thomas, Assistant County Attorney

## **SUMMARY OF OFFERS TO PURCHASE FORMER HOLLYWOOD LIBRARY**

### Dolan and Company, LLC

Purchase price \$675,000 (appraised value \$675,000)

Cash at closing

Financing contingency

Oregon Limited Liability Company

### *Compliance with RFO*

- Financial plan for purchase – provided
- Financial statement – provided
- Community betterment – addressed
- Economic improvement – addressed
- Neighborhood compatibility – addressed

### *Support letters:*

Hollywood Boosters

Hollywood/Sandy Project Citizens Working Group Chairman

Stan Miller, Portland Jujitsu

Paulette Reese, Caravan Studios

T.J. Browning, Escape School Smart and Safe Seniors

Mark Patel, Hollywood Express Inn

Scott Pratt, Attorney

Hollywood Neighborhood Association – support letter dated December 20, 2002,  
(Received December 23<sup>rd</sup>)

*Technical Review Committee Composite Score: 83*

*Financial Strength Score Only (by County Finance Director): 40*

## **SUMMARY OF OFFERS TO PURCHASE FORMER HOLLYWOOD LIBRARY**

Victor Smeltz & Janice Brown

Purchase price \$700,000 (appraised value \$675,000)

Terms: 6% interest, 25 year amortization, balloon payment at 5 years

Contingency period 120 days

Individuals

*Compliance with RFO:*

- Financial plan – provided
- Financial statements – provided
- Community betterment – addressed
- Economic improvement – addressed
- Neighborhood compatibility – addressed

*Support letters:*

None

*Technical Review Committee Composite Score: 68*

*Financial Strength Score Only (by County Finance Director): 25*

## **SUMMARY OF OFFERS TO PURCHASE FORMER HOLLYWOOD LIBRARY**

### Sockeye Development, LLC

Price \$675,000 (appraised value \$675,000)

Terms: \$67,500 down/balance @ 3% interest, amortization 30 years, interest only years 1-3, balloon payment at 10 years

Contingency period 180 days

Oregon limited liability company

### *Compliance with RFO:*

- Financial plan – provided
- Financial statements – not provided
- Community betterment – addressed
- Economic improvement – addressed
- Neighborhood compatibility – addressed

### *Support letters:*

None

*Technical Review Committee Composite Score: 62*

*Financial Strength Score Only (by County Finance Director): 15*



# AGENDA PLACEMENT REQUEST

BUD MOD #: N.A.

## Board Clerk Use Only:

Meeting Date: February 13, 2003

Agenda Item #: R-4

Est. Start Time: 9:55 AM

Date Submitted: 02/04/03

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Requested Date: 2/13/03

Time Requested: 10 minutes

Department: DBCS

Division: Facilities Management

Contact/s: R. Peter Wilcox, Planning & Development Manager

Phone: 503-988-6299

Ext.: 86299

I/O Address: 274/FM/Wilcox

Presenters: Peter Wilcox, Dave Boyer and June Mikkelsen

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**Agenda Title:** RESOLUTION Directing the Facilities and Property Management Division to Sell the Surplus Former Sellwood Library

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

---

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

Approval of sale of the former Sellwood Library building to William C. Cramer, the party recommended by the Library Disposition Technical Review Committee (TRC) per Resolution No. 01-009 adopted on January 18, 2001 and Resolution No. 02-096 adopted on June 27, 2002.

Authorization of the Chair to execute all appropriate documents necessary to close this sale.

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

The former Sellwood Library building has been replaced by a new structure and deemed surplus by the Library Department and Board of County Commissioners by Resolution No. 02-096 adopted on June 27, 2002.

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

Sale of this surplus library structure will provide \$210,000, the full market value as determined by an appraisal by Jackson Roholt, to the Library to be used to purchase capital assets for library purposes. As stipulated in the Request for Offers, the County Finance Director reviewed and scored each offer to determine "the strength and documentation of the organization's financial plan to purchase the property for the offered amount." The County represented that said financial information, other than offered price and terms, will be kept confidential.

In addition, Facilities Management will no longer have to maintain the building in a mothballed state at a cost of approximately \$1050 per month, or \$12,600 annually.

**If a budget modification, explain:** N.A.

**If a contingency request, explain:** N.A.

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

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

By prior agreement with the Library Association of Portland, the County is required to return the full market value of any sale of surplus library buildings to the Library capital fund so long as those "proceeds are used to purchase capital assets for library purposes." This disposition meets that requirement.

The Request for Offers issued by the County stipulated that offerers were required to provide letters of community support from the "local neighborhood and business associations, adjacent and area businesses and residents, community groups, neighborhood schools, and others felt to be relevant by the offerer." Both offers for the Sellwood library included such letters.

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

A Library Disposition Technical Review Committee was formed in October, 2002 and consisted of a representative of the Library Department, Chair's Office, District One and Two, and Facilities Management. This committee oversaw the issuance of the Request for Proposals by Facilities Management at the outset of the process. The committee later reviewed all submitted proposals and scored them according to the "factors other than price" criteria specified in Resolution No. 02-096. The County Finance Director scored the offers in terms of the "strength and documentation of the organization's financial plan to purchase the property for the offered amount." The aggregated, averaged scores form the basis of the recommendations of the TRC to the Board of County Commissioners as to which offer to accept.

R. Peter Wilcox, Planning & Development Manager, met with the Sellwood-Moreland Improvement League and sought their input as to the weighting of factors other than price (Community Betterment, Neighborhood Compatibility, and Economic Improvement) for the purpose of making recommendations to the Board of County Commissioners as

to which offer to accept, and these weighting factors were the ones used by the TRC. The neighborhood also received assurance at this meeting that letters of recommendation from within the neighborhood would be considered in making the TRC's recommendations, and these letters were given consideration.

**Required Signatures:**

Department/Agency Director: M. Cecilia Johnson

Date: 02/05/03

County Attorney

By: John Thomas

Date: 02/05/03

Budget Analyst

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

Date:

Dept/Countywide HR

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

Date:

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

Directing the Facilities and Property Management Division to Sell the Surplus Former Sellwood Library.

**The Multnomah County Board of Commissioners Finds:**

- a. The former Sellwood Library building at 7904 S.E. Milwaukee Boulevard has been replaced and deemed surplus by the Library Department and the Board of County Commissioners by Resolution No. 02-096 adopted on June 27, 2002.
- b. Sale of this surplus library will provide \$210,000, the full market value as determined by appraisal, to be used to purchase capital assets for Library purposes.
- c. Sale of this building will eliminate the costs to County Facilities and Property Management of maintaining the building in a mothballed state: approximately \$1050 per month, or \$12,600 annually.
- d. The Planning & Development Manager of County Facilities and Property Management met with the affected neighborhood association and used their input to determine the weighting of factors other than price (Community Betterment, Neighborhood Compatibility, and Economic Improvement) in evaluating offers.
- e. In accordance with Resolution No. 02-096, a Library Disposition Technical Review Committee (TRC) was formed in October, 2002 and consisted of representatives of the Library Department, Chair's Office, District One and District Two, and Facilities Management. The Committee oversaw the issuance of a Request for Offers and reviewed and scored all submitted proposals according to the criteria specified in Resolution No. 02-096. In addition, the County Finance Director scored the offers in terms of the "strength and documentation of the organization's financial plan to purchase the property for the offered amount," as stipulated in Resolution No. 02-096. The aggregated, averaged scores from the TRC and County Finance Director together form the basis of the recommendation to the Board of County Commissioners to accept the offer of William C. Cramer.

**The Multnomah County Board of Commissioners Resolves:**

1. The Division of Facilities and Property Management shall proceed with sale of the former Sellwood Library building to William C. Cramer.

2. The County Chair is authorized to execute all appropriate documents necessary to close this sale.
3. All net proceeds deriving from the above dispositions shall be applied to the County Library Capital Fund Account.

ADOPTED this 13th day of February, 2003.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

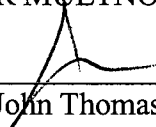
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Diane M. Linn, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By



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John Thomas, Assistant County Attorney

## SUMMARY OF OFFERS TO PURCHASE FORMER SELLWOOD LIBRARY

William A. Cramer

Purchase price \$210,000 (appraised value \$210,000)

Cash at closing

Contingent upon receipt of conditional use permit

Individual purchaser

*Compliance with RFO:*

- Financial plan for purchase – provided
- Financial statement – provided
- Community betterment – addressed
- Economic improvement – addressed
- Neighborhood compatibility – addressed

*Letters of support:*

Jody Seay

James C. Yim, Pine Tree Market

Ken Niles, Moreland Church of the Nazarene

President, Master Mechanics, Inc.

Beth Hahn

Daniel deMoulin, Active Media Group

*Technical Review Committee Composite Score: 86*

*Financial Strength Score Only (by County Finance Director): 40*

## SUMMARY OF OFFERS TO PURCHASE FORMER SELLWOOD LIBRARY

### Ladybug Theater

Purchase price \$210,000 (appraised value \$210,000).

Terms unstated

Contingent upon successful grant applications; contingency period one year

Legal status of Ladybug Theater not indicated in offer

### *Compliance with RFO:*

- Financial plan for purchase – provided
- Financial statements – not provided
- Community betterment – addressed
- Economic improvement – addressed
- Neighborhood compatibility – addressed

### *Support letters: –*

Lisa Dosley	Laura Sequeira	Alice McKee
Kristen Wethern	Catherine Malone	Luan Molan
Marian Dixon	Maria O'Malley	Misty Green
Kathleen Kramer	Jason Alvaro	Karen Abarr
Robert Read	The Magee Family	Gayle Smart
Stacey Vallas	Rex & Lauren Ettlin	Stefani Kraft
Jean Andrews	Patrick W. Craney	Carol Halvorson
Diane Carlsen	Cornelia Cerf	Laura Fletcher
Bob & Sheri Buelt	Swati Adarkar	Michel Bolsey
Michael & Marie Gettel	Rita Charlesworth	Francine rosen
Gene & Jennifer Rappe	Healahni Cohn	Connie Olson
Wanda Kowaleski	Julie Lawyer	Edith Larson
Jacque Riess		

*Technical Review Committee Composite Score: 52*

*Financial Strength Score Only (by County Finance Director): 0*

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 03-023**

Directing the Facilities and Property Management Division to Sell the Surplus Former Sellwood Library

**The Multnomah County Board of Commissioners Finds:**

- a. The former Sellwood Library building at 7904 S.E. Milwaukee Boulevard has been replaced and deemed surplus by the Library Department and the Board of County Commissioners by Resolution No. 02-096 adopted on June 27, 2002.
- b. Sale of this surplus library will provide \$210,000, the full market value as determined by appraisal, to be used to purchase capital assets for Library purposes.
- c. Sale of this building will eliminate the costs to County Facilities and Property Management of maintaining the building in a mothballed state: approximately \$1050 per month, or \$12,600 annually.
- d. The Planning & Development Manager of County Facilities and Property Management met with the affected neighborhood association and used their input to determine the weighting of factors other than price (Community Betterment, Neighborhood Compatibility, and Economic Improvement) in evaluating offers.
- e. In accordance with Resolution No. 02-096, a Library Disposition Technical Review Committee (TRC) was formed in October, 2002 and consisted of representatives of the Library Department, Chair's Office, District One and District Two, and Facilities Management. The Committee oversaw the issuance of a Request for Offers and reviewed and scored all submitted proposals according to the criteria specified in Resolution No. 02-096. In addition, the County Finance Director scored the offers in terms of the "strength and documentation of the organization's financial plan to purchase the property for the offered amount," as stipulated in Resolution No. 02-096. The aggregated, averaged scores from the TRC and County Finance Director together form the basis of the recommendation to the Board of County Commissioners to accept the offer of William C. Cramer.

**The Multnomah County Board of Commissioners Resolves:**

1. The Division of Facilities and Property Management shall proceed with sale of the former Sellwood Library building to William C. Cramer.

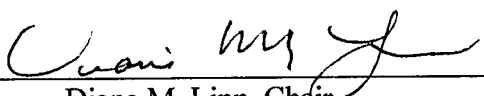


2. The County Chair is authorized to execute all appropriate documents necessary to close this sale.
3. All net proceeds deriving from the above dispositions shall be applied to the County Library Capital Fund Account.

ADOPTED this 13th day of February, 2003.

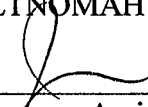


BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
\_\_\_\_\_  
Diane M. Linn, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By   
\_\_\_\_\_  
John Thomas, Assistant County Attorney

# AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** February 13, 2003

**Agenda Item #:** R-5

**Est. Start Time:** 10:05 AM

**Date Submitted:** 01/27/03

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**Requested Date:** February 13, 2003

**Time Requested:** 30 Minutes

**Department:** Business & Community Services

**Division:** Budget/Service Improvement

**Contact/s:** Mark Campbell

**Phone:** 503 988-5000

**Ext.:** 24213

**I/O Address:** 503/4

**Presenters:** Mark Campbell/Tony Mounts

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**Agenda Title:** Quarterly General Fund Review and Consideration of General Fund Contingency Requests

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

The Quarterly General Fund review is a briefing for the Board to provide an update on revenue and expenditure trends through the first six months of the year. The briefing will also touch on the results of the Board's mid-year rebalancing effort and the impact the reductions are forecast to have on departmental spending plans and the General Fund reserves.

The Board will also be asked to approve a General Fund Contingency request in support of the Health Department's practice management computer system. The Budget Office recommends approval of this request.

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

Regular financial forecasts are an integral part of maintaining the County's fiscal health. The Budget Office has committed to presenting quarterly General Fund forecasts to the

Board of County Commissioners. The quarterly forecasts will focus on general revenue trends, the status of departmental revenue and expenditures and provide an overview of the forecast year-end balance and status of reserves.

During the FY 02-03 budget process a number of carryover items were placed in Contingency pending a year-end review of actual spending patterns. At this time, the Budget Office is recommending the approval of one of those carryover items. The Health Department submitted a request to carryover \$450,000 to implement a new computerized practice management system (EPIC). This action formally transfers the appropriation to the Health Department's budget.

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

The Contingency request authorizes a one time expenditure of \$450,000 to complete implementation of EPIC system. This request was not incorporated within the department's budget because the Budget Office established a policy during last year's budget process to hold all General Fund carryover requests in Contingency. This practice was established in order to allow time to verify that funds were not expended in the previous year.

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

N/A

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

N/A

**Required Signatures:**

**Department/Agency Director:**

By: M. Cecilia Johnson

Date: 01/28/03

**Budget Analyst**

By: J. Mark Campbell

Date: 01/27/03

**Dept/Countywide HR**

By:

Date:

**BOGSTAD Deborah L**

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**From:** DARGAN Karyne A  
**Sent:** Monday, January 27, 2003 4:21 PM  
**To:** #AGENDA REVIEW TEAM  
**Cc:** BOGSTAD Deborah L; CAMPBELL Mark; NEBURKA Julie Z  
**Subject:** Exception to Submittal deadline for Quarterly General Fund Review/Contingency Requests

Hello ART-

The Budget Office is requesting an exception to the deadline submittal for 2/13 agenda. This is partially due to the urgency of the contingency request (Health) and the timing of the state cuts to allow an uninterrupted continuation of services for the OCHIN/EPIC implementation.

Additionally, the Budget Office needs additional time to receive current year estimate information from departments in order to do the quarterly update.

As was indicated at the Cabinet Meeting today, John Ball has instructed the Budget Office to remain as flexible as possible in terms of deadlines, etc....as it is typically the same people working on a variety of large systems projects (i.e. state cuts, midyear reductions, fy 2004 budget, shared services etc). This is no exception.

I will be happy to address and questions or concerns at our Wednesday meeting  
Thanks  
Karyne

Ps-Mark has already sent up the Agenda Placement Form in an electronic version



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF BUSINESS  
& COMMUNITY SERVICES  
BUDGET & SERVICE IMPROVEMENT

MULTNOMAH BUILDING  
501 SE HAWTHORNE BLVD  
4<sup>TH</sup> FLOOR  
PO BOX 14700  
PORTLAND OR 97293-0700

PHONE (503) 988-5000  
FAX (503) 988-4570  
TDD (503) 988-5170

TO: Board of County Commissioners  
Cabinet Members

FROM: J. Mark Campbell, Principal Analyst

DATE: February 10, 2003

SUBJECT: General Fund Quarterly Update

The Budget Office has completed its review of General Fund revenue and expenditure trends through the first half of the year. This update captures the adjustments made during the mid-year rebalance process. Departments have forecast year-end spending based on the revised appropriations. This report also provides an update on some of the critical revenue assumptions we have been monitoring. Also included is a review of General Fund Contingency requests and a status report on our progress toward meeting reserve requirements.

## **General Fund Overview**

Our first quarter review highlighted a significant gap between budgeted revenues and expenditures. In October we advised the Board of County Commissioners that we would need to reduce budgets by ***approximately \$19 million***, primarily as a result of lower than anticipated Property Tax revenues and the continued downturn in the Business Income Tax (BIT). Budget deliberations during the fall resulted in net savings of slightly more than \$16.3 million. A summary of the adjustments made by department is included as Attachment "A".

The difference between the targeted reduction amount and actions taken by the Board – approximately \$2.7 million – will presumably be absorbed within existing General Fund reserves. That estimate is based upon the assumption that revenues will not decline even further and that departments are able to manage within their revised appropriations. The table below highlights where we will end up at year end if revenues match the first quarter forecast and expenditures come in as revised during the mid-year process:

Total Revenue	\$286,400,000
Department Expenditures	<u>278,600,000</u>
Ending Balance/Reserve	\$ 7,800,000

However, our review of year to date (YTD) revenue collections indicates that we could experience as much as a further **\$5 million shortfall** below the level assumed in October. Revenues are forecast to range from a low of \$280.8 million to about \$284.2 million at the high end. It should be noted that, even at the high end, we are currently projecting actual revenues to come in *about \$2 million short of the estimate we based the mid-year process on.*

It is possible that the projected shortfall can be made up if departments are able to achieve savings above the reductions that have already been made. Departments submitted current year estimates (CYE) to the Budget Office at the end of January. Based on these CYE forecasts we believe it is likely the General Fund can realize about \$1.7 million in savings above the mid-year reductions. While that would certainly be beneficial to the bottom line we have taken a more conservative approach. The Budget Office forecast assumes that there will be no additional savings and departments will spend up to their current appropriations.

### **Revenue Assumptions**

As noted above, year-end General Fund revenues are forecast to be lower than the estimate prepared by the Budget Office in October. Basic revenue growth, at the high end of the range, is expected to be flat. At the lower end of the forecast range we would experience a **1.5% decline** from last year's receipts. A summary of the major revenue sources in the General Fund is included as Attachment "B".

Property Tax revenues have grown by at least 4% annually since Measure 47/50 was enacted into law. In FY 02-03, however, property tax growth is forecast to be just less than one percent. Given that it is approximately 60% of total General Fund revenue it is doubtful that other revenue sources will be able to compensate for the slowdown in property tax growth.

Since October we have been closely monitoring revenue collections to see where opportunities to improve the forecast might exist. Unfortunately, there is much more risk than opportunity in this second quarter forecast. There are three large revenue sources contributing to the potential shortfall from the mid-year revisions.

**BIT** was estimated to decline by about 15% from the FY 02-03 adopted budget. Collections to date appear to be about 16% - 18% below comparable figures from FY 01-02. Receipts have been trending further downward, however, and it is likely that **BIT receipts will be 20% or more below** the amount we based the budget on. In addition, we have paid out some very large refunds over the last month and it is unlikely that April receipts will show an increase over the previous year.

**Service Reimbursements**, in the form of Indirect Costs paid to the General Fund, could be as much as \$1.6 million below the current budget. Most Indirect Costs are paid by federal and state revenue sources. Those revenues provide funding for support services functions (i.e.; Human Resources, Finance, Budget) budgeted in the General Fund. While state reductions that have been (or will be) made hit service delivery programs directly they also have a secondary impact on the General Fund.

**Interest** revenue was forecast to decline by about \$700,000 following our first quarter review. A combination of declining fund balances and near record low yields suggests that we could see a further decline of more than \$1.2 million in interest earnings.

In addition, the low range of the forecast assumes that we could see a further reduction in property tax revenues. This estimate is based on the assumption that more accounts than normal may be delinquent this year. Admittedly, this may be a conservative approach but, given the generally poor performance of the regional economy, we feel it should be noted as a possibility.

The table below shows how we have forecast General Fund revenue since the FY 02-03 budget was adopted:

July - Adopted Budget	\$	304.4
October - 1 <sup>st</sup> Quarter		286.4
January - Current Budget		288.7
High Forecast - 2 <sup>nd</sup> Quarter		284.2
Low Forecast - 2 <sup>nd</sup> Quarter		280.8

Note: \$'s = Millions

As a point of reference, the variance between the October forecast and the second quarter "low" forecast is **roughly 2%** which is within a normally acceptable range.

### **Expenditure Assumptions**

The Budget Office expenditure forecast assumes that departments will spend up to their revised appropriations (following the mid-year reductions.) That represents a deviation from prior practice in the sense that we are not building any assumed savings into the forecast. We believe this is a cautious approach. It is, perhaps, a necessary one due to a number of risk factors which will be described below.

The expenditure forecasts prepared by departments in their CYEs would indicate that there is potential to realize some additional savings this year. Attachment "C" highlights the CYE analysis as submitted by the departments. It is important to point out that the level of savings assumed by the departments **approximates less than one percent** of total appropriations.

There are a few risk factors that should be considered when evaluating this forecast. The following is a list of issues we are currently tracking. It should be noted that our financial reports do not, as yet, reflect the impact of the state reductions made as a result of the failure of Measure 28. There may be other issues specific to individual departments that will be revealed when we have had an opportunity to analyze the Measure 28 impacts.

We feel there are three areas that pose significant downside risks:

- ◆ The ability of departments to adjust to mid-year spending reductions;
- ◆ The likelihood of further state reductions pending release of the March "Economic and Revenue Forecast"; and
- ◆ The cost of paying out vacation accruals to employees who have been laid off or have retired since we completed the mid-year rebalance process.

We have not been able to quantify these risks at this point. It is likely that we will not know the impact of any additional state reductions until our next quarterly update. For these reasons, among others, we are suggesting that any savings identified by departments be viewed as offsets to the risk factors.

### **General Fund Contingency Status**

The adopted budget provided for a General Fund Contingency of slightly more than \$1.8 million. The original forecast *assumed that the entire Contingency would be programmed* during the year. To date the Board has approved two Contingency transfers. Those transfers were for wage adjustments following settlement of the Prosecuting Attorney's contract and to support operating costs associated with the Gateway Children's Center.

On February 13<sup>th</sup>, the Board will consider two additional Contingency requests. If approved, those requests will leave a **balance of about \$928,000** in the Contingency account. Below is a detailed list of how the balance has been calculated:

	<u>Amount</u>	<u>Date Approved</u>
Adopted GF Contingency	\$ 1,828,466	
Prosecuting Attorney Contract	(211,113)	09/05/02
Gateway Children's Center	(164,165)	11/14/02
EPIC System Implementation	(450,000)	02/13/03
PGE Regional Governance Project	<u>(75,000)</u>	" "
Subtotal - Approved/Requested	(900,278)	
<b>Remaining Balance</b>	<b>\$ 928,188</b>	
<i>(Assuming Approval of Items on 2/13 Agenda)</i>		

The requests scheduled to be reviewed on February 13<sup>th</sup> have been built into our spending assumptions. **It is the recommendation of the Budget Office that no further requests for Contingency funding be approved by the Board for the remainder of the year.**

### **Status of Reserves**

The Board has established a policy that states *"the generally established benchmark . . . is a dollar amount equal to 10% of actual General Fund revenues."* When we discuss the status of the reserves, and the possibility that we may spend them down this year, it is important to note that there are two separate reserve accounts.

As you recall, last year we established a "General Reserve Fund" with proceeds from vacation accruals which we no longer had to maintain on a budgetary basis. That reserve fund has a balance of approximately \$10 million that is not available for use except under extreme emergency conditions. Any use of that account would need to be restored as soon as possible.

Also by policy, there is a reserve budgeted as Unappropriated Balance within the General Fund. That reserve is established at 5% of basic ongoing revenues. The FY 02-03 budget assumed that \$10.1 million would be available within the General Fund. However, after reviewing actual year-end data the available reserve was only about \$8.5 million. Given the forecast range of revenues **it is not out of the realm of possibility that we could exhaust most of that amount this year.**



Attachment "D" highlights the General Fund reserve requirements that we assumed following the mid-year process. That indicates, as of the first quarter revenue forecast, we would need to add about \$4.4 million to the reserve to get it back to the level budgeted this year. Approximately \$1.8 million had been identified last year during the budget process as part of the Board's three year plan to attain our 5% General Fund target level.

Under the most optimistic assumptions we would still need to restore about \$2.5 million to the reserve. However, as noted above, revenues are forecast to be lower than originally estimated. If revenues reach the "high" forecast level we would need to increase that commitment by an additional \$2 million. At the "low" forecast level we would use virtually the entire reserve amount we started the year with.

At this point in our planning for FY 03-04 we are taking a conservative approach to funding the reserve. Based on our "most likely" analysis we have set aside ***approximately \$5.5 million to restore the General Fund reserve to the level planned for in the FY 02-03 budget.*** Dave Boyer will be available on February 13<sup>th</sup> to discuss the implications that a lower level of reserves may have on our bond rating.

cc: Board Staff  
Cabinet Attendees

**Attachment "A"**

**Summary of Expenditure/Revenue Adjustments at Mid-Year**

Department	FY 03 Adopted GF Less 'Fixed Costs' <sup>3</sup>	Exp/Rev Adjustment	Exp/Rev Adjustment as % of FY 03 Adopted	Annualized Ongoing Cuts <sup>4</sup>	Annualized Ongoing Cut as % of FY 03 Adopted	FY 04 10% Constraint Reduction Amount
Sheriff <sup>2</sup>	85,033,489	1,746,902	2.1%	3,567,712	4.2%	7,714,992
DA	13,777,206	823,698	6.0%	1,002,602	7.3%	1,411,192
DCJ	37,550,884	2,386,356	6.4%	4,427,647	11.8%	3,388,337
OSCP	16,359,342	2,284,501	14.0%	2,011,895	12.3%	1,459,688
DCHS	16,816,157	903,366	5.4%	1,492,757	8.9%	1,526,819
Health	39,376,117	4,314,332	11.0%	3,102,302	7.9%	3,587,711
DBCS <sup>1</sup>	29,297,778	3,104,848	10.6%	188,141	0.6%	2,323,112
Library	18,181,883	289,750	1.6%	0	0.0%	0
NonD <sup>5</sup>	<u>4,665,261</u>	<u>499,133</u>	<u>10.7%</u>	<u>160,000</u>	<u>3.4%</u>	<u>492,979</u>
<b>Total</b>	<b>261,058,117</b>	<b>16,352,886</b>	<b>6.3%</b>	<b>15,953,056</b>	<b>6.1%</b>	<b>21,904,830</b>

<sup>1</sup> Includes Supplemental Budget Modification still to go before the Board for Telephone/Data Processing/CGF Cash Transfer Swap.

<sup>2</sup> Assumes \$192,119 net GF savings for MCRC facilities.

<sup>3</sup> Fixed costs include items such as debt service payments.

<sup>4</sup> The annualized figure reflects the full year amount used in budgeting for FY 04.

<sup>5</sup> Includes \$400,000 SIP Resources (Wacker Retention Set aside).

**Attachment "B"**

**Summary Forecast of Major GF Revenue Sources**

GF Revenue	Current Budget FY 02-03	Low Forecast FY 02-03	Difference Low/Current	High Forecast FY 02-03	Difference High/Current
BWC	\$ 11,150,000	\$ 9,144,000	\$ (2,006,000)	\$ 9,144,000	\$ (2,006,000)
Property Taxes	175,865,000	175,000,000	(865,000)	175,865,000	
BIT	25,190,000	23,708,000	(1,482,000)	24,750,000	(440,000)
Motor Vehicle Rental Tax	11,523,000	11,523,000		11,523,000	
SB1145 Reimbursement	10,281,000	10,281,000		10,281,000	
Assessment & Taxation	9,274,000	9,274,000		9,274,000	
Service Reimbursements	13,155,000	11,530,000	(1,625,000)	12,000,000	(1,155,000)
State Shared Revenue	6,627,000	6,627,000		6,627,000	
Fed Detention Reimbursement	5,288,000	5,288,000		5,400,000	112,000
Interest	4,395,000	2,500,000	(1,895,000)	3,000,000	(1,395,000)
Health Inspections and EMS	2,875,000	2,875,000		2,875,000	
<b>Subtotal - Major Sources</b>	<b>\$ 275,623,000</b>	<b>\$ 267,750,000</b>	<b>\$ (7,873,000)</b>	<b>\$ 270,739,000</b>	<b>\$ (4,884,000)</b>
All Other GF	13,035,000	13,000,000	(35,000)	13,500,000	465,000
<b>Total - General Fund</b>	<b>\$ 288,658,000</b>	<b>\$ 280,750,000</b>	<b>\$ (7,908,000)</b>	<b>\$ 284,239,000</b>	<b>\$ (4,419,000)</b>

**Attachment "C"**

General Fund Estimated Spending Based on Department CYE @ 1/31/03				
Department	Revised Budget	Forecast Spending	Excess/(Deficit)	
Nondepartmental	\$ 12,492,146	\$ 12,151,051	\$	341,095
District Attorney	14,172,758	14,172,758		
OSCP	14,465,577	14,272,437		193,140
Human Services	20,123,669	20,123,669		
Health	37,131,652	37,131,652		
Community Justice	39,262,469	38,282,283		980,186
Sheriff's Office	86,456,781	86,456,781		
Business & Community	35,722,082	35,519,366		202,716
Library	17,233,656	17,233,656		
<b>Totals</b>	<b>\$ 277,060,790</b>	<b>\$ 275,343,653</b>	<b>\$</b>	<b>1,717,136</b>
<i>Savings as % of Appropriations</i>				<i>0.62%</i>

**Attachment "D"**

Estimate Reserve Requirements  
Following Mid-Year Adjustments

\$ 9,143,616	Audited Year End Balance
(661,113)	Less Committed Carryover
<b>\$ 8,482,503</b>	<b>Ending Balance Available for Reserve</b>

\$ 10,140,000	Budgeted Reserve
(1,657,497)	Shortfall from Budgeted Reserve
(2,717,658)	Shortfall from Mid-Year Target
<b>\$ 5,764,845</b>	<b>Estimated FY 02-03 Reserve</b>

\$ 4,375,155	Estimated Contribution to Fund Reserve at FY 02-03 Level
(1,845,000)	less COP Reserves Targeted to Reserve
<b>\$ 2,530,155</b>	<b>Estimated Balance to Fund in FY 03-04</b>

## AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**  
**Meeting Date: February 13, 2003**

**Agenda Item #: R-6**

**Est. Start Time: 10:35 AM**

**Date Submitted: 02/05/03**

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**Requested Date:** 2/13/03

**Time Requested:** 5 minutes

**Department:** Non-Departmental

**Division:** Chair's Office

**Contact/s:** Duke Shepard

**Phone:** 503.988.5137

**Ext.:** 85137

**I/O Address:** 503/600

**Presenters:** Duke Shepard, Chair's office.

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**Agenda Title:** Resolution supporting the efforts of Rockwood/West Gresham Residents, the Gresham Mayor, and the Gresham City Council in their efforts to establish the Rockwood/West Gresham Urban Renewal Area.

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

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1. **What action are you requesting from the Board? What is the department/agency recommendation?** Adoption of Resolution.
2. **Please provide sufficient background information for the Board and the public to understand this issue.** The Rockwood area of west Gresham was annexed by the City of Gresham in the mid 1980's. Over time, the area has seen increasing concentrations of poverty and crime, a decreasing tax base, and deterioration of property. Problems with violence, theft, and other crime incidences have been well documented and continue to grow. There exist few opportunities for employment relative to available land and buildings, both commercial and industrial. Business in the area continues to deteriorate, as evidenced by the recent announcement by Fred Meyer that it will be closing its

Rockwood store. In addition many housing structures are in poor condition and in need of repair or replacement.

In 1992 the community based Gresham 2020 Vision ranked Rockwood as a high priority, second only to the revitalization of downtown Gresham. In 1995, Gresham worked with Community members on the Central Rockwood Mixed Use Development Study, which recommended the area for future Urban Renewal. As a result of the study, the area was rezoned for a mix of commercial and residential uses, street plans were adopted, and future park opportunities were established. Citizen focused outreach activities by the City in 1997 (Citizen's First) resulted in the 1998 establishment of the Rockwood Action Plan Task Force. This community-based group led the development of the Rockwood Action Plan in 1998. The plan called for urban renewal as an effective tool for achieving a balanced mix of housing and business development, and redevelopment of infrastructure. In 2000 the Rockwood Action Plan Implementation Committee was formed from the prior task force to oversee the plan and established urban renewal as one of its top four priorities. In 2002, the City of Gresham established Rockwood/West Gresham Urban Renewal as the number one priority for the City.

*What is Urban renewal?*

Urban renewal is a locally controlled program utilizing tax increment financing for capital projects. Simply put, future local tax revenues pay for revitalization efforts, which in turn create more revenue. A local government establishes an urban renewal district, and capital projects and priorities within that boundary are identified within the boundary through an Urban Renewal Plan. The City then issues urban renewal bonds to pay for identified improvements. As property values increase in the area due to the new investment, the rise in property tax revenues (above the level of value at the time of adoption) called a "tax increment" is used to pay off the urban renewal bonds.

*What are the key features of the Rockwood Urban Renewal Plan?* As described above, the Rockwood plan comes as a result of over a decade of community planning efforts aimed at improving the Rockwood/West Gresham area. A key feature of the Rockwood Plan is the requirement of Citizen approval of any Urban Renewal Area. Any URA adopted for the Rockwood Area will be voted on by the citizens of Gresham. Gresham does not currently have any urban renewal areas.

The proposed URA has several assets. Rockwood perhaps unlike others URA's typically adopted in the Portland/Metro area, contains industrial land as well as a mix of commercial and residential, a light rail line, and access to freight rail and I-84. Most importantly, the area features a growing and increasingly diverse population.

The Board of County Commissioners held a briefing on the proposed Rockwood Urban Renewal Area on January 23, 2003. Presenters were: Max Talbot (Gresham Community Development Director), Jeff Tashman (Urban renewal consultant for the City of Gresham- Tashman Johnson LLC), Andree Tremoulet (Gresham Principal Planner for Community Revitalization) and Deb Meihoff (Gresham Associate Planner/Rockwood).

- 3. Explain the fiscal impact (current year and ongoing).** There are no fiscal impacts to Multnomah County in the current or upcoming fiscal year. If adopted by the citizens of Gresham, tax values for collection by Multnomah County will be capped at a permanent rate of 4.3434 in the 2004-2005-budget year. The unrealized revenue from value growth (the Tax Increment) within the proposed URA will be \$133,507 in 2004-2005, \$234,210 in 2005-2006.

Total unrealized/foregone revenues - tax increment – that will not be collected by Multnomah County but will instead be used for Urban Renewal during the term of the URA from 2004-2023 are projected to total \$9,869,084 (value in 2002 dollars). Current bonds and operating levies (such as the recently approved Library levy) are excluded from the effects of this proposed URA.

- 4. Explain any legal and/or policy issues.** Policy Issues: In the past the Board has expressed disagreement with the City of Gresham over its ban on affordable housing. The Gresham City Council has repealed that ban. A key policy issue for urban renewal is typically the question of potential displacement of local residents, particularly low/moderate income residents, as a result of urban renewal. This was the experience locally and nationally in the 1960's and 70's.

In addition a key policy decision is the “trade-off” of unrealized/foregone revenues “Tax Increment” by Multnomah County. While not a net loss, this does represent unrealized potential revenue. However, a successful URA may result in reduced need for County services through the creation of higher quality affordable housing and family wage jobs. This may also produce greater assessed value and tax revenue at the end of the URA term than would otherwise have occurred.

Legal Issues:

ORS Chapter 457 governs urban renewal. Specifically, ORS 457.085 establishes requirements for production and contents of urban renewal plans and establishes the threshold for local government approval of such a plan.

**457.085 Urban renewal plan requirements; accompanying report; contents; approval required.** (1) An urban renewal agency shall provide for public involvement in all stages in the development of an urban renewal plan.

(2) An urban renewal plan proposed by an urban renewal agency shall include all of the following:

(a) A description of each urban renewal project to be undertaken.

(b) An outline for the development, redevelopment, improvements, land acquisition, demolition and removal of structures, clearance, rehabilitation or conservation of the urban renewal areas of the plan.

- (c) A map and legal description of the urban renewal areas of the plan.
  - (d) An explanation of its relationship to definite local objectives regarding appropriate land uses and improved traffic, public transportation, public utilities, telecommunications utilities, recreational and community facilities and other public improvements.
  - (e) An indication of proposed land uses, maximum densities and building requirements for each urban renewal area.
  - (f) A description of the methods to be used for the temporary or permanent relocation of persons living in, and businesses situated in, the urban renewal area of the plan.
  - (g) An indication of which real property may be acquired and the anticipated disposition of said real property, whether by retention, resale, lease or other legal use, together with an estimated time schedule for such acquisition and disposition.
  - (h) If the plan provides for a division of ad valorem taxes under ORS 457.420 to 457.460, the maximum amount of indebtedness that can be issued or incurred under the plan.
  - (i) A description of what types of possible future amendments to the plan are substantial amendments and require the same notice, hearing and approval procedure required of the original plan under ORS 457.095 as provided in ORS 457.220, including but not limited to amendments:
    - (A) Adding land to the urban renewal area, except for an addition of land that totals not more than one percent of the existing area of the urban renewal area.
    - (B) Increasing the maximum amount of indebtedness that can be issued or incurred under the plan.
  - (j) For a project which includes a public building, an explanation of how the building serves or benefits the urban renewal area.
- (3) An urban renewal plan shall be accompanied by a report which shall contain:
- (a) A description of physical, social and economic conditions in the urban renewal areas of the plan and the expected impact, including the fiscal impact, of the plan in light of added services or increased population;
  - (b) Reasons for selection of each urban renewal area in the plan;
  - (c) The relationship between each project to be undertaken under the plan and the existing conditions in the urban renewal area;
  - (d) The estimated total cost of each project and the sources of moneys to pay such costs;

(e) The anticipated completion date for each project;

(f) The estimated amount of money required in each urban renewal area under ORS 457.420 to 457.460 and the anticipated year in which indebtedness will be retired or otherwise provided for under ORS 457.420 to 457.460;

(g) A financial analysis of the plan with sufficient information to determine feasibility;

(h) A fiscal impact statement that estimates the impact of the tax increment financing, both until and after the indebtedness is repaid, upon all entities levying taxes upon property in the urban renewal area; and

(i) A relocation report which shall include:

(A) An analysis of existing residents or businesses required to relocate permanently or temporarily as a result of agency actions under ORS 457.170;

(B) A description of the methods to be used for the temporary or permanent relocation of persons living in, and businesses situated in, the urban renewal area in accordance with ORS 281.045 to 281.105; and

(C) An enumeration, by cost range, of the existing housing units in the urban renewal areas of the plan to be destroyed or altered and new units to be added.

(4) An urban renewal plan and accompanying report shall be forwarded to the planning commission of the municipality for recommendations, prior to presenting the plan to the governing body of the municipality for approval under ORS 457.095.

(5) An urban renewal plan and accompanying report shall be forwarded to the governing body of each taxing district affected by the urban renewal plan and the agency shall consult and confer with the taxing districts prior to presenting the plan to the governing body of the municipality for approval under ORS 457.095. Any written recommendations of the governing body of each taxing district shall be accepted, rejected or modified by the governing body of the municipality in adopting the plan.

(6) No urban renewal plan shall be carried out until the plan has been approved by the governing body of each municipality pursuant to ORS 457.095 and 457.105. [1979 c.621 §2; 1983 c.544 §1; 1987 c.668 §1; 1987 c.447 §130; 1991 c.459 §332; 1997 c.541 §444]

**457.090** [Repealed by 1979 c.621 §28]

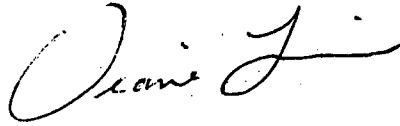
**5. Explain any citizen and/or other government participation that has or will take place.**



Extensive Public Involvement (described above) has driven the creation of this project. In addition, there has been extensive involvement by the City of Gresham. The Gresham City Council held a hearing on the plan on February 4, 2003.

**Required Signatures:**

**Department/Agency Director:**



**Date: 02/05/03**

**Budget Analyst**

**By:**

**Date:**

**Dept/Countywide HR**

**By:**

**Date:**

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

Supporting The Efforts Of Rockwood/West Gresham Residents, The Gresham Mayor And The Gresham City Council In Their Efforts To Establish The Rockwood/West Gresham Urban Renewal Area.

**The Multnomah County Board of Commissioners Finds:**

- a. While poverty decreased overall in Multnomah County during the 1990's, the Rockwood/West Gresham area has seen increasing poverty.
- b. The Rockwood/West Gresham area has seen a decrease in public safety and a rising incidence of violent crimes against people and property.
- c. Rockwood/West Gresham has experienced deterioration in commercial activity, notably the recent closure of the longstanding Rockwood Fred Meyer.
- d. Rockwood/West Gresham has seen deterioration in the quality of multi-family housing.
- e. Rockwood/West Gresham has severe development constraints due to property assemblage and transportation infrastructure that make private investment costs prohibitive.
- f. The Board has identified economic development and job creation as priorities.
- g. The Board has identified the reduction of poverty as a key County benchmark and primary responsibility of the County.
- h. Without economic investment, poverty and crime will increase, as will demands for County services.
- i. Rockwood/West Gresham, despite these many challenges, also has great promise due to the growing diversity of its residents who are attentive, active and engaged citizens.
- j. Rockwood/West Gresham contains a mix of under-utilized industrial, commercial, and residential property that offers the possibility of a mix of family wage jobs and quality housing for people of all income ranges.
- k. Public sector resources are necessary for the realization of these opportunities.
- l. Urban renewal offers a cost effective and responsible mechanism for spurring investment and development of jobs and housing in Rockwood/West Gresham.

**The Multnomah County Board of Commissioners Resolves:**

1. The Board supports the efforts of Rockwood/West Gresham residents, the Gresham Mayor and Gresham City Council in their efforts to establish the Rockwood/West Gresham urban renewal area.
2. The Board urges the residents of Gresham to support the proposed urban renewal area for the betterment of their neighbors and the strengthening of our community.

ADOPTED this 13<sup>th</sup> day of February, 2003.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

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Diane M. Linn, Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By Thomas Sponsler  
Thomas Sponsler, County Attorney

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

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Please complete this form and return to the Board Clerk

\*\*\*This form is a public record\*\*\*

MEETING DATE: 2/13/03

SUBJECT: R-6

AGENDA NUMBER OR TOPIC: Urban Renewal Proposal/Resolution

FOR: X AGAINST: \_\_\_\_\_ THE ABOVE AGENDA ITEM

NAME: Jerry Auriel

ADDRESS: 16600 SE Morrison

CITY/STATE/ZIP: Portland OR 97233

PHONE: \_\_\_\_\_ DAYS: 503 701 5287

EVES: \_\_\_\_\_

EMAIL: jclide@aol.com

FAX: \_\_\_\_\_

SPECIFIC ISSUE: Supporting & Apprenticeship  
Component of future work created by

WRITTEN TESTIMONY: Urban Renewal Proposal

**IF YOU WISH TO ADDRESS THE BOARD:**

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

**IF YOU WISH TO SUBMIT WRITTEN COMMENTS TO THE BOARD:**

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

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 03-024**

Supporting the Efforts of Rockwood/West Gresham Residents, the Gresham Mayor and the Gresham City Council in their Efforts to Establish the Rockwood/West Gresham Urban Renewal Area

**The Multnomah County Board of Commissioners Finds:**

- a. While poverty decreased overall in Multnomah County during the 1990's, the Rockwood/West Gresham area has seen increasing poverty.
- b. The Rockwood/West Gresham area has seen a decrease in public safety and a rising incidence of violent crimes against people and property.
- c. Rockwood/West Gresham has experienced deterioration in commercial activity, notably the recent closure of the longstanding Rockwood Fred Meyer.
- d. Rockwood/West Gresham has seen deterioration in the quality of multi-family housing.
- e. Rockwood/West Gresham has severe development constraints due to property assemblage and transportation infrastructure that make private investment costs prohibitive.
- f. The Board has identified economic development and job creation as priorities.
- g. The Board has identified the reduction of poverty as a key County benchmark and primary responsibility of the County.
- h. Without economic investment, poverty and crime will increase, as will demands for County services.
- i. Rockwood/West Gresham, despite these many challenges, also has great promise due to the growing diversity of its residents who are attentive, active and engaged citizens.
- j. Rockwood/West Gresham contains a mix of under-utilized industrial, commercial, and residential property that offers the possibility of a mix of family wage jobs and quality housing for people of all income ranges.
- k. Public sector resources are necessary for the realization of these opportunities.
- l. Urban renewal offers a cost effective and responsible mechanism for spurring investment and development of jobs and housing in Rockwood/West Gresham.

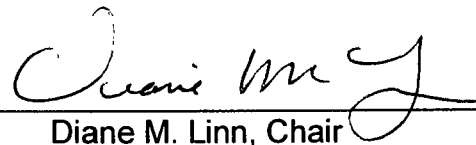
**The Multnomah County Board of Commissioners Resolves:**

1. The Board supports the efforts of Rockwood/West Gresham residents, the Gresham Mayor and Gresham City Council in their efforts to establish the Rockwood/West Gresham urban renewal area.
2. The Board urges the residents of Gresham to support the proposed urban renewal area for the betterment of their neighbors and the strengthening of our community.

ADOPTED this 13th day of February, 2003.

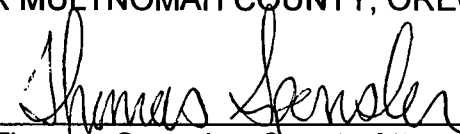


**BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON**

  
\_\_\_\_\_  
Diane M. Linn, Chair

REVIEWED:

**THOMAS SPONSLER, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON**

By   
\_\_\_\_\_  
Thomas Sponsler, County Attorney

# AGENDA PLACEMENT REQUEST

BUD MOD #: NOND 03

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-7 DATE 02-13-03  
DEB BOGSTAD, BOARD CLERK

## Board Clerk Use Only:

Meeting Date: February 13, 2003

Agenda Item #: R-7

Est. Start Time: 10:40 AM

Date Submitted: 02/03/03

**Requested Date:** February 13, 2003

**Time Requested:** 10 minutes

**Department:** Non-Departmental

**Division:** Commission District 3

**Contact/s:** Terri Naito

**Phone:** 503 988-4105

**Ext.:** 84105

**I/O Address:** 503/600

**Presenters:** Commissioner Lisa Naito

**Agenda Title:** Approval of budget modification, NOND 03 contingency fund request for work relating to the Regional Power Governance Model Project.

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

- 1. What action are you requesting from the Board? What is the department/agency recommendation?** Requesting approval of budget modification of \$75,000 to be transferred from General Fund Contingency to County Attorney's Office. Recommend approval.
- 2. Please provide sufficient background information for the Board and the public to understand this issue.** Resolution 02-122 "authorizes expenditure of up to \$75,000 as needed to examine public power options, governance and financing models, and related issues to provide guidance on the acquisition." Further, Resolution 02-154 approved the "Intergovernmental Agreement Regarding Regional Power Governance Model Project." Expenses for the Project which examines public power options, etc., will include consultant and meeting fees. This budget modification requests that the money authorized by the Board be moved into the County Attorney's budget for disbursement.

3. **Explain the fiscal impact (current year and ongoing).** One-time appropriation will reduce General Fund Contingency by \$75,000 for FY03.

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

**If a budget modification, explain:**

- ❖ **What revenue is being changed and why?** No revenue change.
- ❖ **What budgets are increased/decreased?** General Fund Contingency will be decreased by \$75,000 and County Attorney's budget will be increased by \$75,000.
- ❖ **What do the changes accomplish?** Allows County Attorney to spend funds previously authorized by the Board for purpose of exploring public power options.
- ❖ **Do any personnel actions result from this budget modification? Explain.** No.
- ❖ **Is the revenue one-time-only in nature?** NA
- ❖ **If a grant, what period does the grant cover?** NA
- ❖ **When the grant expires, what are funding plans?** NA

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

- ❖ **Why was the expenditure not included in the annual budget process?** Decision by Board to explore public power options was not made until September 19, 2003.
- ❖ **What efforts have been made to identify funds from other sources within the Department/Agency to cover this expenditure?** NA
- ❖ **Why are no other department/agency fund sources available?** NA
- ❖ **Describe any new revenue this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.** No revenue or cost savings anticipated. If Multnomah County ultimately participates in issuance of bonds to acquire PGE, expenditures would be reimbursed from debt proceeds.
- ❖ **Has this request been made before? When? What was the outcome?** No.

**If grant application/notice of intent, explain:**

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



4. **Explain any legal and/or policy issues.** Funds will be used to examine public power options as directed by the Board in Resolution 02-122.
5. **Explain any citizen and/or other government participation that has or will take place.** Interviews with consumer groups and other citizens are planned to help develop a Regional Power Governance Model in cooperation with Clackamas, Marion, and Washington Counties and the City of Portland. Discussions of the issues have been ongoing with our County partners and the City.

**Required Signatures:**

**Department/Agency Director:**



**Date:** February 3, 2003

**Budget Analyst**

**By:**



**Date:** February 3, 2003

**Dept/Countywide HR**

**By:**

**Date:**

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 02-122**

Authorizing County Participation in Public Acquisition of Portland General Electric

**The Multnomah County Board of Commissioners Finds:**

- a. Portland General Electric (PGE) provides electricity to residents and businesses throughout Multnomah County and Northwest Oregon.
- b. PGE is a wholly owned subsidiary and the largest asset of Enron Corporation (Enron), and Enron is involved in a Chapter 11 proceeding in U.S. Bankruptcy Court in New York.
- c. Enron's actions and business conduct have had a substantial negative impact on PGE's financial health, including potential responsibility for liabilities of Enron. These financial impacts on PGE may affect its ability to provide a stable supply of electricity at the lowest possible rates to Multnomah County and Northwest Oregon residents and businesses.
- d. Enron's current management and creditors have announced an auction to sell PGE, with decisions on possible new ownership by the end of 2002.
- e. It is in the interest of Multnomah County, Northwest Oregon and all PGE ratepayer's that PGE, or a successor utility, provide safe, reliable electrical service at stable, reasonable rates. There should be no continuing liability for Enron's actions or its debts. Management must be responsive to local needs and priorities, dedicated to its local employees, and committed to the economic and environmental well being of Multnomah County and Northwest Oregon. These public interests should be considered in the sale or transfer of PGE assets and business.
- f. Multnomah County believes that public acquisition of PGE assets and business could be beneficial to the residents and businesses of this region
- g. The City of Portland has resolved to enter into discussions with Enron and its creditors, and with other interested governments, to possibly acquire PGE. Counties are also discussing opportunities to possibly acquire PGE. One unified proposal would best serve the public's interest.

**The Multnomah County Board of Commissioners Resolves:**

1. Commissioner Lisa Naito, District 3, and Chair Diane Linn are authorized to act on behalf of Multnomah County to:
  - a. Participate in discussions with other counties and the City of Portland regarding a possible public acquisition of Portland General Electric.
  - b. Report regularly to the Board and recommend further action as appropriate until there is a satisfactory transfer of PGE assets and business that satisfies the public interest.
2. The Board authorizes expenditure of up to \$75,000 as needed to examine public power options, governance and financing models, and related issues to provide guidance on the acquisition. Any expenditure will be reimbursed from debt proceeds.

ADOPTED this 19th day of September, 2002.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

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Lonnie Roberts, Vice-Chair

REVIEWED:

THOMAS SPONSLER, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Thomas Sponsler, County Attorney

Budget Modification:

Nond 03

**EXPENDITURES & REVENUES**

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

Line No.	Fund Center	Fund Code	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
			Internal Order	Cost Center	WBS Element						
3	19	1000	7			60560		75,000	75,000		Cash transfer expenditure
1	19	1000		9500001000		60470		(75,000)	(75,000)		Decrease contingency
2	10-01	3500		107001		60170		75,000	75,000		Increase Co Attorney professional services
4	10-01	3500		107001		50320		(75,000)	(75,000)		Cash transfer revenue to Risk Fund
5								0			
6								0			
7								0			
8								0			
9								0			
10								0			
11								0			
12								0			
13								0			
14								0			
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16								0			
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21								0			
22								0			
23								0			
24								0			
25								0			
26								0			
27								0			
28								0			
29								0			
									0	0	Total - Page 1
									0	0	GRAND TOTAL

# AGENDA PLACEMENT REQUEST

**BUD MOD #:**

**Board Clerk Use Only:**

**Meeting Date:** February 13, 2003

**Agenda Item #:** R-8

**Est. Start Time:** 10:50 AM

**Date Submitted:** 02/06/03

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**Requested Date:** February 13, 2003

**Time Requested:** 5 minutes

**Department:** DBCS

**Division:** FM

**Contact/s:** Jennifer De Gregorio

**Phone:** 503 988-4349

**Ext.:** 84349

**I/O Address:** 274/FM

**Presenters:** Jennifer De Gregorio

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**Agenda Title:** Approval of Lease of Space in the Gateway Children's Center Services Building to Oregon State Department of Human Services

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

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

We request Board approval of the lease.

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

The County purchased the Gateway Children's Center property and renovated the building now known as the Services Building, primarily for child assessment and related services integrated with the receiving center program. This lease will facilitate delivery of some of these services and other related services by the State of Oregon Human Services Department, chiefly for family visitation sessions and other meetings among family members and State caseworkers.

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

The lease revenue is \$20 per square foot. This will pay for operation and maintenance costs of the premises estimated to be \$6.75 per square foot, with the remaining \$13.25 per square foot dedicated to operation of the children's program, for the five year duration of the lease. The County will receive \$3,950.00 per month, with annual adjustments for changes in operating and maintenance expenses.

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

**If a budget modification, explain:**

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

**NOTE: Attach Bud Mod spreadsheet (FORM FROM BUDGET)**

**If a contingency request, explain:**

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

**If grant application/notice of intent, explain:**

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

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

This lease has been negotiated and finalized in concert with previous Board action on Gateway Children's Center and Children's Receiving Center issues.

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

County Human Services is responsible for program administration at the Gateway Children's Center. This lease is an intergovernmental agreement with the State of Oregon.

**Required Signatures:**

Department/Agency Director: M. Cecilia Johnson Date: 02/05/03

County Attorney

By: Matthew O. Ryan Date: 02/05/03

Budget Analyst

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

Dept/Countywide HR

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

**BOGSTAD Deborah L**

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**From:** FARRELL Delma D

**Sent:** Wednesday, February 05, 2003 1:11 PM

**To:** BOGSTAD Deborah L

**Subject:** Lease of space to State at Childrens Receiving Center

Deb – I put the packet delivered from FPM and Daphne Teals on your desk. It's the one JB wants on the agenda for Feb. 13. Thank you.

2/6/2003



**MULTNOMAH COUNTY REAL PROPERTY LEASE DESCRIPTION FORM**

☒ Revenue   ☐ Expense   ☐ County Owned   Renewal   Taxpayer ID:

**NEW LEASE AT GATEWAY CHILDREN'S CENTER**

Property Management Contact: Esther Lugalía   Phone: 988-4214  
Date: 2/4/03  
Division Requesting Lease: Facilities & Property Management  
Contact: Jennifer De Gregorio   Phone: 988-4349

Lessor: Multnomah County  
Address: 401 N. Dixon Street Portland OR 97227  
Phone: 503-988-3322  
Lessee: State of Oregon Department of Human Services  
Address: 500 Summer St NE Salem OR 97310  
Phone: 503-945-5668 Kathy Majcher  
Address of lease and purpose:  
10317 East Burnside Street  
State of Oregon delivery of children's services in conjunction with the Receiving Center program and services.

Effective Date: January 1, 2003   Expiration: December 31, 2008

Total Amount of Agreement : \$237,000.00

Payment Terms: \$3,950.00 per month (annual review of operating expenses)

<u>Business Area</u>	<u>Cost Center</u>	<u>Project Number</u>
3505	B451	

**Required Signatures**

Department Head

County Counsel

Property Management

County Executive/Sheriff

Date:

*Matthew Olson* 2/5/03

*Matthew Olson* 2/5/03

*J. DeGregorio* 2/5/03

*Chris May* 2-13-03

Contract Number: Not assigned

Rev. 8-00 DEST: Originator; Accounts Payable; Contract Admin; FM Admin,

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-8 DATE 02-13-03  
DEB BOGSTAD, BOARD CLERK

**STATE OF OREGON**  
**INTERGOVERNMENTAL OFFICE SPACE LEASE AGREEMENT**

THIS LEASE AGREEMENT, dated November 26, 2002, is by and between MULTNOMAH COUNTY, a political subdivision of the State of Oregon (Lessor), and the STATE OF OREGON, acting through the Department of Human Services (Lessee).

The parties acknowledge and agree that time is of the essence with respect to all the terms, conditions and provisions of this lease; therefore, MULTNOMAH COUNTY hereby leases to the State and the State leases from MULTNOMAH COUNTY the premises described below under the following terms and conditions:

1. **Premises.** A total of approximately **2,389 rentable square feet, consisting of 1,498 useable square feet and 891 common area square feet** on two floors, as shown on the attached Exhibit A, which by this reference is made a part hereof, in the Services Building located at the Gateway Children's Center, also known as the Children's Receiving Center, located at 10317 East Burnside Street, Portland, Multnomah County, Oregon 97216.

2. **Term.** The original term of this Lease shall be for five years, commencing **December 1, 2002** or as of the date the Premises are delivered to and accepted by Lessee, whichever is later, and shall continue through **November 30, 2007**, or the date which is five (5) years from the actual commencement date as will be memorialized by a Lease Amendment

3. **Rent.** Lessee shall pay Base Rent in advance at the address for Lessor stated at Paragraph 19 – "Notices" by the 10th day of each month for the current month. The Base Rent for any partial month shall be prorated on a per diem basis. The monthly Base Rent for this **Full Service lease** shall be **\$3,950.00** (\$20.00 per square foot per year).

4. **Option to Extend.** If Lessee is not in default, Lessee shall have the option to extend this Lease for two additional extension term(s) of three (3) years each. Each extension term shall commence on the day following the expiration of the immediately preceding term. Notice exercising the extension option shall be delivered to Lessor in writing not less than ninety (90) days prior to the expiration of the preceding term. If such notice is given, all terms and conditions of this Lease shall apply during the extension term. Determination of rent for the extension term/s shall be as mutually agreed upon between Lessor and Lessee.

5. **Use.** Lessee may use the Premises for business offices, storage, and other lawful purposes including but not limited to functions related to the conduct of its business as a state agency, except where such conduct would include agency activities providing services to individuals or groups whose presence is or could be detrimental or harmful to the safety of the youth being served by the Gateway Children's Center.

6. **Parking.** Lessee, its employees, and clientele shall have the exclusive right to park in five (5) spaces at the Services Building, which shall be marked as such by Lessor. Lessor's parking lot guidelines are as shown on the attached Exhibit B. In addition, Lessee shall have the same right as other Tenants of Lessor to park in the facility's common parking areas, if common area parking is provided or exists during the term of this Lease.

7. **Lessor Covenants.**

(a) Lessor covenants that it has the right to make this Lease and to lease the Premises to Lessee; that possession of the Premises will be delivered to Lessee free of other tenants and of conflicting claims; that the use of the Premises by Lessee for the specific uses set forth in the paragraph above titled "Use of Premises" is not in violation of any federal, state or local statute, regulation or ordinance, known to Lessor at the date of

execution of this Lease, including the acknowledged comprehensive land use plans and regulations of the city or county in which Premises are located, and that on paying the rent and performing its covenants of this Lease, Lessee may enjoy the rights granted by this Lease free from rightful interference by any third party.

(b) Lessor covenants that the Premises, including any common areas in the building to be used by Lessee, comply with all applicable regulatory and building codes requirements for occupancy by Lessee, and meet the requirements of the Americans with Disabilities Act (ADA) for accessibility known to Lessor at the date of execution of this Lease in accordance with the standards provided in the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG), to the extent, at the minimum, the Premises including the common areas have: (1) an accessible entrance and an accessible route therefrom to those areas in which the principal activities of Lessee as a state agency will be conducted; (2) accessible restroom facilities; and (3) to the extent required at the execution of this Lease, accessible parking for the disabled in compliance with Oregon Revised Statutes (ORS) 447.233, if parking is provided within the lease.

(c) Lessor hereby discloses that the building was constructed **before January 1, 1978**, when the building industry had not generally refrained from using materials containing asbestos containing materials (ACM), and covenants that all ACM in the Premises have been removed or abated and the Premises have been inspected by a competent inspector qualified to perform such inspection under applicable law and regulations and certified as safe from all friable ACM.

**8. Improvements and Alterations.** Lessor has furnished the Premises with standardized systems furniture, as describe on the attached drawing 'Furniture included in lease', pages 1 and 2, marked Exhibit C, which shall remain the property of Lessor. Lessee may place fixtures, partitions, personal property, and the like in the Premises and may make nonstructural improvements and alterations to the Premises, subject to Lessor's written consent, which shall not be unreasonably withheld. Alterations requested by Lessee shall be performed by Lessor at the expense of Lessee. Lessee agrees that any such improvements and alterations made by Lessee with Lessor's consent shall become the property of the Lessor. At Lessor's written request, Lessee may be required to remove such items at the end of the Lease term. In the event such Lessor's request is received, Lessee agrees to restore the Premises to its original condition, subject to reasonable wear and tear.

**9. Maintenance and Repair.**

(a) Lessor shall perform at Lessor's sole cost and expense all necessary maintenance and repairs of: (1) the structure, foundation, exterior walls, roof, doors and windows, elevators, emergency lighting, and Lessor-provided fire extinguishers, Lessor provided window coverings, sidewalks, and parking area which are located in or serve the Premises, maintaining the Premises and the common areas in a hazard free condition; (2) the heating, air conditioning, plumbing, electrical, and lighting systems in the Premises, replacing parts or the system as necessary, obtaining required permits and inspections from Codes enforcement authorities; (3) the Premises, improvements, grounds, and landscaping, keeping them in good repair and appearance, replacing dead, damaged or diseased plant materials when Lessor determines necessary; (4) interior walls, performing touch-up and repainting as necessary when it is due to normal wear or deterioration; (5) Lessor supplied systems furniture, performing touch-up, recovering, maintenance and repair as necessary when it is due to normal wear or deterioration; and (6) carpets and other floor coverings. Carpets and other floor coverings shall be repaired and replaced as necessary by Lessor at Lessor's sole cost and expense when it is due to premature wear/deterioration or due to normal and expected wear and tear. Lessor understands and agrees that the carpets and other floor coverings provided or installed in the Premises at the commencement of this Lease shall be of the type and quality to last at least through the original term of the Lease; and that the areas identified by Lessee as the high traffic areas such as public/client waiting areas shall be maintained as necessitated by excess use. Carpets and floor coverings which fail to last through the original term of the Lease under normal and expected wear shall be considered "premature wear" for the purposes of this paragraph. Lessor shall at Lessor's sole cost and expense provide, furnish, install, and replace all exterior and interior light fixtures, including ballasts, bulbs, and fluorescent tubes, except when Lessor is NOT responsible

for providing the janitorial services under this Lease, in which case Lessee shall be responsible for replacing the interior bulbs and interior fluorescent tubes. The parties acknowledge that energy conservation to the extent feasible is in the best interest to both parties, and agree to make best efforts to contribute toward gaining energy efficiency wherever possible.

(b) Should Lessor fail to maintain the Premises in accordance with above requirements, and after reasonable prior notification to Lessor to remedy the problems, Lessee may contract for necessary labor, equipment and material to bring Premises within those requirements and shall deduct related costs plus reasonable administrative costs from future rent payments.

(c) Lessee shall take good care of the interior of the Premises and at the expiration of the term surrender the Premises in as good condition as at the commencement of this Lease, excepting only reasonable and expected wear and tear, permitted alterations, and damage by fire or other casualty.

#### **10. Heating, Ventilation and Airconditioning (HVAC) Standards.**

(a) The HVAC system shall operate so as to satisfy all of the factors contributing to the comfortable conditions with respect to cooling, heating and fresh air intakes, per the applicable building codes and the standards applicable to similar office buildings in the area. Normally the amount of outside air per person should not be less than 5 cfm. At Lessee's request, Lessor shall provide the Lessee prior to occupancy with a report from an independent air balancing company showing that the cfm of outside air per person is at least 5 cfm.

(b) System Maintenance: Lessor shall be responsible for maintaining the system in proper operating condition, but shall not be less than: Every three (3) months a preventative maintenance check, every six (6) months complete filter changes, once every two years clean the coils on all units. On request by Lessee, Lessor shall provide Lessee with copies of work orders signed by the maintenance person who performed the work. Maintenance shall be performed as frequently as may be required by the local conditions in keeping the system in proper operating condition. Should Lessor fail to maintain the system in accordance with above standards, and after written notification to the Lessor, Lessee may contract for necessary labor, equipment and material to bring system within those standards and may deduct related costs plus reasonable administrative costs from future rent payments.

#### **11. Utilities and Services.**

(a) Lessor will cause the utilities and services listed below to be furnished to the Premises. Charges shall be paid as indicated:

##### Utility or Service

Water  
Sewer  
Electricity  
Gas  
Fuel Oil  
Trash Removal  
Janitorial Service  
Recyclables Removal (State Recycle Program)  
Window Washing  
Snow and Ice Removal  
Building Security (If required)

##### Monthly Charges Paid By:

##### Lessor / Lessee

<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____
<u>X</u>	_____

(b) Lessor shall arrange for janitorial services that comply with the specifications contained in the attached Exhibit D. In doing so, Lessor shall make best effort to support the policy of the State of Oregon, as provided in Oregon Revised Statutes 279.015 and 279.835 to 279.855, either by contracting with a qualified

nonprofit agency for disabled individuals, otherwise referred to as Qualified Rehabilitation Facility (QRF), whenever such is locally available and feasible; or by allowing the janitorial services to be taken out of the Lease, with a corresponding reduction in rent, to enable Lessee to contract directly with a QRF for the janitorial services if such becomes locally available and feasible. Lessee is hereby given such an option, which may be exercised with at least sixty (60) days advance written notice to Lessor. If Lessor no longer provides janitorial service, Lessee may choose to contract directly with QRF for janitorial services and the rent shall be reduced by an amount equal to the cost of janitorial services specified at the time Lessee chooses to contract with a QRF. The actual cost of providing janitorial service shall be determined by the most recent invoice for payment of such services, which Lessor hereby agrees to provide to Lessee. The Lease shall be amended to reflect the reduction in rent. In case Lessee is required to or expected to participate in the State Recycle Program, the party that is responsible for providing the janitorial services to the Premises, be it Lessor or Lessee, shall require its janitorial services contractor to support and cooperate with the State Recycle Program with respect to collection and delivery of the recyclable materials to the designated pick up point at the Premises.

(c) **Recycling Materials:** Lessor shall support the policy of the State of Oregon for recycling materials as provided in Oregon Revised Statutes ORS 279.560 and 279.635. In case Lessee as a state agency is required to participate in the State Recycle Program, which may be operated by a state contracted QRF service provider, Lessor will cooperate with the State Recycle Program by permitting and facilitating Lessee to make its own arrangements for its recyclable materials collections and pick ups as well as by providing adequate collection areas and storage facilities at the Premises.

(d) **Telephone and Data Cable and Wire:** Lessor shall be responsible for the installation and maintenance of all telephone and data cable and wire to the telephone/computer room/closet in the Premises including bringing sufficient number of lines to the floor and thence to each workstation/conference room/copier and fax room and other designated locations in the area where the Premises are located, for Lessee's use. Lessor shall supply and install as necessary all handsets, handsfree units, and other telephone equipment necessary for Lessee's use. Lessor shall also be responsible for installation of all station wire in the Premises during the initial tenant improvement work. Such installation shall meet the standards provided in the DAS Leased Facility Construction Standards, Chapter 7 - Systems, Telecommunications Pre-Wire Specifications (Exhibit E). At Lessee's request, Lessor shall provide Lessee with a copy of certification supported by test data that all circuits are capable of supporting transmission speed of at least 100 MHz. Lessor shall be responsible for maintenance, repair and replacement of all supply telecommunications equipment, including handsets, conference room sets, handsfree units, and other equipment. Lessor shall provide telecommunications services as specified and Lessee shall pay to Lessor telecommunications charges as specified in the Telecommunications Rate sheet attached as Exhibit F. Lessee reserves the right to review and modify Paragraph 9(d) upon execution of a lease for the adjacent MDT Building.

(e) Should Lessor fail to provide the janitorial and other services at the levels specified hereinabove, including applicable Exhibits or attachments to this Lease, and after reasonable written notification to Lessor, Lessee may contract for necessary labor, equipment and material to correct the deficiencies and shall deduct the related costs plus reasonable administrative costs from future rent payments.

**12. Insurance.** Lessee shall provide for its own personal property damage coverage and liability insurance, within the limits as provided under ORS 30.260 to 30.300, and as limited by Oregon Constitution, Article XI, Section 7. Lessor shall provide for its own liability coverage and real property damage coverage for the building structure and the building systems, subject to the same limitations as provided under the law.

**13. Statement of Self-Insurance.** The State of Oregon is self-insured for its property and liability exposures, as subject to the Oregon Tort Claims Act, ORS 30.260 through 30.300. A Certificate of Self-Insurance will be provided, upon request of the Lessor.

**14. Limited Indemnities of the Parties.**

(a) To the extent permitted by Article XI, Section 7 of the Oregon Constitution and subject to the limits of the Oregon Tort Claims Act, ORS 30.260 through 30.300, Lessee shall defend, indemnify and hold Lessor harmless from any claim, loss or liability arising out of or related to the negligent activity of Lessee on the Premises or any condition of the Premises of which Lessee has knowledge or reasonably ought to have knowledge or which is under the control of Lessee.

(b) To the extent permitted by Article XI, Section 10 of the Oregon Constitution and subject to the limits of the Oregon Tort Claims Act, ORS 30.260 through 30.300, Lessor shall defend, indemnify and hold Lessee harmless from any claim, loss or liability arising out of or related to the negligent activity of Lessor or Lessor's breach of duty under the Lease.

**15. Non-Appropriation.**

(a) If sufficient funds have not been provided in the legislatively approved budget of Lessee, Department of Human Services, to permit Lessee in the exercise of its reasonable administrative discretion to continue this Lease, Lessee may terminate this Lease without further liability to Lessor with not less than one hundred twenty (120) days prior written notice to Lessor. During such termination notice period, Lessee may negotiate with Lessor for continued occupancy in a portion of the Premises at a reduced rent. If that is not feasible on mutually acceptable terms, then the Lease shall terminate as notified. In determining the availability of funds to Lessee, Lessee will use the budget approved by the Oregon State Legislature or acts of the Legislative Emergency Board.

(b) If by a specific legislative act, Lessee or its functions is abolished or its functions absorbed into other state agency or agencies, Lessee may terminate this Lease without further liability to Lessor with not less than 120 days prior written notice to Lessor.

**16. Termination.** At any time during the lease term, either party may terminate this Lease without further obligations or liability to the other, with not less than one hundred eighty (180) days prior written notice to the other party.

**17. Default.** Neither party shall be in default under this Lease until written notice of the unperformed obligation has been given and that obligation remains unperformed after notice for fifteen (15) days in the case of a payment or for thirty (30) days in the case of other obligations. If the obligation, other than a payment, cannot be performed within the thirty-day period, there shall be no default if the responsible party commences a good faith effort to perform the obligation within such period and continues diligently to complete the performance. In case of a default the nondefaulting party may terminate this Lease with thirty (30) days prior written notice to the defaulting party, and it shall be entitled to recover damages or any other remedy provided by applicable law, or it may elect to perform the defaulting party's obligation and recover from the defaulting party the costs plus interest at the legal rate for judgment. If Lessee make such expenditures as the nondefaulting party, those expenditures may be deducted from the rent.

**18. Assignment and Subleasing.** Lessee may assign this Lease or sublet any portion of the Premises to other parties with Lessor's written consent, which consent shall not be unreasonably withheld.

**19. Holdover.** With 30 days prior written notice to Lessor Lessee may hold over this Lease for a period not to exceed two (2) months after the end of the lease term without obtaining prior consent of Lessor. If Lessee holds over the lease term, a tenancy from month to month shall be created at the same rental rate as the immediately preceding months, and the holdover shall not be construed as an exercise of any renewal option contained herein. Lessee holding over the Lease longer than the first two months shall be subject to Lessor's consent.

**20. Notices.** Notices between the parties shall be in writing, effective when personally delivered to the address specified herein, or if mailed, effective seventy two (72) hours following mailing to the address for such party specified below or such other address as either party may specify by notice to the other:

LESSOR: Multnomah County  
Facilities and Property Management  
401 N Dixon Street  
Portland, OR 97227  
Telephone: 503-988-3322 ext. 28264; Fax: 503-988-5643

LESSEE: Department of Human Services  
500 Summer St NE  
Salem, OR 97310-1012  
Kathy Majcher, or successor  
Telephone: (503) 945-5668; Fax: (503) 947-5316

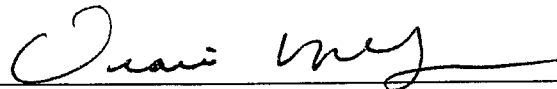
**21. Merger.**

THIS LEASE CONSTITUTES THE ENTIRE LEASE BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS LEASE SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS LEASE. THE PARTIES, BY THE SIGNATURE BELOW OF THEIR RESPECTIVE AUTHORIZED REPRESENTATIVES, HEREBY ACKNOWLEDGES THAT THE PARTIES HAVE READ THIS LEASE, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

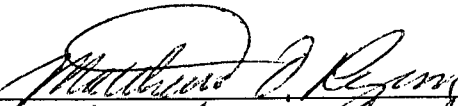
This Lease shall not become effective and shall not be binding upon the State of Oregon or any agency thereof until it has been executed, in the signature spaces provided below, by all parties to this Agreement, including those whose approval is required.

The parties have executed this Lease the \_\_\_\_ day of \_\_\_\_\_, 2003.

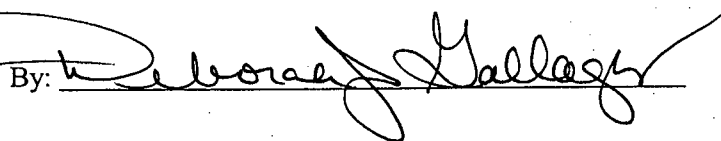
LESSOR: MULTNOMAH COUNTY

By: 

APPROVED AS TO LEGAL FORM

By:   
Assistant County Attorney

LESSEE: STATE OF OREGON, acting by and through the  
Department of Human Services

By: 

APPROVAL: STATE OF OREGON, acting by and through the  
Department of Administrative Services

By: \_\_\_\_\_  
Facilities Division

#### Exhibits

1. Exhibit A – Service Building floor plans (attached)
2. Exhibit B – Parking Assignments and Guidelines (attached)
3. Exhibit C – Systems Furniture list supplied in Services Building (attached)
4. Exhibit D – Janitorial specifications (attached)
5. Exhibit E – DAS Leased Facility Construction Standards (attached)
6. Exhibit F – Telecommunications Rates (attached)

DHS-ChildReceiveCtrLse-MultCty  
FJL/16Dec2002

APPROVED MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-8 DATE 02.13.03  
DEB BOGSTAD, BOARD CLERK



Tenant Information

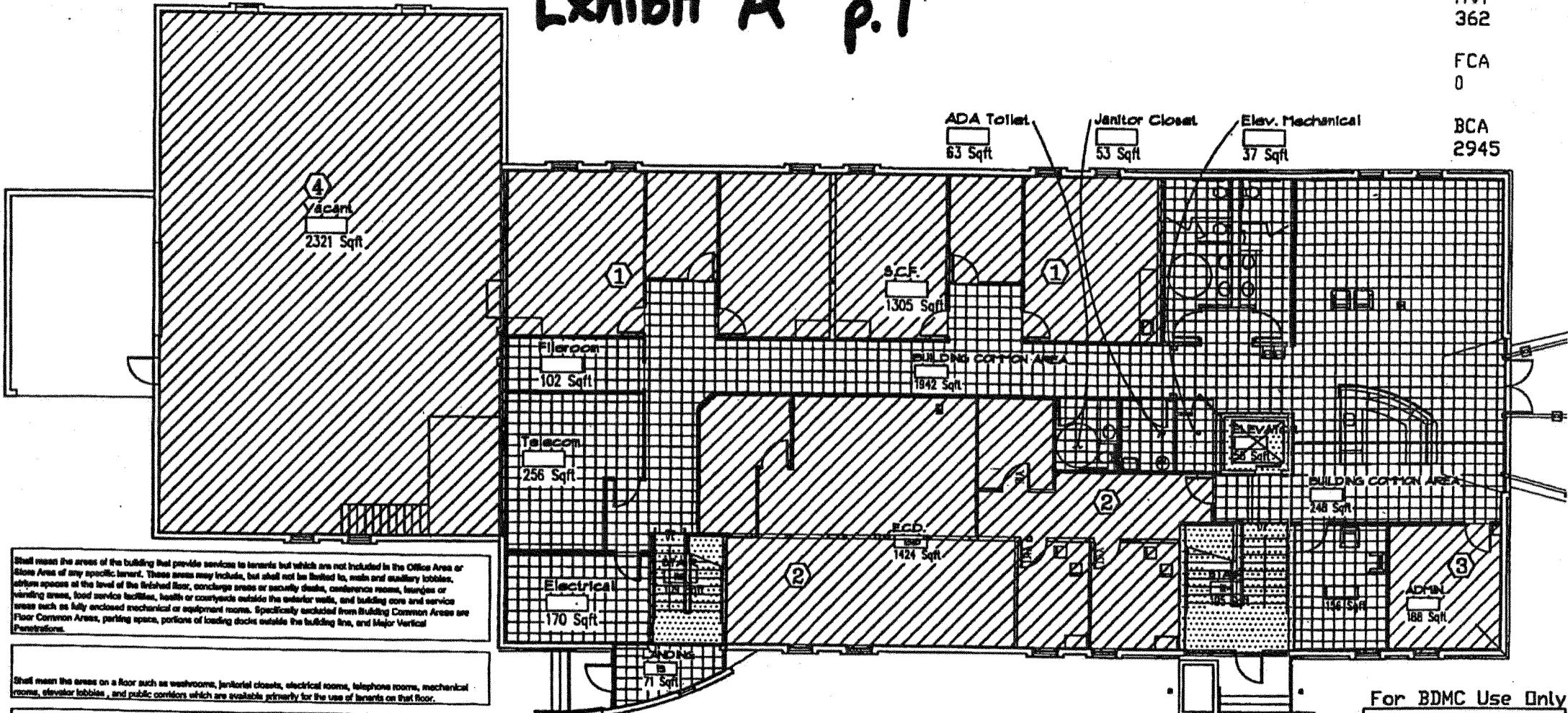
Children's Receiving Center #448  
10317 E. Burnside Street  
Portland, Oregon 97216

Floor Information

- ① Non-County Oregon Dept. Human Services General Use 1305
- ② B448-Base Vacant General Use 1424
- ③ CRC Admin. General Use 188 Sqft.
- ④ B448-Base Vacant Warehouse 2321

GMA  
8545  
  
MVP  
362  
  
FCA  
0  
  
BCA  
2945

Exhibit A p.1



**Building Common Area:**  
Shall mean the areas of the building that provide services to tenants but which are not included in the Office Area or Store Area of any specific tenant. These areas may include, but shall not be limited to, main and auxiliary lobbies, entry spaces at the level of the finished floor, concourse areas or security desks, conference rooms, lounges or vending areas, food service facilities, health or courtyard outside the exterior walls, and building core and service areas such as fully enclosed mechanical or equipment rooms. Specifically excluded from Building Common Areas are Floor Common Areas, parking spaces, portions of loading docks outside the building line, and Major Vertical Penetrations.

**Floor Common Area:**  
Shall mean the areas on a floor such as restrooms, janitorial closets, electrical rooms, telephone rooms, mechanical rooms, elevator lobbies, and public corridors which are available primarily for the use of tenants on that floor.

**Major Vertical Penetrations:**  
Shall mean stairs, elevator shafts, flues, pipe shafts, vertical ducts, and the like, and their enclosing walls. Airs, firevents and similar penetrations above the finished floor are included in this definition. Not included, however, are vertical penetrations built for the private use of a tenant occupying Office Areas on more than one floor. Structural columns, openings for vertical electric cable or telephone distribution, and openings for plumbing lines are not considered to be Major Vertical Penetrations.

Tenant Areas	Occupant Area (Dedicated Square Footage)	Common Spaces		Total
		Building Common Area	Floor Common Area	
O.D.H.S	1498	805	86	2389

Children's Receiving Center 448				
LEASE INFORMATION				
LEASE SQUARE FEET TOTAL				
Area	Location	Area	Area	Area
A	1st Fl.-O.D.H.S.-GU	1305	1.51	1968
E	2nd Fl.-O.D.H.S.-GU	183	2.10	421
		2389		

First Floor

Measured by: Michael Khaligh.  
Date: 08 August 2002

For BDMC Use Only

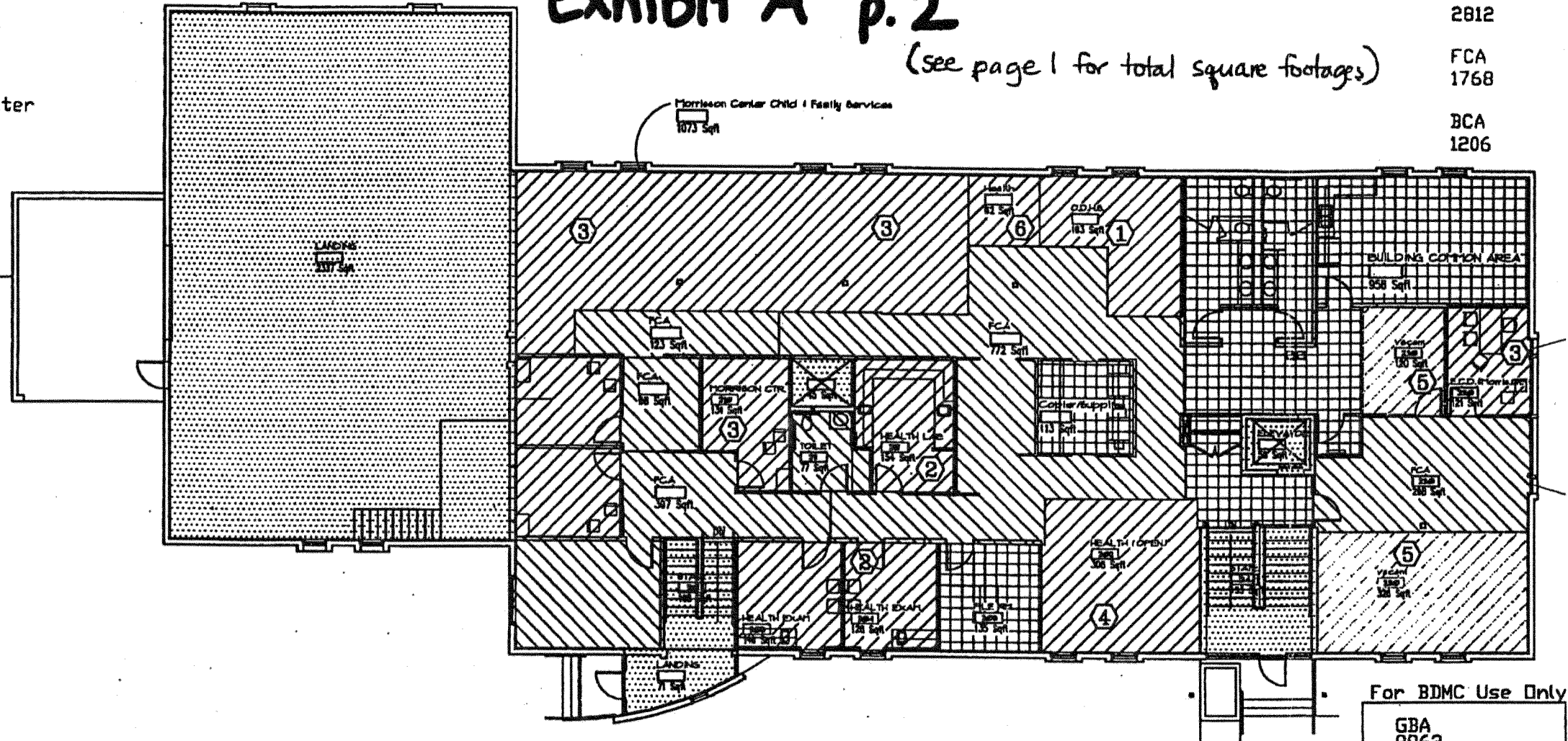
GBA  
8857  
TCS  
0  
(0.1% variance allowance)  
0  
Control #331

### Floor Information

BCA  
1206

Exhibit A p. 2

(see page 1 for total square footages)



For BDMC Use Only

GBA  
8862

765  
0

(0.1% variance allowance)  
+3

Control #331

Figures above represent occupied areas by tenant and do not reflect total billable square footage. For example, the figures above do not include common areas. For further information contact Facility Services Manager.

August 2002  
Esther Lugalla

## Second Floor

Measured by: Michael Khaligh  
Date: 8 August 2002

## **Gateway Children's Campus**

### **PARKING GUIDELINES**

1. Twenty spaces will be reserved for visitors. Visitor spaces will be marked. Social Services building receptionist will provide visitor passes. Accommodation will be made for visitors with children to conveniently pick up passes
2. Staff who must have a car due to a disability will get a space. There are four designated handicap spaces.
3. Staff who must have their own for work purposes will get a space; however, staff who can park-and-ride should, and employers who provide Tri Met passes should expect employees to use them.
4. Publicly owned (government) vehicles will be identified as such.
5. Visitor spaces will be marked. All other spaces will be marked as reserved and numbered.
6. Employers should encourage staff to park on street (102<sup>nd</sup> or E. Burnside) whenever possible.
7. Itinerant staff who use the building occasionally will follow the same direction under #3. Tri-Met Park & Ride lots at Gateway or 122<sup>nd</sup> can be used for the brief commute to the Gateway Campus.
8. Remaining spaces will be allocated based on number of staff (e.g. Morrison Center has 10% of Campus staff, so would get 10% of remaining parking spaces).

## Tenant Information

- ① Non-County  
Oregon Dept. Human Services  
General Use  
1305
- ② B448-Base  
Vacant  
General Use  
1424
- ③ CRC Admin.  
General Use  
188 Sqft.
- ④ B448-Base  
Vacant  
Warehouse  
2321

Children's Receiving Center #448  
10317 E. Burnside Street  
Portland, Oregon 97216

## Floor Information

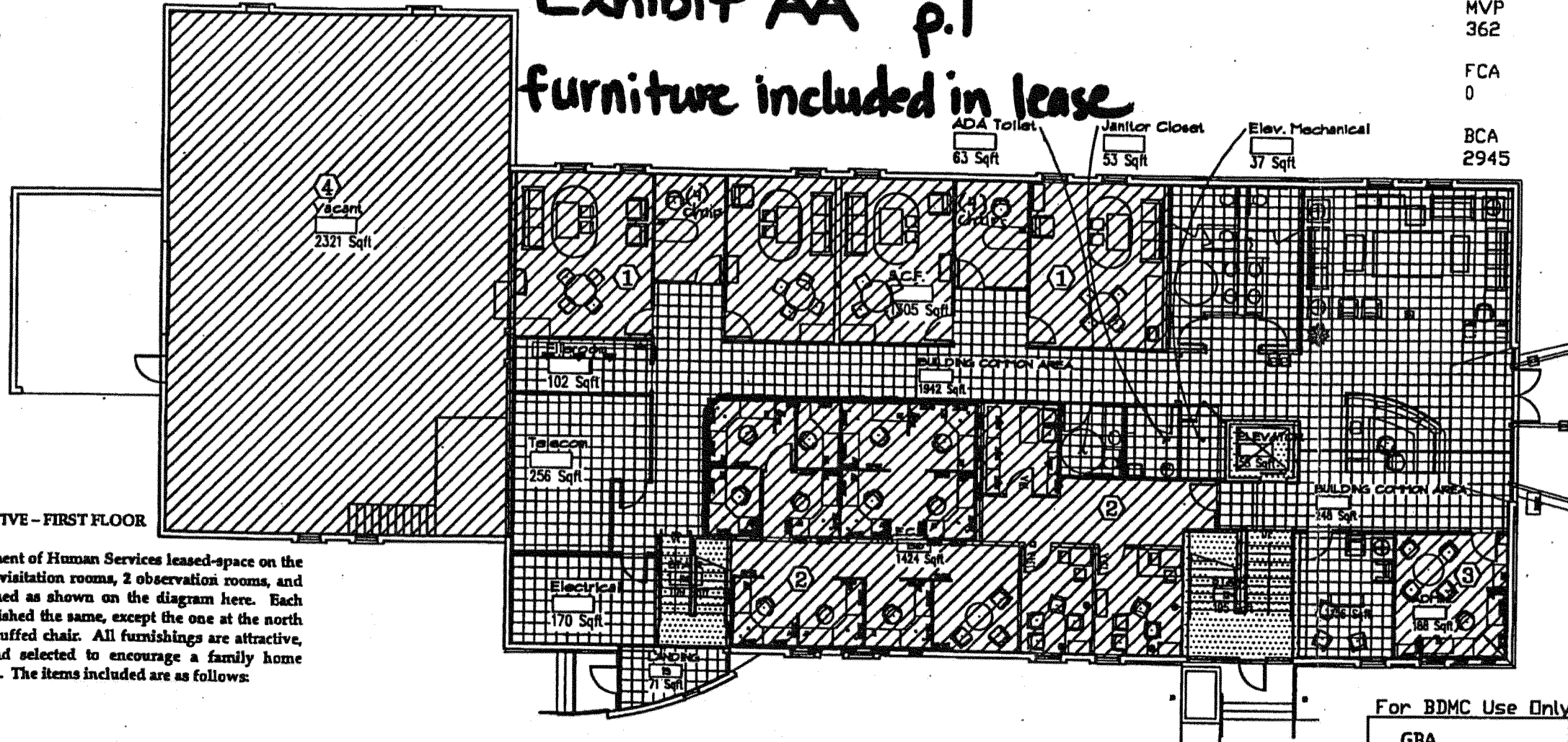
GMA  
8545

MVP  
362

FCA  
0

BCA  
2945

**Exhibit AA p.1**  
**furniture included in lease**



## FURNITURE NARRATIVE - FIRST FLOOR

The Oregon Department of Human Services leased-space on the first floor comprises 4 visitation rooms, 2 observation rooms, and common areas, furnished as shown on the diagram here. Each visitation room is furnished the same, except the one at the north end has 1 additional stuffed chair. All furnishings are attractive, colorful, and new, and selected to encourage a family home environment for clients. The items included are as follows:

- 4 sofas
- 5 stuffed chairs
- 4 round tables
- 24 regular-size chairs to go with tables
- 4 child-size rectangular tables
- 8 child-size chairs to go with child-size tables
- 4 four-shelf bookcases
- 4 area-rugs (approximately 6' X 8')
- 4 quilted wall hangings

Please note furnishings in common areas as shown.

First Floor

Measured by: Michael Khaligh  
Date: 08 August 2002

For BDMC Use Only

GBA  
8857

TCS  
0

(0.1% variance allowance)  
0

Control #331

EXHIBIT C



## Tenant Information

① Non-County  
Oregon Dept. Human Services  
General Use  
193

② 404835  
Health Dept.  
Clinic  
428

③ Non-County  
Morrison Center  
General Use  
1325

④ 404835  
Health Dept.  
General Use  
308

⑤ B448-Base  
Vacant  
General Use  
446

⑥ CRC Admin.  
General use  
62

Children's Receiving Center-#448  
10317 E. Burnside Street  
Portland, Oregon 97216

## Floor Information

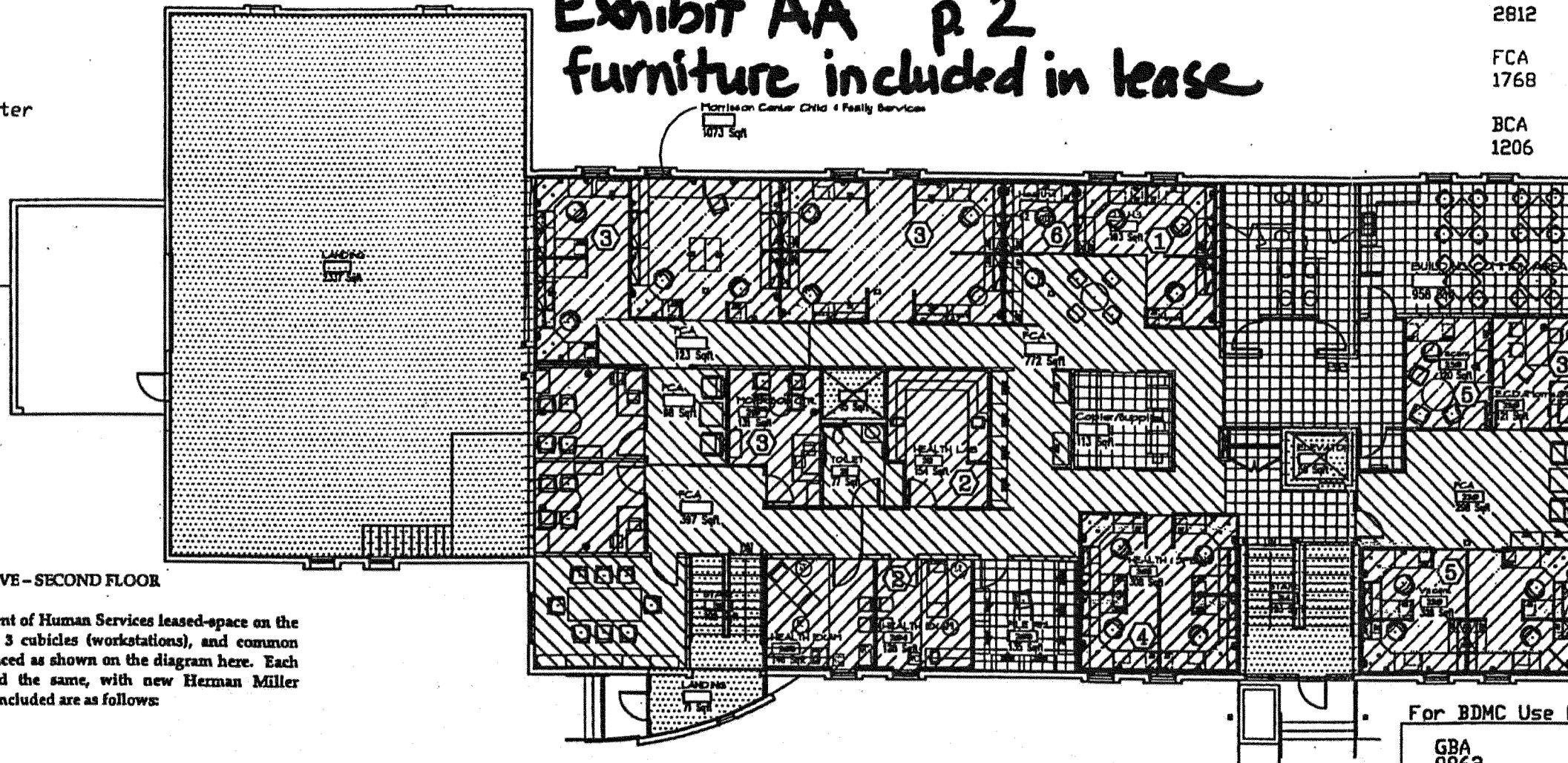
GMA  
8548

MVP  
2812

FCA  
1768

BCA  
1206

Exhibit AA p 2  
furniture included in lease



## FURNITURE NARRATIVE - SECOND FLOOR

The Oregon Department of Human Services leased-space on the second floor comprises 3 cubicles (workstations), and common areas, with furniture placed as shown on the diagram here. Each workstation is designed the same, with new Herman Miller furnishings. The items included are as follows:

- 3 desk areas
- 3 chairs
- 3 three-drawer free standing locking file cabinets
- 3 overhead locking storage cabinets
- 3 bookshelves attached to wall
- 3 sliding attached in/out bins
- 3 sliding attached file holders

Furnishings in common areas are as shown. Please note  
Copier/Supplies part of the common area includes 2 printers and 1 copiers

Second Floor

Measured by: Michael Khaligh  
Date: 8 August 2002

For BDMC Use Only

GBA  
8862  
TCS  
0

(0.1% variance allowance)  
+3

Control #331

EXHIBIT C

## **STANDARD JANITORIAL SERVICES AT MULTNOMAH COUNTY BUILDINGS**

### **DAILY (5 times per week)**

Empty and damp wipe all waste receptacles  
Dust mop all areas using a treated mop in common areas  
Sanitize and polish all drinking fountains  
Vacuum all carpeted areas in restrooms and locker rooms  
Gather and arrange all reading materials  
Damp mop all resilient floor surfaces  
Clean all door glass and relite glass  
Empty all waste receptacles  
Vacuum all carpeted areas  
Clean/disinfect all restroom, locker room fixtures (sinks, toilets, urinals)  
Clean/sanitize all showers  
Sweep all floors  
Clean and sanitize all floors  
Clean, fill and disinfect all supply dispensers

### **ONE TIME PER WEEK**

Empty and damp wipe all waste receptacles  
Dust mop all areas using treated mop in offices  
Vacuum all carpeted areas in offices  
Collect recycle from collection points  
Damp mop all resilient floor surfaces in offices

### **TWO TIMES PER MONTH**

Clean all elevators and elevator door tracks

### **ONE TIME PER MONTH**

Dust all low reach areas including baseboards and ledges in common areas  
Detail vacuum all areas  
Clean/disinfect all restroom partitions

### **SIX TIMES PER YEAR**

Dust all low reaching areas including baseboards and ledges in offices  
Detail vacuum all areas

### **TWO TIMES PER YEAR**

Vacuum all ceiling and wall air grills and vents in all areas  
Extract carpets in common areas

### **ONE TIME PER YEAR**

Complete strip and wax all resilient floors

**EXHIBIT D**

**STATE OF OREGON**

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**FACILITIES DIVISION**

**LEASED FACILITIES**

**CONSTRUCTION STANDARDS**

**REVISED**  
**February 2000**

**EXHIBIT E**

# **Facility Project Manual Construction Standards Leased Facility**

## **Table of Contents**

### **Oregon Department of Administrative Services**

### **Construction Performance Standards**

Table of Contents.....	i-ii	
Chapter 1 – General Requirements .....	1	Purpose: Intended Use of These Standards
Definitions		
Building		
Lessor Construction Document Submittal		
Project Meetings (01200)		
Shop Drawings, Samples and Product Data (01300)		
Material and Equipment		
Substitutions and Product Options		
Changes Authorized by Tenant		
Floor Load Bearing Standards		
Hazardous Communications (HAZCOM)		
Project Closeout (1700)		
Chapter 2 – Site Work .....	11	
Earthwork (02200)		
Drainage (02400)		
Site Improvements (02440)		
Landscaping (02480)		
Paving and Surfacing (02500)		
Site Utilities (02700-02800)		
Chapter 3 – Building Structure .....	15	
Concrete (03000)		
Masonry (04000)		
Metals (05000)		
Wood (061000)		
Chapter 4 – Building Envelope .....	17	
Waterproofing (07100)		
Dampproofing (07150)		
Insulation (07200)		
Roofing and Gutters (07500)		
Sealants and Caulking (07900)		
Doors and Frames (08200)		
Windows and Storefront Systems (08400)		
Glazing (08800)		



# Facility Project Manual Construction Standards

## Table of Contents-continued

Chapter 5 – Interior Finishes .....	21
Woodworking and Trim (06400)	
Gypsum Board (09250)	
Ceramic Tile (09310)	
Acoustical Tile (09510)	
Resilient Flooring (09650)	
Carpeting (09680)	
Painting (09900)	
Wall Covering (09950)	
Chapter 6 – Specialties, Equipment, and Furnishings .....	26
Hardware (08700)	
Toilet Partitions and Screens (10160)	
Flagpoles (10350)	
Identifying Devices (10400)	
Partitions (10600)	
Toilet Accessories (10800)	
Food Service Equipment (11400)	
Window Treatment (12500)	
Furniture and Accessories (12600)	
Chapter 7 – Systems .....	32
Elevators (14200)	
Plumbing Systems, Fixtures, and Trim (15450)	
Fire Protections (15500)	
Heating and Air Conditioning (15600-15900)	
HVAC Project Close-out	
Basic Materials and Methods for Electrical Systems (26050)	
Lighting (16500)	
Emergency Lighting (16610)	
Voice and Data Cable Specifications	

Note: \*Numbers in parenthesis refer to the Standard Construction Institute Specifications (CSI) system numbers.

# Leased Facility Construction Standards

## Chapter 1 - General Requirements

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### Purposes of the Standards

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1. This document is designed to offer standards of performance for construction or remodeling office facilities leased to, or to be leased by, agencies of the State of Oregon as tenants.
2. The standards listed herein are mandatory for new build-to-suit projects and major renovation projects. Some portions of these standards may be exempted if a written request is filed with the Division describing the nature of the changes. The Division will evaluate whether or not the changes or discrepancies are acceptable and if additional modification will be required before the building is acceptable. In no case shall standards relating to basic code safety requirements, accessibility by disabled persons, or an adequate electrical and HVAC system be waived. Where a particular lease document specifies standards or requirements, such standards or requirements shall prevail.
3. In order to make these Standards more easily understood, and to recognize accepted construction industry practices, references will be made to published standards, such as:
  - a. Standard material specifications, such as those prepared by ASTM, ANSI, or other agency or association;
  - b. Installation standards by various trade associations, societies, or institutes, etc.

Wherever standards are mentioned in this document, it is intended that the contents of the standard will be fully incorporated into the Project Specifications to be prepared by project architect or engineer. Excepting the portions expressly exempted or modified, all the standards contained herein are considered as binding as if it was fully set forth in the Project Specifications. This requirement also applies to standards that are voluntary, that is, those that have not yet been uniformly adopted by all interested parties. Unless otherwise stated in this document, use the latest edition of a given industry performance standard to determine Project Specifications.

4. This document is not intended as a substitute for a Project Specification. A Project Specification should be developed for each project by a Project Architect/Engineer incorporating the standards contained in this document.
5. Asbestos: Where asbestos or other materials defined by law as health hazards are used in the building, it must be abated or otherwise contained so that the building may be free from such health hazards; and a certification to that effect shall be provided to the Division.
6. Americans with Disabilities Act (ADA). Compliance with the requirements of the ADA in accordance with the ADA standards of the Accessibility Guidelines for Buildings and Facilities (ADAAG) is required.

# **Leased Facility Construction Standards**

## **Chapter 1 - General Requirements**

---

### **Definitions**

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1. **Approval By:** "Approval by the Division" of any Drawings is a general approval relating only to compliance with the intent of these construction standards or, the tenant's purposes or use, and shall not constitute a waiver of errors, misfits, discrepancies or omissions of requirements or standards applicable to the project.
2. **Approved Equal:** A product, component or process whose use in or on a particular project is specified as a standard for comparison purposes only. The "equal" product, component or process shall be the same or better than that named in function, performance, reliability, quality, and general configuration. Determination of equality in reference to the project design will be made by the Project Architect or Engineer with concurrence by the Division.
3. **As required:** In accordance with applicable codes, industry standards, or manufacturers recommendations.
4. **Certificate of Acceptance:** Standard Division form which must be signed by all who have been assigned specific duties relative to the performance of the work, with ultimate approval and acceptance by the Agency and/or Division.
5. **Design Professional:** A registered professional Architect or Engineer who is responsible for the overall aesthetic and technical design of the Project.
6. **Division:** Facilities Division of the State of Oregon Department of Administrative Services, as itself a Lessee or acting for other state agency as Lessee. Where Division is not so involved, the term "Division" in this document shall mean any state agency acting for itself as Lessee.
7. **General Requirements:** General technical, procedural, or administrative requirements which apply to the Project as a whole, and which apply uniformly to the product and materials standards found in Chapters Two through Seven.
8. **Improvement:** General term encompassing all phases of the work to be performed and is synonymous to the term Project.
9. **Inspector:** The authorized representative of the Agency and/or Division whose instructions and decisions shall be limited to the particular duties and responsibilities entrusted to him or her in making detailed inspections of any or all portions of the work or materials therein.
10. **Lessor:** The owner, contractor, superintendent or other agent of the owner empowered to act for the owner to resolve lease and construction issues.
11. **Or approved:** Same as "Approved Equal". Refer to the procedures specified in Chapter One - General Requirements, Substitutions and Product Options.
12. **Plans:** Official Plans, profiles, cross sections, elevations, details, and other working, supplementary and detail drawings, or reproductions thereof, signed by the Architect and/or respective Engineer, which shows the location, character, dimensions and details of the work to be performed.

## Leased Facility Construction Standards

### Chapter 1 - General Requirements

13. **Project:** General term encompassing all phases of the work to be performed under the contract and is synonymous to the term improvement.
14. **Referenced:** Generally recognized documents issued by organizations. Standards involved in construction which specify requirements for materials and/or techniques of installation for products or materials. Refer to the Section entitled "Materials and Equipment" in Chapter One, General Requirements.
15. **Shop Drawings:** Supplementary plans or data which the Division may require the Contractor/Subcontractor to submit for approval in the absence of plans.
16. **Tenants:** State of Oregon agencies; also referred to as "Lessee".
17. Reference to a technical society, institution, association, or Governmental authority is made in accordance with their acronym as shown in the following table:

AAMA	Architectural Aluminum Manufacturers Association 35 East Wacker Drive; Chicago, Illinois 60601 312-782-8256
AAN	American Association of Nurserymen, Inc. 230 Southern Building; Washington, D.C. 20005
AASHTO	American Association of State Highway and Transportation Officials; 341 National Press Building Washington, D.C. 20004
ACI	American Concrete Institute Box 19150 Redford Station; Detroit, Michigan 48219
ADAAG	Americans with Disabilities Act of 1990, Public Law 101-336 Accessibility Guidelines for Buildings and Facilities,
AISC	American Institute of Steel Construction, Inc. Suite 1580, 1221 Avenue of the Americas; New York, N.Y. 10020
AISI	American Iron and Steel Institute 1000 16th Street N.W. Washington, D.C. 20036
AITC	American Institute of Timber Construction West Hampden Ave.; Englewood, CO. 80110
ANSI	American National Standards Institute 1430 Broadway, New York, N.Y. 10018 212-354-3300
APA	American Plywood Association (Successor to DFPA) 119 "A" Street, Tacoma, Washington 98401 P.O. Box 11700, Tacoma, Washington 98411

## Leased Facility Construction Standards

### Chapter 1 - General Requirements

ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. 345 East 47th Street; New York, N.Y. 10017
ASTM	American Society for Testing and Materials 1916 Race Street; Philadelphia, PA. 19103 215-299-5485
AWI	Architectural Woodwork Institute 5055 South Chesterfield Rd.; Arlington, VA 22206
AWS	American Welding Society 2501 N.W. 7th Street; Miami, Fla. 33125 305-642-7090
CISCA	Ceiling and Interior Systems Contractors Association 1800 Pickwick Avenue, Glenview, Illinois 60025
CRSI	Concrete Reinforcing Steel Institute 1499 Bayshore Highway - Suite 113, Burlingame, CA 94010
CS	Commercial Standard of National Bureau of Standards U.S. Dept. of Commerce, Supt. of Documents U.S. Government Printing Office, Washington, D.C. 20402
FGMA	Flat Glass Marketing Association 1325 Topeka Avenue; Topeka, Kan. 66614
FM	Factory Mutual Engineering Corporation 1151 Providence; Norwood, Mass. 02062
FS	Federal Specification of General Service Administration Superintendent of Documents, U.S. Government Printing Office Washington, D.C. 20402
	or: Government Bookstore Room 194 Federal Building, 915 2nd Avenue Seattle, Washington 98174
NEC	National Electric Code by NFPA 470 Atlantic Avenue; Boston, Mass. 02210
NFPA	National Fire Protection Association 470 Atlantic Avenue; Boston, Mass. 02210
NFPA	National Forest Products Association 1619 Massachusetts Avenue NW Washington, D.C. 20036
NLPB	Northwest Lath & Plaster Bureau 215 West Harrison Street Seattle, Washington 98119

## **Leased Facility Construction Standards**

### **Chapter 1 - General Requirements**

NRCA	National Roofing Contractors Association 1515 N. Harlem Avenue; Oak Park, Ill. 60302
PCA	Portland Cement Association 33 West Grand Avenue; Chicago, Ill. 60610
PDCA	Oregon Council, Painting and Decorating Contractors of America; 4530 S.E. 67th Ave.; Portland, OR 97206
SIGMA	Sealed Insulating Glass Manufacturers Association 3310 Harrison Street; Topeka, Kansas 66611
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association, Inc. 8224 Old Courthouse Road Tysons Corner, Vienna, VA. 22180
UL	Underwriter's Laboratory, Incorporated 333 Pfingsten Road, Box 247, Northbrook, Ill. 60062
WMMP	Wood Moulding and Millwork Producers 1730 S.W. Skyline, P.O. Box 25278 Portland, Ore. 97225
WWPA	Western Wood Products Association 700 Yeon Building; Portland, OR 97204

# **Leased Facility Construction Standards**

Revised October 11, 1999

## **Chapter 1 - General Requirements**

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### **Building Design**

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Building design, and contract documents (plans and specifications) shall be prepared by an architect registered in the State of Oregon. The structural, mechanical and electrical design and contract documents shall be by engineers in those disciplines registered in the State of Oregon, working under the direction of the architect. Contract Document shall be produced on CAD (computer aided drafting) and the Lessee shall be given a printed and electronic copy of the record drawings at final completion.

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### **Lessor Construction Document Submittal**

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The Lessor's Construction Document Submittal (Exhibit) shall include the following, if applicable:

1. Architectural Site plan, to show all site features and details.
2. Civil site plan, to show grades and elevations, all site utilities, and details.
3. Landscape and irrigation plans and details.
4. Architectural floor plan, reflected ceiling plan, building sections, wall sections, interior and exterior elevations and details.
5. Structural plans and details.
6. Mechanical plans including HVAC and plumbing and details.
7. Electrical plans including power and lighting and details.
8. Specifications for all the above.

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### **Project Meetings**

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1. In order to effectively manage the Project development process, the Division requires that certain meetings be held during the course of the Project at which time all members of the project team are expected to attend.
2. At the most strategic or opportune times or points in the course of the Project for the purposes of Division/Tenant inspection of Project, Lessor shall inform the Division at least two (2) weeks in advance for the opportune time and date, and arrange for the Contractor's superintendent, or the Design Professional's project manager to meet with representatives from the Division to discuss the progress of the Work in general and facilitate such Division/Tenant inspection. At that time, any adjustment to the work and progress schedule will be discussed.

# **Leased Facility Construction Standards**

## **Chapter 1 - General Requirements**

### **Project Meetings**

The opportune time or point for the Division/Tenant inspections shall be at least two (2) to three (3) times during the course of the Project, as applicable:

- 1) When the foundation is poured,
  - 2) When the framing is well underway or near completion before closing, and
  - 3) When Project is substantially completed or completed for punch-list inspection.
3. In addition to the meetings and Division/Tenant inspections described above, the Division reserves the right to call meetings to prevent misunderstandings, or to disseminate information.

### **Shop Drawings, Samples, and Product Data**

1. During the design stage of the Project, the Division will require color and finish samples as specified in Chapters 2 through 7. These samples will be retained by the Division throughout the course of the Project. They need not be supplemented during construction, except when the originally selected colors, textures, patterns, or finishes cannot be provided.
2. Submit a comprehensive color and finish display board of major finish materials for approval by the Division. The display board should include, but not be limited to, color of paint, stain, and other finishes for interior and exterior walls, doors, trim, and other elements of finished construction normally exposed to view.

### **Materials and Equipment**

1. Where the requirements of the Project permit, use materials and products which are the manufacturer's stock item. Where a custom made product is required, consult with the Division and obtain approval before proceeding.
2. When the price, fitness, availability, and quality of two materials or products are equal, select the material or product which has been manufactured in the State of Oregon.
3. Applied finishes of various items of equipment, parts, and hardware installed in the Project shall be selected from the full range of the manufacturer's standard colors and textures. Obtain approval from the Division before selecting custom finishes or colors.



# **Leased Facility Construction Standards**

## **Chapter 1 - General Requirements**

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### **Substitutions and Product Options**

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1. No substitution for any product or material which has been previously identified for use on the Project may be made without the Division's prior written approval. When a substitution is requested, the person requesting the substitution must be able to demonstrate:
  - a. That what is proposed is equal or superior in all respects to the original selection;
  - b. That an equal or superior warranty is readily available;
  - c. That indirect and direct costs for the proposed substitute are equal to or less than originally planned, and if not, a written justification for the added expense;
  - d. That if the substitution is approved, any coordinating work will be performed to result in an installation which is complete in all respects.
2. The equality of different materials or products shall be determined by the methods set forth in this Section. No product or material shall be arbitrarily presumed to be "equal" without having first been so judged by appropriate procedures.

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### **Changes Authorized by Tenant**

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1. All changes must be authorized by the Lessee's Project Coordinator, and shall be recorded in a written Change Order that includes the added or subtracted cost signed by the Lessee's Project Coordinator and Lessor, prior to commencing with the change. (See page 11 of Performance Specifications)

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### **Floor Load Bearing Standards**

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**NOTE:** The following standards are extraordinary, much higher than the UBC standards. Developer/Lessor shall bring it to the attention of Tenant/Lessee for a possible waiver. Find out if the Tenant indeed needs the higher standards for an exceptional file/records storage or any special equipment. Otherwise, Tenant, communicating to Lessor through the Division, may waive these special standards and accept the normal standards provided under UBC.

Unless Tenant expressly waives the requirement under this section, following floor load bearing standards shall apply:

1. Floor areas designated as office space shall be designed to accommodate a uniform load of 70 lbs.
2. Access floor systems shall be designed to accommodate a uniform load of 100 lbs.
3. Areas designated for light storage shall accommodate a uniform load of 125 lbs.
4. Areas designated for heavy storage shall accommodate a uniform load of 250 lbs.

## **Leased Facility Construction Standards**

### **Chapter 1 - General Requirements**

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#### **Floor Load Bearing Standards**

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These loads shall be taken as minimum live loads in pounds per square foot of horizontal projection to be used in the design of buildings for the occupancies listed.

If the partition locations are subject to change, the floor shall be designed to support, in addition to all other loads, a uniformly distributed dead load equal to 20 lbs. per s.f.

Flooring, including the finish floor, underlayment and subfloor, where used, shall have no more deflection under uniform design load than  $1/360$  of the span between supporting joists or beams.

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#### **Hazardous Communications, HAZCOM**

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On all remodel projects where employees of the State of Oregon are present, it is the responsibility of the Lessor/Contractor to provide the Tenant with the following information prior to the start of the Project:

1. Material Safety Data Sheets (MSDS) on products the Contractor will be bringing to the job site, which State Employees may be using, exposed to or which may be stored on the site.
2. Precautions or appropriate protective measures are required to minimize the possibility of exposure to hazards.
3. Descriptions of the labeling system in use at the job site.

It is the responsibility of the Contractor to inform and train his/her own employees on the use of Material Safety Data Sheets (MSDS).

Lessor shall obtain from Tenant and inform Contractor of any chemical hazards the tenant uses which may affect the Contractor or his/her employees. Lessor will provide the Contractor with Materials Safety Data Sheets (MSDS) for products stored or used by the tenant in the work area.

If, during the course of demolition work, the Contractor observes or suspects the existence of asbestos in the structure or components of the building, the Contractor shall immediately stop the work in the immediate area and arrange for immediate removal and/or encapsulation of the asbestos. Asbestos abatement work shall include proper air monitoring and clearance samples which will be presented to the Lessor on completion of the work.

# **Leased Facility Construction Standards**

## **Chapter 1 - General Requirements**

### **Project Closeout**

1. When the Lessor considers the Work substantially complete, he/she shall submit to the Division a written notice that the Work (or designated portion thereof) is substantially complete, together with a list of minor work to be completed or corrected. Within a reasonable time after receipt of this notice, the Division will make an inspection to determine the actual status of completion.
2. Should the Division determine that the Work is in fact not substantially complete, he/she will promptly notify the Lessor in writing, giving the reasons. The Lessor shall remedy the deficiencies in the Work, and send a second written notice of substantial completion to the Division.
3. When the Division concurs that the Work is substantially complete, the Division will send the Lessor a letter stating that the project is substantially complete, accompanied by a list of items to be corrected or completed, if any.
4. The Lessor will be allowed no longer than 30 calendar days from the date of substantial completion to remedy any deficiencies. If the work is not completed within this period, the Division may order the work completed by another contractor and deduct the cost from the rent.
5. When the Work is complete, Lessor shall submit a letter to the Division stating that the Work is complete and that the contract documents have been reviewed, and that the Work has been inspected for compliance with Contract Documents.
  - a. Submission implies that the Lessor has, to the best of his/her knowledge, completed the Work in accordance with the contract documents, including "punch list" items, that equipment and systems have been tested and are operational, and that the Work is completed and ready for final inspection and for certificate of occupancy by the local code enforcement agency;
  - b. The Division will make an inspection to verify the status of completion with reasonable promptness after receipt of the Lessor's letter.
6. Contractor's closeout submittals include:
  - a. Evidence of compliance with requirements of governing authorities, including the certificate of occupancy and certain other certificates of inspection as required for elevators and other mechanical and electrical equipment.
  - b. Keys and keying schedule (refer to Chapter 6 - Specialties, Equipment and Furnishings, and the Section entitled "Hardware");
  - c. One set of reproducible of all drawings submitted as part of the Lease attachments showing "as built" results. As a minimum, "as built" shall show wall and door layouts as constructed, the location of all electrical junction boxes, AC outlets, telephone and computer outlets and the layout of supply and return registers.
  - d. Instructions for operating and maintaining all building components for which the tenants will be responsible.
7. Rent may be withheld until all closeout submittals have been received and approved by the Division.

# **Leased Facility Construction Standards**

## **Chapter 2 - Site Work**

### **Earthwork**

1. Work of this Section includes site preparation, excavation, filling, grading, and similar sitework, when included or involved in the Project.
2. Locate and maintain an accurate benchmark on or near the site which has been established by a registered surveyor. Relate subsequent elevations of finish grades and building elements directly to this benchmark within precise tolerances.
3. Contact representatives of various utility companies and ascertain the location of buried utilities in order to prevent interruption of services to existing facilities.
4. Excavate as required to reach stable and firm bearing within the tolerances of the soils test report for all structural elements. Place fill or backfill in uniform horizontal lifts in a thickness which will permit specified compaction to occur.
5. Take particular caution to properly backfill against building walls and fill under slabs on grade, walkways and paved parking areas. Perform compaction to such a degree that settlement occurring after construction will be eliminated, or inconsequential and uniform in nature.
6. Accurately align finish grades to result in effective and positive drainage of walks, parking lots, and other paved areas.
7. Finished grades of "Access Aisles" must meet the requirement of ADAAG.

# **Leased Facility Construction Standards**

## **Chapter 2 - Site Work**

### **Drainage**

1. Work of this Section includes catch basins, dewatering drains, and foundation drainage.
2. Incorporate an adequate number of drains into the design of new parking lots, walks, and other paved areas to prevent ponding. Size run-off piping according to "Oregon State Plumbing Specialty Code" provisions for rainwater systems; connect to public utility storm drainage system or other approved outlets.
3. Drain grating must be in compliance with ADAAG.
4. Design surface drainage systems to minimize water movement across walking surfaces.
5. Provide continuous perforated drain lines at the lowest point along the base of perimeter foundation and retaining walls exceeding four feet in height and connect to the rainwater system. Backfill using coarse gravel and cover gravel with filter fabric prior to backfilling with earth.
6. Drainage must be away from the building entrances so that entrance is not restricted by pooling water or ice.

### **Site Improvements**

1. Work of this Section includes various site equipment, such as fences, bicycle racks, outdoor furniture and similar items.
2. Bicycle parking racks should be constructed from heavy gauge metal or precast concrete which offer a convenient means of locking bicycles to the rack. Imbed supports in concrete, or anchor using some other vandal-proof mechanism.
3. Outdoor public seating furniture should be constructed from a smooth surface, non-corrosive material, with openings to accommodate water run-off. Anchor firmly to supports using vandal-proof fasteners. Covered seating areas shall be of a design complimentary to adjacent buildings, and shall have enough free standing area to accommodate a wheelchair.
4. Trash collection area should be shielded and be compatible with the building's design and capable of accommodating a minimum of one 1-1/2 cubic yard trash container. The size and type of trash container shall be based upon agency needs and the local collection service requirements. The enclosure shall be located adjacent to the building and accessible to commercial pick-up.
5. Cigarette and trash receptacles should be provided at all outside entrances to the building. Design and appearance of the receptacles shall be compatible to the general design and appearance of the building.

## **Leased Facility Construction Standards**

### **Chapter 2 - Site Work**

#### **Landscaping**

1. Work of this Section includes design and installation of lawns, shrubs, and trees, irrigation systems, and similar work.
2. Accomplish the work of this Section in conformance to the following standards:
  - a. Plant identification according to the American Joint Committee on Horticultural Nomenclature's publication, Standard Plant Names.
  - b. American National Standards Institute: ANSI Z 60.1, "Standard for Nursery Stock".
  - c. American Association of Nurserymen: AAN "Horticultural Standards".
3. Before starting any landscaping work, submit a landscape plan to the Division for its approval. Clearly show the extent of work, the type of each planting material, and the method of installation. The entire site shall be landscaped with lawn, shrub, or tree plantings; provide a fully automatic irrigation system in lawn and shrub areas.
4. Use healthy, vigorous landscaping materials, as defined by 2b and 2c above, which are indigenous to the geographical location of the site. Design the landscape so that minimum upkeep is required, and normal plant development may take place without the need for unusual or specialized skills on the part of maintenance personnel.
5. Do not proceed with planting when conditions detrimental to plant growth are encountered. Schedule installation of trees and shrubs to occur after final grades have been established, and before lawn seeding takes place.
6. Flush, balance, and test the completed irrigation piping system before backfilling. Adjust coverage area and velocity of spray heads to result in uniform irrigation. Ensure that heads in grass areas are installed at height not to interfere with mowing. Include provisions for winterizing and dewatering system.
7. Finish grade for planting beds shall be held below adjacent paved areas to accept barkdust or other ground cover materials.

#### **Paving and Surfacing**

1. Work of this Section includes paving for parking areas and for site access and circulation roads constructed from bituminous mixtures or portland cement concrete.
2. Paving base, sub-base materials, and methods of installation shall conform to the State of Oregon "Standard Specifications for Highway Construction".

## **Leased Facility Construction Standards**

### **Chapter 2 - Site Work**

3. Select an asphalt paving system compatible with the type and intensity of use the completed surface will have which meet or exceeds the following minimum requirements:

Base: 8" crushed rock.  
Surface: 2" Class C.

Areas subject to subsurface water shall be identified and the sub-base materials modified to meet the specific conditions.

4. Install continuous concrete curbing around the perimeter of circulation drives and parking areas; install permanently anchored wheel stops at each parking stall. Extruded concrete curbs may be used if they are permanently anchored to the paving, and contain 1.5 lbs. of fiber reinforcement for each cubic yard of concrete. Fibrous concrete reinforcement shall be as manufactured by fibermesh, or equal. Make openings in continuous curbs at appropriate locations to permit drainage of rain water run-off.
5. Mark off parking spaces by painting 3 inch wide strips using a paint specially formulated for paved surfaces. Indicate traffic flow by painting arrows. Parking space for State of Oregon vehicles shall be numbered with 12 inch numbers using same paint as above. Striping for disabled parking stalls shall meet the current Oregon UBC requirements.
6. Identify each parking space intended for use by disabled persons with the internationally recognized symbol on the parking surface. A sign shall be posted for each disabled person parking space. The sign shall be clearly visible to a person parking in the space and shall be marked with the international symbol of access and applicable ORS citation in at least one inch high letters. The number of disabled spaces shall be determined by those required by Code plus those required for disabled staff occupying the building as may be requested by tenant agency.

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#### **Site Utilities**

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1. Work of this Section includes requirements for various utility systems which will be serving the completed facility, including natural gas, water, storm sewers, sanitary sewers, electric service, and data communications lines.
2. Locate utility meters in an easily accessible, but inconspicuous location on the site or on the exterior of the building where they will not conflict with vehicular or pedestrian traffic.
3. Work together with serving utility companies in order to provide full, uninterrupted service to the facility. Comply with various regulations pertaining to service connections and fees; the Division will not be responsible for utility costs until after the date of occupancy.
4. Insure that all new facility projects shall be supplied by underground lines.

## **Leased Facility Construction Standards**

### **Chapter 3 - Building Structure**

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#### **Concrete**

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1. Work of this Section includes requirements for concrete materials and workmanship.
2. Comply with the following standards listed below whose provisions are applicable to this particular project.
  - a. American Concrete Institute:  

ACI 211,	"Recommended Practice for Selecting Proportions for Normal and Heavyweight Concrete".
ACI 214,	"Recommended Practice for Evaluation of Compression Test Results of Field Concrete".
ACI 301,	"Specifications for Structural Concrete for Buildings".
ACI 347,	"Recommended Practices for Concrete Formwork".
ACI 304,	"Recommended Practice for Measuring, Mixing, Transporting and Placing Concrete".
ACI 306,	"Standard Recommended Practice for Cold Weather Concreting".
ACI 305,	"Standard Recommended Practice for Hot Weather Concreting".
ACI 315,	"Manual of Standard Practice for Detailing Reinforced Concrete Structures".
  - b. Concrete Reinforcing Steel Institute:  
CRSI "Manual of Standard Practice".
  - c. Portland Cement Association:  
PCA "Design and Control of Concrete Mixtures".

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#### **Masonry**

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1. Work of this Section includes basic requirements for masonry materials and workmanship.
2. Use materials and techniques of workmanship conforming to the following industry standards containing provisions applicable to this particular project.
  - a. Brick Institute of America: BIA "Technical Notes on Brick Construction".
  - b. National Concrete Masonry Association: NCMA "NCMA-TEK" Information Series.
3. Perform the work of this Section using experienced journeyman masons. Protect completed masonry as the installation progresses; prevent excessive water absorption from rainfall, and remove mortar or other stains before they can mar faces exposed to view.



## **Leased Facility Construction Standards**

### **Chapter 3 - Building Structure**

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#### **Metals**

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1. Work of this Section includes requirements for structural metal materials and light gauge metal framing.
2. Comply with the standards listed below which contain provisions applicable to this particular Project.
  - a. Aluminum Association:  
AA "Specification for Aluminum Structures".  
AA "Designation System for Aluminum Finishes".
  - b. American Institute of Steel Construction:  
AISC "Specifications for the Design, Fabrication, and Erection of Structural Steel for Buildings".  
AISC "Code of Standard Practice".
  - c. American Iron and Steel Institute:  
AISI "Specification for the Design of Cold Formed Steel Structural Members".
  - d. American Welding Society:  
AWS D 1.1, "Structural Welding Code", with Revisions.  
AWS "Standard Qualification Procedure".
3. Install load-bearing walls and non load-bearing partitions constructed from light gauge steel studs and track to tolerances of 1/4 inch in ten feet, or less. Securely fasten track to floor and ceiling or overhead structure.

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#### **Wood**

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1. Work of this Section includes basic requirements for rough carpentry, wood and metal joists, and prefabricated structural wood.
2. Use materials and techniques of workmanship conforming to the following standards when they contain provisions applicable to this particular project.
  - a. American Plywood Association:  
APA C 20, "Plywood Specification and Grade Guide."  
APA Y 510, "Plywood Design Specification", with supplements.
  - b. American Wood Preserver's Institute:  
AWPI Quality Control and Inspection System (incorporating requirements for identification with AWPB Quality Mark).
  - c. National Forest Products Association: "National Design Specification for Wood Construction".
  - d. United States Product Standards:  
PS 1, "Standard for Construction and Industrial Plywood."  
PS 20, "American Softwood Lumber Standard".  
PS 56, "Voluntary Product Standard for "Structural Glued Laminated Timber". (ANSI A 190.1)
  - e. Western Wood Products Association: "Grading Rules for Western Lumber".

## **Leased Facility Construction Standards**

### **Chapter 4 - Building Envelope**

#### **Waterproofing**

1. Work of this Section includes impervious membranes or coatings applied to walls, slabs, or other surfaces subject to occasional hydrostatic head or water immersion.
2. Where there is reasonable evidence to indicate that portions of the building incorporating usable space extending below ground level will be subjected to periods of hydrostatic pressure, install waterproofing to fully protect the structure and its contents. Reasonable evidence includes historical data of the site or neighborhood, water tables measured by soils testing, or water flow uncovered during excavations. Acceptable waterproofing materials include bentonite panels, sheet or liquid applied elastomeric products, built-up bituminous membranes, modified bituminous sheets, or other materials which have been specifically formulated for this purpose.
3. Protect installed waterproofing from damage from backfilling, compaction, construction traffic, or other potentially destructive action by protecting surfaces with fiberboard, or by other sufficient means. If damage does occur, repair the area as required before the installation is covered.

#### **Dampproofing**

1. Work of this Section includes materials installed to provide resistance to moisture penetration through surfaces subject to high humidity, dampness, or direct water contact, but not subject to hydrostatic pressures. Includes below grade coatings, water repellant coatings, and vapor barriers.
2. Coat exterior surfaces of concrete walls extending below grade with dampproofing, unless the space opposite of the wall is not intended to be occupied. Acceptable dampproofing materials include emulsified asphalt or synthetic plastic emulsions specifically designed for this purpose. Protect dampproofed walls from abrasive damage by backfilling against a layer of fiberboard or other protective material formulated for this purpose.
3. Install a sturdy vapor barrier below interior concrete slabs. Acceptable products include brands of reinforced plasticized sheets, composite paper and plastic sheets, 55 lb. rolled roofing, or other similar materials designed for this purpose.

#### **Insulation**

1. Work of this Section includes thermal insulation manufactured from a variety of materials and produced in a number of different configurations.
2. Use insulation products on this Project which have been manufactured by a company with at least five continuous years experience in the field. Install one or more of the following generic types: glass fiber, mineral fiber, polystyrene, urethane, polyurethane, isocyanurate, perlite or vermiculite. Other generic product types require prior approval from the Division.
3. Installation of insulation shall be carefully performed in order to insure continuity of thermal protection. If a vapor barrier is used, install it on the warm side of the assembly, without tears, breaks, or separations. Maintain adequate positive ventilation space between insulation and other components of the assembly.
4. Ensure that insulation values meet the requirements of Chapter 53 of the "State of Oregon Structural Specialty Code and Fire and Life Safety Code" regardless of area or volume.

# Leased Facility Construction Standards

## Chapter 4 - Building Envelope

### Roofing and Gutters

1. Work of this Section includes installation and performance requirements for all types of roofing and flashing, as well as requirements for openings made through roofing membranes as a result of the installation of skylights, vents, roof hatches, gutters and other roof accessories.
2. Comply with applicable portions of the: National Roofing Contractors Association: NRCA "Roofing and Waterproofing Manual".
3. Roofing shall be white to reduce the cooling load of the building. Slope of roof shall be not less than ½" per ft.
4. Effectively and durably flash roofing edges, parapets, gravel stops, protrusions and similar areas with materials appropriate to the system being used.
5. Install roof-mounted accessories on curbs which are at least 10 inches above the roof surface to permit secure flashing. Take care to insure that drainage is positive, and that equipment condensation drains, if any, are not blocked.
6. Gutters and down spouts to drywells or storm sewer systems shall be installed: 1) over every exterior door to a minimum of three (3) feet each side of the door opening; 2) where roof drainage will occur on sloping berms surrounded by sidewalks; and 3) where drip line is over a sidewalk or a parking lot, likely to create slippery conditions when frozen and hazardous conditions from falling snow pack or ice.

### Sealants and Caulking

1. Work of this Section includes elastomeric and non-elastomeric sealants, bituminous sealants, oil-based caulking compounds, compression gaskets, joint fillers, backer-rods, and related products.
2. Sealants and caulking shall meet the appropriate standard as follows:
  - a. Federal Specifications:
    - FS TT-S-001543a: Silicone sealants.
    - FS TT-S- 00230c: One part elastomerics.
    - FS TT-S- 00227e: Two part elastomerics.
    - FS TT-S- 001657: Butyl rubber caulking.
    - FS TT-C- 598b: Oil based caulking.
3. Acceptable generic types of one part elastomeric sealants include silicone, urethane, polyurethane and acrylic.
4. Acceptable generic types of caulking materials include butyl rubber, acrylic latex, and oil based caulking.
5. Use a chemically compatible, non-asphaltic, flexible plastic backing material in conjunction with sealants. Size the backing 30 to 50 percent greater than the width of the joint to be sealed.

## **Leased Facility Construction Standards**

### **Chapter 4 - Building Envelope**

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#### **Doors and Frames**

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1. Work of this Section includes doors for human ingress and egress on the exterior and interior of buildings.
2. Prepare each door and frame for a complete set of hardware prior to installation; refer to Chapter 6, and the Section entitled "Hardware" for additional requirements.
3. Vestibules shall be provided for all building entrances. Entrance vestibule doors shall be single acting, with panic bars. The panic bars on the exterior doors shall automatically lock the doors during non-business hours and can be kept unlocked during normal business hours. Vestibule doors shall be not less than 36 inches wide, and at least 80 inches high. Provide power operator(s) for two sequential vestibule doors. Where there are double doors in line, place a fixed mullion between them. Use a storefront type entry system using 1/4 inch tempered glass held in place by a metal framing system. ADA requirements shall be met.
4. Metal kickplates shall be provided and installed according to specifications in ADAAG and ANSI A117.1-1986, paragraph A4.13.9, Door Hardware. They shall be installed at the base of all general passageways and restroom doors.
5. On exterior doors not normally used for public entry, use standard wood or hollow metal frames in conjunction with metal or solid core wood doors. Doors must not be less than 36 inches wide, at least 80 inches high, and 1-3/4 inches thick.
6. Use interior doors that are solid core wood, not less than 36 inches wide, at least 80 inches high and 1-2/3 inches thick. Doors shall be hung in a standard section wood or hollow metal frame.
7. Use wood doors that meet minimum standards of the latest edition of American Woodwork Institute "Quality Standards."
8. Use doors (except janitorial, electrical and restrooms) opening out onto a corridor or work space that are equipped with a vision light panel with a visible opening of five (5) inches by twenty (20) inches minimum.

## **Leased Facility Construction Standards**

### **Chapter 4 - Building Envelope**

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#### **Windows and Storefront Systems**

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1. Work of this Section includes fixed and/or operable metal and storefront systems. Also includes openings for special applications, such as may be needed for security and sound control.
2. Comply with applicable portions of the following standards:
  - a. American National Standards Institute,  
ANSI/AAMA 302.9, "Specifications for Aluminum Windows".  
ANSI/NWMA I.S2-79 "Wood Windows".
3. Double glaze all exterior window areas.
4. Check, and adjust moving parts of operable windows and storefront systems in order to result in smooth functioning of slide, rotating handles, locks, and similar mechanisms.
5. Use frames designed to withstand wind loads according to the provisions of Chapter 54 of the "State of Oregon Structural Specialty Code."
6. Use integrated door hardware capable of withstanding extended heavy use.
7. Equip the window system or building with the appropriate supports and tie-offs to accommodate window washing according to Oregon Occupational Safety and Health standards.

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#### **Glazing**

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1. Work specified in this Section includes glazing materials (both glass and plastic) for use in doors, windows, transoms, side-lights, entrances, and storefront systems.
2. Meet or exceed applicable portions of the following standards:
  - a. Flat Glass Marketing Association:  
FGMA "Glazing Manual".  
FGMA "Glazing Sealing Systems Manual".
  - b. American Society for Testing and Materials:  
ASTM C 797, "Recommended Practices and Terminology for the Use of Oil and Resin-Based Putty and Glazing Compounds".
  - c. Federal Specifications:  
FS DD-G-451, "Glazing".
  - d. Sealed Insulating Glass Manufacturer's Association: SIGMA "Glazing Recommendations for Sealed Insulating Glass Units".
3. All glazing meet or exceed requirements of Chapter 54 of the "State of Oregon Structural Specialty Code."

## **Leased Facility Construction Standards**

### **Chapter 5 - Interior Finishes**

#### **Woodwork and Trim**

1. Work of this Section includes fabricated casework, veneer paneling, plastic laminates, and wood trim exposed to view.
2. Fabricate casework in accordance with the latest edition of the American Woodwork Institute "Quality Standards".
3. When laminated plastic is used on horizontal work surfaces, install standard grade material which has been manufactured by a recognized company.
4. Install woodwork plumb, level, and scribed accurately to walls. Firmly secure to partitions or structural supports, resulting in stable working platforms.
5. Cover window sills with wood trim matching the type and color of the interior doors. Ceramic tile may be substituted for the wood trim, but the color must be coordinated with the surrounding interior colors and approved by the Lessee.

#### **Gypsum Board**

1. Work of this Section includes gypsum board used in partition and ceiling assemblies.
2. Use gypsum board products and accessory materials which meet the requirements of the following standards:
  - A. American Society for Testing and Materials:
    - C 36, "Specification for Gypsum Wallboard".
    - C 475, "Specification for Joint Treatment Materials for Gypsum Wallboard Construction".
    - C 514, "Specification for Nails for the Application of Gypsum Wallboard".
    - C 557, "Specification for Adhesives for fastening Gypsum Wallboard to Wood Framing".
    - C 630, "Specification for Water-Resistant Gypsum Backing Board".
    - C 646, "Specification for Steel Drill Screws for the Application of Gypsum Board To Light-gauge Steel Studs".
    - C 840, "Specification for Application and Finishing of Gypsum Board."
    - C 893, "Specification for Type G Steel Screws for the Application of Gypsum Board to Gypsum Board".
    - C 894, "Specification for Type W Screws for the Application of Gypsum Board to Wood Framing".
3. Completed partitions using gypsum wall board or backing board shall be straight and true to a tolerance of 1/4 inch in ten feet horizontally, and a vertical tolerance of 1/8 inch for every ten feet. Inspect rough framing prior to installation of gypsum board in order to insure that this tolerance will be possible to maintain.

## **Leased Facility Construction Standards**

### **Chapter 5 - Interior Finishes**

#### **Ceramic Tile**

1. Work of this Section includes glazed and unglazed ceramic tile, ceramic mosaic tile, and quarry flooring tile.
2. Use bonding, setting, and grouting materials which meet or exceed applicable portions of the following standards:
  - a. American National Standards Institute:
    - A 108.1, "Glazed Wall Tile, Ceramic Mosaic Tile, Quarry Tile and Paver Tile Installed with Portland Cement Mortar".
    - A 108.4, "Ceramic Tile Installed with Water-Resistant Organic Adhesives".
    - A 108.5, "Ceramic Tile Installed with Dry-Set Portland Cement Mortar or Latex-Portland Cement Mortar".
    - A 108.6, "Ceramic Tile Installed with Chemical-Resistant, Water Cleanable Tile-Setting and Grouting Epoxy".
    - A 118.1, "Dry Set Portland Cement Mortar".
    - A 118.4, "Latex-Portland Cement Mortar".
    - A 136.1, "Organic Adhesives for Installation of Ceramic Tile".
    - A 137.1, "Ceramic Tile".
  - b. The Tile Council of America: "Handbook for Ceramic Tile Installation".
3. Use a method of installation which has been recommended by TCA, and identify the composition of the assembly using TCA "Handbook" designations.

#### **Acoustical Ceilings**

1. Work of this Section includes suspended ceiling systems, and acoustical tiles or panels installed directly to a permanent substrate.
2. Materials and workmanship shall conform to applicable portions of the following standards:
  - a. American Society for Testing and Materials:
    - C 635, "Standard Specification for Metal Suspension Systems for Acoustical Tile and Lay-in Panel Ceilings".
    - C 636, "Recommended Practice for Installation of Metal Ceiling Suspension Systems for Acoustical Tile and Lay-in Panel Ceilings".
    - D 1779, "Specification for Adhesive for Acoustical Materials".
  - b. Ceiling and Interior Systems Contractors Association:
    - CISCA "Code of Practices for Acoustical Ceiling System Installations".
3. Acoustical ceiling panels shall have a minimum noise reduction coefficient of 0.65, and a light reflectance value of at least 75 percent.

## **Leased Facility Construction Standards**

### **Chapter 5 - Interior Finishes**

#### **Resilient Flooring**

1. Work of this Section includes floor tile, resilient sheet goods, resilient base, stair skirting, stair treads and other related flooring accessories.
2. On this Project, use products which have been rated by their manufacturers for use in commercial or heavy duty applications and which requires low upkeep.
3. Protect completed work from damaging construction traffic by using protective walkways or other suitable barriers.
4. Trim all floor coverings with four inch rubber base in color to match.

#### **Carpeting**

1. Work of this Section includes carpeting, carpet installation materials and accessories.
2. Meet the following requirements for selected materials, methods of manufacture, and installation:

##### **Broadloom Carpeting:**

- a. Construction: Textured Loop Pile
- b. Yarn: 100% Dupont solution dyed DSDN, heathered
- c. Yarn weight: 28 oz. per sq. yd.
- d. Primary backing: Polypropylene
- e. Secondary Backing: Unitary with Action Bac.
- f. Width: 12 ft.
- g. Electrostatic propensity: Less than 3.5 KV
- h. Tuft bind: 20 pound minimum
- i. Flammability: Class I
- j. Lifetime microbial protection
- k. Soil / stain protection
- l. Ten year limited wear warranty.
- m. Lifetime warranty, protecting against edge ravel and delamination.
- n. Carpet manufacturer must warranty the carpet as able to withstand the use of chairs with roller casters without the use of chair pads.

##### **Carpet Tiles & Companion Broadloom:**

- a. Modular, 18 x 18 in., or Broadloom 6 ft. system Six, GlasBac or Cushion Bac from Interface or pre approved substitution.
- b. Yarn: 100% Zeftron 2000 Nylon
- c. Yarn weight: 26 oz. per sq. yd.
- d. Electrostatic propensity: Less than 3.5 KV
- e. Tuft bind: 20 pound minimum
- f. Flammability : Class 1
- g. Lifetime antimicrobial
- h. Soil / stain protection
- i. Ten year limited wear warranty
- j. Lifetime warranty, protecting against edge ravel and delamination
- k. Carpet manufacturer must warranty the carpet as able to withstand the use of chairs with roller casters without the use of chair pads.



## **Leased Facility Construction Standards**

### **Chapter 5 - Interior Finishes**

3. **Adhesives**

Provide non-toxic "Envirotec #2080 Healthguard Adhesive" by W.F. Taylor Company or approved equal. No formaldehyde drying agents permitted. Adhesive must be compatible with both carpet and the applied surface. Schedule completion of carpet installation at least 72 hours before tenant agency is scheduled to move furniture into space or per manufacturer's recommendations.

4. **Preparation**

Areas to receive carpet are to be clean, dry, and dust-free. All depressions, cracks and irregularities to be filled with non-shrink epoxy floor patch. All ridges and high spots to be ground smooth to a level floor. Proceeding with carpet installation constitutes installer's acceptance of the responsibility for correction of unacceptable work due to floor conditions. Preparation shall be in accordance with the carpet manufacturers recommendations.

5. **Installation**

Do not install products which are observed to be defective in any way. Cut carpet in longest lengths possible to avoid cross seams. All seams shall be trimmed and fitted in a good workmanship manner and made by the compression method, no piecing or plugging will be accepted. All seams thoroughly bonded at time of installation with seam adhesive to cut edges at the level of carpet backing. No seams to occur perpendicular to doorways or entries. Parallel seams occurring at doorways shall be centered under door. Roll carpe with 100-pound roller, remove all wrinkles and ensure proper bond. All exposed edges to receive tapered vinyl edge, meeting accessibility requirements. Carpet installation shall be in accordance with the carpet manufacturers recommendations.

6. **Finish Condition**

All carpet is to be vacuumed and free of debris just prior to tenant occupancy. Carpet is to be free of spots, dirt or adhesive, and be with out tears, frays or pulled tufts.

7. Public waiting areas for where heavy public / client traffic is expected carpet with vinyl backing with moisture barrier shall be used.

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### **Painting**

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1. Work of this Section includes interior paints, stains, transparent finishes, or other interior coatings. Obtain approval from the Lessee for color selections.
2. Perform the work of this Section to meet or exceed the minimum requirements of the latest edition of the "Painting Specification Guide for the Pacific Northwest", published by the Oregon Council of the Painting and Decorating Contractors Association.
3. Have the painting work inspected as the last item on the "punch list", and make arrangements to touch-up painted surfaces that have been damaged during the course of the work, or which were unfinished due to the sequencing of various installations.

## **Leased Facility Construction Standards**

### **Chapter 5 - Interior Finishes**

4. Use the following chart to identify requirements for finishes:

<u>Description</u>	<u>Painting System</u>
Standard	One coat appropriate primer-sealer, low-odor. Two coat, 100 % acrylic, semi-gloss finish.
Restrooms	One coat appropriate primer-sealer. One coat of two component acrylic epoxy coating system.

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#### **Wall Covering**

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1. Work of this Section includes vinyl coated fabric used for wall covering, and associated installation materials and accessories. Obtain approval from Lessee for selection and color.
2. Use material from the same dye lot for each enclosed room or large open area where wall covering is installed.
3. Overlap and double cut seams on non-matching patterns; butt seams on matching patterns. Work the material well into inside and outside corners, and wrap around at least six inches.
4. Extend wall covering behind running trim and frames. Joints will be permitted at corners only when fabric color, texture, or pattern on the adjacent wall is different. Horizontal joints are not permitted.

## **Leased Facility Construction Standards**

### **Chapter 6 - Specialties, Equipment and Furnishings**

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#### **Hardware**

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1. Work of this Section includes operating hardware for doors and windows, weather-stripping, thresholds, automatic operators, and requirements for keying.
2. Ensure that fire rated openings are fitted with hardware which meet the requirements for the degree of fire protection specified. The total opening assembly shall achieve the proper degree of protection.
3. Select and install commercial quality hardware, capable of withstanding extended heavy use. All hardware shall comply with applicable state and local codes, including current Oregon UBC and ANSI A117.1-1986 standards. All door handles shall be lever type handles. Hardware for labeled doors shall be U.L. approved and listed. Review keying requirements with Lessee's representative prior to hardware selection and production of keys. Locksets requiring keys shall be capable of being master keyed or grand master keyed. Acceptable manufacturers of keyed and non-keyed locks are: Schlage, "D Series"; Sargent, "8 Line" or "10 Line"; Arrow, "H Series" or Lessee approved equal. Substitutions must be submitted with the manufacturers' documentation describing general specification, available functions for knobs and levers, and operational characteristics. Manufacturer's service capability in the area of installation shall also be a considered factor in the selection of the hardware manufacturer.
4. Every door opening shall be fitted with stops, silencers, a lock or latch, and if an exterior door, with a threshold, overhead closer, and a full perimeter weather stripping. Install an overhead closer mechanism capable of being adjusted for tension and closing time on exterior doors and doors opening onto an exit corridor. Where sound proofing is required, doors shall be equipped with sweeps or equivalent devices to prevent sound transmission.
5. Equip every operable window with a keyless locking mechanism and complete weather-stripping.
6. Coordinate the surface finishes of various items of hardware with each other and with finishes selected for the remainder of the building.
7. Equip major entry doors with electro-hydraulic type automatic door operators or a special release mechanism in order to facilitate the access of physically handicapped people. If a release mechanism is used, it may be actuated with a push plate or other type of switch mounted near the entry, but must reduce the push-pull resistance of doors to eight pounds or less when activated.
8. Equip only the major building entries with keyed locks. Doors separating divisions, electric rooms, etc., shall also be equipped with lock sets. Coordinate keying with the Division's project manager.
9. Provide a minimum of six keys for each lock. They shall be identified with a door numbering system and individually identified by number in ascending order from 1 to 6.

## **Leased Facility Construction Standards**

### **Chapter 6 - Specialties, Equipment and Furnishings**

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#### **Toilet Partitions and Screens**

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1. Work of this Section includes restroom privacy toilet partitions, and urinal screens together with their associated hardware and accessories.
2. Securely fasten anchors of partitions to structure or walls having concealed blocking between supports.
3. Attach a coat hook and bumper on each door of water closet compartments.
4. Use partitions that have a baked-on enamel or plastic laminate surface. Partitions selected for client restrooms shall be vandal resistant.

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#### **Flagpoles**

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1. Work of this Section includes ground-set, slab anchored, or building mounted flagpoles. Tenant agency should be consulted as to the appropriate poles for the flags.
2. Select flagpoles which are constructed from non-corrosive metal alloys, with a uniform conical taper, and equip with standard ball, truck, cleat, and flagsnap fittings. Use halyard manufactured from synthetic materials with vandal-resistant features; flags will be provided by the tenant agency.
3. Coat embedded surfaces of pole with a heavy-bodied bituminous paint. Attach a metal lightning protection rod to the pole and ground.
4. Provide an appropriate pole and mounting for the building site and scale. Free-standing poles shall have minimum height of 20 feet.
5. Provide lighting to illuminate the flag during non-daylight hours.

## **Leased Facility Construction Standards**

### **Chapter 6 - Specialties, Equipment and Furnishings**

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#### **Identifying Devices**

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1. Work of this Section includes interior and exterior signage of all kinds, including directories, directional signage for pedestrian or vehicle traffic, and building room identification.
2. Provide signage throughout the facility. Signage shall be carefully and tastefully designed and approved by Lessee. Install directional signs both in the building and on the site in as simple and straight forward a fashion as possible. All signage shall meet ADAAG requirements.
3. Design surface-mounted sign for the building exterior, and place it in a conspicuous location near the entry of the facility. Provide a free standing building identification sign near the main vehicle entry access to the building. Submit details of signs and their locations and obtain the Division's approval before proceeding with fabrication.
4. Mark exterior grounds clearly to show the location of the main building entry, location of parking areas, parking places for physically handicapped person, loading zones, and other special features. Design traffic control signs to promote a logical and simple flow which is consistent with existing vehicular and foot traffic.
5. Select durable, long lasting sign materials which are manufactured from metal, plastic, or preservative treated wood and are appropriate for the finish of the building's location.
6. Identify each major section of the building by name using a durable signage system other than directly painted characters. Letters shall be raised a minimum of 1/32", between 5/8" and 2" high, and meet ADAAG requirements for tactile letter proportions. Letters shall contrast with the background on which they are mounted. Obtain approval from the Division of the signage system and of the room designations before proceeding with installation.
7. Install signs identifying parking stalls for use by physically handicapped persons so that they will not be obscured by a parked vehicle.

## **Leased Facility Construction Standards**

### **Chapter 6 - Specialties, Equipment and Furnishings**

#### **Partitions**

1. Work of this Section includes both fixed partitions, and other enclosures or dividers which may be relocated, opened, or closed with a minimum of effort (demountable walls).
2. Provide permanent fixed walls extending to the underside of the structure above to enclose all restrooms, mechanical rooms, permanent corridors, lobbies, custodial and utility closets. Construct walls to achieve a sound transmission class (STC) rating of not less than 52.
3. Construct conference rooms and the wall between private offices to achieve a sound transmission class (STC) rating of not less than 42. All other walls shall achieve a rating of not less than 35.
4. Provide folding acoustical partitions with full perimeter seals and a positive acting latch. The finish surface shall be a vinyl-coated fabric or other material approved by the Division and capable of achieving a minimum sound transmission class (STC) rating of not less than 35. Provide 3-1/2" of unfaced fiberglass insulation 3 feet on each side of the mounting track above the ceiling.
5. Construct acoustically rated walls to extend to the underside of the building's structure or have acoustical batt insulation installed over the top of the wall, extending 3'-0" from each side of the wall.

#### **Toilet Accessories**

1. Work of this section includes accessories and dispensers for toilet rooms and shall meet ADAAG requirements.
2. Where only one mirror or towel dispenser is provided in a room, locate it within 40 inches from the floor.
3. Provide structural backing in the wall and mount all accessories securely to the wall.
4. Install the following accessories that are required in each rest room:

<u>Description</u>	<u>Requirements</u>
Soap Dispenser	Liquid soap dispenser, wall mounted over each lavatory.
Towel Dispenser	Recessed or wall mounted stainless steel towel dispenser and waste paper receptacle.

## **Leased Facility Construction Standards**

### **Chapter 6 - Specialties, Equipment and Furnishings**

Toilet Paper Dispenser	Dual roll type dispenser; one for each water closet.
Sanitary Napkin Disposal	One in each Women's water closet stall of a wall-mounted or semi-recessed design.
Sanitary Napkin Dispenser	Coin operated model with shelf and adjustable cost feature.
Mirror	Plate glass type with aluminum perimeter frame; 24 by 36 inches minimum.
Toilet Seat Cover Dispenser	One in each compartment.
Grab Bars	Stainless steel bars 1-1/2" diameter, mounted 1-1/2" from face of wall to face of bar mounted to conform with ADAAG requirements.
Coat Hooks	Mounted on each toilet partition door
Shelf	Provide a minimum of one 9" x 24" shelf.
Mop & Broom Holder	Provide one in each janitor room.
Diaper Changing Table	Provide one, wall mounted in each restroom where CSD, AFS or Employment Division are tenants

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#### **Food Service Equipment**

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1. Work of this Section includes installed and free-standing lunchroom equipment.
2. Lunchroom and coffee bar sinks shall be equipped with an instant hot water faucet mounted by or on the sink. Lunchrooms shall be equipped with a refrigerator with a minimum of 14 cubic feet of refrigerator space, and freezing space to accommodate an ice maker; a microwave oven; and space for vending machines with necessary utility hookups (Electrical outlets are standard. Where water hookups are needed, Tenant agency shall specify the requirement).

## **Leased Facility Construction Standards**

### **Chapter 6 - Specialties, Equipment and Furnishings**

#### **Window Treatment**

1. Work of this Section includes all types of interior window coverings, controls and hardware, such as shades, shutters, and horizontal louver blinds.
2. Install commercial quality narrow slat horizontal louver blinds where indicated which meet the following requirements:
  - a. Nominal one inch wide aluminum slats.
  - b. One color selected from a range of standard colors.
  - c. Width and height dimensional tolerances of 1/4 inch, maximum, at each edge.
  - d. Braided polyester yarn ladder rungs which support a minimum of 15 slats per foot.
  - e. Control operation: clear plastic twist type wand on the left side, cord lock on right side.
  - f. Equip blinds mounted on inclined windows with stainless steel support wires passing through slats (to prevent sagging of blind), and with retainers for control lines.
3. Lay out horizontal blinds to completely fill window openings, with adequate clearance between sash and blinds to permit unencumbered operation of hardware. If mounted over continuous window walls, space so that ends occur only over mullions or other defined vertical separations.

#### **Furniture and Accessories**

1. Work of this Section includes moveable items of furniture, including waste receptacles, and related components.
2. Waiting rooms or reception areas shall be equipped with an adequate number of waste receptacles.
3. Lunchrooms/Employee Lounges shall be equipped with 36-inch square tables, 29 inches high having a single pedestal base that meets ADAAG requirements and a plastic laminate top. Chairs shall be a standard stacking chair with a chrome finished tubular steel frame with an upholstered seat and back. Sufficient tables and chairs shall be provided to accommodate a minimum of one half of the expected staff occupancy. Staff occupancy will be defined in a prospectus exhibit.



## **Leased Facility Construction Standards**

### **Chapter 7 - Systems**

#### **Elevators**

1. Work of this Section includes passenger and freight elevators, machinery, controls, and car finishes.
2. Conform the work of this Section to applicable portions of the following standards:
  - a. American National Standards Institute:
    - A 17.1, "Elevators, Dumbwaiters, Escalators, and Moving Walks".
    - A 17.2, "Practice for the Inspection of Elevators, Dumbwaiters, Escalators, and Moving Walks".
    - A117.1, "Specifications for Making Buildings and Facilities Accessible to, and Usable by, Physically Handicapped People".
  - b. ADAAG: Buildings more than one story require an elevator finished in accordance with ADAAG.
3. Submit to the Division, at the conclusion of elevator installation and testing, appropriate operating certificates as issued by the Elevator Safety Section, Building Codes Division, State Department of Commerce.
4. Use elevator finishes, including paint, carpet, and plastic laminate panels color coordinated with finishes selected for the remainder of facility.
5. Design passenger elevators to operate at a speed of not less than 125 feet per minute, with a minimum load rating of 2500 pounds and with a minimum car and door size to meet ADAAG requirements.

# **Leased Facility Construction Standards**

## **Chapter 7 - Systems**

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### **Plumbing Systems, Fixtures, and Trim**

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1. Work of this Section includes both domestic and service plumbing systems used throughout the Project.
2. Equip water closets, lavatories, and sinks with manual control valves on supply lines, and trim piping accesses to these fixtures with matching escutcheons. Supply each lavatory and sink with both hot and cold water serving a mixer type faucet.
3. Insulate hot water supply lines and other hot lines with molded fiberglass or other approved insulation.
4. List and types of required fixtures:
  - a. Hose bib: frost-proof, minimum of one every 75 feet.
  - b. Water fountain: china or stainless steel with a minimum of one meeting handicapped requirements.
  - c. Lavatories: vitreous china round bowl design with self rimming edge, and single lever fittings supplying a mixer type faucet.
  - d. Laundry type service sink: securely mounted with a high neck faucet.
  - e. Convenience counter sink: single compartment, 20 gauge stainless steel with a number 4 finish, select one having a self rimming design, with minimum dimensions of 25" x 22". All such sinks, shall be equipped with a commercial, instant hot water faucet. All such sinks shall be equipped with undercounter high quality water filters, to achieve pleasant tasting water.
  - f. Commercial water closet to meet ADA requirements, equipped with a flush valve, white color. Installation shall be in accordance with the manufacturer's recommendations.
  - g. Drinking fountains shall be commercial type meeting ADA requirements. Installation shall be in accordance with the manufacturer's recommendations, with solid backing in the wall. Drinking fountains shall be equipped with water filters, to achieve pleasant tasting water.
  - h. Break room sinks shall be equipped with the highest quality residential garbage disposal.

## **Leased Facility Construction Standards**

### **Chapter 7 - Systems**

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#### **Fire Protection**

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1. Work of this Section includes standpipes, fire hose equipment and fittings, sprinkler systems, and fire detection equipment.
2. Comply with applicable portions of the following standards:
  - a. National Fire Protection Association:
    - NFPA 12, "Carbon Dioxide Extinguishing Systems";
    - NFPA 12A, "Halogenated Extinguishing Agent Systems - Halon 1301";
    - NFPA 12B, "Halogenated Fire Extinguishing Agent Systems - Halon 1211";
    - NFPA 13, "Installation of Sprinkler Systems";
    - NFPA 13A, "Care & Maintenance of Sprinkler Systems";
    - NFPA 14, "Standpipe and Hose Systems";
    - NFPA 15, "Water Spray Fixed Systems";
    - NFPA 16, "Foam-Water Sprinkler Spray Systems";
    - NFPA 17, "Dry Chemical Extinguishing Systems".
3. Provide an automatic fire sprinkler system to protect only those areas which are required to have this degree of protection by code. Size the sprinkler system for the occupancy hazard and classification most closely corresponding to the building's actual use. Use wet pipe systems in conditioned spaces, and dry or anti-freeze systems in areas subject to freezing temperatures. Insure that plans and specifications meet the approval of the local fire marshal and insurance agencies having jurisdiction; install in conformance with NFPA 13. Provide extra heads and a sprinkler head wrench using the guidelines found in NFPA 13.
4. Install sufficient portable hand-held fire extinguishers of the multi-purpose dry chemical type suitable for types A, B, and C fires to meet local code requirements.
5. Install adequate Rate of Rise (set temperature activators of water sprinkler heads) and Smoke detectors in rooms specially designed for computer equipment. Detector indicator lights shall be installed outside the room above the entry door.
6. When an alarm system is required by code, comply with the current ANSI standards.

## Leased Facility Construction Standards

### Chapter 7 - Systems

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#### Heating, Ventilating and Air-Conditioning (HVAC)

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1. Work in this Section includes design and installation of the heating, ventilating, and air conditioning system.
2. System Design - The HVAC system shall be design by a registered, professional, mechanical, engineer specialising in HVAC systems, and the HVAC drawings shall bear his or her State of Oregon stamp. The HVAC system shall be designed to meet all applicable local, state and federal regulations and the current American National Standards Institute/American Society of Heating, Refrigerating and Air-Conditioning Engineers, (ANSI/ASHRAE) standard Ventilation for Acceptable Indoor Air Quality.
3. Zones - System shall have the number of zones equal to an allowance of one zone for each 800 square feet of space in the building . The total number of zones so allowed in the building shall include those zones which may be designated by the Lessee/DAS. Each zone shall have it's own thermostat and have the ability to control the heating and cooling in that zone and the ability to maintain the specified temperature within each zone. Lessor shall provide a unit price for each zone so that Lessee/DAS can determine the consequences of adding or deleting a zone to or from the allowed number of zones.
4. Systems - The system shall be a Variable Air Volume (VAV), pressure independent system, with a variable frequency drive(s). Each zone shall be served by a VAV box and a thermostat. The system shall provide reheat coils for the zones on the building perimeter.
5. Controls - The systems controls shall be Direct Digital Controls (DDC). Provide a in building operator's terminal. This terminal shall allow time and holiday scheduling, EMS functions, point trend logging . It shall allow the operator to view and change set-points and schedules from custom made displays. Training on the use of the terminal shall be provided for selected employees. The building operator's terminal shall be placed in the Central voice & Data Control Equipment Room. Zone sensors shall have a manual override button to allow employees to turn on the HVAC for their zone for after hours work.
6. Setback - The controls shall permit a set back of temperature during the non-occupied hours. The controls shall be programmed to bring the space temperature back to 70 - 72 degrees prior to occupancy.
7. People Load - The HVAC system for Conference Rooms and Training rooms shall be designed to cool the room to the set point when the room has its maximum people load.
8. Heating and Cooling Loads - The HVAC system shall be so designed and sized as to satisfy all of the factors contributing to the respective cooling and heating loads of the building and its individual spaces.
9. Supply and Return - An adequate number of air supply and return registers shall be provided to keep a uniform temperature within each space. All enclosed rooms, other than janitor's closets and restrooms shall have both a supply and return connected directly to the HVAC equipment. The building perimeter supply air shall utilize linear slot diffusers.
10. Air to be Exhausted - Smoking rooms, lunchrooms, restrooms, high use copier rooms or other rooms generating smoke or odors shall be exhausted directly to the exterior without recirculating. The system shall be designed to prevent re-introduction of odors and contaminants from these locations.

## Leased Facility Construction Standards

### Chapter 7 - Systems

11. Heat Generating Equipment - The system shall be designed to accommodate heat generating or computer equipment identified for use in the building by the Division.
12. Central Voice & Data Control Equipment Rooms - Rooms designated to house central voice and data control equipment shall have independent, split-system, air conditioning capable of operating 24 hour a day 7 days a week, and maintaining 68 degrees in the room.
13. Noise - Duct materials and design duct layouts shall be selected to minimize sound transfer into private offices, conference rooms, or other spaces requiring acoustic privacy. Equipment, duct work, grilles and registers shall be designed using ASHRE handbook series to minimize noise. Language from a normal to loud voice shall not be understood from one room to another.
14. Temperatures - At geographical design temperature, the system shall be capable of maintaining the following temperatures during occupied hours: (1) Heating: 70 degrees F; (2) Cooling: 72 degrees F.
15. Outside Air - Outside air dampers shall be controlled by CO2 sensors with an accuracy of 90% or greater in representative areas to maintain the CO2 level in the building at less than 800 parts per million. The CO2 sensors shall remain calibrated for a minimum of five years as manufactured by Engelhard or an approved equal.

Outdoor air intakes shall be located such that there is adequate separation distance between the intake opening and sources of contaminants to prevent the introduction of contaminants. Potential sources of contamination may include but are not limited to cooling towers, garage entries, loading areas, drive-in queue, street, landscaped grade.

16. Air filtration - Provide particulate filters or air cleaners having a minimum efficiency of 60% when tested in accordance with ASHRAE Standard 52.2 for 3 micron particles.
17. Sound levels - The sound level from operation of the systems in any of the areas served shall not exceed 40 dbs; this shall include sound level from all exhaust fans.
18. Air Quality Assurance Measures - During installation of materials (in either the Lessee's space or areas served by the Lessee's HVAC system), with the potential to emit VOC's (including carpets, adhesives, caulks, sealants, paints, insulations) the HVAC system shall be operated with no recirculation. At the same time, exhaust fans shall be run continuously.

In newly constructed or renovated spaces, the HVAC system shall be operated using 100% outside air for 24 hours a day for at least 7 days following material installation (including carpets, adhesive, caulks, sealants, paints, insulation, etc.) and prior to occupancy.

## **Leased Facility Construction Standards**

### **Chapter 7 - Systems**

#### **HVAC Project Close-out**

Lessor/Owner shall require its HVAC/Mechanical contractor to provide: (1) a detailed check list of final start-up testing and inspection of the HVAC system, and (2) the services of a registered professional air balancer to perform the air test and balance of the HVAC system. Lessor shall specify the minimum qualifications for such air balancing firm and require that such firm shall be a member of American Air Balancing Council and has at least two years of experience in performing the work of this type; that the air balancing firm shall provide the necessary instruments, tools and equipment for work specified; and that the instruments to be used in performing the above tests shall be calibrated within the preceding six months.

The test and balance report shall be submitted to the contractor for inclusion in the HVAC Operation and Maintenance Manuals, which shall be maintained by Lessor. The air test and balance reports shall include the following:

1. Test initial velocity and volume at each air supply, return and exhaust terminal, and adjust volumes within 10% of specified air quantity. Adjust air flow pattern to minimize drafts. Mark the final balancing damper position after air flow adjustments have been made.
2. Test the air flow quantities for the following conditions:
  - a. Maximum outside air;
  - b. Minimum outside air.
3. Test static pressure at the supply fan inlets and outlets.
4. Test, adjust and mark the final balancing damper positions.
5. Test thermostat settings and room temperature readings after air flow adjustments have been completed.
6. Identify air handling equipment to be tested and list size, type, manufacturer, air terminals, motor name plate data, and actual running amperes for each fan motor.
7. Test and adjust air supply and exhaust fans to deliver not less than 90% nor more than 110% of total specified volume.

# **Leased Facility Construction Standards**

## **Chapter 7 - Systems**

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### **Basic Materials and Methods for Electrical Systems**

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1. Work of this Section includes general requirements for electrical equipment and workmanship throughout the entire facility, including lighting, power, signal, communications, and similar systems.
2. Perform electrical work in conformance with generally accepted commercial trade standards, including applicable portions of the following standards:
  - a. National Fire Protection Association, NFPA 70, "National Electrical Code".
  - b. American National Standards Institute C 2, "National Electrical Safety Code".
  - c. Regulations of serving utilities.
3. Provide adequate space for electrical power, signal, and communications equipment within enclosed locked rooms.
4. Test each completed electrical system to verify proper operating conditions, and to insure that each fixture, device, and item of equipment is operating as it was intended. Electrical work must be free of shorts, faults and unintentional grounds.
5. Keep switchgear, transformers, panels, light fixtures and other electrical equipment covered or closed to exclude moisture, dust, dirt, plaster, paint or other contamination. Plug or cap conduit and raceways to prevent entrance of dirt, moisture or foreign material.
6. Lay out circuits in such a way as to eliminate or minimize openings in area separation of walls, fire blocking, and other fire rated construction. Where they are unavoidable, use products inserted into the opening which have been designed to prevent the spread of smoke, flame, and heat.
7. Do not place outlet boxes at opposite sides of partitions back-to-back, and do not use straight-through boxes. Mount transformers, starters, and other noise producing devices in such a way that noise will not be easily transmitted to occupied spaces.
8. Install relays, panels, cabinets and equipment level, plumb, and parallel with structural building lines.
9. Circuit breakers shall be clearly and permanently labeled within the panel. Labels shall indicate the precise area of the building or equipment served.

## Leased Facility Construction Standards

### Chapter 7 - Systems

10. Unless a dimension locating a particular item is shown on the construction drawings, use the following table. Measuring from the center of the device to finished floor, except when noted otherwise.

<u>Description</u>	<u>Inches</u>
Light switches	48
Convenience receptacles	15
Receptacle over counter	8
Top of panelboards	72
Fire alarm sirens	80 high or 6 from ceiling
Fire call stations	40
Telephone outlets	15
TV outlets	15
Bottom of Clock or Speakers	+84
Intercom call button	+48

11. Provide electrical service for open landscape office areas by power pole drops from the suspended acoustical ceiling, or by other means (such as electrified landscape partitions or undercarpet flat wire systems) approved by the Division.



## **Leased Facility Construction Standards**

### **Chapter 7 - Systems**

#### **Lighting**

1. Work of this Section includes interior and exterior light fixtures, lamps, switching, and other related accessories.
2. Fixtures used for office space, break rooms, reception and waiting rooms, shall be 2 x 4 lay-in fixtures, equipped with T-8, 5000 degree Kelvin 80+CRI lamps, electronic ballasts with less than 20% total harmonic distortion with 5-year warranty, and 3 inch deep, 32 cell, full specular louvers, 90% reflective reflectors, on 8 ft. x 8 ft. spacing. Provide enough flex conduit to feed each fixture so that they can be moved one grid in any direction.
3. Provide the following minimum levels of illumination throughout the facility as determined by actual measurements taken at a level between 30 and 42 inches from the finished floor:
  - a. General office facilities: 50 foot candles at desk height.
  - b. Corridors, rest rooms, and other support service areas outside the office area: 10 to 20 foot-candles.
  - c. Special lighting need areas shall be handled either with task lighting or on a case by case basis.
  - d. Outdoor parking facilities: a minimum of 2 foot-candles measured at 5 feet above the pavement. Control fixtures using photo-cells that shut off the fixtures when there is more than 2 foot-candles of natural light.
4. Dimming Fixtures - Conference rooms where audio/visual equipment is to be used shall be equipped with fixtures with dimming ballasts and wall dimming switches.
5. Lighting systems shall be designed in accordance with the State of Oregon "Lighting Standards for Public Buildings". Exit lights shall utilize T-1 lamps producing an average 94 foot lamberts.
6. Fluorescent lamps shall comply with the EPA hazardous waste requirements and pass the Toxic Characteristic Leaching Procedure (TCLP) hazardous waste test, which does not require the lamp to be recycled.
7. Lessor shall replace all fluorescent lamps at the end of their average rated life as stated by the manufacturer, but not more than 5 years.

#### **Emergency Lighting**

1. Work of this Section includes battery operated exit lighting for use during periods of temporary power failure.
2. Select equipment which incorporates maintenance free batteries which have been warranted for at least 10 consecutive years of service, and which have integral self-testing mechanisms.
3. Design battery powered emergency lighting in such a way as to illuminate the main entrance area of the facility, exit corridors, stairwells, and exits.

# Leased Facility Construction Standards

## Chapter 7 - Systems

### VOICE AND DATA CABLE SPECIFICATIONS

Specifications for pre-wiring, installation and termination of voice and data cable:

1. CABLE REQUIREMENTS: For each jack, new station cable shall be provided with the following specifications:

- a. Two each four pair, unshielded twisted pair, #24 AWG cable shall be used. When required by Uniform Building Code, plenum-rated cable must be used. Each jack location shall contain one white or beige cable and one blue cable. The white or beige cable shall be designated the voice cable and the blue cable shall be designated the data cable.
- b. The cable shall be Category Five, Belden (#1585A) or AMP (#57248 or 57249), or equal submitted on the standard Construction Specifications Institute Substitution Request form and approved during the bidding/negotiation process. The cable must meet all EIA/TIA/ANSI 568A specifications for Category Five cable.

#### COLOR CODE:

<u>PR#</u>	<u>Color Combination</u>
1	White/Blue & Blue/White
2	White/Orange & Orange/White
3	White/Green & Green/White
4	White/Brown & Brown/White

- c. General

The cable shall be provided on each floor level from the station jack to the nearest telecommunications terminal room in a single run with no splices. Both ends of each cable shall be labeled with a unique identifier such that it may be traced, end to end, with ease.

At each station location, an additional five (5) foot length of both the data and voice cable shall be provided, coiled, and acceptably secured so as not to interfere with work of other trades working in the immediate vicinity of the station location. Installation of the voice/data receptacle fixture and station cabling termination to this receptacle will be as defined in the following paragraphs.

All Horizontal cable shall be run perpendicular or parallel to the building grid lines indicated on the approved drawings. All cable shall maximize usage of the cable management system to minimize cable coming into contact with the suspended ceiling, mechanical, and/or electrical or electrical light system components.

# Leased Facility Construction Standards

## Chapter 7 - Systems

### VOICE AND DATA CABLE SPECIFICATIONS

#### d. TERMINAL ROOM

1. Voice: An additional twelve (12) foot length of voice station cable from each station jack location shall be provided and coiled adjacent to the punch down blocks or board within the terminal room. Termination of the voice station cable at the punch down blocks will be by the telecommunications vendor(s).

2. Data: Data cable shall be terminated at the designated patch panel by the cabling vendor. An additional four (4) feet of cable shall be allowed for future movement.

2. STATION EQUIPMENT: Station equipment installation will comply with the following specifications:

a. Workstation Outlets: Workstation outlets will be equipped with single type gang boxes manufactured by AMP Corporation, or double gang boxes where specified. The following parts are to be used:

Parts (AMP):

558908-1 Data Connector (RJ45).

406091-1 Unshielded Com. Outlet

555611-1 telephone Connector(RJ11)

558510-1 Single Gang Face Plate KitIf required: Single Gang Box,

558251-1 (Kit) Surface Mount

558512-1 Double Gang Box Face Plate with Label Window with Icons

#### b. Terminal Room

1. Data: The data rack and sufficient modular patch panels for the number of cables will be installed in the terminal room to terminate cable from the employee work station. When using a free-standing rack, position it in the room so there is a minimum of 3' on three sides of the rack and 12" on the remaining side. Each data cable must be terminated on the patch panel edge connector using the same color coding standard as the employee workstation.

Rack for Patch Panels

7' X 19" EIA Free-standing Rack, Chatsworth #46353-503 or AMP #559260-3

35" X 19" X 18" EIA Wall-mounted Universal Swing Gate Rack, Chatsworth (for limited-space applications only)

AMP Cable Management System:

1.75" Horizontal Wire Management #559366-1

Vertical Management Assembly 24.5" high (6 required per rack), #559371-1

Top Cable Through, black aluminum #559370-1

Bottom/Middle Cable Through, black aluminum #559369-1

AMP modular patch panel:

<u>Number of Ports</u>	<u>Part Number</u>	<u>Description</u>
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16	406363-1	Panel and Kit
32	406365-1	Panel and Kit
64	406367-1	Panel and Kit

# Leased Facility Construction Standards

## Chapter 7 - Systems

### VOICE AND DATA CABLE SPECIFICATIONS

#### 3. CONNECTION SPECIFICATIONS

##### a. General

The gang box edge connectors for both voice and data cable must comply with the below listed coding. The voice edge connector will be located in the upper or left position, and the data edge connector will be located in the lower or right position.

At the workstation location, the voice cable will be terminated with an RJ 11 modular connector; the data cable will be terminated with an RJ 45 modular connector. AMP modular connector for voice: 555611-1; and data: 558908-1. Both connectors are to be supplied and installed (terminated) by the cabling vendor.

At the terminal room location, the data cable will be terminated with an RJ 45 snap-in connector (AMP #558908-1). The voice cable and data cable edge connectors will be terminated, supplied, and installed by the selected wiring vendor.

When a building has more than one terminal room location, a minimum of 8 wires as listed above with appropriate connectors will originate in the primary terminal room and terminate in the secondary terminal room at the patch panel, with additional 5' at each end. The primary terminal room is that where voice and data service lines enter the building (POP).

When the data line enters the building at a POP other than the terminal room, the cabling vendor will provide appropriate connection from POP to the terminal room.

Upon completion of cabling work, test and certify all runs as meeting all requirements for Category 5 cabling, based on TSB 67 standards, Level 2 Complaint Testers. Such certification shall attest to the fact that all runs are capable of supporting transmission speeds of at least 100 megahertz.

The cabling vendor is required to provide two copies of such certification and supporting test data indicating performance meets Category 5 standards; one copy to the Project Manager for the appropriate state agency and one copy to the Lessee (state agency).

##### b. Coding Specifications

<u>Position</u>	<u>Color Code</u>	<u>Position</u>	<u>Color Code</u>
1	White/Blue	5	White/Green
2	Blue/White	6	Green/White
3	White/Orange	7	White/Brown
4	Orange/White	8	Brown/White

NOTE: Technical assistance may be available/obtained through the manufacturer and/or distributor.

daslsstd

Telecommunications Rate  
Services Building  
Exhibit F

Voice mail	\$5.00 per month per DHS employee on Premises
County network & DN line (ext)	\$10.10 per month
Single line phone	\$11.15 per phone per month
Auto-attendant greeting	\$28.50 per month (for entire group)
Long distance	\$.061 per minute, per DHS employee line

Any changes in services or rates will be negotiated with and mutually agreed upon by the parties not less than 90 days prior to implementation.