

19  
5162

November 22, 1988

Informal Review of Bids and Requests for Proposals:)  
a) Food Services/Detention Facilities 1.)

The Board had no questions nor comments regarding the above-entitled Requests for Proposals.



# MULTNOMAH COUNTY OREGON

# 1  
11/22/88

DEPARTMENT OF GENERAL SERVICES  
PURCHASING SECTION  
2505 S.E. 11TH AVENUE  
PORTLAND, OREGON 97202  
(503) 248-5111

GLADYS McCOY  
COUNTY CHAIR

## MEMORANDUM

TO: Jane McGarvin, Clerk of the Board

FROM: Lillie M. Walker, Director, Purchasing Section

DATE: November 15, 1988

SUBJECT: FORMAL BIDS AND REQUESTS FOR PROPOSALS SCHEDULED FOR INFORMAL BOARD

BOARD OF COUNTY COMMISSIONERS  
 1988 NOV 15 PM 3:19  
 MULTNOMAH COUNTY OREGON

The following Formal Bids and/or Professional Services Request for Proposals (RFPs) are being presented for Board review at the Informal Board on Tuesday, November 22, 1988.

Bid/RFP No.	Description/Buyer	Initiating Department
RFP# 9S0402	FOOD SERVICES/Detention Facilities	DJS
	Buyer: Franna Ritz Ex. 5111	Contact: Capt. Slyter Phone: 5145
		Contact:
	Buyer: Ex. 5111	Phone:
		Contact:
	Buyer: Ex. 5111	Phone:

cc: Gladys McCoy, County Chair  
Board of County Commissioners  
Linda Alexander, Director, DGS  
Commissioner Caroline Miller/332

Copies of the bids and RFPs are available from the Clerk of the Board.

MULTNOMAH COUNTY SHERIFF'S OFFICE

FRED B. PEARCE

SHERIFF

REQUEST FOR PROPOSAL

FOOD SERVICES

December, 1988

Prepared by:

JOHN CORNYN & ASSOCIATES  
917 SW OAK, SUITE 312  
PORTLAND, OREGON 97205

503-223-9504

In association with:

Captain Thomas B. Slyter, Jr.  
Multnomah County Sheriff's Office  
1120 SW Third Avenue - Room 307  
Portland, Oregon 97204

503-248-5145

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## 1.0 BACKGROUND AND SCOPE

In November, 1983, Multnomah County opened its new downtown detention facility known as the Multnomah County Detention Center (MCDC) in the Justice Center Building. Located on the block bounded by Southwest Main and Madison Streets between Second and Third Avenues, it houses 476 male and female inmates. With the closing of Rocky Butte Jail, Claire Argow Center and the Courthouse Jail and the opening of the MCDC, the County discontinued, with the exception of the Multnomah County Corrections Facility, its own food service delivery. A food service contractor was selected to prepare the meals for the MCDC and the Donald E. Long Home using a cook-chill-cook system. The inmate population continued to grow and the Courthouse Jail (CHJ) was reopened to house 70 inmates. Meals for the Courthouse Jail are prepared in the MCDC kitchen and transported to the facility by the food service contractor. Multnomah County's inmate population continued to expand and the Multnomah County Restitution Center (MCRC) opened in February, 1987, for 80 male inmates. The food service contractor provides on sight meal preparation and supervision of inmate workers. In October of 1988, the Multnomah County Inverness Jail (MCIJ) was opened for 220 male and female inmates. The food is prepared in the MCDC kitchen and transported in bulk to the jail by the food service contractor. The contractor provides supervision of inmate workers in heating and plating the meal on-sight at the jail.

The kitchen in the MCDC is 6,000 square feet in area and is located on the tenth floor. Meals are partially cooked, chilled and stored. Before mealtime, they are portioned and distributed to the housing floor serveries where they are reheated by Contractor-supervised jail trusties just prior to serving.

Multnomah County is requesting proposals from vendors interested and willing to provide food services for the residents and authorized staff at the MCDC, the Courthouse Jail, the Donald E. Long home, the Multnomah County Restitution Center and the Multnomah County Inverness Jail. The Contractor will be responsible for all procurement, preparation, serving, clearing and cleaning associated with food services in the MCDC. The Contractor will also supervise trusty labor assigned to the serveries, MCRC and MCIJ. An additional option, to be considered separately, is the provision of meals to the Multnomah County Child Development Center.

The initial contract will be for the 1989-90 fiscal year (July 1 - June 30) with the County reserving the option of four (4) one(1)-year extensions. The Contractor should anticipate serving approximately 1100 portions for each meal, including juveniles, inmates and staff.

Interested Contractors will be given a guided tour of the facilities prior to submittal deadline.

2.0 SCHEDULE

Release/advertise RFP.....November 28, 1988  
Mandatory Contractors Meeting.....December 13, 1988  
    & Facility Tours                    10:00 A.M.  
Proposals due/opened.....January 26, 1988  
Phase I Cut List Announced.....February 8, 1989  
Mandatory Interviews.....February 10, 1989  
Optional On-site Visits to  
    Contractor clients.....February 13-17, 1989  
Contractor Price Bids Opened.....February 21, 1989  
Contract Start.....July 1, 1989

3.0 Proposal Instructions

Proposals, in order to be entitled to consideration, must be prepared in accordance with the following instructions:

3.1 Examination of Documents

Before submitting a proposal, the Contractor shall:

- + Carefully examine the specifications.
- + Fully inform itself as to the facilities, conditions and limitations.
- + Include in its proposal sufficient data to cover all items required by the contract.
- + Attend a meeting at the Justice Center - Sheriff's Offices 10:00 a.m. on Tuesday, December 13, 1988. Attendance at this meeting is mandatory for any Contractor wishing to submit a proposal.

3.2 Interpretation

Should a Contractor find discrepancies in or omissions from the specifications, or be in doubt as to their meaning, it shall at once notify the Multnomah County Purchasing Section, which will send written instructions or addenda to all Contractors. The County will not be responsible for oral interpretations. This RFP and all addenda and the Contractor's proposal response and amendments shall be incorporated into the contract. The Contractor shall not base the proposal on any verbal information from any employee or representative of the County.

### 3.3 Terms of Contract

The terms of the contract shall run one year from July 1, 1989 to June 30, 1990, with the County retaining the right to exercise four (4) one (1)-year options. The County will advise the Contractor no later than May 1st of its intent to extend the contract or request new proposals to operate food services.

### 3.4 Format

- 3.4.1 All primary proposals will be submitted by 2:00 P.M. on January 26, 1989 in one three-ring binder. Within the sealed bid, the Contractor must submit, under separate, sealed cover information regarding cost and expenses. Only those contractors able to meet the operational requirements will have their cost proposal opened and considered. This second envelope will not be opened until 2:00 P.M., February 21, 1989.
- 3.4.2 The data submitted must be in the same order as this RFP. A table of contents must be included indicating page numbers, attachments and appendices.
- 3.4.3 All proposals must be typed or written in indelible ink.
- 3.4.4 All supporting documentation must be pertinent and clearly identified as to the section of the RFP to which it specifically refers.
- 3.4.5 Each proposal must be signed in longhand by the Contractor's authorized representative with his/her usual signature. Proposals by partnerships must be signed with the partnership name by one of the partners, followed by the name of the state of incorporation, date of incorporation, and the signature of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall be typed or printed below the signature.
- 3.4.6 Proposals shall be enclosed in an opaque envelope or container marked as follows and delivered as required:

Name of Contractor

Five Copies to: Lillie Walker  
Purchasing Section  
Multnomah County, Oregon  
2505 S.E. 11th Avenue  
Portland, Oregon, 97202

PROPOSAL FOR: Food Service Operation  
for Multnomah County Corrections

PRIMARY PROPOSALS TO BE OPENED: 2:00 p.m. PST,  
Friday, January  
26, 1989

It shall be the responsibility of the Contractor to see that its proposal is received by the Multnomah County Purchasing Section prior to the time of the opening. Late proposals will not be accepted.

Modifications

No oral, telephonic or telegraphic proposals, or modifications shall be considered.

3.5 Basis of Award

Each Contractor shall submit, as a part of its proposal, complete specifications and detailed descriptions of the services and items it proposes to supply under the Contract. Multnomah County's decision to award the contract shall be based upon qualifications of the Contractor and the service operations plan or plans most advantageous to the County (operational methods, management services and other pertinent information). Once candidates have met the minimum points required then they will be eligible for further evaluation.

3.6 Proposal Bond

Any Contractor may withdraw its proposal either personally or by written request at any time prior to the time set for opening. No proposal may be withdrawn or modified after that time set forth thereof unless and until contract execution. The Contractor will submit a proposal bond which is good from the date the proposal is due (January 26, 1989). This bond shall be in the amount of \$20,000.

3.7 Past Practices

The Contractor will not base its proposal on any past practices that are not clearly defined/described within this RFP.

3.8 Right to Change RFP

The County reserves the right to change the terms and conditions of this RFP. The County will notify potential Contractors of any material changes.

3.9 Notice of Award

Within thirty (30) days after the notice of award, the successful Contractor shall enter into a formal contract(s) in the approved form. The contract will be for services to begin on July 1, 1989.

3.10 Mandatory Responses

Whenever there is an asterisk (\*) throughout the RFP the Contractor will be expected to respond specifically within its proposal response. If there is no asterisk, then it is assumed that the Contractor unconditionally accepts the County's requirements in its response unless the Contractor clearly addresses the specific issue within its response.

3.11 Right of Rejection

The right is reserved by the County to reject any or all proposals.

3.12 Mandatory Compliance The Contractor shall agree to comply with all statutes, ordinances, and regulations and requirements of federal, state and local governing bodies applicable to the management operations of this food services contract. This includes, but is not limited to, the pertinent sections of the Oregon Revised Statutes, the administrative rules and regulations of the State Health Department, the American Corrections Association Standards, etc. This includes obtaining and paying for all applicable licenses and food handler's cards.

\*4.0 CONTRACTOR INFORMATION REQUIREMENTS

The following information must be included in each proposal. The information will give the County an overview of the Contractor's business operation.

Questions

Answers to Cover

4.1 Headquarters Office

4.1.1 Location

City, State, Zip Code,  
Phone Number

4.1.2 Services available

Describe

4.1.3 Financial Considerations

Ownership	Private or Public (if publicly owned, furnish annual report)
Credit rating	Bank or other letter of reference (if this information is provided, it will be held as proprietary)
Accounting procedures	Describe
Audit control	Example

4.1.4 Management

Background of top management	Describe education and experience
Degree of participation with local operations	Describe 0% to 100%
References	List of accounts and contracts with contact names and phone numbers

4.1.5 Organization Structure

Area of activity	Geographic location(s)
Total number of operations	Number of units and annual gross
Structure of national supervision	Number of regions
Span of control	Levels of management

4.1.6 Operating Procedures

Have effective written operating procedures	Yes or No. Describe and provide a sample
Purchasing	Is purchasing handled by headquarters or by each location? Describe.

	Accounting	Is the accounting system computerized? Describe. Is staff available for cost analysis, research?
	Invoicing and	Are accounts receivable/payable handled by headquarters or by each location? Describe.
	Communication	How often are local operations visited? What is the nature of support and supervision of local operator?
4.1.7	<u>Personnel Relations</u>	
	Fringe benefits program	Describe fringe benefit programs offered and cost
	Recognition program	Are there incentive or recognition programs?
	Profit sharing	Explain
	Retirement plan	Cost of program
4.2	<u>Regional Office</u>	
4.2.1	<u>Location</u>	City, State, Zip Code, Phone Number
4.2.2	<u>Services Available</u>	Describe
4.2.3	<u>Management</u>	
	Background of staff	Describe education and experience
	Degree of participation Reputation	Describe 0% to 100% List of at least three current, comparable corrections accounts and cook-chill-cook accounts name and phone number of client contact

List of at least three former, comparable accounts and name and phone number of client contact

4.2.4 Organization Structure

Area of activity	Geographic location(s)
Total number of operations	Number of units and annual gross
Structure of regional supervision	Areas covered
Span of control	Ratio of regional supervisors to operations

4.3 Proposed Multnomah County Corrections Operation

4.3.1 Management

Background of Manager	Experience, etc. (include resumes)
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5.0 RESPONSIBILITIES OF THE COUNTY

5.1 The County will provide, install and permit the Contractor to use the capital equipment which the County deems necessary for food service and related activities. (The County shall not guarantee an uninterrupted supply of water, electricity, gas, heat, air conditioning or phone service. The County shall, however, be diligent in restoring service following an interruption.) Given proof of adequate maintenance (see RFP specification 6.7.2), the County will replace equipment it has provided as it deems necessary, considering the average life of the equipment as determined by the manufacturer as well as any extraordinary circumstances.

5.2 The County shall provide, at its own expense, all utilities necessary for the performance of food service operations. The County will provide two master telephone lines (plus one extension) in the food service office of the tenth floor kitchen. The phone will be provided, without charge, for local call usage only. The Contractor will be expected to pay for any long distance charges as part of its Administrative/Management Fee expense.

- 5.3 The County will provide accurate meal orders by location, to be served to inmates, staff and visitors. Meal orders for floors four through eight shall be available to the Contractor at 6:00 a.m. each day from Master Control. Counts for lunch and dinner will be verified by each Floor Control at the time of delivery. Intake/Transfer and CHJ meal orders will be communicated to the Contractor at least one hour prior to the scheduled meal period. Meal counts for the Long Home and MCIJ will be available by 1 p.m. for dinner and the next day's breakfast and lunch counts by 9 a.m. the same day. The MCRC meal counts will be based on and paid for on the midnight census.
- 5.4 The County will provide ingress/egress, subject to security requirements, for the Contractor's employees via the second floor entry way (see section 6.9.1).
- 5.5 The County will provide adequate office space and the following furniture for the Contractor in the tenth floor (MCDC) kitchen:

- 2 Desks
- 1 Two-drawer file cabinet
- 2 Chairs for desks

Any other furniture and/or equipment for the office must be provided by the Contractor. Such equipment must be inventoried and a copy of the inventory provided to the Designated Sheriff's Office Food Service Administrator.

Additionally, the County will provide a table, with six chairs, for the employees' break room. Staff lockers will be provided in the area immediately adjacent to the rest rooms. Locking devices for the lockers must be supplied by the Contractor and/or Contractor's employees.

- 5.6 The administration and management of this contract for Multnomah County is the direct responsibility of the Sheriff. The Sheriff has delegated day-to-day responsibility for contract administration/communication purposes to the Chief-Corrections Division and/or a designated representative. No adjustment in the level of service, rate of per meal compensation or any other matters concerning the terms of the contract may be made without the express written consent of the Sheriff.

## 6.0 RESPONSIBILITIES OF THE CONTRACTOR

### 6.1 Daily Meal Production Requirements

Meals for all areas will follow a cycle menu except

in the MCDC Intake/Transfer area. The Intake/Transfer will receive hot meals when other areas are served hot meals, however, it does not necessarily have to be the same hot meal.

The Contractor will provide the following meals per day for the MCDC, CHJ, MCRC, MCIJ and the Long Home:

- Breakfast:
- + approximately 50-90 MCDC Intake/Transfer breakfasts.
  - + 430 inmate breakfasts on MCDC floors four through eight.
  - + approximately 50-80 breakfasts for residents and staff at the Long Home.
  - + approximately 80 breakfasts for residents and staff at the Multnomah County Restitution Center.
  - + approximately 75-110 CHJ breakfasts
  - + approximately 200-240 MCIJ breakfasts
- Lunch:
- + approximately 50-100 MCDC Intake/Transfer lunches.
  - + 430 prisoner meals on MCDC floors four through eight.
  - + 60-70 lunches for staff delivered to second floor MCDC officers' lunchroom plus a salad bar.
  - + 90-130 meals for the Multnomah County Courthouse Jail.
  - + approximately 50-80 lunches for residents and staff at the Long Home.
  - + approximately 80 lunches for the residents of the Multnomah County Restitution Center, (this will be a combination of on-site meals and sack lunches).
  - + 23 Adult Lunches for Multnomah County Child Development Center (Optional - See Section 9.0).
  - + Approximately 200-240 lunches for inmates, (combination of on-site meals and sack lunches) and staff at MCIJ, plus a salad bar in the staff lunchroom.

- Dinner:
- + approximately 50-110 MCDC Intake/Transfer hot dinners, plus cold meals for late chains on specified nights.
  - + 430 inmate hot dinners on MCDC floors four through eight.
  - + 55-60 officer/staff hot meals in the MCDC officer's lunchroom plus the salad bar.
  - + approximately 50-80 hot dinners for residents and staff at the Long Home. Contractor is to provide light evening snacks. One half pint milk for residents and staff at the Long Home will be provided at each meal and with the evening snack, to ensure the FDA requirement of one quart of milk is served daily.
  - + approximately 80 hot dinners for residents and staff of the Multnomah County Restitution Center.
  - + approximately 75-95 CHJ dinners.
  - + approximately 200-240 dinners for inmates and staff at MCIJ plus a salad bar in the staff lunchroom.
  - + NOTE: The County is anticipating an expansion of the MCRC to increase the population, therefore it is likely more meals will be required, (a maximum inmate capacity of 160 is anticipated)

- Night Shift
- + approximately 45-50 MCDC staff meals to be sent down at the end of the day for consumption by staff members on the 11:30 p.m. to 7:30 a.m. shift. Half of these meals must be a dinner meal and one half a breakfast meal (i.e., 25 of one and 25 of the other).
  - + approximately 5 staff meals for CHJ
  - + approximately 7 staff meals for MCIJ
  - + approximately 3 staff meals for MCRC

SPECIAL NOTE:

Intake/Transfer prisoners are usually processed and released or moved upstairs within 72 hours. Due to the lack of reheat equipment in Intake/Transfer, this food will be heated in the kitchen, and sent immediately to Intake/Transfer for service to the inmate. All flatware, cups, dishware used in Intake meal service must be disposable. The hot meal portion will be packaged like all the other in-house meals. Cold portion meal components will be sacked. Meals will be delivered by the the Contractor's personnel, however, service will be supervised by Corrections Staff.

6.2 Purchasing

- \* 6.2.1 Specifications - The Contractor must, in the primary binder of its proposal, provide the minimum purchasing specifications to be used in the purchase of all food products and disposable serviceware. The specifications provided should address the levels of quality, grade, size, pack, count and all other relevant information. The County must approve, in writing, any changes from the stated specifications.

For the record, all food purchased for use under this contract shall meet at least the following specifications:

- + Beef, veal, pork and lamb shall be of at least USDA good. The maximum fat and/or soy content of all ground meat products to be used must be indicated in the RFP. All breaded products must have a product weight of 3 oz. before breading.
- + Poultry shall be at least USDA Grade A. Chicken quarters can be no less than 8 oz. raw weight. Legs or thighs must be a 6 oz. minimum raw weight. All breaded products must have a product weight of 3 oz. before breading.
- + Canned fruits and vegetables shall have no less than a Score of 80.
- + Frozen fruits and vegetables shall be at least USDA Grade B.

- + Fresh produce shall be at least USDA No. 2. Some minimum counts are as follows:
  - Apples 96
  - Bananas 3-4 (petite)
  - Oranges 96
  - Pears 90-100
- + Dairy products shall be at least USDA Grade A. (Butter may be substituted for margarine when it is a commodity item.) 2% fresh milk shall be served as a beverage. Dry/powdered milk may be used in cooking/baking.
- + Eggs shall be at least USDA Grade A Medium.
- + If available, fresh fish and seafood are preferred. Frozen fish and seafood must be a nationally distributed brand, packed under continuous government inspection. All breaded products must have a product weight of 3 oz. before breading.
- + Bakery products - As many whole-grain products as possible must be used. Day-old breads may be purchased but must be used within 48 hours or frozen until the time of use.
- + Decaffeinated coffee will be served to all inmates.

6.2.2 Surplus Food Usage - The Contractor shall provide for the utilization of Federally supplied commodities which shall be strictly accounted for and used only for the benefit of the County's food services operation to the maximum extent allowed. The liability for proper use and accountability for these commodities shall be the responsibility of the Contractor. (see Section 6.0). Surplus food will be ordered and stored by the Multnomah County Purchasing Section. The Contractor will submit orders to the Designated Food Service Administrator no later than 5:00 P.M. on Thursday for delivery the following week.

The Contractor will pay the County, in the form of a credit against meal charges, the amount of the State of Oregon and Multnomah County Purchasing Section fees/handling charges for the surplus foods.

For the record, the State wholesale value of surplus commodity usage in 1987-88 was approximately \$116,500 and the combined state and local charges were \$14,432. The Contractor will submit copies of the Multnomah County Central Stores purchasing list as furnished by the Designated Food Service Administrator with their billing to the County. In the event that spoiled commodities are delivered to the Contractor, these commodities must be returned to County Purchasing in order for a credit to be made to the Contractor's commodity usage records. (See Appendix K).

A four (4) month estimate of surplus food usage must be submitted to the Designated Food Service Administrator no later than the fifteenth of November, March and July each year for purposes of ordering.

Surplus food shall account for no more than 20 cents per meal of the approved food cost on an annual average. The value of surplus foods shall be the wholesale value stated on the invoice from the State of Oregon.

The following surplus foods, when available, may be served as extra foods but may not be counted in the daily calorie requirement of 3000 calories per day.

- |                 |                 |
|-----------------|-----------------|
| Raisins         | Roasted Peanuts |
| Honey           | Peanut Butter   |
| Peanut Granules | Frozen Cherries |

6.2.3 Receiving - The Contractor will be responsible for receiving all goods at the Intake loading dock area. There is a walk-in freezer unit for the storage of product for the kitchen, (approximate size is 10'x12'). The Contractor must schedule an individual to be available to this area within the time frame of 6:30 a.m. to 3:00 P.M. on each weekday. Please note that 6:00 A.M. to 10:00 A.M. Monday through Friday is the primary time when the

Contractor's suppliers will have access to the loading dock. It will be to the Contractor's benefit to schedule vendor deliveries as close to each other as possible, within the primary deliver times.

The Contractor should notify its vendors that there is only space at the loading dock for one large truck at a time. Vendors are not permitted to pass through the double security doors to the Intake area or elsewhere in the building.

The Contractor should make the vendors aware that there is no loading dock, and delivery vehicles may need a lift gate. Vendors also must be made aware that vehicles exceeding 25' in length or over 12' high cannot be accommodated.

A County owned pallet jack is available for the Contractor to use in moving its supplies to the tenth floor kitchen. However, the following conditions apply to use of the pallet jack:

- The pallet jack and elevators shall not be overloaded. This may require reloading the pallets.
- The pallet jack cannot be used on the vehicle ramp.

Due to security concerns, the Chief of Corrections Division requests that the Contractor attempt to schedule the same individual(s) to receive supplier deliveries. No other contractor personnel must be in this area other than for trash disposal or supervision purposes. No Contractor personnel and/or visitors are to use the loading dock security door as an ingress/egress point to the building, except for deliveries to and from the Long Home, MCRC, and MCIJ.

6.2.4 Salespersons - The Contractor should encourage all salespersons to call at their district/area offices. No salesperson will be permitted in the jail. If a salesperson must call on the Contractor's unit manager, the appointment must be set up for the manager to meet the salesperson on the

second floor in the public reception area. (NOTE: Exceptions may be made/authorized for equipment repairs, purchases, etc. The Contractor shall minimize the use of this area as much as possible).

- \* 6.2.5 Storage - The Contractor will provide within its response a statement detailing how it will provide for the correct handling, prompt storage and rotation/issue of food items purchased for use in the subject facilities.
- \* 6.2.6 Inventory - The Contractor must provide a statement as to how often a physical inventory of non-processed food and supply items will be taken. The method for conducting the inventory and the disposition of the data collected must be explained in detail.

### 6.3 Menus

The Contractor will provide a minimum of two hot and a maximum of one cold meal each day. The Contractor may choose to serve the cold meal at breakfast no more than five days per week. On the days a hot breakfast is served, a cold lunch may be served as long as it remains within the nutritional/caloric guidelines spelled out in this agreement. Dinners must always be a hot meal. A light evening snack with one half pint of milk is to be provided at the Long Home.

- \* 6.3.1 Cycle - A representative cycle menu of at least 28 days for the MCDC, CHJ, MCRC, and MCIJ must be submitted within the Contractor's Proposal. This menu must meet the standards of the American Corrections Association for food services in accredited corrections facilities. (see Appendices B & C)

A separate cycle menu of not less than 14 days must be submitted for the Donald E. Long Home residents within the Contractors proposal. The average juvenile resides in the Long Home less than five days. The menu for the Long Home should have an emphasis on foods acceptable to juveniles including, but not limited to, such items as tacos, burritos, pizza, spaghetti and hamburgers. The menu must meet minimum recommended daily allowance of all nutrients according to the American Academy of Sciences.

6.3.2 Cook's Choice - The menu can be designed to permit "cook's choice" no more than once every week. The same food must be served to each inmate in a particular servery area (i.e., serveries A & D could have one meal and B & C could have another meal). However, A could not differ from D nor could B differ from C). The food served on each floor need not be the same as on another. This is permitted in order to allow the Contractor to clean its inventory of cooked foods on a regular basis. "Cook's Choice" must be noted on the posted menu. An item cannot be served as "Cook's Choice" if it has been served three days before or if it will be served three days later.

"Cook's Choice" breakfast may be used with the approval of the designated Sheriff's Office Food Service Administrator no more than once every three weeks.

6.3.3 Contingency Meals - The Contractor will be required to provide food service at no additional cost to the County in the event of lockdowns, riots, fire, power failure or other events that would cripple the normal operations of a detention facility. At a minimum, the Contractor must maintain an on-premise inventory sufficient to prepare and serve three(3) days of scheduled meals. (EXCEPTIONS: The MCDC refrigerators are not sufficient for three days of fresh milk. Storage space for MCIJ is not adequate for three days of supplies. Contractor shall have contingency plans submitted and approved by the County to address these storage requirements, prior to assuming the contract.)

6.3.4 Menu Changes - Changes in the planned menu shall be noted in writing on the menu in the kitchen and the corrected menu filed with the Designated County Food Service Administrator.

Documentation of menus as they are actually served must be maintained as verification of providing a nutritionally adequate diet. The Contractor must submit such documentation weekly to the County.

6.3.5 Menu Posting - The menu shall be posted in each servery and in the offices of the Facility Commander, Designated Food Service Administrator, and kitchen one (1) week in advance of its use.

6.3.6 Therapeutic diets - Therapeutic diets must be available upon medical authorization. Specific diets must be prepared and served to inmates according to the orders of the attending physician or dentist, or as directed by the responsible health authority official. Medical diets, verified by a registered dietician, must be specific and complete and will be furnished in writing to the Contractor. Special diets must conform as closely as possible to the food served other inmates. The source book to be used is the Simplified Diet Manual with Meal Patterns, Fifth Edition, published by the Iowa Dietetic Association in 1984.

A sample of a typical day of current therapeutic diets is included as Appendix D to this RFP.

6.3.7 Religious Diets - Religious diets must be approved by the Chaplain and will be submitted in writing to the Contractor. Religious diets must be simple and conform as closely as possible to the food served other inmates.

#### 6.4. Nutrition Requirements

6.4.1 Menu Certification - Menus must be reviewed and certified by a Registered Dietician as adjusted for age, sex and activity according to the Recommended Dietary Allowances stated by the National Academy of Sciences. The Contractor must provide to the County written certification of this review for each cycle menu prior to implementation. In addition, the Contractor's Registered Dietician will review and certify the menu used at the MCCF facility in Troutdale.

A copy of the nutritional documentation required for all of the menus is provided in Appendix G of this RFP. The format may vary with computer programs but the data must be as complete as that in the sample provided.

6.4.2 Menu Substitutions - All substituted items in the menus served shall be of equal nutritional value as the original menu item. Any major changes shall be certified and signed by a Registered Dietician.

6.4.3 Daily Calorie Requirement - The minimum daily calorie requirements for adult meals shall be 3,000 and for the juvenile meals shall be 3,200. It is anticipated that the evening snack will be used to bring the juvenile meals into compliance. 3,500 calories are required for inmates at MCRC and MCIJ.

6.4.4 Staff Meals - MCDC Staff meals are served in the staff dining room on the second floor. These meals are the same meals as inmates receive with the following changes:

- + The meals are rethermalized in microwave ovens.
- + Regular coffee is available.
- + A salad bar with tossed greens, assorted vegetables, fruits, and other salad bar items is set up and maintained during the lunch, dinner, and night shift meal periods.
- + Individual margarine packets are to be used in place of commodity butter.

6.4.5 School Lunch - The Long Home for juveniles receives National School Lunch Program monies. In order to continue to receive those monies the Contractor will be required to provide meals that meet the following minimum requirements:

- Breakfast:
- + Fruit or vegetable or fruit or vegetable juice- 1/2 cup
  - + Bread or bread alternate - 1
  - + 2% Fluid milk - 1/2 pint
- Lunch:
- + Meat or meat alternatives - 3 oz. per day
  - + Vegetables and/or fruit, two or more servings of vegetables or fruit, or both to total 3/4 cup per day
  - + 2 servings of bread or bread alternates per lunch meal

+ 8 fluid ounces of 2% fluid milk per lunch

6.4.5.1 The contractor will provide the necessary information for the National School Lunch Program report, monthly to the designated Sheriff's Office Food Service Administrator. (See Appendix L)

6.5.0 Food Preparation

6.5.1 Method of Preparation - The Contractor shall utilize the cook-chill-cook system for which the facility was designed. Recipes, menus, production schedules must all be designed to minimize the risk of spoilage and waste.

\* 6.5.2 Recipes - A file of tested cook-chill-cook recipes adjusted to a yield appropriate to the size of the facility must be maintained on the premises. Within the interview process, the Contractor must produce evidence that there are such recipes to match the proposed cycle menu.

6.5.3 Portioning

\* 6.5.3.1 All food portion sizes shall be the cooked weight or shall be specifically identified as raw weight. Portions must be listed on the menu which is submitted in the proposal response. This must include number and portion size of condiment packages.

6.5.3.2 The hot foods for MCDC, CHJ, and Long Home are to be portioned onto specified paper dishes for reheating. Bulk products will be provided at MCRC, MCIJ, and Child Development.

The ovenproof disposable dishes that have been used are available from Unisource, P.O. Box 3943, Portland, Oregon, 97205. The cost of these dishes and wrapping in the fiscal year 1987-88 was approximately \$64,000, (cost as provided by the current Contractor). All other foods are to be portioned in the kitchen either into disposable trays or directly onto

the stainless steel trays. At no time should inmate trustees be given the responsibility for portioning.

6.5.3.3 The Contractor will supply the equivalent coffee grounds for two cups of decaffeinated coffee per inmate per meal period.

6.5.3.4 The Contractor will supply the grounds for the equivalent of two cups of regular coffee per person per meal to the officers' lunch rooms at MCDC, CHJ and MCIJ.

6.5.3.5 Condiments - All condiments such as salt, pepper, catsup, mustard, relish, salad dressings and others must be in individual disposable containers and provided in sufficient amount to correspond with the meal count and sent with the cart. The bulk commodity butter is to be used for the inmate meals. Individual pats of margarine are to be sent to the staff lunch room. Salad dressings can be served in bulk in staff lunchrooms as long as the temperature at which they are held is at or below 45 degrees F.

6.5.3.6 The Contractor will provide eight ounces of 2% milk at breakfast and dinner, and 6 ounces of fruit juice (not fruit drink) shall be provided a minimum of three times a week at breakfast.

6.5.3.7 Individual items for MCDC Intake/Transfer and CHJ must be in disposable containers with lids. Baked products must be wrapped. Plastic forks and spoons, (no knives), must be provided.

\* 6.5.4 Disposables/Expendables - The Contractor will furnish all paper, plastic, sacks, garbage bags, oven proof dishes, paper towels for the serveries and other expendable items used in the operation of the food services facility. (NOTE: The County will provide to the Contractor the soap for the dispensers in the serveries.) Hair nets, oven mitts, and plastic gloves are required for use by the trustees in the

serveries and will be supplied by the Contractor. Specifications for the disposable oven proof dishes shall be no less than what is currently used, (a source for the dishes is included in number 6.5.3.2). Specifications for the other items must be included in the Contractor's proposal.

\* 6.5.5 Quality Assurance - The Contractor, within its proposal, is to provide the County with a comprehensive quality assurance program concerning the purchase, delivery, storage, preparation and delivery of food for all areas.

\* 6.5.6 Production Control Techniques - The cook-chill-cook system permits food to be prepared, blast chilled and held for service at a later date. The Contractor must propose, and be prepared to implement, a perpetual inventory system whereby the prepared food is always on record and to assure that it is rotated to prevent any incidence of food poisoning.

If a computer system is to be utilized for this or any other purpose, it must be so noted. A copy of the proposed computer program must be submitted within the proposal. All foods in storage must be clearly identified, dated and rotated so that no prepared food on hand will be over one week old. Freezer meals must be used within six weeks.

The Contractor will use the existing or a similar sign-in/sign-out log (see Appendix H) for documenting all foods processed in the blast chiller. These logs must be retained on file and the Contractor will be held accountable for the blast chilling of all hot foods other than those for immediate consumption.

In the event that the blast chillers are inoperable due to mechanical or other emergency conditions, the Contractor will cease to prepare food requiring chilling and will utilize the pre-prepared foods on hand for the emergency menu.

6.5.7 Sulfites - No sulfite additives are to be added on premises to any foods served under this contract. All conditions of the

Health Department requirements set forth in Appendix I must be adhered to by the Contractor.

#### 6.6. Food Delivery and Service

The movement of food/dirty dish carts and personnel within the MCDC must adhere to the rigid security guidelines established and periodically changed by Corrections Management. In order to minimize elevator usage, dirty carts are to be returned by the floor supervisors as they return to the kitchen at the end of a meal period.

6.6.1 Use of Carts - The number of meals specified for each servery or service point are to be delivered in the carts provided by the County for that purpose. There will be no deviation in the method of portioning and service without the express written permission of the Sheriff or an authorized representative.

All carts of food are to remain under refrigeration at meal service times except during the actual loading and unloading of food product. In the double serveries this means returning the food carts to the refrigerator between the rethermalization for the first and second feeding as well as returning the carts after the second meal is unloaded in order to assure that any extra meals/food is held at optimum temperature. In summary, no cart of food must be allowed to sit at room temperature, nor should the cold component of the meal be left at room temperature for over 10 minutes.

6.6.2 All chilled food must be served at no more than 45 degrees F. and hot food at 140 degrees F. but no more than 180 degrees F.

6.6.3 Unconsumed Meals - The Contractor will keep a complete record of all rethermalized non-consumed/returned meals. This record and the possible reasons for the variation must be delivered to the Designated Food Service Administrator no later than the Tuesday following the previous week. These records must be maintained daily for each meal period and must be available for inspection by the Designated Food Services Administrator at any time.

\* 6.6.4 Transmittal Forms - The Contractor must prepare for each meal period a written set of easy-to-read and understandable instructions for the final rethermalization, assembly and service of food trays to the inmates and staff. These instructions for convection and microwave ovens will primarily focus on the loading of entree dishes in the ovens and setting the proper temperature and/or affixing the timer to the specified number of minutes. In addition, the Contractor shall develop and submit within its proposal a transmittal/evaluation form for use with each meal. There must also be a form which provides for the flatware accountability as required in 6.6.7 of this RFP, (these forms may be incorporated in one form).

6.6.5 Floor Supervisors - The Contractor must assign one qualified person as a floor supervisor to each of floors five through eight to supervise the final preparation and service of all meals served each day. It is anticipated that this will require from one-and-one-half to two-and-one-half hours of time per meal period. This Floor Supervisor will be responsible for training and/or supervising the jail trusties designated to work in the three serveries per floor. The primary purpose for the floor supervisors is to offer the County assurance that the food served to the inmates is properly prepared and equitably portioned. They must also assure that inmates requiring special medical or religious diets receive the correct trays.

When the Floor Supervisors reach their assigned floor they will be issued a key to the inside servery door to facilitate their movement between the serveries during the meal period. This key is never to leave the floor. It must be turned into the officer in command of the floor prior to leaving the floor. At the time the Floor Supervisor is given the key they are also to confirm with the Floor Control Officer the actual number of inmates in each of the modules. Only the number of meals actually required must be rethermalized. If extra meals are on the cart they must be returned to the kitchen for freezing (if the meal is suitable for freezing) and future use as a cook's choice. This does not include any meals for delayed inmates who will be returning from court, lawyer meetings, or

other activities. These meals must be left in the refrigerator for microwave rethermalization by the corrections staff at the appropriate time.

The floor supervisors are to supervise the cleaning and sanitizing of the serveries by the trusties. The Contractor must follow the written MCDC Procedures for the storage and use of cleaning supplies. Cleaning supplies for the serveries will be provided and restocked by the County.

The floor supervisors are to report any supervisory/behavior problems to the module corrections officer/designated person-in-charge immediately.

6.6.6 Medical Floor - Due to the special nature of the cells on the fourth floor (psychiatric, medical and isolation), the food served to inmates will be rethermalized, assembled and distributed by corrections officers or medical support staff. The Contractor will be responsible for having a member of its on-site management staff periodically (defined as a minimum of one hot lunch/breakfast and one hot dinner per week) visit the floor/serveries to perform a quality check and to ascertain if there are any problems/complaints concerning the food.

In addition, the Contractor will be responsible for providing adequate training to the Corrections Staff on the use of the convection and microwave ovens to rethermalize the food and in the proper service of the food to the inmates. A set of thorough instructions for the use of the ovens and for the service of the food must be prepared and left at each service station on the medical floor. The transmittal form (see 6.6.4) including specific instructions for each meal must also be sent to each station on the medical floor.

Corrections staff shall be responsible for ensuring the food carts are properly refrigerated at the time of delivery. The Contractor's manager shall periodically ensure meals are being properly handled by Corrections Staff, and ensure training, as required, is on-going.

6.6.7 Security - The Contractor's attention is called to Section 6.11 of this RFP concerning security. The Contractor is to submit a detailed description of the procedures it will use concerning the following:

- + Selection criteria for individuals to be floor supervisors and cart transporters.
- + Methods to be used in monitoring the performance of these individuals.
- + Methods to be used in assuring the County that no Contractor personnel are engaged in passing contraband (weapons, drugs and other related illegal items) to the inmates.

Flatware will be handed to each Module Officer before each meal. The Officer will count and verify the amount of flatware. At the end of each meal period, the officer in charge of each module will be responsible for physically counting all dishware, flatware (spoon and fork), metal cups and trays returned by the inmates to the servery. The cart with these items will then be locked in the refrigerator, unless it is immediately moved up to the kitchen. It will be the responsibility of the Contractor to assure that the correct number of trays and flatware are sent with each food cart to the serveries.

6.6.8 Elevator Usage - The movement of carts, supplies and personnel within the building will be restricted to assigned times and a designated elevator (all elevators are used when available). Any changes in the use of the elevator must be cleared through the Designated Food Services Administrator and Chief of Corrections. The Contractor must be aware that the movement of inmates to and from recreation and the library will cause a lockdown of the tenth floor at various times throughout the day. This inhibits movement of carts and/or personnel to one designated elevator during that lockdown period. The Contractor may have to schedule the movement of its carts around the posted recreation schedule. (Also review Section 6.2.3. regarding elevator usage requirements/restrictions.)

6.6.9 Cart Return - All flatware, inmate trays, service trays and refuse shall be returned to the kitchen in the cart used to deliver same. The Contractor must be aware that there is no facility in the serveries to allow for the rinsing of dirty dishes, et al. Unused food that is to be returned to the kitchen for future use must not be returned in the same carts as the dirty dishes and garbage.

\* 6.6.10 Date Codes - A code system must be submitted within the proposal to date all sack lunches to prevent consumption of dated/spoiled foods.

6.6.11 Off Site Food Delivery/Service

6.6.11.1 The three meals and evening snack per day for the Long Home shall be delivered by the Contractor using the designated carts on a twice daily basis. The meals must be prepared and portioned. Hot meals shall be in ovenable dishes. Cold items such as salads, canned fruit, pudding, etc. shall be in individual, covered, containers. Sheet cakes, rolls, supplies, etc. may be delivered in bulk if appropriately covered as needed. At the time the food carts are delivered, the Contractor will be expected to retrieve the carts containing dirty serviceware and return them to the MCDC. Unconsumed food shall not be returned to MCDC.

6.6.11.2 Residents and staff of the MCIJ will thoroughly scrape and rinse all pots/pans/utensils prior to returning with the carts for a complete washing by the Contractor at MCDC.

6.6.11.3 The delivery of meals and supplies to the Long Home, CHJ, MCRC, MCIJ, and Child Development and return of all non-expendable supplies will be the responsibility of the Contractor.

6.6.11.4 The Contractor will issue to the Long Home and CHJ staff the same set of instructions concerning the proper rethermalization of the hot entrees and assembly of food trays. (See Section 6.6.4)

6.6.11.5 The Contractor will be expected to maintain a minimum of daily telephone contact with the Long Home, MCIJ, and MCRC staffs concerning the overall quality and acceptance of the food. The Designated Food Service Administrator will be responsible for regular on-site inspection of the final preparation and distribution of food.

#### 6.7. Equipment & Facilities

The Contractor shall warrant that it will take all reasonable and prudent measures necessary to assure the County's equipment is being properly used and maintained. The Contractor will have direct responsibility for the care and maintenance of that equipment on the loading dock area in the receiving area and the tenth floor kitchen.

\* 6.7.1 Preventative Maintenance - The Contractor shall provide, at its expense, preventative maintenance and repair contracts on all equipment under its direct control. Such contracts can be provided by the Contractor itself, or by reputable companies generally known to have such expertise.

In its proposal, the Contractor must submit a plan as to how this requirement will be met. The cost for this service must be clearly identified within the separate, sealed cost proposal under the Controllable Expenses Category. The Contractor is to keep a separate record on maintenance and repairs for each piece of equipment and to provide a written report and relevant documentation at least quarterly as to what preventative maintenance/repairs have been performed on each piece of equipment. A copy of the quarterly preventative maintenance and repair report must be sent to the Designated Food Services Representative who will provide a copy to the Justice Center Building Services Manager.

It is permissible for the Contractor's to have the County negotiate the appropriate preventative maintenance and repair contracts for all equipment with outside companies who have proven performance records. The costs of these maintenance and repair programs will be borne by the Contractor.

- 6.7.2 County Maintenance Assistance - The Contractor may, at its discretion, utilize County maintenance personnel for minor electrical and equipment repairs. The decision to repair or not repair rests solely with the County.

The County acknowledges its responsibility for the preventative maintenance and repairs of the food service equipment in the serveries, officers' lunchroom and the Long Home. The Contractor will be expected to inform the Designated Food Services Administrator immediately of any equipment problems or deliberate mistreatment of same by a trusty or corrections staff member.

- 6.7.3 Inventory Procedures - The Contractor and County shall jointly inventory, at least semi-annually, all capital equipment and County-owned serviceware under the Contractor's direct control. As part of this inventory, a general assessment as to the condition and expected useful life of each item will be made. The Contractor will be liable for the replacement cost for all unaccounted items.

- 6.7.4 Smallwares - The Contractor shall, at its expense, maintain and replace all smallwares such as knives, spatulas, ladles, spoons, whips and related cooking utensils, as well as stainless steel coffee pots. Additionally, the Contractor will provide and replace all sanitation and janitorial equipment, (not including those cleaning supplies excepted in paragraph 6.6.5).

The Contractor is also required to supply a certain number of smallwares and a salad bar cart for use in the staff dining rooms. A complete list of the required smallwares is attached as Appendix J of this RFP. It is required that the Contractor depreciate these smallwares over five years and at the end of the five years these smallwares shall become the property of Multnomah County. In the event that any of the contract renewals are not exercised, the County or the new Contractor will purchase the equipment from the Contractor at its depreciated value at the time of the contract changeover.

6.8. Janitorial

- 6.8.1 Garbage - The Contractor shall remove all trash to the assigned compactor/dumpster on the intake level a minimum of twice a day.
- 6.8.2 Ventilation System - The Contractor will assume responsibility for steam cleaning of the hood ventilation and stack system twice annually at the Contractor's cost.
- 6.8.3 Cleaning - The Contractor will be responsible for all day-to-day as well as periodic major cleaning of the entire kitchen area assigned to the Contractor including walk-ins, storerooms, freezers, dish room, kitchen, employee room, employee rest rooms, and offices. County janitorial personnel will not be assigned any work in the kitchen. The Contractor must immediately clean up any spills that occur in the halls or elevators during the transport of food and supplies.

The Contractor will be responsible for on-going sanitation/cleanliness in the Officers' lunch area. The Contractor must service this area as food carts are delivered/retrieved and at least once during the lunch and dinner periods. The cleaning process must include bus tubs for dirty utensils, wiping down the tables and counters, removal of dirty dishes, resupply of condiments, cleaning the salad bar, coffee maker and microwave, and other similar tasks. The thorough cleaning of the floors, walls, and other permanent fixtures shall be the responsibility of the county and shall be done a minimum of once a day.

- 6.8.4 The Contractor is to supply hand soap, paper towels and toilet tissue for the rest rooms in the tenth floor kitchen.
- \* 6.8.5 The Contractor shall be responsible for the cost and implementation of a regular monthly program for the extermination of rodents, vermin and other unsanitary vectors in the kitchen only. All reports will be forwarded to the Designated Food Service Representative. The contractor may, at its option, choose to use the service the County uses. Arrangements must be made with Multnomah County Facilities Management prior to the start of the contract.

## 6.9 Personnel and Supervision

- 6.9.1 Selection and Hiring - All personnel being considered for hire by the Contractor must complete the County Authorization for Records Check. The processing usually takes no more than five to eight business days. The guidelines now in force for non-county personnel having access to the jail is attached as Appendix E.
- \* 6.9.2 Benefits - The Contractor shall submit copies of all employee benefits plans including medical insurance, pension, dental, holidays and vacation schedules and any other benefits for its on-site management and staff. Proposed wage rates for all levels of staff must also be included in the proposal.
- 6.9.3 Manager
- \* 6.9.3.1 The Contractor shall provide job profiles and resumes for the individual(s) who will be considered for the Contractor's position of MCDC Food Services Manager and site supervisors/managers at MCRC and MCIJ. A job profile must also be submitted for the assistant manager. It is required that the MCDC manager have previous experience with correctional food services and cook-chill-cook. An interview with any proposed manager will be required prior to the award of the contract.
- 6.9.3.2 The County also requires that it be notified prior to the transfer/removal of any manager and to approve the replacement. The County reserves the right to reject any manager candidates without cause.
- \* 6.9.4 Training - The Contractor will submit a proposal for the training of its employees including length of training period, location for training, costs and performance evaluation procedures. Personnel will not be trained at any Multnomah County facility for work at non-Multnomah County sites.
- \* 6.9.5 Performance Evaluation - The Contractor shall submit within its proposal the frequency and process used for management and staff job evaluations.

- 6.9.6 Compliance with Rules and Regulations - The Contractor and its employees assigned to any area will be expected to comply with all County rules of conduct concerning normal day-to-day operations, (See Appendices E & F).
- \* 6.9.7 Staffing - The Contractor must staff the operation with the optimum number of employees at all times for the efficient operation of the facility. Detailed staffing charts by site must be submitted within the proposal.
- 6.9.8 Uniforms - Contractor employees, including management, shall be properly attired in a standard uniform. The Contractor's employees must be clean, and neat at all times and easily discernable from the inmates/trusties. Hair restraints (hats or nets) and disposable plastic gloves, (when handling food), must be worn by all food service employees and trusties in the kitchen and serveries. All of the Contractor's employees shall display their issued identification when in any County Facility, (see 6.11.3).
- 6.9.9 Employee Removal - The County may require the Contractor to immediately remove any of the Contractor's employees from the County's premises for any reason sufficient to the County. Any and all such removals will be made in the name of the Contractor and therefore the Contractor will assume the responsibility for the removal.

The Contractor must notify the Designated Food Service Administrator in writing whenever an employee has been terminated, permanently transferred or newly hired. The Contractor has sole responsibility for returning to the County an employee's security identification badge within 24 hours of the employee's final shift.

## 6.10 Financial

### \* 6.10.1 Contractor Compensation

Each Contractor must submit an expenses and administrative/management fee bid under separate, sealed cover within the proposal. The Contractor will be compensated monthly on a per meal - per person basis. Within the bid, the Contractor must show the cost for each meal period, i.e., breakfast, lunch, dinner and snack classification as well as for special

inmate diets and all residents of the Long Home. The meals for the Long Home and the optional Multnomah County Day Care Center must be bid at the price level that reflects their actual cost including their delivery.

The per meal cost bid prepared by the Contractor must include the following elements:

- + Food cost (factoring in the anticipated use of U.S. Government commodities) - See Appendix K.  
  
Maximum allowable - \$.91 per meal;  
minimum allowable - \$.79 per meal.
- + Disposables (all non-returnable serviceware and packaging directly related to the service of meals)
- + Labor Cost (to include all on-site management and staff, benefits and payroll taxes)
- + Controllable Expenses (all normal day-to-day expenses for operating supplies, repairs and maintenance, uniforms and other related costs)
- + Equipment and Smallwares Expense (cost for installation and maintenance of any equipment not supplied by, but approved for use by, Multnomah County. This includes the purchase and periodic replacement of Contractor supplied smallwares.)
- + Administrative/Management Fee (those costs associated with the administration and management of the contract which are not shown in the labor, expenses or equipment/smallwares categories. This fee is to include the Contractor's profit margin.)
- + Miscellaneous Expenses (Must be identified)

6.10.2 Compensation - Payment

The Contractor is to submit to the Sheriff's office by Tuesday of each week a

day-by-day statement for the previous week with the number and classification of meals prepared and served to:

- + MCDC inmates by module
- + MCDC Intake/Transfer area
- + Multnomah County Courthouse (Inmate and Staff)
- + Multnomah County Inverness Jail
- + Multnomah County Restitution Center
- + Corrections officers and authorized support staff for all the MCDC, MCIJ, Courthouse and Restitution Center.
- + Residents and staff of the Long Home
- + Official guests of the Sheriff (Prior authorization required)
- + Lunches for the Multnomah County Child Development Center (option)

The statement must show the number of persons reported to be in each category, and will be verified with the numbers shown on the daily shift reports from Master Control. The County will not pay for unconsumed meals prepared in excess of the counts provided from Master Control.

Meal Count Reconciliation - The Contractor and the County will reconcile meal counts daily. In the event of any dispute regarding meal counts and subsequent charges, the County shall resolve any discrepancy by using the count of the actual number of meals received, unless it is exceeded by the number of meals ordered, in which event that number will prevail. In the event of any dispute, the meal count figures of the County shall prevail.

6.10.3 Accounting Cycle - The Contractor must comply, for accounting cycle purposes, with the County's fiscal year of July 1st to June 30th, and calendar month periods.

- 6.10.4 Right to Audit - The County reserves the right to audit any aspect of the food services system, as performed by the Contractor, and Contractor will keep accurate and complete records thereof for at least two (2) years.

#### 6.11 Facility Security

- 6.11.1 Ingress/Egress - All Contractor employees must enter each building via the designated building entrance and will be signed in and out of the building, (see also 6.2.3).
- 6.11.2 Metal Detector - Where applicable, all Contractor employees will be subject to pass through a metal detector upon entering and leaving the building. In addition, all persons and their belongings will be subject to search. Contractor's employees are subject to search at anytime they are within the secured areas of any Corrections facilities operated by Multnomah County.
- 6.11.3 Identification Badges - All Contractor employees will wear the County supplied identification badge (with picture and fingerprint) in a visible manner (front, left shoulder area) from the point at which they enter the building and at all times while in the building until the point at which they leave the building. Those employees who have cleared the security records check, but who have not received their identification badge will be issued a special temporary badge.
- 6.11.4 Locked Doors - The Contractor and its employees will be responsible for keeping closed and locked all internal doors in the assigned work area. The Contractor and its employees must adhere to all security restrictions imposed by the Chief of Corrections.
- 6.11.5 Employee/Inmate Relationships - The Contractor must ascertain and notify the County in writing if any employee is related to or is a personal acquaintance of any person confined as an inmate in any of the County-operated corrections facilities. It is the Contractor's responsibility to require its employees to

alert the Contractor whenever a person who is a relative or personal acquaintance of that employee is admitted to any County corrections facility.

6.11.6 Sharp Equipment Inventory - The Contractor will implement a check-out/check-in log procedure for sharp utensils. The Contractor will provide and utilize a locked shadow board or locked tool chest for the secure storage and quick inventory of knives, meat forks, and other sharp or pointed utensils. The County reserves the right to enter the kitchen and inventory all such items at its discretion. Any missing items must be reported to the Shift Commander or Officer In Charge immediately, then to the Designated Food Service Administrator's Office.

6.11.7 Maintenance Vendors - Maintenance Vendors will be required to enter the building through the proper security channels. There will be no exceptions.

6.11.8 Emergency Authority - In an emergency situation, the Corrections Staff takes supervisory precedent over the Contractor's management and staff.

## 6.12 Sanitation and Safety

6.12.1 Laws - The Contractor will obey all federal, state and local laws and ordinances regarding health, sanitation and safety. The Contractor will be subject to inspections in all food service areas by authorized personnel from Multnomah County Environmental Health Services.

6.12.2 Food Handlers Cards/Medical Exams - The Contractor will provide medical examinations as required by law and appropriate records for each employee will be kept on file with the Designated Food Services Administrator. This includes a current food handlers card on file for all the Contractor's staff and management.

6.12.3 Medical Clearance - The Contractor will require medical clearance for any employee to return to work after a three (3) day's absence for illness.

- 6.12.4 Food Samples - The Contractor will save samples of all prepared foods for a period of not less than 72 hours for testing in the event of an outbreak of food poisoning. Samples must be clearly marked as to the dates and times of preparation, service and storage.
- 6.12.5 Emergency Situation Reports The Contractor will be responsible for immediately notifying the Facility Shift Commander of any fires in the kitchen or food serveries and of any accidents involving Contractor personnel and trustees assigned to food service duties.
- 6.12.6 Employee Physical Health The Contractor will not permit employees or assigned trustees to work that have communicable health problems or open sores/wounds.

#### 6.13 Energy Conservation

When the kitchen is not in use or when food preparation is at a minimum, the Contractor will assume maximum utility/energy cost conservation by turning off or down lights, fans, water, ovens, steam equipment and other energy consuming items. The Contractor will be responsible for turning off all non-essential equipment when the area is not in use.

#### 6.14 Assignment

The Contractor's rights and obligations cannot be transferred or subcontracted without the written approval from the County. The County by this agreement incurs no liability to third persons for payment of any compensation provided herein to Contractor.

#### 6.15 Rights of Inspection/Complaints

- 6.15.1 Inspections The facilities operated under contract with the County may be inspected by the Sheriff or his designated representatives for security, sanitation, food standards, quality of food preparation and service, Contractor employee performance or any other valid reason. After each inspection, the Contractor will be advised in writing of unsatisfactory conditions for which the Contractor is responsible. The Contractor will promptly correct such deficiencies and communicate

in writing, within five (5) business days the solution to each problem, when it was corrected and what has been done to prevent recurrence of the problem.

6.15.2 Complaints All complaints by inmates and staff will be submitted in writing to the Designated Food Service Administrator. Complaints which are valid within the terms of the County's agreement with the Contractor will be forwarded in writing to the Contractor management. The Contractor will have five (5) business days in which to present a written response detailing the solution to the problem.

#### 6.16 Insurance

The Contractor will furnish the County with Certificates of Insurance covering worker's compensation, employee's liability insurance, and comprehensive general, liability insurance. These certificates must provide for 30 days notice to the County of any cancellation and shall provide liability as provided under State law. The County requires a minimum of \$50,000 property damage, \$100,000 personal injury (single individual, single occurrence) and \$500,000 multiple injury arising from a single occurrence.

#### 6.17 Indemnification

The Contractor shall indemnify and hold harmless the county, its officers, agents, and employees against all liability, damages, losses, and expenses for injury to or death of any persons or injury to any property arising out of or in any way connected with Contractor or Contractor's employees or agents, alleged acts or omissions in the performance of work under this Agreement and all claims for damages arising out of bodily injury to persons or damage to property caused by or resulting from the performance of this Agreement, unless such injury, death or damage is primarily caused by or primarily results from the negligence or willful acts of the County. The Contractor shall defend promptly any and all such demands, claims, and causes of action and shall pay all attorney's fees and costs of resisting or defending against such demands, claims, or causes of action. In the event the County brings suit against the Contractor to enforce this paragraph and the County prevails, the Contractor shall pay a reasonable sum for the attorney's fees and costs incurred by the County in the suit.

#### 6.18 Independent Status of Contractor

The Contractor hereby represents and agrees that it is engaged as an independent Contractor and not as the agent, employee, or servant of the county; that it has and hereby retains the right to exercise control and supervision of the work and full control over the employment, direction, compensation, and discharge of all persons assisting it in the work; that it will be solely responsible for wages (including withholding of income taxes and social security), taxes, worker's compensation, compliance with OSHA and all employment related regulations relating to its employees; and that it will be responsible for its own acts and those of its subordinates, employees and agents during the term of this Agreement. Contractor shall retain the exclusive right to hire and fire and set the terms and conditions of employment for its employees, including wages, hours, fringe benefits, duties, grievance procedures and labor relations matters. County shall not be considered a joint employer, joint venturer, or partner with Contractor.

#### 6.19 Termination of Contractor

The County shall have the right to terminate the contract if, for any reason, the Contractor fails to provide continuous food service in any of the County facilities for a period in excess of 24 hours. The County reserves the right to terminate the Contractor upon 30 days written notice for just cause.

#### \* 6.20 Emergencies

The Contractor shall include in the proposal contingency plans to provide service in the face of unexpected events, i.e., power failure, fire, riot, lockdown, labor strikes, ice storms or acts of God that would preclude normal expectations.

#### 6.21 Auxiliary Food Services

The Contractor will be available to provide food for visitors and other related County functions. The Contractor must not proceed with such functions without written authorization from the County Sheriff or the Designated Food Services Administrator. The costs for such meals, if different from those served the inmates and staff, can be subject to negotiation.

#### \* 6.22 Transition Plan

The Contractor will submit, in writing within its proposal, a plan for transition of a new Contractor (if applicable) into any designated County facilities

including hiring and training of staff, purchasing, inventory, and other factors to assure that there is no operational or security break in the system during said transition.

## 7.0 CONTRACT REVISION/RENEWAL

- 7.1 The County reserves the right to either increase or decrease food service requirements within the terms of the contract. The cost for the additional services only will be negotiated at the time the request is made.
- \* 7.2 If the County elects to exercise its option to renew the contract for the next fiscal year, July 1, 1990 to June 30, 1991; July 1, 1991 to June 30, 1992; July 1, 1992 to June 30, 1993 or July 1, 1993 to June 30, 1994, the Contractor will be required to submit a price-per-meal cost for the next full fiscal year by the end of April each year. The Contractor must propose and explain the process that will be used to justify any proposed cost increase based upon the following:
- + The U.S.D.A. Regional Wholesale Food Price Index (as issued quarterly) and the U.S.D.A. Food Index Forecast will be used to justify any increase in food cost.
  - + U.S. Department of Labor Regional Statistics for labor cost increase in similar job categories will be used to justify any increase in labor costs. In addition, increases in tax rates affecting labor cost will be applied.
  - + Changes in County-specified menu changes, points-of-service changes or additions and levels of service provided.
  - + Verification/substantiation of any other cost factors through submissions of supplier invoices over a six-month span.
- In addition, the Contractor is required, within its price proposal, to set a not-to-exceed percentage increase in the cost per meal, regardless of the above factors.
- 7.3 Notification of Renewal - The County will notify the Contractor no later than May 1, 1990; May 1, 1991; May 1, 1992 and May 1, 1993, whether or not it will exercise the option to renew the contract for the next fiscal year.

7.4 Constitutional Debt Limitation - The constitutional debt limitation for counties requires any County contract which extends beyond the current fiscal year to be executed subject to future appropriations to fund its provision, and contract documents will reflect this condition.

#### 8.0 QUARTERLY REVIEWS

Quarterly Reviews - The Contractor will submit, in writing, within 15 days of the end of the quarter, a report of food service activity to include but not be limited to:

- + A complete accounting of the actual meals served weekly.
- + Detail of all preventative maintenance performed on each piece of equipment including type of service, date and name of the firm who performed the service.
- + Detail of all repairs performed on each piece of equipment, including who performed the work and whether or not it was under warranty.
- + Copies of all reports and records required to qualify for weekly/monthly Federal Surplus Commodities.
- + Copies of all reports and records required for the County to obtain school lunch and breakfast reimbursement.
- + Financial reports detailing the operation of MCDC, MCIJ, CHJ, Long Home, and Multnomah County Restitution Center food services on a weekly/monthly, as well as quarterly and year-to-date summary basis. The monthly financial reports are also to be submitted to the Designated Food Service Representative no later than the tenth day of the succeeding month.
- + An assessment of the overall program strengths and weaknesses as well as recommendations for improvement of food, service, cost control or other areas.

#### 9.0 Day Care (Optional)

The Multnomah County Child Development Center is located at 1624 N.E. Hancock Street in a church without any kitchen facilities other than a sink and a home-style refrigerator. The Center requires approximately 23 adult food portions at lunch five days per week (except for legal holidays). The Director of the Center will be responsible for alerting the Contractor one week in

advance of any holidays or other closures. The day care staff serves the meals to the children. It is important for the Contractor to understand that some adjustments must be made in their regular inmate menu in order to accommodate the special needs of the children at the center. Such items as hot dogs, luncheon meats and other high sodium, fat or sugar food are not acceptable.

- 9.1 Menus must meet the School Lunch Nutritional Requirements prescribed for the Long Home.
- 9.2 The Child Development Center staff reserves the right to change the number of meals with 48 hours notice.
- 9.3 The Child Development Center staff would like the option of selecting from the regular menu those entrees most acceptable to children; i.e., they would select either the dinner for the previous day or the lunch for the given day. The Child Development Center Manager would review the cycle menu when it was published and indicate their choices at that time enabling the Contractor to determine in advance the volume of each item it was producing at a given time.
- 9.4 Fresh fruits and vegetables must be included on the menu every day. Whole grain bread products must be used whenever possible. No fruit drink must be sent to the center. 2% milk must be served with every lunch.
- 9.5 The Contractor must indicate whether or not it will be willing to deliver this food en route to the Donald E. Long Home and/or to MCIJ.
- 9.6 The Child Development Center staff will return scraped and rinsed pans and utensils to the Contractor the next weekday for final cleaning.
- 9.7 The Contractor must indicate the price it will charge per meal for this service. The price need not be the same as for the corrections meals and should allow for the necessary fresh fruits, vegetables, delivery charge (if applicable, see Section 9.5), disposable plates, napkins and any other items involved in this service.
- 9.8 The Contractor must abide by all other specifications of this RFP with regard to Child Development Center food services.

10.0 MINORITY AND WOMEN BUSINESS ENTERPRISE UTILIZATION  
(MBE/WBE)

The following bid conditions specifically address the utilization of Minority and Women Business Enterprises in awarding food service contracts by Multnomah County in accordance with the Public Contract Review Boards (PCRB) Administrative Rules, Division 60.

10.1 Multnomah County uses the following definitions throughout the project manual:

10.1.1 Minority Business Enterprise: A business concern which is at least 51% owned by one or more minority individuals, or in the case of a corporation, at least 51% of the stock which is owned by one or more minority individuals and whose management and daily business operations are controlled by one or more of the minority stockholders.

10.1.2 Minority Individual: A person who is a citizen or lawful permanent resident of the United States and who also is a:

10.1.2.1 Black American or person having origins in any of the Black racial groups of Africa.

10.1.2.2 Hispanic American or person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

10.1.2.3 Native American or person who is an American Indian, Eskimo, Aleut or Native Hawaiian.

10.1.2.4 Asian-Pacific American or person whose origin is from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Phillipines, Samoa, Guam, the United States Trust Territories of the Pacific or the Northern Marianas.

10.1.2.5 Asian-Indian American or person whose origin is from India, Pakistan or Bangladesh.

- 10.1.3 Women Business Enterprise (WBE): A business at least 51% of which is owned by women or, in the case of corporation, at least 51% of the stock of which is owned by women and whose management and daily business operations are controlled by one or more women stockholders.
- 10.1.4 Set-Aside Program: Refers to contracts subject to bid and/or award to Minority Business Enterprises and Women Business Enterprises only.
- 10.1.5 Hereinafter Minority Business Enterprises and Women Business Enterprises may be abbreviated to read MBE and WBE, respectively.
- 10.2 All bidders are hereby advised that these conditions require a minimum of the percentage of the total bid amount for Minority and Women Business Enterprise participation as listed in Section 00050 "Invitation to Bid."
- 10.3 Commitment to MBE/WBE utilization by the contractor shall be a condition of award of the contract pursuant to PCRB's Administrative Rules, Division 60.
- 10.4 Multnomah County honors Oregon State Executive Department's certification only. Multnomah County will maintain a list of certified MBE/WBEs which may be obtained from the Purchasing Section 2505 S.E. 11th Avenue, Portland, Oregon, 97202, (503) 248-5111. Multnomah County does not guarantee the current certification status of the firms listed in the directories. The furnishing of this information is neither a recommendation nor a representation of the qualifications or availability of the firms.
- 10.5 The Prime Contractor shall be required to indicate MBE/WBE utilization equal to or greater than the project goal: or, indicated best efforts to attain the goal to be considered a responsive bidder.
- 10.5.1 To document the intent to fulfill the MBE/WBE utilization requirement, all Bidders are required to complete a Minority/Women Business Enterprise Utilization Form and include it with the bid documents. With submission of the bid, all bidders must identify MBE and WBE subcontractors to be utilized, the work to be performed, and dollar amount of subcontracted work. Subcontractors listed

in the bid shall not be replaced without prior written approval of the County Purchasing Director; doing so shall be grounds for a contract award to be refused by the County.

10.5.2 If a bidder has not met the MBE/WBE requirements but had applied good faith efforts, the contractor must write in "good faith applied." No documentation of good faith effort would have to be included with bid forms. However, all good faith efforts must have been done prior to bid opening.

10.5.3 With submission of the bid, all Bidders must identify MBE and WBE subcontractors to be utilized, the work to be performed and dollar amount of subcontracted work. Subcontractors listed in the bid shall not be replaced without prior written approval of the County's Purchasing Director; doing so shall be grounds for a contract award to be refused by the County.

10.6 Only expenditures to MBE/WBEs that perform a substantial and commercially useful function in the work of the contract may be counted by a bidder toward the bidder's MBE/WBE goal.

10.6.1 An MBE/WBE is considered to perform a substantial and commercially useful function when it is responsible for execution of a distinct element of the work of a contract in carrying out its responsibilities by actually performing, managing, and supervising the work involved.

10.6.2 In the event that questions arise, or an appeal or protest is filed, the County, at its option, may determine whether an MBE/WBE is performing a substantial and commercially useful function by evaluating the amount of work subcontracted, industry practices, experience, key personnel and equipment, and other relevant factors, including without limitation whether the supplier is supplying items from an inventory owned by the MBE/WBE and whether the MBE/WBE is at a bona fide selling level in the normal line of distribution for the product supplied and has a written agreement with the manufacturer for items not normally held in inventory such as large pieces of equipment.

- 10.6.3 It is possible for an MBE/WBE to be certified as MBE/WBE but be engaged in activities that are not considered a substantial and commercially useful function by the County. When this occurs, the County will not consider participation by these MBE/WBEs as counting toward fulfillment of the Bidder's MBE/WBE requirement.
  
- 10.7 Requirements for MBE and WBE participation is counted in accordance with the following:
  - 10.7.1 The total dollar value of the contract or a subcontract awarded to MBE, prime contractors or subcontractors, is counted toward the MBE goals. If an MBE firm subcontracts to a non MBE firm, only that portion of the work performed by the MBE will be counted towards the goal.
  
  - 10.7.2 The total dollar value of a contract or subcontract awarded to WBE, prime contractors or subcontractors, is counted toward the WBE goals. If a WBE firm subcontracts to a non WBE firm, only that portion of the work performed by the WBE will be counted towards the goal. A business owned by minority women may be counted toward fulfillment of the goal for the participation of women business enterprises and/or minority business enterprises.
  
  - 10.7.3 In joint venture contracts or subcontracts, the maximum dollar value counted toward the MBE or WBE goal is equal to the percentage of participation and control of the MBE/WBE partner.
  
  - 10.7.4 Expenditures for materials or supplies obtained from MBEs or WBEs will be counted 100%. Where a MBE or WBE acts as a broker or agent, only the commission or fee earned may be counted towards the contractor's goals. This commission or fee will not be counted if the MBE or WBE performs no substantive service.
  
- 10.8 The prime contractor shall be required to indicate MBE/WBE utilization equal to or greater than the project goal, or indicate good faith

effort to attain the goal to be considered a responsive bidder. Performing all of the following actions by a bidder constitutes a rebuttable presumption that the bidder has made a good faith effort to satisfy the subcontracting requirement:

- 10.8.1 The bidder attended any presolicitation or pre-bid meetings that were scheduled by the contracting agency to inform minority business enterprises of contracting and subcontracting or material supply opportunities available on the project;
- 10.8.2 The bidder identified and selected specific economically feasible units of the project to be performed by minority business enterprises in order to increase the likelihood of participation by such enterprises;
- 10.8.3 The bidder advertised in general circulation, trade association, minority and trade oriented publications, if any, concerning the subcontracting or material supply opportunities;
- 10.8.4 The bidder provided written notice to a reasonable number of specific minority business enterprises, identified from a list of certified minority business enterprises provided or maintained by the City, soliciting bids for the selected subcontracting or material supply work, in sufficient time to allow the enterprises to participate effectively;
- 10.8.5 The bidder followed up initial solicitations of interest by contacting the enterprises to determine with certainty whether the enterprises were interested;
- 10.8.6 The bidder provided interested minority business enterprises with adequate information about the plans, specifications and requirements for the selected subcontracting or material supply work;
- 10.8.7 The bidder negotiated in good faith with the enterprises, and did not without justifiable reason reject as unsatisfactory bids prepared by any minority business enterprises;

- 10.8.8 Where applicable, the bidder advised and made efforts to assist interested minority business enterprises in obtaining bonding, lines of credit or insurance required by the contracting agency or contractor; and
- 10.8.9 The bidder's efforts to obtain minority business enterprise participation were reasonably expected to produce a level of participation sufficient to meet the goals or requirement of the public contracting agency.
- 10.9 No substitutions of subcontractors is allowed after bid opening until the bid has been awarded.  
  
MBE/WBE subcontractors listed in the bid may be replaced after the bid award only with prior approval of the Purchasing Director. Failure to obtain the Purchasing Director's approval may be grounds for the County to cancel the contract and/or assess liquidated damages.
- 10.10 If a circumstance arises after the award that reduces MBE and WBE participation, the following procedures will be followed:
  - 10.10.1 The contractor shall contact the Director of Purchasing in writing within five working days and request a meeting with the Director. Failure to do so may result in the cancellation of the contract and/or assessment of liquidated damages.
  - 10.10.2 At the meeting, the contractor shall present the Purchasing Director with the circumstances which brought about the reduction in MBE and WBE participation and what actions are planned to bring the MBE and WBE participation back to the goal.
  - 10.10.3 The Purchasing Director shall evaluate the circumstances that brought about the reduction and determine if the reduction warrants:
    - 10.10.3.1 Assessment of liquidated damages, or
    - 10.10.3.2 Acceptance of the contractor's circumstances as being beyond contractor's control.

10.10.3.3 If the Purchasing Director assesses liquidated damages, the amount will be determined at the completion of the contract, based on the difference between the contract qualifying percentage and the actual percentage of MBE and WBE participation. The percentage difference will be multiplied by the contract price, excluding change orders, and the product will be the amount of liquidated damages.

#### 11.0 AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITIES

The County is an Equal Opportunity/Affirmative Action Employer and all Contractors submitting proposals will be required to comply with the provisions of Federal Executive Order 11246.

#### 12.0 EVALUATION PROCEDURE

The evaluation of proposals will be conducted in three phases. In Phase I, the technical portion of the proposals will be read. Any proposals that are not complete, i.e., do not address all of the categories in the RFP in the order requested, will not be given further consideration.

Phase II will be an in-depth, scored evaluation of the technical proposals for the purpose of determining which Contractors will be considered as finalists. A Contractor must score a minimum of fifty-five (55) points out of a possible seventy (70).

Phase III will consist of the opening of the sealed cost proposals and Contractor and manager candidate interviews. If, at the end of this evaluation, the final contenders are within five (5) points of each other, cost will be the determining factor.

Per County procedure, the evaluation team will consist of a representative of the Sheriff's Office, The County's food service consultant and at least one non-County employed/contracted person knowledgeable about food service.

### 13.0 EVALUATION CRITERIA

The evaluation criteria are presented in three phases which correspond to Section 12 (EVALUATION PROCEDURES). All of the specific criteria used to determine the points are listed in the RFP.

<u>Phase I</u>	<u>Total Potential Points</u>
Completeness of Proposal - If the proposal is not complete it will be rejected and not returned to the Contractor per the specifications in Section 3.0 of this RFP.	0
<u>Phase II</u>	
<u>Information Requirements</u>	10.0
Overall credibility, experience, management, reputation of the headquarters and regional/local offices of Contractor (RFP Section 4.0)	
<u>Food</u>	20.0
Sample menus, recipes, preparation procedures, special diets, portioning standards, quality assurance and production control. (RFP Section 6.0)	
<u>Food Delivery and Service</u>	10.0
Food delivery system, floor supervisor program, food date/inventory, Long Home and MCRC delivery. (RFP Section 6.6)	
<u>Equipment and Facility</u>	5.0
Maintenance, repairs, smallwares, pest control, janitorial (RFP Section 6.7-6.8)	
<u>Personnel and Supervision</u>	10.0
Training, scheduling, staffing, hours (RFP Section 6.9)	
<u>Security/Sanitation and Safety</u>	5.0
(RFP Section 6.11 - 6.12)	
<u>Transition Plan</u>	2.5
(RFP Section 6.22)	

MBE/WBE 2.5

One half point will be given for each one percent of subcontracting or purchasing done with qualified MBE/WBE businesses up to a maximum of five percent. (RFP Section 10.0)

Other 5.0

Energy Conservation, Assignment, Inspections, Insurance, Indemnity, Independent Status of Contractor, Termination of Contractor, Contract Revision and Renewal, Emergencies, Auxiliary Service

Phase II Possible Points 70

Phase III

Contractor interviews, management interview/resumes and reference checks 10

Financial proposal 20

(RFP Section 7.0)

Phase III Possible Points 30

TOTAL POINTS POSSIBLE 100

14.0 PERFORMANCE BOND

The successful Contractor will provide to the County a Performance Bond in a sum equal to fifty percent of the contract with surety satisfactory to the County, within ten (10) working days after notice is received from the County that the contract has been awarded to the Contractor. The cost of providing the bond shall be considered as included in the price for the various items and no additional compensation will be allowed therefor.

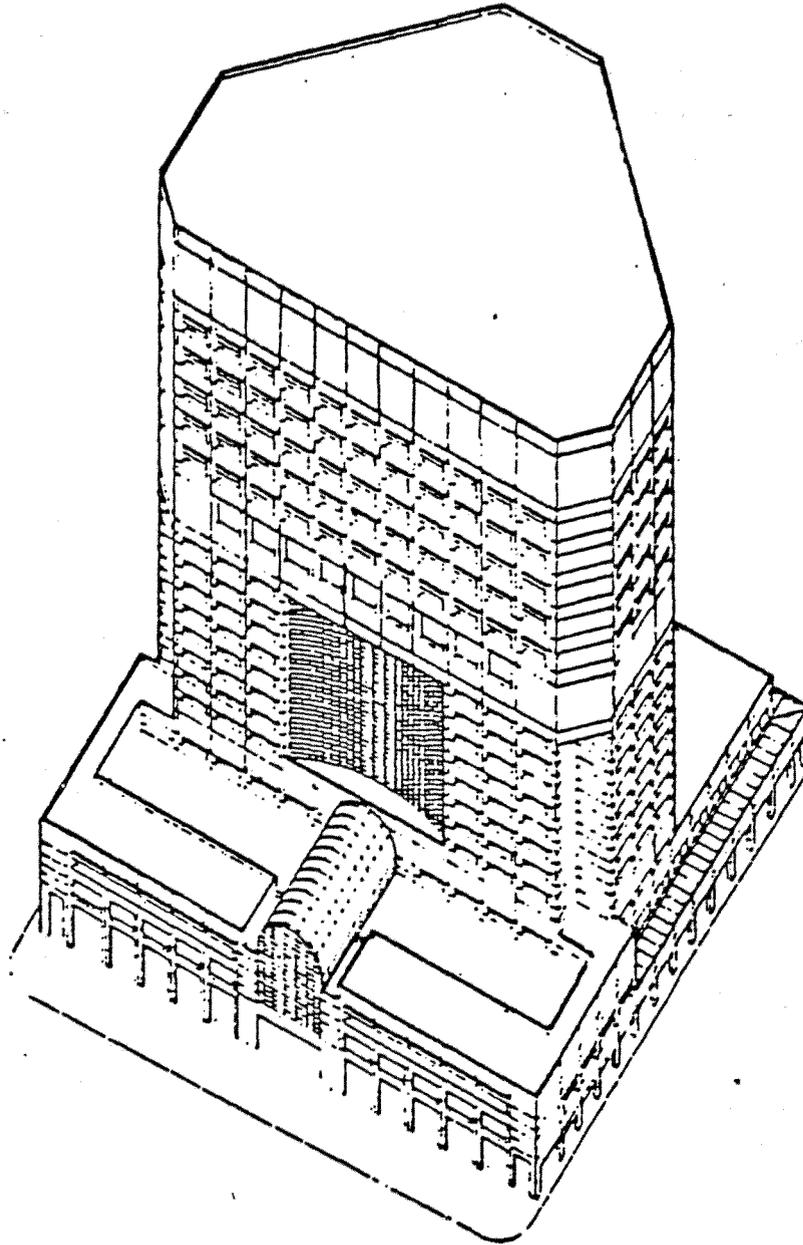
15.0 UNACCEPTABLE PROPOSALS

Respondents must review all attached information before submitting a response. Responses which do not consider all elements of the RFP and therefore cannot be useful to the County, will not be considered.

16.0 APPENDICES

- A. Selected Floor Plans
- B. American Correctional Association Standards for Food Services.
- C. Sample Menu
- D. Sample Day of Special Diet Requests and Sample Diets
- E. Access for Outside Agencies
- F. Authorization For Records Check
- G. Nutritional Analysis Sample
- H. Blast Chiller Log
- I. Sulfite Requirement
- J. Required Smallwares Equipment List
- K. Letter from Oregon USDA
- L. Information Required for National School Lunch Program Report (monthly).

0047b



**DOWNTOWN DETENTION CENTER**



*Multnomah County Sheriff's Office  
Fred B. Pearce, Sheriff*

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## INTRODUCTION

Multnomah County and the City of Portland are co-owners of this 53.5 million dollar Justice Center. The cover illustration shows the exterior shape of this handsome 16 floor building. Work began on the site in 1980 and will be completed by December 1983.

The building has a total of 472,038 square feet. Division of this space and cost between owners will show on page 14.

The Downtown Detention Center (DDC) encompasses ten floors of the Justice Center Building. The Oregon State Highway Division, and the Federal Highway Administration have provided nearly all DDC construction funds. This funding was acquired to provide a "functional replacement" for Rocky Butte Jail, which was in the path of I-205 freeway construction.

The building is regarded as one of the finest contemporary correctional facility designs. Multnomah County will operate this facility under the American Correctional Association "Accreditation Standards". The building is a vast improvement over existing facilities and meets all applicable corrections, health, and life safety requirements.



## RECEPTION/INTAKE (R) FLOOR

Reception is the first below ground floor. Its main functions are to receive/book newly arrested persons and to prepare inmates for transport to the Courthouse and other destinations. The floor will hold up to 40 or more prisoners (for short periods of time) until they are either released or moved to housing floors.

Entry/exit into the security perimeter of this floor is controlled by monitored vehicle ramps leading to one of two "sallyports." One sallyport is for police cars and one is for inmate buses and medical vehicles.

The floor contains:

Reception Lobby	Police officers/prisoners enter, arrest reports are filed and initial medical screening is conducted.
Three Entry Vestibules	Small sallyports where prisoners wait to start the booking process.
Initial Search Area	Prisoner property is taken, itemized and stored.
Two Nurses Stations/Exam Areas	One "preliminary," one "in-depth" medical examination rooms.
Twelve Individual Holding Cells	Used prior to booking and fingerprint process.
One Large Holding Cell	For use prior to booking and fingerprint process.
Eight Female Holding Cells	Used after booking process is complete (supervised by a female officer).
Sixteen Male Holding Cells	Used after booking process is complete.
Four Recog Interview Rooms	Initial pre-trial release interview areas.
Six Secure Visiting Rooms	Prisoner conferences with attorneys or court personnel are conducted.
Court Staging Area	Waiting area for prisoners in custody to leave building.
Clothing Room/Dressing	Clothes are taken from new prisoners and stored. Housed prisoners dress for court or release. Jail clothing is issued.
Transport Office	Inmate transports are coordinated/dispatched.
Nine Storage Areas	Used for evidence, food, commissary, garbage and medical supplies.

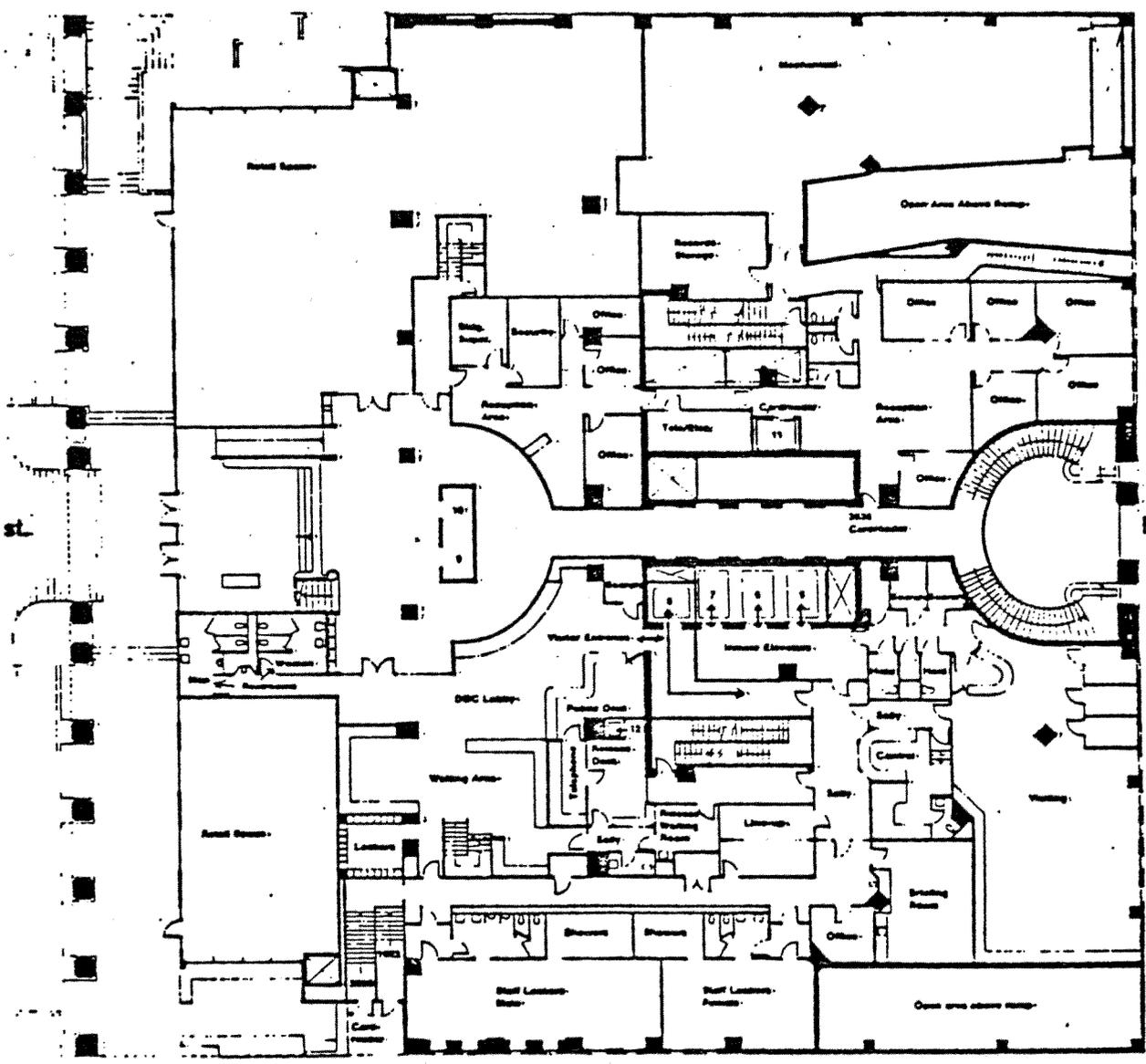
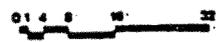
N—main st.

W—third st.

E—second st.

S—madison st.

2-Floor Plan  
DDC Lobby



FLOOR TWO - DDC LOBBY

The second floor controls public, staff and visitor access to the Downtown Detention Center. It also provides space for other public and corrections functions. The floor is divided and provides services as follows:

DDC Waiting Lobby	Inmate visitor waiting area.
Public Desk	Clears visitors, attorneys, etc. to use visitor elevator to access housing floors, accepts bail money and provides telephone reception.
Release Desk	Prisoners to be released receive property, money, and final clearance.
Staff Locker Rooms (Two)	Areas for uniformed staff to change, store personal items and prepare for work.
Briefing Room	Briefing area for shift change, staff meetings and lounge.
Main Visiting Room	Large Inmate/family visiting area. Includes two holding rooms, two search rooms, visitor sallyport, and Inmate sallyport.
Master Control Room	Monitors/controls most interior and exterior staff, civilian and Inmate movement.
Office Areas	Office space designated for corrections programming.
Records Storage	Central storage area for Inmate files.
Two Retail Spaces	Available for retail stores or restaurants.



## FLOOR THREE COURTS AND CORRECTIONS

Constructed at the County's expense, the third floor was designed to consolidate services and improve security. Judges, attorneys, police, building security staff, prisoners, court staff, corrections staff, and the public will all use this floor.

Floor space and services provided are as follows:

Four Courtrooms	Two District and two Circuit Court rooms (used primarily for arraignments and initial appearances).
Eight Small Conference Rooms	Non-secure interview space (outside courtrooms).
Ten Attorney Interview Rooms	Secure areas for "In custody" attorney/client conferences. Before/after court appearances.
Four Judicial Chambers	Office spaces for judges, clerks and secretaries.
Eight Holding Rooms	Secure holding areas for prisoners awaiting court.
Three Conference Rooms/Areas	Used for training, juries, or special projects.
District Court Offices	Accepts payment on bail/fines. Compiles dockets for district/circuit court arraignments.
Circuit Court Offices	Compiles dockets for circuit court arraignments.
State/County (Probation Offices)	Initial sign up area for probation/parole casework and assessments.
Felony PSI Unit	Conducts presentence investigations. Provides sentencing recommendations.
Jail Administration/ Support Services	Office space for Jail Administrative personnel (i.e., training, personnel, public information, investigator).
Word Processing Unit	Central clerical support for DDC.
District Attorney	Office space designated for District Attorney use while handling arraignments.

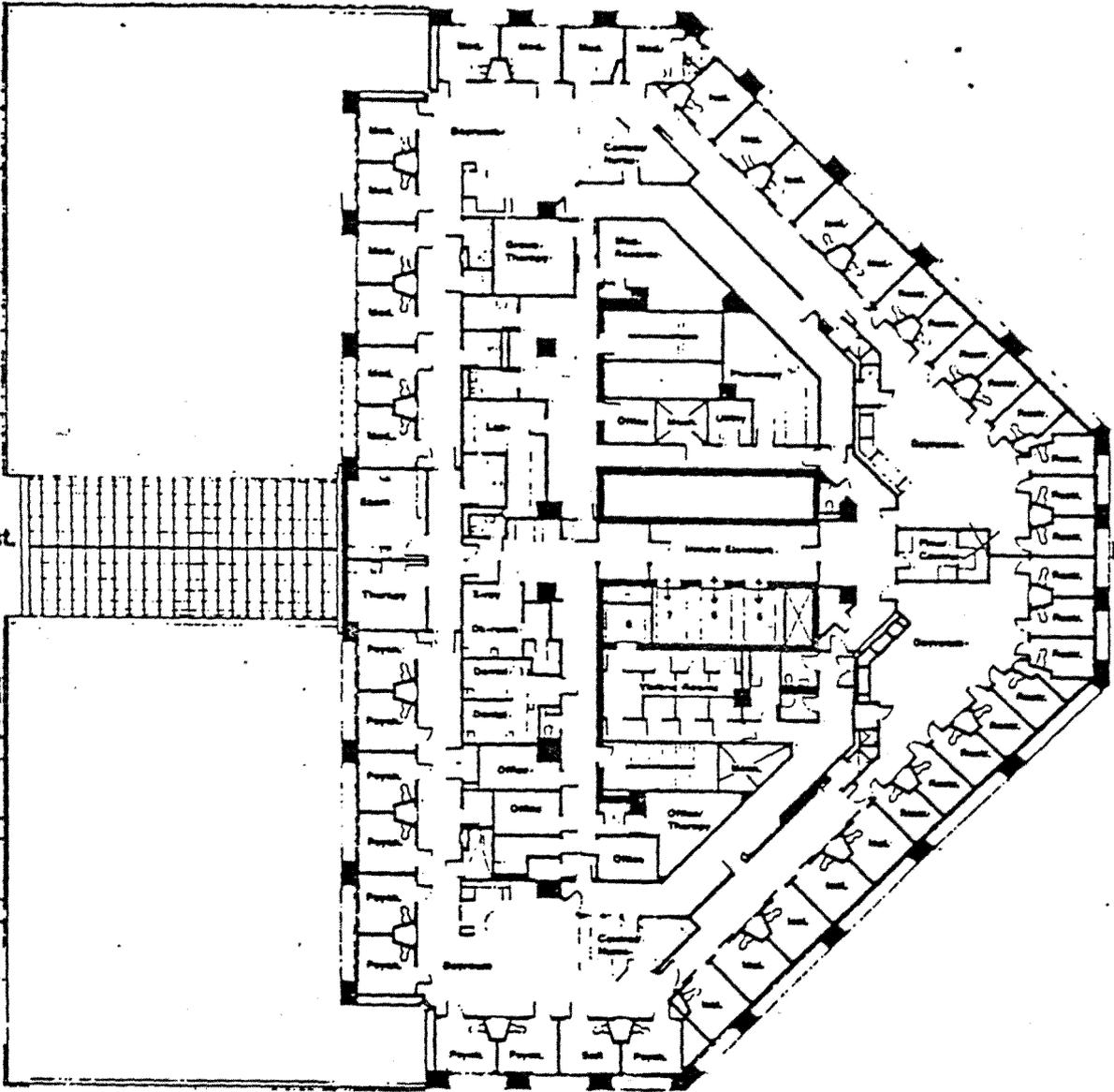
N—main st.

W—third st.

E—second st.

S—madison st.

**4-Floor Plan**  
Special Housing



## FOURTH FLOOR - SPECIAL HOUSING

The fourth floor is designed to hold those who cannot or should not be placed in general housing. This floor is specifically designed for inmates who have medical, psychiatric, behavioral or protective custody problems.

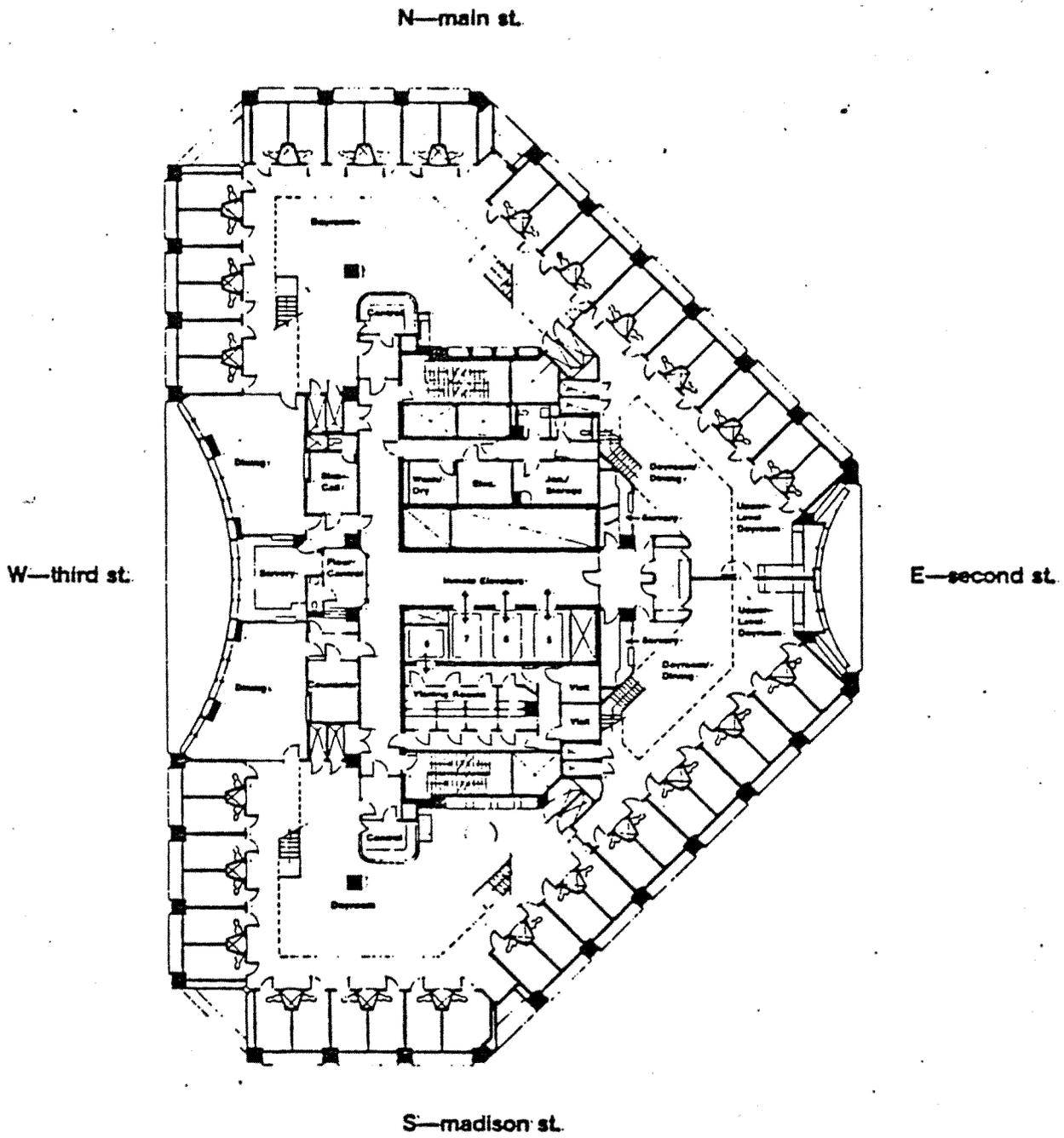
This floor will house 46 inmates in the following types of cells:

- 16 Restriction cells - behavior not suitable for general housing
- 10 Isolation cells - behavior problems requiring complete separation
- 9 Psychiatric cells - mental/emotional problems requiring separation
- 1 "Soft cell" - uncontrolled/injury prone behavior
- 9 Medical cells - illness/handicapped (special care requirements)
- 1 Isolation cell - used for separation of contagious diseases

Some cells are 100 square feet, built larger to accommodate medical care, isolation and "in room" dining restrictions. To maintain isolation and protective custody, prisoners are allowed out of their rooms (daily) for required amounts of time.

Since the population on this floor requires special care, provisions have been made for:

- A. Medical staff - nurses, doctors, psychologists and dentists.
- B. Social services - counselor, group therapy room.
- C. Designated space - x-ray, laboratory, exam, pharmacy and medical records.
- D. Three secure visiting rooms and one for contact visits.



**5 through 8-Floor Plan**  
 General Housing



## FLOORS FIVE THROUGH EIGHT - GENERAL DETENTION

Four floors of the Downtown Detention Center are "general housing areas." The floors are double height (upper and lower levels) with a total of 96 (70 square foot) cells each. The combined capacity of these four housing floors is 384 prisoners. The average length of stay will be 40 days.

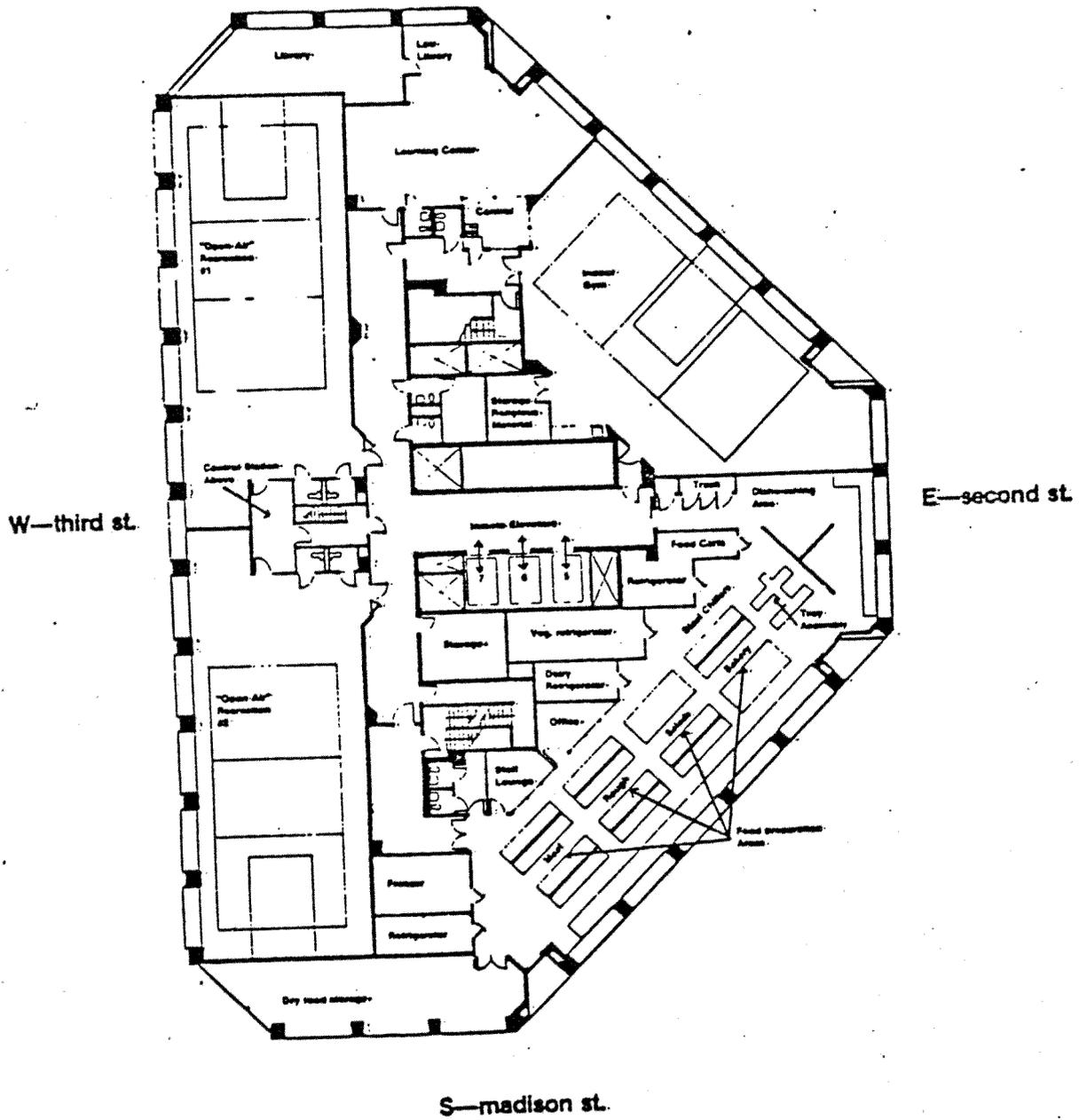
Each floor is divided and provides services as follows:

Two 32-Person Modules	16 cells on lower level, 16 on upper level
One "Flexible" 32-Person Module	May be divided into two 16-person modules, eight cells on the lower level, eight upper
"Sick Call" Room	Medical screening and evaluation.
Counselor's Office	Suitable for small group or individual counseling sessions.
Two Large Dining Rooms	One for each 32-person module. (Maximum seating in each dining room is 16.)
"Day Room" Dining	"Flexible module" uses day rooms for dining
"Serveries"	Areas where prepared food is reheated and served to inmates.
Six Visiting Rooms	Four secure and two contact visiting rooms.
Module Day Rooms	Multi-purpose areas (e.g. tv, books) fixed and movable furniture.

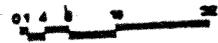
### SPECIAL FEATURES

Cells	Contain a window, built-in desk and bunk, combination toilet/lavatory, two clothes hooks, one mirror, two light fixtures, one smoke detector and one sprinkler head.
Day Rooms	Contain officer's work stations, fixed bookshelves, built-in seating, movable tables and chairs, television and four showers.
Module Control	Each module has an officer's work station which monitors/controls cells doors, emergency/fire alarms, cell "call lights" and all inmate activity.
Floor Control	Each floor has a main control station which electronically operates/monitors all security doors/floor movements.
Prisoner Movement	Limited to sick call, visiting, court, and scheduled recreation on the tenth floor.
Emergency Evacuation	Is by secure stairways.

N—main st.



10-Floor Plan  
Recreation / Kitchen



## FLOOR 10 - KITCHEN, RECREATION AND PROGRAMS

The tenth floor functions as the main food preparation, recreation, library and programs area for all detention floors.

The floor contains:

Two "open air" recreation areas	For basketball, jogging and general exercise.
Indoor gym	For basketball, weight lifting, etc.
Central library	Where books are stored for disbursement.
Law library	Area (within learning center) for inmates to use law books/materials.
Learning center	Area designated for educational programs.
One storage area (religious materials)	Books, chairs, podium, etc.
Two officer control stations	One in the Learning Center and one above outdoor recreation.

### KITCHEN AREA

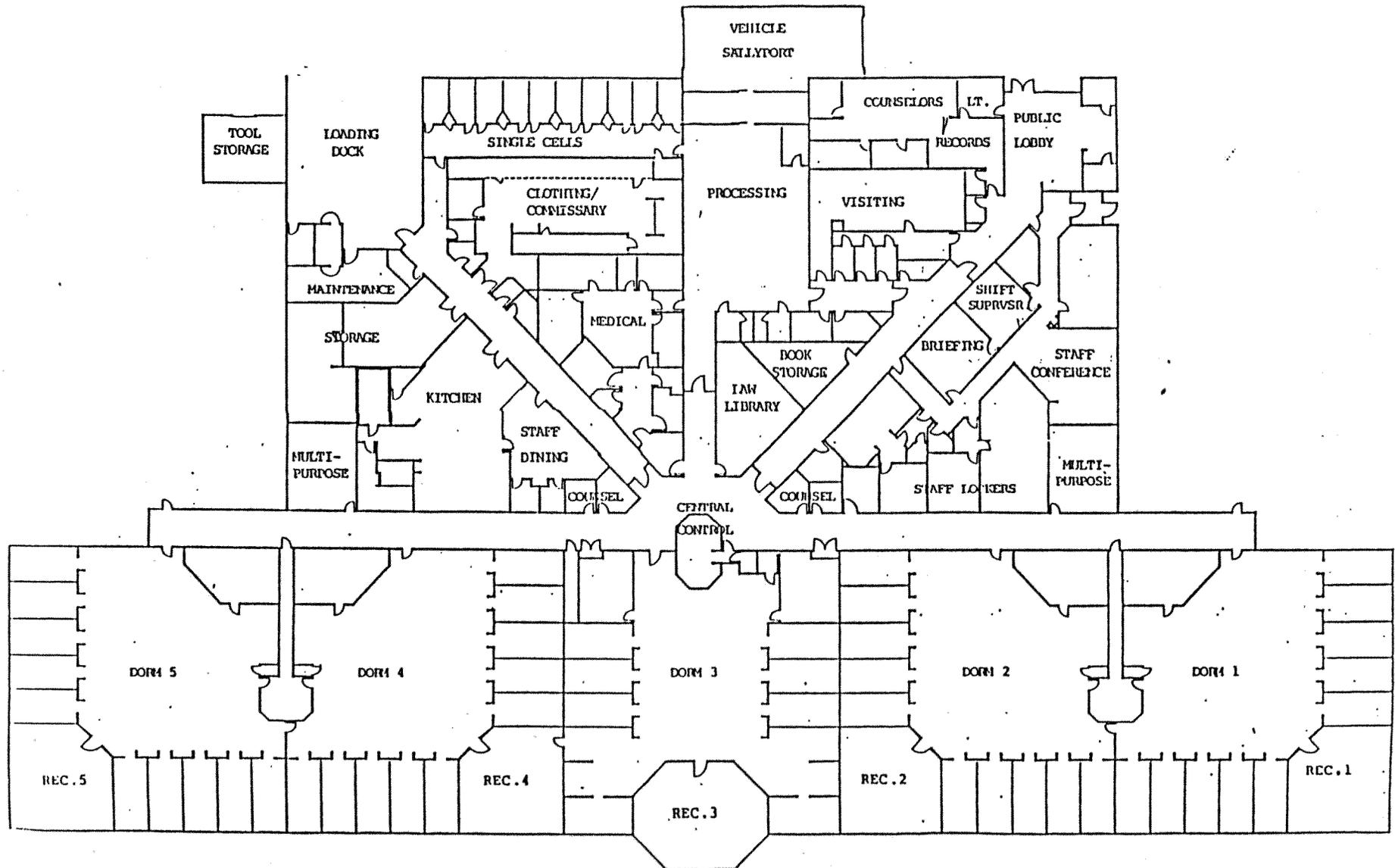
Two dry food storage areas	For non-refrigerated food supplies.
Five regular walk-in refrigerators	For dairy products, vegetables, food carts, etc.
"Blast chillers"	Rapid chill process used to inhibit germ growth in prepared food. Food will be cooked to 80% completion, quick chilled and delivered to housing floors for final cooking.
Four specialized food preparation areas	Meats, salads, bakery and general.
Tray assembly area	Food is portioned and put onto trays.
Dishwashing	Tray/food carts are disassembled and washed.
Two staff areas	Office (food services manager), staff break room.

GROSS BUILDING AREA  
BY FLOOR AND BY OWNER

			DETENTION	COURTS & CORRECTIONS	POLICE	RETAIL	TOTAL GSF
PH							
16		PENTHOUSE	681	—	681	—	1,362
15		POLICE PROPERTY/MECHANICAL	2,028	691	18,860	—	21,579
14		POLICE BUREAU	—	—	21,579	—	21,579
13		POLICE BUREAU	—	—	21,579	—	21,579
12		POLICE BUREAU	—	—	21,579	—	21,579
11		POLICE BUREAU	—	—	21,579	—	21,579
10		DETENTION RECREATION/KITCHEN	25,081	—	—	—	25,081
9		MECHANICAL	5,863	271	606	—	6,740
8		GENERAL HOUSING	27,198	443	—	—	27,641
7		GENERAL HOUSING	27,198	443	—	—	27,641
6		TYPICAL HOUSING	27,198	443	—	—	27,641
5		TYPICAL HOUSING	27,198	443	—	—	27,641
4		SPECIAL HOUSING	20,073	162	—	—	20,235
3		COURTS/ADMIN.	—	31,762	—	—	31,762
2		DETENTION/ADMIN.	18,790	4,872	416	7,771	31,849
1		CENTRAL PRECINCT	799	—	19,883	4,297	24,979
LL1		DETENTION/MECH.	36,132	5,555	2,756	—	44,443
LL2		PARKING/STOR/MECH.	25,006	502	20,041	—	45,549
		TOTAL GSF	243,245	45,587	171,138	12,068	472,038

	DIVISION OF 472,038 TOTAL SQUARE FEET		DIVISION OF \$53.5 MILLION TOTAL COST	
	SF	%	AMOUNT	%
DOWNTOWN DETENTION CENTER	243,245	51	35.4	66
COURTS AND CORRECTIONS	45,478	10	5.6	10
PORTLAND POLICE BUREAU	171,138	36	11.8	22
RETAIL	12,068	3	0.7	1

# MULTNOMAH COUNTY INVERNESS JAIL



AMERICAN CORRECTIONAL ASSOCIATION

FOOD SERVICE

STANDARDS

**2-5228** There is documentation that the facility's system of dietary allowance is reviewed at least annually by a registered dietician to ensure compliance with nationally recommended food allowances. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: A facility that follows this system of dietary allowances, as adjusted for age, sex and activity, ensures the provision of a nutritionally adequate diet. The *Recommended Dietary Allowances* stated by the National Academy of Sciences should be used as a guide to basic nutritional needs.

**2-5229** Menu evaluations are conducted at least quarterly by facility food service supervisory staff to verify adherence to the nationally recommended basic daily servings. (Detention-Essential, Holding-Essential)

DISCUSSION: Documentation of menus that are actually served is maintained on a quarterly basis as verification of providing a nutritionally adequate diet. The signature of a certified dietician on the menus indicates official approval of nutritional adequacy.

**2-5230** All menus, including special diets, are planned, dated, and available for review at least one week in advance; notations are made of any substitutions in the meals actually served, and these are of equal nutritional value. (Detention-Essential, Holding-Essential)

DISCUSSION: A file of tested recipes adjusted to a yield appropriate to the size of the facility should be maintained on the premises. Food should be served as soon as possible after preparation and at an appropriate temperature. Food flavor, texture, appearance and palatability should be considered in food preparation.

**2-5231** Written policy and procedure provide for special diets as prescribed by appropriate medical or dental personnel. (Detention-Mandatory, Holding-Mandatory)

DISCUSSION: Therapeutic diets should be available upon medical authorization. Specific diets should be prepared and served to inmates according to the orders of the treating physician or dentist, or as directed by the responsible health authority official. Medical diet prescriptions should be specific and complete, furnished in writing to the food service manager and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the foods served other inmates.

**2-5232** Written policy and procedure provide for special diets for inmates whose religious beliefs require the adherence to religious dietary laws. (Detention-Essential, Holding-Essential)

DISCUSSION: Religious diets should be approved by the facility chaplain. Religious diet prescriptions should be specific and complete, furnished in writing to the food service manager, and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the food served other inmates. (See related standards 2-5298 and 2-5301)

**2-5233** A staff member experienced in food service management is designated to be responsible for food service management and operations. (Detention-Essential, Holding-Essential)

DISCUSSION: An employee experienced in food service management may be responsible for food service operation as part of his/her overall duties. This staff person should have the resources, authority and responsibility to provide complete food service for the facility.

2-5234. Written policy and procedure provide for adequate health protection for all inmates and staff in the facility, and inmates and other persons working in food service by requiring the following:

A pre-assignment medical examination of all persons involved in the preparation of food is conducted within thirty days of job assignment, followed by periodic examinations thereafter, to ensure freedom from diarrhea, skin infections and other illnesses transmissible by food; all are conducted in accordance with local requirements regarding restaurant and food service employees in the community.

When the facility's food services are provided by an outside agency or individual, the facility has written verification that the outside provider complies with the state and local regulations regarding food service.

All food handlers are instructed to wash their hands upon reporting to duty and after using toilet facilities.

(Detention-Mandatory, Holding-Mandatory)

DISCUSSION: At a minimum, all food service personnel should be in good health and free from communicable disease and open infected wounds; have clean hands and fingernails; wear hairnets or caps; wear clean, washable garments; and employ hygienic food handling techniques.

2-5235 Toilet and wash basin facilities are available to food service personnel and inmates in the vicinity of the food preparation area. (Detention-Essential, Holding-Essential)

DISCUSSION: None.

2-5236 Written policy and procedure provide that meals are served under conditions that minimize regimentation, although there should be supervision by staff members. (Detention-Essential, Holding-Essential)

DISCUSSION: Cafeteria facilities are preferable to inmate waiter service. Although dining arrangements will vary depending on the size and design of the facility, meals should not be served in cells unless it is necessary for purposes of safety and security. When a meal must be served in a cell, a small table or shelf and some type of seating should be provided. All meals should be served under direct supervision of staff to ensure that favoritism, careless serving and waste are avoided. Staff also should be responsible for returning all food trays and other eating utensils to the kitchen for washing and sterilization. Full cutlery services should be provided based on a control system. Food should be served in compartment-type trays; bowls for soup, cereal and dessert and cups for beverages should be available.

2-5238 Written policy precludes the use of food as a disciplinary measure. (Detention-Essential, Holding-Essential)

DISCUSSION: All inmates and staff, except those on special medical or religious diets, should eat the same meals. Food should not be withheld nor the standard menu varied for an individual inmate as either a disciplinary sanction or a reward for good behavior or work.

**2-5239** Written policy and procedure require that accurate records are maintained of all meals served. (Detention-Essential, Holding-Essential)

**DISCUSSION:** A uniform system should be established to record the number, cost, and type of meals served to inmates, employees, guests, and visitors. Such records are required for fiscal accounting, dietary purposes, and budget planning. Employees, guests, and visitors should be served the same food the inmates are served. Food service records should include published menus, information on waste, food costs and nutritional accounting, and notation of food products raised or produced in the system.

**2-5240** The food service operation uses budgeting, purchasing, and accounting practices that include, but are not limited to the following systems:

- Food expenditure cost accounting designed to determine cost per meal
- Estimation of food service requirements
- Purchase of supplies at wholesale prices and under other favorable conditions, when possible
- Determination of and responsiveness to inmate eating preferences
- Refrigeration and storage of food, with specific storage periods.

(Detention-Essential, Holding-Important)

**DISCUSSION:** The food service operation should follow written budgeting, purchasing, and accounting procedures to ensure nutritional and economical meals with minimum waste.

**2-5241** Written policy and procedure provide for

- Weekly inspection of all food service areas, including dining and food preparation areas and equipment
- Sanitary, temperature-controlled storage facilities for all foods
- Daily checks of refrigerator and water temperatures by administrative, medical or dietary personnel.

(Detention-Essential, Holding-Essential)

**DISCUSSION:** None.

**2-5242** Written policy and procedure provide that food service facilities and equipment meet established safety and protection standards and requirements, and that food service personnel comply with applicable health regulations. There is documentation that health and safety regulations are met. (Detention-Mandatory, Holding-Mandatory)

**DISCUSSION:** Food service facilities and equipment should meet all standards and requirements set by qualified professional and/or governmental bodies. In the event local and/or state codes are not applicable, the requirements of the National Fire Protection Association *Life Safety Code* (current edition) and the *Guide Book* of the American Society of Heating, Refrigeration and Air Conditioning Engineers apply. Food service personnel should be trained in accident prevention, first aid, use of safety devices, floor care, knife storage, and use of fire extinguishers. They should attend regular meetings to discuss accident prevention and analyze major accidents to prevent recurrence.

WEEK 1  
THURSDAY                      FRIDAY                      SATURDAY                      SUNDAY                      MONDAY                      TUESDAY                      WEDNESDAY

**BREAKFAST**

BANANA..... 1ea	ORANGE..... 1ea	APPLE JUICE... 4oz	GRAPEFRUIT JCE 4oz	FRESH ORANGE. 1ea	TOMATO JUICE. 4oz	GRAPEFRUIT JCE 4oz
HOT CEREAL	FRENCH TOAST.. 2hv	CREAMED BEEF.. 4oz	SPANISH OMELET 4oz	PANCAKES..... 2ea	CORNFLAKES... 1oz	SCR EGG & HAM 4oz
WHOLE GRAIN.. 6oz	SAUSAGE PATTY. 1ea	HASH BROWNS... 3oz	HASH BROWNS... 3oz	BEEF PATTY... 2oz	BOILED EGG... 1ea	HASHBROWNS... 3oz
MUFFIN..... 1ea	SYRUP..... 1ea	BISCUIT..... 1ea	CORN BREAD... 3x3	SYRUP..... 1ea	COFFEECAKE... 3x3	BISCUIT..... 1ea
BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz
MILK..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz
COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz
SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea

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**LUNCH**

MGR'S CHOICE DR	*HOT DOGS.... 2ea	SPAGHETTI..... 6oz	HAMBURGER..... 2oz	MAC & CHEESE. 8oz	SLOPPY JOE... 4oz	*SALAMI/BOLOGN 2oz
GRILLED LIVER 3oz	BAKED BEANS... 6oz	MEAT SAUCE... 4oz	FRENCH FRIES.. 4oz	GREEN BEANS.. .5c	BAKED POTATO. 1ea	CHEESE..... 1oz
ONIONS..... 2oz	COLE SLAW..... .5c	GARDEN SALAD.. 1c	CHEESE SLICE.. 1oz	GARDEN SALAD. 1c	GARDEN SALAD. 1c	MAYO..... 1ea
CARROTS..... .5c	MUSTARD..... 1ea	ITALIAN DR... 1ea	LETTUCE..... 1oz	THS ISLAND DR 1ea	ITALIAN DR... 1ea	POTATO SALAD.. .5c
GARDEN SALAD. 1c	SPICE CAKE... 3x3	BRD. PUDDING.. 4oz	CATSUP..... 1ea	APPLE COBBLER 4oz	DICED PEARS.. 3oz	LETTUCE..... 1oz
FRENCH DR... 1ea	BUNS..... 2ea	GARLIC ROLLS.. 2ea	DICED PEACHES. 3oz	ROLLS..... 2ea	ROLLS..... 2ea	FRUIT BAR.... 3oz
OATMEAL CKE. 1ea	BUTTER..... 1oz	COFFEE..... 8oz	PEANUTS..... 2oz	BUTTER..... 1oz	BUTTER..... 1oz	SUBMARINE BUN. 1ea
ROLLS..... 2ea	COFFEE..... 8oz	PUNCH..... 8oz	BUN..... 1ea	COFFEE..... 8oz	COFFEE..... 8oz	PEANUTS..... 2oz
BUTTER..... 1oz	PUNCH..... 8oz		COFFEE..... 8oz	PUNCH..... 8oz	PUNCH..... 8oz	COFFEE..... 8oz
COFFEE..... 8oz			PUNCH..... 8oz			PUNCH..... 8oz

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**DINNER**

HOAGIE STEAK. 3oz	BAKED FISH.... 3oz	CHIX FRIED STK 3oz	SL. TURKEY... 3oz	VEAL STEAK... 3oz	PORK PATTY... 3oz	MEAT LOAF..... 3oz
O'BRIEN POT.. 4oz	SPINACH..... .5c	WHIP POTATOES. 4oz	MASHED YAMS... 4oz	RICE..... 4oz	HOME FRIES... 4oz	WHIP POT..... 4oz
BROCCOLI..... .5c	MAC. SALAD... .5c	PEAS..... .5c	MIXED VEG.... .5c	ZUCCHINI..... .5c	CORN..... .5c	TURNIP GREEN.. .5c
GRAVY..... 2oz	RED GELATIN... 3oz	CREAM GRAVY... 2oz	GRAVY..... 2oz	GRAVY..... 2oz	GRAVY..... 2oz	GRAVY..... 2oz
SLICED PEARS. 3oz	ROLLS..... 2ea	MARIN. BEETS.. .5c	CHOC. PUDDING. 4oz	COLESLAW.... .5c	MARIN. TOM... .5c	CUKE SALAD... .5c
ROLLS..... 2ea	BUTTER..... 1oz	P'BUTTER CKIE. 1ea	ROLLS..... 2ea	P/APPLE CHKS. 3oz	RICE PUDD... 4oz	MIXED FRUIT... 3oz
BUTTER..... 1oz	COFFEE..... 8oz	ROLLS..... 2ea	BUTTER..... 1oz	ROLLS..... 2ea	ROLLS..... 2ea	ROLLS..... 2ea
COFFEE..... 8oz	MILK 2%..... 8oz	BUTTER..... 1oz	COFFEE..... 8oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz
MILK 2%..... 8oz		COFFEE..... 8oz	MILK 2%..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz
		MILK 2%..... 8oz		MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz

\* These items are turkey, chicken or beef NOT PORK  
MENU SUBJECT TO AVAILABILITY OF PRODUCT

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APPENDIX C

WEEK 2  
THURSDAY                      FRIDAY                      SATURDAY                      SUNDAY                      MONDAY                      TUESDAY                      WEDNESDAY

BREAKFAST

ORANGE JUICE. 4oz	P/APPLE JUICE. 4oz	FRESH ORANGE.. 1ea	GR.FRUITJUICE. 4oz	FRESH APPLE.. 1ea	BANANA..... 1ea	FRESH APPLE... 1ea
FRENCH TOAST. 2hv	SCRAMBLED EGGS 3oz	OATMEAL..... 6oz	DENVER OMELET. 4oz	HOT CEREAL	BRAN FLAKES.. 1oz	CREAMED BEEF.. 4oz
SAUSAGE LINKS 2ea	CHEESE..... 1oz	COFFEECAKE.... 3x3	HASH BROWNS... 3oz	WHOLE GRAIN.. 6oz	CINNAMON ROLL 1ea	HASH BROWNS... 3oz
SYRUP..... 1ea	HASH BROWNS... 3oz	BUTTER..... 1oz	COFFEECAKE.... 3x3	COFFEECAKE... 1ea	BOILED EGG... 1ea	BISCUIT..... 1ea
BUTTER..... 1oz	MUFFIN..... 1ea	MILK 2%..... 8oz	BUTTER..... 1oz	PEANUT BUTTER 1oz	BUTTER..... 1oz	BUTTER..... 1oz
MILK 2%..... 8oz	BUTTER..... 1oz	COFFEE..... 8oz	MILK 2%..... 8oz	BUTTER..... 1oz	MILK..... 8oz	MILK 2%..... 8oz
COFFEE..... 8oz	MILK 2%..... 8oz	SUGAR..... 2ea	COFFEE..... 8oz	MILK..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz
SUGAR..... 2ea	COFFEE..... 8oz		SUGAR..... 2ea	COFFEE..... 8oz	SUGAR..... 2ea	SUGAR..... 2ea
	SUGAR..... 2ea			SUGAR..... 2ea		

LUNCH

MGR'S CHOICE	BEEF BURRITO.. 6oz	BREADED FISH.. 3oz	CHILE CON CARNE	GRILL *HAM & 2oz	TACO MEAT.... 2oz	*HOT DOGS.... 2ea
OR	SPANISH RICE.. 4oz	FRENCH FRIES.. 4oz	W/BEANS..... 8oz	CHEESE SAND 1oz	SP. RICE..... 4oz	BAKED BEANS... 6oz
*HAM & POTATOES	GARDEN SALAD.. 1C	MIXED VEGET... .5C	COLE SLAW.... .5C	TACO CHIPS... 1oz	TACO SHELL... 2ea	COLESLAW..... .5C
AuGRATIN... 8oz	ITALIAN DRESS. 1ea	CATSUP..... 1ea	BREAD PUDDING. 4oz	OR	LETTUCE..... 2oz	MUSTARD..... 1ea
LIMA BEANS... .5C	YELLOW GELATIN 3oz	CANNED PEACHES 3oz	CORNBREAD.... 3x3	FRENCH FRIES. 3oz	CHEESE..... 2oz	DICED PEARS... 3oz
GARDEN SALAD. 1C	TORTILLA 8".... 1ea	PEANUTS..... 2oz	BUTTER..... 1oz	CATSUP.... 1ea	TACO SAUCE... 1ea	BUNS..... 2ea
APPLESAUCE... 3oz	BUTTER ..... 1oz	ROLLS..... 2ea	COFFEE..... 8oz	PINEAPPLE... 3oz	APPLESAUCE... 3oz	COFFEE..... 8oz
ROLLS..... 2ea	COFFEE..... 8oz	BUTTER..... 1oz	PUNCH..... 8oz	CARROT SALAD. 4oz	COFFEE..... 8oz	PUNCH..... 8oz
BUTTER..... 1oz	PUNCH..... 8oz	COFFEE..... 8oz		COFFEE..... 8oz	PUNCH..... 8oz	
COFFEE..... 8oz		PUNCH..... 8oz		PUNCH..... 8oz		
PUNCH..... 8oz						

DINNER

MEAT BALLS... 5ea	*POLISH SAUSAG 3oz	BBQ-BRISKET... 3oz	TERI CHICKEN.. 1/4	BEEF STEW	SLICED *HAM.. 3oz	HOAGIE STK.... 3oz
NOODLES..... 4oz	HOME FRIES.... 4oz	WHIP POTATOES. 4oz	RICE..... 4oz	W/VEG & POT.. 10oz	AuGRATIN POT 4oz	RICE..... 4oz
GREEN BEANS.. .5C	CARROTS..... .5C	SPINACH..... .5C	BROCCOLI..... .5C	GARDEN SALAD. 1C	PEAS..... .5C	CORN..... .5C
GRAVY..... 2oz	TOMATO SALAD.. .5C	GARDEN SALAD.. 1C	GARDEN SALAD.. 1C	THOUS ISL DR. 1ea	3 BEAN SALAD .5C	GRAVY..... 2oz
BANANA CAKE.. 3x3	OATMEAL COOKIE 1ea	FRENCH DRESS.. 1ea	ITALIAN DRES.. 1ea	BUTTER SC PUD 3oz	GELATIN..... 3oz	GARDEN SALAD.. 1C
ROLLS..... 2ea	ROLLS..... 2ea	GINGERBREAD... 3x3	CHOC CHIP CKIE 1ea	BISCUIT..... 1ea	CORNBREAD.... 3x3	FRENCH DRESS.. 1ea
BUTTER..... 1oz	BUTTER..... 1oz	ROLLS..... 2ea	ROLLS..... 2ea	BUTTER..... 1oz	BUTTER..... 1oz	PEACH COBBLER. 4oz
COFFEE..... 8oz	COFFEE..... 8oz	BUTTER..... 1oz	BUTTER..... 1oz	COFFEE..... 8oz	COFFEE..... 8oz	ROLLS..... 2ea
MILK 2%..... 8oz	MILK 2%..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	BUTTER..... 1oz
		MILK 2%..... 8oz	MILK 2%..... 8oz			COFFEE..... 8oz
						MILK 2%..... 8oz

\* These items are turkey, chicken or beef NOT PORK  
MENU SUBJECT TO AVAILABILITY OF PRODUCT

WEEK 3  
THURSDAY

FRIDAY

SATURDAY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

BREAKFAST

NECTAR..... 4oz	FRESH ORANGE.. 1ea	P/APPLE JUICE. 4oz	FRESH APPLE... 1ea	ORANGE JUICE. 4oz	BANANA..... 1ea	FRESH APPLE... 1ea
CHEESE OMELET 4oz	PANCAKES..... 2ea	SCRAM EGGS.... 3oz	HOT CEREAL.... 6oz	FRENCH TOAST. 2hv	RICE CRISP... 1oz	*HAM & EGG SC. 4oz
HASH BROWNS.. 3oz	SAUSAGE LINKS 2ea	HASH BROWNS... 3oz	BOILED EGG... 1ea	BACON..... 2ea	BOILED EGG... 1ea	HASHBROWNS.... 3oz
COFFEE CAKE.. 3x3	SYRUP..... 1ea	COFFEE CAKE... 3x3	CORNBREAD.... 3x3	SYRUP..... 1ea	BISCUIT..... 1ea	MUFFIN..... 1ea
BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz
MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz
COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz
SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea

LUNCH

MGR'S CHOICE	*BOLOGNA..... 1oz	SLOPPY JOE... 4oz	MAC & CHEESE.. 8oz	TURKEY CASS.. 8oz	PIZZA..... 4x6	ENCHILADA.... 4oz
OR	CHEESE..... 2oz	GRN & WAX BNS. .5C	SPINACH..... .5C	CORN..... .5C	GARDEN SALAD. 1C	SPANISH RICE.. 4oz
MEAT SAUCE... 4oz	LETTUCE..... .5C	GARDEN SALAD.. 1C	GARDEN SALAD.. 1C	BANANA PDG... 4oz	ITAL DRESS... 1ea	PINTO BEANS... 4oz
PASTA..... 6oz	MAYO..... 1ea	FRENCH DRESS.. 1ea	THOUS ISL DR.. 1ea	ROLLS..... 2ea	BROWNIE..... 3x3	CHILI GRAVY... 2oz
GARDEN SALAD. 1C	MACARONI SAL.. .5C	BREAD PUDDING. 4oz	GINGERBREAD... 3x3	BUTTER..... 1oz	FRESH ORANGE. 1ea	COLESLAW..... 4oz
THOUS ISL DR. 1ea	BUN..... 1ea	ROLLS..... 2ea	ROLLS..... 2ea	PUNCH..... 8oz	PUNCH..... 8oz	DICED PEACHES. 3oz
P'BTR COOKIE. 1ea	PEANUTS..... 2oz	BUTTER..... 1oz	BUTTER..... 1oz	COFFEE..... 8oz	COFFEE..... 8oz	TORTILLA..... 1ea
ROLLS..... 2ea	SPICECAKE.... 3x3	PUNCH..... 8oz	PUNCH..... 8oz			BUTTER..... 1oz
BUTTER..... 1oz	PUNCH..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz			PUNCH..... 8oz
PUNCH..... 8oz	COFFEE..... 8oz					COFFEE..... 8oz

DINNER

SLICED TURKEY 3oz	SWISS STEAK... 4oz	CHIX NUGGETS.. 5ea	MEAT LOAF..... 3oz	PORK FRITTER. 3oz	BAKED CHIX... 1/4	*HAM SLICED... 3oz
DRESSING..... 3oz	WHIP POTATOES. 4oz	FRENCH FRIES.. 4oz	WHIP POTATOES. 4oz	HOME FRIES... 4oz	WHIP POTATOES 4oz	MASHED YAMS... 4oz
MIXED VEG.... .5C	LIMA BEANS.... .5c	PEAS & CARROTS .5C	ZUCCHINI..... .5C	CARROTS..... .5C	TURNIP GREEN. 1C	BROCCOLI..... .5C
GRAVY..... 2oz	GRAVY..... 2oz	COLESLAW..... .5C	GRAVY..... 2oz	GRAVY..... 2oz	GRAVY..... 2oz	GARDEN SALAD.. 1C
GELATIN..... 4oz	PINEAPPLE..... 3oz	CHOC CHIP CKI. 1ea	MARIN TOMATO.. .5C	GARDEN SALAD. 1C	CUKE SALAD... .5C	THS ISLAND DR. 1ea
ROLLS..... 2ea	ROLLS..... 2ea	ROLLS..... 2ea	MIXED FRUIT... 3oz	FRENCH DRESS. 1ea	OATMEAL CKIE. 1ea	P NUTTY CAKE.. 3x3
BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	ROLLS..... 2ea	WHITE CAKE... 3x3	ROLLS..... 2ea	ROLLS..... 2ea
COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	BUTTER..... 1oz	ROLLS..... 2ea	BUTTER..... 1oz	BUTTER..... 1oz
MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	COFFEE..... 8oz	BUTTER..... 1oz	COFFEE..... 8oz	COFFEE..... 8oz
			MILK 2%..... 8oz	COFFEE..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz

\* These items are turkey, chicken or beef NOT PORK  
MENU SUBJECT TO AVAILABILITY OF PRODUCT

WEEK 4  
THURSDAY

FRIDAY

SATURDAY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

BREAKFAST

GRPFruit JCE. 4oz	P/Apple Juice. 4oz	FRESH ORANGE.. 4oz	TOMATO JUICE.. 4oz	P/Apple Juice 4oz	FRESH ORANGE. 1ea	NECTAR..... 4oz
FRENCH TOAST. 2hv	CREAM BEEF.... 4oz	SCRAM EGGS.... 2oz	SPANISH OMELET 4oz	HOT CEREAL... 6oz	SPECIAL K.... 1oz	PANCAKES..... 2ea
BACON..... 2ea	HASH BROWNS... 4oz	CHEESE..... 1oz	HASH BROWNS... 3oz	PEANUT BUTTER 1oz	BOILED EGG... 1ea	SAUSAGE..... 2ea
SYRUP..... 1ea	BISCUIT..... 1ea	*HAM SLICED... 2oz	MUFFIN..... 1ea	CORNBREAD.... 3x3	COFFEECAKE... 3x3	SYRUP..... 1ea
BUTTER..... 1oz	BUTTER..... 1oz	COFFEECAKE.... 3x3	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz
MILK 2%..... 8oz	MILK 2%..... 8oz	BUTTER..... 1oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz
COFFEE..... 8oz	COFFEE..... 8oz	MILK 2%..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz
SUGAR..... 2ea	SUGAR..... 2ea	COFFEE..... 8oz	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea
		SUGAR..... 2ea				

LUNCH

MGR'S CHOICE	GRILLED CHEESE	LASAGNA..... 8oz	HAMBURGER..... 2oz	BEEF BURRITO. 6oz	SPAGHETTI.... 6oz	CHILI ..... 4oz
OR	SANDWICH..... 1ea	MIXED VEG..... .5C	FRENCH FRIES.. 4oz	SPANISH RICE. 4oz	MEAT SAUCE... 4oz	HOT DOGS..... 2ea
CHILI/MAC.... 8oz	FRENCH FRIES.. 4oz	GARDEN SALAD.. 1C	CHEESE..... 1oz	CKD BEANS.... 4oz	GARDEN SALAD. 1C	CARROT P/A SAL .5C
MARIN CUKES.. .5C	GARDEN SALAD.. 1C	ITAL DRESS.... 1ea	BUN..... 1ea	CHILI GRAVY.. 2oz	THOUS ISL DR. 1ea	MUSTARD..... 1ea
ORANGE CAKE.. 3x3	THOUS ISL DR.. 1ea	GELATIN YELLOW 3oz	LETTUCE..... 1oz	GARDEN SALAD. 1C	GARLIC ROLL.. 2ea	BUTTERSC PUDG. 4oz
ROLLS..... 2ea	RICE PUDDING.. 4oz	ROLLS..... 2ea	CATSUP..... 1ea	FRENCH DRESS. 1ea	BUTTER..... 1oz	HOT DOG BUNS.. 2ea
BUTTER..... 1oz	PEANUTS..... 2oz	COFFEE..... 8oz	BANANA..... 1ea	APPLE SAUCE.. 4oz	PEACHES..... 3oz	PUNCH..... 8oz
PUNCH..... 8oz	PUNCH..... 8oz	BUTTER..... 1oz	PUNCH..... 8oz	CORN TORTILLA 1ea	PUNCH..... 8oz	COFFEE..... 8oz
COFFEE..... 8oz	COFFEE..... 8oz	PUNCH..... 8oz	COFFEE..... 8oz	PUNCH..... 8oz	COFFEE..... 8oz	
		COFFEE..... 8oz		COFFEE..... 8oz		

DINNER

VEAL PATTY... 3oz	BREADED FISH.. 3oz	*PASTRAMI.... 3oz	COUNTRY STEAK. 3oz	SWT&SOUR *HAM 4oz	SL. TURKEY... 3oz	SALISBURY STK. 3oz
SPAGHETTI.... 4oz	FRENCH FRIES.. 4oz	SHRED.CABBAGE. 4oz	WHIP POTATOES. 4oz	RICE..... 4oz	WHIP POTATOES 4oz	WHIP POTATOES. 4oz
MOZZ CHEESE.. 1oz	PEAS..... .5C	POTATO SALAD.. 4oz	CORN..... .5C	WAX BEANS.... .5C	DICED CARROT. .5C	MUSTARD GREENS .5C
TOMATO SAUCE. 2oz	COLESLAW..... 4oz	PUMPKIN CUST.. 4oz	GRAVY..... 2oz	MARIN TOM.... .5C	GRAVY..... 2oz	GRAVY..... 2oz
GREEN BEANS.. .5C	TARTAR SAUCE.. 1ea	ROLLS..... 2ea	MARIN.BEETS... .5C	FRUIT CRISP.. 3oz	OATMEAL CKIE. 1ea	GARDEN SALAD.. 1C
DICED PEARS.. 3oz	FRESH APPLE... 1ea	BUTTER..... 1oz	P*BTB COOKIES. 1ea	ROLLS..... 2ea	ROLLS..... 2ea	FRENCH DRESS.. 1ea
GARLIC ROLL.. 2ea	ROLLS..... 2ea	MILK 2%..... 8oz	ROLLS..... 2ea	BUTTER..... 1oz	BUTTER..... 1oz	WHITE CAKE... 3x3
MILK 2%..... 8oz	BUTTER..... 1oz	COFFEE..... 8oz	BUTTER..... 1oz	MILK 2%..... 8oz	MILK 2%..... 8oz	ROLLS..... 2ea
COFFEE..... 8oz	MILK 2%..... 8oz		MILK 2%..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	BUTTER..... 1oz
	COFFEE..... 8oz		COFFEE..... 8oz			MILK 2%..... 8oz
						COFFEE..... 8oz

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MENU SUBJECT TO AVAILABILITY OF PRODUCT

WEEK 5  
THURSDAY

FRIDAY

SATURDAY

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

BREAKFAST

APPLE JUICE.. 4oz	GRAPEFRUIT... 1/4	APPLE..... 1ea	GRAPFRT JUICE. 4oz	ORANGE..... 1ea	TOMATO JUICE. 4oz	P/A-ORANGE JCE 4oz
CREAM BEEF... 4oz	SPANISH OMELET 4oz	HOT CEREAL	FRENCH TOAST.. 2hv	CHEESE OMELET 4oz	PRODUCT 19... 1oz	SCRAM EGGS&HAM 4oz
HASH BROWNS.. 3oz	HASH BROWNS... 3oz	WHOLE GRAIN... 6oz	SAUSAGE LINKS. 2ea	HASH BROWNS.. 3oz	BOILED EGGS.. 1ea	HASHBROWNS... 3oz
BISCUIT..... 1ea	COFFEE CAKE... 3x3	MUFFIN..... 1ea	SYRUP..... 1ea	BISCUIT..... 1ea	CINNAMON ROLL 1ea	COFFEECAKE... 3x3
BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz
MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK..... 8oz	MILK 2%..... 8oz
COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz
SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea	SUGAR..... 2ea

LUNCH

MGR'S CHOICE	TURK NOODLE CASS.	MAC & CHEESE.. 8oz	CHILI..... 8oz	PIZZA..... 1ea	*BOLOGNA..1.5 oz	TAMALE PIE... 6oz
OR	(VEG INCL.) 8oz	GREEN BEANS... .5C	MARIN CUKES... .5C	GARDEN SALAD. 1C	CHEESE....1.5 oz	SPANISH RICE.. 4oz
GRILLED TUNA. 2oz	DCD MIXED FRT 4oz	GARDEN SALAD.. 1C	LEMON PUDDING. 4oz	ITALIAN DRS.. 1ea	MAYO..... 1ea	MARIN BEAN SAL .5C
&CHEESE.... 1oz	ROLLS..... 2ea	ITALIAN DRS... 1ea	PEANUTS..... 2oz	APPLESAUCE... 3oz	MAC SALAD... .5C	BANANA..... 1ea
ON BREAD... 2s1	BUTTER..... 1oz	OATMEAL COOKIE 1ea	CORNBREAD.... 3x3	P'BTR COOKIE. 1ea	RICE PUDDING. 4oz	TORTILLA..... 2ea
COLESLAW..... 4oz	COFFEE..... 8oz	ROLLS..... 2ea	BUTTER..... 1oz	COFFEE..... 8oz	BUN..... 1ea	BUTTER..... 1oz
CHIPS..... 1oz	PUNCH..... 8oz	BUTTER..... 1oz	COFFEE..... 8oz	PUNCH..... 8oz	COFFEE..... 8oz	PUNCH..... 8oz
FRUIT GELATIN 3oz		COFFEE..... 8oz	PUNCH..... 8oz		PUNCH..... 8oz	COFFEE..... 8oz
COFFEE..... 8oz		PUNCH..... 8oz				
PUNCH..... 8oz						

DINNER

BEEF NUGGETS. 3oz	*HAM SLICED... 3oz	VEAL STK..... 3oz	BEEF STROG... 4oz	SLICED TURKEY 3oz	BF POT ROAST. 3oz	SWT&SOUR CHIX. 1/4
FRENCH FRIES. 4oz	SWEET POTATOES 4oz	WHIP POTATOES. 4oz	STEAMED RICE.. 4oz	DRESSING..... 4oz	WHIP POTATO.. 4oz	RICE..... 4oz
LIMA BEANS... .5C	SPINACH..... .5C	ZUCCHINI..... .5C	PEAS..... .5C	MIXED VEG.... .5C	CARROTS..... .5C	CORN..... .5C
MARIN TOMATO. .5C	GARDEN SALAD.. 1C	GRAVY..... 2oz	GRAVY..... 2oz	GRAVY..... 2oz	GRAVY..... 2oz	BROWNIE..... 3x3
BANANA..... 1ea	FRENCH DRESS.. 1ea	COLESLAW..... .5C	GARDEN SALAD.. 1C	SPIICE CAKE... 3x3	GARDEN SALAD. 1C	ROLLS..... 2ea
ROLLS..... 2ea	CHOC. CAKE... 3x3	APPLE COBBLER. 4oz	FRENCH DR.... 1ea	ROLLS..... 2ea	DRESSING..... 1ea	BUTTER..... 1oz
BUTTER..... 1oz	ROLLS..... 2ea	ROLLS..... 2ea	ROLLS..... 2ea	BUTTER..... 1oz	ORANGE GEL... 3oz	COFFEE..... 8oz
COFFEE..... 8oz	BUTTER..... 1oz	BUTTER..... 1oz	BUTTER..... 1oz	COFFEE..... 8oz	ROLLS..... 2ea	MILK 2%..... 8oz
MILK 2%..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	COFFEE..... 8oz	MILK 2%..... 8oz	BUTTER..... 1oz	
	MILK 2%..... 8oz	MILK 2%..... 8oz	MILK 2%..... 8oz		COFFEE..... 8oz	
					MILK 2%..... 8oz	

\* These items are turkey, chicken or beef NOT PORK

MENU SUBJECT TO AVAILABILITY OF PRODUCT

CORRECTIONS POPULATION MANAGEMENT SYSTEM  
SPECIAL DIET REPORT

ID	NAME	LOC	DIET	DATE	DESCRIPTION
4523	BRITTON, TROY EUGENE		A/11 M	020688	NO CHICKEN
32206	MCGREW, WILLIAM PATRICK		B-09 M	111888	NO MILK DIET (CAN EAT COOKED DAIRY)
31888	BROOKS, JAMES DEWEY		B-19 M	111888	ELAND DIET CR111588TS
68476	FREEMAN, ROY ANTHONY		B/06 M	111788	FOOD ALLERGIES EGGS, PEAS, COCONUT
69354	TWDEAGLES, CORRIE NATHAN		C-37 M	111088	DAIRY FREE
28586	HOUGH, FRED CHARLES		C-13 M	120288	1800 CAL ADA/NO HS SNACK
3747	JOHNSON, THOMAS WESLEY		R M	110988	DIALYSIS 70GM PROTEIN, 2GM SODIUM, 2GM POTASSIUM
24435	PHILLIPS, HOWARD EUGENE		R M	112188	NO DAIRY PRODUCTS
69964	BARRETT, STEVEN JAMES		R M	110988	DIABETIC WITH SNACKS
65368	SLATON, STEVEN RAYMOND		4A10 M	111488	LOWFAT/HI CARB HS SNACK;MS
36649	HADA, VICTOR KAY		4A04 M	110888	CL. LIQ.
35420	MUBINE, RONNIE DEAN		4A07 M	111888	NO MILK-ALLERGY
49076	LINDSAY, NATHAN GLENN		4A08 M	120388	FULL LIQUID
68795	GILBERT, CHARLES EDWARD DEN		4B03 R	111988	NO PORK-DIET ISLAMIC FAITH
68429	VALDEZPACHECO, MIGUEL ADOLF		4C01 M	120488	2400CAL DIABETIC WITH HAS SNACK
69982	KOLBE, MORRIS DALE		4C08 M	120388	ALLERGIC TO MILK AND MILK PROD MONOSODIUM GLUTAMATE
57505	DYKSTRA, ELIZABETH JO		4E12 M	102788	PREGNANCY DIET/OB;NSD
44066	MADRID, FRANK ANTHONY		4F13 M	120388	MECHANICAL SOFT/ NO TEETH
65035	KENNEY, MARK DANIEL		5A15 M	113088	NO MILK, NO PORK. 103188
69957	DAWSON, PAIGE R		5C01 M	120288	PREGNANCY
69516	MOORE, OLIVIA		5C07 M	111488	PREGNANCY HS SNACK
61506	SHELTON, KRISTINA COLLETTE		5C05 M	113088	PREG WITH HS SNACK
18048	JAMERSON, DIANE		5C02 M	112188	PREGNANCY
62176	EMANUEL, JASON HAROLD		5D14 M	111488	LOW FAT DIET/NSD;MS
57324	DAVIS, FREDERICK CHARLES		5D02 M	112288	2400 CAL ADA DIET WITH SNACK
51497	ESCALDERON, RAMON ARTURO		5D10 M	112988	
60194	DAVIS, GEORGE SCOTT		5D08 M	112588	HS SNACK;MS CR 112388
41656	RATLIFF, MICHAEL ANTHONY		6A07 M	112588	NO MILK OR MILK PRODUCTS
22458	BATTLES, ERIC LONDON		6A32 M	113088	NO RED MEAT; PLEASE SUBSTITUTE PROTEIN
23673	LOHR, BRYAN WADE		6B14 R	112588	PORK FREE-MJD
48896	RAY, WILLIAM BERTRAN JR		6D01 M	120788	HS SNACK CR 113088 EK

CORRECTIONS POPULATION MANAGEMENT SYSTEM  
SPECIAL DIET REPORT

ID	NAME	LOC	DIET	DATE	DESCRIPTION
63042	DONALD, AARON	CARL	6026 M	120288	NO DAIRY PRODUCTS
58860	DAVIS, GEORGE	EDWARD	7A05 M	111088	NO MILK PRODUCTS CR111088EA
57432	WICKEY, SCOTT	LEROY	7A02 M	111188	NO ONIONS/NSD
6015	HOYT, VANCE E	JR	7A04 M	120688	DIABETIC/NO HS SNACK
29499	GREENWOOD, VICTOR	ALLAN	7B07 M	120388	LOW FAT/NO MORE THAN 2 EGGS A WK/EK/CR
51175	STAGGS, DAVID	HOWARD	7C04 R	120288	PORK FREE
61034	MCSEE, GEORGE	CALVIN	7D08 M	112888	MILKFREE DIET/TS
635	HOGGANS, STEVEN	BRADFORD	7D41 M	112088	ALLERGIC TO DAIRY PRODUCTS
64931	HINES, RAYMOND	CLIFFORD	7D35 M	111788	NO DAIRY PRODUCTS AT ALL
67364	WATTLEY, RONNIE	DEAN	7D34 M	112588	NO MILK OR MILK PRODUCTS
69421	HAGGINS, ROBERT	LEE	7D12 M	111488	HI/CHO ,LO PRO, LOW FAT WITH HS SNACK
39396	POWERS, DAVID	LOUIS	8A02 M	111088	3200 CAL ADA DIET/HS SNACK/MS
60549	VAUGHAN, EDWIN	LEROY	8E16 R	120688	NO PORK
47866	OLLISON, CEDRIC	BEN	8E13 R	120988	NO PORK PER MUSLIM FAITH RDC,
7765	JOHNSON, ALBERT	WENDELL	8B04 M	120288	GENERAL MILK FREE (COOKING OK)
11548	JOHNSON, STRESSLA	LYNN	8B02 M	111488	ALLERGIC TO MILK CR111088
23188	FERRYGOOD, LYNN		8C15 M	120588	BLAND HS SNACK CR 120288 EK
TOTAL		48			

# DIABETES MELLITUS DIET PLAN APPENDIX D

For \_\_\_\_\_ Date \_\_\_\_\_

## GENERAL INSTRUCTIONS

The principles of a diabetic diet are as follows: *Eat regularly*—do not omit a meal. Eat foods in the portion sizes indicated on your diet plan. Use the exchange list to add variety to your diet. *Work to attain and then maintain the optimal weight for your age, frame, and physical activity.* Follow a regular exercise program.

Choose a good source of Vitamin C daily and Vitamin A every other day. Good sources of Vitamin A are dark green or yellow fruits and vegetables.

Broiling, roasting, boiling, or baking methods of preparation are preferable. Any fat used in preparation of food must be taken from the fat allowance of your meal plan. Meats should be weighed or measured after preparation.

Avoid concentrated sweets, pies, frosted cakes, pastry, rich desserts, sugar, honey, syrups, regular soft drinks and chewing gum, and sweetened condensed milk. Increase fiber content by selection of whole grain breads and cereals, and fresh fruits and vegetables.

*Read labels.* Dietetic differs from diabetic in that dietetic may refer to food restrictions other than sugar-free. Diabetic does not mean you can consume the product in unlimited quantities. Fructose, although a more potent sweetener, contains the same amount of calories by weight as sugar and should be used sparingly.

Basic Meal Plan 1500 Calories	Sample Menu	Calorie Variations			
		1000 Calories	1200 Calories	1800 Calories	2400 Calories
<b>BREAKFAST</b> 1 fruit exchange (List 3) 1 medium fat meat exchange (List 5) 2 starch exchanges (List 4) 1 fat exchange (List 6) 1 milk exchange (List 1) free food list	<b>BREAKFAST</b> ½ cup orange juice 1 medium poached egg 1 slice whole wheat toast ¼ cup enriched bran flakes 1 tsp. margarine 1 cup Carnation Instant Nonfat Milk 1 cup black coffee or tea	OMIT  1 starch exc. 1 fat exc.	OMIT  1 starch exc.	ADD  1 fat exc.	ADD  1 meat exc. 1 starch exc. 1 fat exc.
<b>NOON MEAL</b> 2 lean meat exchanges (List 5) 2 starch exchanges (List 4) 3 fat exchanges (List 6)  1 vegetable exchange (List 2) free food list 1 fruit exchange (List 3) free food list	<b>NOON MEAL</b> 2 oz. cheddar cheese 2 slices whole wheat bread, grilled with 1 tsp. margarine (subtract 1 fat exc. per ounce of cheese consumed.) 1 cup fresh spinach salad 1 Tbsp. low calorie dressing ¼ cup strawberries 1 cup black coffee or tea	1 lean meat exc. 2 starch exc.  1 fat exc.	1 lean meat exc.   1 fat exc.	1 starch exc.	2 starch exc.   1 fat exc.   1 cup Carnation Instant Nonfat Milk
<b>EVENING MEAL</b> free vegetable (List 2) free food list 3 lean meat exchanges (List 5) free food list 2 starch exchanges (List 4)  1 vegetable exchange (List 2) 2 fat exchanges (List 6) 1 fruit exchange (List 3) free food list	<b>EVENING MEAL</b> 1 cup tossed lettuce salad 1 Tbsp. low calorie dressing 3 oz. broiled halibut with lemon wedge ½ cup steamed rice 1 hard roll 1 cup broccoli 2 tsp. margarine 1 small orange 1 cup black coffee or tea	1 starch exc.   1 fat exc.	1 cup tossed lettuce salad   1 fat exc.	1 starch exc.   1 fat exc.	1 lean meat exc.   2 starch exc.   1 fat exc. 1 fruit exc.   1 cup Carnation Instant Nonfat Milk
<b>BEDTIME</b> 1 milk exchange (List 1) 2 starch exchanges (List 4)	<b>BEDTIME</b> 1 cup Carnation Instant Nonfat Milk 4 graham cracker squares	1 starch exc.	1 starch exc.		1 lean meat exc.

### SPECIAL INSTRUCTIONS:

Please note the fat and calorie difference between meat exchanges. When substituting these meats in your diet, remember to adjust your fat exchanges accordingly. Note that all of the meat exchanges are lean meat exchanges except at breakfast. To convert 1 lean meat exchange to 1 medium-fat exchange, subtract ½ fat exchange from your diet plan. To convert 1 lean meat exchange to 1 high fat meat exchange, subtract 1 fat exchange from your diet plan.

By \_\_\_\_\_

**FREE FOODS—ALLOWED AS DESIRED—Negligible carbohydrate, protein, and fat**

Coffee	Gelatin, unsweetened	Diet salad dressings	Pepper	Artificially sweetened
Tea	Rennet tablets	(less than 2 Calories Tbsp.)	Herbs	beverages furnishing
Clear Broth	Cranberries	Mustard	Soyces	less than 5 Calories cup
Bouillon	Lemon Lime	Pickle, sour	Flavorings	
		Pickle, diet-unsweetened	Vinegar	

**LIST 1 MILK EXCHANGES—Approximately 12 grams carbohydrate, 8 grams protein, trace fat, 80 Calories per serving.**

Carnation Instant Nonfat Milk (Liquid)—1 cup;	Other—omit 1 fat exchange:	Other—omit 2 fat exchanges:
(Dry)—½ cup	Lowfat milk—1 cup	Whole milk—1 cup
Buttermilk, fat free—1 cup	Yogurt made with lowfat milk—1 cup	Carnation Evaporated Milk—½ cup
Yogurt, plain, made with nonfat milk—1 cup		Buttermilk made from whole milk—1 cup

**LIST 2 VEGETABLE EXCHANGES—Approximately 5 grams carbohydrate, 2 grams protein and 25 Calories per cooked serving—½ cup.**

Anchokes	Carrots	Mushrooms	Tomato or vegetable juice (½ cup)
Asparagus	Cauliflower	Okra	<b>FREE VEGETABLES—</b> The following raw vegetables
Bean sprouts	Celery	Onions	may be eaten as desired
Beans (green or Wax)	Eggplant	Peppers (red or green)	Chicory
Broccoli	Greens: Beet, Chard	Rutabaga	Chinese cabbage
	Collard, Dandelion, Kale,	Sauerkraut	Endive
	Mustard	Summer squash	Escarole
Bean sprouts	Spinach, Turnip	Tomatoes	Cucumbers
Age (all kinds)			Lettuce (all kinds)
			Radishes
			Watercress
			Parsley

**LIST 3 FRUIT EXCHANGES—Approximately 10 grams carbohydrate, 40 Calories per serving. Fruits and juices may be fresh, cooked, dried, frozen or canned WITHOUT SUGAR OR SYRUP.**

Fruits	Cherries—10 large	Mango—½ small	Peach—1 medium	Tangerine—1 medium
Apple—1 small	Dates—2	Melon—Cantaloupe—	Pear—1 small	Juices
Applesauce—½ cup	Figs, fresh—1 large	¼ med. (6" dia.)	Persimmon—1 medium	Apple, pineapple—½ cup
Apricots, fresh—2 medium	Figs, dried—1 small	Honeydew—½ (7" dia.)	Pineapple—½ cup	Grapefruit, orange—
Apricots, dried—4 halves	Fruit cocktail, canned—½ cup	Watermelon—1 cup cubed	Plums—2 medium	½ cup
Bananas—½ small	Grapefruit—½ small	Nectarine—1 small	Prunes, dried—2	Grape, prune—¼ cup
Berries (boysen., rasp., black,	Grapes—12	Orange—1 small	Raisins, dried—2 Tbsp.	
blueberries)—½ cup		Papaya—½ medium	Strawberries—¾ cup	

**LIST 4 STARCH EXCHANGES—Approximately 15 grams carbohydrate, 2 grams protein, 70 Calories per serving.**

Bread: (1 slice)	Cornbread (2" x 2" x 1")—1	Other—Omit 2 fat exchanges:	<b>Starchy Vegetables:</b>
White, wholewheat, rye, raisin,	Pancake, waffle (5" x 1½")—1	Chips, corn or potato—15	Corn—½ cup or 1 small ear
pumpkinseed, French, or Italian	Potatoes, French fried (3")—8	<b>Cereals:</b>	Hominy—½ cup
Bagel—½	Snerbet—¼ cup	Hot cereal—½ cup	Parsnips—¾ cup
Dinner roll—1 (2" dia.)	<b>Crackers:</b>	Dry flakes—¾ cup	Peas, green (canned or froz.)—
English muffin—½	Granam (2½" sq.)—2	Dry puffed—1 cup	½ cup
Bun, Hamb. or hot dog—½	Matzo (4" x 6")—½	Rice or grits, cooked—½ cup	Potatoes, white (1 small)—½ cup
(8 to the pound)	Melba Toast—4	Spaghetti, macaroni, noodles,	Potatoes, sweet or yams—¼ cup
Combread (1½")—1 cube	Oyster (½ cup)—20	other pastas, cooked—½ cup	Pumpkin—¾ cup
Tortilla (6" dia.)—1	Prezels (3½" x 1½")—25		Winter squash, acorn or
Other—Omit 1 fat exchange:	Round, thin—6		butternut—½ cup
Biscuit, muffin (2" dia.)—1	Ry-Krisp—3		Yam or sweet potato—¼ cup
	Saltine—6		

**LIST 5 MEAT EXCHANGES**

<b>Lean Meat:</b> 7 grams protein, 3 grams fat and 55 Calories	Fish: any fresh or frozen—1 oz.	Pork: loin, shoulder, Canadian bacon, boiled ham—1 oz.	Beef: brisket, hamburger, chuck roasts—1 oz.
Beef: baby beef, chipped beef, chuck, flank steak, tenderloin, round, rump—1 oz.	Canned oysters, clams, shrimp—¼ cup	Liver, kidney, sweetbreads—1 oz.	Lamb: breast—1 oz.
Lamb: leg, rib, sirloin, loin, shank, shoulder—1 oz.	Tuna, water-packed—¼ cup	Cream cottage cheese—¼ cup	Pork: spare ribs, loin, ground ham—1 oz.
Veal: Leg, loin—1 oz.	Cottage cheese—¼ cup	Cheese: Mozzarella, ricotta, parmesan, Neufchatel—1 oz.	Veal: breast—1 oz.
Poultry: (without skin) chicken, turkey, cornish hen, psant—1 oz.	Dried beans and peas (omit 1 bread exchange)—½ cup	egg—1	Poultry: goose, duck—1 oz.
	<b>Medium-fat Meat:</b> 7 grams protein, 5 grams fat and 75 Calories	Peanut butter (omit 2 fat exc.)—2 Tbsp.	Cheese: cheddar, Swiss—1 oz.
	Beef: ground round, corned beef, rib eye—1 oz.	<b>High-fat Meat:</b> 7 grams protein, 8 grams fat and 100 Calories	Cold cuts—4½" x ¼" slice
			Frankfurter—1 small

**LIST 6 FAT EXCHANGES—Approximately 5 grams fat, 45 Calories per exchange.**

<b>Unsaturated Fats</b>	Olives 5 small	<b>Saturated Fats</b>	Cream, cheese 1 Tbsp.
Margarine 1 tsp.	Almonds 10 whole	Butter 1 tsp.	Dressings: French 1 Tbsp.
Avocado (4" diameter) ¼	Pecans 2 large whole	Bacon, crisp 1 slice	Mayonnaise 1 tsp.
Oil (corn, safflower, soy,	Peanuts 10 whole	Cream, light (20%) 2 Tbsp.	Roquefort 2 tsp.
sunflower) 1 tsp.	Walnuts 6 small	Cream, sour 2 Tbsp.	1000 Island 2 tsp.

# SODIUM-RESTRICTED DIET PLAN

For \_\_\_\_\_

Date \_\_\_\_\_

## GENERAL INSTRUCTIONS

Your diet plan primarily uses foods which are prepared without salt and stresses the use of foods that are low in natural sodium.

Eat regularly as shown in your basic meal plan.

Select a variety of foods and do not add salt.

Carefully read the labels of all prepared foods. Look not only for salt, but also for bicarbonate of soda (baking soda), baking powder, MSG, and sodium compounds such as sodium benzoate, sodium citrate, etc. Most frozen dinners, instant dinner mixes, sauces, canned foods (except fruits and fruit juices) and prepared foods contain salt unless they are especially prepared for sodium-restricted diets and labeled as such.

Eat only the amount of List II foods (on back) specified in your

basic meal plan. These foods are moderately high in sodium.

Choose a good source of Vitamin C daily. They are citrus fruits, strawberries, broccoli, brussels sprouts, papaya, and cantaloupes.

Choose a good source of Vitamin A every other day. These are dark green or yellow fruits and vegetables.

Water varies in sodium content from one area to another. Check with your local water supplier and if the water in your area contains more than 20 mg. sodium per quart, bottled water should be used. The use of water-softeners may add significant amounts of sodium to the water supply.

Avoid medicines, laxatives, and salt substitutes unless prescribed by physician.

Basic Meal Plan	Sample Menu	Calories	Sodium mg.	Cholesterol mg.	Special Instructions
<b>BREAKFAST</b>	<b>BREAKFAST</b>				<b>FOR WEIGHT CONTROL</b> 1. Follow a regular exercise program as directed by your physician. 2. Avoid the use of wine, beer, or other alcoholic beverages. 3. Use only unsweetened or fresh fruits for desserts; avoid sugar, concentrated sweets, regular jelly and jams, regular soft drinks, etc. Artificial sweetener may be used. 4. Limit breads and cereals to 4 servings per day. 5. Limit margarine and other fats to 4 servings per day. 6. Avoid the use of potatoes or other starchy vegetables (including corn, lima beans, sweet potatoes, dried peas and beans).  <b>SODIUM VARIATIONS</b> 1. To convert diet to 1000mg sodium replace the 4 servings of salt-free bread with regular bread. 2. To convert diet to 2000mg sodium replace salt-free bread with 4 serving regular bread, replace salt-free margarine with regular margarine, and replace salt-free cereal with regular cereal, 3 cup maximum.
1 serving fruit or juice—List I	½ grapefruit	40	1		
1 serving cereal—List I	1 cup Puffed rice cereal (enriched) with	60	tr.		
1 serving nonfat milk—List II	1 cup Carnation Instant Nonfat Milk	80	115.8	5	
1 serving fruit—List I	1 small banana	120	1		
1 serving salt-free bread—List I	1 slice salt-free whole wheat toast	61	5		
1 serving fat—List I	1 tsp. unsalted margarine	34	—		
1 serving sweets—List I	1 tsp. jam	18	0.8		
Beverage	Coffee or tea	2	2		
<b>NOON MEAL</b>	<b>NOON MEAL</b>				
2 oz. cooked fresh meat—List II	2 oz. unsalted roasted chicken (light meat)	95	36	68	
2 servings salt-free bread—List I	2 slices salt-free white bread and	124	5		
1 serving fat—List I	1 tsp. salt-free mayonnaise with	33	—	3	
1 serving vegetable—List I	lettuce (3 small leaves)	2	1		
1 serving fruit—List I	1 box (1½ oz.) raisins	124	12		
1 serving fruit—List I	½ medium apple	40	1		
1 serving nonfat milk—List II	1 cup Carnation Instant Nonfat Milk	80	115.8	5	
<b>EVENING MEAL</b>	<b>EVENING MEAL</b>				
1 serving vegetables—List I	1 cup chopped fresh spinach	14	39		
1 serving vegetables—List I	½ medium tomato	11	1.5		
2 servings fat—List I	2 Tbsp. oil and vinegar dressing	166	1		
1 serving salt-free bread—List I	1 slice salt-free whole wheat bread	61	5		
1 serving fat—List I	1 tsp. unsalted margarine	34	—		
1 serving wine—List I (optional)	7 oz. wine	173	10.2		
4 oz. cooked fresh meat—List II	4 oz. broiled lean steak	234	67.8	103	
1 serving vegetable—List I	1 baked potato	188	6		
2 servings fat—List I	2 Tbsp. sour cream	57	12	16	
1 serving vegetable—List I	6 asparagus spears	18	1		
1 serving vegetable—List I	½ cup cooked rhubarb with sugar	191	2.5		
1 serving dessert—List II	½ cup ice cream	129	42	26	
Beverage	Coffee or Tea	2	2		
<b>BEDTIME</b>	<b>BEDTIME</b>				
1 serving fruit—List I	1 medium orange	64	1		
<b>Total:</b>		<b>2255</b>	<b>487</b>	<b>226</b>	By _____

**LIST I: FOODS WITH LOW SODIUM CONTENT**—These foods may be used as desired unless calories are also restricted.

<p><b>All fruit and fruit juices</b></p> <p><b>All fresh or frozen vegetables except those in LIST II or LIST III</b></p> <p><b>BREAD &amp; CEREALS:</b> Puffed wheat/rice or shredded wheat Most hot, unsalted cereals Salt-free breads Pearl barley, rice, noodles, macaroni, spaghetti Popcorn, unsalted</p>	<p><b>FATS:</b> Sweet butter Unsalted margarine Vegetable oils</p> <p><b>MISC:</b> Vinegar Wines Jams or jellies</p> <p>Herbs and spices which do not contain salt or MSG (monosodium glutamate) Special salt-free foods (read the label to determine milligram level per serving—under 15 mg. per serving foods may be used as desired)</p>	<p>Salt-free mayonnaise Sour cream Nuts, unsalted Honey &amp; syrup Sugar</p>
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**LIST II: FOODS WITH MODERATE SODIUM CONTENT**—These foods must be limited in amounts as specified.

<p><b>MILK:</b> (Whole, Carnation Instant Nonfat, diluted evaporated, skim, low fat)—Limit to 2 cups Daily.</p> <p><b>EGGS:</b> Limit to 1 per day.</p> <p><b>DESSERTS:</b> Limit to one choice per day—serving portion as indicated. Cake—1½ oz. Cookies, assorted—1 oz. Gelatin—½ cup Ice Cream—½ cup Regular cooked puddings such as tapioca, rice, etc.—½ cup Sherbet—½ cup</p>	<p>*Meat/fish/fowl (other than those in List III)—Limit to 6 oz. cooked weight daily.</p> <p><b>VEGETABLES:</b> Limit to one choice per day—½ cup serving only (fresh, frozen or salt-free canned) Beets Beet greens Carrots Chard Dandelion greens Celery</p> <p>Frozen Lima Beans Frozen peas Kale Mustard greens Turnips, white</p>
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\*Fresh crab, lobster, shrimp, scallops, brains, kidneys, and frozen fish which have been flumed in brine contain higher amounts of sodium than other fresh meats. These foods should be chosen infrequently.

**LIST III: FOODS WITH HIGH SODIUM CONTENT**—These foods should be avoided.

<p><b>MILK:</b> Buttermilk</p> <p><b>CHEESE:</b> All excepting special low sodium cheese or low sodium cottage cheese.</p> <p><b>MEATS/FISH/ FOWL:</b> Bacon, ham, frankfurters, sausages, bologna, luncheon meats; canned, salted, dried, smoked or pickled meat, fish or poultry. Herring, caviar, regular canned tuna &amp; salmon, anchovies, sardines and salted cod. Canned crab, shrimp, lobster and oysters. Salt pork, chipped or corned beef, brain, kidney, meats koshered by salting. Regular peanut butter.</p> <p><b>VEGETABLES:</b> Sauerkraut, olives, pickles, regular canned vegetables and canned vegetable juices. Any vegetable prepared in brine.</p> <p><b>FATS:</b> Salted butter or margarine, commercial salad dressings and regular mayonnaise, bacon fat, salted nuts, canned gravies.</p>	<p><b>BREADS &amp; CEREALS:</b> Regular and yeast breads and rolls prepared with salt, dry cereals other than those listed in List I, regular pancakes, muffins, biscuits, cornbread, crackers and mixes. Potato chips, corn chips, pretzels, salted popcorn, etc. Quick cooking cereals if a sodium compound has been added in processing. Cornmeal and self-rising flour.</p> <p><b>SOUPS:</b> All regular canned soups, soup mixes, broth, bouillon, consomme, commercial bouillon cubes, powders or liquids.</p> <p><b>DESSERTS:</b> Instant puddings, pie crust unless prepared without salt, desserts in excess of the amount allowed in List II.</p> <p><b>BEVERAGES:</b> Dutch process cocoa, soft drinks or beer which have been bottled in areas with high sodium content in their water supplies.</p> <p><b>CONDIMENTS:</b> Salt, seasonings which contain salt or monosodium glutamate, worcestershire sauce, soy sauce, meat tenderizers, regular catsup, chili sauce, barbecue sauce, horseradish sauce, etc. Pickles, relishes and olives.</p>
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# HIGH PROTEIN, LOW CARBOHYDRATE PLAN FOR SPONTANEOUS HYPOGLYCEMIA

For \_\_\_\_\_

Date \_\_\_\_\_

**GENERAL INSTRUCTIONS:** The spontaneous hypoglycemia diet is divided into three stages. Follow Stage 1 carefully for about a week or as directed by your physician. Then proceed to Stage 2. Stage 3 is flexible and allows experimentation with some foods omitted entirely on Stages 1 and 2. Your doctor will tell you when to proceed to Stage 3.

Foods from List A (reverse side) may be eaten in quantities as desired to maintain weight during all 3 stages. Quantities of these foods are suggested in the sample menu to insure sufficient calories to prevent weight loss, but these portions may be exceeded if desired and allowed by your physician. Foods in List B must be limited to amounts indicated. All List C foods are excluded during Stages 1 and 2 and added sparingly in Stage 3. Progression to Stages 2 and 3 will require a decrease in some fats in the Basic Meal Plan to maintain a constant caloric intake.

Eat regularly as outlined in the Basic Meal Plan. Consuming food between meals reduces the amount of carbohydrate eaten at any one time and thus minimizes its effect upon the carbohydrate-sensitive person. Eat a variety of foods from Lists A and B for a well-balanced diet. Choose a source of Vitamin C daily. Good sources are marked (\*\*), fair sources (\*) (reverse side). Select a dark green or yellow fruit or vegetable every other day for Vitamin A.

Initially, it may be necessary to limit exercise or periods of strenuous activity to one hour or less per day. Prolonged periods of physical or emotional stress heighten the symptoms of hypoglycemia, and when such occasions are unavoidable, strict attention must be given to diet restrictions. During these periods it may be necessary to revert to Stage 1. As your condition improves or stabilizes, normal activity can be resumed.

Basic Meal Plan Stage 1	Sample Menu	Special Instructions
<b>BREAKFAST</b> eggs (List A) fats (List A) meats (List A) ½ serving breads and cereals (List B) fats (List A) sweets (List A) beverages (List A)	<b>BREAKFAST</b> 2 eggs scrambled in 2 tsp. margarine 4 slices bacon ½ slice wheat toast with 1 tsp. margarine 1 tsp. dietetic jelly optional	
<b>MID MORNING</b> 1 serving milk (List B)	<b>MID MORNING</b> 1 cup Carnation Instant Nonfat Milk	
<b>NOON MEAL</b> meats (List A) fats (List A) vegetables (List A) vegetables (List A) ½ serving breads & cereals (List B) fats (List A) 1 serving fruits (List B) beverages (List A)	<b>NOON MEAL</b> 5 oz. tuna (minimum), water packed 2 Tbsp. mayonnaise ½ stalk celery, diced 1 cup shredded lettuce 5 cheese crackers (small, thin) with 1 tsp. margarine 1 small fresh orange optional	
<b>MID AFTERNOON</b> 1 serving miscellaneous (List B)	<b>MID AFTERNOON</b> 2 oz. peanuts or any food from List A	
<b>NIGHT MEAL</b> vegetables (List A) fats (List A) meats (List A) 1 serving vegetables (List B) vegetables (List A) fats (List A) ½ serving breads & cereals (List B) fats (List A) desserts (List A)	<b>NIGHT MEAL</b> 1 cup fresh spinach salad 1 Tbsp. Italian dressing 3 oz. broiled pork loin ½ cup cooked peas 6 asparagus spears 2 tsp. margarine (served on vegetables) ½ slice Italian garlic bread with 1 tsp. margarine ½ cup diet gelatin	
<b>BEDTIME</b> 1 serving milk (List B) ½ serving breads & cereals (List B) cheese (List A)	<b>BEDTIME</b> 1 cup Carnation Instant Nonfat Milk 2 saltine crackers 2 oz. cheddar cheese	

By \_\_\_\_\_

**Stage 2:** Add ½ serving breads and cereals per meal (breakfast, noon and night) and ½ serving breads and cereals either as a mid-morning or mid-afternoon snack (List B). Add 1 serving fruit per day from List B and decrease fat intake.

**Stage 3:** In addition to Stage 2 increases, add 1 serving breads and cereals (List B), 1 small serving (½ cup) vegetables and 1 small serving dessert from List C. Add 1 serving milk per day (List B). Adjust caloric intake by decreasing some fats. Be careful to spread out these carbohydrate increases throughout the day and not overload any one meal with them. In Stage 3 small amounts of dry wine or alcohol without sweetened mixes may be added if allowed by physician.

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**FOODS PERMITTED LIST A**

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<b>Eggs</b>	Poached, scrambled, soft or hard boiled, baked, fried, omelets or souffles made from other allowed foods.
<b>Cheese</b>	All excepting whey cheese such as Mysost.
<b>Meats</b>	All meats, fish, and poultry.
<b>Vegetables</b>	Asparagus, bean sprouts, green or wax beans, **broccoli, **brussels sprouts, *cabbage, cauliflower, celery, chicory, cucumbers, escarole, eggplant, greens (beet, chard, *collard, dandelion, *kale, *mustard, *spinach, *turnip), lettuce, mushrooms, okra, *peppers (red or green), radishes, sauerkraut, summer squash, *tomatoes, watercress.
<b>Soups</b>	Broth, bouillon, consomme, broth-type soups containing allowed vegetables & meats.
<b>Desserts</b>	Plain gelatin or artificially-sweetened gelatin.
<b>Sweets</b>	Artificially-sweetened jelly, sugar substitute.
<b>Fats</b>	Butter, margarine, mayonnaise, heavy cream, bacon, salad dressings, oil, shortening.
<b>Beverages</b>	Artificially-sweetened carbonated drinks, coffee substitute, *tomato juice or other vegetable-base juices.
<b>Miscellaneous</b>	Dill pickles, olives, hollandaise sauce, béarnaise sauce, butter sauces and other sauces not thickened with flour or cornstarch, herbs, spices, flavorings, lemon, mustard, horseradish, vinegar, au jus.

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**FOODS PERMITTED IN LIMITED AMOUNTS LIST B**

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<b>Milk</b>	Carnation Instant Nonfat Milk, whole milk, buttermilk, plain yogurt, Carnation Evaporated Milk, ½ and ½. (See reverse side Stages 1-3 for number of servings allowed.)
<b>Cheese</b>	Cottage cheese (Limits to ½ cup per day).
<b>Vegetables</b>	Artichokes, beets, carrots, onions, peas (green), pumpkin, rutabaga, winter squash, turnips. (Limit to ½ cup serving per day.)
<b>Fruits</b>	Fresh fruits or canned unsweetened fruits. Approximately ½ cup equals 1 serving. (See reverse side Stages 1-3 for number of servings allowed.) **Good sources of Vitamin C include strawberries, grapefruit, cantaloupe, oranges, and papayas. *Raspberries, honeydew melons, watermelons and tangerines are fair sources of Vitamin C.
<b>Breads &amp; Cereals</b>	Bread (1 slice), bagel, (½), biscuit or muffin (1-2" dia.), hamburger or hot dog buns (½ bun in 8 per pound package), cornbread (1½" cube), graham crackers (2), melba toast (4), oyster crackers (20), saltine crackers (4), thin round crackers (6), Ry-krisp (3), tortilla (1-6" dia.), hot cereal (½ c.), dry flaked cereal (¾ cup), dry puffed cereal (1½ cups), rice or grits, cooked (½ cup), spaghetti, macaroni, noodles, other pastas, cooked (½ cup), popcorn, popped (1 cup). Amounts listed indicate one serving. (See reverse side Stages 1-3 for number of servings allowed.)
<b>Desserts</b>	Artificially-sweetened pudding or custard. (Milk allowance must be calculated.)
<b>Sweets</b>	Dietetic syrup (limit to 4 tbsp. per day).
<b>Beverages</b>	Fruit juices without added sugar may be substituted for fruit allowance. (See reverse side Stages 1-3 for number of servings allowed.)
<b>Miscellaneous</b>	Gravies, cream sauces, cheese sauces, and other sauces containing flour, milk, or cornstarch. (Limit—4 tbsp. per day), nuts (Limit—2 ounces per day), catsup (Limit—1 tbsp. per day).

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**FOODS TO AVOID LIST C**

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<b>Cheese</b>	Whey cheeses.
<b>Meats</b>	Vegetable protein meat substitutes.
<b>Vegetables</b>	Corn, dry peas or beans (lima, navy, kidney, blackeyed, split peas, etc.), baked beans, hominy, parsnips, white potatoes, sweet potatoes, yams.
<b>Fruits</b>	All fruits canned in sugar syrup, fruit sweetened with sugar or honey.
<b>Soups</b>	Cream soups containing vegetables and cereals not allowed.
<b>Breads &amp; Cereals</b>	Pancakes, waffles, sweet rolls, coffee cake, doughnuts.
<b>Desserts</b>	Sweetened gelatin, custards and puddings except dietetic, ice cream, sherbet, pie, pastries, candies, chocolate, cake and cookies.
<b>Sweets</b>	Jelly, sugar, honey, molasses, candy, coconut.
<b>Beverages</b>	Alcohol, regularly sweetened carbonated drinks, regularly sweetened fruit punches, coffee, tea.
<b>Miscellaneous</b>	Sweet pickles.

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For \_\_\_\_\_

Date \_\_\_\_\_

### GENERAL INSTRUCTIONS

The bland diet is a flexible diet which can be adjusted to your food likes and dislikes. Its principles are:

- Eat slowly and chew well.
- Eat meals at the same hour each day.
- Eat small meals at frequent intervals, never skip meals.
- If possible, relax a few minutes before and after each meal.
- Eat protein-rich foods because they buffer stomach acid. Milk and Carnation Instant Breakfast are excellent sources, along with meats, fish, poultry, eggs, cheese and peanut butter.
- Avoid all foods with rough skins, seeds or rough fiber. Avoid fried or highly seasoned foods, black pepper, chili powder, cloves, mustard seed, nutmeg, caffeine, cocoa, coffee, tea,

and alcohol. Other spices, seasonings, and beverages may be tried in moderate amounts.

- Avoid extremely hot or cold foods.
- Include a citrus juice or fruit daily for Vitamin C, but be sure to sip juices throughout the meal so that they are well mixed with other foods.
- Choose a good source of Vitamin A every other day. These are dark green or yellow fruits and vegetables.
- If your normal activities are restricted or limited due to existing conditions, it may be desirable to lower caloric intake initially and increase intake gradually as conditions and activity improve. Body weight should be monitored on a regular basis.

Basic Meal Plan	Sample Menu	Calories	Special Instructions
<b>BREAKFAST</b> 1 serving fruit 1 serving eggs 1 serving bread 1 serving fat 1 serving sweets 1 serving milk beverage Beverage (optional)	<b>BREAKFAST</b> ½ grapefruit 1 poached egg 1 slice white toast 1 tsp. margarine ½ Tbsp. jelly *CIB mixed with 8 oz. Nonfat milk or see special instructions Decaffeinated coffee	40 72 63 34 24 210 2	<b>Adjustment to Sample Menu</b> (use milk beverage as checked below) 1. <input type="checkbox"/> Use CIB prepared with Whole Milk. 2. <input type="checkbox"/> Use Whole Milk only. 3. <input type="checkbox"/> Use Carnation Instant Nonfat Milk only.
<b>MID-MORNING</b> 1 small serving bread 1 small serving meat or substitute 1 serving milk beverage	<b>MID-MORNING</b> 1 (whole) graham cracker 1 Tbsp. peanut butter 1 cup Carnation Instant Nonfat Milk	55 186 80	
<b>NOON MEAL</b> 1 serving cheese 1 small serving fruit or vegetable 1 small serving bread 1 serving soup ½ serving milk beverage	<b>NOON MEAL</b> ½ cup creamed cottage cheese ¼ cup canned cherries packed in water 2 saltine crackers 1 cup cream of chicken soup (made with milk) ½ cup Carnation Instant Nonfat Milk	111 32 24 179 40	
<b>MID-AFTERNOON</b> 1 small serving dessert ½ serving milk beverage	<b>MID-AFTERNOON</b> ½ cup pudding made with milk, cooked ½ cup Carnation Instant Nonfat Milk	170 40	
<b>EVENING MEAL</b> 1 small serving meat or substitute ½ small serving potato, rice, or noodles 2 servings fat 2 small servings vegetables Beverage (optional) 1 small serving dessert (optional)	<b>EVENING MEAL</b> 3 oz. broiled steak ½ cup mashed potatoes (made with milk) 2 tsp. margarine ¼ cup cooked carrots ¼ cup cooked green beans Decaffeinated coffee 1 small fruited gelatin salad	176 68 68 11 8 2 80	
<b>BEDTIME</b> 1 serving milk beverage 1 serving cheese 1 small serving bread	<b>BEDTIME</b> *CIB mixed with 8 oz. nonfat milk or see special instructions 1 slice cheddar cheese 4 saltine crackers	210 96 46	
<b>Total:</b>		<b>2129</b>	

\*Carnation Instant Breakfast. You may use any flavor

**FOODS PERMITTED**

**FOODS TO OMIT**

<b>MILK</b>	Whole Milk, Carnation Instant Nonfat Milk, Carnation Evaporated Milk, Carnation Instant Malted Milk, Half and Half, Buttermilk, and Carnation Instant Breakfast.	None
<b>EGGS</b>	Poached, scrambled, soft or hard cooked, baked, creamed, plain omelet or souffle.	Fried
<b>CHEESE</b>	Plain, mild-flavored, such as American, cottage, cream.	Cheese with added spices, nuts, or relishes
<b>MEATS</b>	Very tender beef, veal, lamb, fresh pork, liver, poultry or fish which has been broiled, roasted, boiled or steamed. Crisp bacon.	Bologna, luncheon meat, sausage, frankfurters, ham and all pickled, salted and smoked meats. Rich gravies and sauces. Fatty meats and all fried meats, fried fowl or fried fish.
<b>VEGETABLES</b>	Cooked tender asparagus tips, beets, carrots, green or waxed beans, mushrooms, pumpkin, green peas, white or sweet potato, spinach, summer or winter squashes. Vegetables may be creamed, escaloped, or served in cream soups or gelatin salads. Mild-flavored vegetable juices.	All raw vegetables. Skins of potato. All other cooked vegetables not listed in "Foods Permitted." Avoid gas forming vegetables such as cabbage, broccoli, cauliflower, brussels sprouts, garlic, onion, dried beans, or peas. Pickles and olives. Pickled vegetables.
<b>FRUITS</b>	Canned or cooked applesauce, cherries, peeled apricots, peaches or pears. Baked apple without skin. Fresh ripe banana and avocado. All fruit juices. Other pureed fruits.	All other fruits except those listed in "Foods Permitted." Avoid figs, raisins, pineapple, berries, melon, fruits with coarse skins or seeds. Spiced or pickled fruits.
<b>SOUPS</b>	Cream soups made with foods permitted. Oyster stew.	Broth, bouillon, consomme, commercial creamed soups which are highly seasoned. Any soup with a meat broth base.
<b>BREADS &amp; CEREALS</b>	Plain white and wheat bread. Refined cooked cereals such as cream of wheat, cream of rice, farina, oatmeal; refined dry cereals such as puffed wheat, cornflakes. Crisp waffles. Spaghetti, rice, noodles, macaroni. Saltine, graham, soda or plain crackers.	Whole grain cereals, breads and crackers. Pancakes and hot breads. Omit breads and cereals with seeds, nuts or raisins.
<b>DESSERTS</b>	Jello, gelatine, custard, plain pudding. Plain cake, cookies, pound cake, sponge cake, angel food cake, ice cream, sherbet.	All rich foods as pies, pastries, candies, chocolate, any with fruits not recommended, coconut or nuts.
<b>SWEETS</b>	Jelly, sugar, syrup, honey, marshmallows and molasses. Gum drops and fruit flavored hard candy.	Chewing gum, chocolates, candy made with fruit not recommended, coconut or nuts. Jam.
<b>FATS</b>	Butter, margarine, mayonnaise, mild salad dressings, salad oil, cream, and smooth peanut butter.	Spicy seasoned dressings, nuts, rich gravies and sauces. crunchy peanut butter.
<b>BEVERAGES</b>	Any noncarbonated, nonalcoholic. Coffee substitute, decaffeinated coffee, postum.	Coffee, tea, alcoholic and carbonated beverages (unless approved by physician).
<b>SPICES</b>	Cinnamon, salt, sugar, mace, parsley and paprika. Flavorings and extracts.	All other spices.

# HIGH PROTEIN DIET PLAN

For \_\_\_\_\_ Date \_\_\_\_\_

## GENERAL INSTRUCTIONS

The protein content of the Sample Menu has been adjusted to approximately 150 grams per day. Daily protein requirements normally range from 44 to 78 grams.

The principles of the High Protein Diet are as follows:

Eat regularly—do not omit a meal.

Exercise regularly and monitor your weight.

Vary the sample menu by choosing different foods as offered in the indicated substitution lists on the back of the diet.

Choose a good source of Vitamin C daily. They are citrus fruits, strawberries, broccoli, brussels sprouts, papaya, and cantaloupe.

Choose a good source of Vitamin A every other day. These are dark green or yellow fruits and vegetables.

Patients on a high protein diet should pay special attention to maintaining a high level of calcium and magnesium in their diet. Good sources of calcium include dairy products, green leafy vegetables, legumes and nuts. Good sources of magnesium include nuts, soybeans, cocoa, seafood, whole grains, dried beans and peas.

Basic Meal Plan	Sample Menu	Calories	Cholesterol mg.	Special Instructions
<b>BREAKFAST</b>	<b>BREAKFAST</b>			<input type="checkbox"/> Calories may be reduced by following the suggestions on the reverse side. <input type="checkbox"/> Cholesterol may be lowered by following the suggestions on the reverse side.
Fruits	½ cup orange juice	56		
Meat/eggs/cheese	1 med. poached egg	72	222	
Fats	2 strips bacon	91	13	
Breads and cereals	1 cup bran flakes	106		
Milk beverage	1 cup Carnation Nonfat Milk	80	5	
Sweets (optional)	1 tsp. sugar	15		
Beverage	Coffee or tea	2		
<b>MID-MORNING</b>	<b>MID-MORNING</b>			
Milk beverage	1 cup CIB* with nonfat milk	210	10	
<b>NOON</b>	<b>NOON</b>			
Meat/eggs/cheese	2 oz. cheddar cheese	223	56	
Meat/eggs/cheese	3 oz. grilled hamburger patty (lean)	243	80	
Breads and cereals	1 hamburger bun	81		
Vegetable/fruit	3 slices tomato on a lettuce leaf	11		
Fats	2 tsp. mayonnaise	67	6	
Vegetable/fruit	French fries (10)	137		
Beverage	Coffee or tea	2		
<b>MID-AFTERNOON</b>	<b>MID-AFTERNOON</b>			
Milk beverage	1 cup CIB* with nonfat milk	210	10	
<b>DINNER</b>	<b>DINNER</b>			
Salad—vegetable/fruit	Fresh salad made with ½ cup lettuce, ½ cup spinach	9		
Fats	1 Tbsp. Italian dressing	83		
Meats/eggs/cheese	5 oz. broiled halibut garnished with lemon wedge	244	90	
Starchy vegetable	½ cup steamed rice	112		
Vegetable/fruit	½ cup broccoli	33		
Fats	2 tsp. margarine	68		
Breads/cereals	1 hard roll	78		
Fats	1 tsp. margarine	34		
Dessert	½ cup sweetened rhubarb	190		
Beverage	Coffee or tea	2		
<b>BED-TIME</b>	<b>BED-TIME</b>			
Milk beverage	1 cup CIB* with nonfat milk	210	10	
CIB*—Carnation Instant Breakfast (any flavor)		total: 2669	502 mg.	By _____

**General Instructions:** Eat regularly as indicated on your sample menu. The protein in this diet has been adjusted to approximately 150 grams (daily protein requirement is normally 44-78 grams per day). Foods which increase protein are meat, milk, fish, poultry, cheese, eggs, and CIB. Plan to consume these foods in the quantities indicated in your sample menu so that the total food intake contains at least 3 cups Carnation Instant Breakfast, 1 cup nonfat milk, and 9 oz. of cooked meat, fish, fowl, or cheese each day. Breads, cereals, fruits, vegetables, fats and sweets may be added to provide extra calories and balance meals. Noon and evening basic meal plans may be interchanged when desired.

### SUBSTITUTION LISTS

**Milk group:** Approximately 8 grams protein per 8 oz.\*  
 Nonfat, lowfat, or whole milk  
 Carnation Instant Nonfat milk, reconstituted

Buttermilk  
 Yogurt, plain

\*CIB with 8 oz. milk provides 15 grams protein.

**Meat/Eggs/Cheese group:** Approximately 7 grams protein per measure listed.

Beef, lamb, pork, veal, poultry, fish—1 oz.  
 Canned salmon, tuna, mackerel, crab, lobster— $\frac{1}{4}$  cup  
 Clams, oysters, scallops, shrimp—1 oz.  
 Dried beans and peas, lentils— $\frac{1}{2}$  cup

Sardines, drained—3  
 Egg—1  
 Cheese, aged & processed—1 oz.  
 Cottage cheese— $\frac{1}{4}$  cup  
 Peanut butter—2 Tbsp.

**Breads, Cereals, & Starchy Vegetables Group:** Approximately 2 grams protein per measure listed.

**Bread:** White, wheat, rye, raisin, pumpernickel,  
 French, Italian—1 slice  
 Bagel, English muffin— $\frac{1}{2}$   
 Bun, hamburger, hotdog— $\frac{1}{2}$   
 Hard roll (2")—1  
 Muffin, biscuit (2")—1  
 Pancake, waffle (4")—1

**Cereals:** Hot cereal— $\frac{1}{2}$  cup  
 Dry flakes— $\frac{2}{3}$  cup  
 Dry puffed— $\frac{1}{2}$  cup  
 Rice or grits, cooked— $\frac{1}{2}$  cup  
 Pasta, cooked— $\frac{1}{2}$  cup  
 Popcorn, popped—3 cups  
 Wheat germ— $\frac{1}{4}$  cup

**Crackers:** Graham (2 $\frac{1}{2}$ " sq.)—2  
 Matzoh (4" x 6")— $\frac{1}{2}$   
 Melba toast—4  
 Oyster— $\frac{1}{2}$  cup  
 Pretzels (3 $\frac{1}{4}$ "")—25  
 Round, thin—6  
 Ry-Krisp—3  
 Saltines—6  
 Soda (2 $\frac{1}{2}$ "")—4

**Starchy Vegetables:**  
 Corn— $\frac{1}{3}$  cup or  $\frac{1}{2}$  med. ear  
 Hominy— $\frac{1}{2}$  cup  
 Parsnips— $\frac{2}{3}$  cup  
 Peas, green— $\frac{1}{2}$  cup  
 Potatoes, white— $\frac{1}{2}$  cup  
 Potatoes, sweet— $\frac{1}{4}$  cup  
 Pumpkin— $\frac{1}{4}$  cup  
 Winter squash— $\frac{1}{2}$  cup

**Vegetable group:**

Approximately 2 grams protein per  $\frac{1}{2}$  cup cooked or 1 cup raw. All vegetables are included in this group except those listed under Starchy Vegetables. Leafy green vegetables may contain less than 2 grams protein per above serving.

**Fruit group:** Contains less than 1 gram protein per average serving.

**Fat group:** The following foods are included in the fat group due to their high fat content. They contain varying amounts of protein.

Butter, margarine, oil, fats—zero protein  
 Salad dressings—negligible protein  
 Bacon (1 slice, 20/lb.)—2 grams  
 Cream, sour or light (2 Tbsp.)—1 gram  
 Cream, heavy (2 Tbsp.)—less than 1 gram  
 Cream cheese (1 Tbsp.)—1 gram

**Nuts:** Peanuts (1 oz.)—7 grams  
 Pecans (1 oz.)—3 grams  
 Walnuts, almonds, cashews (1 oz.)—5 grams

### Special Instructions:

Calories may be adjusted with the following foods:  
 sugar—1 Tbsp. - 45 calories  
 bread—1 slice - 65 calories  
 butter, margarine, mayonnaise—1 tsp. - 34 calories

Cholesterol may be lowered by the reduction or elimination of the following foods:

1 med. egg yolk - 222 mg. cholesterol  
 3 oz. heart - 233 mg.  
 3 oz. liver - 372 mg.  
 3 oz. shrimp - 128 mg.  
 3 oz. sardines - 119 mg.  
 3 oz. lamb - 83 mg.  
 Also brains, chicken gizzards, kidneys, and sweetbreads.



# Multnomah County Sheriff's Office

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

APPENDIX E

FRED B. PEARCE  
SHERIFF

(503) 255-3600

MULTNOMAH COUNTY DETENTION CENTER

SPECIAL ORDER

87 - 39

NOVEMBER 16, 1987

NOTE: In the  
process of  
being updated  
11/11/88 JH

SUBJECT: MCDC FACILITY ACCESS  
EFFECTIVE: NOVEMBER 18, 1987  
REVIEW: NOVEMBER 18, 1988

- I. This order rescinds Multnomah County Detention Center Special Orders 84-19, 84-24 and 85-04.
- II. The purpose of this order is to enhance MCDC facility security and to provide improved controls and safeguards against unauthorized access of personnel, visitors, and contraband into the secured jail areas.
- III. For the purpose of this order, all personnel entering the MCDC shall be divided into two (2) categories, defined as follows:
  - A. Assigned staff: Official members of the MCSO Corrections Division and other civilian personnel that require access to staff locker rooms and/or the shift commanders' office, and have been issued official I.D. cards and facility key cards.
    1. MCSO Corrections Officers
    2. MCSO Corrections Administration
    3. Assigned Corrections Medical staff
    4. Facility maintenance staff (due to assigned job responsibilities)
    5. Pre-trial Release Officers
    6. PPB I.D. Technicians
    7. Program Staff
    8. Public Safety Aides (PSA's)
    9. Property Room/Commissary personnel
    10. Designated Chaplains

11. Court Bailiffs
  12. MCSO Deputies (Court Guards)
  13. Corrections Records staff
- B. Authorized Visitors: Civilian service personnel having occasional and/or scheduled limited access to the MCDC and identified by a current access authorization file.
1. Service America supervisors and staff
  2. Contract medical staff
  3. Aguila/Burnside Project representative
  4. Student assistants (Recog, etc.)
  5. Contract maintenance staff
  6. Authorized tour groups
- IV. Identification of Personnel Authorized Access
- A. All persons authorized to enter the MCDC jail facility shall be identified by an official identification card issued by MCSO (ID technicians may use PPB identification).
- V. Authorized access routes to and from the MCDC jail facility shall be identified and restricted as follows:
- A. PSA Lobby/2H-1 door access shall be used by all authorized visitors, as defined in Section III.B. Facilities Management assigned staff may also access this door.
  - B. Madison Street and lobby key card/2H-3 door access shall be restricted to assigned staff only.
  - C. Reception level delivery access shall be restricted to all persons, except for staff whose assigned duties require such access.
- VI. Access/Admittance procedures into the MCDC
- A. The Master Control Center is responsible to monitor, control, and authorize or deny admittance and departure to/from the MCDC jail facility after the front desk (PSA) completes an initial screening.

1. All authorized visitors (described in Section III, Paragraph B) shall be required to sign in/out on the log book, located across from Master Control, when entering/leaving the MCDC jail facility.
2. Master Control shall be responsible for ensuring that all authorized visitors entering the secured area of the facility sign the log book.
3. Staff shall not be allowed to carry any handbags, briefcases, tote bags, backpacks, or other such packages into the secure area of the facility (females may carry small clutch style purses). Facilities Management assigned staff shall be allowed to carry tools and use service carts for the performance of their jobs.
4. Corrections Health, Service America supervisors, counselors, educational instructors and Sheriff's Office management staff will be allowed to bring briefcases into the jail security perimeter as needed to perform their work functions.
5. Personnel excepted by Paragraph 4 above shall secure any personal items allowed by this order under lock and key in their work area.
6. All personnel entering the jail security area, including those listed in Paragraph 4 above, are requested to limit the personal items brought into the jail by leaving unnecessary items at home or securing items in provided lockers, or vehicles, etc.
7. Attorneys and other visiting officials, i.e. psychiatrists, etc., will be allowed to take only the file(s) and/or material(s) pertinent to the individual case for which they are visiting. This includes both contact and non-contact visiting rooms. Briefcases of these visitors will not be allowed beyond the PSA Public Desk and shall be secured in the public lockers prior to the visits being authorized. Exceptions shall be documented in the Public Desk log by the Public Safety Aide searching the briefcase.
8. Family and friends of inmates who enter the facility to visit shall be required to prove who they are prior to being allowed to visit an inmate. Identification sufficient to prove who the visitor is will be adequate.
9. Due to the many responsibilities of the Master Control Center, such activity (exits and re-entry) should be restricted to reasons of absolute necessity only.

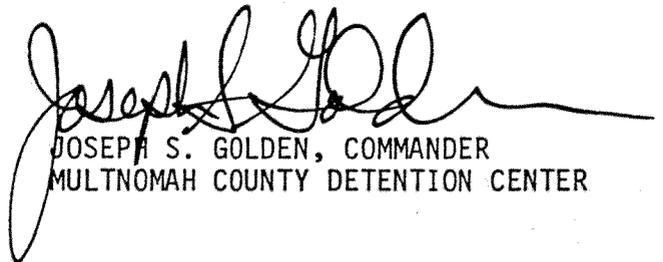
- VII. Searches: All persons entering or within the secure area of the facility may be subject to a search of their clothing or person and must pass through a metal detector prior to entering the facility through the PSA Second Floor Reception area.
- A. Such searches may include:
    - 1. pat down search
    - 2. Skin or strip search (when a pat down search provides reasonable belief for a more thorough search).
  - B. Such searches shall be performed by an MCSO Corrections Officer of the same sex.
  - C. Searches shall be performed in such a manner as to safeguard the dignity of the person being searched.

VIII. Contraband

- A. Contraband is defined for inmates within the facility as "any items or articles possessed by an inmate or found within the facility not issued, sold or approved for possession by Division regulations and policies. Authorized items are considered contraband when found altered or in excess, or in possession of an inmate who is not the rightful owner.
- B. Supplying contraband is a Class C Felony. A person commits the crime of supplying contraband if the person knowingly introduces any contraband into a correctional facility, juvenile facility or state hospital (ORS 162.185).
- C. The following items/articles are prohibited inside of the facility:
  - 1. Narcotics of any kind (including alcohol).
  - 2. Narcotic paraphernalia (i.e. pipes, syringes, etc.).
  - 3. Metal or glass containers (i.e. pop cans or bottles, perfume bottles, etc.).
  - 4. weapons (hand guns, knives, etc.).
  - 5. Chemical weapons.
  - 6. Any sharp items, such as: fingernail clippers or files, long pointed combs.

IX. Failure to Comply

- A. Any person refusing or failing to comply to the prescribed admittance procedures and checkout procedure shall be denied admittance to the MCDC and shall have their access authorization suspended until a review of the non-compliance is completed.
- B. An information/follow-up report regarding the reasons for denial of admittance shall be prepared by the officer denying access and shall be turned into the Shift Commander as soon as possible.
- C. Such reports shall include:
  1. Name/identification of person denied access to the MCDC.
  2. Organization represented or name of person's employer or supervisor.
  3. Statement of facts regarding the person's behavior, refusal, or failure to comply to the admittance procedure.
  4. The report(s) shall be reviewed by the MCDC Facility Commander and/or the Chief of Corrections for disposition.



JOSEPH S. GOLDEN, COMMANDER  
MULTNOMAH COUNTY DETENTION CENTER

JSG/vp/6421a

DISTRIBUTION:  
D



MONDAY WEEK 1

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MONDAY WEEK 1

Work Order: 1  
 Age: 35  
 Height: 70  
 Weight: 154

Date: 10/01/84  
 Day: 1  
 Consultant: ROBIN RICE, RD

Sex: MALE

FOOD DESCRIPTION	AMT	ENERGY	PRO	FAT	CARBO	FIBER	CHO	IRON	SODIUM	CAL	PHOS	VIT	THIA	RIBO	VIT	POTAS	ZINC	NIA	VIT	VIT	FOL	
	EATEN		TEIN		HYDRA		LESTR			CIUM	PHOR	A	MINE	FLVN	C	SIUM		CIN	B6	B12	ACIN	
	GM	KCAL	GM	GM	GM	GM	MG	MG	MG	MG	MG	IU	MG	MG	MG	MG	MG	MG	MG	MG	MG	
OATMEAL, COOKED	150	83	3.0	1.5	14.6	4.1	0	0.9	327	14	86	0	0.12	0.83	0	92	0.00	0.2	0	0.00	50	
MILK, WHOLE, 3.3% FAT, FLUID	244	149	8.0	8.1	11.4	0.0	34	0.1	120	290	227	387	0.09	0.40	2	371	0.93	0.2	102	0.87	12	
FRENCH TOAST/SLICE	234	379	17.3	12.4	48.4	0.2	367	3.3	931	197	264	447	0.28	0.47	0	281	1.26	1.9	115	1.31	47	
SYRUP, MAPLE	57	143	0.0	0.0	36.9	0.0	0	0.7	6	59	5	0	0.07	0.03	0	100	0.00	0.1	0	0.00	0	
BUTTER, REGULAR	43	305	0.4	34.5	0.0	0.0	93	0.1	351	10	10	1300	0.00	0.01	0	11	0.02	0.0	1	-0.00	1	
COFFEE	240	2	0.0	0.0	0.0	0.0	0	0.2	2	5	10	0	0.00	0.00	0	86	0.07	0.7	0	0.00	0	
SUGAR	13	48	0.0	0.0	12.4	0.0	0	0.0	0	0	0	0	0.00	0.00	0	0	0.01	0.0	0	0.00	0	
ROAST BEEF, ROASTED, LEAN/OZ	85	205	24.0	11.4	0.0	0.0	77	3.1	51	10	218	17	0.06	0.18	0	315	4.93	4.3	442	1.27	3	
WHITE BREAD/SLICE	50	135	4.4	1.6	25.2	0.1	2	1.2	254	35	44	0	0.13	0.09	0	43	0.00	1.2	0	0.00	0	
GRAVY, BROWN	136	91	0.0	7.3	5.6	0.0	0	0.3	224	3	7	0	0.03	0.01	0	8	0.05	0.3	4	0.00	0	
WASHED POTATOES	105	101	2.1	3.0	15.1	0.2	14	0.5	269	34	55	115	0.04	0.05	3	304	0.00	0.7	0	0.00	0	
CHEESE, COTTAGE, LARGE CURD, REG PACKAGED	122	126	15.3	5.5	3.3	0.0	10	0.4	281	115	186	208	0.04	0.31	0	104	0.00	0.1	49	1.22	38	
PEAR, RAW, WITH SKIN, MEDIUM/EACH	81	49	0.6	0.3	12.4	1.9	0	0.2	2	6	9	16	0.02	0.03	3	105	0.00	0.1	14	0.00	2	
WHITE BREAD/SLICE	25	67	2.2	0.8	12.6	0.1	1	0.6	127	18	22	0	0.06	0.04	0	21	0.00	0.6	0	0.00	0	
BUTTER, REGULAR	57	407	0.5	46.0	0.0	0.0	124	0.1	468	14	13	1734	0.00	0.02	0	15	0.03	0.0	2	-0.00	2	
MILK, WHOLE, 3.3% FAT, FLUID	244	149	8.0	8.1	11.4	0.0	34	0.1	120	290	227	387	0.09	0.40	2	371	0.93	0.2	102	0.87	12	
SUGAR	0	32	0.0	0.0	8.3	0.0	0	0.0	0	0	0	0	0.00	0.00	0	0	0.01	0.0	0	0.00	0	
STEW, BEEF AND VEGETABLE, HOMEMADE	283	252	18.1	12.2	17.6	1.1	74	3.4	105	34	213	2778	0.17	0.20	20	709	0.00	5.4	0	0.00	0	
CRACKERS, SALTINE/EACH	11	51	1.0	1.0	0.2	0.0	0	0.5	172	18	10	0	0.06	0.05	0	20	0.06	0.4	0	0.00	0	
GREEN SALAD	57	7	0.5	0.1	1.6	0.9	0	0.3	5	11	12	187	0.03	0.03	3	99	0.23	0.2	31	0.00	12	
THOUSAND ISLAND DRESSING, COMM	57	214	0.5	20.2	8.6	1.1	-0	0.3	397	6	10	181	-0.00	-0.00	-0	64	0.06	-0.0	-0	-0.00	-0	
APPLE CRISP, FSC MANAGEMENT/PIECE	85	166	1.2	6.3	27.6	2.0	0	0.9	72	18	29	278	0.06	0.03	2	120	0.21	0.3	26	0.00	6	
WHITE BREAD/SLICE	50	135	4.4	1.6	25.2	0.1	2	1.2	254	35	44	0	0.13	0.09	0	43	0.00	1.2	0	0.00	0	
BUTTER, REGULAR	43	305	0.4	34.5	0.0	0.0	93	0.1	351	10	10	1300	0.00	0.01	0	11	0.02	0.0	1	-0.00	1	
TEA/FLDZ	237	2	0.0	0.0	0.2	0.0	0	0.2	0	0	0	0	0.00	0.00	0	24	0.00	0.0	0	0.00	0	
SUGAR	0	32	0.0	0.0	8.3	0.0	0	0.0	0	0	0	0	0.00	0.00	0	0	0.01	0.0	0	0.00	0	
1. YOUR DAILY AVERAGE	2724	3635	112.6	217.3	315.0	11.0	933	18.7	4888	1232	1707	9178	1.49	2.48	36	3317	8.92	18.0	890	5.54	186	
2. RECOMMENDED ALLOWANCE (RA)			56.0		371.3	25.0		10.0		800	800	5000	1.40	1.60	60.0	1875	15.00	18.00	2200	3.00	400	
3. RECOMMENDED MAXIMUM (RM)		2700		90.0			300		3300													
4. YOUR PERCENT OF RA/RM		134.6	201.1	241.5	84.8	47.1	311.0	187.2	148.1	154.0	213.4	183.6	106.2	155.3	59.9	176.9	59.5	99.7	40.4	184.0	46.5	
5. RECOMMENDED % CALORIE DISTRIBUTION			15.0	30.0	55.0																	
6. ACTUAL % CALORIE DISTRIBUTION			12.3	53.4	34.4																	
7. PERCENT CALORIES DERIVED FROM ALCOHOL		0.0																				

\* Note: A value preceded by a dash (-) denotes an imputed value.

# BLAST CHILLER PREP LOG



ITEM	TIME IN	TIME OUT	OUT TEMP.	DATE	ITEM	TIME IN	TIME OUT	OUT TEMP.	DATE
Sausage	2:30	3:30	41°	10/22	Meat loaf	4:00	6:30	42°	10/22
Hot meal	8:30	11:00	40°	10/23	Drumstick Mashed potato	3:00	5:00	40°	10/22
Hot Salad	2:00	5:00	40	10/23	Tuna melt (c)	1:00	3:45	41°	10-2
Beef stew	4:00	6:30	43°	10/23	cheese Pie (c)	2:15	3:45	41°	10-2
Egg Sauce (c)	4:00	6:45	40°	10-22	SPANISH Pie (OK)	4:30	6:45	41°	10-2
6 Omelets (OK)	9:45	12:30	40°	10-28 R/F	Breadings (OK)	3:00	4:30	41°	10-2
Hash brown	11:45	3:00	41°	10/25	Spud TR. (OK)	3:15	4:15	49°	10-2
chip Gravy (OK)	4:30	6:00	40°	10-26	Bunlets & Cakes (OK)	3:00 4:00	5:00 7:00	40° 39°	10/2
Ham & Bean (OK)	10:30	1:30	40°	10-28	Dumplings (OK)	12:30	2:30	40°	10/24



Department of Human Resources  
HEALTH DIVISION

1400 S.W. 5th AVENUE, PORTLAND, OREGON 97201 PHONE 229-6323 DIVISION  
DETENTION INSPECTIONS AND  
COMMUNITY CORRECTIONS

RECEIVED  
FEB 27 1985

DATE: February 25, 1985

TO: Delegate and Contract County Health Department Supv. Sanitarians  
Delegate and Contract County Health Department Administrators  
ESC Field Staff

FROM: Kenneth W. Kauffman, R.S. *KWK*  
Food Protection Program Specialist

SUBJECT: EMERGENCY RULES - SULFITE ADDITIVES IN PUBLIC FOOD SERVICE

Attached is a copy of the temporary rule adopted by emergency order on February 22, 1985. The rule became effective on that date.

Please note that the rule requires that either:

- (1) No sulfiting compounds may be stored or used in public food establishments. It also prohibits the serving of raw salad ingredients, raw vegetable products and raw fruits that have been treated with sulfites in a restaurant or at any location outside of a restaurant; or
- (2) Establishments may place a public notice (the rule states the exact wording of the notice and it must be in at least 1/2" letters) on each public entry way and the same message printed in each menu in a prominent place in readable type, and continue to use sulfites.

If you find violations of the rule, it is to be cited as a violation of OAR 333-32-027 and 333-32-026 under item #1 on the standard inspection form. It is a critical violation requiring immediate correction. Uncorrected critical violations are to result in closure of the facility as required by OAR 333-32-270 and ORS 624.085(3).

The Health Division is sending this memo and rule to each of our direct service restaurant licensees. We urge each delegate county to do the same within your own jurisdiction.

If you have questions, please call Ken Kauffman at 229-6323.

KWK/mm  
Attachment

cc: ORBA	cc: Bob Gresbrink
cc: ROA	cc: Betty de Broekert
cc: OFO	cc: Steve Boedigheimer
cc: Toby Harris, FPAC Chairperson	cc: Kristine Gebbie

ADDITIVES AND ADULTERANTS

333-32-027 (1) Unless the provisions of subsection 2 are met, sulfur dioxide, sodium sulfite, sodium bisulfite, potassium bisulfite, sodium metabisulfite and potassium metabisulfite shall not be used in solution to dip, soak, spray or rinse food products nor may these chemicals be added to or mixed singly or in combination to any food product in any establishment subject to CAR 333-32-001 through 333-32-272. Preservative products or additives containing one or more of these compounds may not be kept or stored in any establishment subject to these rules. Fresh vegetables, fresh salad items and fresh fruits to which these chemicals have been added during processing or handling before delivery to an establishment shall not be served.

(2) Notwithstanding section 1 above, sulfiting agents may be kept and used and pretreated fresh products may be served in establishments which provide:

(a) A prominent notice in letters no smaller than 1/2 inch on all public entries stating: "Sulfiting agents are added to some foods in this establishment. It is known that sulfites can cause serious reactions in some persons. Persons with asthma are especially at risk."

(b) The same notice printed prominently on all menus.

BEFORE THE HEALTH DIVISION  
OF THE DEPARTMENT OF HUMAN RESOURCES  
OF THE STATE OF OREGON

In the Matter of Rules Relating )  
to the Use of Sulfite Preservatives )  
in Food or Beverage in Public. )  
Eating Establishments )

NOTICE OF PROPOSED  
PERMANENT ADOPTION  
OF RULES

1. The State Health Division proposes to permanently adopt new rules relating to the use of sulfite compounds for preservation of food in public eating places. Such rules are presently adopted as temporary rules of the Division. The rules prohibit the storage or use of sulfiting agents in any public food operation in Oregon.
2. Copies of the proposal may be obtained upon request from Kenneth Kauffman, Food Protection Program, Oregon State Health Division, Sixth Floor, 1400 SW 5th Avenue, Portland, Oregon 97201, Telephone: 229-6323.
3. Interested persons may submit data or views concerning the proposal in writing to Kristine M. Gebbie, Administrator, State Health Division, 1400 SW 5th Avenue, Portland, Oregon 97201. Written comments, in order to be considered must be received on or before March 31, 1985.
4. If any person wishes to express views or data at a public hearing, a request for public hearing must be made in writing along with any written comments desired to Kristine Gebbie on or before March 31, 1985.
5. A public hearing will be held by the Health Division on the proposed rules if a request for such is received on or before March 31, 1985 from ten (10) or more persons or from an association having not less than ten (10) members. If sufficient requests are received to hold a public hearing, notification of the date, place and time of the hearing will be given by the Division.

Dated this 22<sup>nd</sup> day of February, 1985.

FOR THE OREGON STATE HEALTH DIVISION

By

Kristine M. Gebbie  
Kristine M. Gebbie  
Assistant Director, Human Resources  
Administrator, Health Division

NOTICE OF PROPOSED  
PERMANENT ADOPTION  
OF RULES

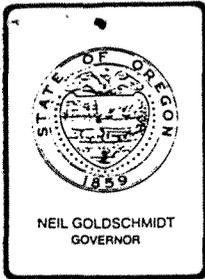
APPENDIX J

3	Stock Pots	1	Steel
12	Roasting Pans	1	Oilstone
62	Utility Pans	18	Containers
4	Tote Boxes	18	Lids
36	Scoops	36	Scrapers
5	Dippers	1	Mop Bucket
6	Bake Pan	2	Push Broom
11	Transport Dolly	2	Dust Pan
2	China Cap	2	Corn Broom
2	Slicer	6	Mop Sticks
12	Knife	12	Mop Heads
6	Turner	1	Mop Wringer
6	Servers	22	Ladle
6	Cutter	24	Serving Spoons
3	Spatula	6	Scale
12	Parers	2	Can Opener
4	Fork	6	Blades
12	Spreaders	7	Food Boxes
2	Sauce Pan	24	Bus Boxes
8	Measure	6	Large Bins
1	M.D. Scale	6	Boards
10	Thermometers	1	Greens Keeper
30	Tongs	4	Racks
8	Whip	1	Hand Truck
1	Wood Paddle		

Approximate total purchase cost in October, 1983 of the above items was  
~~\$1,117.00~~

**\$11,170**

TBS/dkf/2610a



Department of General Services  
**PURCHASING DIVISION**

DISTRIBUTION CENTER, 1655 SALEM INDUSTRIAL DR., NE., SALEM, OREGON 97310

Capt. Tom Slyter  
Multnomah County Sheriff's Office  
1120 SW 3rd St. Room 307  
Portland, OR 97204

October 21, 1988

Dear Capt. Slyter

Subject: Availability of U.S.D.A. Food.

In responding to your inquiry about the availability of food commodities, there are a few facts that you should know that directly effect the amounts available for distribution.

The Charitable Institution Program works under an entitlement program which is broken into regions. Then each region breaks up the entitlement money to those states in their region based on meals served to the needy.

Commodities are also broken into categories. The first is bonus commodities which do not come off of the entitlement, these include butter, flour, (bread and all-purpose) and cornmeal. These are available all of the time. Then there are some extra bonus items that become available occasionally such as meats, cherries, figs, prunes, frozen potatoes, chicken and egg mix. When these commodities are available the amounts are usually very limited.

In the second category you have bonus items that are capped. This means we are only allotted a certain dollar amount for these items. Process cheese, milk, and honey (when available) are the commodities in this category.

The third category is the 416 type commodities that come off the entitlement dollars. Macaroni, spaghetti, peanut butter, roasted peanuts, oats, wheat, peanut granules, oil, shortening, grits, and bulgar are the commodities in this category. Note: the last two items are not carried because of low usage or requests.

There are several factors that can effect the amounts of food available to recipient agencies. One is the amount of money allocated for the Charitable Institutional Program by Congress. Second is the number of meals being served in each region. And third shortages of certain commodities across the nation due to drought, and market conditions.

In early February of 1988 when Byron Thompson spoke to the Jail Managers Meeting in Portland. At that time General Services had \$480,801.00 in entitlement money to be used between October 1, 1987 and September 30, 1988. Also we were able to issue as much butter, cheese, cornmeal, and rice that could be used without waste. These figures were provided in September of 1987. So at this time we could foresee no problems in fulfilling all requests by recipient agencies.

Then in late February 1988 the regional office of the United States Department of Agriculture notified us that they were going to cap rice, process cheese, milk, and possibly butter. So here we are ordering unlimited, then halfway thru the year they capped the above items. This meant that we had already used all of our rice allotment. And all but one shipment each of cheese and milk to be used for the April and September issues. As a result we had to cut food orders and could not supply everything that was requested.

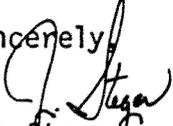
In the fiscal year of October 1987 thru September 1988 we had an entitlement of \$480,000.00 plus the capped rice, butter, process cheese, honey, and milk. In the fiscal year of October 1988 thru September 1989 we only have \$267,000.00 of entitlement money and rice this year will come out of that total. They have also capped process cheese and milk at last years levels and there will be no oats because of the drought. Milk and process cheese could at a later date be cancelled due to shortages.

So, what this means is that all of these factors together are going to cause changes in what commodities are going to be available. We know this is going to cause some hardships, however we have no control over this. General Services is required to distribute to all agencies participating in the Charitable Institutional Program in a fair and equitable manner based on the number of meals served as reported by the agencies on their yearly application.

Agencies need to be careful not to set up their budgets to include U.S.D.A. commodities, for this program can be reduced and/or eliminated at any time. This is especially true of correctional penal agencies. You should note that in the agreement signed with The Dept. of General Services in section 4 of the terms and conditions, it states "Normal food expenditures will not be reduced because of the receipt or acceptance of these food commodities".

If I can be of any other assistance please contact me at 378-4656. Hope this has answered your inquires.

Sincerely,



Joe Steger

Acting Program Manager U.S.D.A.  
Dept. of General Services

INFORMATION THE CONTRACTOR IS REQUIRED TO FURNISH FOR THE  
NATIONAL SCHOOL LUNCH PROGRAM MONTHLY REPORT

1. The total dollar value of all commodity food items in inventory at the end of the month; broken into categories:
  - a. USDA adult commodities, and
  - b. School Nutrition Program commodities
2. The total dollar amount of purchased food items received during the reporting month and distribution charge for commodities.
3. The total dollar amount of purchased food items in inventory at the end of the month.
4. The total dollar amount of supply items received during the reporting month.
5. The total dollar amount of supply items in inventory at the end of the month.
6. Other costs charged directly to the program, e.g., trash removal, equipment repair, laundry, printing costs, insurance, utility costs, food service smallwares purchased that do not exceed \$300 per unit item, pots, pans, etc.
7. Payroll costs of personnel, e.g., food service director, production manager, supervisors, production and clerical personnel, etc.
8. Payroll costs of personnel, e.g., Social Security, SAIF, Retirement, Health and Welfare, etc.
9. Total labor hours used during the month.



# MULTNOMAH COUNTY OREGON

19-20  
5162

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE MCGARVIN • Clerk • 248-3277

November 22, 1988

Ms. Linda Alexander, Director  
Department of General Services  
1120 SW Fifth  
Portland, OR

Dear Ms. Alexander:

Be it remembered, that at a meeting of the Board of County Commissioners held November 22, 1988, the following action was taken:

In the matter of ratification of a settlement )  
agreement with Rogers Cable TV for future fran- )  
chise obligations regarding community access and )  
local origination programming R-1 )

Julie Omelchuck, Multnomah Cable Regulatory Director, said Lee Moore, Cable Regulatory Commission (MCRC), is unable to attend the meeting, but had left a message that he will come to the Board in February to discuss cable system transfer of ownership. She reported a public hearing was held this month, and approximately 30 people attended. The recommendation from the Cable Regulatory Commission (CRC) is that Rogers Cable would pre-pay community access and Local Origination (LO) operating support costs in the amount of \$4,560,000 to MCRC at the closure of the transfer of ownership. In addition, the access and LO equipment commitment will remain as a part of the franchise agreement; but a portion of the LO monies now designated as replacement equipment, will be changed so those monies can be used each year for new and replacement equipment. The change will affect 1) Multnomah Cable Access; 2) the Cable Television Program at Mt. Hood Community College; and 3) the Local Origination Program, which is now produced by Rogers Cable. If the Board accepts the settlement offer, and MCRC is able to invest the money at 8%, a reduction of 3-5% is expected next year for those program budgets. The reason the MCRC is willing to recommend the acceptance of the settlement offer is to protect those monies in order to meet East County cable needs. There has been a history of cable companies, once a transfer of ownership takes place, not meeting community service obligations. MCRC will bring, at a later date, a request for transfer of ownership of the cable system and/or franchise agreement modifications. The expectation is that this will take place in February, but because the MCRC does not control all the factors affecting the timing, the date could be changed.

Commissioner Casterline asked what happens to the community service programs at the time of renewal (10 years)?

Ms. Omelchuck replied the franchise is in effect for ten years; and at the end of that period, the MCRC will review the franchise. The settlement offer consists of pre-payment of commitments in the franchise, but it does not eliminate franchise community service agreements, and only affects the financial aspects of the agreement. At the termination of the franchise agreement, MCRC will review those commitments and prepare a new franchise for Board approval.

Commissioner Kafoury moved, duly seconded by Commissioner Anderson, that the above-entitled matter be approved.

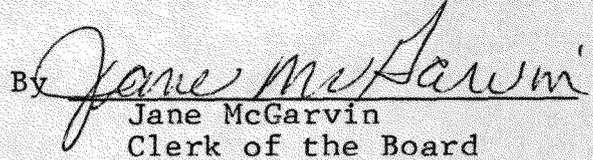
Ms. Omelchuck introduced Warren Mobley, Cable Communications, who is considering the purchase of Rogers Cable; and Diane Linn, Rogers Cable Government Affairs Vice President, who will remain as staff of the new company.

At this time, the motion was considered, and it is unanimously

ORDERED that said settlement agreement be ratified.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By   
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance  
Cable  
County Counsel

DATE SUBMITTED 11/08/88

*Bsd*

(For Clerk's Use) NOV 22  
Meeting Date 11/21/88  
Agenda No. A-1

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Multnomah Cable Regulatory Commission Settlement Agreement  
Informal Only\* \_\_\_\_\_ Formal Only 11/22/88  
(Date) (Date)

DEPARTMENT DGS DIVISION Cable Television

CONTACT Julie S. Omelchuck TELEPHONE 248-3576

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Lee Moore, MCRC Representative

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

See attached information.

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

INFORMATION ONLY  PRELIMINARY APPROVAL  POLICY DIRECTION  RATIFICATION

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 25 minutes

IMPACT:

PERSONNEL

FISCAL/BUDGETARY

General Fund

Other\_

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
NOV 14 PM 3:58

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: *Linda D. Alexander*

BUDGET / PERSONNEL *Kathleen Jones*

COUNTY COUNSEL (Ordinances, Resolution, Agreements, Contracts) *Arminde*

OTHER \_\_\_\_\_

(Purchasing, Facilities Management, etc.)

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

# MULTNOMAH CABLE REGULATORY COMMISSION

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

### Commissioners:

Rodger Clawson, *President*  
Roy Hoover, *Vice President*  
Margaret Templeton  
Lee Moore  
Ron Sherwood

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

Julie S. Omelchuck, Cable Officer  
Christina Witka, Cable Assistant

Report Regarding Recommended Settlement Offer with Rogers Cable TV

For the Multnomah County Commissioners' Meeting - November 22, 1988

Prepared by: Lee Moore, MCRC Representative  
Julie S. Omelchuck, Cable Officer

Date: November 8, 1988

With this report, the Multnomah Cable Regulatory Commission recommends for approval specific terms of a settlement agreement with Rogers Cable TV for future franchise obligations regarding community access and local origination programming.

Since May 1988, the MCRC has been engaged in extended, and often difficult, discussions with Rogers to reach the proposed settlement offer. Along the way, the MCRC relied on input from the MCRC staff, Multnomah Cable Access, Mt. Hood Community College, members of the Jurisdictions and other interested citizens to formulate an agreement which we believe can be supported in good-faith by the Multnomah County Commissioners.

### SUMMARY OF PUBLIC TESTIMONY

Attached to this report is the summation of the public testimony taken during the live-televised Hearing conducted by the MCRC on October 24, 1988. In addition, the Cable Office received one letter (also attached), and a videotape of the Hearing was made available upon request. Those testifying supported the settlement offer and no one expressed dissatisfaction although several people raised interesting questions and ideas about some issues the MCRC will be addressing in the future.

About 30 people attended the Hearing and it was well publicized in both the Gresham Outlook and Oregonian. It is the MCRC's hope that the openness of the process has diminished the need for each Jurisdiction to hold a public hearing.

### RECOMMENDATION

The MCRC recommends that Multnomah County approve the following settlement of future franchise obligations for community access and local origination:

1. A prepayment of \$4,550,000 shall be made to the MCRC at closing of the transfer of ownership (adjusting for any expenditures Rogers makes for access or L.O. operating support after January 1, 1989). This payment will be in complete satisfaction of the access and L.O. operating support obligations under the franchise throughout its term (May 1998).
2. The access and L.O. equipment commitments shall remain "as is" and become obligations of the new company except that the amount of \$48,334 due for L.O. equipment replacement in Year 10 shall be reallocated to Year 6 (1988-89) so that a total of \$135,476 will be made available now for the purchase of new equipment by a designated programming provider.

#### **REASONS FOR SETTLEMENT RECOMMENDATION**

In the course of discussions with Rogers, the MCRC proceeded on the following principles:

1. To reach a settlement that provided for maintaining the current level of service throughout the life of the franchise.
2. To minimize the risk of any future reduction in the level of service that might result from successful relief requests or other challenges to franchise obligations.

The MCRC believes that the substitution of a present cash payment in satisfaction of future annual access and local origination obligations is an effective way to eliminate the risk of future challenges to those obligations. The history of cable company treatment of access and local origination obligations in the Portland area and other areas of the country shows clearly that relief requests and other challenges are very common, and that cable companies often are able to marshal the resources to succeed in their challenges.

The amount of the cash settlement recommended, if the funds are invested in a prudent way under plausible financial market conditions, should provide for community access and community service-type programming operating budgets ranging from 91 percent to 95 percent of future amounts obligated to the company under the current franchise. The MCRC believes that any adverse operational effects of this slight reduction are outweighed by the certainty of having the source of budgetary funds under the MCRC control. This will allow the MCRC to more effectively coordinate the production of community access and other local programming to meet the needs of East County citizens.

#### **ESTIMATED EFFECT OF RECOMMENDED SETTLEMENT**

##### 1. Community Access

Multnomah Cable Access Corporation (MCAC). The recommended cash settlement will replace all direct payments from the cable company to the MCRC for MCAC operating support. The MCRC will be able to arrange for the

investment of the settlement funds and, assuming the ability to earn eight percent on the investment, to anticipate a cash flow each year that amounts to approximately 91 percent of the amounts specified in the franchise as payments directly due for operating support (see Exhibit 1).

If franchise fees continue to provide 46 percent of MCAC's total operating budget, as is currently the case, then MCAC may anticipate operating funds of about 93 percent of the current level provided through the combination of direct operating support payments and the allocation of franchise fees.

Program in Community Television (PCTV). Assuming earnings of eight percent on invested settlement funds, PCTV at Mt. Hood Community College may anticipate annual cash flows for its operating budget that are approximately 95 percent of amounts now specified as annual franchise obligations (see Exhibit 1).

## 2. Local Origination

The future obligations specified in the franchise regarding internal expenditure levels by the cable company for local origination programming will be completely satisfied by the cash settlement. The MCRC will contract for community service-type programming which will replace current cable company-produced programming obligations. Assuming earnings of eight percent on invested settlement funds, it is anticipated that an annual budget of approximately \$99,736, increasing by five percent each year to reach an annual level of \$154,723 in 1998, may be provided for such programming. In accordance with current franchise requirements, Rogers reports it is internally spending \$110,000 annually for company-produced local origination programming, plus \$24,000 annually as an allocation for administrative costs. No annual increase is required under current franchise terms. Investment of the settlement funds at eight percent would thus provide a level of funding over the life of the franchise of approximately 92 percent of the current level of local origination operating expenditures reported by Rogers, including the administrative allocation (see Exhibit 1). Equipment replacement obligations remain "as is" in the franchise and are passed to the new owner except that \$135,476 is made available in the first year, and may be used for new equipment purchases by the programming provider designated by the MCRC.

### **PROCESS AND SCHEDULE FOR CONSIDERATION OF SETTLEMENT OFFER**

According to the Intergovernmental Agreement which created the MCRC, the Jurisdictions reserved full authority to act on their own behalf regarding a transfer of ownership or franchise amendments and also agreed that the MCRC should give consideration to these issues prior to any actions the Jurisdictions may take.

Recommendation Report

Page 4

It is intended that in approving the specific terms of a settlement agreement, the Jurisdictions will be approving in substance the terms of eventual franchise amendments which will be presented as part of the transfer of ownership process. The MCRC recommendation regarding the ownership transfer, which will include an evaluation of the new company's qualifications to operate the East Multnomah cable system, will come before the Multnomah County Commissioners for consideration at a future date.

1144T/JO/kd

Attachments

Exhibit 1

\*\*\*\*\*  
 PROJECTED FUNDING LEVELS UNDER RECOMMENDED SETTLEMENT: 1/1/89 to 4/30/98  
 MULTNOMAH COMMUNITY ACCESS CORPORATION, PROGRAM IN COMMUNITY TELEVISION, LOCAL PROGRAMMING (L.O.)  
 Draft 9/27/88  
 \*\*\*\*\*

	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	TOTALS	
	****	****	****	****	****	****	****	****	****	****		
CURRENTLY REQUIRED FUNDING LEVEL (FRANCHISE)												
EQUIPMENT												
1) COMMUNITY ACCESS	16,372		25,000		260,000							301,372
2) LOCAL ORIGINATION	87,142		96,667		96,667							280,476
OPERATING SUPPORT												
3) MCAC	337,628	370,724	406,863	447,716	492,288	541,250	595,035	654,915	720,872	247,876		4,815,168
4) PROGRAM IN COMMUNITY TV LOCAL ORIGINATION	86,333	94,333	103,667	114,333	126,000	138,667	152,333	167,667	184,333	63,288		1,230,955
5) Current Level	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	36,667		1,026,667
6) Current Level + Regional Alloc	134,000	134,000	134,000	134,000	134,000	134,000	134,000	134,000	134,000	44,667		1,250,667

PROJECTED FUNDING UNDER SETTLEMENT												
EQUIPMENT												
7) COMMUNITY ACCESS	16,372		25,000		260,000							301,372
I of (1)	100%		100%		100%							100%
8) LOCAL ORIGINATION	135,476		96,667		48,333							280,476
I of (2)	155%		100%		50%							100%
OPERATING SUPPORT												
9) MCAC (1)	308,759	339,026	372,075	409,435	450,195	494,971	544,157	598,917	659,235	226,682		4,403,452
I of (3)	91%	91%	91%	91%	91%	91%	91%	91%	91%	91%		91%
10) PROGRAM IN COMMUNITY TV	82,241	89,862	98,753	108,914	120,028	132,094	145,113	159,719	175,596	60,288		1,172,607
I of (4)	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%		95%
11) LOCAL PROGRAMMING (Formerly L.O.)	99,736	104,722	109,959	115,457	121,229	127,291	133,655	140,338	147,355	49,911		1,149,652
I of (5)	91%	95%	100%	105%	110%	116%	122%	128%	134%	136%		112%
I of (6)	74%	78%	82%	86%	90%	95%	100%	105%	110%	112%		92%

\*\*\*\*\*  
 Assumptions: Settlement amounts for equipment are obligations to be paid by new franchisee.  
 Settlement amounts for operating support are assumed generated through investment of cash settlement of \$4,550,000 beginning Jan. 1, 1989, earning 8% annually. Approximately 4% earnings loss on each year's operating budgets for access and local origination is assumed because of liquidity requirements. Settlement and earnings are assumed to be allocated approximately 65% to community access, 18% to the Program in Community Television, 17% to local programming replacing cable company local origination. All obligations prior to 1/1/89 are assumed paid in full. (1) Because additional support through franchise fees constitutes nearly 1/2 access operating budget, available funds may equal 93% to 94% of total planned budgets.

# MULTNOMAH CABLE REGULATORY COMMISSION

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

### Commissioners:

Rodger Clawson, *President*  
Roy Hoover, *Vice President*  
Margaret Templeton  
Lee Moore  
Ron Sherwood

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

Julie S. Omelchuck, Cable Officer  
Christina Witka, Cable Assistant

### SUMMARY OF PUBLIC TESTIMONY - October 24, 1988

- Kathy Gardenhire, President of the Multnomah Cable Access Board of Directors, said the Board supported the prepayment concept and the amount of the settlement offer allocated to MCAC. She said the Board was willing to trade the possible reduction in funding for the security the prepayment provided from future relief negotiations. The Board assumed the settlement funds would be strictly reserved for its stated purposes and would not adversely affect MCAC's position at renewal time.

Templeton responded that the funds would remain dedicated to community access.

Sherwood said discussions about franchise renewal would begin about three years prior to the expiration date, with the assumption that all access obligations would be renewed.

- Ben Fredericks, 16531 NE Hoyt, said he had been involved in East County community programming since 1984. He said the settlement funds enabled the community to continue forth with both community access and local origination programming at their current levels of excellence. He congratulated both the MCRC and Rogers for reaching an agreement which would greatly serve the community. He asked how the MCRC planned on investing the funds to secure its projected eight percent interest rate?

Moore responded that eight percent represented the current rate of investment for government entities. As economic conditions in the country fluctuate, the interest rates rise or fall and the MCRC would assume a certain amount of risk in its investment. He said the MCRC would control the funds and invest them through a government agency.

- Carole Turcotte said she worked for Reynolds School District and believed she represented a consensus of the district. She said the proposed funding for MCAC gave the educational programming long-term funding and protected it from any potential future threats that would jeopardize its continuance. She said the funding stability would benefit the East County educational community.
- Sid Brown, 11314 NE 26th Ave., Vancouver, WA, said he had been producing LO programming at Rogers since 1983 and was a member of the Clark County Cable Regulatory Commission. He testified on behalf of himself and a newly-formed organization called LOTA, Local Origination Television Associates. He supported the recommended offer and believed the MCRC was pioneering the way for other cable commissions. He said LOTA would like to be involved in the continued discussions regarding the LO programming.

- Philip Dean, Director of Project YES, described the cooperative effort between MCAC and Project YES to train high school dropouts or potential dropouts in television production. He said the training was a great stimulus in keeping or returning them to school. He endorsed any action which would secure future funding for MCAC.
- Jim Yluisaker, Director of Instructional Services at Multnomah Educational Service District, said through a partnership between MCAC and ESD, they have provided excellent programming to both ESD staff and students. The prepaid community access obligations provided ESD with the confidence in the MCAC's continued funding to move forward with its programming plans.
- Jack Schommer, Instructor for the Program in Community Television and Cable at Mt. Hood Community College, said the stability in funding for PCTV would enhance growth in the number of students and increase commitment from the College.
- Sam Dana, 4735 SW 45th Ave., said he was in favor of the financial aspects of the settlement offer, but he wondered about the future of the LO channels: are they also going to be turned over to the MCRC?

Clawson said the new company would retain editorial control of the LO channel and would be obligated to the East County programming requirement. Basically, the franchise would not change in regard to the East County LO channel.

Dana asked if the cable company would determine the programming on the channel.

Clawson responded that yes, it would be similar to the current situation.

- Steven Jankavis, 1210 NE 181st, Vice President of the National Missing Children's Locate Center, said as a result of MCAC's training service, his organization produced a nationally-shown program about missing and stolen children and other educational shows. He favored wholeheartedly the long-term funding of MCAC so other organizations could benefit from having access to the television medium.
- Donald Kellogg, 3223 NE 69th, said he was a student in television production at Mt. Hood Community College and MCAC provided a great opportunity to gain practical experience and improve his skills. The settlement offer would ensure the availability of the training opportunity to students and others in the community for the next ten years.
- Dan Berry, 1339 SE 139th, said he was an associate producer on "Kidstuff" and that the valuable opportunity for children to be involved in television production would not be available without MCAC. He supported the settlement offer to protect the community's interest in local programming.
- Jeff Park, 9040 SW Rambler, asked what guidelines the MCRC would follow to decide who would produce the LO programming?

Moore said the MCRC would develop criteria to use in selecting a programming provider. The criteria may include experience of the vendor, record of quality productions, extent of the existing organization's facilities and sound fiscal and resource management.

Park said he believed the potential of LO programming has not yet been tapped and supported the settlement offer.

- Mark Martinez, 13865 SE Stark, a member of LOTA, said he believed many of the organizations which may apply for the LO programming would be recently organized. He suggested that the MCRC take into consideration the newness of the opportunity when making a decision. Another concern he had was that the MCRC was considering the community access obligations and LO obligations as a package. He believed they are two different types of programming and should be considered separately.

He continued that he foresaw a need to more closely define "editorial control" over the LO channel. He said the potential exists for possible conflict between an LO provider and the new cable company if the company were to exercise its "editorial control" over advertising or programming.

Moore said that although the end result of the negotiations appeared as a package, each obligation and level of service was considered as an individual entity and discussed as such.

Omelchuck said she believed that when the MCRC considered the qualifications of an LO provider, it would evaluate the individual producer's experience and skill levels, as well as the organization as a whole.

- Luigi Germano, 18820 NE Irving Ct., said he supported the settlement offer although, on the surface, it appeared as if MCAC's funding would be reduced. He believed the peace of mind resulting from a prepaid amount would allow MCAC to grow and maintain the high quality of programming which was well-known throughout the country.

# LOCAL ORIGINATION TELEVISION ASSOCIATES

Suite 120 • 465 N.E. 181st Avenue • Portland, Oregon 97230 • (503) 299-0941

October 28, 1988

Multnomah Cable Regulatory Commission  
1120 Southwest Fifth Avenue  
Portland, Oregon

Dear Commissioners:

On behalf of the newly-formed Local Origination Television Associates I wish to reiterate the testimony offered at the hearing of the Commission on October 24, 1988.

L.O.T.A. represents all the current non-management local origination staff currently employed by Rogers Cable Television as well as all the independent producers providing programming on channel 55.

As a group we unanimously support the proposed settlement which provides for pre-payment of funds to support access, community television and local origination requirements of the current franchise. This settlement is an equitable arrangement for all parties involved. However, it is the citizens and cable subscribers of east Multnomah county who will benefit most by your commendable actions. Your efforts will result in guaranteeing on an on-going basis high-quality programming and educational opportunities in the realm of community television.

Please consider our group as a prospective vendor to contract with you for local origination programming. We would wish to receive a copy of your Request For Proposals, notification of relevant meetings and any other materials the Commission makes available pursuant to its activities.

The members of L.O.T.A. are available for consultation or for informal discussions on the issue of satisfying the requirements of the local origination component of the settlement package. Please feel free to contact any of us.

Sincerely,



Sid Brown,  
Director Pro-Tem

On behalf of: Ron Hilts, Mark Martinez, Geoff Park, Michael Warren,  
Pierre Furlong

## Plan to fund cable TV programs backed

GRESHAM — A dozen persons testified Monday in support of a proposal to set funding for community cable television programming in East Multnomah County for the next 10 years.

Each of the people who commented during the Multnomah Cable Regulatory Commission hearing either use community television in their professions or projects, or they work with the community cable programs affected by the proposal. They said the proposal for Rogers Cable TV to pay in advance for community television gives their programs stability.

The proposal calls for Rogers to pay \$4.55 million to cable regulators, rather than turning over responsibility for community television when it sells its cable system to Houston Industries. The agreement covers programs produced by Rogers now for Channel 55, Multnomah Cable Access and a college program at Mt. Hood Community College.

Ben Fredericks, a cable volunteer and cable access board member, said the settlement was a "win-win situation" and meant the award-winning community programming done by Rogers and cable access would continue.

"I like what I see in this settlement," he said.

Carole Turcotte, who said she uses cable access educational programs in her work with the Reynolds School District, said the program is a good teaching tool.

"We would hate to see that jeopardized," she said, supporting the settlement.

Jack Schommer, instructor of Mt. Hood Community College's community television course, said he liked the idea of collecting money for the remainder of the franchise before the cable company was turned over to a new owner.

In answer to questions, the regulatory commissioners said the money Rogers pays will be set aside only for community television. They said they hope to negotiate for community television requirements equal to the current level when the franchise expires in 1998.

The commissioners said they would set criteria and select an independent producer interested in taking over the community television now produced by Rogers. They said the cable company would keep editorial control over the channel used for community programs.

Mark Martinez, a community

television producer, suggested the commission define editorial control.

He said he could see possible conflicts between advertisers and producers about the content of programs.

In all, the settlement agreement would reduce the cable access budget by 7 percent. It would mean a 5 percent cut in the community college's program and an 8 percent cut in the community television now produced through Rogers. The estimates assume the regulatory commission will earn 8 percent on its investments.

People involved in community television said they could accept the reduced budgets in exchange for 10 years of stability. Negotiators have anticipated that a new owner would seek reductions in the community requirements based on events after sales of other cable systems.

The regulatory commission is seeking comments on the proposed settlement before its Nov. 7 meeting when it is scheduled to act on the package. It will review other issues involved in the sale to Houston Industries — including the financial stability of the company — in a separate agreement. A sale is expected by Jan. 1.

# Speakers favor plan to fund cable access

by ROBIN FRANZEN  
of The Outlook staff

Individuals involved with cable television overwhelmingly supported on Monday a proposal to fund local origination and public access programming through 1998.

Twelve persons testified at a public hearing Monday on the terms of a \$4.5 million cash-out settlement offer made by Rogers Cablesystem. The hearing in Gresham was conducted by the Multnomah Cable Regulatory Commission.

The settlement, recommended by the commission staff, is one step in the process by which Toronto-based Rogers Communications Inc. plans to sell the cable system. The system serves 82,000 subscribers in East Multnomah County and Portland.

As part of the settlement, Rogers would pre-pay its community television obligations to the cable regulatory commission when it sells the cable system to Houston Industries Inc. Responsibility for such programming would be left in the hands of regulators.

The areas affected by the proposals are a cable production program at Mt. Hood Community College, which would experience a 5 percent budget decrease; Multnomah Cable Access, which would lose 8 percent of its budget; and the local origination programming now produced by Rogers Cable TV.

Most of the comments Monday reflected the willingness of local origination and public access users and producers to accept a 5 percent to 8 percent reduction in programming budgets in order to secure a

stable funding base for the future.

"My up-front comment is that I like what I see," said Ben Fredericks, who has been involved with local origination programming since January 1984. "I think the community and users of access are the winners."

Under the settlement offer, the award-winning programming presently offered can continue well into the future, Fredericks said.

Rodger Clawson, commission president, said that money paid the commission in advance would be used for community television as intended, not for other programs.

The local origination programming presently produced by the cable system internally most likely will be produced by a group contracted with by the cable regulatory commission, Clawson added. Editorial control over those programs would remain with the cable company and criteria would be developed to ensure that the new program producer is qualified.

Mark Martinez, an employee of Rogers Cable TV, recommended that the commission establish a better definition for "editorial control" since conflicts could arise between advertisers and producers over the content of programs.

The cable commission will continue to accept public comment on the proposed settlement until Oct. 28. On Nov. 7 the commission will consider the public testimony and will make a recommendation to Multnomah County and the cities of Gresham, Fairview, Troutdale and Wood Village for adoption of the settlement. The commission will review separately the qualifications of the buyer.

# EAST METRO

## Rogers plan for community

Cable company offers  
to pay \$4.55 million  
before selling system

BARBARA CARMAN  
Reporter, The Oregonian

Rogers Cable TV subscribers living east of Portland will have a chance Monday to comment in person, in writing or by telephone on an offer to pay for community programming for the next 10 years. The settlement offer from Rogers Cable-

systems calls for the company to pay \$4.55 million to the Multnomah Cable Regulatory Commission before Rogers sells its cable television system to a subsidiary of Houston Industries. The commission, which regulates the cable franchise in East Multnomah County, would invest the money and use it to provide community programs through May 1998.

The hearing is scheduled for 7 p.m. Monday at the Multnomah Cable Access studio at Mt. Hood Community College. The hearing will be televised on Channel 27. Viewers may telephone comments to 667-7434.

The settlement offer, the result of several months of negotiations, would cover Multno-

mah Cable Access, the Program in Community Television at MHCC and the community programs now produced by Rogers and shown on Channel 55.

Julie Omelchuck, cable officer, said the innovative agreement would give less money annually to the programs than under the current system, but would guarantee stability for the remainder of the franchise agreement.

Cable Access, a non-profit community programmer, would see its revenue from the franchise drop to 91 percent of the current level, translating to operating funds of about 93 percent of the current level.

Program in Community Television, part of MHCC's curriculum, would receive 95 percent of the amount it now gets annually.

The community programs now produced by Rogers would instead be produced by a local programming operation under a contract. The regulatory commission has not discussed possible producers, although Multnomah Cable Access has been mentioned as one possibility.

Under the settlement offer, that program would receive nearly \$100,000 next year, rising 5 percent annually to \$155,000 by 1998. Rogers said it spent a total of \$134,000 producing and administering the program this

year.

The estimated budget amounts assume the regulatory commission will earn 8 percent annual interest from its investments.

Rogers, a Toronto-based company, plans to sell its United States systems to Houston Industries, transferring responsibility for the franchise obligations. After receiving public comment Monday, the regulatory commission plans to take action on the offer Nov. 7. It then will present the offer to other government agencies whose approval is required.

Negotiators expect a sale will be effective Jan. 1.

## Public hearing slated on cable settlement

A public hearing on a recommended settlement offer from Rogers Cablesystems to prepay future cable franchise obligations will be Monday at the Multnomah Cable Access Studio in Gresham.

The hearing, at 7 p.m., will be conducted by the Multnomah Cable Regulatory Commission to accept public testimony on the terms of the settlement offer.

Those terms have Rogers paying \$4,550,000 in cash to the regulatory commission. About \$2,958,000 would be used to partially fund Multnomah Cable Access; \$819,000 for a community cable program and another \$773,000 for local origination programming.

The settlement is preparatory to a proposed transfer of ownership of the East Multnomah Coun-

ty cable system from Rogers to a buyer identified as a subsidiary of Houston Industries Inc.

A live, television call-in program will be shown on the public affairs station MPAC — cable Channel 27 — as part of the hearing. Members of the public may testify in person, by telephone or in writing.



MULTNOMAH COUNTY OREGON

20  
5/10/2

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE MCGARVIN • Clerk • 248-3277

November 22, 1988

State of Oregon  
Motor Vehicle Division  
Salem, OR 97310

Ray C. Denison  
dba 82nd Avenue Auto Wreckers  
8555 SE 82nd Avenue  
Portland, OR 97266

Attention: Dealer Section

Ms. Lorna Stickel, Planning Director  
Division of Planning & Development  
2115 SE Morrison  
Portland, OR

Dear Ms. Stickel:

Be it remembered, that at a meeting of the Board of County Commissioners held November 22, 1988, the following action was taken:

Auto Wreckers License applications submitted by )  
the Sheriff's Office and Planning and Development )  
Division with recommendation that same be )  
approved and returned to the applicant without )  
prejudice: a) 82nd Avenue Auto Wreckers, 8555 SE )  
82nd Avenue; b) Raymond Beal dba Arrow Factors )  
Company, 13231 SE Division; c) Frank Miller, )  
15025 NW Mill Road (new) R-2 )

Upon motion of Commissioner Kafoury, duly seconded by Commissioner Casterline, it is unanimously

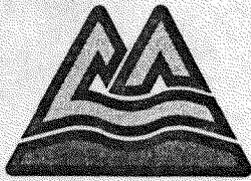
ORDERED that the recommendation be adopted as the Order of the Board.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Barbara E. Jones  
Barbara E. Jones  
Asst. Clerk of the Board

bj



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE MCGARVIN • Clerk • 248-3277

November 22, 1988

State of Oregon  
Motor Vehicle Division  
Salem, OR 97310

Raymond Beal  
dba Arrow Factors Company  
13231 SE Division  
Portland, OR 97236

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Division of Planning & Development  
2115 SE Morrison  
Portland, OR

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82nd Avenue; b) Raymond Beal dba Arrow Factors )  
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ORDERED that the recommendation be adopted as the Order of the Board.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By   
Barbara E. Jones  
Asst. Clerk of the Board

bj



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

November 22, 1988

State of Oregon  
Motor Vehicle Division  
Salem, OR 97310

Frank Miller  
15015 NW Mill Road  
Portland, OR 97236

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Division of Planning & Development  
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Portland, OR

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Division with recommendation that same be )  
approved and returned to the applicant without )  
prejudice: a) 82nd Avenue Auto Wreckers, 8555 SE )  
82nd Avenue; b) Raymond Beal dba Arrow Factors )  
Company, 13231 SE Division; c) Frank Miller, )  
15025 NW Mill Road (new) R-2 )

Upon motion of Commissioner Kafoury, duly seconded by Commissioner Casterline, it is unanimously

ORDERED that the recommendation be adopted as the Order of the Board.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Barbara E. Jones  
Barbara E. Jones  
Asst. Clerk of the Board

bj



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING  
AND DEVELOPMENT  
2115 S.E. MORRISON STREET  
PORTLAND, OREGON 97214  
(503) 248-3047

11/22/88  
R2

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

## BOARD OF COUNTY COMMISSIONERS

Tuesday, November 22, 1988

9:30 a.m., Room 602

### A G E N D A

#### Items for Board Action.

##### Auto Wrecker's License - New

Submitted to the Board with a recommendation that the same be approved

Ray C. Denison  
dba 82nd Avenue Auto Wreckers  
8555 SE 82nd Avenue, 97266

##### Auto Wrecker's Licenses - Renewal

Submitted to the Board with a recommendation that the same be approved

Raymond Beal  
dba Arrow Factors Company  
13231 SE Division Street, 97236

Frank Miller  
15015 NW Mill Road, 97231

0915P



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING  
AND DEVELOPMENT  
2115 S.E. MORRISON STREET  
PORTLAND, OREGON 97214  
(503) 248-3047

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

October 30, 1988

Honorable Board of County Commissioners  
Room 605, Multnomah County Courthouse  
1021 SW Fourth Avenue  
Portland, Oregon 97204

RE: Auto Wrecker's License - New

82nd Avenue Auto Wreckers  
8555 SE 82nd Avenue  
(Ray C. Denison, President) (New Owner)

Recommend: Approval of Business Location

Dear Commissioners:

The staff of the Division of Planning and Development respectfully recommends that the above license be approved, based upon findings that they satisfy the location requirements for same as contained in ORS 822.10 and .135.

Sincerely,

MULTNOMAH COUNTY DIVISION OF PLANNING AND DEVELOPMENT  


Robert N. Hall, Senior Planner

RNH:sec/1193L

Enclosure - Wrecker's Application



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

To: Sharon Cowley, Administrative Assistant  
Planning and Development Division

From: Sgt. E.T. Hausafus, Manager *E.T. Hausafus*  
Intelligence Unit

Date: November 3, 1988

Subject: Wrecker License

Attached is an application for a business certificate as a wrecker of motor vehicles at 8555 SE 82nd, Portland, Ore., 82nd Auto Wrecking

The Sheriff's Office would recommend for the license provided that zoning requirements have been satisfied.

Thank you for your attention in this matter.

RECEIVED  
NOV 4 1988

Multnomah County  
Zoning Division



# APPLICATION FOR BUSINESS CERTIFICATE

AS A WRECKER OF MOTOR VEHICLES OR SALVAGE POOL OPERATOR

ORIGINAL  
 RENEWAL

NOTES: FAILURE TO ACCURATELY COMPLETE THIS FORM WILL CAUSE UNAVOIDABLE DELAY.  
PLEASE TYPE OR PRINT LEGIBLY WITH INK.  
DO NOT SUBMIT THIS APPLICATION WITHOUT YOUR SURETY BOND AND THE REQUIRED FEE.

CERTIFICATE NO: \_\_\_\_\_

1	NAME (CORPORATION AND/OR ASSUMED BUSINESS NAME) <i>82nd Ave Auto Wreckers</i>		BUSINESS TELEPHONE <i>7751581</i>
2	MAIN BUSINESS LOCATION (STREET AND NUMBER) <i>8555 SE 82nd Ave</i>	CITY <i>Portland</i>	ZIP CODE <i>97266</i>
3	MAILING ADDRESS	CITY	COUNTY <i>MULT</i>
		STATE	ZIP CODE

LIST THE ADDRESSES OF ALL ADDITIONAL BUSINESS LOCATIONS. A SEPARATE APPLICATION FORM MUST BE COMPLETED FOR ANY ADDITIONAL LOCATIONS IN A DIFFERENT CITY.

4	STREET ADDRESS	CITY	ZIP CODE	COUNTY	TELEPHONE
5	STREET ADDRESS	CITY	ZIP CODE	COUNTY	TELEPHONE
6	CHECK ORGANIZATION TYPE: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION		IF CORPORATION, LIST THE STATE UNDER WHOSE LAW BUSINESS IS INCORPORATED:		

LIST NAME AND RESIDENCE ADDRESS OF ALL INDIVIDUAL OWNERS, PARTNERS OR PRINCIPAL CORPORATE OFFICERS

7	NAME <i>RAY C DENISON</i>	TITLE <i>Pres</i>	DATE OF BIRTH <i>10/26/36</i>	RESIDENCE TELEPHONE <i>(503) 666-9365</i>
8	RESIDENCE ADDRESS <i>2648 NE 201st #9</i>	CITY <i>Trowdale</i>	STATE <i>Ore</i>	ZIP CODE <i>97060</i>
9	NAME	TITLE	DATE OF BIRTH	RESIDENCE TELEPHONE ( )
10	RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
11	NAME	TITLE	DATE OF BIRTH	RESIDENCE TELEPHONE ( )
12	RESIDENCE ADDRESS	CITY	STATE	ZIP CODE

13 THE DIMENSIONS OF THE PROPERTY ON WHICH THE BUSINESS IS LOCATED ARE \_\_\_\_\_ ft. x \_\_\_\_\_ ft.

I CERTIFY THAT I AM THE APPLICANT OR AN AUTHORIZED REPRESENTATIVE AND THAT ALL INFORMATION ON THIS APPLICATION IS ACCURATE AND TRUE. I ALSO CERTIFY THAT THE RIGHT OF WAY OF ANY HIGHWAY ADJACENT TO THE LOCATION(S) LISTED ABOVE IS USED FOR ACCESS TO THE PREMISES AND PUBLIC PARKING.

14	NAME <i>RAY C DENISON</i>	TITLE <i>Pres</i>	RESIDENCE TELEPHONE <i>(503) 666-9365</i>
15	ADDRESS, CITY, STATE, ZIP CODE <i>2648 NE 201st Trowdale Ore</i>	SIGNATURE <i>Ray C Denison</i>	DATE <i>10/3</i>

16 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.

**FEE: \$54.00**

PLACE STAMP OR SEAL HERE

17	NAME <i>Barbara E. Jones</i>	TITLE <i>Asst. Clerk of the Board</i>
18	SIGNATURE <i>Barbara E Jones</i>	DATE <i>11/22/88</i>

SUBMIT APPLICATION AND SURETY BOND, WITH ALL REQUIRED FEES AND SIGNATURES TO:  
**BUSINESS LICENSING UNIT**  
1905 LANA AVE. NE  
SALEM, OR 97314-2350

SURETY BOND

FAILURE TO ACCURATELY COMPLETE THIS FORM WILL CAUSE UNAVOIDABLE DELAY.

BOND NO.: 804878

KNOW ALL MEN BY THESE PRESENTS:

THAT Raymond E Denison  
(INDIVIDUAL, PARTNERS, CORPORATION NAME)

DOING BUSINESS AS 82nd Ave. Auto Wreckers  
(ASSUMED BUSINESS NAME, IF ANY)

HAVING PRINCIPAL PLACE OF BUSINESS AT 8555 SE 82nd Ave Portland, Or 97266  
(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)

901 SE Oak, Suite 208 Portland, Or 97214 (503) 232-4000  
(ADDRESS, CITY, STATE, ZIP CODE) 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 \$2,000.00 FOR THE PAYMENT OF WHICH WE HEREBY BIND OURSELVES, OUR RESPECTIVE SUCCESSORS AND ASSIGNS, JOINTLY AND SEVERALLY, FIRMLY BY THESE PRESENTS.

THE 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 CANCELLED PURSUANT TO ORS 743.755.

THIS BOND IS EFFECTIVE October 24 19 88 AND EXPIRES October 31 19 89

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 24th DAY OF October 19 88

SIGNATURE OF PRINCIPAL/REPRESENTATIVE

TITLE



Attorney-in-Fact

SIGNATURE OF SURETY/REPRESENTATIVE

TITLE

SURETY'S AGENT OR REPRESENTATIVE MUST COMPLETE THIS SECTION.

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

NAME	TELEPHONE
Contractors Bonding & Ins. Co.	232-4000
ADDRESS	
PO Box 12053	
CITY, STATE, ZIP CODE	
Portland, Or 97212	

PLACE SURETY SEAL BELOW





# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING  
AND DEVELOPMENT  
2115 S.E. MORRISON STREET  
PORTLAND, OREGON 97214  
(503) 248-3047

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

November 15, 1988

Honorable Board of County Commissioners  
Room 605, Multnomah County Courthouse  
1021 SW Fourth Avenue  
Portland, Oregon 97204

RE: Auto Wrecker's License - Renewal

Raymond Beal  
dba Arrow Factors Company  
13231 SE Division Street, 97236

Recommend: Approval of Business Location

Dear Commissioners:

The staff of the Division of Planning and Development respectfully recommends that the above license be approved, based upon findings that they satisfy the location requirements for same as contained in ORS 822.10 and .135.

Sincerely,

MULTNOMAH COUNTY DIVISION OF PLANNING AND DEVELOPMENT

Robert N. Hall, Senior Planner

RNH:sec/1204L

Enclosure - Wrecker's License



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

Memorandum

To: Sharon Cowley, Administrative Assistant  
Planning and Development Division

From: Sergeant Ed Hausafus  
Intelligence Unit

A handwritten signature in cursive script, appearing to read "Ed Hausafus".

Date: November 8, 1988

Subject: Wrecker License Renewal

Attached is an APPLICATION FOR BUSINESS CERTIFICATE AS  
A WRECKER OF MOTOR VEHICLES at 13231 SE Division, the  
Arrow Factor Company.

The Sheriff's Office would recommend for the license  
provided that zoning requirements have been met.

Thank you for your attention in this matter.



# APPLICATION FOR BUSINESS CERTIFICATE

AS A WRECKER OF MOTOR VEHICLES OR SALVAGE POOL OPERATOR

ORIGINAL  
 RENEWAL

**NOTES: FAILURE TO ACCURATELY COMPLETE THIS FORM WILL CAUSE UNAVOIDABLE DELAY.  
PLEASE TYPE OR PRINT LEGIBLY WITH INK.  
DO NOT SUBMIT THIS APPLICATION WITHOUT YOUR SURETY BOND AND THE REQUIRED FEE.**

CERTIFICATE NO: 2355

1	NAME (CORPORATION AND/OR ASSUMED BUSINESS NAME) <b>ARROW FACTORS COMPANY</b>		BUSINESS TELEPHONE <b>(503) 760-4401</b>	
2	MAIN BUSINESS LOCATION (STREET AND NUMBER) <b>13231 S.E. DIVISION STREET</b>	CITY <b>PORTLAND</b>	ZIP CODE <b>97236</b>	COUNTY <b>MULTNOMAH</b>
3	MAILING ADDRESS <b>P.O. BOX 16857</b>	CITY <b>PORTLAND</b>	STATE <b>OR</b>	ZIP CODE <b>97216-0857</b>

LIST THE ADDRESSES OF ALL ADDITIONAL BUSINESS LOCATIONS. A SEPARATE APPLICATION FORM MUST BE COMPLETED FOR ANY ADDITIONAL LOCATIONS IN A DIFFERENT CITY.

4	STREET ADDRESS	CITY	ZIP CODE	COUNTY	TELEPHONE
5	STREET ADDRESS	CITY	ZIP CODE	COUNTY	TELEPHONE

6	CHECK ORGANIZATION TYPE: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input checked="" type="checkbox"/> CORPORATION	IF CORPORATION, LIST THE STATE UNDER WHOSE LAW BUSINESS IS INCORPORATED: <b>OREGON</b>
---	--	---

LIST NAME AND RESIDENCE ADDRESS OF ALL INDIVIDUAL OWNERS, PARTNERS OR PRINCIPAL CORPORATE OFFICERS

7	NAME <b>HAROLD BEAL</b>	TITLE <b>PRESIDENT</b>	DATE OF BIRTH <b>10-22-30</b>	RESIDENCE TELEPHONE <b>(503) 666-3300</b>
8	RESIDENCE ADDRESS <b>23535 N.E. GLISAN STREET</b>	CITY <b>TROUTDALE</b>	STATE <b>OR</b>	ZIP CODE <b>97060</b>
9	NAME <b>RAYMOND BEAL</b>	TITLE <b>VICE PRESIDENT</b>	DATE OF BIRTH <b>05/17/52</b>	RESIDENCE TELEPHONE <b>(503) 669-0842</b>
10	RESIDENCE ADDRESS <b>2071 N.W. 15TH CT.</b>	CITY <b>GRESHAM</b>	STATE <b>OR</b>	ZIP CODE <b>97030</b>
11	NAME <b>VERDA BEAL</b>	TITLE <b>SEC-TRES.</b>	DATE OF BIRTH <b>01/23/35</b>	RESIDENCE TELEPHONE <b>(503) 666-3300</b>
12	RESIDENCE ADDRESS <b>23535 N.E. GLISAN STREET</b>	CITY <b>TROUTDALE</b>	STATE <b>OR</b>	ZIP CODE <b>97060</b>

13 THE DIMENSIONS OF THE PROPERTY ON WHICH THE BUSINESS IS LOCATED ARE \_\_\_\_\_ ft. x \_\_\_\_\_ ft.

I CERTIFY THAT I AM THE APPLICANT OR AN AUTHORIZED REPRESENTATIVE AND THAT ALL INFORMATION ON THIS APPLICATION IS ACCURATE AND TRUE. I ALSO CERTIFY THAT THE RIGHT OF WAY OF ANY HIGHWAY ADJACENT TO THE LOCATION(S) LISTED ABOVE IS USED FOR ACCESS TO THE PREMISES AND PUBLIC PARKING.

14	NAME <b>RAYMOND BEAL</b>	TITLE <b>VICE PRESIDENT</b>	RESIDENCE TELEPHONE <b>(503) 669-0842</b>
15	ADDRESS, CITY, STATE, ZIP CODE <b>2071 N.W. 15TH CT. - GRESHAM, OREGON - 97030</b>	SIGNATURE 	DATE <b>11/04/88</b>

16 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.

**FEE: \$54.00**

PLACE STAMP OR SEAL HERE

17	NAME <b>Barbara E. Jones</b>	TITLE <b>Asst. Clerk of the Board</b>
18	SIGNATURE	DATE <b>11/22/88</b>

**SUBMIT APPLICATION AND SURETY BOND, WITH ALL REQUIRED FEES AND SIGNATURES TO:  
BUSINESS LICENSING UNIT  
1905 LANA AVE. NE  
SALEM, OR 97314-2350**



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES  
DIVISION OF PLANNING  
AND DEVELOPMENT  
2115 S.E. MORRISON STREET  
PORTLAND, OREGON 97214  
(503) 248-3047

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

November 10, 1988

Honorable Board of County Commissioners  
Room 605, Multnomah County Courthouse  
1021 SW Fourth Avenue  
Portland, Oregon 97204

RE: Auto Wrecker's License - New

Frank Miller  
15015 NW Mill Road, 97231

**Recommend:** Approval of Business Location

Dear Commissioners:

The staff of the Division of Planning and Development respectfully recommends that the above license be approved, based upon findings that they satisfy the location requirements for same as contained in ORS 822.10 and .135.

Sincerely,

MULTNOMAH COUNTY DIVISION OF PLANNING AND DEVELOPMENT

Robert N. Hall, Senior Planner

RNH:sec

Enclosure - Wrecker's License



# Multnomah County Sheriff's Office

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

## MEMORANDUM

To: Sharon Cowley, Administrative Assistant  
Planning and Development Division

From: Sgt. E.T. Hausafus *E.T. Hausafus*  
Intelligence Unit

Date: November 8, 1988

Subject: Wrecker License Renewal

Attached is an APPLICATION FOR BUSINESS CERTIFICATE AS A WRECKER OF MOTOR VEHICLES at 15015 NW Mill Road, Frank Miller.

The Sheriff's Office would recommend for the license provided that zoning requirements have been met.

Thank you for your attention in this matter

SURETY BOND

FAILURE TO ACCURATELY COMPLETE THIS FORM WILL CAUSE UNAVOIDABLE DELAY.

BOND NO.: 801881

KNOW ALL MEN BY THESE PRESENTS:

THAT Frank Miller (INDIVIDUAL, PARTNERS, CORPORATION NAME)

DOING BUSINESS AS (ASSUMED BUSINESS NAME, IF ANY)

HAVING PRINCIPAL PLACE OF BUSINESS AT 15015 NW Mill Rd Portland, Or 97231 (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)

901 SE Oak, Suite 208 Portland, Or 97214 (503) 232-4000 (ADDRESS, CITY, STATE, ZIP CODE) 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 \$2,000.00 FOR THE PAYMENT OF WHICH WE HEREBY BIND OURSELVES, OUR RESPECTIVE SUCCESSORS AND ASSIGNS, JOINTLY AND SEVERALLY, FIRMLY BY THESE PRESENTS.

THE 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 CANCELLED PURSUANT TO ORS 743.755.

THIS BOND IS EFFECTIVE January 1 19 89 AND EXPIRES December 31 19 89

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 28th DAY OF October 19 88

SIGNATURE OF PRINCIPAL/REPRESENTATIVE TITLE Attorney-in-Fact SIGNATURE OF SURETY/REPRESENTATIVE TITLE

SURETY'S AGENT OR REPRESENTATIVE MUST COMPLETE THIS SECTION.

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

NAME Contractors Bonding & Ins. Co. TELEPHONE 232-4000 ADDRESS PO Box 12053 CITY, STATE, ZIP CODE Portland, Or 97212

PLACE SURETY SEAL BELOW

SURETY BOND

FAILURE TO ACCURATELY COMPLETE THIS FORM WILL CAUSE UNAVOIDABLE DELAY.

BOND NO.: 801881

KNOW ALL MEN BY THESE PRESENTS:

THAT Frank Miller  
(INDIVIDUAL, PARTNERS, CORPORATION NAME)

DOING BUSINESS AS \_\_\_\_\_  
(ASSUMED BUSINESS NAME, IF ANY)

HAVING PRINCIPAL PLACE OF BUSINESS AT 15015 NW Mill Rd Portland, Or 97231  
(ADDRESS, CITY, STATE, ZIP CODE)

WITH ADDITIONAL PLACES OF BUSINESS AT \_\_\_\_\_  
(ADDRESS, CITY, STATE, ZIP CODE)

STATE OF OREGON, AS PRINCIPAL(S), AND \_\_\_\_\_  
(SURETY NAME)

CONTRACTORS BONDING AND INSURANCE COMPANY  
901 SE Oak, Suite 208 Portland, Or 97214 (503) 232-4000  
(ADDRESS, CITY, STATE, ZIP CODE) 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 \$2,000.00 FOR THE PAYMENT OF WHICH WE HEREBY BIND OURSELVES, OUR RESPECTIVE SUCCESSORS AND ASSIGNS, JOINTLY AND SEVERALLY, FIRMLY BY THESE PRESENTS.

THE 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 CANCELLED PURSUANT TO ORS 743.755.

THIS BOND IS EFFECTIVE January 1 19 89 AND EXPIRES December 31 19 89

ANY ALTERATION VOIDS THIS BOND

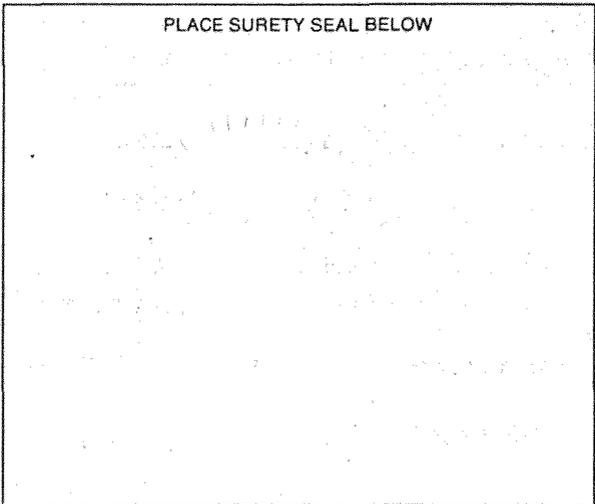
IN WITNESS WHEREOF, THE SAID PRINCIPAL AND SAID SURETY HAVE EACH CAUSED THESE PRESENTS TO BE EXECUTED BY ITS AUTHORIZED REPRESENTATIVE OR REPRESENTATIVES AND THE SURETY CORPORATE SEAL TO BE HEREUNTO AFFIXED THIS 28th DAY OF October 19 88.

SIGNATURE OF PRINCIPAL/REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_  
*Jane Rosen* Attorney-in-Fact  
SIGNATURE OF SURETY/REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_

SURETY'S AGENT OR REPRESENTATIVE MUST COMPLETE THIS SECTION.

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

NAME Contractors Bonding & Ins. Co. TELEPHONE 232-4000  
ADDRESS PO Box 12053  
CITY, STATE, ZIP CODE Portland, Or 97212



\* APPROVED BY ATTORNEY GENERAL'S OFFICE 9/10/85



# APPLICATION FOR BUSINESS CERTIFICATE

AS A WRECKER OF MOTOR VEHICLES OR SALVAGE POOL OPERATOR

ORIGINAL  
 RENEWAL

NOTES: FAILURE TO ACCURATELY COMPLETE THIS FORM WILL CAUSE UNAVOIDABLE DELAY.  
PLEASE TYPE OR PRINT LEGIBLY WITH INK.  
DO NOT SUBMIT THIS APPLICATION WITHOUT YOUR SURETY BOND AND THE REQUIRED FEE.

CERTIFICATE NO: 2426

1	NAME (CORPORATION AND/OR ASSUMED BUSINESS NAME) <u>FRANK MILLER</u>			BUSINESS TELEPHONE <u>283-1797</u>
2	MAIN BUSINESS LOCATION (STREET AND NUMBER) <u>15015 N.W. MILL RD</u>	CITY <u>PORTLAND</u>	ZIP CODE <u>97231</u>	COUNTY <u>MULT.</u>
3	MAILING ADDRESS <u>15015 N.W. MILL RD</u>	CITY <u>PORTLAND</u>	STATE <u>OR</u>	ZIP CODE <u>97231</u>

LIST THE ADDRESSES OF ALL ADDITIONAL BUSINESS LOCATIONS. A SEPARATE APPLICATION FORM MUST BE COMPLETED FOR ANY ADDITIONAL LOCATIONS IN A DIFFERENT CITY.

4	STREET ADDRESS	CITY	ZIP CODE	COUNTY	TELEPHONE
5	STREET ADDRESS	CITY	ZIP CODE	COUNTY	TELEPHONE

6 CHECK ORGANIZATION TYPE:  INDIVIDUAL  PARTNERSHIP  CORPORATION

IF CORPORATION, LIST THE STATE UNDER WHOSE LAW BUSINESS IS INCORPORATED:

LIST NAME AND RESIDENCE ADDRESS OF ALL INDIVIDUAL OWNERS, PARTNERS OR PRINCIPAL CORPORATE OFFICERS

7	NAME <u>FRANK MILLER</u>	TITLE <u>OWNER</u>	DATE OF BIRTH <u>5-22-43</u>	RESIDENCE TELEPHONE <u>(503) 543-3729</u>
8	RESIDENCE ADDRESS <u>33468 KAMMEYER RD</u>	CITY <u>SCAPPOOSA</u>	STATE <u>OR</u>	ZIP CODE <u>97056</u>
9	NAME	TITLE	DATE OF BIRTH	RESIDENCE TELEPHONE ( )
10	RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
11	NAME	TITLE	DATE OF BIRTH	RESIDENCE TELEPHONE ( )
12	RESIDENCE ADDRESS	CITY	STATE	ZIP CODE

13 THE DIMENSIONS OF THE PROPERTY ON WHICH THE BUSINESS IS LOCATED ARE \_\_\_\_\_ ft. x \_\_\_\_\_ ft.

I CERTIFY THAT I AM THE APPLICANT OR AN AUTHORIZED REPRESENTATIVE AND THAT ALL INFORMATION ON THIS APPLICATION IS ACCURATE AND TRUE. I ALSO CERTIFY THAT THE RIGHT OF WAY OF ANY HIGHWAY ADJACENT TO THE LOCATION(S) LISTED ABOVE IS USED FOR ACCESS TO THE PREMISES AND PUBLIC PARKING.

14	NAME <u>FRANK MILLER</u>	TITLE <u>OWNER</u>	RESIDENCE TELEPHONE <u>(503) 543-3729</u>
15	ADDRESS, CITY, STATE, ZIP CODE <u>33468 KAMMEYER RD, SCAPPOOSA, OR</u>	SIGNATURE <u>Frank Miller</u>	DATE <u>10-19-88</u>

16 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.

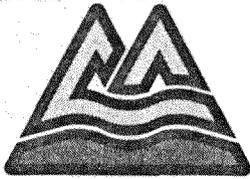
I ALSO CERTIFY THAT I AM AUTHORIZED TO SIGN THIS APPLICATION AND AS EVIDENCE OF SUCH AUTHORITY DO AFFIX HEREON THE SEAL OR STAMP OF THE CITY OR COUNTY.

**FEE: \$54.00**

PLACE STAMP OR SEAL HERE

17	NAME <u>Barbara E. Jones</u>	TITLE <u>Asst. Clerk of the Board</u>
18	SIGNATURE <u>Barbara E Jones</u>	DATE <u>11/22/88</u>

SUBMIT APPLICATION AND SURETY BOND, WITH ALL REQUIRED FEES AND SIGNATURES TO:  
BUSINESS LICENSING UNIT  
1905 LANA AVE. NE  
SALEM, OR 97314-2350



MULTNOMAH COUNTY OREGON

20  
5162

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

November 22, 1988

Mr. Paul Yarborough, Director  
Department of Environmental Services  
2115 SE Morrison  
Portland, OR

Dear Mr. Yarborough:

Be it remembered, that at a meeting of the Board of County Commissioners held November 22, 1988, the following action was taken:

Request of the Director of Environmental Services)  
for approval of Budget Modification DES #7 re- )  
classifying positions within Community Develop- )  
ment Division: 1) Finance Technician to Admini- )  
strative Specialist 1; and 2) Management Analyst )  
to Finance Specialist 2 to be funded from salary )  
savings R-3 )

Commissioner Casterline moved, duly seconded by Commission-  
er Anderson, that the above-entitled matter be approved.

Cecile Pitts, Community Development, explained that the  
Division feels this request should be exempt from the recently  
adopted Budget Savings Policy because the monies come from the  
Community Block grant administration monies which are not from Gen-  
eral Fund.

At this time, the motion was considered, and it is unani-  
mously

ORDERED that said request be approved, and budget modifica-  
tion be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance  
Community Development  
Employee Relations

DATE SUBMITTED 11/05/88

(For Clerk's Use)  
Meeting Date 11/22/88  
Agenda No. R-3

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: \_\_\_\_\_

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only 11/24/88  
(Date)

DEPARTMENT Environmental Services DIVISION Community Development

CONTACT Cecile Pitts TELEPHONE 248-5000

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Jane Burda/Cecile Pitts

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

Budget Modification # DES#7. Reclassification of Finance Technician to Administrative Specialist 1 and Management Analyst to Finance Specialist in the Community Development Grant Program. Reclasses are to be funded with salary savings.

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

- INFORMATION ONLY
- PRELIMINARY APPROVAL
- POLICY DIRECTION
- APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 5 minutes

IMPACT:

PERSONNEL

FISCAL/BUDGETARY

General Fund

Other \_\_\_\_\_

*To Budget  
12/01/88*

BOARD OF COUNTY COMMISSIONERS  
 HULLINOHAM COUNTY  
 OREGON  
 1988 NOV 15 AM 11:43

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Paul Yarborough/bkw

BUDGET / PERSONNEL Dorothy H. Winkley Shawn McCardwell

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

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

NOV 10 REC'D

BUDGET MODIFICATION NO. DES #7

(For Clerk's Use) Meeting Date 11/22/88  
 Agenda No. R-3

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR \_\_\_\_\_ (Date)

DEPARTMENT Environmental Services DIVISION Community Development  
 CONTACT Cecile Pitts TELEPHONE 248-5000  
 \*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Jane Burda/Cecile Pitts

SUGGESTED  
AGENDA TITLE (to assist in preparing a description for the printed agenda)

Reclassification of Finance Technician to Administrative Specialist 1 and Management Analyst to Finance Specialist in the Community Development Grant Program.

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)  
 [ ] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

Reclassification of Finance Technician to Administrative Specialist 1 and Management Analyst to Finance Specialist in the Community Development Grant Program. Reclasses are to be funded with salary savings.

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

There is no revenue impact during this fiscal year due to salary savings from an unfilled position.

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

(Specify Fund) Contingency before this modification (as of \_\_\_\_\_) \$ \_\_\_\_\_  
 (Date) After this modification \$ \_\_\_\_\_

Originated By	Date	Department Director	Date
<i>Jane Burda</i>	<i>11.8.88</i>	<i>Paul Yarbrough/bkw</i>	<i>11/8/88</i>
Finance/Budget	Date	Employee Relations	Date
<i>Sharon Cordova</i>	<i>11/10/88</i>	<i>Sharon Cordova</i>	<i>11/10/88</i>
Board Approval	Date		
<i>Burda E Jones</i>	<i>11/22/88</i>		

Boilerplate 3C/0227C

27C/0317C



PERSONNEL DETAIL FOR BUD MOD NO. DES #7

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

FTE Increase (Decrease)	POSITION TITLE	Annualized		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
(1)	Finance Technician	(\$24,095)	5500 (\$6,086) 5550 (\$4,070)	(\$34,251)
1	Administrative Specialist 1	\$25,181	5500 \$6,360 5550 \$4,100	\$35,641
(.3)	Management Analyst	(\$ 9,584)	5500 (\$2,421) 5550 (\$1,286)	(\$13,291)
.3	Finance Specialist 2	\$ 9,872	5500 \$2,494 5550 \$1,294	\$13,660
	TOTAL CHANGE (ANNUALIZED)	\$1,374	\$385	\$1,759

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

Full Time Positions, Part-Time, Overtime, or premium	Explanation of Change	Current FY		
		BASE PAY Increase (Decrease)	FRINGE Increase (Decrease)	TOTAL Increase (Decrease)
(.75)	(Finance Tech 1)	(\$18,071)	5500 (\$4,565) 5500 (\$3,052)	(\$25,688)
.75	Adminstrative Specialist 1	\$18,886	5500 \$4,770 5550 \$3,075	\$26,731
(.225)	(Management Analyst)	(\$ 7,188)	5500 (\$1,816) 5550 (\$ 964)	(\$9,968)
.225	Finance Specialist 2	\$ 7,404	5500 \$1,870 5550 \$970	\$10,244
	Total Change	\$ 1,031	\$288	\$1,319

11/22/88

RECEIVED FROM

JANE MCGARVIN

CLERK, BOARD OF COUNTY COMMISSIONERS . MULTNOMAH COUNTY, OREGON

BUDGET

BUDGET MODIFICATION DES #7 APPROVED.

R-3



BOARD OF  
COUNTY COMMISSIONERS

1989 JAN 18 PM 12:42

MULTNOMAH COUNTY  
OREGON

70

20-21  
J162



MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE MCGARVIN • Clerk • 248-3277

November 22, 1988

Ms. Linda Alexander, Director  
Department of General Services  
1120 SW Fifth  
Portland, OR

Dear Ms. Alexander:

Be it remembered, that at a meeting of the Board of County Commissioners held November 22, 1988, the following action was taken:

In the matter of confirming additional appoint- )  
ments to the Functional Committees of Strategic )  
Planning R-4 )

Jack Horner, Budget & Planning Director, submitted the following additional appointments to Functional Committees: Kirk Engelstad, Justice Services; Linda Crum, Human Services; Nancy Loughmiller, Environmental Services. He added that Ms. Loughmiller replaces Nancy Walker who had to resign. He recommended approval of the appointments, and stated there are four more vacancies which he hopes to have filled by next week.

Commissioner Anderson moved, duly seconded by Commissioner Kafoury, that the above-entitled matter be approved.

Commissioner Anderson requested a change of the spelling of one of the Human Services appointees, from [Zelinka] to Zelenka. The Board concurred.

The motion was considered, and it is unanimously

ORDERED that said appointments be confirmed.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget

DATE SUBMITTED 11/16/88

(For Clerk's Use)  
Meeting Date 11/22/88  
Agenda No. R-4

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Strategic Planning Functional Committee  
Appointments

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only 11/22/88  
(Date)

DEPARTMENT General Services DIVISION Planning and Budget

CONTACT John Cronise TELEPHONE 248-3616

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Jack Horner, John Cronise

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

Remaining appointments to the five Strategic Planning Functional Committees.

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

INFORMATION ONLY  PRELIMINARY APPROVAL  POLICY DIRECTION  APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 10 minutes

IMPACT:

PERSONNEL

FISCAL/BUDGETARY

-General Fund

Other \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Linda D. Alexander

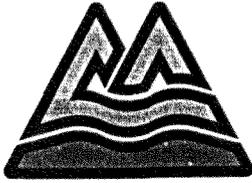
BUDGET / PERSONNEL /

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

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

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1988 NOV 16 AM 11:53



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS MCCOY, CHAIR  
PAULINE ANDERSON  
POLLY CASTERLINE  
GRETCHEN KAFOURY  
CAROLINE MILLER

DEPARTMENT OF GENERAL SERVICES  
PORTLAND BUILDING  
1120 SW FIFTH, 14TH FLOOR  
PORTLAND, OR 97204-1934  
(503) 248-3300

OFFICE OF THE DIRECTOR  
PLANNING AND BUDGET (503) 248-3303  
COUNTY COUNSEL (503) 248-3883  
EMPLOYEE SERVICES (503) 248-3138  
FINANCE (503) 248-5015  
LABOR RELATIONS (503) 248-3312  
(503) 248-5135

## MEMORANDUM

---

TO: Board of Commissioners  
FROM: Jack Horner, Budget and Planning Director  
DATE: November 22, 1988  
SUBJECT: Functional Committee Appointments

---

The following names are being presented today for confirmation to the appropriate Strategic Planning Functional Committees.

Kurt Engelstad - Justice Services Functional Committee

Linda Crum - Human Services Functional Committee

Nancy Loughmiller - Environmental Services Functional Committee

# MULTNOMAH COUNTY - STRATEGIC PLANNING

---

## STRATEGIC PLANNING FUNCTIONAL COMMITTEE COMMITTEE MEMBERS November 22, 1988

### HUMAN SERVICES FUNCTIONAL COMMITTEE

1. Pauline Anderson
2. Jeff Lewis
3. Doug Montgomery
4. Lorraine Santos
5. Tom Zelenka 
6. Duane Zussy
7. Linda Crum

### JUSTICE SERVICES FUNCTIONAL COMMITTEE

1. John Angell
2. Pat Brothers
3. Gretchen Kafoury
4. Fred Pearce
5. Tanna Reynolds
6. Roosevelt Robinson
7. Mike Schrunk
8. Gary Pearlstein
9. Kurt Engelstad

### ENVIRONMENTAL SERVICES FUNCTIONAL COMMITTEE

1. Polly Casterline
2. Sheila Driscoll
3. Dick Feeny
4. Nancy Loughmiller
5. Ed Washington
6. Paul Yarborough
7. Vacant

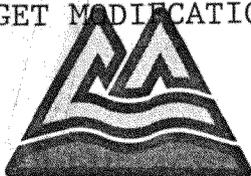
### SUPPORT SERVICES FUNCTIONAL COMMITTEE

1. Linda Alexander
2. Rick Bauman
3. Paul Eisenberg
4. John Frewing
5. Robert Gaudin
6. Thomas Wright
7. Vacant

### GENERAL GOVERNMENT FUNCTIONAL COMMITTEE

1. Phyllis Cole
2. Bud Farm
3. Terry McCall
4. Gladys McCoy
5. Caroline Miller
6. Vacant
7. Vacant

21  
5162



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE MCGARVIN • Clerk • 248-3277

November 22, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held November 22, 1988, the following action was taken:

Request of the Director of Human Services for )  
approval of Budget Modification DHS #18 reflect- )  
ing a revenue increase in the amount of \$61,875 )  
from State Health Division AIDS Minority Outreach )  
Grant to Health Services, Pass Through FY 1988/89) R-5

Duane Zussy, Human Services Director, explained this request reflects increased revenue from the State Health Division for the AIDS Minority Outreach Grant pass through monies for this current budget year. Last week the Division had another budget modification affecting these monies which reduced the grant to \$38,125, but this week it has increased by \$61,875 to bring the total to \$100,000 to continue the program through June 1989. The State let the bids for these contracts with ERCO and BOCHA which expire June 30. The Division is requesting approval at this time, so that those contracts can be continued without interruption.

Upon motion of Commissioner Anderson, duly seconded by Commissioner Kafoury, it is unanimously

ORDERED that said request be approved, and budget modification be implemented.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance  
Health

BUDGET MODIFICATION NO. DHS 18

(For Clerk's Use) Meeting Date:  
Agenda No.:

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR 11/22/88 R-5

DEPARTMENT Human Services DIVISION Health  
CONTACT Scott Clement/Tom Fronk TELEPHONE ext. 3674  
NAME OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

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

Budget Modification DHS 18 requests an increased appropriation of \$61,875 for Pass Through, Health Division, to reflect increased funding from the State Health Division for AIDS Minority Outreach.

(ESTIMATED TIME NEEDED ON THE AGENDA )

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

[ ] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET *To Budget 12/01/88*

The Board on November 10 approved a Health Division budget modification which made several changes to the Division budget based on a revision to the State Health Division revenue agreement. One of the changes was a reduction of the size of the AIDS Minority Outreach grant to \$38,125. This was the amount the County was expected to receive from the State for contracts scheduled to end on November 30. At that time the State indicated that the County should expect no further funding this fiscal year.

Since then the Health Division has received a letter from the State committing to an additional \$61,875 for AIDS Minority Outreach. This addition will bring the total for 1988-89 to \$100,000. This change will be incorporated on the next State Health Division modification, which is due in December. However, to allow the programs at the two contract agencies, IRCO and OCHA, to continue without interruption the Division asks the Board to consider the AIDS Minority Outreach increase at this time. Approval will allow the Division to process contract extensions effective December 1.

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

Increases AIDS Minority Outreach by \$61,875.  
Increases Cash Transfer from GF to F/S by \$433.  
Increases service reimbursement revenue from F/S to GF BY \$433.

BOARD OF COUNTY COMMISSIONERS  
ULTIMATE COUNTY OREGON  
1988 NOV 16 AM 10:38

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

\_\_\_\_\_ contingency before this modification (as of \_\_\_\_\_ ) \$ \_\_\_\_\_  
(specify fund) (date)  
after this modification: \$ \_\_\_\_\_

*Pauline Anderson*

Originated by: \_\_\_\_\_ Date: \_\_\_\_\_ Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

*Tom Fronk* 11-15-88 *Duane Zussy* 11/15/88

Finance/Budget: \_\_\_\_\_ Date: \_\_\_\_\_ Employee Relations: \_\_\_\_\_ Date: \_\_\_\_\_

*Tom Fronk* 11-15-88

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*Duane Zussy* 11/22/88







# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
HEALTH DIVISION  
426 S.W. STARK STREET, 8TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3674

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy, Director *Duane Zussy (w/c)*  
Department of Human Services

FROM: Billi Odegaard, Director  
Health Division

DATE: November 14, 1988

SUBJECT: Recommendation to Approve Modifications to  
the Health Division Budget

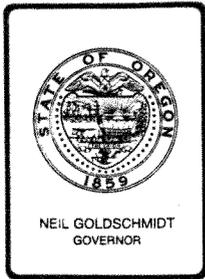
RECOMMENDATION: The Health Division recommends approval by the Board of County Commissioners of the attached budget modification increasing the appropriation for Pass Through, Health Division, reflecting an increase of \$61,875 in State Health Division support for AIDS Minority Outreach.

ANALYSIS: On November 9, 1988, the Health Division received a letter from the State Health Division committing to an increase of \$61,875 for a total of \$100,000 in funding for AIDS Minority Outreach services. Multnomah County currently provides these services through contracts with IRCO and the Oregon Committee for Hispanic Advancement. The increased funding will allow for the continuation of services through the end of FY 88-89.

The addition of \$61,875 will be incorporated into the next revision of the State Health Division Grant, due in December. However, to allow the services provided by OCHA and IRCO to continue without interruption, the Division is requesting that the BCC consider appropriation of the increase at this time. Under funding currently available from the State, contracts will be terminated November 30, 1988.

BACKGROUND: On November 10, 1988, the Board approved a Health Division budget modification which made several changes in the Division budget based upon a revision of the State Health Division Grant to Multnomah County. Included was a reduction in

the level of support for AIDS Minority Outreach to \$38,125. This was the amount the County was told to expect to receive from the State for contracts we had anticipated would end November 30, 1988. As indicated above, we later learned that the State is planning to continue support for this service.



*Department of Human Resources*  
**HEALTH DIVISION**

1400 SW 5th AVENUE, PORTLAND, OREGON 97201

VOICE: 229-5792

TDD-NONVOICE: (503) 229-5497

November 4, 1988

Jeanne Gould  
HIV Program Manager  
Multnomah County Department of Human Services  
426 SW Stark  
Portland, OR 97204

Dear Jeanne:

This letter is to express our intent to extend the current AIDS Minority Outreach grant through June 30, 1989. This will increase the total grant for AIDS Minority Outreach from \$38,125 to \$100,000 for fiscal year 1988-89.

Sincerely,

Robert O. McAlister, PhD  
HIV Program Manager  
HIV Program

CH:ROM:md

AN EQUAL OPPORTUNITY EMPLOYER

Mailing Address: P.O. Box 231, Portland, OR 97207  
Emergency Phone Voice (503) 229-5599 — TDD-Nonvoice (503) 252-7978

21  
5/162



MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
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POLLY CASTERLINE • District 4 • 248-5213  
JANE MCGARVIN • Clerk • 248-3277

November 22, 1988

Ms. Gladys McCoy, Chair of the Board  
1021 SW Fourth, Room 134  
Portland, OR

Dear Ms. McCoy:

Be it remembered, that at a meeting of the Board of County Commissioners held November 22, 1988, the following action was taken:

Second Reading - An Ordinance establishing plan- )	
ning groups to make recommendations to the Board )	
of County Commissioners regarding service needs, )	ORDINANCE
distribution and administration of the Youth Gang )	NO. 598
Service Funds for North and Northeast Portland )	
(Continued from 11/15/88) R-6 )	

Copies of the above-entitled Ordinance were available to all persons wishing a copy. Ordinance was read by title only.

A hearing was held; no one from the public wished to testify.

Commissioner Anderson moved, duly seconded by Commissioner Kafoury, that the above-entitled matter be approved.

Commissioner Anderson referred to Section III(C), and stressed the importance of the review of program recommendations be forwarded to the Board so it knows what is working and what is not.

Commissioner Miller directed Mr. Zussy to be responsible for carrying out this request.

The motion was considered, and it is unanimously

ORDERED that said Ordinance be adopted.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

11/22/88  
R-6

SUPPLEMENTAL AGENDA

TUESDAY, NOVEMBER 15, 1988

THE FOLLOWING MATTER WAS CONTINUED FROM NOVEMBER 10:

BOARD OF COUNTY COMMISSIONERS

R-4 In the matter of confirming the appointments to the Functional Committees of Strategic Planning (Continued from November 10)

Request Unanimous consent to consider the following matter:

DEPARTMENT OF HUMAN SERVICES

R-5 Notice of Intent to apply to the Robert Wood Johnson Foundation for \$396,027 for the Innovative Prenatal Care Program

NOTE: The Board on November 10 approved the first reading of the following matter, and scheduled the second reading for November 10, but because the Charter requires at least 6 days before readings, the matter needs to be continued to November 22

ORDINANCES - NONDEPARTMENTAL

R-6 Second Reading - An Ordinance establishing planning groups to make recommendations to the Board of County Commissioners regarding service needs, distribution and administration of the Youth Gang Service Funds for North and Northeast Portland

DATE SUBMITTED November 3, 1988

(For Clerk's Use)  
Meeting Date 11/20/88  
Agenda No. R-19  
2nd Rd 11/15/88 R-6  
11/22/88 RC

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ordinance establishing planning groups  
for use of Service Funds Nov. 10, 1988

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only \_\_\_\_\_  
(Date)

DEPARTMENT County Chair

DIVISION \_\_\_\_\_

CONTACT Barbara S. Donin

TELEPHONE 248-3308

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD \_\_\_\_\_

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

Ordinance establishing planning groups to make recommendations to the Board of County Commissioners regarding service needs, distribution and administration of the Youth Gang Service Funds for North and Northeast Portland

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

INFORMATION ONLY     PRELIMINARY APPROVAL     POLICY DIRECTION     APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL  
 FISCAL/BUDGETARY  
     General Fund  
 Other \_\_\_\_\_

MULTNOMAH COUNTY  
OREGON  
1988 NOV -3 PM 11:12  
BOARD OF  
COUNTY COMMISSIONERS

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Gladys McCoy

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) [Signature]

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

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

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE COUNTY OF MULTNOMAH

ORDINANCE NO. 598

An ordinance establishing planning groups to make recommendations to the Board of County Commissioners regarding service needs, distribution and administration of the Youth Gang Service Funds for North and Northeast Portland.

Multnomah County ordains as follows:

Section I. Findings:

A. The Board of County Commissioners funded two outreach teams to work with youth at risk of gang affiliation in the North and Northeast communities.

B. Outreach efforts are likely to generate the need for additional services. As a result, the Board of County Commissioners also budgeted two service funds in order to increase needed services identified by the outreach teams and to leverage additional funds from other sources.

C. The Board of County Commissioners placed the two service funds (\$25,000 each) in the Department of Human Services' Administrative budget and asked that planning teams be appointed to make recommendations on the use of these funds.

Section II: Membership of Planning Groups

A. The County Chair will appoint and the Board of County Commissioners will approve a planning team for the Northeast community. The planning team shall consist of representatives of the Juvenile Services Commission, Northeast Coalition of Neighbors, Outreach Contractor, Department of Human Resources, Urban League, Juvenile Justice Division, N.E. Crime Prevention, United Way and the City of Portland Parks and Recreation Department.

B. The County Chair shall appoint and the Board of County Commissioners shall approve a planning team for the North Portland community. The planning team shall consist of the Columbia Villa multiservice team, the outreach contractor and tenants of the Columbia Villa/Tamarack apartments. The multiservice team will include representatives of DHS, DJS, CSD, AFS, NYSC, N.E. Crime Prevention, H.A.P., City of Portland Parks and Recreation Department and Portland Police Bureau.

Section III: Charge to the planning groups

- A. Each planning group shall make recommendations to the Board of County Commissioners regarding service needs and distribution and administration of the Service Fund for each respective community.
- B. The planning groups are advisory to the Board of County Commissioners.
- C. Each set of recommendations shall be forwarded to the Board of County Commissioners two months after the outreach teams begin working.

Section IV: Staffing

- A. The Youth Program Office will provide staff support to the Northeast planning group including preparation of the recommendations for the Board of County Commissioner's consideration.
- B. The Department of Justice Services and the Department of Human Services will provide staff support to the North planning group including preparation of the recommendations for the Board of County Commissioner's consideration.

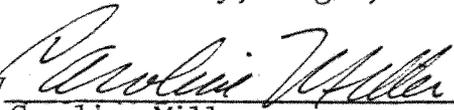
Section V. Adoption

This ordinance being necessary for the health, safety and general welfare of the people of Multnomah County shall take effect on the thirtieth (30th) day after its adoption, pursuant to Section 5.50 of the Charter of Multnomah County

Adopted this 22nd day of November 1988

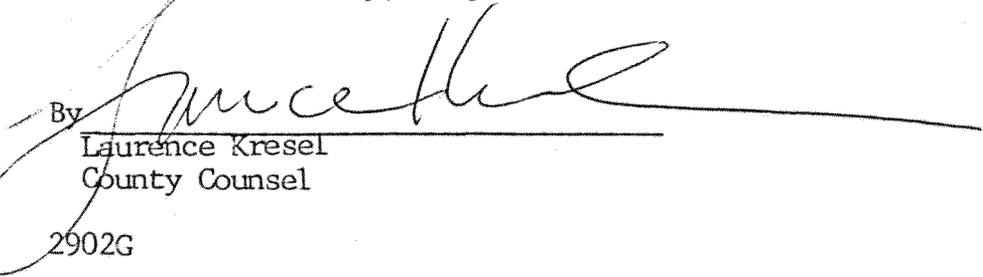
(SEAL)

Board of County Commissioners  
Multnomah County, Oregon,

By   
Caroline Miller  
Multnomah County Vice Chair Pro Tem

Approved As To Form:

Laurence Kressel, County Counsel  
For Multnomah County, Oregon

By   
Laurence Kressel  
County Counsel

2902G

SERVICE PROVIDERS PERCEPTION OF PROBLEMS

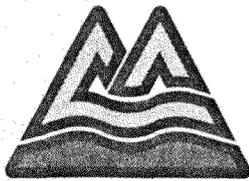
- 1.) Boredom
- 2.) Distrust of government
- 3.) Lack of hope
- 4.) Lack of security
- 5.) Outsiders causing trouble
- 6.) Lack of job skills
- 7.) Child care needs
- 8.) Eviction of B.A.'s needed
- 9.) Don't trust neighbors
- 10.) Inaccessibility to stores/services
- 11.) Attitudes that living in Villa is transitioning
- 12.) Labeling of residents as "Villa Rats"
- 13.) Low self-esteem
- 14.) Poor living
- 15.) Lack of response from HAP regarding housing repairs - slow response
- 16.) Abused women
- 17.) Gangs
- 18.) Abused & neglected children
- 19.) Youth have no structure/supervision
- 20.) Lack of skills to deal
- 21.) Quality of schools - poor reputation
- 22.) Elderly lack of mobility/isolated/friends don't visit
- 23.) Fear
- 24.) Police have slow response time
- 25.) Lack of citizen involvement
- 26.) Poor/low income lack of resources
- 27.) Apathy/lack of energy
- 28.) Lack of socialization skills
- 29.) No recreation
- 30.) Substance abuse
- 31.) One-parent families concentration
- 32.) No role models - everyone is in the same boat
- 33.) Prostitution

*Team Coord*  
*Team Coord*

Ben Priestley	HAP POB 13220 Ptid 97213	249-5548
Jim Skelding	Mult Prob.	248-5051
Steve Tillinghast	Mult Co. Sheriff	255-3600
Joe Andrus	HAP	255-5919
John McGaw	HAP Resident Aide	286-1159
Lesley Unthank	City Parks	289-2414
Paul Keenam	Bureau of Parks	796-6878
Lee Jenkins	Park Bureau	289-2414
Tom Thomas	N.E. ASD 10 N. RUSSELL Ptid.	248-5470
Richard Stowell	N.E. ASD	248-5470
Pat McChesney	MCHSD	248-5055
Sharon Kidder	State Employment Division	280-6004
Gloria A. McClendon	Mult. Co. Health Div.	248-5055
Shirley R. Orr	Mult. Co. Health Div.	248-5055
Connie Leben	Mult. Co. Health Div.	248-5055
Leland Block	Mult. Co. Juvenile Just. Div.	248-3977
Joanne Fuller	Mult. Co. Justice Services	248-5374
Maggie Gareau	Mult. Co. Dept. Human Serv.	248-3782
David Pump	Mult. Co. Social Services	248-3691
Vada Grimsrud	Crime Prevention Coord. N. Ptid 2410 N. Lombard, Ptid. 97217	248-4098
Diane Feldt	N. Portland YSC	285-0627
Ken Thompson	Columbia Boys & Girls Club 7602 N. Emerald	289-8803
Diane Ruminski	Mult Co. Health Div. N. P. Clinic	248-5304

0068J

*Col. Villa Hot Line ————— 283-3735*  
*Jerry Blake - Urban Study Program ————— 464-4087*



# MULTNOMAH COUNTY OREGON

22  
5/62

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

November 22, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held November 22, 1988, the following action was taken:

In the Matter of ratification of an agreement )  
with State Department of Human Resources for loan )  
of computer to access client information for )  
dependency cases R-7 )

Commissioner Kafoury moved, duly seconded by Commissioner Anderson, that the above-entitled matter be approved.

Duane Zussy, Human Services Director, explained this is an intergovernmental agreement between the Children's Services Division and Juvenile Justice Division that will allow personnel in the Juvenile Justice Division to access by computer terminal client confidential information from CSD files for children that are passing through the Court systems. There is no financial obligation for this agreement, and CSD will facilitate placement of the computer in the Juvenile Services office.

The motion was considered, and upon a roll call vote, it is unanimously

ORDERED that said intergovernmental agreement be ratified.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance  
Juvenile Justice

THE FOLLOWING WILL BE CONSIDERED BY UNANIMOUS CONSENT:

R-7

In the Matter of the ratification of an agreement with State Department of Human Resources for loan of computer to access client information for dependency cases

R-8

Liquor license renewal applications submitted by the Sheriff with recommendation of approval: DISPENSER/CLASS A: Biff's Seafood Restaurant, 12840 SE Stark. RESTRAUNT: Pizza Baron, 2604 SE 122nd; Round Table Pizza, 15920 SE Division. RETAIL MALT BEVERAGE: King's Wild Tavern, 13350 SE Powell. PACKAGE STORE: Best Buys Food Market, 14220 SE Stark; Cracker Barrel Grocery, 15005 NW Sauvie Island Rd.; Safeway Store #382, 3527 SE 122nd; Quick Shop Minit Mart #22, 17424 SE Stark; 7-Eleven Food Store #14500, 11220 SE Powell

Emergency - R-7 - To expedite loan of computer from State Human Resources Division for accessing client information for dependency cases

R-8 - To meet license termination deadlines

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)  
Meeting Date \_\_\_\_\_  
Agenda No. \_\_\_\_\_

*Unanimous  
Consent*

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Children's Services Division

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only \_\_\_\_\_  
(Date)

DEPARTMENT Human Services DIVISION Juvenile Justice

CONTACT Harold Ogburn TELEPHONE 248-3460

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

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

This agreement will enable Juvenile Court Counselors to access client information through the State Department of Human Resources Computer System at no cost to Multnomah County.

Emergency - to expedite the loan of a computer from the State Human Resources Division to share information on dependency cases

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

- INFORMATION ONLY
- PRELIMINARY APPROVAL
- POLICY DIRECTION
- APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

FISCAL/BUDGETARY

General Fund

Other \_\_\_\_\_

*BCC copies*

BOARD OF  
COUNTY COMMISSIONERS  
1988 NOV 18 PM 3:30  
MULTNOMAH COUNTY  
OREGON

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: *Duane Zussy*

BUDGET / PERSONNEL *Thomas Gray*

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) *Bruning*

OTHER \_\_\_\_\_

(Purchasing, Facilities Management, etc.)

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



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
JUVENILE JUSTICE DIVISION  
1401 N.E. 68th  
PORTLAND, OREGON 97213  
(503) 248-3460

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy, Chair  
Multnomah County Board

VIA: Duane Zussy, Director *Duane Zussy (up)*  
Department of Human Services

FROM: *H* Harold Ogburn, Director  
Juvenile Justice Division

DATE: October 31, 1988

SUBJECT: REQUEST FOR CONTRACT APPROVAL

Recommendation: The Division of Juvenile Justice is recommending County Chair's approval of an intergovernmental contract with Children's Services Division for Juvenile Court Counselors to facilitate access to client-confidential information stored on the Department of Human Resources computer. Approval of the contract would allow Children's Services Division to provide a computer terminal at the Juvenile Justice Division location.

Background: This agreement goes into effect upon Chair's approval of contract and will remain in effect until cancelled by one or more parties. Juvenile Justice Division will be responsible for operating terminals, printers, and data lines. Children's Services Division will be responsible for coordinating access to its files.

Analysis: There is no financial obligation for Multnomah County in this contract.

0130U/CL/ijm



Intergovernmental  
Agreement Between  
Children's Services Division  
and  
Multnomah County Juvenile Court Department  
for  
Access to CSD Transactions  
through the DHR Computer

I. Purpose

This agreement is entered into by the Children's Services Division (CSD) and Multnomah County Juvenile Department (MCJD) to facilitate access by Multnomah County Juvenile Department to Children's Services data stored on the Department of Human Resources (DHR) computer, for lawful purposes connected with the administration of programs.

II. Objective

To document the means by which MCJD may make automated inquiries to the CSD data base.

III. Access

Designated MCJD staff will use an individual password and assigned security classification to access CSD data. At this time, access is limited to the following transactions:

* ICDT	Name Search
* ICDB	Basic Case Information
* ICDF	Court Records
* ICDG	Plan Information
* ICDH	Plan/Service Information
* ICDI	Service Information
* ICDK	Individual Information
* ICDP	PL 96-272 Review Information
* ICDR	Child's Information Sheet
* ICDS	Service History
* IJDM	JCS Movement History
* IJDX	JCS Commitment

IV. Confidentiality and Disclosure

Records contained in the CSD data base are confidential and may not be disclosed, except as specifically authorized by CSD. Accordingly, the MCJD agrees:

- A. To strictly enforce the confidentiality of CSD data.
- B. To restrict access to records to those required to administer programs which share clients with CSD.
- C. To refer all requests for other information to CSD.

V. Equipment

MCJD is responsible for operation of terminals, printers, and data lines. CSD is responsible for maintenance of equipment and coordinating access to its files by the MCJD with DHR.

VI. Coordination

CSD and the MCJD will each designate a staff person to act as liaison. These staff will coordinate all issues associated with this agreement.

VII. Duration

- A. This agreement becomes effective on October 17, 1988, and will remain in force until cancelled by one or more of the parties.
- B. This agreement is subjected to cancellation by any of the parties upon 30 days' written notice.

SIGNATURES

\_\_\_\_\_  
Multnomah County Juvenile Department

\_\_\_\_\_  
Bill Thomas, Administrator  
Children's Services Division

\_\_\_\_\_  
Contractor Federal I.D. No.

Multnomah County, Oregon

By *Caroline Miller*  
Gladys McCoy, Multnomah County Chair

By \_\_\_\_\_

Approved as to Form:

Laurence Kressel  
County Council for  
Multnomah County, Oregon

By \_\_\_\_\_

PRESS LIST

DATE 11/21/88

THE FOLLOWING WERE CALLED THIS DATE REGARDING:

- a) Meeting 11/22
- b) Executive Meeting
- c) Other R-7 + R/8 -

Signed *[Signature]*

KOIN	Channel 6	243-6614	Assignment Desk ✓
KGW	Channel 8	226-5111	Assignment Desk ✓
KATU	Channel 2	231-4260	Assignment Desk ✓
KPTV	Channel 12	222-9921	News Desk ✓
KEX	1190 A.M.	222-1929	Newsroom/Message ✓
KSGO	1520 A.M.	223-1441	News Desk ✓
KXL	750 A.M.	231-0750	Newsroom/Message ✓
KGW	62 A.M.	226-5095	News Desk ✓
K-103 FM		643-5103	Newsroom ✓
KXYQ - 105		226-6731	✓
OREGONIAN		221-8566	Harry Bodine message ✓
GRESHAM OUTLOOK		665-2181	Robin Franzen ✓
SKANNER		287-3562	Patrick Mazza ✓
CABLE		667-7636	✓

Liquor licenses

22  
5162

SUPPLEMENTAL AGENDA

TUESDAY, NOVEMBER 22, 1988

THE FOLLOWING WILL BE CONSIDERED BY UNANIMOUS CONSENT:

R-7 In the Matter of the ratification of an agreement with State Department of Human Resources for loan of computer to access client information for dependency cases

R-8 Liquor license renewal applications submitted by the Sheriff with recommendation of approval: DISPENSER/CLASS A: Biff's Seafood Restaurant, 12840 SE Stark. RESTRAUNT: Pizza Baron, 2604 SE 122nd; Round Table Pizza, 15920 SE Division. RETAIL MALT BEVERAGE: King's Wild Tavern, 13350 SE Powell. PACKAGE STORE: Best Buys Food Market, 14220 SE Stark; Cracker Barrel Grocery, 15005 NW Sauvie Island Rd.; Safeway Store #382, 3527 SE 122nd; Quick Shop Minit Mart #22, 17424 SE Stark; 7-Eleven Food Store #14500, 11220 SE Powell

Emergency - R-7 - To expedite loan of computer from State Human Resources Division for accessing client information for dependency cases

R-8 - To meet license termination deadlines

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)

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

Agenda No. \_\_\_\_\_

REQUEST FOR PLACEMENT ON THE AGENDA

NOV 16 1988

Subject: LIQUOR LICENSES

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only 12-1-88  
(Date)

DEPARTMENT Sheriff's Office

DIVISION \_\_\_\_\_

CONTACT Sgt. Ed Hausafus

TELEPHONE 255-3600

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Sally Anderson

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

Application for a DISPENSER CLASS A license for the Biff's Seafood Restaurant, 12840 SE Stark; applicant Ronald H. Gustafson with recommendation for approval.

Application for a RESTAURANT license renewal for the Pizza Baron, 2604 SE 122nd; applicants William A. and Laurie B. Dayton with recommendation for approval.

Application for a RETAIL MALT BEVERAGE license renewal for the King's Wild Tavern, 13350 SE Powell; applicants Mary Maxine Maes and LeRoy Lewis Maes with recommendation for approval.

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

INFORMATION ONLY     PRELIMINARY APPROVAL     POLICY DIRECTION     APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_ CONSENT AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

FISCAL/BUDGETARY

General Fund

Other \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: *Sally Anderson*

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

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

1988 NOV 18 PM 1:29  
CLERK OF COUNTY COMMISSIONERS  
DEPARTMENT OF JUSTICE SERVICES  
MULTI-COUNTY  
OREGON

RECEIVED  
NOV 18 1988

DEPARTMENT OF JUSTICE SERVICES



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce*

DATE: November 14, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the Dispenser Class A liquor license renewal for the Biff's Seafood Restaurant, 12840 SE Stark, Portland, Oregon. The applicant(s) Ronald H. Gustafson have no criminal record and I recommend that the application be approved.

FBP/tjb/1685N

Attachment

**LICENSE RENEWAL APPLICATION**

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522 1989

SYMBOL	CLASSIFICATION	FEES	DISTRICT	CITY/COUNTY	DPLRN	CODE
DA	DISPENSER CLASS A SERVER EDUCATION STUDENT FEE	\$400.00 2.60	1	2600	R00004A	A

**IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.**

BIFFS SEAFOOD RESTAURANT INC  
BIFFS SEAFOOD RESTAURANT  
12840 SE STARK  
PORTLAND OR

97233

DA-0004  
BIFFS SEAFOOD RESTAURANT INC  
GUSTAFSON RONALD

BIFFS SEAFOOD RESTAURANT  
12840 SE STARK  
PORTLAND OR

STAFFS OFFICE  
CIVIL PROCESS UNIT  
97233  
NOV-4 PM 1:56

\* Is Server Education designee(s), indicated by \*T\* above, correct? Yes  No   
 \*\* If no, who is your new designee? \_\_\_\_\_ SS# \_\_\_\_\_

1. Please list a daytime phone number in case we need more information: 252-0566  
 2. Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime, violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).

YES \_\_\_\_\_ NO  IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_

OFFENSE	DATE	CITY/STATE	RESULT
---------	------	------------	--------

3. Will anyone share in the profits who is not a licensee? YES \_\_\_\_\_ NO   
 If yes, please give name(s) and explain: \_\_\_\_\_

4. Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?  
 YES \_\_\_\_\_ NO  IF YES, EXPLAIN: \_\_\_\_\_

5. REPORT BELOW THE AVERAGE MONTHLY SALES FIGURES TO THE NEAREST DOLLAR FOR 12 MONTH PERIOD ENDING 09-30-88.

A. AVERAGE MONTHLY ALCOHOLIC BEVERAGE SALES (INCLUDE BEER, WINE & DISTILLED SPIRITS):	\$ <u>7,800</u>	Remember: Round to the NEAREST DOLLAR.
B. AVERAGE MONTHLY FOOD SALES:	\$ <u>38,608</u>	Example: \$36,472.55 (Actual)
C. AVERAGE MONTHLY TOTAL SALES (ADD A+B):	= \$ <u>46,408</u>	
D. PERCENT OF FOOD TO TOTAL SALES (DIVIDE B BY C):	<u>80</u> %	\$36,473.00 (Rounded)

**RENEWAL FEE / SERVER EDUCATION STUDENT FEE**

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$402.60 MADE PAYABLE TO "OLCC".

**LATE RENEWAL ADDITIONAL FEE**

The OLCC must receive your complete renewal application no later than 12-31-88, or you must pay an additional fee of \$100.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

**ENDORSEMENT**

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED XX REFUSED \_\_\_\_\_  
 DATE OF ENDORSEMENT: 11/22/88

SIGNED: [Signature] TITLE OF SIGNER: Vice County Chair Pro Tem

**SIGNATURES**

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

<u>RONALD H. GUSTAFSON</u> PRINT YOUR NAME	_____ PRINT YOUR NAME	_____ PRINT YOUR NAME
<u>[Signature]</u> SIGNATURE	_____ SIGNATURE	_____ SIGNATURE
<u>7/25/88</u> DATE	_____ DATE	_____ DATE
<u>534-28-0819</u> SOCIAL SECURITY NUMBER	_____ SOCIAL SECURITY NUMBER	_____ SOCIAL SECURITY NUMBER
_____ D.O.B.	_____ D.O.B.	_____ D.O.B.

**\*\*NOTICE\*\* All employees who serve or sell alcoholic beverages MUST have a valid Service Permit.**



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce*

DATE: November 14, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the Restaurant liquor license renewal for the Pizza Baron, 2604 SE 122nd, Portland, Oregon. The applicant(s) William A. Dayton and Laurie B. Dayton have no significant criminal record and I recommend that the application be approved.

FBP/tjb/1685N

Attachment

# LICENSE RENEWAL APPLICATION

PD  
CHK

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522 1989

SYMBOL	CLASSIFICATION	FEES	DISTRICT	CITY/COUNTY	DPLRN	CODE
R	RESTAURANT SERVER EDUCATION STUDENT FEE	\$200.00 2.60	1	2600	R00771A	C

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

DAYTON LORI D  
PIZZA BARON  
2604 SE 122ND  
PORTLAND OR

97236

DAYTON LORI D  
DAYTON WILLIAM A  
PIZZA BARON INC

PIZZA BARON  
2604 SE 122ND  
PORTLAND OR

CLERK'S OFFICE  
CIVIL PROCESS UNIT  
NOV - 4 PM 4:00  
97236

1. Please list a daytime phone number in case we need more information: 761-1799
2. Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
 YES  NO  IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_
- | OFFENSE | DATE | CITY/STATE | RESULT |
|---------|------|------------|--------|
|         |      |            |        |
3. Will anyone share in the profits who is not a licensee? YES  NO   
If yes, please give name(s) and explain: \_\_\_\_\_
4. Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?  
 YES  NO  IF YES, EXPLAIN: \_\_\_\_\_

## RENEWAL FEE / SERVER EDUCATION STUDENT FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$202.60 MADE PAYABLE TO "OLCC"

### LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-31-88, or you must pay an additional fee of \$50.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

## ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED XX REFUSED \_\_\_\_\_  
DATE OF ENDORSEMENT: 11/22/88

SIGNED: *Verdine Miller* TITLE OF SIGNER: Vice County Chair Pro Tem

## SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

William A. Dayton  
PRINT YOUR NAME

Pizza Baron Inc.  
PRINT YOUR NAME

Lori D. Dayton  
PRINT YOUR NAME

*W.A. Dayton* 11/4/88  
SIGNATURE DATE

*W.A. Dayton* 11/4/88  
SIGNATURE DATE

*Lori D. Dayton* 11/4/88  
SIGNATURE DATE

544-66-2432 5/1/53  
SOCIAL SECURITY NUMBER D.O.B.

544-66-2432 5/1/53  
SOCIAL SECURITY NUMBER D.O.B.

537-56-3178 8/23/56  
SOCIAL SECURITY NUMBER D.O.B.

\*\*NOTICE\*\* All employees who serve or sell alcoholic beverages MUST have a valid Service Permit.



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

A handwritten signature in cursive script that reads "Fred B. Pearce".

DATE: November 14, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the Retail Malt Beverage liquor license renewal for the King's Wild Tavern, 13550 SE Powell, Portland, Oregon. The applicant(s) Mary Maxine Maes and LeRoy Lewis Maes have no criminal record and I recommend that the application be approved.

FBP/tjb/1685N

Attachment

# LICENSE RENEWAL APPLICATION

P.D. CHK

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522 1989

SYMBOL	CLASSIFICATION	FEES	DISTRICT	CITY/COUNTY	DPLRN	CODE
RMB	RETAIL MALT BEVERAGE SERVER EDUCATION STUDENT FEE	\$200.00 2.60	1	2600	R00372A	C

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

MAES LEROY LOUIS  
 KING'S WILD TAVERN  
 13550 SE POWELL BLVD  
 PORTLAND OR 97236

MAES LEROY LOUIS  
 MAES MARY MAXINE

KING'S WILD TAVERN  
 13550 SE POWELL BLVD  
 PORTLAND OR

CLERK'S OFFICE  
 CIVIL PROCESS UNIT  
 97236  
 09109-4 AM 11:42

- Please list a daytime phone number in case we need more information: 760 9076
- Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
 YES  NO  IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_  

OFFENSE	DATE	CITY/STATE	RESULT
- Will anyone share in the profits who is not a licensee? YES  NO   
 If yes, please give name(s) and explain: \_\_\_\_\_
- Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?  
 YES  NO  IF YES, EXPLAIN: \_\_\_\_\_

### RENEWAL FEE / SERVER EDUCATION STUDENT FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$202.60 MADE PAYABLE TO "OLCC".  
 LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-31-88, or you must pay an additional fee of \$50.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

### ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED XX REFUSED \_\_\_\_\_  
 DATE OF ENDORSEMENT: 11/22/88

SIGNED: *Christine Miller* TITLE OF SIGNER: Vice County Chair Pro Tem

### SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

<u>MARY MAXINE MAES</u>	<u>LEROY LOUIS MAES</u>	
PRINT YOUR NAME	PRINT YOUR NAME	PRINT YOUR NAME
<u><i>Mary Maes</i></u>	<u><i>L. Maes</i></u>	
SIGNATURE	SIGNATURE	SIGNATURE
<u>11/3/88</u>	<u>11/3/88</u>	
DATE	DATE	DATE
<u>532-38-9654</u>	<u>537-34-9117</u>	<u>Nov 9/88</u>
SOCIAL SECURITY NUMBER	SOCIAL SECURITY NUMBER	SOCIAL SECURITY NUMBER
<u>Sept 13/40</u>	<u>D.O.B.</u>	<u>D.O.B.</u>

\*\*NOTICE\*\* All employees who serve or sell alcoholic beverages MUST have a valid Service Permit.

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)

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

Agenda No. \_\_\_\_\_

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: LIQUOR LICENSES

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only 11-24-88  
(Date)

DEPARTMENT Sheriff's Office

DIVISION \_\_\_\_\_

CONTACT Sgt. Ed Hausafus

TELEPHONE 255-3600

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Sally Anderson

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

SEE REVERSE SIDE

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

INFORMATION ONLY     PRELIMINARY APPROVAL     POLICY DIRECTION

BOARD OF COUNTY COMMISSIONERS  
1988 NOV 18 PM 1:29  
MULTNOMAH COUNTY OREGON

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA CONSENT AGENDA

IMPACT:

PERSONNEL

FISCAL/BUDGETARY

General Fund

Other \_\_\_\_\_

RECEIVED

NOV 18 1988

DEPARTMENT OF JUSTICE SERVICES

*Gretchen Lapury*  
*Sally Anderson*

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER \_\_\_\_\_

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_

(Purchasing, Facilities Management, etc.)

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

Application for a PACKAGE STORE license renewal for the Best Buys Food Market, 14220 SE Stark; applicants M.H. and Norsama Shahabzdah with recommendation for approval.

Application for a PACKAGE STORE license renewal for the Cracker Barrel Grocery, 15005 NW Sauvie Island Rd; applicants Yom Kae Mun and Yom Chong Su with recommendation for approval.

Application for a PACKAGE STORE license renewal for the Safeway Store, #382, 3527 SE 122; applicant R.M. McKenzie with recommendation for approval.

Application for a RESTAURANT license renewal for the Round Table Pizza, 15920 SE Division; applicant James K. Claborn with recommendation for approval.

Application for a PACKAGE STORE license renewal for the Quick Shop Minit Mart #22, 17424 SE Stark; applicants Donald D. and Mary J. Sparr with recommendation for approval.

Application for a PACKAGE STORE license renewal for the 7-Eleven Food Store #14500; 11220 SE Powell; applicants John M. and Sara E. Smith and Eileen M. Terry with recommendation for approval.



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE *Fred B. Pearce*  
Sheriff

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the Best Buys Food Market, 14220 SE Stark, Portland, Oregon. The applicant(s) M.H. Shahabzadah and Norsama Shahabzadah have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment

# LICENSE RENEWAL APPLICATION

PD  
By CLK

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522

1989

SYMBOL	CLASSIFICATION	LICENSE FEE	DISTRICT	CITY/COUNTY	DPLRN	CODE
PS	PACKAGE STORE	\$50.00	1	2600	R10222A	F

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

SHAHABZADAH MH  
BEST BUYS FOOD MARKET  
14220 SE STARK  
PORTLAND OR 97233

SHAHABZADAH MH  
SHAHABZADAH NORSAMA

BEST BUYS FOOD MARKET  
14220 SE STARK  
PORTLAND OR 97233

30101-1 AM11:37  
SHERIFF'S OFFICE  
CIVIL PROCESS UNIT

1. Please list a daytime phone number in case we need more information: 257-6642
2. Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime, violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
YES \_\_\_\_\_ NO X IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_

OFFENSE	DATE	CITY/STATE	RESULT

3. Will anyone share in the profits who is not a licensee? YES \_\_\_\_\_ NO X  
If yes, please give name(s) and explain: \_\_\_\_\_

### RENEWAL FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$50.00 MADE PAYABLE TO "OLCC".

### LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-09-88, or you must pay an additional fee of \$12.50. IF YOUR APPLICATION IS RECEIVED AFTER 12-31-88, the additional fee increases to \$20.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

### ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED XX REFUSED \_\_\_\_\_

DATE OF ENDORSEMENT: 11/22/88

SIGNED: Caroline Miller TITLE OF SIGNER: Vice County Chair Pro Tem

### SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

<u>M.H. Shahabzadah</u> PRINT YOUR NAME	<u>NORSAMA, SHAHABZADAH</u> PRINT YOUR NAME	
<u>[Signature]</u> 11.1.88 SIGNATURE DATE	<u>470-96-9886</u> 11.1.88 SIGNATURE DATE	
<u>475-92-6421</u> - 4.20.37 SOCIAL SECURITY NUMBER D.O.B.	<u>NORSAMA</u> 5.18.48 SOCIAL SECURITY NUMBER D.O.B.	



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff *Fred B. Pearce*

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the Cracker Barrel Grocery 15005 NW Sauvie Island Road, Portland, Oregon. The applicant(s) Yom Kae Mun and Yom Chong Su have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment

# LICENSE RENEWAL APPLICATION

DD  
by chk

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522

1989

SYMBOL	CLASSIFICATION	LICENSE FEE	DISTRICT	CITY/COUNTY	DPLRN	CODE
PS	PACKAGE STORE	\$50.00	1	2600	R00281A	F

**IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.**

YOM KAE MUN  
CRACKER BARREL GROCERY  
15005 NW SAUVIE ISLAND RD  
PORTLAND OR

97231

YOM KAE MUN  
YOM CHONG SU

CRACKER BARREL GROCERY  
15005 NW SAUVIE ISLAND RD  
PORTLAND OR

97231  
MULTNOMAH COUNTY  
CLERK OF COUNTY CLERK  
11/11/88

1. Please list a daytime phone number in case we need more information: 621-3960
2. Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
YES  NO  IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_

OFFENSE	DATE	CITY/STATE	RESULT

3. Will anyone share in the profits who is not a licensee? YES  NO   
If yes, please give name(s) and explain: \_\_\_\_\_

## RENEWAL FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$50.00 MADE PAYABLE TO "OLCC"

### LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-09-88, or you must pay an additional fee of \$12.50. IF YOUR APPLICATION IS RECEIVED AFTER 12-31-88, the additional fee increases to \$20.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

## ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED XX REFUSED \_\_\_\_\_

DATE OF ENDORSEMENT: 11/22/88

SIGNED: Carolyn Miller TITLE OF SIGNER: Vice County Chair Pro Tem

## SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

YOM KAE MUN  
PRINT YOUR NAME

X Kwangyeon 11/11/88  
SIGNATURE DATE

540-06-1925 7-24-41  
SOCIAL SECURITY NUMBER D.O.B.

YOM CHONG SU  
PRINT YOUR NAME

X chong su 11/11/88  
SIGNATURE DATE

541-04-2665  
SOCIAL SECURITY NUMBER D.O.B.

\_\_\_\_\_  
PRINT YOUR NAME

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER D.O.B.



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff *Fred B. Pearce*

DATE: November 10, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the Safeway Store, #382, 3527 SE 122, Portland, Oregon. The applicant(s) R. M. McKenzie have no criminal record and I recommend that the application be approved.

EH/jz/1675N  
Attachment

# LICENSE RENEWAL APPLICATION

PD  
CHK ✓

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522 1989

SYMBOL	CLASSIFICATION	LICENSE FEE	DISTRICT	CITY/COUNTY	DPLRN	CODE
PS	PACKAGE STORE	\$50.00	1	2600	R00345A	F

**IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.**

SAFeway STORES, INCORPORATED  
16300 SE EVELYN STREET  
PO BOX 523  
CLACKAMAS, OR 97015

SAFeway STORES, INCORPORATED

SAFeway STORE #382  
3527 SE 122ND  
PORTLAND OR 97236

RECEIVED  
 MULTNOMAH COUNTY  
 CIVIL PROCESS DIVISION  
 NOV -3 PM 1:47

- Please list a daytime phone number in case we need more information: 657-6308
- Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
 YES \_\_\_\_\_ NO  IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_

<u>OFFENSE</u>	<u>DATE</u>	<u>CITY/STATE</u>	<u>RESULT</u>

- Will anyone share in the profits who is not a licensee? YES \_\_\_\_\_ NO   
 If yes, please give name(s) and explain: \_\_\_\_\_

### RENEWAL FEE

**DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$50.00 MADE PAYABLE TO "OLCC"  
 LATE RENEWAL ADDITIONAL FEE**

The OLCC must receive your complete renewal application no later than 12-09-88, or you must pay an additional fee of \$12.50. IF YOUR APPLICATION IS RECEIVED AFTER 12-31-88, the additional fee increases to \$20.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

### ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED  REFUSED \_\_\_\_\_

DATE OF ENDORSEMENT: 11/22/88

SIGNED: *Caroline Miller* TITLE OF SIGNER: Vice County Chair Pro Tem

### SIGNATURES

**EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.**

<p><u>R M McKENZIE</u>                  PRINT YOUR NAME</p> <p><u>R M McKenzie 10/15/88</u>                  SIGNATURE DATE</p> <p><u>599-36-8718 3-31-41</u>                  SOCIAL SECURITY NUMBER D.O.B.</p>	<p>_____                  PRINT YOUR NAME</p> <p>_____                  SIGNATURE DATE</p> <p>_____                  SOCIAL SECURITY NUMBER D.O.B.</p>	<p>_____                  PRINT YOUR NAME</p> <p>_____                  SIGNATURE DATE</p> <p>_____                  SOCIAL SECURITY NUMBER D.O.B.</p>
--	--	--



**Multnomah County**  
**Sheriff's Office**

**FRED B. PEARCE**  
**SHERIFF**

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce/w*

DATE: November 10, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the restaurant liquor license renewal for the Round Table Pizza, 15920 SE Division, Portland, Oregon. The applicant(s) James K. Claborn have no criminal record and I recommend that the application be approved.

EH/jz/1675N

Attachment

# LICENSE RENEWAL APPLICATION

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522 1989

SYMBOL	CLASSIFICATION	FEES	DISTRICT	CITY/COUNTY	DPLRN	CODE
R	RESTAURANT SERVER EDUCATION STUDENT FEE	\$200.00 2.60	1	2600	R00336A	C

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

CLABORN ENTERPRISES LTD  
 ROUND TABLE PIZZA  
 15920 SE DIVISION  
 PORTLAND OR 97236

CLABORN ENTERPRISES LTD  
 CLABORN JAMES K  
 ROUND TABLE PIZZA  
 15920 SE DIVISION  
 PORTLAND OR 97236

1987-3 PM 1:11  
 CIVIL PROCESS UNIT

\* Is Server Education designee(s), indicated by \*T\* above, correct? Yes  No   
 \*\* If no, who is your new designee? \_\_\_\_\_ SS# \_\_\_\_\_

- Please list a daytime phone number in case we need more information: 760-6466
- Were you or anyone else who holds a financial interest in these premises arrested or convicted of a violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS OR FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
 YES  NO  IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_  

OFFENSE	DATE	CITY/STATE	RESULT
- Will anyone share in the profits who is not a licensee? YES  NO   
 If yes, please give name(s) and explain: \_\_\_\_\_
- Did you make any significant changes in operation during the past year that you have not reported to the OLCC, such as changes in menu, hours of operation, or remodeling?  
 YES  NO  IF YES, EXPLAIN: \_\_\_\_\_

### RENEWAL FEE / SERVER EDUCATION STUDENT FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$202.60 MADE PAYABLE TO "OLCC"  
 LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-31-88, or you must pay an additional fee of \$50.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

### ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED  REFUSED   
 DATE OF ENDORSEMENT: 11/22/88  
 SIGNED: *Christine Miller* TITLE OF SIGNER: Vice County Chair Pro Tem

### SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

<u>James K. Claborn</u> PRINT YOUR NAME	_____ PRINT YOUR NAME	_____ PRINT YOUR NAME
<u><i>James K. Claborn</i></u> SIGNATURE	_____ SIGNATURE	_____ SIGNATURE
<u>11-3-88</u> DATE	_____ DATE	_____ DATE
<u>552-58-3853</u> SOCIAL SECURITY NUMBER	<u>7-28-45</u> D.O.B.	_____ SOCIAL SECURITY NUMBER D.O.B.

\*\*NOTICE\*\* All employees who serve or sell alcoholic beverages MUST have a valid Service Permit.



MEMORANDUM

# Multnomah County Sheriff's Office

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE *Fred B. Pearce/w*  
Sheriff

DATE: November 10, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the Quick Shop Minit Mart #22, 17424 SE Stark, Portland, Oregon. The applicant(s) Donald D. and Mary J. Sparr have no criminal record and I recommend that the application be approved.

EH/jz/1675N

Attachment

# LICENSE RENEWAL APPLICATION

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522 1989

SYMBOL	CLASSIFICATION	LICENSE FEE	DISTRICT	CITY/COUNTY	DPLRN	CODE
PS	PACKAGE STORE	\$50.00	1	2600	R00334A	F

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

SPARR DONALD D  
 QUICK SHOP MINIT MART #22  
 17424 SE STARK  
 PORTLAND OR 97233

SPARR DONALD D  
 SPARR MARY J

QUICK SHOP MINIT MART #22  
 17424 SE STARK  
 PORTLAND OR 97233

RECEIVED  
 CIVIL PROCESS UNIT  
 10/21/88 2 PM 1:11

1. Please list a daytime phone number in case we need more information: 253-1401
2. Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime, violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
 YES \_\_\_\_\_ NO  IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_

OFFENSE	DATE	CITY/STATE	RESULT

3. Will anyone share in the profits who is not a licensee? YES \_\_\_\_\_ NO   
 If yes, please give name(s) and explain: \_\_\_\_\_

### RENEWAL FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$50.00 MADE PAYABLE TO "OLCC"  
 LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-09-88, or you must pay an additional fee of \$12.50. IF YOUR APPLICATION IS RECEIVED AFTER 12-31-88, the additional fee increases to \$20.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

### ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED  REFUSED \_\_\_\_\_

DATE OF ENDORSEMENT: 11/22/88

SIGNED: [Signature] TITLE OF SIGNER: Vice County Chair Pro Tem

### SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

Donald D Sparr  
 PRINT YOUR NAME  
[Signature] 10-31-88  
 SIGNATURE DATE  
474-46-7869 8-3-85  
 SOCIAL SECURITY NUMBER D.O.B.

MARY J. Sparr  
 PRINT YOUR NAME  
[Signature] 10/31/88  
 SIGNATURE DATE  
471-50-4795  
 SOCIAL SECURITY NUMBER D.O.B.

\_\_\_\_\_  
 PRINT YOUR NAME  
 \_\_\_\_\_  
 SIGNATURE DATE  
 \_\_\_\_\_  
 SOCIAL SECURITY NUMBER D.O.B.

County Counsel

SUPPLEMENTAL AGENDA

TUESDAY, NOVEMBER 22, 1988

THE FOLLOWING WILL BE CONSIDERED BY UNANIMOUS CONSENT:

- R-7 In the Matter of the ratification of an agreement with State Department of Human Resources for loan of computer to access client information for dependency cases
- R-8 Liquor license renewal applications submitted by the Sheriff with recommendation of approval: DISPENSER/CLASS A: Biff's Seafood Restaurant, 12840 SE Stark. RESTRAUNT: Pizza Baron, 2604 SE 122nd; Round Table Pizza, 15920 SE Division. RETAIL MALT BEVERAGE: King's Wild Tavern, 13350 SE Powell. PACKAGE STORE: Best Buys Food Market, 14220 SE Stark; Cracker Barrel Grocery, 15005 NW Sauvie Island Rd.; Safeway Store #382, 3527 SE 122nd; Quick Shop Minit Mart #22, 17424 SE Stark; 7-Eleven Food Store #14500, 11220 SE Powell

Emergency - R-7 - To expedite loan of computer from State Human Resources Division for accessing client information for dependency cases

R-8 - To meet license termination deadlines

DATE SUBMITTED \_\_\_\_\_

*Ramsay*

(For Clerk's Use)

Meeting Date   R-7  

Agenda No. \_\_\_\_\_

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Children's Services Division

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only \_\_\_\_\_  
(Date)

DEPARTMENT Human Services DIVISION Juvenile Justice

CONTACT Harold Ogburn TELEPHONE 248-3460

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy

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

This agreement will enable Juvenile Court Counselors to access client information through the State Department of Human Resources Computer System at no cost to Multnomah County.

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

INFORMATION ONLY     PRELIMINARY APPROVAL     POLICY DIRECTION     APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_

IMPACT:

PERSONNEL

FISCAL/BUDGETARY

General Fund

Other \_\_\_\_\_

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: \_\_\_\_\_

BUDGET / PERSONNEL \_\_\_\_\_ / \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

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





# MULTNOMAH COUNTY OREGON

---

DEPARTMENT OF HUMAN SERVICES  
JUVENILE JUSTICE DIVISION  
1401 N.E. 68th  
PORTLAND, OREGON 97213  
(503) 248-3460

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER  
CAROLINE MILLER • DISTRICT 3 COMMISSIONER  
POLLY CASTERLINE • DISTRICT 4 COMMISSIONER

---

## MEMORANDUM

---

TO: Gladys McCoy, Chair  
Multnomah County Board

VIA: Duane Zussy, Director  
Department of Human Services

FROM:  Harold Ogburn, Director  
Juvenile Justice Division

DATE: October 31, 1988

SUBJECT: REQUEST FOR CONTRACT APPROVAL

---

Recommendation: The Division of Juvenile Justice is recommending County Chair's approval of an intergovernmental contract with Children's Services Division for Juvenile Court Counselors to facilitate access to client-confidential information stored on the Department of Human Resources computer. Approval of the contract would allow Children's Services Division to provide a computer terminal at the Juvenile Justice Division location.

Background: This agreement goes into effect upon Chair's approval of contract and will remain in effect until cancelled by one or more parties. Juvenile Justice Division will be responsible for operating terminals, printers, and data lines. Children's Services Division will be responsible for coordinating access to its files.

Analysis: There is no financial obligation for Multnomah County in this contract.

0130U/CL/ijm

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)  
Meeting Date \_\_\_\_\_  
Agenda No. \_\_\_\_\_

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: LIQUOR LICENSES

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only 12-1-88  
(Date)

DEPARTMENT Sheriff's Office DIVISION \_\_\_\_\_

CONTACT Sgt. Ed Hausafus TELEPHONE 255-3600

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Sally Anderson

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

Application for a DISPENSER CLASS A license for the Biff's Seafood Restaurant, 12840 SE Stark; applicant Ronald H. Gustafson with recommendation for approval.

Application for a RESTAURANT license renewal for the Pizza Baron, 2604 SE 122nd; applicants William A. and Laurie B. Dayton with recommendation for approval.

Application for a RETAIL MALT BEVERAGE license renewal for the King's Wild Tavern, 13350 SE Powell; applicants Mary Maxine Maes and LeRoy Lewis Maes with recommendation for approval.

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

- INFORMATION ONLY
- PRELIMINARY APPROVAL
- POLICY DIRECTION
- APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA CONSENT AGENDA

IMPACT:

PERSONNEL

- FISCAL/BUDGETARY
- General Fund

Other \_\_\_\_\_

RECEIVED

NOV 18 1988

DEPARTMENT OF JUSTICE SERVICES

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Sally Anderson

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

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



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce*

DATE: November 14, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the Dispenser Class A liquor license renewal for the Biff's Seafood Restaurant, 12840 SE Stark, Portland, Oregon. The applicant(s) Ronald H. Gustafson have no criminal record and I recommend that the application be approved.

FBP/tjb/1685N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce*

DATE: November 14, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the Restaurant liquor license renewal for the Pizza Baron, 2604 SE 122nd, Portland, Oregon. The applicant(s) William A. Dayton and Laurie B. Dayton have no significant criminal record and I recommend that the application be approved.

FBP/tjb/1685N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce*

DATE: November 14, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the Retail Malt Beverage liquor license renewal for the King's Wild Tavern, 13550 SE Powell, Portland, Oregon. The applicant(s) Mary Maxine Maes and LeRoy Lewis Maes have no criminal record and I recommend that the application be approved.

FBP/tjb/1685N

Attachment

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)  
Meeting Date \_\_\_\_\_  
Agenda No. \_\_\_\_\_

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: LIQUOR LICENSES

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only 11-24-88  
(Date)

DEPARTMENT Sheriff's Office DIVISION \_\_\_\_\_

CONTACT Sgt. Ed Hausafus TELEPHONE 255-3600

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Sally Anderson

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

SEE REVERSE SIDE

(IF ADDITIONAL SPACE IS NEEDED, PLEASE USE REVERSE SIDE)

ACTION REQUESTED:

- INFORMATION ONLY
- PRELIMINARY APPROVAL
- POLICY DIRECTION
- APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA \_\_\_\_\_  
CONSENT AGENDA \_\_\_\_\_

IMPACT:

- PERSONNEL
- FISCAL/BUDGETARY
- General Fund

Other \_\_\_\_\_

**RECEIVED**  
NOV 18 1988  
DEPARTMENT OF  
JUSTICE SERVICES

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER Sally Anderson/jw

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

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

Application for a PACKAGE STORE license renewal for the Best Buys Food Market, 14220 SE Stark; applicants M.H. and Norsama Shahabzdah with recommendation for approval.

Application for a PACKAGE STORE license renewal for the Cracker Barrel Grocery, 15005 NW Sauvie Island Rd; applicants Yom Kae Mun and Yom Chong Su with recommendation for approval.

Application for a PACKAGE STORE license renewal for the Safeway Store, #382, 3527 SE 122; applicant R.M. McKenzie with recommendation for approval.

Application for a RESTAURANT license renewal for the Round Table Pizza, 15920 SE Division; applicant James K. Claborn with recommendation for approval.

Application for a PACKAGE STORE license renewal for the Quick Shop Minit Mart #22, 17424 SE Stark; applicants Donald D. and Mary J. Sparr with recommendation for approval.

Application for a PACKAGE STORE license renewal for the 7-Eleven Food Store #14500; 11220 SE Powell; applicants John M. and Sara E. Smith and Eileen M. Terry with recommendation for approval.



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff *Fred B. Pearce*

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the Best Buys Food Market, 14220 SE Stark, Portland, Oregon. The applicant(s) M.H. Shahabzadah and Norsama Shahabzadah have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff *Fred B. Pearce*

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the Cracker Barrel Grocery 15005 NW Sauvie Island Road, Portland, Oregon. The applicant(s) Yom Kae Mun and Yom Chong Su have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff *Fred B. Pearce*

DATE: November 10, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the Safeway Store, #382, 3527 SE 122, Portland, Oregon. The applicant(s) R. M. McKenzie have no criminal record and I recommend that the application be approved.

EH/jz/1675N  
Attachment



MEMORANDUM

# Multnomah County Sheriff's Office

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE *Fred B. Pearce*  
Sheriff

DATE: November 10, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the restaurant liquor license renewal for the Round Table Pizza, 15920 SE Division, Portland, Oregon. The applicant(s) James K. Claborn have no criminal record and I recommend that the application be approved.

EH/jz/1675N

Attachment



# Multnomah County Sheriff's Office

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff *Fred B. Pearce/w*

DATE: November 10, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the Quick Shop Minit Mart #22, 17424 SE Stark, Portland, Oregon. The applicant(s) Donald D. and Mary J. Sparr have no criminal record and I recommend that the application be approved.

EH/jz/1675N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE *Fred B. Pearce/w*  
Sheriff

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the 7-Eleven Food Store #14500, 11220 SE Powell, Portland, Oregon. The applicant(s) John M. Smith, Sara E. Smith, and Eileen M. Terry have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff *Fred B Pearce*

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the 7-Eleven Food Store #14503D, 14750 SE Stark, Portland, Oregon. The applicant(s) David Sturdyvin, Barbara Sturdyvin and Eileen M. Terry have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE *Fred B. Pearce/w*  
Sheriff

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the 7-Eleven Food Store #23007, 16221 SE Stark, Portland, Oregon. The applicant(s) Charles David Bronson and Eileen M. Terry have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce/w*

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the 7-Eleven Food Store #16535, 14725 SE Division, Portland, Oregon. The applicant(s) Mario Micetic, Carol E. Brossard and Eileen M. Terry have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce/w*

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the 7-Eleven Food Store #14500, 11220 SE Powell, Portland, Oregon. The applicant(s) John M. Smith, Sara E. Smith, and Eileen M. Terry have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce*

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the 7-Eleven Food Store #14503D, 14750 SE Stark, Portland, Oregon. The applicant(s) David Sturdyvin, Barbara Sturdyvin and Eileen M. Terry have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE *Fred B. Pearce/w*  
Sheriff

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the 7-Eleven Food Store #23007, 16221 SE Stark, Portland, Oregon. The applicant(s) Charles David Bronson and Eileen M. Terry have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment



**Multnomah County**  
**Sheriff's Office**

FRED B. PEARCE  
SHERIFF

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

(503) 255-3600

MEMORANDUM

---

TO: BOARD OF COUNTY COMMISSIONERS

FROM: FRED B. PEARCE  
Sheriff

*Fred B. Pearce/w*

DATE: November 8, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the package store liquor license renewal for the 7-Eleven Food Store #16535, 14725 SE Division, Portland, Oregon. The applicant(s) Mario Micetic, Carol E. Brossard and Eileen M. Terry have no criminal record and I recommend that the application be approved.

EH/ej1/1668N

Attachment

# LICENSE RENEWAL APPLICATION

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522

1989

SYMBOL	CLASSIFICATION	LICENSE FEE	DISTRICT	CITY/COUNTY	DPLRN	CODE
PS	PACKAGE STORE	\$50.00	1	2600	R00365A	F

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

SOUTHLAND CORPORATION  
 DISTRICT 2344  
 6601 NE 78TH COURT A-2  
 PORTLAND OR

97218

SOUTHLAND CORPORATION  
 SMITH JOHN M  
 SMITH SARAH E

7-ELEVEN FOOD STORE #14500  
 11220 SE POWELL ST  
 PORTLAND OR

CLERK'S OFFICE  
 CIVIL PROCESS UNIT  
 97266  
 11/17/88 11:17

- Please list a daytime phone number in case we need more information: 761-1827
- Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime, violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
 YES  NO  IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_

<u>OFFENSE</u>	<u>DATE</u>	<u>CITY/STATE</u>	<u>RESULT</u>
----------------	-------------	-------------------	---------------

- Will anyone share in the profits who is not a licensee? YES  NO   
 If yes, please give name(s) and explain: \_\_\_\_\_

## RENEWAL FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$50.00 MADE PAYABLE TO "OLCC".  
 LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-09-88, or you must pay an additional fee of \$12.50. IF YOUR APPLICATION IS RECEIVED AFTER 12-31-88, the additional fee increases to \$20.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

## ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED XX REFUSED \_\_\_\_\_

DATE OF ENDORSEMENT: 11/22/88  
 SIGNED: Caroline Miller TITLE OF SIGNER: Vice County Chair Pro Tem

## SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

<u>John M. Smith</u> PRINT YOUR NAME	<u>SARAH E. SMITH</u> PRINT YOUR NAME	<u>Eileen M. Terry</u> PRINT YOUR NAME
<u>John M. Smith</u> SIGNATURE	<u>Sarah E. Smith</u> SIGNATURE	<u>Eileen M. Terry</u> SIGNATURE
<u>10-18-88</u> DATE	<u>10-18-88</u> DATE	<u>10-18-88</u> DATE
<u>543-64-8995</u> SOCIAL SECURITY NUMBER	<u>542-74-1622</u> SOCIAL SECURITY NUMBER	<u>469-68-6918</u> SOCIAL SECURITY NUMBER
<u>05/31/53</u> D.O.B.	<u>2-23-57</u> D.O.B.	<u>8-17-53</u> D.O.B.

# LICENSE RENEWAL APPLICATION

*Handwritten initials*

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522

1989

SYMBOL	CLASSIFICATION	LICENSE FEE	DISTRICT	CITY/COUNTY	DPLRN	CODE
PS	PACKAGE STORE	\$50.00	1	2600	R00366A	F

**IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.**

SOUTHLAND CORPORATION  
DISTRICT 2344  
6601 NE 78TH COURT A-2  
PORTLAND OR

97218

SOUTHLAND CORPORATION  
STURDYVIN DAVID  
STURDYVIN BARBARA

7-ELEVEN FOOD STORE #14503D  
14750 SE STARK  
PORTLAND OR 97233

*Handwritten stamp:*  
CLERK'S OFFICE  
CIVIL PROCESS UNIT  
NOV - 1 PM 3:17

- Please list a daytime phone number in case we need more information: 253-8966
- Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime, violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
YES  NO  IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_

<u>OFFENSE</u>	<u>DATE</u>	<u>CITY/STATE</u>	<u>RESULT</u>
----------------	-------------	-------------------	---------------

- Will anyone share in the profits who is not a licensee? YES  NO   
If yes, please give name(s) and explain: \_\_\_\_\_

## RENEWAL FEE

**DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$50.00 MADE PAYABLE TO "OLCC".**

### LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-09-88, or you must pay an additional fee of \$12.50. IF YOUR APPLICATION IS RECEIVED AFTER 12-31-88, the additional fee increases to \$20.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

## ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED XX REFUSED \_\_\_\_\_

DATE OF ENDORSEMENT: 11/22/88

SIGNED: *Charlene Miller* TITLE OF SIGNER: Vice County Chair Pro Tem

## SIGNATURES

**EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.**

DAVID STURDYVIN  
PRINT YOUR NAME  
*David Sturdyvin*  
SIGNATURE  
10-20-88  
DATE  
560-44-8072  
SOCIAL SECURITY NUMBER  
3/4/35  
D.O.B.

BARBARA STURDYVIN  
PRINT YOUR NAME  
*Barbara Sturdyvin*  
SIGNATURE  
10-20-88  
DATE  
570-50-15637  
SOCIAL SECURITY NUMBER  
10/21/29  
D.O.B.

Eileen M. Terry  
PRINT YOUR NAME  
*Eileen M. Terry*  
SIGNATURE  
10-21-88  
DATE  
469-68-6918  
SOCIAL SECURITY NUMBER  
8-17-53  
D.O.B.

# LICENSE RENEWAL APPLICATION

chic

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522 1989

SYMBOL	CLASSIFICATION	LICENSE FEE	DISTRICT	CITY/COUNTY	DPLRN	CODE
PS-P	PACKAGE STORE	\$50.00	1	2600	R00362A	F

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

SOUTHLAND CORPORATION  
DISTRICT 2344  
6601 NE 78TH COURT A-2  
PORTLAND OR

97218

BRONSON CHARLES DAVID  
SOUTHLAND CORPORATION

7-ELEVEN #23007  
16221 SE STARK  
PORTLAND OR

00101-1 PM 9:11  
CLERK'S OFFICE  
CIVIL PROCESS UNIT  
97233

- Please list a daytime phone number in case we need more information: 255-6677.
- Were you or anyone else who holds a financial interest in these premises arrested or convicted of any crime, violation or infraction of any law during the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR BAIL FORFEITURE OF \$50.00 OR LESS WAS IMPOSED).  
YES  NO  IF YES, PLEASE GIVE NAME OF INDIVIDUAL(S): \_\_\_\_\_

OFFENSE	DATE	CITY/STATE	RESULT
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- Will anyone share in the profits who is not a licensee? YES  NO   
If yes, please give name(s) and explain: \_\_\_\_\_
- Package Store Licenses with Gas Pumps: Report actual grocery inventory at cost (DO NOT INCLUDE BEER OR WINE), please report figures to the nearest dollar amount.  
\$ N/A

### RENEWAL FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$50.00 MADE PAYABLE TO "OLCC".

### LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-09-88, or you must pay an additional fee of \$12.50. IF YOUR APPLICATION IS RECEIVED AFTER 12-31-88, the additional fee increases to \$20.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

### ENDORSEMENT

The (CITY OR/COUNTY OF) Multnomah recommends that this license be GRANTED XX REFUSED \_\_\_\_\_

DATE OF ENDORSEMENT: 11/22/88

SIGNED: Charles David Bronson TITLE OF SIGNER: Vice County Chair Pro Tem

### SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

Charles David Bronson  
PRINT YOUR NAME

PRINT YOUR NAME

Eileen M. Terry  
PRINT YOUR NAME

Charles David Bronson 10-21-88  
SIGNATURE DATE

SIGNATURE DATE

Eileen M. Terry 10-21-88  
SIGNATURE DATE

543-74-0805 10/28/55  
SOCIAL SECURITY NUMBER D.O.B.

SOCIAL SECURITY NUMBER D.O.B.

469-68-6919 8/17/53  
SOCIAL SECURITY NUMBER D.O.B.

# LICENSE RENEWAL APPLICATION

PK  
CHK

OREGON LIQUOR CONTROL COMMISSION P.O. BOX 22297 PORTLAND, OREGON 97222 PHONE 1-800-452-6522

1989

SYMBOL	CLASSIFICATION	LICENSE FEE	DISTRICT	CITY/COUNTY	DPLRN	CODE
PS	PACKAGE STORE	\$50.00	1	2600	R00364A	F

IF YOU DO NOT COMPLETE THIS APPLICATION FULLY, WE WILL RETURN IT TO YOU FOR COMPLETION. WE CANNOT CONSIDER AN INCOMPLETE APPLICATION. YOUR LICENSE EXPIRES DECEMBER 31, 1988.

SOUTHLAND CORPORATION  
 DISTRICT 2344  
 6601 NE 78TH COURT A-2  
 PORTLAND OR 97218

THE SOUTHLAND CORPORATION  
 MICETIC MARIO  
 BROSSARD CAROL E

RECEIVED - CIVIL PROCESS UNIT  
 11-17-88

7-ELEVEN STORE #16535  
 14725 SE DIVISION  
 PORTLAND OR 97236

*she said  
 pink was lost  
 so she had  
 to get a  
 copy (This white  
 one)*

- P. need more information: 255-7411.
- What interest in these premises arrested or convicted of any crime in the past year? (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE WAS IMPOSED).  
 INDIVIDUAL(S): \_\_\_\_\_  
 DATE RESULT
- Will any other person share in the profits who is not a licensee? YES \_\_\_\_\_ NO   
 If yes, please give name(s) and explain: \_\_\_\_\_

## RENEWAL FEE

DO NOT MAIL CASH. ENCLOSE A CHECK OR MONEY ORDER FOR \$50.00 MADE PAYABLE TO "OLCC"  
 LATE RENEWAL ADDITIONAL FEE

The OLCC must receive your complete renewal application no later than 12-09-88, or you must pay an additional fee of \$12.50. IF YOUR APPLICATION IS RECEIVED AFTER 12-31-88, the additional fee increases to \$20.00. You may take your application to the nearest OLCC office, if your mailed application might not reach the Portland Office by the cut-off date.

## ENDORSEMENT

The (CITY OR/COUNTY OF) \_\_\_\_\_ recommends that this license be GRANTED \_\_\_\_\_ REFUSED \_\_\_\_\_

DATE OF ENDORSEMENT: \_\_\_\_\_  
 SIGNED: Charles Miller TITLE OF SIGNER: \_\_\_\_\_

## SIGNATURES

EACH LICENSEE or authorized corporate officer must sign this application. If a licensee is not available, another person may sign ONLY if the signer includes legal authorization for the signature.

MARIO MICETIC PRINT YOUR NAME <u>[Signature]</u> SIGNATURE DATE <u>468-62-7267</u> SOCIAL SECURITY NUMBER D.O.B. <u>8-18-42</u>	CAROL E. BROSSARD PRINT YOUR NAME <u>[Signature]</u> SIGNATURE DATE <u>472-48-3237</u> SOCIAL SECURITY NUMBER D.O.B. <u>12-25-43</u>	Eileen M. Terry PRINT YOUR NAME <u>[Signature]</u> SIGNATURE DATE <u>469-68-6918</u> SOCIAL SECURITY NUMBER D.O.B. <u>8-17-53</u>
---	--	---

PRESS LIST

DATE 11/21/88

THE FOLLOWING WERE CALLED THIS DATE REGARDING:

- a) Meeting 11/22/88
- b) Executive Meeting
- c) Other R-7 & R-8

Signed *[Signature]*

KOIN	Channel 6	243-6614	Assignment Desk ✓
KGW	Channel 8	226-5111	Assignment Desk ✓
KATU	Channel 2	231-4260	Assignment Desk ✓
KPTV	Channel 12	222-9921	News Desk ✓
KEX	1190 A.M.	222-1929	Newsroom/Message
KSGO	1520 A.M.	223-1441	News Desk ✓
KXL	750 A.M.	231-0750	Newsroom/Message
KGW	62 A.M.	226-5095	News Desk ✓
K-103 FM		643-5103	Newsroom ✓
KXYQ - 105		226-6731	✓
OREGONIAN		221-8566	Harry Bodine ✓ message
GRESHAM OUTLOOK		665-2181	Robin Franzen ✓
SKANNER		287-3562	Patrick Mazza ✓
CABLE		667-7636	✓



# MULTNOMAH COUNTY OREGON

22-24  
5162

BOARD OF COUNTY COMMISSIONERS  
ROOM 605, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY • Chair • 248-3308  
PAULINE ANDERSON • District 1 • 248-5220  
GRETCHEN KAFOURY • District 2 • 248-5219  
CAROLINE MILLER • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE MCGARVIN • Clerk • 248-3277

November 22, 1988

Mr. Duane Zussy, Director  
Department of Human Services  
426 SW Stark  
Portland, OR

Dear Mr. Zussy:

Be it remembered, that at a meeting of the Board of County Commissioners held November 22, 1988, the following action was taken:

At this time, the Formal Meeting was adjourned, and the Board met Informally for the following:

Informal Briefing requesting Policy Direction )  
from the Board on LIEAP (Low Income Energy )  
Assistance Program) Issues and Community )  
Services Block Grant )

Duane Zussy, Human Services Division, explained the State has reduced LIEAP funding of County administration costs for this program by 19%, and is now requiring providers to return monies, on a proportionate basis, based upon program dollars not spent. This last change is unacceptable to providers because administration costs for setting up enrollment are higher when the program is being started, so those monies are mostly exhausted at that point. At the end of the program, there is no budgeted monies left to return to the State, and no way to pay them back. He stated an amount of \$3,000,000 is paid to utility companies and others on behalf of low income residents; and explained the process for return of administrative monies. He stated there has been a meeting of state-wide Community Action Directors Association and State officials including the manager of Community Services Division, and Kenneth Concannon, Director of Human Services. Mr. Concannon has scheduled another meeting Tuesday to consider the matter. Human Services staff and Metropolitan Community Action staff have met with providers to determine whether or not they were willing to continue the program. The State has requested that the Board decide by five o'clock tomorrow, whether or not it is willing to continue the program under the above conditions.

Bill Thomas, Human Services, stated he met with Irma Gonzales, State LIEAP Director, Metropolitan Community Action staff, and Neighborhood House to discuss the new reimbursement policy and cut in funding. County staff suggested recommending the reimbursement policy be deferred for a year, and/or rescinded, but State staff stated the reimbursement policy was non-negotiable. At a meeting yesterday, the agencies, utility companies, and seven delivery agency providers agreed they would not deliver services if the policy remains intact. The Group recommended that the Board consider the following to determine its position: 1) State policies have made it impossible to operate the LIEAP program in Multnomah County; 2) Metropolitan Community Action and the delivery agencies have said they will not operate the program unless the reimbursement policy is deferred or rescinded; 3) The group is willing to work with the State in a partnership to assist in spending monies allocated for the program for those "most in need" (more dollars are needed to distribute program dollars to assure those "most in need" receive the funds - agencies have spent money from their budgets in addition to those received from the State); and 4) cuts to programs should be equitable and across the Board for both State and Counties. He explained other counties have not received cuts as deep as Multnomah County; and that the State takes its cut before monies are allocated to counties (it is rumored the State has increased its share this year, thereby leaving less money available to counties).

Mr. Zussy said he feels the providers are unanimous in their position that they would not respond to an RFP, however it is possible that position could be changed later. He added, he has not seen this kind of unanimity expressed by all agencies before, nor has he seen such dissatisfaction with State policy. Though Multnomah County has not operated this program except through MCCA, which is now Metropolitan Community Action, he recommended the Board agree not to contract with the State for the delivery of the services unless the State policy on reimbursement of administrative costs on a proportionate basis is rescinded.

Commissioner Anderson stated her response was not from Irma Gonzales, but from her administrative assistant who said the program money that was not spent cannot be reallocated without administrative monies accompanying them; and that she does not see the State changing the reimbursement policy.

Commissioner Kafoury said she feels that the over-riding goal is to get the money to low income households; and that she feels the Board should not support a random policy of distribution of funds. The service providers have worked for years to develop the system to assure those "most in need" get the money, and carefully administer the program. The Board should remind the State there was a 35% cut last year, and now they want to penalize the

County another 19% plus added responsibility of returning some of the money. There is a Task Force which has been looking at this issue for a whole year, and the new policy was not proposed, nor was the issue a point of discussion in their negotiations. She recommended support for provider agencies, and working with the State on long term program decisions. She said her concern is that the policy is not based on facts, statistics, or questions about whether providers are charging unfair administrative costs; and that since providers have spent more money than allocated by the State, it is ludicrous to ask them to return money. She moved to uphold the Department's recommendation, duly seconded by Commissioner Anderson.

Commissioner Anderson asked whether Ms. Gonzales's Office is receiving pressure from other counties to rescind the policy.

Mr. Thomas replied he believes other Counties are considering not participating in the program if the policy is continued. He added that Mr. Concannon's meeting next Tuesday will be with all state Community Action representatives; and that the service delivery agencies will be adding pressure because they are receiving a lot of citizen telephone calls about the program. A Press Conference is being held Monday, and a request that a Commissioner represent the County at that conference has been received.

Mr. Zussy added that the Department is not aware of any Federal requirement or change that has prompted the new policy; and the Department is confused about why it is now necessary, after several years of program operation, to take back administrative monies proportionate to unspent program funds.

Mr. Thomas stated most of the funds are distributed through the State Public Assistance Program; and he feels the problem has arisen because Legal Aid has sued, in other States, because they feel the funds have not been distributed properly. Those funds were distributed to individuals rather than to utilities, and were not necessarily used for energy assistance.

Commissioner Anderson said she feels there may be pressure from smaller counties for more program monies, and the State feels it can only get it by taking from administrative monies.

Commissioner Casterline stated she feels the Board should support the agencies and providers.

Commissioner Miller stated she feels consideration should be given to the ratio of administrative costs to program delivery, but feels implementation of the policy without more discussion and input is not right. However, she explained that as Acting Chair she would not accept the motion and second because the Board is not in Formal session, but said she would accept concession or an over-ride of her decision should there be three votes.

Commissioner Kafoury explained the Department has requested a policy decision, and therefore the Board should respond.

At this time the motion was withdrawn, and consensus was approved to accept the recommendation of the Department that Multnomah County will not participate in the operation of the program unless the reimbursement policy is rescinded. Mr. Zussy was authorized to proceed with that premise.

Mr. Zussy stated the Board had agreed to sending a Resolution to the State regarding a protective floor for the Community Service Block Grant funds; the Resolution has been prepared, and is ready to be placed on the agenda for next week.

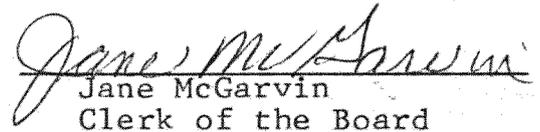
Commissioner Kafoury suggested that the LIEAP issue be solved before sending a Resolution to the State.

It was decided that Mr. Zussy would proceed with agenda placement of the Resolution.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By

  
Jane McGarvin  
Clerk of the Board

jm

24  
J162

November 22, 1988

Discussion regarding a briefing for Emergency  
Medical Services )

Discussion was heard regarding whether or not it is necessary to hold a Board briefing on Emergency Medical Services issues.

Mr. Zussy stated many issues are being considered at this point, and that he will be attending a meeting tomorrow. He requested the Board wait until he had attended that meeting before anything further is determined.

Commissioner Miller requested that unless there is an emergency on these issues, she preferred waiting until Commissioner McCoy returns.

Following further discussion, it was decided that Mr. Zussy would make the determination about whether an immediate briefing was necessary following his meeting tomorrow. Otherwise, the matter will wait for consideration until the Chair returns.