



# 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 |
| RICK BAUMAN •      | District 3 | • 248-5217 |
| POLLY CASTERLINE • | District 4 | • 248-5213 |
| JANE McGARVIN •    | Clerk      | • 248-3277 |

AGENDA OF  
MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS  
FOR THE WEEK OF  
January 16 - 20, 1989

Monday, January 16, 1989 - HOLIDAY - OFFICES CLOSED  
Tuesday, January 17, 1989 - 9:30 AM. - Executive Session . Page 2  
Tuesday, January 17, 1989 - 9:30 AM - Informal Briefing. . Page 2  
Tuesday, January 17, 1989 - 1:30 PM - Informal Meeting . . Page 3  
Thursday, January 19, 1989 - 9:30 AM - Formal Meeting. . . Page 4

Tuesday, January 17, 1989 - 9:30 AM  
Multnomah County Courthouse, Room 602

EXECUTIVE SESSION - for the purpose of reviewing Pending Litigation as allowed by ORS 192.660(1)(h) - (approximately 15 minutes)

Immediately following the Executive Session, the following matters will be heard.

INFORMAL BRIEFINGS

1. Discussion of Impact of the State's decision to discontinue Court Bailiffs - Sheriff Fred Pearce
2. Response to and discussion of the 1988 Grand Jury Report on the "condition and management" of Multnomah County's correctional facilities.
3. Briefing on the first six (6) months of operation of the Office of Women's Transition Services and future plans - Joanne Fuller
4. Update on Legislative Matters (If needed) - Fred Neal, Intergovernmental Relations Officer

\*Public Testimony is not taken during Informal Meetings

Tuesday, January 17, 1989 - 1:30 PM  
Multnomah County Courthouse, Room 602

INFORMAL

1. Informal Review of Bids and Requests for Proposals:
  - a) Nuisance abatement
2. Briefing on the Assessment and Taxation Division issues -  
Linda Alexander TIME CERTAIN 1:30 PM
3. Informal Review of Formal Agenda of January 19

Thursday, January 19, 1989, 9:30 AM  
Multnomah County Courthouse, Room 602

Formal Agenda

REGULAR AGENDA

BOARD OF COUNTY COMMISSIONERS

- R-1 Board Liaison Assignments - Commissioner Gladys McCoy

89-7a  
~~89-8~~

DEPARTMENT OF HUMAN SERVICES

- R-2 In the matter of ratification of an intergovernmental agreement with the City of Portland for continuing the computer production services for the Aging Services Division client tracking and billing system on the City's VAX computer through June 30, 1989
- R-3 In the matter of ratification of an intergovernmental agreement with Gresham High School whereby the County receives \$10,472 to provide Mental Health Services for Gresham High students - term September 1, 1988 through June 30, 1989

DEPARTMENT OF JUSTICE SERVICES

- R-4 Liquor License applications submitted by Sheriff's Office with recommendation that same be approved as follows:  
RENEWALS: RETAIL MALT BEVERAGE: McIntire's Athletic Club, 14513 S.E. Stark; Rustic Inn, 29311 S.E. Stark, Troutdale;  
DISPENSER CLASS A: Salty's On The Columbia, 3839 Marine Dr.; PACKAGE STORE: Crown Point Country Market, 31815 E. Crown Point Hwy., Troutdale; RESTAURANT: Chang's Mongolian Grill Restaurant, 1600 N.E. 122nd Ave.
- R-5 Resolution in the Matter of a Policy for Justice Services

89-7

ORDINANCES - NONDEPARTMENTAL

- R-6 Second Reading - An Ordinance establishing a recycling program within County Facilities *ord 606*
- R-7 Second Reading - An Ordinance concerning the organization and functions of the Office of County Counsel and repealing MCC 2.30.450(H) *ord 607*

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

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

Friday, 6:00 P.M., Channel 27 for Rogers Multnomah East subscribers

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

0498C.13-17

92  
JT62



January 19, 1989

In the Matter of Board Liaison Assignments )  
R-1 )

Commissioner Anderson stated that the EMS Policy Board should be moved to Commissioner McCoy, and Oregon Tourist Alliance added to Commissioner Casterline.

Commissioner Kafoury noted the Juvenile Court Advisory Council should be under Commissioner Bauman.

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

ORDERED that said Liaison appointments be approved as corrected.

DATE SUBMITTED January 13

(For Clerk's Use)  
Meeting Date 1/19/89  
Agenda No. R-1

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Board Liaison Assignments

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

Formal Only January 19  
(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.

Board 1989 Liaison Assignments

(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 \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS  
MILLINOMAH COUNTY  
OREGON  
1989 JAN 12 PM 3:08

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Gladys McCay

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.

1989 LIAISON ASSIGNMENTS

Commissioner Pauline Anderson

DEPARTMENT OF GENERAL SERVICES  
Association of Oregon Counties/NACO  
Joint Policy Advisory Committee on Transportation  
Board of Equalization  
Cable TV  
Metropolitan Arts Commission

DEPARTMENT OF ENVIRONMENTAL SERVICES  
Economic Development (County Farm)  
East County Transportation Commission  
EXPO Advisory Commission  
Parks Commission

Commissioner Rick Bauman

DEPARTMENT OF HUMAN SERVICES/Social Services, Juvenile Division  
Adult and Family Services Review Board  
Metropolitan Human Relations Commission  
Mental Health Advisory Board  
Fundors Advisory Committee  
Metropolitan Community Action  
Citizen Involvement Committee  
*Juvenile Ct. Adv - Council*

Commissioner Polly Casterline

DEPARTMENT OF HUMAN SERVICES/Health Services, Aging Services,  
Community Health Council  
East County Cities  
Gorge Commissions  
Commission on Aging  
~~EMS Policy Board~~  
JSC  
Citizen Advisory Board  
OTA

Commissioner Gretchen Kafoury

DEPARTMENT OF JUSTICE SERVICES  
Justice Coordinating Council  
Community Corrections  
Private Industry Council  
~~Juvenile Court Advisory Council~~  
Leaders Roundtable

Commissioner Gladys McCoy

Library  
Metropolitan Service District  
Bi-State Commission  
Intergovernmental Issues  
Neighborhood Revitalization  
EMS Policy Bd.

*Approved  
as  
amended*  


Order 89-7a

1/19/89

1989 LIAISON ASSIGNMENTS

Commissioner Pauline Anderson

DEPARTMENT OF GENERAL SERVICES  
Association of Oregon Counties/NACO  
Joint Policy Advisory Committee on Transportation  
Board of Equalization  
Cable TV  
Metropolitan Arts Commission

DEPARTMENT OF ENVIRONMENTAL SERVICES  
Economic Development (County Farm)  
East County Transportation Commission  
EXPO Advisory Commission  
Parks Commission

Commissioner Rick Bauman

DEPARTMENT OF HUMAN SERVICES/Social Services, Juvenile Division  
Adult and Family Services Review Board  
Metropolitan Human Relations Commission  
Mental Health Advisory Board  
Funders Advisory Committee  
Metropolitan Community Action  
Citizen Involvement Committee  
Juvenile Court Advisory Council

Commissioner Polly Casterline

DEPARTMENT OF HUMAN SERVICES/Health Services, Aging Services,  
Community Health Council  
East County Cities  
Gorge Commissions  
Commission on Aging  
JSC  
Citizen Advisory Board  
Oregon Tourism Alliance

Commissioner Gretchen Kafoury

DEPARTMENT OF JUSTICE SERVICES  
Justice Coordinating Council  
Community Corrections  
Private Industry Council  
Leaders Roundtable

Commissioner Gladys McCoy

Library  
Metropolitan Service District  
Bi-State Commission  
Intergovernmental Issues  
Neighborhood Revitalization  
EMS Policy Board

92  
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  
RICK BAUMAN • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

January 19, 1989

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 January 19, 1989, the following action was taken:

In the matter of ratification of an intergovern- )  
mental agreement with the City of Portland for )  
continuing the computer production services for )  
the Aging Services Division client tracking and )  
billing system on the City's VAX computer through )  
June 30, 1989 R-2 )

Upon motion of Commissioner Anderson, duly seconded by Commissioner Kafoury, 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  
Purchasing  
Aging Services

Meeting Date 1/19/89  
Agenda No. A-2

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: FY 88-89 Bureau of Computer Services Contract

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

Formal Only 1-19-89  
(Date)

DEPARTMENT Human Services DIVISION Aging Services

CONTACT Marie Eighmey TELEPHONE 248-3646

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Duane Zussy/ Jim McConnell

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

This contract continues the computer production services for the Aging Services Division client tracking and billing system on the City of Portland VAX computer through June 30, 1989. The \$12,000 pays for computer usage and support of ADMINIS software and VAX hardware equipment; maintenance of two terminals and printer; and production of reports and their associated paper costs for the latter half of the fiscal year. Funding for this contract modification will be provided from County General Fund dollars currently available to our data processing effort. Conversion and transfer of our system has been delayed due to intervening priorities.

(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 \_\_\_\_\_

1989 JAN 10 PM 4:28  
CLERK OF COUNTY  
OREGON

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Duane Zussy (w)

BUDGET / PERSONNEL Thomas G Simpson

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) [Signature]

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

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



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
AGING SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK, 5TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3646

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

## MEMORANDUM

TO: Gladys McCoy  
County Chair

VIA: Duane Zussy, Director *Duane Zussy (WPC)*  
Department of Human Services

FROM: Jim McConnell, Director *JMcE by me*  
Aging Services Division

DATE: December 29, 1988

SUBJECT: City of Portland Bureau of Computer Services Contract, Aging  
Services Division

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RETROACTIVE CONTRACT: This contract is being processed with less than ten working days of County processing time due to intervening budget matters and a staffing problem.

RECOMMENDATION: The Aging Services Division recommends County Board approval of the attached contract with the City of Portland Bureau of Computer Services for the period from January 1, 1989 through June 30, 1989.

ANALYSIS: This contract provides \$12,000 for continued operation of our Community Services client tracking/billing system on the City of Portland VAX computer. The funds cover on-line and batch processing and equipment maintenance.

Funds will be provided by a transfer of County General Fund dollars from the current Data Processing budget line to the External Data Processing line.

BACKGROUND: This contract is an extension of services provided by the City to the Aging Services Division since September, 1983, prior to the Division's move from the City to the County.



MULTNOMAH COUNTY OREGON

CONTRACT APPROVAL FORM
(See instructions on reverse side)

TYPE I

- Professional Services under \$10,000
Revenue
Grant Funding
Intergovernmental Agreement

TYPE II

- Professional Services over \$10,000 (RFP, Exemption)
PCRB Contract
Maintenance Agreement
Licensing Agreement

Amendment # to Contract #
(Original Contract Amount )

Amendment # to Contract #
(Original Contract Amount )

Contact Person Marie Eighmey Phone 248-3646 Date

Department Human Services Division Aging Services Bldg/Room 160/5th

Description of Contract This contract covers computer usage and systems personnel for operating our community service client system at the City of Portland Bureau of Computer Services facility.

RFP/BID # N/A Date of RFP/BID N/A Date of Exemption N/A

Reviewed For MBE FBE Participation Contractor is MBE FBE

Contractor Name City of Portland Bureau of Computer Services
Mailing Address 1120 SW 5th Ave. Room 319
Portland, OR. 97204-1980
Phone 796-5198
Employer ID# or SS# 93-6002236
Effective Date January 1, 1989
Termination Date June 30, 1989
Total Amount of Agreement \$ 12,000.00

Payment Terms
Lump Sum \$
Monthly \$ Upon receipt of monthly billing
Other \$ from Bureau of Computer Services.
Requirements contract-requisition required
Purchase Order No.

Required Signatures:

Department Head Date
Purchasing Director Date
County Counsel Date
Budget Office Date
County Executive/Sheriff Date

Table with columns: TRANSACTION CODE, AGENCY, PO DATE, ACCOUNTING PERIOD, BUDGET FY, ACTION, VENDOR CODE, VENDOR NAME, TOTAL AMOUNT, LINE NO., CONTRACT NUMBER, FUND, AGENCY, ORGANIZATION, ACTIVITY, OBJECT, SUB OBJ, REPT CATEG, DESCRIPTION, AMOUNT, INC/DEC IND.

AGREEMENT

THIS AGREEMENT entered into by and between MULTNOMAH COUNTY, a home rule charter county of the State of Oregon (hereinafter "COUNTY"), and the BUREAU OF COMPUTER SERVICES of the CITY OF PORTLAND, a municipal corporation of the State of Oregon (hereinafter "CITY")

W I T N E S S E T H:

WHEREAS, the COUNTY requires certain computer services which the CITY is capable of providing; and

WHEREAS, the COUNTY and the CITY have determined that the provision by the City of computer services to the COUNTY under an intergovernmental agreement pursuant to ORS Chapter 190 would be mutually cost-effective and otherwise beneficial to the parties:

IN CONSIDERATION OF THE PROMISES, IT IS HEREBY AGREED between CITY and the COUNTY as follows:

1. Term

The term of this Agreement shall be from January 1, 1989, to and including June 30, 1989, unless earlier terminated under the provisions hereof.

2. Services and Charges

The CITY shall provide the following services:

- a. Computer usage and support of ADMINIS software and VAX hardware.
- b. Terminal Maintenance of 2 terminals, located at Aging Services Division.
- c. Printer Maintenance of 1 printer, located at Aging Services Division.
- d. 3 terminal lines.
- e. Production of reports with appropriate charges to Aging Services for paper and other associated materials as needed.

3. Compensation

COUNTY agrees to pay CITY up to \$12,000 for performance of those services provided in Items 2a through 2e above.

4. Billing

The CITY shall bill the COUNTY monthly and the COUNTY shall make payment of the amount billed within thirty (30) days following receipt of the billing. The billing shall itemize charges by the categories shown in Item 2a through 2e above.

5. Miscellaneous COUNTY Obligations

The pick-up and delivery of source documents to and from CITY facilities shall be the responsibility of the COUNTY.

6. Miscellaneous CITY obligations

A. The CITY shall retain all information belonging to the COUNTY users in strictest confidence, and will neither use such information for purposes other than to fulfill COUNTY job requests nor disclose such information to anyone without explicit written permission of the COUNTY.

B. In the event any data is lost, stolen or destroyed while in the CITY'S custody, due to negligence by the CITY, the CITY shall either duplicate or recreate the data at costs borne by the CITY, or pay to the COUNTY the sums COUNTY incurs in order to recreate or duplicate the data.

C. In case of loss of or damage to COUNTY data due to events beyond the CITY'S control, the CITY will make the best effort to recreate the COUNTY data to its previous state.

7. Early Termination

The agreement may be terminated by either party upon thirty (30) days written notice to the other party.

8. Modification

This agreement may be modified by mutual consent of the parties. It is understood by the parties that any writing which modifies any provision or term of the Agreement shall not be effective until expressly adopted as a supplement to this agreement.

9. Entire Agreement

The agreement contains the entire agreement between the parties and supersedes all prior discussions, written communications or agreements.

**OFFICE OF FISCAL ADMINISTRATION  
BUDGET DIVISION**

**INTER-AGENCY SERVICE/ CASH TRANSFER  
AGREEMENT**

|  |        |  |               |
|--|--------|--|---------------|
| RECEIVER APPROPRIATION UNIT<br>Aging Services Division | AU No. | PROVIDER APPROPRIATION UNIT<br>Bureau of Computer Services | AU No.<br>550 |
|--|--------|--|---------------|

| DETAIL OF SERVICES REQUESTED: Services for period<br>1/1/89 through 6/30/89. | FY 87-88<br>Approved<br>Budget | FY 88-89<br>Provider's<br>Preliminary<br>Estimate | FY 88-89<br>Final<br>Agreement |
|--|--------------------------------|---|--------------------------------|
| CONTINUING SYSTEMS   |                                |   |                                |
| <u>Computer Operations</u>   |                                |   |                                |
| 8700 Laser Printing  |                                | 138   |                                |
| VAX Usage  |                                | 8,872   |                                |
| <u>Material and Services</u>   |                                |   |                                |
| DEC Terminals  |                                | 394   |                                |
| Teleprocessing Lines   |                                | 2,324   |                                |
| Subtotal Material and Services   |                                | 2,718   |                                |
| Material and Services Overhead   |                                | 272   |                                |
| Subtotal Computer Operations   |                                | 12,000  |                                |
| <br>   |                                |   |                                |
| <b>Total Continuing Systems      SERVICES TOTAL</b>                          |                                | <b>12,000</b>                                     |                                |
| <b>CASH TRANSFERS / EQUIPMENT REQUESTS:<br/>(BUDGET IN LINE ITEM 700)</b>    |                                |   |                                |
| <br>   |                                |   |                                |
| <b>CASH TRANSFER TOTAL</b>   |                                |   |                                |

Agreed to: Receiver A.U. Aging Services Division  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Amount this page \$ 12,000  
 Grand Total \$ 12,000

Agreed to: Provider A.U. Bureau of Computer Services  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Amount this page \$ 12,000  
 Grand Total \$ 12,000

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 1988.

CITY OF PORTLAND

COUNTY OF MULTNOMAH

By \_\_\_\_\_  
MAYOR Date

By \_\_\_\_\_  
GLADYS McCOY Date  
Multnomah County Chair

By \_\_\_\_\_  
CITY AUDITOR Date

By \_\_\_\_\_  
JIM McCONNELL, Director Date  
Aging Services Division

APPROVED AS TO FORM:

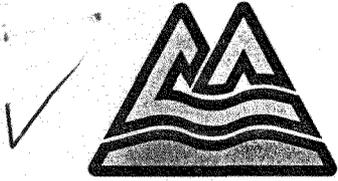
APPROVED AS TO FORM:

LAURENCE KRESSEL  
MULTNOMAH COUNTY COUNSEL

By \_\_\_\_\_  
CITY ATTORNEY Date

By \_\_\_\_\_  
DEPUTY COUNTY COUNSEL Date

92  
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 |
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| GRETCHEN KAFOURY | • District 2 | • 248-5219 |
| RICK BAUMAN      | • District 3 | • 248-5217 |
| POLLY CASTERLINE | • District 4 | • 248-5213 |
| JANE McGARVIN    | • Clerk      | • 248-3277 |

January 19, 1989

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 January 19, 1989, the following action was taken:

In the matter of ratification of an intergovern- )  
mental agreement with Gresham High School whereby )  
the County receives \$10,472 to provide Mental )  
Health Services for Gresham High students - term )  
September 1, 1988 through June 30, 1989 R-3 )

Upon motion of Commissioner Anderson, duly seconded by Commissioner Kafoury, 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  
Social Services  
Purchasing

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)

Meeting Date 1/19/89  
Agenda No. A-3

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Ratification of Intergovernmental Revenue Agreement

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

Formal Only \_\_\_\_\_  
(Date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Susan Clark TELEPHONE 248-3691

\*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.

Ratification of a revenue agreement between Gresham High School and the School Mental Health Program whereby the County receives \$10,472 to provide Mental health services for Gresham High students.

The revenue was anticipated at budget preparation time and appropriated in the School Mental Health budget.

(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 \_\_\_\_\_

IMPACT:

PERSONNEL

FISCAL/BUDGETARY None- Org. 1360 already appropriated this revenue

-General Fund

Other \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS  
 MULTNOMAH COUNTY  
 OREGON  
 1989 JAN 19 AM 8:34

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Duane Zussy (w)

BUDGET / PERSONNEL Thomas J. Snyser

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) [Signature]

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

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



# MULTNOMAH COUNTY OREGON

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

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

MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Duane Zussy *Duane Zussy (u)*  
Director, Department of Human Services

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

DATE: December 12, 1988

SUBJECT: Recommendation to Ratify Gresham High School Revenue Agreement

RETROACTIVE STATUS: The term of this agreement is from September 1, 1988 through June 30, 1989. Gresham High School delayed processing this agreement until final school funding decisions had been made and the School Board approved services. Gresham has made its first contract payment to County on the required date so revenue was not lost to the County.

RECOMMENDATION: Social Services Division recommends Board of Commissioner ratification of the attached revenue agreement between Gresham High School and the School Mental Health Program for the period September 1, 1988 through June 30, 1989.

ANALYSIS: This agreement provides \$10,472 to the County's School Mental Health Program to provide 476 hours of consultation with school personnel, diagnostic screenings, referrals, mental health treatment and other negotiated related services. The revenue was anticipated and included in the adopted FY 88/89 budget within the School Mental Health Program budget.

BACKGROUND: Gresham High School's operating budget has been reduced steadily over the past few years. While the School Board and district personnel value these services, the number of hours which Gresham could purchase has been reduced by almost half from FY 87/88. As a result, a vacant .5 consultant position was cut to reflect the decrease in revenue.



MULTNOMAH COUNTY OREGON

CONTRACT APPROVAL FORM  
(See instructions on reverse side)

DHS # ~~332~~ 88-89

TYPE I

- Professional Services under \$10,000
- Revenue
- Grant Funding
- Intergovernmental Agreement

R-3/1/89

TYPE II

- Professional Services over \$10,000 (RFP, Exemption)
- PCRB Contract
- Maintenance Agreement
- Licensing Agreement
- Construction

Amendment # \_\_\_\_\_ to Contract # \_\_\_\_\_

Amendment # \_\_\_\_\_ to Contract # \_\_\_\_\_

Contact Person Susan Clark Phone 248-3691 Date 12-12-88

Department Human Services Division Social Services Bldg/Room 160-6

Description of Contract Agreement to purchase 476 hours of school mental health services from Multnomah County for a net total of \$10,472. Revenue appropriated in adopted budget.

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

ORS/AR # \_\_\_\_\_ Contractor is  MBE  FBE  QRF

Contractor Name Gresham High School #U2-2077

Mailing Address 1333 NW Eastman  
Gresham, OR, 97030

Phone 661-3000

Employer ID# or SS# 93-6000834

Effective Date September 1, 1988

Termination Date June 30, 1989

Original Contract Amount \$ 0

Amount of Amendment \$ 0

Total Amount of Agreement \$ 10,472

Payment Terms

- Lump Sum \$ \_\_\_\_\_
- Monthly \$ \_\_\_\_\_
- Other \$ Quarterly payments

Requirements contract-requisition required  
Purchase Order No. \_\_\_\_\_

1989 JAN 26 AM 11:21  
MULTNOMAH COUNTY  
OREGON  
BOARD OF COUNTY COMMISSIONERS

Required Signatures:

Department Head [Signature] Date 12/17/88

Purchasing Director \_\_\_\_\_ Date \_\_\_\_\_  
(Type II Contracts Only)

County Counsel [Signature] Date 12/23/88

Budget Office [Signature] Date 12/27/88

County Executive/Sheriff [Signature] Date 1-4-89

| TRANSACTION CODE | PO              | AGENCY | PO DATE | ACCOUNTING PERIOD | BUDGET FY | TOTAL AMOUNT | ACTION   |        |             |
|------------------|-----------------|--------|---------|-------------------|-----------|--------------|--|--------|-------------|
|                  |                 |        |         |                   |           | \$           | <input type="checkbox"/> Original Entry (E)<br><input type="checkbox"/> Adjustment (M) |        |             |
|                  |                 |        |         |                   |           |              |  |        |             |
| LINE NO.         | CONTRACT NUMBER | FUND   | AGENCY  | ORGANIZATION      | ACTIVITY  | OBJECT       | DESCRIPTION  | AMOUNT | INC/DEC IND |
|                  | 103229          | 156    | 010     | 1360              |           |              | Rev. Source 2783   | \$     |             |
|                  |                 |        |         |                   |           |              |  | \$     |             |
|                  |                 |        |         |                   |           |              |  | \$     |             |
|                  |                 |        |         |                   |           |              |  | \$     |             |

## INSTRUCTIONS FOR COMPLETING CONTRACT APPROVAL FORM

1. **TYPE I, TYPE II** — Check off appropriate type of contract in one of the two boxes on top of form. Note: Type II contracts need to be routed through Purchasing Director, Type I does not. If Amendment, enter contract number of original agreement and original contract amount.
2. **CONTACT PERSON, PHONE** — Enter name and phone number of person initiating contract from responsible County department.
3. **DATE** — Enter date contract and Contract Approval Form submitted for approval and execution.
4. **DEPARTMENT, DIVISION, BLDG/ROOM** — List appropriate County department and division responsible and interoffice mail code.
5. **DESCRIPTION OF CONTRACT** — Summary of product purchased or services to be performed. Note if an amendment or extension.
6. **RFD/BID #** — Enter number if contract is result of RFP/Bid selection process.
7. **DATE OF RFP/BID** — Enter date of RFP/BID public opening.
8. **DATE OF EXEMPTION** — Enter date exemption from competitive bidding granted by BCC.
9. **REVIEWED FOR MINORITY/FEMALE BUSINESS** — Check appropriate box if County sought business from MBE or FBE firm(s).
10. **CONTRACTOR IS MBE OR FBE** — Check appropriate box if contractor is certified as an MBE or FBE.
11. **CONTRACTOR NAME, MAILING ADDRESS, PHONE** — Enter current information.
12. **EMPLOYER ID# OR SS#** — Enter employer ID# or social security number if Contractor is individual.
13. **EFFECTIVE DATE** — Date contract states to begin services.
14. **TERMINATION DATE** — Date contract states services terminated.
15. **TOTAL AMOUNT OF AGREEMENT** — Enter amount of agreement being submitted. If Amendment, enter amount of increase/decrease only.
16. **PAYMENT TERMS** — Designate payment terms by checking appropriate box and entering dollar amount.
17. **REQUIREMENTS CONTRACT — REQUISITION REQUIRED** — Check this box to note that a Purchase Order will be issued to trigger payment.
18. **PURCHASE ORDER NO.** — Enter number of Purchase Order to be issued. If number is not known, enter "P.O. will be issued."
19. **REQUIRED SIGNATURES** — To be completed as approved. Purchasing Director needs to sign for Type II contracts only.
20. **AGENCY** — Enter your Department's agency number.
21. **VENDOR NAME** — Enter Contractor name as entered above.
22. **TOTAL AMOUNT** — Enter total dollar amount of contract.
23. **CONTRACT NUMBER** — Purchasing will enter all new contract numbers. If contract extension or amendment, initiator should enter current contract number.
24. **ACCOUNT CODE STRUCTURE** — Enter Account Code structure for the type of agreement, i.e., expense or revenue.
25. **DESCRIPTION** — Optional.
26. **AMOUNT** — If total dollar amount is being split among different account numbers indicate dollar amounts here.

INTERGOVERNMENTAL AGREEMENT  
FOR SCHOOL MENTAL HEALTH SERVICES

FY 88/89

This Agreement, made and entered into as of the 1st day of September, 1988, by and between Multnomah County Social Services Division, Multnomah County, Oregon, a home rule political subdivision of the State of Oregon, (hereinafter referred to as "COUNTY"), and Gresham High School District Number U2-20 JT, a body politically organized and existing under the laws of the State of Oregon (hereinafter referred to as "DISTRICT"):

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

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

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

I. Term

The term of this Agreement shall be from September 1, 1988, to and including June 30, 1989, unless sooner terminated under the provisions hereof.

II. Services

A. COUNTY's services under this Agreement shall consist of the following:

1. Core mental health services will be provided to students. These services shall include:

- a. Consultation with school personnel
- b. Diagnostic screening
- c. Referrals
- d. Mental Health treatment

2. Additional Services may be negotiated within this agreement. These services include programs for:

- a. Parent training
- b. DISTRICT staff training
- c. Psychological Evaluations
- d. Other special services identified by district & county

B. District shall make referrals to School Mental Health Program consultants with necessary and pertinent non-confidential client information.

C. County shall retain final authority in clinical decisions.

### III. COUNTY Responsibilities

A. The aggregate services provided by COUNTY and its designated consultants hereunder shall consist of 476 hours during 1988-89 school year. Agreement hours include all items referenced in Section V.D.

B. Working agreements shall be developed with each school (hereinafter includes District departments and school buildings) served under this Agreement. Agreements shall include specific services to be provided, schedule for provision of services, beginning and ending date of services, and identification of other activities related to provision of services. Agreements shall be approved and signed by appropriate school representative, SMHP consultant and SMHP Program Supervisor.

### IV. DISTRICT Responsibilities

A. DISTRICT agrees to provide access to private space in each school involved under this Agreement for School Mental Health Program consultants to meet with students. This includes access to telephone.

V. Compensation

A. DISTRICT agrees to pay COUNTY a total sum of \$10,472.00 which shall be based upon an hourly rate for services of \$22.

B. COUNTY agrees to provide DISTRICT billings showing hours of service provided to date by January 15, 1989, April 15, 1989, and June 15, 1989.

C. DISTRICT agrees to make payments to COUNTY upon receipt of billings referenced in V.B. within thirty (30) days.

D. Computation of Agreement hours includes:

1. All direct service provision time
2. Indirect service support including:
  - a. travel required to provide direct services under this Agreement,
  - b. travel outside of normal workday hours,
  - c. maintenance of client records and client correspondence,
  - d. preparation of clinical reports required under this Agreement and other reports as requested by designated school representatives,
  - e. planning and preparation for special services provided under this Agreement,
  - f. items c, d, and e may occur off site and/or when classes are not scheduled and are chargeable under this Agreement.

VI. Liability

A. COUNTY shall hold DISTRICT harmless from all damages, judgements, costs and loss arising from any suits or claims based upon injury to persons or property caused by any act or omission of COUNTY, its employees or agents in connection with COUNTY's provision of services under this Agreement.

B. DISTRICT shall hold COUNTY harmless from all damages, judgements, costs and loss arising from any suits or claims based upon injury to persons or property caused by any act or omission of DISTRICT, its employees or agents in connection with DISTRICT's provision of services under this Agreement.

VII. Confidentiality and Client Records

A. COUNTY shall have access to such reports, files, documents, papers and records of DISTRICT as are directly pertinent to services provided under this Agreement after obtaining the appropriate consent in writing.

B. COUNTY shall maintain confidential records for all direct service clients. Said records and reports shall be maintained by COUNTY.

VIII. Modification Termination

A. Any modification of the provisions of this agreement shall be in writing and signed by both parties.

B. This Agreement may be terminated prior to the expiration of the agreed-upon term:

1. By mutual written consent of the parties;
2. By either party upon thirty (30) days written notice.
3. Payment by DISTRICT shall be prorated to and including the day of termination and shall be in full satisfaction of all claims by COUNTY against DISTRICT under this agreement.
4. Termination under any provision of this agreement shall not affect any right, obligation or liability of DISTRICT OR COUNTY which accrued prior to such termination.

IX. Integration

This agreement contains the entire agreement between the parties and supercedes all prior written or oral discussions or agreements.

GRESHAM HIGH SCHOOL DISTRICT  
NUMBER U2-20 JT

MULTNOMAH COUNTY, OREGON

By Stephen C. Levin 12/6/88  
Chair, Board of Directors Date

By Shirley M. [Signature] 1-4-89  
Multnomah County Chair Date

By [Signature]  
Supt. 12-6-88  
Title Date

By [Signature] 12/15/88  
Social Services Division Director Date

By [Signature] 12/8/88  
MED Program Manager Date

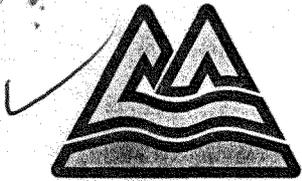
By [Signature]  
Supervisor 12-6-88  
Title Date

By [Signature] 12/8/88  
SMH Program Supervisor Date

APPROVED AS TO FORM:

Laurence Kressel  
Multnomah County Counsel

By [Signature] 12/23/88  
Deputy County Counsel Date



MULTNOMAH COUNTY OREGON

93  
J/K2

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  
RICK BAUMAN • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

January 19, 1989

Mr. John Angell, Director  
Department of Justice Services  
1120 SW Fifth  
Portland, OR

Dear Mr. Angell:

Be it remembered, that at a meeting of the Board of County Commissioners held January 19, 1989, the following action was taken:

Liquor License applications submitted by Sheriff's )  
Office with recommendation that same be approved )  
as follows: RENEWALS: RETAIL MALT BEVERAGE: )  
[McIntire's Athletic Club, 14513 S.E. Stark] )  
Rustic Inn, 29311 S.E. Stark, Troutdale; DISPENSER )  
CLASS A: Salty's On the Columbia, 3839 Marine Dr.; )  
PACKAGE STORE: Crown Point Country Market, 31815 )  
E. Crown Point Hwy., Troutdale; RESTAURANT: )  
Chang's Mongolian Grill Restaurant, 1600 N.E. )  
122nd Ave. R-4 )

Commissioner Kafoury reported she had information that Mr. McIntire of McIntire's Athletic Club has not as yet paid his debt to Multnomah County, and therefore moved, duly seconded by Commissioner Anderson, unanimously

ORDERED that the liquor license application for McIntire's Athletic Club be separated from the other applications.

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

ORDERED that the above-entitled liquor license applications be approved with the exception of McIntire's Athletic Club.

Commissioner Kafoury explained there is a debt of approximately \$8,000 owed by Mr. McIntire.

Laurence Kressel, County Counsel, reported Mr. McIntire was requested to perform some street improvements, when he did not comply, the County made the improvements and billed him for the cost. Mr. McIntire had not paid for the improvements by renewal time for his liquor license last year, but at a Board hearing agreed to do so if the Board would approve his renewal. The Board agreed, however, payment has not yet been received.

Commissioner Kafoury suggested holding this matter two weeks, send a certified letter to Mr. McIntire, request the presence of the Sheriff's Office, and request that both Larry Nicholas, County Engineer, and Paul Yarborough, DES Director attend and report on the status of street improvement payments.

Following discussion, Commissioner Kafoury moved, duly seconded by Commissioner Anderson, and it is unanimously

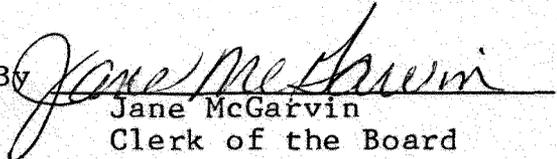
ORDERED that the liquor license renewal application of McIntire's Athletic Club be continued to Thursday, February 2, 1989 at 9:30 am in Room 602 of the County Courthouse; and that Commissioner Kafoury's suggestions be approved. Clerk was directed to notify Mr. McIntire by certified mail.

Note: The Clerk's Office notified Mr. McIntire by certified mail January 20, 1989.

NOTE: Because the Commission meeting of February 2 is cancelled due to the Board Retreat, the above-entitled matter was continued to February 9, and Mr. McIntire informed by certified mail on January 24, 1989.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By   
Jane McGarvin  
Clerk of the Board

jm  
cc: County Counsel  
Sheriff Pearce  
Sgt. Ed Hausafus  
Paul Yarborough  
Larry Nicholas

DATE SUBMITTED \_\_\_\_\_ JAN 10 1989

(For Clerk's Use)  
Meeting Date 1/19/89  
Agenda No. R-4

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: LIQUOR LICENSES

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

Formal Only 1-19-89  
(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 PACKAGE STORE license renewal for the Crown Point Country Market, 31815 E Crown Point Hwy; applicants Phillip J. and Judy K. DuFresne with recommendation for approval.

Application for a RESTAURANT license renewal for the Chang's Mongolian Grill, 1600 NE 122; applicant Chi Wei Chang 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/w

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: January 6, 1989

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the Package Store liquor license renewal for the Crown Point Country Market, 31815 E Crown Point Highway, Troutdale, Oregon, 97060. The applicant(s) Phillip J. and Judy K. DuFresne have no criminal record and I recommend that the application be approved.

EH/ej1/1842N

Attachment

# LICENSE RENEWAL APPLICATION

*Pd 31-00  
12-30-88*

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        | R00236A | 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.**

DU FRESNE PHILLIP J  
CROWN POINT COUNTRY MARKET  
31815 E CROWN POINT HWY  
TROUTDALE OR 97060

DU FRESNE PHILLIP J  
DU FRESNE JUDY KAY

CROWN POINT COUNTRY MARKET  
31815 E CROWN POINT HWY  
TROUTDALE OR 97060

1. Please list a daytime phone number in case we need more information: 695-2255
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: \_\_\_\_\_
4. 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.

\$ 30,500.00

## 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 X REFUSED \_\_\_\_\_

DATE OF ENDORSEMENT: Jan. 19, 1989.

SIGNED: Polly Castorini TITLE OF SIGNER: Vice-Chair Multnomah County

## 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>Phillip J. DuFresne</u> | <u>Judy K. DuFresne</u> | _____           |
| PRINT YOUR NAME            | PRINT YOUR NAME         | PRINT YOUR NAME |

|                            |                         |           |
|----------------------------|-------------------------|-----------|
| <u>Phillip J. DuFresne</u> | <u>Judy K. DuFresne</u> | _____     |
| SIGNATURE                  | SIGNATURE               | SIGNATURE |
| <u>12-27-88</u>            | <u>12-27-88</u>         | _____     |
| DATE                       | DATE                    | DATE      |

|                        |                 |                        |                 |                        |
|------------------------|-----------------|------------------------|-----------------|------------------------|
| <u>543-48-9303</u>     | <u>11-24-44</u> | <u>543-54-1223</u>     | <u>09-19-46</u> | _____                  |
| SOCIAL SECURITY NUMBER | D.O.B.          | SOCIAL SECURITY NUMBER | D.O.B.          | SOCIAL SECURITY NUMBER |



**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: January 6, 1989

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the Restaurant liquor license renewal for the Chang's Mongolian Grill, 1600 NE 122nd, Portland, Oregon, 97230. The applicant Chi Wei Chang has no criminal record and I recommend that the application be approved.

EH/ej1/1842N

Attachment

# LICENSE RENEWAL APPLICATION

*Pa 35 co*

OLCC 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<br>SERVER EDUCATION STUDENT FEE | \$200.00<br>2.60 | 1        | 2600        | R17668A | 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.

CHANG'S MONGOLIAN GRILL III INC  
CHANG'S MONGOLIAN GRILL RESTAURANT  
1600 NE 122ND AVE  
PORTLAND OR 97230

CHANG'S MONGOLIAN GRILL III INC  
CHANG CHI-WEI \*\*

REJECTED BY J.D. DATE 12/21/88  
REJECTED BY J.D. DATE 12/23/88

CHANG'S MONGOLIAN GRILL RESTAURANT  
1600 NE 122ND AVE  
PORTLAND OR 97230

*No Card & 2.60 Fee*

\* 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: 2410218
- 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 \_\_\_\_\_
- 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: \_\_\_\_\_

PROCESSED THROUGHOUT  
PROCESSED THROUGHOUT

## 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: Jan. 19, 1989

SIGNED: Polly Costello TITLE OF SIGNER: Vice-Chair Multnomah Co.

## 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>Chi-Wei Chang</u><br>PRINT YOUR NAME     | _____<br>PRINT YOUR NAME  | _____<br>PRINT YOUR NAME        |
| <u>[Signature]</u><br>SIGNATURE             | _____<br>SIGNATURE        | _____<br>SIGNATURE              |
| <u>12/16/88</u><br>DATE                     | _____<br>DATE             | _____<br>DATE                   |
| <u>53-78-7053</u><br>SOCIAL SECURITY NUMBER | <u>10/24/41</u><br>D.O.B. | _____<br>SOCIAL SECURITY NUMBER |
| _____<br>D.O.B.                             | _____<br>D.O.B.           | _____<br>D.O.B.                 |

\*\*NOTICE\*\* All employees who serve or sell alcoholic beverages MUST have a valid Service Permit.

DATE SUBMITTED 1-9-89

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

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: LIQUOR LICENSES

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

Formal Only 1-12-89 1-19-89  
(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)

BOARD OF  
COUNTY COMMISSIONERS  
1989 JAN 10 PM 4:28  
MULTICOUNTY COUNCIL  
OREGON

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 \_\_\_\_\_

*Formal*  
*028*

RECEIVED

JAN 05 1989

DEPARTMENT OF  
JUSTICE SERVICES

*SA 1-6-88*  
*Sally Anderson/jaw*

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 RETAIL MALT BEVERAGE license renewal for McIntire's Athletic Club, 14513 SE Stark; applicant Donald McIntire with recommendation for approval.

Application for a RETAIL MALT BEVERAGE license renewal for the Rustic Inn, 29311 SE Stark; applicants Nancy J. Hawkins and Robert L. Gault with recommendation for approval.

Application for a DISPENSER CLASS A license renewal for Salty's on the Columbia, 3239 Marine Drive; applicants Gerald R. Kingen, Terry Clouter, and Kathryn H. Kinge, with recommendation for approval.

RECEIVED  
MAY 11 1981  
MAY 11 1981  
MAY 11 1981



**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: December 28, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

Attached is the Retail Malt Beverage liquor license renewal for the Rustic Inn, 29311 SE Stark, Troutdale, Oregon. The applicants, Nancy J. Hawkins and Robert L. Gault, have no criminal record and I recommend that the application be approved.

FBP/1c/1832N

Attachment

RECEIVED  
JAN 05 1989

DEPARTMENT OF  
JUSTICE SERVICES

# 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 |
|--------|--|------------------|----------|-------------|---------|------|
| RMB    | RETAIL MALT BEVERAGE<br>SERVER EDUCATION STUDENT FEE | \$200.00<br>2.60 | 1        | 2600        | R10437A | 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.

THE RUSTIC INN INC  
RUSTIC INN  
29311 SE STARK  
TROUTDALE OR 97060

THE RUSTIC INN INC  
HAWKINS NANCY

RUSTIC INN  
29311 SE STARK  
TROUTDALE OR 97060

08 DEC 21 PM 12:05  
SHERIFF'S OFFICE  
CIVIL PROCESS UNIT  
97060

\* 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: \_\_\_\_\_
  - Were you or anyone else who holds a financial interest in these premises arrested or convicted of any criminal 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: ROBERT GAULT - CORPORATE PARTNER
- 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: Jan. 19, 1989

SIGNED: Polly Carterline TITLE OF SIGNER: Vice-Chair Multnomah Co.

## 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>Nancy J Hawkins</u><br>PRINT YOUR NAME    | <u>ROBERT L GAULT</u><br>PRINT YOUR NAME | _____<br>PRINT YOUR NAME                     |
| <u>Nancy J Hawkins</u><br>SIGNATURE          | <u>Robert L Gault</u><br>SIGNATURE       | _____<br>SIGNATURE                           |
| <u>12/21/88</u><br>DATE                      | <u>3/14/88</u><br>DATE                   | <u>6/12/22</u><br>DATE                       |
| <u>536-12-6143</u><br>SOCIAL SECURITY NUMBER | <u>3/14/88</u><br>D.O.B.                 | <u>542-18-3423</u><br>SOCIAL SECURITY NUMBER |
|  |  | <u>6/12/22</u><br>D.O.B.                     |

\*\*NOTICE\*\* All employees who serve or sell alcoholic beverages MUST have a valid Service Permit.

RECEIVED  
JAN 05 1989  
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: December 28, 1988

SUBJECT: LIQUOR LICENSE RENEWAL

---

Attached is the Dispenser Class A liquor license renewal for Salty's on the Columbia, 3239 Marine Drive, Portland, Oregon. The applicants, Gerald R. Kingen, Terry Clouter, and Kathryn H. Kingen, have no criminal record and I recommend that the application be approved.

FBP/1c/1833N

Attachment

RECEIVED  
JAN 05 1989  
DEPARTMENT OF  
JUSTICE SERVICES

# 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<br>SERVER EDUCATION STUDENT FEE | \$400.00<br>2.60 | 1        | 2600        | R00002A | 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.

HAPPY GUESTS UNLIMITED OF OREG. INC  
SALTY'S ON THE COLUMBIA  
3839 MARINE DR  
PORTLAND OR 97211

DA-0620  
HAPPY GUESTS UNLIMITED OF OREG. INC  
  
SALTY'S ON THE COLUMBIA  
3839 MARINE DR  
PORTLAND OR

RECEIVED

JAN 05 1989

DEPARTMENT OF  
JUSTICE SERVICES

1. Please list a daytime phone number in case we need more information: (206) 938-2236.
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): \_\_\_\_\_  

| <u>OFFENSE</u> | <u>DATE</u> | <u>CITY/STATE</u> | <u>RESULT</u> |
|----------------|-------------|-------------------|---------------|
|                |             |                   |               |
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<br>(INCLUDE BEER, WINE & DISTILLED SPIRITS): | \$ <u>115148.00</u>   | Remember: Round to the NEAREST DOLLAR. |
|  | +                     |  |
| B. AVERAGE MONTHLY FOOD SALES:   | \$ <u>236331.00</u>   | Example: \$36,472.55 (Actual)          |
| C. AVERAGE MONTHLY TOTAL SALES (ADD A+B):  | = \$ <u>351479.00</u> |  |
| D. PERCENT OF FOOD TO TOTAL SALES<br>(DIVIDE B BY C):                                    | <u>67.24%</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  REFUSED   
DATE OF ENDORSEMENT: Jan. 19, 1989

SIGNED: Polly Costerline TITLE OF SIGNER: Vice-Chair Multnomah County

## 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>GERALD R. KINGEN</u><br/>PRINT YOUR NAME</p> <p><br/>SIGNATURE</p> <p><u>12/8/88</u><br/>DATE</p> | <p><u>TERRY COULTER</u><br/>PRINT YOUR NAME</p> <p><br/>SIGNATURE</p> <p><u>1/28/89</u><br/>DATE</p> | <p><u>KATHRYN H. KINGEN</u><br/>PRINT YOUR NAME</p> <p><br/>SIGNATURE</p> <p><u>12/8/88</u><br/>DATE</p> |
| <u>337 40 1354</u>  | <u>562 76 6725</u>   | <u>534 66 7733</u>   |
| <u>10/08/43</u>   | <u>01/28/47</u>  | <u>08/18/56</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.

93-94  
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 |
| RICK BAUMAN •      | District 3 • | 248-5217 |
| POLLY CASTERLINE • | District 4 • | 248-5213 |
| JANE McGARVIN •    | Clerk •      | 248-3277 |

January 19, 1989

Mr. John Angell, Director  
Department of Justice Services  
1120 SW Fifth  
Portland, OR

Dear Mr. Angell:

Be it remembered, that at a meeting of the Board of County Commissioners held January 19, 1989, the following action was taken:

|  |   |            |
|--|---|------------|
| In the Matter of a Policy for Justice Services | ) | RESOLUTION |
| R-5  | ) | #89-7      |

Commissioner Kafoury submitted a revised Resolution, and explained the only change was to the fourth Whereas, and read that paragraph.

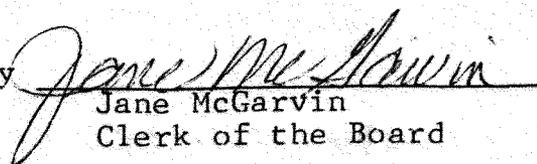
John Angell, Justice Services Director, reported this policy has been developed from many work sessions with a focus on developing guidelines for the Department of Justice Services. The Resolution establishes priorities and defines objectives which will be evaluated by objective criteria; and will be used by the Department for strategic planning.

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

ORDERED that said revised Resolution be approved.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By   
Jane McGarvin  
Clerk of the Board

jm  
cc: Budget  
Finance  
Sheriff  
District Attorney

DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)  
Meeting Date 1/19/89  
Agenda No. A-5

REQUEST FOR PLACEMENT ON THE AGENDA

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

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

Formal Only 1-19-89  
(Date)

DEPARTMENT Justice Services DIVISION Administration & Planning

CONTACT John E. Angell TELEPHONE 248-3701

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD John E. Angell

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

Resolution concerning a Justice Services policy statement which has been revised consistent with previous Board discussion of the issue. The policy statement is needed for administrative and legislative decisions making.

(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 \_\_\_\_\_

89-7

BOARD OF COUNTY COMMISSIONERS  
MULTI-NOMINATE COUNTY  
OREGON  
1989 JAN 12 AM 9:02

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: John E. Angell

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 Commissioners

Multnomah County, Oregon

In the Matter of a Policy)  
for Justice Services )

RESOLUTION

WHEREAS, comprehensive policy direction through a clear statement of County policy is critical for planning, organizing, and funding decisions and for guidance in administering justice services efficiently and effectively; and

WHEREAS, crime control and the efficient administration of justice are of primary concern to Multnomah County; and

WHEREAS, control of crime and the administration of justice are dependent upon well coordinated, cooperative efforts by many organizations and people; and

WHEREAS, Multnomah County ~~has adopted a policy of using the continuum of human and justice services to prevent and control crime,~~ *Revised*

THEREFORE, BE IT RESOLVED, that all justice services in Multnomah County shall be administered to promote public safety, ensure equal treatment under the law, and maximize the quality of life in all neighborhoods and communities.

BE IT FURTHER RESOLVED, to accomplish these ends, decisions and actions will be initiated to:

- o Facilitate understanding of the nature, causes, extent and relative seriousness of delinquency and crime;
- o prevent delinquency, crime and civil disorder;
- o support adequate local policing and provide essential supplementary law enforcement services;
- o promote and facilitate the efficient, effective administration of justice; and
- o rehabilitate and reintegrate offenders into society.

BE IT FURTHER RESOLVED, In promoting public safety the County shall give priority to:

- o Organizing and maintaining information systems which serve criminal justice operational, management and research needs.

- o initiating measures directed at preventing crime and delinquency and rehabilitating offenders;
- o supplementing and supporting the law enforcement efforts of local communities and other governmental entities operating within the County;
- o using the least restrictive criminal sanction consistent with protection of public safety, administration of appropriate punishment, rehabilitation of an offender, and cost-effectiveness of the sanctions; and
- o placing responsibility for provision of the various justice services with the jurisdiction or organization which is most reasonably capable of achieving the highest quality, most cost-effective results.

BE IT FURTHER RESOLVED, the County shall maximize the effectiveness of the administration of justice by providing planning, coordination, cooperation, law enforcement, prosecution, prevention, corrections and criminal justice support services. Objectives of programs in these areas will be defined and measurable, and resources for the justice system will be allocated and evaluated by objective criteria.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 1989.

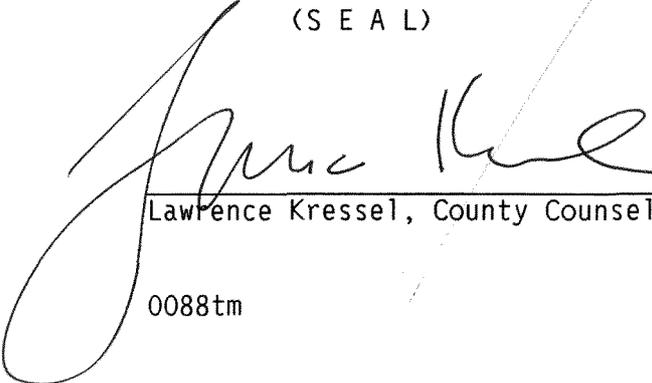
APPROVED

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

( S E A L )

By \_\_\_\_\_

Multnomah County Chair

  
Lawrence Kressel, County Counsel

0088tm

Before the Board of Commissioners

Multnomah County, Oregon

In the Matter of a Policy)  
for Justice Services )

RESOLUTION

#89-7

WHEREAS, comprehensive policy direction through a clear statement of County policy is critical for planning, organizing, and funding decisions and for guidance in administering justice services efficiently and effectively; and

WHEREAS, crime control and the efficient administration of justice are of primary concern to Multnomah County; and

WHEREAS, control of crime and the administration of justice are dependent upon well coordinated, cooperative efforts by many organizations and people; and

WHEREAS, Multnomah County is using a philosophy of a continuum of human and justice services to achieve crime prevention and control.

THEREFORE, BE IT RESOLVED, that all justice services in Multnomah County shall be administered to promote public safety, ensure equal treatment under the law, and maximize the quality of life in all neighborhoods and communities.

BE IT FURTHER RESOLVED, to accomplish these ends, decisions and actions will be initiated to:

- Facilitate understanding of the nature, causes, extent and relative seriousness of delinquency and crime;
- prevent delinquency, crime and civil disorder;
- support adequate local policing and provide essential supplementary law enforcement services;
- promote and facilitate the efficient, effective administration of justice; and
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- Organizing and maintaining information systems which serve criminal justice operational, management and research needs.

- initiating measures directed at preventing crime and delinquency and rehabilitating offenders;
- supplementing and supporting the law enforcement efforts of local communities and other governmental entities operating within the County;
- using the least restrictive criminal sanction consistent with protection of public safety, administration of appropriate punishment, rehabilitation of an offender, and cost-effectiveness of the sanctions; and
- placing responsibility for provision of the various justice services with the jurisdiction or organization which is most reasonably capable of achieving the highest quality, most cost-effective results.

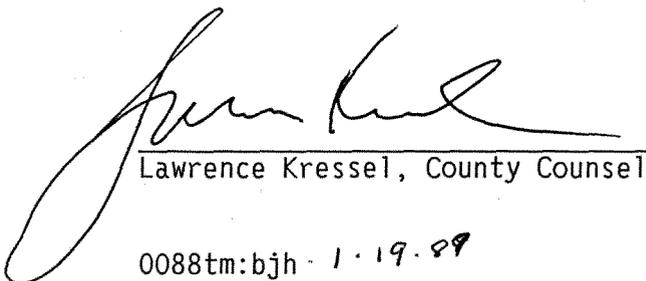
BE IT FURTHER RESOLVED, the County shall maximize the effectiveness of the administration of justice by providing planning, coordination, cooperation, law enforcement, prosecution, prevention, corrections and criminal justice support services. Objectives of programs in these areas will be defined and measurable, and resources for the justice system will be allocated and evaluated by objective criteria.

ADOPTED this 19 day of January, 1989.

APPROVED

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

( S E A L )

  
Lawrence Kressel, County Counsel

By Polly Casterline  
~~Polly Casterline~~  
Vice Multnomah County Chair

0088tm:bjh - 1.19.89



DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)  
Meeting Date 1/12/89  
Agenda No. R-11

REQUEST FOR PLACEMENT ON THE AGENDA *and 1/19/89 R-6*

Subject: Recycling in County Facilities

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

Formal Only \_\_\_\_\_  
(Date)

DEPARTMENT Environmental Services DIVISION Facilities & Property Mgt.

CONTACT Martin Winch / Wayne George TELEPHONE x 5008 / x 3322

\*NAME(s) OF PERSON MAKING PRESENTATION TO BOARD Martin Winch / Wayne George

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

An ordinance establishing a recycling program within County facilities. The goal: recovery of an optimum quantity of recyclable materials used in County operations. The Facilities & Property Management Division of D.E.S. would have primary responsibility. Each Department would be responsible for its employees' participation. Revenue shall be used to offset associated costs. There would be an annual report to the Board.

(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 20 minutes

IMPACT:

PERSONNEL

- FISCAL/BUDGETARY
- General Fund

Other \_\_\_\_\_

*and bob*

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1989 JAN - 5 AM 10:19

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Pauline Anderson

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 MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 606

An ordinance establishing a recycling program within County facilities.

Multnomah County ordains as follows:

SECTION I. FINDINGS

A. Recycling benefits the local environment by conserving natural resources and energy and by reducing pollution of air and water.

B. Recycling benefits the local economy by creating jobs in collecting and processing recyclable materials and by enabling the use of recyclable materials in local manufacturing.

C. Recycling saves space in landfills.

D. The Oregon Legislature has declared that the opportunity to recycle should be provided to every person in Oregon.

E. The Oregon Legislature has established priority in methods of managing solid waste as follows: 1) reduce the amount of solid waste generated; 2) reuse material for the purpose it was originally intended; 3) recycle material that cannot be reused; 4) recover energy; and 5) landfill.

F. Recycling in County facilities can recover recyclable materials and reduce the amount of County government's solid waste which is disposed of by incineration and by landfill.

G. Sale of recycled materials may generate revenue toward offsetting costs associated with recycling.

H. A Multnomah County recycling program will benefit local citizens and taxpayers by serving as a model to increase recycling by local citizens, institutions and businesses, and by strengthening markets for recycled materials.

I. The City of Portland is contemporaneously establishing a recycling program within City facilities. The County and City jointly occupy facilities. A joint approach to recycling within local government facilities is now feasible and desirable.

SECTION II. RECYCLING PROGRAM

- A. Each Department shall establish management practices which minimize the volume of solid waste it generates.
- B. Multnomah County hereby establishes a recycling program within its facilities. The goal of this program is recovery of all recyclable materials used in County operations.
- C. The Department of Environmental Services shall be responsible: 1) for planning, implementation and inter-departmental co-ordination of the recycling program; 2) to provide containers which conserve space and are not unsightly; 3) to arrange regular and timely central collection of recycled materials from each facility; 4) to arrange for periodic training in recycling; and 5) to seek to recycle jointly with the City of Portland, and with other jurisdictions.
- D. Each Department shall be responsible for its employees' participation in the recycling program, and for the routine operation of the program within areas assigned to its employees.
- E. The Department of Environmental Services shall give the Board an annual recycling report, including an overall description of the recycling program, quantities recovered and recoverable at each facility, revenue and costs, and recommendations for improvements to the program.

SECTION III. AMENDMENT

Multnomah County Code 2.30.200 is amended to add:

(J) Plan, implement and coordinate the County's recycling program.

ADOPTED this 19 day of January, 1989, being the date of its second reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

(SEAL)

By Polly Casterline  
Polly Casterline  
Vice Multnomah County Chair

APPROVED AS TO FORM:

Laurence Kressel, County Counsel  
for Multnomah County, Oregon

By [Signature]

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. \_\_\_\_\_

An ordinance establishing a recycling program within County facilities.

Multnomah County ordains as follows:

SECTION I. FINDINGS

- A. Recycling benefits the local environment by conserving natural resources and energy and by reducing pollution of air and water.
- B. Recycling benefits the local economy by creating jobs in collecting and processing recyclable materials and by enabling the use of recyclable materials in local manufacturing.
- C. Recycling saves space in landfills.
- D. The Oregon Legislature has declared that the opportunity to recycle should be provided to every person in Oregon.
- E. The Oregon Legislature has established priority in methods of managing solid waste as follows: 1) reduce the amount of solid waste generated; 2) reuse material for the purpose it was originally intended; 3) recycle material that cannot be reused; 4) recover energy; and 5) landfill.
- F. Recycling in County facilities can recover recyclable materials and reduce the amount of County government's solid waste which is disposed of by incineration and by landfill.
- G. Sale of recycled materials may generate revenue toward offsetting costs associated with recycling.
- H. A Multnomah County recycling program will benefit local citizens and taxpayers by serving as a model to increase recycling by local citizens, institutions and businesses, and by strengthening markets for recycled materials.
- I. The City of Portland is contemporaneously establishing a recycling program within City facilities. The County and City jointly occupy facilities. A joint approach to recycling within local government facilities is now feasible and desirable.

SECTION II. RECYCLING PROGRAM

A. Each Department shall establish management practices which minimize the volume of solid waste it generates.

B. Multnomah County hereby establishes a recycling program within its facilities. The goal of this program is recovery of all recyclable materials used in County operations. ~~Recyclable materials include paper, cardboard, motor oil, glass, scrap metals, asphalt, and plastics including polystyrene foam.~~

C. The Department of Environmental Services shall be responsible: 1) for planning, implementation and inter-departmental co-ordination of the recycling program; 2) to provide containers which conserve space and are not unsightly; 3) to arrange regular and timely central collection of recycled materials from each facility; 4) to arrange for periodic training in recycling; and 5) to seek to recycle jointly with the City of Portland, and with other jurisdictions.

D. Each Department shall be responsible for its employees' participation in the recycling program, and for the routine operation of the program within areas assigned to its employees.

E. The Department of Environmental Services shall give the Board an annual recycling report, including an overall description of the recycling program, quantities recovered and recoverable at each facility, revenue and costs, and recommendations for improvements to the program.

SECTION III. AMENDMENT

Multnomah County Code 2.30.200 is amended to add:

(J) Plan, implement and coordinate the County's recycling program.

ADOPTED this \_\_\_ day of \_\_\_\_\_, 1989, being the date of its second reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

(SEAL)

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

APPROVED AS TO FORM:

Laurence Kressel, County Counsel  
for Multnomah County, Oregon

By \_\_\_\_\_

ORDINANCE FACT SHEET

Procedure # 1201

Page #4 of 4

Title ESTABLISHING RECYCLING PROGRAM WITHIN COUNTY FACILITIES Effective Date \_\_\_\_\_

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

Purposes:

- 1-Minimize volume of solid waste County generates
- 2-Implement ORS ch. 459, Opportunity to Recycle, within County government

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

City of Portland 12-28-88  
Metro

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

Feasible

What authority is there for Multnomah County to adopt this legislation? (State statute, home rule charter). Are there constitutional problems?

ORS ch.459  
Home Rule Charter

Fiscal Impact Analysis

None in FY 88-89

(If space is inadequate, please use other side)

SIGNATURES:

Office of County Counsel *[Signature]*

Office of County Management \_\_\_\_\_

Department Head \_\_\_\_\_

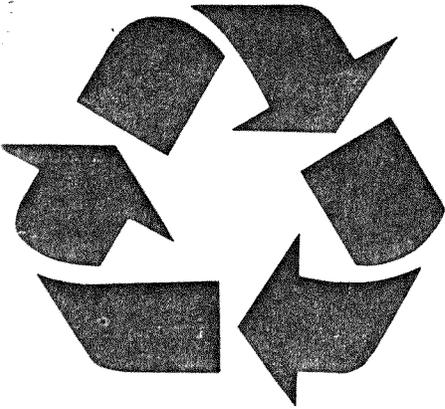
Union Council \_\_\_\_\_

# Recycling paper in law firms can help save environment, money

By Dana Rae Beck,  
Portland legal assistant  
with Olson & Marmaduke

Recycling paper in a law office is simple, inexpensive and beneficial to the environment.

After researching the cost and effect of recycling, Olson & Marmaduke, a small law firm in Portland, recently implemented a paper recycling program. The firm now recycles approximately 90 percent of all the paper in the office.



Making the decision to recycle paper involved valid, preliminary questions such as: Why does recycling paper matter? How much will it cost to recycle? How much of employee time will be needed to recycle? How complicated will it be to set up and implement a recycling system in our office?

People at Olson & Marmaduke found answers to these questions that helped them make the decision to set up an office recycling program. Following are the answers they came up with, which should encourage all law offices to start recycling paper.

---

*It takes approximately 17 pine trees to make one ton of paper; a lawyer might use more than one ton of paper each year.*

---

## Why does recycling paper matter?

The realization that on a national average, it takes approximately 17 southern pine trees to make one ton of paper, and that just two lawyers at Olson & Marmaduke used more than two tons of paper per year was significant.

To produce one ton of paper from wood, it takes 3,688 pounds of wood, 216 pounds of salt cake, 76 pounds of soda ash, 24,000 gallons of water, 28 million BTUs of energy, 84 pounds of air pollutants, 26 pounds of water pollutants and 176 pounds of solid waste.

These facts led Olson & Marmaduke to try to minimize wasting paper.

## How much will it cost to recycle?

Recycling paper in a law office involves one primary expense, that of a paper shredder, since drafts of

letters, pleadings and contracts are often confidential. The price of shredders in the Portland area ranges from \$200 for a personal model to \$3,000 for a heavy-duty high volume model. Used paper shredders are available for about half the price of new ones. Other direct expenses associated with recycling paper are minimal: bags for the paper, desk trays, and a stand for the shredder if there is not already something to set the shredder on in your office.

A survey conducted by the U.S. Environmental Protection Agency (EPA) found that recycling paper reduces the amount of trash from office buildings by an average of 34 percent. Less trash equals lower disposal costs.

Recycling can actually generate revenue. Some recycling companies pay up to \$49 per ton for high quality paper.

## How much of employee time will be needed to recycle?

Once the recycling program is implemented, the time needed to organize and shred paper is minimal. One employee usually spends 5 to 10 minutes every other day shredding paper. In addition, one morning every other week, the bags of recycled paper are taken to a pick-up site in the basement of our building for the recycling company. The entire recycling process takes approximately one half hour per month at Olson & Marmaduke. This time will vary, depending on the volume of paper shredded.

## How complicated is it to recycle?

The Recycling Information Center in Portland offers a community recycling handbook which Olson & Marmaduke found helpful in setting up its recycling program. The handbook recommends that an office should select a coordinator and educate employees about how and why they should recycle paper. Specific details of implementing a recycling system are available by calling the Metro Recycling Information Center at 224-5555, or Dana Rae Beck at Olson & Marmaduke, 226-2800.

# Office paper recycling



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# **Office paper recycling**

A community recycling handbook prepared by the  
Recycling Information Center, a service of Metro.

---

## Trash or resource?

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Much of the office paper that is thrown away is actually a valuable source of fiber for paper manufacturers. Turning waste paper back to the manufacturing system, instead of throwing it away, has economic appeal for both the paper industry and the paper consumer. In fact, a growing number of office personnel are learning about the hidden value of their waste paper and are starting recycling programs that turn their trash into an asset instead of an expense.

When the terms *recyclables* or *recyclable paper* are used in this booklet, they refer to white and colored office paper, photocopy paper, scratch paper, tab cards, index cards, computer paper, newsprint and cardboard. Trash consists of items that are not recyclable: food wrappers, styrofoam cups, carbon paper, waxed paper, self-stick notes, etc. A full list of recyclables and non-recyclables can be found in Appendix A.

---

## Why recycle?

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Rather than office paper, computer printout, tab cards and other recyclable papers being thrown away, they can be collected by a variety of methods and sold directly, or through a pick up service, to waste paper buyers. This will reduce the amount of waste paper in the trash and will most likely result in lower disposal costs. A survey conducted by the U.S. Environmental Protection Agency (EPA) found that recycling paper reduces the amount of trash from office buildings by an average of 34 percent. Less trash equals lower disposal costs.

### **It's easy**

By making employees aware of the advantages, an organized recycling system is as easy to operate as a conventional disposal system. Recycling requires only a few moments from each person each day to make it successful.

### **It's efficient**

Reusing materials conserves our natural resources. The public takes note of businesses and organizations that practice energy conservation. By publicizing its recycling efforts, a business enhances its public image and furthers employee pride in the organization.

---

## What is the best office paper recycling method?

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Every office employee discards an average of 1.5 pounds of recyclable waste paper per day. Getting this material out of the dumpster and to a buyer can be accomplished in several ways. The method that results in the highest grade, most valuable material is called *source separation*. Briefly, this method depends heavily on employee participation. Each person separates recyclables from trash by putting clean, used paper in separate containers. One container is used for trash and one container is used for recyclables. Source separation is by far the most efficient, easiest and cost-effective means to recycle your office paper.

In order to systematically organize the collection of recyclable waste paper in your office, it would be helpful to follow the steps outlined in the following pages.

**Step 1 Select a coordinator**

**Step 2 Survey who throws what away**

**Step 3 Decide what materials to recycle**

**Step 4 Choose recycling containers**

**Step 5 Educate employees**

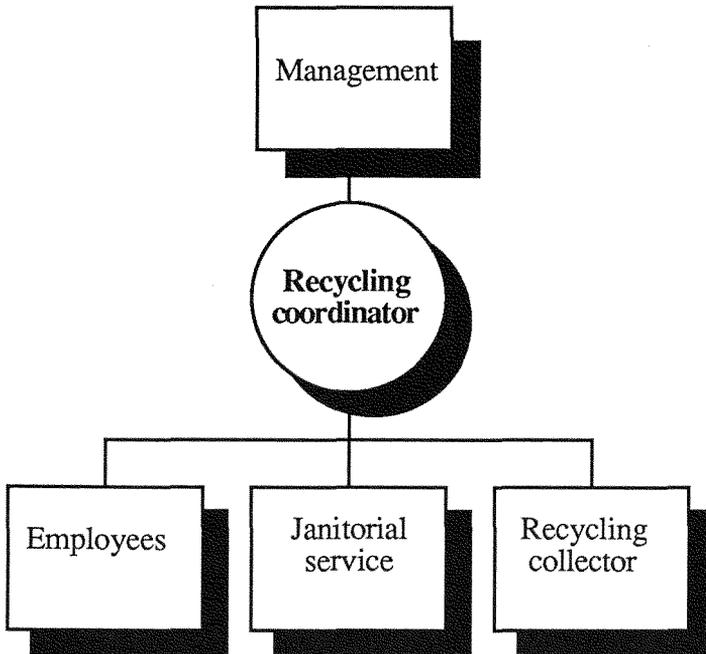
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# Step 1

## Select a coordinator

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To get started, it's a good idea to choose someone to be responsible for setting up and taking care of the recycling system. Usually, this coordinator will act as a liaison among management, employees, janitorial services and the recycling collector who picks up your materials. In multi-tenant buildings one person from each company may act on a committee to assist in coordination of the program.



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## Step 2

### Survey who throws what away

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To determine whether you have enough recyclable waste paper to warrant a source-separation program survey your facility and gather information on who throws what away. Here are some suggestions for your survey:

- List all your departments by function, for example: office, clerical, computing, food preparation, motor pool, printing.
- List the number of employees in each location and the type(s) and amount of paper they are currently throwing away (ledger, computer, newspaper, cardboard).
- Are there any special handling needs to be addressed? For instance, do you have confidential documents and is there a need for compactors or shredders, etc?
- Find out about janitorial and trash collection costs, collection days, number of pick ups per week, amount of trash picked up each month (estimated by size of container).
- Do you have locations for storage and loading areas?
- Be aware of your local fire codes. They contain easy to follow guidelines for storage of your waste paper. Incorporating fire regulations into your recycling program during its development will save you time and inconvenience later. The requirements are easy to follow and usually include such items as: storage area must be enclosed, containers collecting flammables must have a lid, etc.

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## Step 3

### Decide what materials to recycle

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The answers to the questions in Step 2 will give you a clear idea of what kinds and quantities of paper are being thrown away. Now you must determine which material to salvage. Following is a list of recycling options for you to consider. Since the markets for recyclable products are subject to variability, it may be useful to combine several options in your recycling program.

#### **Office waste paper recovery**

As discussed earlier, office waste paper is a valuable resource to paper manufacturers. Collectors throughout the area schedule pick ups for recyclables. Some may pay for the material by weight. The types of paper generally accepted from offices are:

- white and colored paper
- stationary and typing paper, tablet paper
- manila file folders, index cards
- computer printout and tab cards

(See Appendix A for a full list of recyclables)

Your waste paper will be even more valuable if it is separated by type and color. Mixed paper is all recyclable office waste paper deposited in one container. The value of mixed paper in October 1986 averaged between \$7 and \$9 per ton, while separately their average value range was:

Computer paper \$155-\$165  
White ledger \$52-\$58  
Colored paper \$30-\$38

---

## **Corrugated container recovery**

If you have a lot of cardboard cartons and you are throwing them away in the dumpster, they are creating a great deal of unnecessary, expensive bulk. You could make a significant reduction in your disposal bill by recycling cardboard. The average value of old corrugated cartons is \$47–\$55 per ton (based on October 1986 prices).

## **Newspaper recovery**

Newspaper is one of the easiest materials to recycle. Most people already recycle newspaper at home. At the office, newspapers accumulate in the employee lounge and lunch rooms and then get thrown out in the trash. Newspaper is a very marketable material and can be easily incorporated into your office recycling program. The average value of newspaper is \$32–\$37 per ton (based on October 1986 prices).

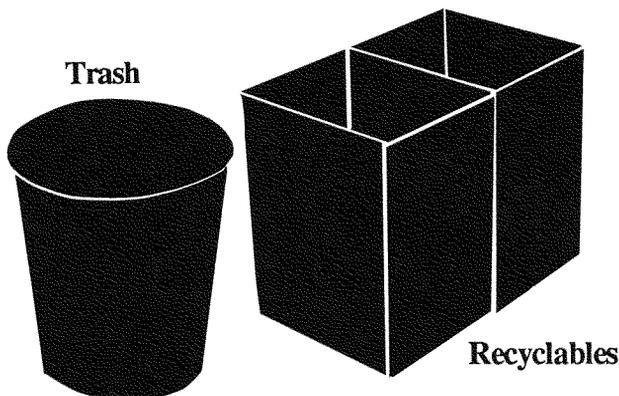
Again, if all recyclable waste papers are recovered, but not sorted by grade, the value of the waste paper will be much lower than if ledger, newspaper and computer papers are separated. Appendix D describes in detail the types of recyclable papers, information on local wastepaper markets and demonstrates why source separation is the most effective way to recycle paper.

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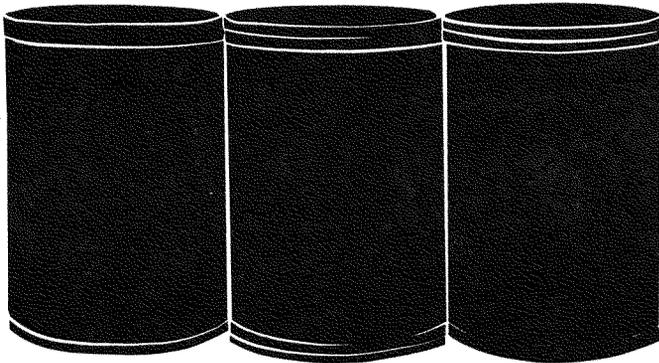
## Paper recovery

Several methods are available for the separation and collection of office waste paper. There is no best system. What works for one organization may not work for another. The easier waste paper recycling is to do, the better it will work. Three basic separation approaches are commonly used, consider these and see which one will work best in your daily office routine.

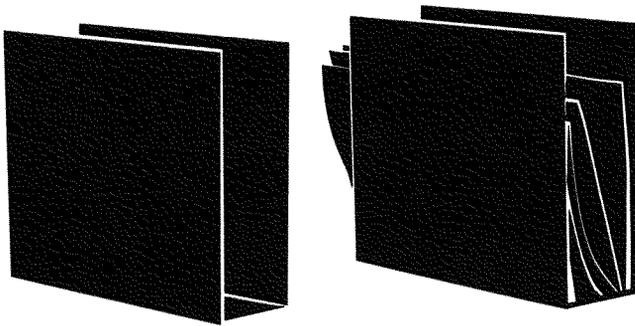
- **Dual wastebasket** Each employee is provided with two receptacles: one for recyclable waste paper and one for trash. The container for recyclables should be a different size and shape than the wastebasket and should be clearly labeled. Recyclable waste paper is deposited in this container throughout the day, while trash, such as carbon paper and food wrappers, goes into the regular wastebasket. Each night, the office custodians empty the contents of each container separately, recyclables into recycling storage containers and trash into the dumpster.



- 
- **Central container system** Recyclable office paper accumulated in the recycling container is carried by the employee to a centrally located container. All other trash is placed in wastebaskets and is handled by the office custodians. These central containers can serve 15–25 employees and should be placed in areas where they will not interfere with the daily routine or traffic. It is helpful to place these larger containers in computer centers, records rooms, copy machine rooms and any other area where large amounts of paper are used. All recycling containers should be well labeled and easily indentifiable, in this way, employees are less likely to contaminate them with non-recyclable wastes.



- 
- **Desktop containers** Recyclable office paper is separated from trash by accumulating it in vertically designed desk top containers. These measure approximately 4 inches high by 6 inches long with two sides 6 inches high each. This size is stable and holds several days' worth of paper. Desktop files are often recommended because recycling easily becomes a habit. Also, they will not hold contaminants such as food wrappers or coffee cups.



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The Metro office recycling program has combined all three of these separation techniques. In October 1986, Metro began separating recyclable waste paper by color. This meant each work station needed a container for white paper, a container for colored paper (all colors except goldenrod and white) and trash.

Understanding that people have their own individual needs and aesthetic preferences for recycling containers, and in order to make recycling as convenient as possible, each employee was given a choice of containers for separation. They were offered the use of a desktop vertical file, a deskside box or a round metal basket. (The deskside box holds paper flat and holds a larger quantity than a round container.) Each employee could use any combination of these items. This individualized attention to each work station has increased participation and volume in the Metro office recycling program.

Each Metro employee is now responsible for separating recyclables into the appropriate container and to empty the containers into centrally located barrels. Metro is using small fiber barrels throughout the agency for central collection of recyclables. These barrels have signs above them that clearly indicate which paper goes in them. When full, these barrels are removed to a storage area and replaced with empty ones. The waste paper buyer picks up from this storage area about once a month.

To date, this process has required four to six staff hours a month to implement. Appendix B shows a graph of the staff hours needed to operate a recycling program based on the number of employees being serviced. It may be a useful reference for determining the labor costs of a program in your office.

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## **Corrugated cardboard recovery**

Recycling collectors usually provide large recycling containers for storing office recyclables. They require office employees to breakdown corrugated cardboard cartons and store them in the large recycling containers. The Metro office recycling program requires employees to break down corrugated boxes and take them to the central storage area.

Make sure all plastics, wood, styrofoam and other packaging materials are removed and discarded separately.

## **Newspaper/newsprint recovery**

Newspaper collection is relatively simple. Metro has placed labeled barrels in easily accessible and appropriate locations throughout the agency for collection of newsprint and newspaper.

## **Confidential documents recovery**

Individual standards for handling confidential documents are established by each company. Sensitive materials can be source separated and regulations for handling may be met if the collection process is closely monitored and storage is in a secure area. There are also several document destruction programs available for handling sensitive materials.

There are a variety of ways to easily incorporate collection of recyclables into an organization's routine. Appendix C gives a sampling of companies and government agencies in the Metro region that have designed successful programs to meet their specific needs.

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## Step 5

### Educate employees

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Success of an office recycling program depends on employer endorsement and employee awareness, cooperation and concern. Here are a few simple guidelines to get you off to a good start:

- Develop a kick-off memo from top administration to all personnel stating the importance and benefits of starting a recycling program.
- Send a memo to all staff explaining how to sort papers and visit each employee to insure their understanding of the program.
- Schedule an education seminar for management, employees and maintenance staff.
- Write articles for the employee newsletter with information about problem areas and report on how well the program is doing.
- Don't let excess paper accumulate at central container areas. Reinforce the recycling habit by keeping a neat and tidy program. Give awards to those who do a particularly conscientious job.
- Have a contact person who can be reached about any questions or problems that may occur.

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# Review

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Remember these three keys to successful recycling:

1. Make recycling part of your organization's standard operating procedure. The aim of the program should be full employee participation. The greater the participation—the greater the volume. This results in a more efficient and economical program.
2. Make recycling as simple and convenient as possible for people who discard paper. A system that meets the needs of each individual work station will yield the highest quantity and quality of paper.
3. Give all participants clear and regular directions about their part in the program. Initial instruction about exactly which papers are and which are not recyclable is very important as part of the kick off. Continued education keeps the program running smoothly. It is particularly important to give detailed information and training to the cleaning crew. Many office recycling programs have been frustrated by an office custodian who mistakenly throws away cartons of carefully saved waste paper.

Now you are ready to go!

The Metro Recycling Information Center has a complete list of companies that provide pick up for office recyclables. Some companies provide containers and/or education on office recycling. Please feel free to call the Information Center if you have any questions about the information in this booklet or for the names of your local recycling collectors.

**Metro Recycling Information Center 224-5555**

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# More ways to recycle

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## **Buy recycled paper products**

If waste paper is to continue to be an important raw material, the demand for recycled paper must grow as well. Office paper, paper towels, toilet tissue, corrugated boxes, computer paper, memo pads and envelopes are a few of the products your office can purchase that are made out of recycled paper. The state of Maryland purchased more than \$17 million worth of recycled paper in 1977, saving approximately 1 trillion BTUs of fuel oil, or enough to heat about 8,722 homes for one year. There are several sources in the region for recycled paper. Call the Metro Recycling Information Center for more information.

## **Eliminate use of contaminants**

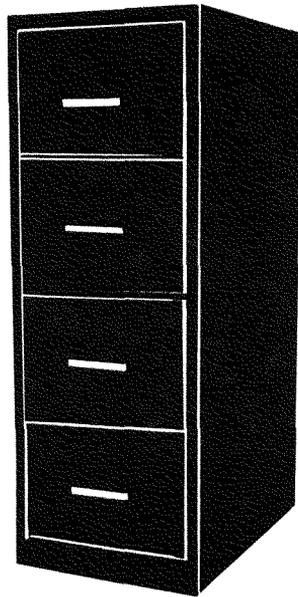
Office purchasing can eliminate some of the contaminants which ruin otherwise recyclable paper and can also save paper.

- Avoid envelopes with plastic windows, substitute open windows.
- Avoid pressure sensitive glues and labels, substitute water soluble glues and gummed labels.
- Do not buy foil-laminated, waxed or plastic-coated paper products. These composite papers are not recyclable.
- Avoid asphalt and nylon fiber tapes, substitute gummed draft tapes.
- Use both sides of the paper in printing, mimeographing and copying processes.
- Rough drafts of letters and reports can be written on the unused side of discarded paper.

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## Develop an in-house waste exchange program

Many organizations have employees at a number of work sites. One work site may have an item that another department needs or can use, such as file cabinets, file folders, old furniture, etc. An in-house waste exchange program reports both the availability of such materials as well as the need for them. Through such a program, materials that might have been thrown out by one department are put to use by another.



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## Appendix A Recyclable and non-recyclable materials

### Recyclable materials

white typing paper  
colored typing paper  
white photocopy paper  
colored photocopy paper  
white scratch paper  
colored scratch paper  
tabulating cards  
index cards  
computer paper\*  
newsprint/newspaper  
corrugated containers  
envelopes

staples are acceptable

\*Paper from laser printers is recyclable but should be separated from other computer paper. (see Appendix D, section 5.)

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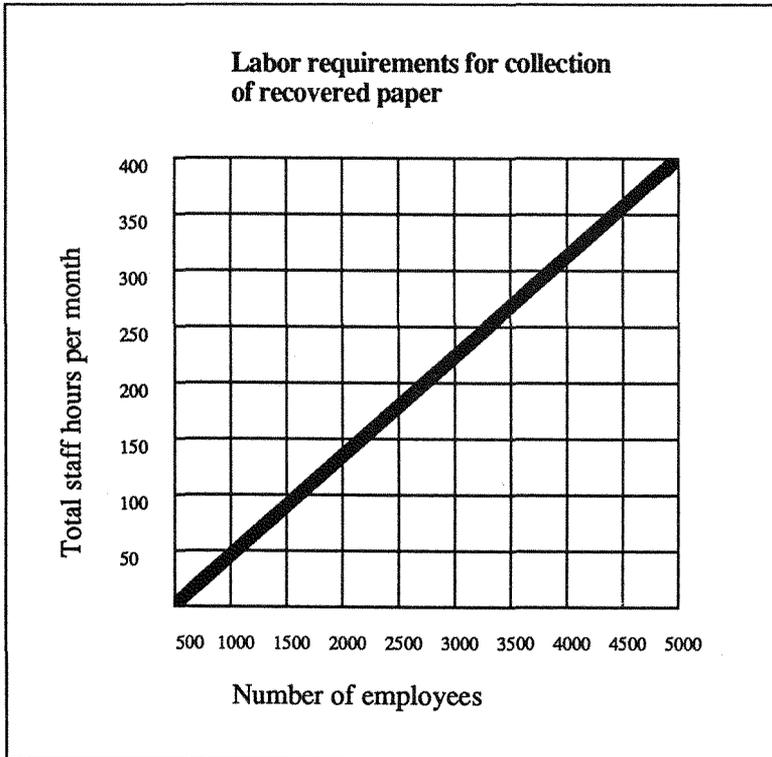
### Non-recyclable materials

carbon paper  
waxed paper  
foil-lined paper  
facial tissue  
paper towels  
paper cups  
styrofoam cups  
gum  
gum wrappers  
cigarettes  
cigarette wrappers  
thermal copy paper  
mimeo stencils

film  
photographs  
scotch taper  
glued items  
spiral binders  
magazines  
self-stick labels,notes  
chemically treated NCR  
blue prints  
envelope windows  
synthetic paper  
goldenrod paper

paper clips are not acceptable

## Appendix B Labor requirements chart



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## Appendix C Who's recycling now?

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This list is just a sampling of organizations involved in office paper recycling; it is not all inclusive.

- The state of Oregon uses recycled paper in the legislature and recycles office paper in its agencies.
- All five campuses of Portland Community College recycle office paper. Paper is centrally collected and processed at the Sylvania campus. P.C.C. traditionally recycles up to 100 tons of office paper and cardboard a year.
- Tektronix has an ongoing office source-separation recycling program involving collection of white and colored paper, computer paper, newsprint and cardboard. Tek employees recycled 1,200 tons of office paper in fiscal year 84/85 and was given an award by the National Recycling Congress in 1986 for their commitment to recycling.
- The city of Portland recycles office paper, computer paper and newsprint.
- KEX and KKRZ Radio recycle computer paper and re-uses other grades of paper for notepads as regular office procedure.
- The Port of Portland has an ongoing office recycling program and recycled 53,000 pounds of office and computer paper in 1986.
- Multnomah County recycles office and computer paper in its administration facilities.
- Clackamas Community College recycles paper through the Environmental Learning Center and purchases recycled paper for use in publications.

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## Appendix D Market information

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The following information is an analysis of the waste paper market in the Pacific Northwest. This information is provided for those in charge of selling recycled materials.

We are particularly fortunate in Oregon and in the Pacific Northwest to have both well-established waste paper markets (paper mills) and high recovery rates of recyclable waste paper. The demand for old newspapers and used cardboard boxes within Oregon far exceeds the available supply. News and old corrugated markets are dependable and have been growing steadily. The outlook for this market is very positive.

### Corrugated cardboard

The price of baled old corrugated has ranged between \$40 per ton FOB origin (FOB is free on board, FOB origin means receiver pays freight) in 1977 and \$85 per ton in 1986. In the past 10 years the average price has been \$60 per ton FOB origin. Willamette Industries at Albany, Georgia Pacific at Toledo and Weyerhaeuser at North Bend use nearly 350,000 tons of corrugated waste paper a year from Oregon industries only.

### Newspaper

There are two basic grades of recycled newspaper:

One is called **news or board mill quality news** and consists of "baled newspapers containing less than 5 percent of other papers." This is a lesser grade of news which is contaminated with grocery bags, string, magazines, etc. This material is generally sold to the export markets at a price that is from \$5 to \$30 per ton below the domestic newspaper market in the Pacific Northwest.

The other grade of news is called **special de-ink quality news** and consists of "baled, sorted, fresh dry newspapers, not sunburned, free from magazines, white blank, pressroom

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## Appendix D Market information

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over-runs and paper other than news, containing not more than the normal amount of colored (and advertising) sections.”

Most news in our area of the country is de-ink quality news and nearly all of it is purchased by two Oregon paper mills. The price of baled de-ink quality news reached a new high as Smurfit Newsprint Corporation (previously Publishers Paper Company) expanded its use during the past five years. The high price for baled de-ink quality news was \$75 per ton while the low price was \$50. December 1986 news price was \$65 per ton FOB origin. It's estimated that Smurfit consumed more than 300,000 tons of old newspapers alone in 1986.

### High-grade waste paper

A good-to-fair market also exists for high-grade waste paper such as office ledger. There are two basic types:

**Sorted white ledger** waste paper consists of “printed or unprinted sheets of ledger, bond, writing paper, xerographic paper and other papers that have similar fiber content. This grade must be in white paper and be free of chemical treatments, coatings or heavily printed stock.”

**Sorted colored ledger** may be colored or colored mixed with white grades of office waste paper. Mills in the Northwest, California, Canada and Asia purchase bales of used office paper such as sorted white and sorted colored ledger. The value of office ledger waste paper has been more volatile over the past years than other paper grades. West Coast paper mills have substituted white ledger for other grades such as computer printout (CPO). The colored (or mixed) ledger market is not as strong as it once was.

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## Appendix D Market information

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Export demand has much to do with the collection and marketing of office ledger. Export prices have been up and down in recent years. Despite the changing supply and demand picture, office ledger waste paper has been and continues to be recycled with little problem.

### **Computer printout waste paper**

**Computer printout (CPO)** waste paper consists of “white sulphite or sulphite papers manufactured for use in data processing machines. This grade may contain colored stripes and/or impact or non impact (e.g. laser) computer printing. All stock must be untreated and uncoated.”

Though some West Coast mills recycle a small fraction of used CPO waste paper, most CPO goes offshore to Korea and Taiwan.

**Laser printout** All markets are particularly sensitive to laser printing, require identification of amounts of laser printing and have price differentials based upon the amount of laser printed materials in a load. Before the arrival of significant amounts of laser, CPO was worth between \$190 and \$250 per ton FOB origin. The price for CPO in 1985 and 1986 ranged between \$160 and \$240 per ton. Less is paid for laser CPO. Therefore, it is generally worth the effort to separate laser CPO from impact printed CPO.

### **Mixed paper**

Mixed paper consists of “a mixture of various types and qualities of paper not limited to a type of packing or fiber content.” A mixed paper load might contain any type of paper product such as old corrugated mixed with office ledger, CPO, news, magazines, telephone books, brochures, paper tubes and cores, chipboard (cereal/shoe/detergent) boxes, bags and sacks, etc. Mixed paper is the least valuable of any waste paper grade because no effort has been made to source separate the paper by type.

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## Appendix D

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Mixed paper can be used by only a few paper manufacturers as a form of filler, felting or roofing material. For this reason the market for most mixed paper is Asia. According to recent paper publications the export market for mixed paper was down nearly 27 percent in 1986 from 1985.

During the past year, the export market for mixed paper ranged from a high of \$20 per ton FOB origin to a low of nothing being paid for the material. The cost of a paper packing plant to receive, store, process and bale mixed paper can run between \$25 and \$35 per ton. Therefore, few, if any, paper dealers are able to pay anything for mixed paper. In fact, many West Coast recyclers will not accept mixed paper when the export market is weak.

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This handbook was developed by Metro's  
Recycling Information Center.

Many thanks to the regional office paper collectors  
for their assistance.

For further information please contact :

**Recycling Information Center**  
**(503) 224-5555**

Recycling Information Center hours:  
8:30a.m.— 5 p.m. Monday to Friday

Metropolitan Service District  
2000 S.W. First Ave.  
Portland, OR. 97201-5398  
(503) 221-1646

This booklet is printed on 100% recycled paper.  
The cover stock contains recycled material.

**METRO**

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# 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 |
| RICK BAUMAN      | • District 3 | • 248-5217 |
| POLLY CASTERLINE | • District 4 | • 248-5213 |
| JANE McGARVIN    | • Clerk      | • 248-3277 |

January 19, 1989

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 January 19, 1989, the following action was taken:

|  |       |           |
|--|-------|-----------|
| Second Reading - An Ordinance concerning the | )     | ORDINANCE |
| organization and functions of the Office of  | )     | NO. 607   |
| County Counsel and repealing MCC 2.30.450(H) | ) R-7 |           |

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 wished to testify.

Upon motion of Commissioner Anderson, duly seconded by Commissioner Kafoury, 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

jm  
cc: County Counsel  
Commissioner Gladys McCoy

DATE SUBMITTED 1/5/89

(For Clerk's Use)  
Meeting Date 1/12/89  
Agenda No. R-12

REQUEST FOR PLACEMENT ON THE AGENDA

*True 1/19/89 R-7*

Subject: Ordinance concerning organization and functions of the Office of County Counsel

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

Formal Only 1/12/89  
(Date)

DEPARTMENT Office of the County Chair DIVISION \_\_\_\_\_

CONTACT Hank Miggins TELEPHONE 248-3308

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Larry Kressel, Hank Miggins

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

First Reading of an ordinance concerning the organization and functions of the Office of County Counsel and repealing MCC 2.30.450(H).

(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 \_\_\_\_\_

*ord 607*

SIGNATURES:

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: Gladys McCarty

BUDGET / PERSONNEL \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) [Signature]

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

MULTNOMAH COUNTY OREGON  
BOARD OF COUNTY COMMISSIONERS  
1989 JAN - 5 AM 11:25

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

An Ordinance concerning the organization and functions of the Office of County Counsel and repealing MCC 2.30.450(H)

Title

Effective Date

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

Describes functions of the Office of County Counsel. Places County Counsel Office under Chair instead of Department of General Services. Purpose is to describe County Counsel functions and recognize counsel's role as chief legal officer for all of County government.

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

This ordinance is based on those enacted by other local governments in the metropolitan area (Portland, Washington County, Clackamas County and Gresham).

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

No problems

What authority is there for Multnomah County to adopt this legislation? (state statute, home rule charter). Are there constitutional problems?

ORS 253.141; Charter Sec. 6.10

Fiscal Impact Analysis

None

(If space is inadequate, please use other side)

SIGNATURES:

Office of County Counsel [Signature]

Office of County Management

Department Head

Liaison Commissioner

BEFORE THE BOARD OF COMMISSIONERS

FOR THE COUNTY OF MULTNOMAH

ORDINANCE NO. 607

An Ordinance concerning the organization and functions of the Office of County Counsel and repealing MCC 2.30.450(H).

Multnomah County ordains as follows:

Section 1. Office of County Counsel

A. The County Counsel function shall consist of the County Counsel and such assistants as are necessary to perform the functions of the office.

B. The County Counsel shall be appointed and may be removed by the Chair, who shall consult with the Board prior to making the appointment or removal.

C. Assistant County Counsels and support staff shall be appointed by the County Counsel.

D. The County Counsel and all Assistant County Counsels shall be members in good standing of the Bar of the State of Oregon.

E. The County Counsel shall be the Chief Legal Officer of the County

F. The County Counsel function shall be organizationally part of the Office of the Chair and subject to the Chair's general administrative supervision.

G. Nothing in this ordinance is intended to abrogate the authority of the Board of Commissioners to retain counsel in accordance with ORS 203.145.

Section 2. Duties

The County Counsel shall have the following duties:

(1) Appear for, represent and defend the County, its boards and commissions, officers and employees and other persons entitled to County representation under the Oregon Tort Claims Act in all appropriate civil law proceedings;

(2) Draft or review all ordinances, resolutions, rules, orders, contracts, bonds, conveyances, deeds and other legally binding instruments to which the County is a party;

(3) Give advice and opinions orally and in writing, on matters of a civil nature in connection with the functions of the county, its officials and employees;

(4) Retain and, as appropriate, supervise and coordinate the services of outside legal counsel when necessary.

Section 3. Records

(A) The County Counsel shall have charge and custody of the Office of County Counsel and of all legal papers pertaining thereto and shall keep in the Office a complete docket and set of pleadings of all suits, actions or proceedings in which the County or any official, employee or department is a party. If the proceedings are being conducted by outside counsel the County Counsel shall keep such pleadings and records as are deemed necessary;

(B) The County Counsel shall keep and record all significant written opinions furnished by the Office of County Counsel and shall compile and keep an index thereof.

Section 4. Chief Assistant County Counsel

The County Counsel may designate a Chief Assistant who shall act as the County Counsel in his or her absence.

Section 5. Repeal

MCC 2.30.450(H) is repealed.

Section 6. 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 19th day of January, 1989, being the date of its second reading before the Board of County Commissioners of Multnomah County.

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

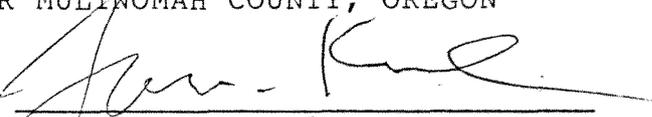
(SEAL)

By Polly Casterline  
Polly Casterline  
Vice Multnomah County Chair

APPROVED AS TO FORM:

LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By

  
Laurence Kressel  
County Counsel

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## 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  
RICK BAUMAN • District 3 • 248-5217  
POLLY CASTERLINE • District 4 • 248-5213  
JANE McGARVIN • Clerk • 248-3277

January 19, 1989

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 January 19, 1989, the following action was taken:

Discussion regarding litigation of Ordinance 605 )

Laurence Kressel, County Counsel, reported he had forwarded the decision of the Board regarding changing language on the ballot regarding the real estate transfer tax ordinance referred to the voters, to the plaintiff's lawyer, who seemed to feel acceptance was possible. The lawyer will have to verify this with his client, and then the decision will be forwarded to Circuit Court to determine whether or not the ballot measure will contain the suggested changes. Mr. Kressel will keep the Board advised.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS

By Jane McGarvin  
Jane McGarvin  
Clerk of the Board

jm  
cc: County Counsel  
Elections