



# AGENDA

**Thursday, September 25, 2014 - 10:00 AM**  
**BOARD OF COUNTY COMMISSIONERS**

Beginning Board Order No. 2014-92

## **CALL TO ORDER**

- Roll Call
- Pledge of Allegiance

## **I. PRESENTATION** *(Following are items of interest to the citizens of the County)*

1. Recognizing Kory Oman, for his National Award as C-Com Telecommunicator of the Year (Bob Cozzie, Central Communication)

**II. CITIZEN COMMUNICATION** *(The Chair of the Board will call for statements from citizens regarding issues relating to County government. It is the intention that this portion of the agenda shall be limited to items of County business which are properly the object of Board consideration and may not be of a personal nature. Persons wishing to speak shall be allowed to do so after registering on the blue card provided on the table outside of the hearing room prior to the beginning of the meeting. Testimony is limited to three (3) minutes. Comments shall be respectful and courteous to all.)*

**III. PUBLIC HEARINGS** *(The following items will be individually presented by County staff or other appropriate individuals. Persons appearing shall clearly identify themselves and the organization they represent. In addition, a synopsis of each item, together with a brief statement of the action being requested shall be made by those appearing on behalf of an agenda item.)*

2. 1. Second Reading of Ordinance No. 05-2014 Amending Chapter 2.05 of the County Code Personnel and Procedures for Clackamas County Employees – *First Reading was September 11, 2011* (Christina Thacker, County Counsel)

## **SERVICE DISTRICT NO. 5 – STREET LIGHTING**

(Wendi Coryell, Service District No. 5 will present the following 12 Assessment Areas)

3. 2. Board Order No. \_\_\_\_\_ Forming a One Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 24-12, ODOT Building Modification
4. 3. Board Order No. \_\_\_\_\_ Forming a 10 Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 21-13, Cambria Creek 10 Lot Subdivision
5. 4. Board Order No. \_\_\_\_\_ Forming a Two Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 24-13, Two Lot Partition
6. 5. Board Order No. \_\_\_\_\_ Forming a Two Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 05-14, McDonalds Restaurant
7. 6. Board Order No. \_\_\_\_\_ Forming a 127 Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 09-14, Rock Creek 127 Lot Subdivision

- 8 7. Board Order No. \_\_\_\_\_ Forming a 78 Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 10-14, Taralon East 78 Lot Subdivision
- 9 8. Board Order No. \_\_\_\_\_ Forming a 36 Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 16-14, Josephine Estates 36 Lot Subdivision
- 10 9. Board Order No. \_\_\_\_\_ Forming a One Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 26-14, Crestview Townhomes
- 11 10. Board Order No. \_\_\_\_\_ Forming a One Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 31-14, Safeway Distribution Center
- 12 11. Board Order No. \_\_\_\_\_ Forming a 40 Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 34-14, Taralon East 40 Lot Subdivision Phase 2 & 3
- 13 12. Board Order No. \_\_\_\_\_ Forming a Three Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 29-14, Three Lot Partition
- 14 13. Board Order No. \_\_\_\_\_ Forming a One Lot Assessment Area within Clackamas County Service District No. 5, Assessment Area 13-14, Two Industrial Buildings

**IV. DISCUSSION ITEMS** *(The following items will be individually presented by County staff or other appropriate individuals. Citizens wishing to comment on a discussion item must fill out a blue card provided on the table outside of the hearing room prior to the beginning of the meeting.)*

**-NO DISCUSSION ITEMS SCHEDULED**

**V. CONSENT AGENDA** *(The following items are considered to be routine, and therefore will not be allotted individual discussion time on the agenda. Many of these items have been discussed by the Board in Study Session. The items on the Consent Agenda will be approved in one motion unless a Board member requests, before the vote on the motion, to have an item considered at its regular place on the agenda.)*

**A. Health, Housing & Human Services**

- 15 1. Approval of an Intergovernmental Agreement with the City of Estacada School District for the Teen Mentor Program – *Children, Youth & Families*
- 16 2. Approval of Amendment No. 1 of an Intergovernmental Agreement with the Workforce Investment Council of Clackamas County for Specialized Work Force Services – *Community Solutions*
- 17 3. Approval of Modification No. 2 to t Contract 29297 with Ride Connection, Inc. to Provide Funding for Rides Provided by Members of the Clackamas County Transportation Consortium – *Social Services*

**B. Department of Transportation & Development**

- 18 1. Approval of Amendment No. 1 to the Intergovernmental Agreement between the Tri-County Metropolitan Transportation District of Oregon, Clackamas County and the North Clackamas Parks and Recreation District for Fully Actuated Signal at the Park/Oatfield Intersection

**C. Business & Community Services**

- 19 1. Resolution No. \_\_\_\_\_ Authorizing Clackamas County Parks to Apply for an Oregon Parks and Recreation Department County Opportunity Grant for Playground Replacement and Construction

**D. Elected Officials**

- 20 1. Approval of Previous Business Meeting Minutes – BCC
- 21 2. Approval to Submit a Grant Application for the Victims of Crime Act 2014 – 2015 Non Complete extension Grant for the District Attorney's Office - DA

**E. Emergency Management**

- 22 1. Approval of Intergovernmental Personnel Act (IPA) Assignment Agreement between the National Institute of Standards and Technology (NIST) and Clackamas County

**F. County Counsel**

- 23 1. Board Order No. \_\_\_\_\_ Declaring that the Gladstone Elections Building is no Longer Needed for Public Use and the Public's Interest will be Furthered by the Sale of the Property

**VI. NORTH CLACKAMAS PARKS & RECREATION DISTRICT**

- 24 1. Approval of Amendment No. 1 to the Intergovernmental Agreement between the Tri-County Metropolitan Transportation District of Oregon, Clackamas County and the North Clackamas Parks and Recreation District for Fully Actuated Signal at the Park/Oatfield Intersection

**VII. COUNTY ADMINISTRATOR UPDATE**

**VIII. COMMISSIONERS COMMUNICATION**

*NOTE: Regularly scheduled Business Meetings are televised and broadcast on the Clackamas County Government Channel. These programs are also accessible through the County's Internet site. DVD copies of regularly scheduled BCC Thursday Business Meetings are available for checkout at the Clackamas County Library in Oak Grove by the following Saturday. You may also order copies from any library in Clackamas County or the Clackamas County Government Channel.*

[www.clackamas.us/bcc/business.html](http://www.clackamas.us/bcc/business.html)

*From: Tracy Moreland, Clackamas County Public and Government Affairs, 503-655-8520.*

6-4-14

## **Media and Interested Parties**

### **C-COM dispatcher named Telecommunicator of the Year**

C-COM Lead Dispatcher Kory Oman has been awarded Telecommunicator of the Year by the Association of Public Safety Communications Officials (APCO). Oman was selected from 41 candidates across the country.

APCO is the professional association for public safety communications agencies. Each year APCO accepts applications from agencies whose staff exhibit outstanding work in the various award categories.

Each applicant for this award is evaluated on how they perform as a team player, their demonstrated knowledge and skills of the job, interaction with citizens and user agencies (police, fire and medical responders), overall work performance for the year, customer service, and any other exceptional work performed in the center.

Oman's work at C-COM includes leading a team of 9-1-1 dispatchers and serving as a trainer for new employees. He was part of the team that worked the Oregon City Police Shooting in which Officer Libke was shot and killed and was working the primary police radio when the shooting occurred.

Oman demonstrated excellent dispatching skills, along with coordination of the rest of the dispatch team working that day to ensure all available resources arrived at the scene.

He has also taken a lead role in the search and implementation of a new Computer Aided Dispatch (CAD) system for C-COM. This is a joint project with Lake Oswego Communications (LOCOM) and Washington County Consolidated Communications Agency (WCCCA). Oman has been working with line level staff from all of the agencies to ensure minimum needs are being addressed.

**For more information, please contact Tim Heider, 503-742-5911 or [theider@clackamas.us](mailto:theider@clackamas.us)**



2

**OFFICE OF COUNTY COUNSEL**

**PUBLIC SERVICES BUILDING**

2051 KAEN ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

**Stephen L. Madkour**  
County Counsel

**Kimberley Ybarra**  
**Kathleen Rastetter**  
**Chris Storey**  
**Scott C. Ciecko**  
**Alexander Gordon**  
**Amanda Keller**  
**Nathan K. Boderman**  
**Christina Thacker**  
Assistants

Second Reading of Ordinance 05-2014  
Amending Chapter 2.05 of the County Code  
Personnel Policies and Procedures for Clackamas County Employees

<b>Purpose/Outcomes</b>	Amendments conform County Code to certain changes in Oregon Law and update other sections, per management concerns.
<b>Dollar Amount and Fiscal Impact</b>	N/A
<b>Funding Source</b>	Existing general fund
<b>Safety Impact</b>	N/A
<b>Duration</b>	Effective 90 days after adoption.
<b>Previous Board Action</b>	The Board held a study session on July 22, 2014 and a first reading on September 11, 2014.
<b>Contact Person</b>	Christina Thacker, Office of County Counsel, 503-655-8362

**BACKGROUND:** County Counsel and DES updated the personnel ordinance in order to be reflective of the needs of the departments and the changing employment environment. Legally, these proposed changes are intended to protect the County and employees by establishing clear language regarding employee behavior and County procedures. DES has negotiated with the unions as required by law for those changes that affect mandatory subjects of bargaining under Oregon law. Attachment A shows the revisions to County Code Chapter 2.05, Personnel Policies and Procedures for Clackamas County Employees.

**RECOMMENDATION:** Staff recommends the Board adopted the proposed ordinance.

Respectfully submitted,

Christina Thacker  
Assistant County Counsel

**ORDINANCE NO. 05-2014**

**An Ordinance Amending Chapter 2.05 Personnel Policies and Procedures of the Clackamas County Code**

WHEREAS, the County Code should be updated to be reflective of the needs of the departments and the changing employment environment;

Now, therefore, the Board of Commissioners of Clackamas County amends the Clackamas County Code as follows:

The Board of Commissioners of Clackamas County ordains as follows:

**Section 1:** Chapter 2.05, Personnel Policies and Procedures of the Clackamas County Code is hereby as shown on Exhibit "A", attached hereto and incorporated herein by this reference.

ADOPTED this 25<sup>th</sup> day of September 2014.

BOARD OF COUNTY COMMISSIONERS

---

Chair

---

Recording Secretary

**Chapter 2.05, Personnel Policies and Procedures**  
**(new text is underlined; deletions are struck through)**

**2.05.030 Definitions**

- A. ADVERSE IMPACT means a substantially different rate of selection in any phase of the employment process which works to the disadvantage of members of a protected class.
- B. AFFIRMATIVE ACTION means identifying existing or potentially discriminatory conditions and making specific goal oriented corrective actions to eliminate and prevent unlawful discrimination.
- C. ALLOCATED POSITION means a position which is specifically identified in the budget.
- D. APPEAL means a request for a hearing before the Hearings Officer as provided by this chapter.
- E. APPOINTING AUTHORITY means any person vested with the authority to appoint individuals to County positions. Such authority will be vested in elected officials and department directors, and may be delegated to supervisory employees within a department or division.
- F. APPOINTMENT means the offer and acceptance of a job made in accordance with these rules.
- G. BONA FIDE OCCUPATIONAL QUALIFICATIONS means attributes that are job related and necessary for the safe and efficient operation of a business.
- H. CAUSE is defined in section 2.05.190.3.
- I. CLASSIFICATION means a group of positions sufficiently similar in duties, authority and responsibility to permit grouping under a common title and which call for similar qualifications and the same schedule of pay.
- J. CLASSIFICATION PLAN means a document which embodies all classifications that have been established, and the specification or descriptions of these classes.
- K. CLASSIFICATION SPECIFICATION means a written description of a classification containing a title, the general characteristics of the kind and level of work, description of typical duties, responsibilities, skills and knowledge required; other qualifications which may include requirements of training and experience; EEO category designation; and other pertinent information.
- L. CLASSIFIED EMPLOYEE means a person who has been appointed to a position in the classified service.
- M. CLASSIFIED SERVICE means those County positions which are not specifically exempt under 2.05.040.3 (B).
- N. DEMOTION means changing an employee's position to a classification that has a lower salary grade than the employee's present classification.
- O. DEPARTMENT means a County organizational unit under the direction of a single appointing authority.
- P. DIRECTOR OF EMPLOYEE SERVICES means a person appointed as the Director of the

Department of Employee Services or a staff person, which the Director has designated as a representative.

- Q. DISCIPLINARY ACTION means any action taken by an appointing authority which reprimands the employee, or reduces temporarily or permanently, an employee's pay status, benefits, or other incidents of employment.
- R. DISCRIMINATION means illegal discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, or other protected status as those terms are understood under Oregon and federal law.
- S. DOMESTIC PARTNER means persons who are eligible for County employee benefits domestic partner coverage.
- T. DOWNGRADING means a reclassification of a position where the newly assigned classification has a lower salary grade.
- U. EEO OCCUPATIONAL CATEGORY means a group of occupations deemed to be similar in duties, authority or responsibility as determined by the Equal Employment Opportunity Commission.
- V. ELIGIBLE REGISTER means a list of applicants for County employment or advancement in County employment who have successfully completed the selection process. In a banded recruitment, the eligible register consists of bands A, B and C, (if applicable) but not band D.
- W. EQUIVALENT CLASSIFICATION means a classification that requires both the same kind of knowledge and the same degree of skills.
- X. FRAUD means conduct which meets all of the following elements of fraud as defined in the common law of the State of Oregon: (1) a representation is made; (2) the representation is false; (3) the representation is material; (4) the representation is made by the speaker with knowledge of its falsity or ignorance of its truth; (5) the speaker intends that the hearer should act upon the representation and do so in the manner reasonably contemplated; (6) the hearer is ignorant of the falsity of the representation; (7) the hearer relies on the truth of the representation; (8) the hearer has a right to rely on the truth of the representation; and (9) the hearer is injured as a consequent and proximate cause of reliance on the representation.
- Y. GRIEVANCE means a complaint filed pursuant to a collective bargaining agreement.
- Z. HEARING means a hearing that is established as a result of an appeal to the Hearings Officer to resolve employment disputes.
- AA. HEARINGS OFFICER means a person who is not an officer or employee of the County and is designated by the Board of County Commissioners to preside at hearings regarding employee appeals.
- BB. HIGHER SALARY GRADE means a minimum of 4.0% difference when comparing the maximum hourly rates of pay of the salary grades.
- CC. JOB SHARE means a situation in which two people share duties and responsibilities of one full-time position.
- DD. LAYOFF means a separation from the County service due to a shortage of funds or materials, elimination of position, material change in duties, changes in an organizational unit, inability to perform assigned duties due to a medical condition, or for any other



- reasons not reflecting discredit on an employee and outside of the employee's control.
- EE. LIMITED TERM APPOINTMENT means an appointment to a position which has been budgeted and allocated for a limited duration not to exceed two (2) years but which is in excess of the time requirements for temporary positions.
- FF. LOWER SALARY GRADE means a minimum of 4.0% difference when comparing the maximum hourly rates of pay of the salary grades.
- GG. NONREPRESENTED EMPLOYEE means an employee whose position is not included in one of the recognized County collective bargaining units.
- HH. OPEN REGISTER means an eligibility register consisting of all persons who have successfully completed an open competitive selection process. An open register may be a ranked open register, an unranked open register, or a banded open register.
- II. PERSONNEL ACTION means any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal or any other action affecting an employee's status.
- JJ. PERSONNEL FILE means the official record of each employee in the County service as established and maintained by the Department of Employee Services.
- KK. POSITION ALLOCATION means the number of positions budgeted in a classification within each department.
- LL. POSITION CONTROL means the process for obtaining budgetary approval for the allocation and filling of a position.
- MM. POSITION REQUISITION means a Department of Employee Services form used to request the budgeting or filling of a position.
- NN. PROBATION means a working test period during which a classified employee is required to demonstrate fitness by actual performance of the duties of the position to which the employee is appointed.
- OO. PROMOTION means the appointment of an employee to a position in a classification that has a higher salary grade.
- PP. PROMOTIONAL/INTERNAL REGISTER means an eligible register consisting only of County employees who have regular status with the County or who have completed six (6) months of continuous service in a classified position and who have successfully completed an internal selection process.
- QQ. PROTECTED CLASS means members of groups of persons afforded protection under State and/or Federal law.
- RR. PROVISIONAL means an appointment of a person not on an eligible register to a classified position, for a limited duration of time not to exceed three (3) months.
- SS. RATERs means representatives of departments, the public, interested organizations or other public jurisdictions who have been designated to administer and score selection procedures.
- TT. RECLASSIFICATION means a change in allocation of an individual position by raising it to a higher classification, reducing it to a lower classification or moving it to another classification at the same level on the basis of significant changes in the kind, difficulty or responsibility of the work performed in such a position.
- UU. RED CIRCLE means a process authorized by the Board of County Commissioners and

used to continue the same salary rate as an employee received prior to a downgrading of the position or prior to the reduction of the salary grade for the classification.

- VV. REFERRAL OF ELIGIBLES means the process by which eligible applicants are referred by the Department of Employee Services to the appointing authority for selection.
- WW. REGULAR EMPLOYEE means a classified employee who has been appointed to an allocated position and who has successfully completed a probationary period for the position.
- XX. REGULAR STATUS means the status a classified employee acquires after successful completion of a probationary period for the particular allocated position to which the employee was appointed.
- YY. RULES OF PRIVILEGE means the definition found in ORS 40.225 - 40.295 shall apply.
- ZZ. SALARY GRADE means the number assigned by the County to a particular employee group and pay range in the County compensation plan. A salary grade will have a maximum and minimum pay rate, and may or may not have specific pay steps between the maximum and minimum pay rates, depending on the employee group to which the salary grade pertains.
- AAA. SELECTION PROCEDURE means a reasonable and impartial method of systematically and fairly evaluating an applicant's fitness for performing the requirements of a position.
- BBB. SENIORITY means the definition found in the applicable collective bargaining contract will apply. If no such definition exists, then seniority will be defined as length of continuous years of service with the County.
- CCC. TEMPORARY POSITION means an unallocated position. Temporary positions are subject to an annual limit on hours worked as provided in Section 2.05.040.5.
- DDD. TRANSFER means the movement of an employee to a different position in the same classification.
- EEE. UNALLOCATED POSITION means a position which is not specifically identified in the budget. Unallocated positions are funded by a budget entry for "temporary workers" or similar entry. Unallocated positions are subject to an annual limit on hours worked as provided in Section 2.05.040.5.
- FFF. UNCLASSIFIED SERVICE means those County positions which are exempt under 2.05.040 3B.
- ~~GGG. UNDERFILL means an appointment to a position from a lower level eligibility register when no current eligibility register exists for the position.~~
- HHHGGG. UNRANKED OPEN REGISTER means a register that is created when there are ten (10) or fewer applicants qualified for an open register for a single recruitment, and there are no names on the layoff or promotional/internal register for the position.
- HHHH. UPGRADING means a reclassification of a position in which the newly assigned classification has a higher salary grade.
- JJJIII. ———VOLUNTARY DEMOTION means a demotion approved by the County and requested by an employee in order to retain employment when layoff is imminent or for other reasons where the action is still entirely voluntary on the part of the employee.

[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 10-2004, 11/18/04; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2007, 6/7/07; Amended by Ord. 05-2009, 10/29/09;

Amended by Ord. 01-2011, 4/28/11]

\*\*\*\*\*

### **2.05.040.3 Application Of Personnel Chapter**

All positions within the County government shall be divided into the classified or unclassified service.

- A. Classified Services: The classified service shall include all positions that are not included in the unclassified service. Positions in the classified service are subject to all of the provisions in this Personnel Chapter.
- B. Unclassified Service: The unclassified service shall include the following offices and positions:
  - 1. Any officer, chosen by popular election or appointed to fill a vacancy caused by death, resignation or removal of any officer chosen by election.
  - 2. Any special Deputy Sheriff or peace officer appointed to act without compensation from the County.
  - 3. Any Deputy District Attorney, the District Attorney Office Manager, the District Attorney Victim Assistance Manager, and the District Attorney Senior Administrative Services Manager.
  - 4. Any member of a board or commission whose principle vocation is other than as a County employee.
  - 5. Persons employed as on-site property managers residing in County-owned or County--provided facilities.
  - 6. Persons employed in unallocated positions (also known as temporary positions).
  - 7. Any part-time employee working less than half time.
  - 8. Persons employed under a limited term appointment status.
  - 9. The County Administrator, under employment contract with the Board of County Commissioners.
  - 10. Department directors, and the County Surveyor, under employment contract with the County Administrator.
  - 11. Persons holding positions whose positions are designated by the County Administrator as appropriate for unclassified status, who hold positions under employment contract with the County Administrator.
  - 12. Persons employed in the Sheriff's Office as a Captain or Undersheriff.
  - 13. The County Counsel, under employment contract with the Board of County Commissioners.
  - 14. Employees of the Office of County Counsel, under employment contracts with the County Counsel.
  - 15. Persons employed in unrepresented positions in the County Justice Court.

[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 13-2003, 7/13/03; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 04-2007, 4/26/07; Amended by Ord. 01-2009, 2/5/09; Amended by Ord. 05-2009, 10/29/09; Amended by Ord. 02-2012, 1/5/12]

\*\*\*\*\*

**2.05.060.2 Administration Of Compensation Plan**

- A. Rates of Pay: Classified employees shall be paid at a rate established within the salary grade for the classification in which they are employed, unless otherwise authorized by the County Administrator.
- B. Entrance Salary: An employee will be appointed at the entrance rate for each classification. The entrance rate shall be either the first step or minimum pay rate in a salary grade established by a collective bargaining agreement or, for nonrepresented employees, it shall be any rate from minimum to midpoint in the established salary grade. If an appointment or reinstatement above the entrance rate (“upper-step”) is requested, authorization must be obtained from the County Administrator, through the Department of Employee Services. In determining such requests, the County Administrator shall give consideration to qualifications of the candidate, availability of applicants and the resulting salary relationship with other positions.
- C. Salary Increases: Salary increases are not automatic. Appointing authorities shall recommend to the County Administrator salary increases only for those employees who have demonstrated high standards of work performance. Work performance should be reviewed periodically to determine whether increases have been earned. (Refer to Performance Evaluation 2.05.120.)
  - 1. Eligibility for Salary Increases: New employees or promoted employees shall be eligible for advancement to the next step or applicable percentage increase within of the salary grade for their classification six (6) months from the first of the month following their first day of work in the position. Thereafter, employees are eligible for a salary increase at the conclusion of twelve (12) months of continuous service since their last in-grade salary adjustment other than an exceptional increase. Eligibility for salary increases shall continue until employees reach the last step in their respective salary grade.
  - 2. Exceptional Increases: An appointing authority may request an exceptional increase for any employee when:
    - a. The employee’s performance is outstanding in relation to other employees in the same department, and the employee’s outstanding performance is documented according to an approved performance evaluation program;
    - b. Other factors exist, such as compression of pay rates, which justify an exceptional increase; and;
    - c. Funds for such “special” increases are budgeted; and,
    - d. At least six (6) months have passed since the last “salary” or “step”

increase, or last promotion.

Exceptional increases will generally be limited to one step or percentage amount equivalent to one salary increase. Exceptional increases will not affect an employee's established salary increase date.

3. Interim Increases: An employee whose salary increase is denied may be eligible for an increase following an additional six-month period during which successful performance is monitored and documented. If such a salary increase is granted, the employee's new date of eligibility for a salary increase shall be one year from the date of the last salary increase.

[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 05-2009, 10/29/09]

\*\*\*\*\*

### **2.05.070.9 Modification Or Suspension Of Selection Procedures**

- A. If there are ~~fewer than five~~ (5) or fewer eligible competitors in any part of the selection process, subsequent parts may be modified or suspended. In such a case, referral may be made, provided that there is no existing eligible register and all eligible applicants are to be referred and interviewed by the appointing authority.
- B. If there are ten (10) or fewer applicants qualified for an open register following review by the Department of Employee Services, and there are no names on the layoff or promotional/internal register, an unranked open register may be developed. Except as provided below in this section, all applicants on the unranked open register will be referred and interviewed by the appointing authority.
- C. An unranked open register will not be used if it conflicts with the terms of applicable collective bargaining agreements.
- D. An unranked open register will not be used if, prior to the job announcement open date, a department director specifically requests a ranked open register for that recruitment.

[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 10-2004, 11/18/04; Amended by Ord. 05-2009, 10/29/09; Amended by Ord. 01-2011, 4/28/11]

\*\*\*\*\*

### **2.05.090.1 Insufficient Names**

When the total number of names on the available eligible register is fewer than five, (5), or a banded register has fewer than five (5) names on the A, B, and C bands, the appointing authority may elect to:

- A. Make a probationary appointment from those referred, or
- B. Accept referral of additional names from the most nearly appropriate eligible register as

- determined by the Director of Employee Services, or
- C. Request a provisional appointment, pending establishment of a new eligible register, and call for a new recruitment, or
- ~~D. Accept referral of additional names from eligible registers of a lower grade classification in order to underfill the higher level position.~~

[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 01-2011, 4/28/11]

\*\*\*\*\*

**2.05.150.2 Types Of Leave**

A. Military Leave:

In accordance with State and Federal law, employees are entitled to a cumulative five (5) year length of time in which they may be absent for military duty. Employees taking leave, either voluntarily or involuntarily, shall have a right to be restored to their former position or an equivalent position. The leave of absence shall be without pay and will not count towards monthly vacation, sick leave or longevity payments. However, seniority and employment credit towards vacation, salary increases, and longevity do accrue while on military leave. Employees returning from military leave shall be re-employed at the salary and service accrual level they would have achieved had they not left on military leave. To be eligible for such reinstatement the employee must be discharged under honorable conditions from the military and register an intent to return to County employment within timelines specified by State and Federal law.

Any employee, who has served in the County service for six (6) months preceding notification of duty and is a member of the National Guard, National Guard Reserve or any reserve component of the Armed Forces of the United States or of the United States Public Health Service, is entitled to an annual paid leave of absence for training for a period not exceeding fifteen (15) calendar days in any one training year. In the case of an employee on a five, (5) day workweek, this is equivalent to eleven (11) paid workdays in each training year. An employee on a four, (4) day workweek is entitled to a leave of nine (9) paid workdays per training year. The training year is defined as the Federal fiscal year commencing on October 1st and ending on September 30. Days for annual military reserve duty may be taken either consecutively or intermittently.

An employee taking military leave may be required to show proof of military service to have time credited toward leave of absence for military duty. If the employee does not show proof of military service either in advance or upon return to work, the employee may choose to utilize vacation or leave without pay during time away from work.

B. Family and Medical Leave:

In accordance with Federal and State law, an employee may be entitled to take up to 12 weeks family and medical leave within any 12 month period of time. Family and medical leave shall be for the purpose of caring for serious medical conditions of the employee or

an immediate family member of the employee, pregnancy-related disability, or for parental leave following the birth or adoption of a child. Also, Oregon law allows additional family and medical leave to care for a child with a non-serious health condition, and may allow a woman to take up to 12 weeks each for pregnancy-related disability, parental leave and sick child leave.

For purposes of granting family and medical leave a family member shall be defined as: a spouse, domestic partner, , or child or parent of the employee, spouse or domestic partner, or someone with whom the employee has an “In Loco Parentis” relationship. A serious health condition is defined as one which requires either inpatient care or continuing treatment by a health care provider.

In situations where the leave is to care for the employee's own illness including disability related to pregnancy or childbirth, or the illness of a family member, the employee is required to use all accrued sick leave. When all accrued sick leave has been exhausted, an employee may elect to use other paid leave or leave without pay. When an employee chooses to use accrued paid leave, such leave must be used prior to the commencement of unpaid leave.

Requests for family and medical leave must be made in writing at least thirty (30) days prior to the effective date of the leave if the leave is anticipated. In cases of sudden illness or injury, or unexpected birth or placement for adoption, an employee may make an oral request to his/her supervisor as soon as practicable, but must complete a written request form within fifteen (15) days. When the leave is for a serious health condition, the request for leave must include certification from the attending health care provider that the employee or family member qualifies for leave.

A female employee who has taken Family Medical Leave for disability due to pregnancy and childbirth is eligible to begin her parental leave entitlement on the date her health care provider certifies she is no longer disabled. Parental Leave must be taken in a consecutive period of time, unless the employee's supervisor approves leave to be taken in two or more non-consecutive periods.

Employees who report for work at the expiration of a family and medical leave of absence shall be reinstated to their last held position at the prevailing salary rates, without loss of seniority. If their former position no longer exists, the employee shall be reinstated to an equivalent position. An employee who fails to report for work at the expiration of a family medical leave of absence and does not have any additional leave approved by the appointing authority shall be deemed to have resigned.

C. **Bereavement or Funeral Leave:**

Two types of bereavement leave are available, paid and unpaid.

Paid bereavement leave may be granted in each case of bereavement due to the death of a

member of the immediate family (see Sick Leave, 2.05.160.3, for definition of immediate family). A request to use paid bereavement leave for the death of an individual outside of the immediate family is subject to approval by the appointing authority. The purpose of such leave shall be to allow time to attend a funeral and make necessary funeral and household adjustments. Paid Bereavement leave shall not exceed the equivalent of three (3) days, including all travel time. This Paid bereavement leave will not be counted against accumulated sick or vacation leave balances, but will be counted under the Oregon Family Leave Act (OFLA).

Unpaid bereavement leave is established by the Oregon Family Leave Act (OFLA) and is available in the event of death of a family member up to a maximum of +2 weeks in a 12-month period. Unpaid bereavement leave may be used to attend the funeral or memorial service, make arrangements related to the death of the family member, and/or grieve the death of the family member. All bereavement leave (whether paid or unpaid) counts towards the employee's OFLA entitlement and must be completed within 60 days after the date the employee receives notice of the death. If the employee is using bereavement leave, they must first use any paid bereavement leave as contained within the appropriate collective bargaining agreement, unless such agreement allows for the use of bereavement leave in a time period in excess of 60 days, or the County Code prior to using vacation or sick leave or unpaid time. Leave without pay may not begin until all required or requested paid leave is used. Any remaining paid leave may not be used for the duration of the leave once unpaid leave has begun.

D. Workers' Compensation Leave:

If an employee is injured on-the-job and is unable to work, supervisors should immediately contact the Risk and Benefits Division and complete the appropriate Workers' Compensation forms. If the employee's Workers' Compensation claim is accepted, the County will place the employee on Worker's Compensation leave with pay with full benefits (unless prohibited by law or provider contact) for up to six (6) months, or as extended by the Board of County Commissioners or designee. Procedures for Workers' Compensation will conform to ORS regulations and County policy.

E. Disability Leave:

If an employee is disabled as result of non-job-related reasons, the employee shall apply for Family and Medical Leave, utilize sick leave and file a disability insurance claim with the Risk and Benefits Division. When an employee has used the twelve (12) week Family and Medical Leave entitlement and has a continuing need for leave, the employee may use available paid leave or request a leave of absence without pay. Leave without pay is subject to the appointing authority's approval. Employees who return to their former positions following a disability leave will have all unused previously accrued sick, vacation, seniority and longevity credit restored.

F. Compulsory Leave:

If, in the opinion of the appointing authority, an employee is incapacitated for work, a medical examination by a psychologist or physician may be required. If the appointing



authority disagrees with the medical report, the appointing authority may require the employee to be examined by a psychologist or physician designated or approved by the Director of Employee Services. If the medical report does not show the employee to be in a fit condition required to perform the duties of the position, the appointing authority shall have the right to compel such employee to take sufficient leave of absence with or without pay until medically qualified to perform the duties of the position.

G. Jury Duty:

When an employee with regular or probationary status is called for jury duty, or subpoenaed as a witness by proper authority for cases in which the employee is not a party, the employee shall be granted a leave of absence with pay. All jury duty and witness fees other than mileage reimbursement shall be surrendered to Clackamas County. Employees who are excused from jury service or court appearance before the end of their workday shall immediately report their availability for assignment to their supervisor. Employees scheduled to work on shifts other than day shift shall be considered to be on day shift for the duration of jury duty.

H. Administrative Leave:

Employees may be placed on administrative leave, with pay, if the appointing authority feels they should be relieved of their duties or removed from the workplace pending a job-related investigation. Administrative leave, while not considered discipline, is commonly used during a discipline-related investigation prior to discipline being administered. No administrative leave shall extend beyond thirty (30) days unless approved by the Director of Employee Services.

I. Special Leave Without Pay:

A special leave without pay for a period not exceeding one (1) year may be granted to an employee who:

1. Desires to engage in a relevant course of study which will enhance the employee's value to perform the duties of the position; or
2. Is a candidate for a public office and requests a leave of absence for a reasonable period to campaign for the election; or  
Has any reason considered appropriate by the appointing authority and the Director of Employee Services and is approved by the Board of County Commissioners.

J. Criminal Charges/Indictment/Trial Leave:

1. Felony Charges/Arrest or Indictment. An appointing authority may place an employee on criminal trial leave, without pay, if the employee has been charged with a felony, arrested on felony charges, or if felony charges have been filed against them by grand jury indictment or other formal filing. The foregoing applies only to felonies that (1) are related to an employee's position or (2) that may affect an employee's effectiveness in performing the duties of his/her position, as determined by the appointing authority.
2. Hearing. An employee placed on leave has the right to opportunity for a prompt hearing with the Appointing Authority.

- a. The employee must submit a request in writing to the Director of DES ~~shall be offered to an employee placed upon criminal trial leave~~ within 7 calendar days of the date the leave commences. If a hearing is requested by the employee, the County must set the date of the hearing within 14 calendar days of the request, unless the employee requests a later hearing date ~~or within a longer time of the request for hearing if so requested by the employee~~ (but in no case will the hearing date be longer than 30 calendar days after the employee's request).
- b. The purpose of the hearing is to allow the employee or the employee's representative to show that there are no reasonable grounds to believe that the charges are true, ~~or~~ to otherwise refute the charges, or to challenge the appropriateness of the leave decision.
- c. Following such a hearing, the County must issue a decision as to whether the leave without pay will continue. The decision must be issued within 20 calendar days of the hearing, unless additional time is required for reasons articulated by the County in writing, and in any event within 40 calendar days of the hearing. If the determination is made by the Appointing Authority following the hearing that the leave without pay will not continue, the employee shall be paid any salary and reinstated to any benefits lost during the time after being placed on leave and before the determination by the Appointing Authority. If the employee is found not guilty or charges against the employee are dismissed, the employee ~~will~~ may be paid any salary and/or reinstated to any benefits lost during the leave time, unless disciplinary action is taken, as stated in the Reservation of Rights.—
- 3. Duration. Criminal trial leave without pay may continue only during the pendency of the criminal charges, during sentencing proceedings, and for 55 days after the entry of judgment (the time allowed for granting a motion for new trial under ORS 136.535).
- 4. Reservation of Rights. Nothing in this provision prevents an appointing authority from disciplining an employee or exercising management rights under any applicable collective bargaining agreement to discipline an employee in accordance with the applicable agreement.

[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05]

\*\*\*\*\*

**2.05.180.2 Work Rules**

The following work rules shall apply to all County employees. The environment, context, or particular circumstances will be taken into consideration in applying these work rules. These rules are not intended to be all-inclusive. Additionally, County departments may, consistent with the provisions of applicable collective bargaining agreements, establish other rules to ensure the effective operation of the County government, besides:

- A. Employees shall be at their designated work area on time and ready to work; employees shall report to and remain at their work area, at work, until the scheduled quitting time consistent with department policy;
- B. Where operations are continuous, employees shall not leave their position until replaced by the next shift employee or until relieved by their supervisor;
- C. Employees shall follow all safety regulations including the wearing of safety articles and the use of protective equipment, when appropriate; employees shall immediately report safety hazards, accidents, or injuries to their supervisor;
- D. Employees shall be responsible for, and not misuse County property, records or other materials in their care, custody and control;
- E. Employees shall deal with the public and other employees in a courteous and professional manner;
- F. Employees shall immediately report to their supervisor any inability to work and the reason therefore;
- G. Employees shall notify their supervisor whenever there is a change in their personal data affecting their personnel or payroll records;
- H. Employees shall not restrict, interrupt or interfere with the work of other County employees outside their assigned duties or authority;
- I. Employees shall report for and remain at work only in a condition which will enable them to perform their regular duties;
- J. Employees shall perform all work assigned unless performance of such work will constitute a safety hazard which violates established safety standards or law;
- K. Employees shall not engage in conduct that reflects discredit on the County while on duty or while conducting County business;
- L. Employees shall not engage in unauthorized political soliciting or political activity while on duty or while conducting County business;
- M. Employees shall not use their position, or County property, or County-paid work time, for ~~undue~~ personal or financial gain, other than official salary and benefits. Employees shall not use their position, or County property, or County-paid work time, as a means to solicit or conduct personal business, including but not limited to sales of products or services;
- N. Employees shall not use their position to coerce other employees;
- O. Unless required or permitted by an employee's job classification, eEmployees shall not ~~possess or use unauthorized firearms, weapons, firearms, or weapons while on duty or during your work shift (while on duty and including breaks in which you remain on County premises) on County premises unless required or permitted by their job classification,~~ illegal drugs, controlled substances (other than those lawfully prescribed), or intoxicating beverages during an employee's work shift (including breaks in which the employee remains on County premises)while on duty or while on County premises;
- P. Employees shall not falsify any reports or records; all reports, records and claims completed by employees shall be true and accurate, to the best of their knowledge;
- Q. Employees shall not remove County property or the property of other employees without express approval of their supervisor or the owner of such property; ~~and~~

- R. Employees shall not violate any of the laws, statutes, or ordinances of Federal, State or local government while on duty, while on County premises, or while conducting County business.
- S. Employees shall not retaliate against another employee because of (1) the other employee's exercise of rights provided by law, such as but not limited to the right to file a discrimination complaint with the Director of Employee Services under 2.05.240.3, or (2) because the other employee participated in an investigation or personnel matter;
- T. Employees shall not use abusive or profane language, (including ethnic slurs), directed at other employees or County visitors that is offensive;
- U. Employees shall not use county computers or work time to access the internet for personal reasons in violation of the County's "appropriate use" policy (EPP 59);
- V. Employees shall not engage in employment-related transactions with any business entity in which the employee has a financial interest;
- W. Employees shall inform their department head (or designee) of any outside employment or outside affiliation activity which that could potentially affect impair their independence of judgment in the performance of work duties, or create a conflict of interest in the performance of work duties;
- X. Employees shall not engage in any outside affiliations activities or outside employment that which would affect impair the employee's independence of judgment in the performance of work duties, or otherwise create a conflict of interest in the performance of work duties;
- Y. Employees shall report to their supervisor any lapse of certification or licensure which is required for the performance of their duties;
- Z. Employees shall not solicit, receive or exchange personal favors, compensation, or gifts from clients of their department, where such action could financially impact the employee (or the employee's relative) or where the appearance of such action would decrease the public's confidence in the employee or department; (Any questions or uncertainty regarding employee ethics or conflicts of interest should be directed to DES.)
- AA. Employees shall not engage in sexual or exploitive relationships with clients of their department where an employee has the authority to control (improve, increase, decrease, etc.) County services or benefits that the other individual receives;
- ~~R~~-BB. Employees shall not consume alcoholic beverages on county premises, nor between the time between starting work and quitting work each day (including during breaks and lunch).

[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05; Amended by Ord. 05-2009, 10/29/09]

\*\*\*\*\*

**2.05.190.4 Kinds Of Disciplinary Action**

- A. Oral Reprimand: This is a warning procedure rather than a punitive action. The oral reprimand should serve to forestall the employee from being in such a position that a more severe form of action must be used.
- B. Written Reprimand: The written reprimand is also a warning procedure. The written reprimand is used to place an employee on official notice that failure of the employee to take corrective action will result in a more severe form of action. The written reprimand will list the unacceptable behavior, the time it occurred, the rule/procedure violated and an outline of improvement that is needed. The reprimand is to be included in the employee's official personnel file.
- C. Suspensions: Suspensions are an ordered absence from duty, other than administrative leave, and may be with or without pay, for an established length of time. The period of suspension shall not exceed thirty (30) consecutive calendar days at any one time. No service accruals may be given to an employee during a period of suspension without pay regardless of the length of suspension. No disciplinary suspension without pay shall be given to an employee performing executive, administrative or professional duties as defined by the Federal Fair Labor Standards Act, unless Disciplinary suspensions without pay of nonrepresented employees who are exempt from coverage under the federal Fair Labor Standards Act must be for a period of one full work week or multiples of one work week unless: (1) the reason for the suspension is violation by the employee of a safety rule of major significance, or (2) the suspension is for a period of one full work week or a multiple of one work week the suspension is for a violation of workplace conduct rules and is for a period of one or more full days.
- D. Demotion: Demotion, both in pay and to a lower classification, may be used as a form of discipline when discharge is not warranted or when the appointing authority believes that the employee has the potential for corrective conduct. Such action shall be subject to 2.05.140.2, and shall not cause the displacement of another employee.
- E. Dismissal: An appointing authority may dismiss for cause any regular employee under the appointing authority's jurisdiction. In carrying out such actions, the appointing authority shall consult with County Counsel and the Director of Employee Services.

[Codified by Ord. 05-2000, 7/13/00]

\*\*\*\*\*

**2.05.230.4 Process Of The Classification/Compensation Review Panel**

An employee has ten (10) calendar days from the date the written response to the request for review was mailed, to submit a written request to the Director of Employee Services to have the matter forwarded to the Classification/Compensation Review Panel. The employee and the employee's representative, the employee's appointing authority and/or the appointing authority's representative, and Personnel staff may present information to the panel in support of their

respective positions. The Classification/Compensation Review Panel shall review the reasons for the classification allocation and/or the salary grade recommendation and may ask questions of the parties presenting information. Following the collection of information, the panel shall discuss their opinions with the Director of Employee Services.

- A. Final Determination of Classification Allocation: The Director of Employee Services shall consider opinions of the panel when determining the final classification allocation of a position. The Director of Employee Services shall prepare a written report of the final recommendation, issues raised during the request for review and the opinions of the panel. Copies of the report shall be delivered to the affected parties. The Director of Employee Services shall have the final authority for all classification allocation determinations.
- B. Final Recommendation of Salary Grades: The Director of Employee Services shall consider the opinions of the Classification/Compensation Review Panel when recommending the final salary grade recommendation to the ~~Board of County Commissioners~~County Administrator. The Director of Employee Services shall include in this recommendation a summary of issues raised during the request for review process and the opinions of the panel. The ~~Board of County Commissioners~~County Administrator shall have the final authority for all salary grade determinations.

[Codified by Ord. 05-2000, 7/13/00; Amended by Ord. 07-2005, 11/3/05]



3

M. BARBARA CARTMILL  
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a One Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
24-12 ODOT Building Modification

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule D; the current rate for this schedule is \$1.21 per frontage foot per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', written in a cursive style.

Wendi Coryell, Service District Specialist, CCSD#5



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 24-12  
(ODOT Building Modification) Within  
Clackamas County Service District No. 5,  
Clackamas County, Oregon



ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 24-12, ODOT Building Modification, 9200 SE Lawnfield Rd. have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 24-12, ODOT Building Modification, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule D: \$1.21 per frontage foot per tax lot each year, applied to commercial, industrial, and multi-family residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 24-12  
(ODOT Building Modification) Within  
Clackamas County Service District No. 5,  
Clackamas County, Oregon



ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the  
Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 24-12 All lots in the ODOT Building Modification development,  
22E04D 01001; and

IT IS FURTHER ORDERED that an assessment  
roll be prepared by the Department of Transportation and Development for Clackamas  
County showing the amount of each yearly assessment, the property against which it has  
been assessed, the owner thereof, and such additional information as is required to keep a  
complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department  
of Transportation and Development proceed to construct the street lighting facilities in  
accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

---

Chair

---

Recording Secretary



4

M. BARBARA CARTMILL  
DIRECTOR

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a 10-Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
14-13 Cambria Creek 10-Lot Subdivision

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule J; the current rate for this schedule is \$118.08 per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', written in a cursive style.

Wendi Coryell, Service District Specialist, CCSD#5

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 14-13  
(Cambria Creek 10-Lot Subdivision)  
Within Clackamas County Service District  
No. 5, Clackamas County, Oregon

ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 14-13, Cambria Creek 10-Lot Subdivision, 14225 SE 139<sup>th</sup> Ave., have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 14-13, Cambria Creek 10-Lot Subdivision, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule J: \$118.08 per tax lot each year, applied to residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 14-13  
(Cambria Creek 10-Lot Subdivision)  
Within Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 14-13 All lots in the Cambria Creek 10-Lot Subdivision development, 22E02D00703 & 705; and

IT IS FURTHER ORDERED that an assessment roll be prepared by the Department of Transportation and Development for Clackamas County showing the amount of each yearly assessment, the property against which it has been assessed, the owner thereof, and such additional information as is required to keep a complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department of Transportation and Development proceed to construct the street lighting facilities in accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary



5

M. BARBARA CARTMILL  
DIRECTOR

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a Two Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
24-13 Two Lot Partition

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule B; the current rate for this schedule is \$48.37 per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', with a long horizontal flourish extending to the right.

Wendi Coryell, Service District Specialist, CCSD#5



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 24-13  
(Two Lot Partition) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 24-13, Two Lot Partition, 8749 SE Margie Way, have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 24-13, Two Lot Partition, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule B: \$48.37 per tax lot each year, applied to residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 24-13  
(Two Lot Partition) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the  
Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 24-13 All lots in the Two Lot Partition development,  
12E26AB01900; and

IT IS FURTHER ORDERED that an assessment  
roll be prepared by the Department of Transportation and Development for Clackamas  
County showing the amount of each yearly assessment, the property against which it has  
been assessed, the owner thereof, and such additional information as is required to keep a  
complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department  
of Transportation and Development proceed to construct the street lighting facilities in  
accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary



6

M. BARBARA CARTMILL  
DIRECTOR

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a Two Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
05-14 McDonalds Restaurant

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule D; the current rate for this schedule is \$1.21 per frontage foot per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', written in a cursive style.

Wendi Coryell, Service District Specialist, CCSD#5

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 05-14  
(McDonalds Restaurant) Within  
Clackamas County Service District No. 5,  
Clackamas County, Oregon



ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 05-14, McDonalds Restaurant, 11899 SE Sunnyside Rd., have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 05-14, McDonalds Restaurant, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule D: \$1.21 per frontage foot per tax lot each year, applied to commercial, industrial, and multi-family residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 05-14  
(McDonalds Restaurant) Within  
Clackamas County Service District No. 5,  
Clackamas County, Oregon



ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the  
Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 05-14 All lots in the McDonalds Restaurant development,  
22E03AA00400 & 500; and

IT IS FURTHER ORDERED that an assessment  
roll be prepared by the Department of Transportation and Development for Clackamas  
County showing the amount of each yearly assessment, the property against which it has  
been assessed, the owner thereof, and such additional information as is required to keep a  
complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department  
of Transportation and Development proceed to construct the street lighting facilities in  
accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary



7  
M. BARBARA CARTMILL  
DIRECTOR

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a 127-Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
09-14 Rock Creek 127-Lot Subdivision

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule C; the current rate for this schedule is \$67.82 per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', written in a cursive style.

Wendi Coryell, Service District Specialist, CCSD#5



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 09-14  
(Rock Creek 127-Lot Subdivision) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 09-14, Rock Creek 127-Lot Subdivision, 13E31D 01501,1700, 1800 and 1801 have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 09-14, Rock Creek 127-Lot Subdivision, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule C: \$67.82 per tax lot each year, applied to residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 09-14  
(Rock Creek 127-Lot Subdivision) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the  
Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 09-14 All lots in the Rock Creek 127-Lot Subdivision, 13E31D  
01501, 1700, 1800 and 1801; and

IT IS FURTHER ORDERED that an assessment  
roll be prepared by the Department of Transportation and Development for Clackamas  
County showing the amount of each yearly assessment, the property against which it has  
been assessed, the owner thereof, and such additional information as is required to keep a  
complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department  
of Transportation and Development proceed to construct the street lighting facilities in  
accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

---

Chair

---

Recording Secretary



8

M. BARBARA CARTMILL  
DIRECTOR

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a 78-Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
10-14 Taralon East 78-Lot Subdivision Phase 1

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule R; the current rate for this schedule is \$253.95 per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

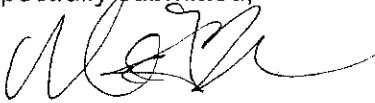
**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', written in a cursive style.

Wendi Coryell, Service District Specialist, CCSD#5

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 10-14  
(Taralon East 78-Lot Subdivision Phase 1)  
Within Clackamas County Service District  
No. 5, Clackamas County, Oregon

ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 10-14, Taralon East 78-Lot Subdivision Phase One, 22E01D3100, 3200, 3400, 4800, 4900 & 5000 and 22E01DA11100 and 11300 have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 10-14, Taralon East 78-Lot Subdivision Phase 1, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule R: \$253.95 per tax lot each year, applied to residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 10-14  
(Taron East 78-Lot Subdivision Phase 1)  
Within Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the  
Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 10-14 All lots in the Taron East 78-Lot Subdivision Phase One  
development, 22E01D3100, 3200, 3400, 4800, 4900 & 5000 and 22E01DA11100  
and 11300; and

IT IS FURTHER ORDERED that an assessment  
roll be prepared by the Department of Transportation and Development for Clackamas  
County showing the amount of each yearly assessment, the property against which it has  
been assessed, the owner thereof, and such additional information as is required to keep a  
complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department  
of Transportation and Development proceed to construct the street lighting facilities in  
accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary



9  
M. BARBARA CARTMILL  
DIRECTOR

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a 36-Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
16-14 Josephine Estates 36-Lot Subdivision

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule C; the current rate for this schedule is \$67.82 per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', written in a cursive style.

Wendi Coryell, Service District Specialist, CCSD#5



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 16-14  
(Josephine Estates 36-Lot Subdivision)  
Within Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 16-14, Josephine Estates 36-Lot Subdivision, 14200 SE Oakwood Ave. have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 16-14, Josephine Estates 36-Lot Subdivision, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule C: \$67.82 per tax lot each year, applied to residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 16-14  
(Josephine Estates 36-Lot Subdivision)  
Within Clackamas County Service District  
No. 5, Clackamas County, Oregon

}  
ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the  
Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 16-14 All lots in the Josephine Estates 36-Lot Subdivision  
development, 22E05CC00200; and

IT IS FURTHER ORDERED that an assessment  
roll be prepared by the Department of Transportation and Development for Clackamas  
County showing the amount of each yearly assessment, the property against which it has  
been assessed, the owner thereof, and such additional information as is required to keep a  
complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department  
of Transportation and Development proceed to construct the street lighting facilities in  
accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary



10

M. BARBARA CARTMILL  
DIRECTOR

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a One Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
26-14 Crestview Townhomes

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule H; the current rate for this schedule is \$88.86 per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

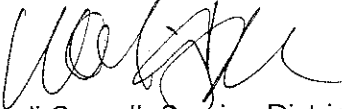
**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', written in a cursive style.

Wendi Coryell, Service District Specialist, CCSD#5

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 26-14  
(Crestview Townhomes) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 26-14, Crestview Townhomes, 22E12D 01700, have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 26-14, Crestview Townhomes, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule H: \$88.86 per frontage foot per tax lot each year, applied to commercial, industrial, and multi-family residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 26-14  
(Crestview Townhomes) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the  
Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 26-14 All lots in the Crestview Townhomes development,  
22E12D 01700; and

IT IS FURTHER ORDERED that an assessment  
roll be prepared by the Department of Transportation and Development for Clackamas  
County showing the amount of each yearly assessment, the property against which it has  
been assessed, the owner thereof, and such additional information as is required to keep a  
complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department  
of Transportation and Development proceed to construct the street lighting facilities in  
accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

---

Chair

---

Recording Secretary



11  
M. BARBARA CARTMILL  
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a One Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
31-14 Safeway Distribution Center

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule D; the current rate for this schedule is \$1.21 per frontage foot per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

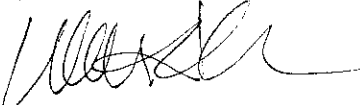
**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', written over a horizontal line.

Wendi Coryell, Service District Specialist, CCSD#5



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 31-14  
(Safeway Distribution Center) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 31-14, Safeway Distribution Center, 16800 SE Evelyn St. have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 31-14, Safeway Distribution Center, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule D: \$1.21 per frontage foot per tax lot each year, applied to commercial, industrial, and multi-family residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 31-14  
(Safeway Distribution Center) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the  
Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 31-14 All lots in the Safeway Distribution Center development,  
16800 SE Evelyn St.; and

IT IS FURTHER ORDERED that an assessment  
roll be prepared by the Department of Transportation and Development for Clackamas  
County showing the amount of each yearly assessment, the property against which it has  
been assessed, the owner thereof, and such additional information as is required to keep a  
complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department  
of Transportation and Development proceed to construct the street lighting facilities in  
accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

---

Chair

---

Recording Secretary



12

M. BARBARA CARTMILL  
DIRECTOR

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a 40-Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
34-14 Taralon East 40-Lot Subdivision Phases 2 & 3

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule R; the current rate for this schedule is \$253.95 per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None

**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', written in a cursive style.

Wendi Coryell, Service District Specialist, CCSD#5

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 34-14  
(Taralon East 40-Lot Subdivision Phases  
2 & 3) Within Clackamas County Service  
District No. 5, Clackamas County, Oregon



ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 34-14, Taralon East 40-Lot Subdivision Phases 2 & 3, 22E01D 3100, 3200, 3400, 4800, 4900 and 22E01DA 11100 and 11300 have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 34-14, Taralon East 40-Lot Subdivision Phases 2 & 3, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule R: \$253.95 per tax lot each year, applied to residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 34-14  
(Taralon East 40-Lot Subdivision Phases  
2 & 3) Within Clackamas County Service  
District No. 5, Clackamas County, Oregon

ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the  
Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 34-14 All lots in the Taralon East 40-Lot Subdivision Phases 2 & 3  
22E01D 3100, 3200, 3400, 4800, 4900 and 22E01DA 11100 and 11300; and

IT IS FURTHER ORDERED that an assessment  
roll be prepared by the Department of Transportation and Development for Clackamas  
County showing the amount of each yearly assessment, the property against which it has  
been assessed, the owner thereof, and such additional information as is required to keep a  
complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department  
of Transportation and Development proceed to construct the street lighting facilities in  
accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

---

Chair

---

Recording Secretary



M. BARBARA CARTMILL  
DIRECTOR

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a Three Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
29-14 Three Lot Partition

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule B; the current rate for this schedule is \$48.37 frontage foot per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None


**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', written in a cursive style.

Wendi Coryell, Service District Specialist, CCSD#5



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 29-14  
(Three Lot Partition) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 29-14, Three Lot Partition, 4519 SE Naef Rd. have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 29-14, Three Lot Partition, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule B: \$48.37 per tax lot each year, applied to residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 29-14  
(Three Lot Partition) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the  
Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 29-14 All lots in the Three Lot Partition development,  
22E07CC03400 & 3500; and

IT IS FURTHER ORDERED that an assessment  
roll be prepared by the Department of Transportation and Development for Clackamas  
County showing the amount of each yearly assessment, the property against which it has  
been assessed, the owner thereof, and such additional information as is required to keep a  
complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department  
of Transportation and Development proceed to construct the street lighting facilities in  
accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

---

Chair

---

Recording Secretary



14

M. BARBARA CARTMILL  
DIRECTOR

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Board Order and Public Hearing Forming a One Lot Assessment Area  
Within Clackamas County Service District No. 5, Assessment  
13-14 Two Industrial Buildings

<b>Purpose/Outcomes</b>	Approval of this Board Order will create a new assessment area in Clackamas County Service District No. 5. This process is necessary and customary with new development to allow for the installation of adequate street lights.
<b>Dollar Amount and Fiscal Impact</b>	Operational costs for street lighting is paid by direct assessment against benefited property. As a result of the signing of this Board Order, Clackamas County Service District No. 5 will add the attached area to the assessment rolls for the District. This area falls under rate schedule D; the current rate for this schedule is \$1.21 per frontage foot per tax lot each year.
<b>Funding Source</b>	Assessments for street lighting will be levied against the properties within this area effective on the installation date furnished to the district by Portland General Electric Company as the official date that the properties within this area began receiving service.
<b>Safety Impact</b>	Street lighting helps to improve public safety.
<b>Duration</b>	None
<b>Previous Board Contact</b>	None
<b>Contact Person</b>	Wendi Coryell, Service District Specialist - DTD Engineering – 503-742-4657
<b>Contract No.</b>	None


**BACKGROUND:**

Street lighting is a condition of approval for new developments within Service District No. 5. As such, it has been included as a condition of approval for this development. Even though commercial/multi-family assessment areas may be comprised of only one to several tax lots, they frequently encompass significant stretches of road frontage in areas that will benefit significantly from street lighting. Notice of the time and place of the hearing was mailed by first class mail to the current address as listed by the Clackamas County Assessment office. The notice specifically noted that a public hearing was scheduled for September 25, 2014, to hear objections or file a remonstrance to approval of the new assessment area. Pursuant to statute, a minimum of 50% of the affected property owners must remonstrate to deny the formation of the new assessment area.

**RECOMMENDATION:**

If remonstrances from more than 50% of the property owners in the proposed assessment area for street lighting *are not* received by the end of the public hearing, it is recommended that the Board of County Commissioners, acting in the capacity of governing board for Clackamas County Service District No. 5, approve this Order which will allow Clackamas County Service District No. 5 to proceed with the formation of a new assessment area for street lighting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wendi Coryell', written in a cursive style.

Wendi Coryell, Service District Specialist, CCSD#5

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 13-14  
(Two Industrial Buildings) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 1 of 2

This matter coming before the Board of County Commissioners, acting as the governing body of Clackamas County Service District No. 5 "District" and it appearing to the "Board", that the properties within Assessment Area 13-14, Two Industrial Buildings, 16121 SE 122<sup>nd</sup> Ave. have requested street light service, and that the formation of new assessment areas within the District is necessary for the installation of street lights; and

It further appearing to the Board that the method of financing construction, operation, and maintenance of service facilities is to be assessments against property benefited by street light facilities; and

It further appearing to the Board that rates for street lighting as established by Order No. 2014-66 and subsequent rate change Orders shall be applied to Assessment Area 13-14, Two Industrial Buildings, with fractional year assessments pro-rated from the date of installation and in accordance with Ordinance Number 94-1368 pursuant to ORS 451.495 as follows:

Rate Schedule D: \$1.21 per frontage foot per tax lot each year, applied to commercial, industrial, and multi-family residential properties; and

It further appearing to the Board that the lots in the rate schedules receive an equal benefit for street lighting services; and

It further appearing to the Board that the Department of Transportation and Development has given notice of public hearing as required by ORS 451.495, and that said public hearing was duly held on the 25<sup>th</sup> day of September, 2014, and that the District did not receive written objections prior to the conclusion of the hearing from more than 50% of the property owners representing more than 50% of the affected property, now therefore:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of the Formation  
of an Assessment Area 13-14  
(Two Industrial Buildings) Within  
Clackamas County Service District  
No. 5, Clackamas County, Oregon



ORDER NO.  
Page 2 of 2

IT IS HEREBY ORDERED that properties in the  
Assessment Area as described below be subject to an assessment for street lighting:

Assessment Area 13-14 All lots in the Two Industrial Buildings, 22E10D02200 &  
02300; and

IT IS FURTHER ORDERED that an assessment  
roll be prepared by the Department of Transportation and Development for Clackamas  
County showing the amount of each yearly assessment, the property against which it has  
been assessed, the owner thereof, and such additional information as is required to keep a  
complete and permanent record of the assessment; and

IT IS FURTHER ORDERED that the Department  
of Transportation and Development proceed to construct the street lighting facilities in  
accordance with District rules and guidelines.

ADOPTED this 25<sup>th</sup> day of September, 2014.

BOARD OF COUNTY COMMISSIONERS  
as the governing body of Clackamas County Service District No. 5

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

COPY

15

Cindy Becker  
 Director

September 25, 2014

Board of County Commissioner  
 Clackamas County

Members of the Board:

Approval of an Intergovernmental Agreement with the Estacada School District for the Teen Mentor Program

<b>Purpose/Outcomes</b>	Provide funding for the Teen Mentor Program in Estacada, Oregon
<b>Dollar Amount and Fiscal Impact</b>	\$5,500 None to county
<b>Funding Source</b>	State Addictions and Mental Health Division, Alcohol & Drug 70 funds.
<b>Safety Impact</b>	N/A
<b>Duration</b>	Effective upon signature to June 30, 2015
<b>Previous Board Action</b>	Yes, this is the third year for this program. 2013-14 Agreement Board Order #101713-A2
<b>Contact Person</b>	Brian McCrady
<b>Contract No.</b>	6923

**BACKGROUND:**

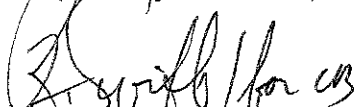
The Office of Children, Youth and Families of the Health, Housing & Human Services Department requests the approval of an Intergovernmental Agreement with the Estacada School District for the Teen Mentor Program. Specific services to be provided under this contract include matching 25 high school teens to elementary school students to meet for one hour, one day a week on school grounds during the school year. Mentors will provide social and emotional support and help increase students bonding to school, academic performance and increased self concept.

The agreement is funded with a drug and alcohol prevention grant funds for the fiscal year 2014-2015. County Counsel has reviewed and approved this contract as part of the H3S contract standardization project. It is effective upon acceptance by all parties and will terminate June 30, 2015.

**RECOMMENDATION:**

Staff recommends the Board approval of this agreement and authorizes Cindy Becker, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,



Cindy Becker, Director

# INTERGOVERNMENTAL AGREEMENT

(FY14-15)  
INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
CLACKAMAS COUNTY, OREGON  
AND  
**"Estacada School District, Oregon"**

## I. Purpose

This agreement is entered into between Clackamas County (COUNTY) and the **"Estacada School District, Oregon"** (AGENCY) for the cooperation of units of local government under the authority of ORS 190.010.

This agreement provides the basis for a cooperative working relationship for the purpose of implementing the Teen Mentor Program at Estacada High School and Clackamas River Elementary school.

## II. Scope of Work and Cooperation

A. **"AGENCY"** agrees to: implement the **Teen Mentor Program** with at least twenty matches during the 2014-2015 school year. High school teens will interact with elementary school students for one hour, one day a week to provide social and emotional support.

Representatives from Estacada High School and Clackamas River Elementary will work together to match students, meet monthly with mentors, plan events, monitor the matches and conduct evaluations at the end of the school year.

B. The COUNTY agrees to: Support the school representatives and provide technical and training support throughout the school year.

## III. Compensation

The COUNTY agrees to pay **"AGENCY"** an amount not to exceed **\$5,500** for the services outlined in Section II.A.

AGENCY shall be paid on a cost reimbursement basis and shall submit invoices and accompanying performance reports as described in Exhibits 2 and 3 attached hereto.

All requests for payment are subject to the approval of the COUNTY and will be submitted to: Children, Youth and Families Division

**c/o "Deanna Mulder, 2051 Kaen Rd., Oregon City, Oregon 97045"**

## IV. Liaison Responsibility

**"Scott Sullivan"**, will act as liaison from the **"AGENCY"** for this project. **"Brian McCrady"** will act as liaison from the COUNTY.



INTERGOVERNMENTAL AGREEMENT

V. Special Requirements

- A. The COUNTY and "AGENCY" agree to comply with all applicable local, state, and federal ordinances, statutes, laws and regulations.
- B. Indemnity. The AGENCY agrees to indemnify, defend and hold harmless the County and its officers, agents and employees against all liability, loss and costs arising from actions, suits, claims or demands attributable in whole or in part to the acts or omissions of the "AGENCY" or the "AGENCY'S" employees, subject, where applicable, to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and the Oregon Constitution, Article XI, Section 7.

During the term of this contract AGENCY shall maintain in force at its own expense, each insurance noted below:

1. Commercial General Liability Insurance

x Required by COUNTY                       Not required by COUNTY

AGENCY shall obtain, at AGENCY's expense, and keep in effect during the term of this contract, Commercial General Liability Insurance covering bodily injury and property damage on an "occurrence" form in the amount of not less than \$1 Million per occurrence/\$2 Million general aggregate for the protection of the County, its officers, commissioners, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this contract.

2. Commercial Automobile Insurance

x Required by COUNTY                       Not required by COUNTY

AGENCY shall also obtain, at AGENCY's expense, and keep in effect during the term of the contract, "Symbol 1" Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1 Million.

3. Professional Liability Insurance

x Required by COUNTY                       Not required by COUNTY

AGENCY agrees to furnish the County evidence of Professional Liability Insurance in the amount of not less than \$1 Million combined single limit per occurrence/\$2 Million general annual aggregate for malpractice or errors and omissions coverage for the protection of the County, its officers, commissioners and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this contract. The County, at its option, may require a complete copy of the above policy.

4. Additional Insurance Provision

## INTERGOVERNMENTAL AGREEMENT

The insurance, other than Professional Liability, Workers' Compensation, and Personal Automobile Liability insurance, shall include "Clackamas County, its agents, officers, and employees" as an additional insured.

Such insurance shall provide sixty (60) day written notice to the COUNTY in the event of a cancellation or material change and include a statement that no act on the part of the insured shall affect the coverage afforded to the COUNTY under this insurance. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by the COUNTY shall be excess and shall not contribute to it

### 5. Notice of Cancellation.

There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 60 days written notice to the Clackamas County Purchasing Division. Any failure to comply with this provision will not affect the insurance coverage provided to the County. The 60 days notice of cancellation provision shall be physically endorsed on to the policy.

### 6. Insurance Carrier Rating.

Coverages provided by the AGENCY must be underwritten by an insurance company deemed acceptable by the County. Insurance coverage shall be provided by companies admitted to do business in Oregon or, in the alternative, rated A- or better by Best's Insurance Rating. The County reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

### 7. Certificates of Insurance.

As evidence of the insurance coverage required by this contract, the AGENCY shall furnish a Certificate of Insurance to Clackamas County. No contract shall be effected until the required certificates have been received, approved and accepted by the County. A renewal certificate will be sent to the Clackamas County Purchasing Division 10 days prior to coverage expiration.

### 8. Independent Contractor Status.

The service or services to be rendered under this contract are those of an independent contractor. AGENCY is not an officer, employee or agent of the COUNTY as those terms are used in ORS 30.265.

### 9. Primary Coverage Clarification.

AGENCY's coverage will be primary in the event of a loss.

### 10. Cross-Liability Clause.

A cross-liability clause or separation of insured's condition will be included in all general liability, professional liability, and errors and omissions policies required by this contract.

## INTERGOVERNMENTAL AGREEMENT

- C. Record and Fiscal Control System. All payroll and financial records pertaining in whole or in part to this contract shall be clearly identified and readily accessible. Such records and documents should be retained for a period of three (3) years after receipt of final payment under this contract; provided that any records and documents that are the subject of audit findings shall be retained for a longer time until such audit findings are resolved.
- D. Access to Records. The COUNTY, the State of Oregon and the Federal Government, and their duly authorized representatives shall have access to the books, documents, papers, and records of the "**Agency**" which are directly pertinent to the agreement for the purpose of making audit, examination, excerpts, and transcripts.
- E. This agreement is expressly subject to the debt limitation of Oregon Counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefor. Any provisions herein which would conflict with law are deemed inoperative to that extent.

### VI. Amendment

This agreement may be amended at any time with the concurrence of both parties. Amendments become a part of this agreement only after the written amendment has been signed by both parties.

### VII. Term of Agreement

This agreement becomes effective October 1, 2014 . This contract will terminate June 30, 2015.

This agreement is subject to termination by either of the parties when thirty (30) days' written notice has been provided.

Upon termination of this agreement, any unexpended balances of agreement funds shall remain with the COUNTY.

INTERGOVERNMENTAL AGREEMENT

GOVERNMENTAL UNIT

SS Sullivan

By  
Scott Sullivan  
Name (Typed)

Principal

Title

9-16-2014

Date

255 NE 6<sup>th</sup> Ave.

Street Address

Estacada, Oregon 97023

City/Zip

(503) 630-6871

Phone Number

93-6000284

TIN, FIN or S.S.#

Approved as to Content:

R. A. Cook

Rodney A. Cook, Division Director

9-15-14

Date

CLACKAMAS COUNTY

Commissioner John Ludlow, Chair

Commissioner Jim Bernard

Commissioner Paul Savas

Commissioner Martha Schrader

Commissioner Tootie Smith

Signing on Behalf of the Board:

Cindy Becker, Director  
Health, Housing & Human Services

Date

# INTERGOVERNMENTAL AGREEMENT

## EXHIBIT 1 SCOPE OF WORK AND PERFORMANCE STANDARDS

- I. AGENCY shall meet all performance outcomes as outlined in attached Work Plan.
- II. Performance Standards:
  1. **Community Based, Holistic Approach**
    - AGENCY programs and services shall be community-focused, incorporating the greatest level of input from multiple stakeholders, including clients, families, and other agencies.
    - AGENCY programs and services shall have ongoing community investment and involvement.
  2. **Family-Centered Programs**
    - AGENCY programs and services shall involve families in all aspects, recognizing that they are the most important teachers, caregivers, and role models for their children.
    - AGENCY programs and services shall support and strengthen families in providing the foundation for the physical, social, emotional, and intellectual development for their children.
  3. **Establish/Maintain Effective Partnerships**
    - AGENCY, in order to enable data linkages, information sharing, and ongoing collaboration between partners to most effectively meet and address needs, shall ensure that appropriate staff attend CYF contractor's meetings, and training sessions, and participate in other activities as required by COUNTY.
    - AGENCY shall develop and promote continuous communications with similar organizations.
  4. **Utilize a Balanced SWOT (Strengths, Weaknesses, Opportunities, Threats) Approach**
    - AGENCY programs and services shall address both the risks/deficiencies, challenges and the strengths/assets/opportunities in their communities.
  5. **Implement Research Based Accountability**
    - AGENCY programs and services shall include research-based measurements of success to enable tracking of effectiveness toward meeting planned outcomes. These data shall be monitored by CYF on receipt of Work Plan. Work Plans are to be submitted on or before June 30, 2015.
  6. **Reflect and Incorporate Diversity**
    - AGENCY, acknowledges that in order to provide programs and services that meet the needs of diverse cultures and people with disabilities, it must have the capacity to function effectively as an organization within the context of cultural beliefs, behaviors, and needs presented by consumers and their communities.

## INTERGOVERNMENTAL AGREEMENT

### 7. **Internal Controls**

- AGENCY is waived from submitting a completed Annual Fiscal Capability Assessment to CYF on or before January 31, 2015.

### 8. **Funder Recognition**

- AGENCY shall demonstrate good faith efforts to acknowledge the COUNTY's Commission on Children & Families when communicating with media representatives and when creating and distributing flyers describing services, workshops and other contract related details.

### 9. **Resource Expansion**

- AGENCY shall demonstrate good faith effort to secure other funding or resources to increase program capacity, and/or enter into collaborative efforts and initiatives, and/or decrease dependence on long-term Children and Families Division funding.

### 10. **Use of Grant Funds**

- No grant funds shall be used, directly or indirectly, to promote or oppose any political committee, or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder.

### 11. **HIPAA Compliance**

- If the work performed under this Contract is covered by the Health Insurance Portability and Accountability Act or the federal regulations implementing the Act (collectively referred to as HIPAA), AGENCY agrees to perform the work in compliance with HIPAA. Without limiting the generality of the foregoing, if the work performed under this Contract is covered by HIPAA, AGENCY shall comply with the following:
  - i. Privacy and Security of Individually Identifiable Health Information. On or after April 14, 2003, AGENCY, its agents, employees and subcontractors shall protect individually identifiable health information obtained or maintained about Department's clients from unauthorized use or disclosure, consistent with the requirements of HIPAA. This Contract may be amended to include additional terms and conditions related to the privacy and security of individually identifiable health information.
  - ii. Data Transaction Systems. Any electronic exchange of information on or after October 16, 2002, between AGENCY and COUNTY to carry out financial or administrative activities related to health care will be in compliance with HIPAA standards for electronic transactions published in 65 Fed. Reg. 50312 (August 17, 2000). The following types of information exchanges are included: Health care claims or equivalent encounter information; health care payments and remittance advice; coordination of benefits; health claim status; enrollment and disenrollment in a health plan; eligibility for a health plan; health plan premium payments; referral certification and authorization; first report of injury; and health claims attachments. This Contract may be amended to include additional terms and conditions related to data transactions.

## INTERGOVERNMENTAL AGREEMENT

- iii. Consultation and Testing. If AGENCY reasonably believes that the AGENCY's or COUNTY's data transactions system or other application of HIPAA privacy or security compliance policy may result in a violation of HIPAA requirements, AGENCY shall promptly consult the COUNTY's HIPAA officer. AGENCY or COUNTY may initiate a request for testing of HIPAA transaction requirements, subject to available resources and the COUNTY's testing schedule.

# INTERGOVERNMENTAL AGREEMENT

## EXHIBIT 2

### PAYMENT PROCEDURES AND REPORTING REQUIREMENTS

#### 1. PAYMENT PROCEDURES

The compensation authorized in this agreement shall include reimbursable expenses as prescribed in the COUNTY-approved budget in Exhibit 3 and in accordance with OMB Circulars A-87 if agency is a local government, A-122 if non-profit, A-133 if college. This amount does not include expenses for unusual and special activities or materials not included in the scope of services. Such unusual and special expenses will not be incurred without prior COUNTY approval. In addition, expense totaling an amount greater than the total budget for this project shall not be incurred without prior written consent of the COUNTY.

##### a) **Payment Options:**

AGENCY shall submit a monthly Request for Funds and Fiscal Report within 15 days of the end of each month. COUNTY reserves the right to reduce monthly payment by the amount of unexpended funds during the previous month. The monthly fiscal report shall be in accordance with the approved budget in Exhibit 3.

**OR**

AGENCY shall submit a quarterly Request for Funds and Fiscal Report within 15 days of the end of each quarter. COUNTY reserves the right to reduce quarter payment by the amount of unexpended funds during the previous quarter. The quarterly fiscal report shall be in accordance with the approved budget in Exhibit 3.

The COUNTY shall make payment to AGENCY within 30 days of receipt and approval of each funds request and fiscal report submittal. AGENCY shall submit "Program Performance Progress Report" in accordance with Exhibit 1, and section 3 of Exhibit 2 of this contract.

Reimbursement request required to be prepared and submitted by AGENCY to the COUNTY shall be accurate and correct in all respects, supported by attached documentation and traceable to source documents through AGENCY's accounting records. Should inaccurate reports be submitted to the COUNTY, the COUNTY may elect to have AGENCY secure the services of a certified accounting firm. Cost of such accounting services are to be borne by AGENCY and not reimbursed from funds authorized by the agreement unless specifically agreed to between AGENCY and COUNTY in writing.

AGENCY shall submit a financial statement covering all expenditures within 30 days following the end of the contract. When the total funds advanced does not equal the AGENCY's total actual expenditures and the total budget, the financial statement shall include either:

- A. A request for reimbursement of program expenditures. Such request shall not bring the total of funds received by the AGENCY in an amount in excess of the budget; or



## INTERGOVERNMENTAL AGREEMENT

- B. Contract amendment suitable to both the COUNTY and AGENCY.
- C. The return of all unexpended funds to the COUNTY.

AGENCY shall return all unexpended funds to the COUNTY within 10 days of the contract's termination when such termination is due to the AGENCY's failure to provide services in accordance with the contract.

Withholding of Contract Payments: Notwithstanding any other payment provision of this contract, should the AGENCY fail to submit required reports when due or submit reports which appear patently inaccurate or inadequate on their face, or fail to perform or document the performance of contracted services, the COUNTY shall immediately withhold payments hereunder. Such withholding of payment for cause may continue until the AGENCY submits required reports, performs required services, or establishes to the COUNTY's satisfaction that such failure arose out of causes beyond the control, and without the fault or negligence, of the AGENCY.

### 2. RECORDKEEPING

AGENCY shall keep detailed records of time and expenditures incurred and funded by this contract. Such records shall adequately identify the source and application of funds for activities within this contract in accordance with the provisions of OMB Circular (A-110 for non-profits, A-102 for local governments). These records shall allow accurate statements pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income in accordance with generally accepted accounting practices.

AGENCY shall maintain a system of internal control comprising a documented plan of all coordinating procedures adopted to account for and safeguard its assets, check the adequacy and reliability of its accounting data, promote operating efficiency, and assure adherence to applicable regulations.

Expenditures shall be supported by properly executed payrolls, time records, invoices, vouchers, or other source documentation evidencing in proper detail the nature and propriety of charges. All accounting documents shall be clearly identified and readily accessible.

Financial records and supporting documents pertinent to this agreement shall be retained by AGENCY for a period of three years from the date of completion of the contract except as follows:

- Records that are the subject of audit findings shall be retained for three years or until such audit findings have been resolved, whichever is later.

### 3. PROGRAM REPORTS

AGENCY shall submit program performance reports by June 30, 2015. This report includes: Work plan outcomes and program evaluation.

## INTERGOVERNMENTAL AGREEMENT

AGENCY shall complete and submit other reports as required and supplied by the COUNTY.

### 4. MONITORING

COUNTY shall evaluate the services provided under this contract primarily by quarterly work plan progress reports. The COUNTY may also conduct on-site monitoring of services. These site visits usually include on-site monitoring of client case files, client/parent/staff interviews, and review of program and agency policies, procedures, and files. COUNTY shall give written notification of problem areas related to performance under this contract, including requirements and time lines of corrective action.

The AGENCY will gather data necessary to complete work plan performance and budget, and any other reports required by the COUNTY.

The AGENCY will provide the client confidentiality releases necessary to facilitate annual site visits by the COUNTY. Site visit activities include, but are not limited to, review of client case files, program personnel policies, and program services procedures.

At any time during normal business hours and as often as the COUNTY, or other appropriate state or federal representatives may deem necessary, the AGENCY shall make available to the COUNTY for examination all its records with respect to matters covered by this contract for the purpose of making surveys, audits, examinations, excerpts and transcripts.

Should any records not meet the minimum standards of grant administration of the COUNTY, the COUNTY reserves the right to withhold any or all of its funding to AGENCY until such time as the standards are met. The COUNTY may require AGENCY to use any or all of the COUNTY's accounting and administrative procedures used in planning, controlling, monitoring and reporting all fiscal matters relating to this contract.

The COUNTY reserves the right to dispatch auditors of its choosing to any site where any phase of the project is being conducted or controlled in any way. If any audit or examination determines the AGENCY has expended funds which are questionable or disallowed, the AGENCY shall be given the opportunity to justify questioned and

disallowed expenditures prior to the COUNTY's final determination. Any disallowed costs resulting from the final determination shall be remitted to COUNTY from AGENCY's non COUNTY-administered funds, payable by check within 30 days of final determination.

### 5. AUDIT

AGENCY shall have an annual audit performed of projects funded by this agreement unless specifically waived in writing by COUNTY. Audits shall be performed by an independent certified accountant in accordance with GAO Audit Standards, OMB Circulars (A-133 and A-110 for non-profits, A-128 for local government agencies), and

## INTERGOVERNMENTAL AGREEMENT

generally accepted auditing standards. Audit schedules shall clearly show statement of COUNTY-funded assets, liabilities, fund balance, revenues, and expenditures separately from non COUNTY-funded assets, liabilities, fund balance, revenues and expenditures.

Auditor shall be selected competitively and AGENCY should contract with auditor to assure proper scope, reports and timelines are maintained.

Audits are not required for cost reimbursement contracts under \$25,000.

*Audits are due 120 days after the end of the contract period.*

### 6. CAPITAL PURCHASES

Capital purchases through children and youth services grants are subject to Oregon Administrative Rule 436-010-0036 which indicates capital purchases to be the property of the COUNTY unless the COUNTY determines otherwise.

Capital purchases through children and families services grants are defined according to State of Oregon purchasing rules; initial value of more than \$5,000.

## **EXHIBIT 3**

### **BUDGET**

1. AGENCY shall submit for COUNTY approval a budget indicating the amount of COUNTY funds allocated for project performance as described in the scope of services. Budget shall be in sufficient detail to provide a sound basis for the COUNTY to effectively monitor compliance with the contract.

Any allocations of budgeted costs not directly allocable to the project shall be made in accordance with OMB Circular A-87, A-122 and A-133, and shall be properly documented by budget attachments.

2. Program income defined as amounts generated by the use of COUNTY funds shall be used to expand the program. AGENCY shall keep records to accurately record and report the use of program income.
3. AGENCY and the COUNTY shall administer budget adjustments and balances through the following processes:

#### **ADJUSTMENTS**

AGENCY shall not make minor or major budget adjustments without prior written approval of the COUNTY.

Major budget adjustments are defined as:

- those changes that move funds between the major budget categories of Personal Services, Materials and Services, Capital Outlay or Equipment, or
- those changes that exceed 10% within a major budget category.

Minor budget adjustments are those changes where less than 10% of the funds within a budget category (Personal Services, Materials and Services, Capital Outlay or Equipment) are moved between expenditure line items.

The COUNTY, working through the Children, Youth & Families Division, will work with the AGENCY to manage budget adjustments.

#### **BALANCES**

The AGENCY is to forecast any expected grant balance and notify the Children, Youth & Families Division by April 30 of each fiscal year. See also Payment Procedures in Exhibit 2.

4. Line item budget (COUNTY provided form attached).

## Commission on Children and Families Work Plan and Quarterly Report

Provider: **Estacada School district**  
 Activity: **Teen Mentor Program**  
 Contact: **Scott Sullivan**

Focus Issue: **Positive Peer Supports**

HLO: **Academic Success, Reduce Alcohol/Drug use.**

Contract Period: **October 1, 2014 - June 30, 2015**

Activities/Outputs	Intermediate Outcomes/Measurement Tool		1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Total
<i>Description of program or project. Methods for providing program. Specific processes or events undertaken. How many, how often, over what duration, start and end dates? Calculate by quarter and total aggregate, unduplicated.</i>	<i>The effectiveness of an activity or program in terms of quantity (amount or frequency) or quality. Expressed in terms of a percent improvement. List FMORS #. Identify the instrument used to measure the effectiveness of the activity or program and the timing of its use.</i>	# Served					
		# Assessed					
		# Successful					
		% Successful					
<p>The Teen Mentor Program will allow high school students the opportunity to provide social and emotional support for elementary students (mentees) at Clackamas River Elementary in Estacada. A minimum of 20 matches will be formed. High School students will meet one-on-one with elementary students for one hour, one day a week during the school day during the school year. Program will begin in October of 2014 and run through June of 2015. High School students will receive training, monthly support and follow up with match status and guidance from high school and elementary school coordinators.</p>	<p>Number of matches</p> <p>Number of mentors trained.</p> <p>Number of sessions per match</p>	# Served					
		# Assessed					
		# Successful					
		% Successful					
<p><b>Outputs</b></p> <p>*Help children who are having difficulty in school make successful adjustments through one-on-one support.</p> <p>*Give teens opportunities to use and further develop their skills in working with children.</p>	<p>End of the year evaluations will be filled out by elementary teachers, mentees parents and mentors. Elementary teachers and parents will evaluate mentees increased self confidence, positive attitude towards school, improved social skills, cooperation in the classroom, and academic improvement.</p>	# Served					
		# Assessed					
		# Successful					
		% Successful					

		# Served					
		# Assessed					
		# Successful					
		% Successful					
		# Served					
		# Assessed					
		# Successful					
		% Successful					
		# of calendars					
		# of activities					

**Commission on Children and Families  
Work Plan 2014-2015  
Comments and Narrative**

**1<sup>st</sup> Quarter:**

**2<sup>nd</sup> Quarter:**

**3<sup>rd</sup> Quarter:**

**4<sup>th</sup> Quarter:**

Clackamas County Office for Children and Families  
Budget Form

Program: Teen Mentor Program

Date: October 1, 2014

Organization: Estacada School District

Prepared by: Brian McCrady

Phone Number: (503) 650-5681

<i>Category</i>	<i>Approved Grant Amount</i>	<i>Requested Adjustment</i>	<i>Adjusted Budget Amount</i>
<b>Personnel (List salary, FTE &amp; Fringe costs for each position)</b>			
Staff Stipends (High School and Elementary School)			\$3,000
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Personnel Svcs</b>	\$ -	\$ -	\$ 3,000.00
<b>Administration</b>			
			\$ -
			\$ -
			\$ -
			\$ -
<b>Total Administration</b>	\$ -	\$ -	\$ -
<b>Supplies</b>			
Office Supplies			\$ -
Postage			\$ -
Program Supplies			\$ 2,500.00
<b>Equipment</b>			
Equipment Maint/Rental			\$ -
Non-Capital Equip Purchases			\$ -
<b>General Office</b>			
Rent			\$ -
Utilities			\$ -
Printing			\$ -
Phone			\$ -
Insurance(s)			\$ -
<b>Professional Fees &amp; Contract Svcs</b>			
			\$ -



<b>Travel</b>				
Conferences & Training			\$	-
Mileage			\$	-
<b>Additional (please specify)</b>				
			\$	-
			\$	-
<b>Total Program Costs</b>	\$	-	\$	-
<b>Total Grant Costs</b>	\$	-	\$	-
			\$	2,500.00
			\$	5,500.00

Budget Approved:



Rodney A. Cook, Director

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of Amendment No. 1 of an Intergovernmental Agreement with the  
Workforce Investment Council of Clackamas County  
for Specialized Work Force Services

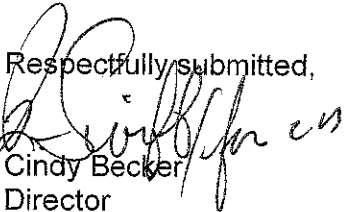
<b>Purpose/Outcomes</b>	Provides job preparation, case management and job placement for Clackamas County adults with challenges to employment.
<b>Dollar Amount and Fiscal Impact</b>	The new revenue agreement total is \$1,100,189. which includes an amendment of \$858,189.
<b>Funding Source</b>	Workforce Investment Council of Clackamas County; no County General Funds are involved.
<b>Safety Impact</b>	None
<b>Duration</b>	Effective July 1, 2014 and terminates on October 31, 2015
<b>Previous Board Action</b>	The original contract was approved by the Board of County Commissioners on May 27, 2010 agenda item #062713
<b>Contact Person</b>	Lori Mack 503-655-8843
<b>Contract No.</b>	CSCC 6869

Community Solutions for Clackamas County (CSCC) a division of the Health, Housing & Human Services (H3S) Department, requests approval of amendment No. 1 of an intergovernmental agreement (IGA) between the Workforce Investment Council of Clackamas County and CSCC for specialized work force services designed for Public Housing residents, individuals leaving the correctional system, individuals managing a mental illness, and the long term unemployed.

The agreement provides for an additional full time Job Development Specialist, additional support services and training funds for participants; and additional wage subsidies for employers to train our participants on the job.

**Recommendation:**

We recommend approval of this amendment and further recommend that Cindy Becker be authorized to sign on behalf of the Board of Commissioners.

Respectfully submitted,  
  
 Cindy Becker  
 Director

# WORKFORCE INVESTMENT COUNCIL OF CLACKAMAS COUNTY

## AGREEMENT TO MODIFY

This Amendment, when signed by the Contractor and the Workforce Investment Council of Clackamas County (WICCO), will become part of the contract documents, superseding the original to the applicable extent indicated.

CONTRACT NUMBER: 14-15-3

MODIFICATION: # 1

CONTRACTOR NAME: Community Solutions for Clackamas County

CONTRACT TYPE: Services for the Board of Directors of the Workforce Investment Council of Clackamas County.

The Workforce Investment Council of Clackamas County (WICCO) and Community Solutions for Clackamas County have agreed it is in the mutual interest of both parties to amend and modify the contract to include the **\$827,077 Carry Forward Budget Line Item Balance from Contract 13-14-3. These funds are effective July 1, 2014. Included are Solutions to Work funds which expire June 30, 2015, and Housing Works funds which expire October 31, 2015.**

**Additional Housing Works funds are added in the amount of \$31,112. These funds are effective July 1, 2014 and expire October 31, 2015.**

**Use of these funds shall be tracked separately for the purpose outlined in the Project Description/Scope of Work.**

**The new total amount of this contract is \$1,100,189.**

**ADD: Attachment 3 NCRC Success Story Guide and Template**

**CHANGE: SECTION C - FISCAL PROVISIONS & COST REIMBURSEMENT BUDGET**

1. The budget for this contract will be divided into three separate budgets:

- (A) Adult WIA Services.
- (B) Dislocated Worker WIA Services
- (C) Certified Work Ready Communities

**TO READ: SECTION C - FISCAL PROVISIONS & COST REIMBURSEMENT BUDGET**

1. The budget for this contract will be divided into five separate budgets:

- (A) Adult WIA Services.
- (B) Dislocated Worker WIA Services
- (C) Certified Work Ready Communities
- (D) Solutions to Work**
- (E) Housing Works**

**ADD: SECTION C - FISCAL PROVISIONS & COST REIMBURSEMENT BUDGET**

**10. Project Budget** (see Attachment 1 for details)  
**PY14-15**

Solutions to Work

Budget Line Item	Begin Bal	Change	Total
Admin Personnel & Materials		65,000	65,000
Direct Personnel & Materials		413,480	413,480
Direct Participant Costs		180,000	180,000
<b>Solutions to Work Total</b>	<b>0</b>	<b>658,480</b>	<b>658,480</b>

Housing Works

Budget Line Item	Begin Bal	Change	Total
Occupational Coaching		1	1
Occupational Skills Training		24,139	24,139
Internships		35,405	35,405
On-the-Job Training		18,750	18,750
Worksource Liason		9,155	9,155
Job Developers		6,417	6,417
Support Services		8,938	8,938
Admin & Supervision Personnel		7,096	7,096
Case Management		89,808	89,808
<b>Housing Works Total</b>	<b>0</b>	<b>199,709</b>	<b>199,709</b>

(The remainder of this page is blank).

**Attachment 3**

**A Guide to Creating “CWRC and NCRC” Success Stories follows this page.**

*The remainder of this page has intentionally been left blank.*

# A Guide to Creating “CWRC and NCRC” Success Stories

This guide will help you prepare CWRC and NCRC employer and job seeker success stories for publication and sharing with policy makers and the general public. All success stories submitted must follow this format. We appreciate your help in this. If you have any questions, contact Evelyn Roth at [Evelyn.M.Roth@state.or.us](mailto:Evelyn.M.Roth@state.or.us) or (503) 947-2431.

## Identifying success story candidates

To determine if an employer is appropriate for a success story, consider the following questions:

- Has the employer had a successful experience hiring an individual through the CWRC/NCRC program?
- Is this an employer who you feel would be a good spokesperson for the program and the services received through the workforce system?
- Is this a business you would want to showcase?

To determine whether a job seeker is appropriate for a success story, consider the following questions:

- Does the job seeker have a compelling story to tell about how the CWRC/NCRC program helped him/her succeed?
- Would the job seeker be an effective spokesperson for the program?

## Gathering the story

Success stories have three sections: 1) the situation, 2) how the CWRC/NCRC program was used to address the situation and 3) the impact on the business and/or the individual. Business stories also include a data box with basic facts about the employer which you should be able to get from the employer directly, or from their website.

## The Process

	<b>Employers</b>	<b>Job seekers</b>
<i>Draft</i>	<p>Employer stories typically start with why the employer needed this program – the situation. Why couldn't the employer find the workers they needed without the program? The bulk of the story should focus on the “results” section.</p> <p>Insert the story in the attached template along with a photo (if the employer has not provided a photo, a stock photo will be provided).</p> <p>Please be sure to get a signed release from the employer before submitting the story.</p>	<p>Job seeker stories typically include a quote and background and future-looking statements made by the job seeker. You should talk about the specific challenges to finding work the job seeker faced. The bulk of the story should focus on the “results” section.</p> <p>You can either capture a quote during your interview or write one based on what was shared. If you have a photo of the job seekers, feel free to forward that as well.</p> <p>Please be sure to get a signed release from the job seeker before submitting the story.</p>
<i>Submit</i>	<p>Send your completed templates with your monthly report to <a href="mailto:Evelyn.M.Roth@state.or.us">Evelyn.M.Roth@state.or.us</a> She will review your success story, and work with you, if needed, to gather additional information/make edits. You may be asked to review the final version of the story.</p>	
<i>Finalize</i>	<p>After the success story is reviewed and finalized, it will be formatted and saved for distribution. It may be loaded to various websites, including your own.</p>	

Please use the templates below to collect and submit your success stories.

# Employer Success Story Template

Your name: \_\_\_\_\_

Title: \_\_\_\_\_

Your organization: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

	Questions	Answers
<i>Data Box</i>	1. Employer name?	
	2. Headquarter location (if headquarters are out of state, or company is in multiple states, note Oregon location and number of states)?	
	3. Product summary (what does the company produce/do)?	
	4. Number of employees (roughly)?	
	5. Website?	
	6. Does the company have a high-resolution photo that we can use for the success story?	
	7. Has the employer signed a release form?	
<i>Situation</i>	<ol style="list-style-type: none"> <li>1. What was the challenge the employer was trying to address, when s/he got involved with the program?</li> <li>2. Why did the company need to use the program?</li> </ol>	
<i>How CWRC or NCRC Helped</i>	<p><b>Please provide one direct quote here or below</b></p> <ol style="list-style-type: none"> <li>1. How did the employer learn about the NCRC program?</li> <li>2. What did the program do for this specific employer (identify the perfect candidate? provide three great qualified candidates? etc.)</li> <li>3. What training did the company provide the employee(s)?</li> <li>4. Was the information provided by the NCRC useful in the hiring and/or training process?</li> <li>5. Was the program easy to use?</li> </ol>	
<i>Impact</i>	<ol style="list-style-type: none"> <li>1. What results have been achieved for the company/employee(s) by utilizing the CWRC/NCRC program? <i>Hard data is most impactful in this section, especially numbers, if you can get it.</i></li> <li>2. Would the company use the NCRC program in the future? Why?</li> <li>3. Would the company recommend that other companies use the NCRC program?</li> </ol>	

# Job Seeker Success Story Template

Your name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Questions

## Answers

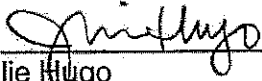
<i>Data Box</i>	1. Job seeker name?	
	2. Do you have a high resolution photo of the job seeker to provide for the story?	
	3. Has the job seeker signed the release form?	
<i>Situation</i>	1. What is your past work experience/career? 2. How did you become unemployed? 3. Why did you need this program?	
<i>How NCRC Helped</i>	<b>Please provide one direct quote here or below</b> 1. How did you learn about the program? 2. Tell us about your experience with the NCRC? 3. What did you learn being part of this program? 4. What was the best part of the NCRC program for you?	
<i>Impact</i>	1. Who are you working for now? 2. What is your job there? 3. How do you feel about the skills you possess now that you have earned an NCRC? 4. What impact has the program had on you? 5. What are your plans for the future? 6. Would you recommend this program to people who are looking for a job?	



## Solutions to Work - 7/1/14 - 6/30/15

<b>Admin Personnel &amp; Materials</b>		<b>\$65,000.00</b>
	Employment and Training Mgr - 0.25 FTE	\$31,475.00
	Acct Specialist II - 0.25 FTE	\$21,425.00
	Materials and Services	\$2,100.00
	Operations	\$10,000.00
<b>Direct Personnel &amp; Materials</b>		<b>\$413,480.00</b>
	Job Development Specialist - 1.0 FTE	\$81,000.00
	Job Development Specialist - 1.0 FTE	\$63,000.00
	Job Development Specialist - 1.0 FTE	\$70,480.00
	Job Development Specialist - 1.0 FTE	\$96,000.00
	Human Services Coordinator - 0.75 FTE	\$73,000.00
	Human Services Assistant - 0.20 FTE	\$15,000.00
	Materials and Services	\$15,000.00
<b>Direct Participant Costs:</b>		<b>\$180,000.00</b>
	Support Services	\$100,000.00
	Training	\$25,000.00
	Work Experience / OJTs	\$55,000.00
<b>TOTAL:</b>		<b>\$658,480.00</b>

**WORKFORCE INVESTMENT COUNCIL  
OF CLACKAMAS COUNTY**

  
\_\_\_\_\_  
Julie Hugo  
Board Chair

9/15/14  
\_\_\_\_\_  
Date

365 Warner Milne Rd., Suite 202  
Oregon City, OR 97045  
(503) 657-6644

Federal ID Number 93-1246270

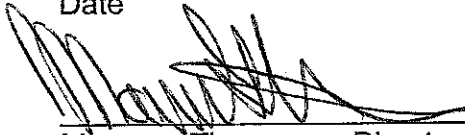
**CLACKAMAS COUNTY**

Commissioner: John Ludlow  
Commissioner: Jim Bernard  
Commissioner: Paul Savas  
Commissioner: Martha Schrader  
Commissioner: Tootie Smith

Signing on Behalf of the Board:

\_\_\_\_\_  
Cindy Becker, Director  
Dept of Health, Housing & Human Services

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Maureen Thompson, Director  
Community Solutions for Clackamas  
County

9/15/14  
\_\_\_\_\_  
Date

Federal ID Number: 96-6002286

September 25, 2014

Board of County Commissioner  
 Clackamas County

Members of the Board:

Approval of Modification #2 to Contract 29297-CC with Ride Connection, Inc. to Provide Funding for Rides Provided by Members of the Clackamas County Transportation Consortium

<b>Purpose/Outcomes</b>	Social Services-Transportation Reaching People and Senior Center based transportation services to assist older and disabled county residents in meeting their transportation needs to conduct their personal business, grocery shop, medical and/or other appointments.
<b>Dollar Amount and Fiscal Impact</b>	Amendment total is \$737,642 for a new total agreement of \$1,362,043. The contract is funded through the agreements with State of Oregon, Elderly and Disabled Transportation Fund (STF) and Tri-County Metropolitan Transportation District of Oregon (Tri-Met).
<b>Funding Source</b>	State of Oregon, STF and Tri-Met funds. No County General Funds are involved
<b>Safety Impact</b>	None
<b>Duration</b>	Effective July 1, 2013 and terminates on June 30, 2015
<b>Previous Board Action</b>	101713-A1 Original Agreement Approved
<b>Contact Person</b>	Brenda Durbin, Director, Social Services Division 503-655-8641
<b>Contract No.</b>	6459

**BACKGROUND:**

The Social Services Division of the Health, Housing and Human Services request the approval of Modification #2 to Contract 29297-CC with Ride Connection, Inc. This agreement provides funding for rides provided throughout the County by members of the Clackamas County Transportation Consortium. This contract modification will provide continued funding to reimburse members of the Clackamas County Transportation Consortium for transportation services they provide to Clackamas County seniors and persons with disabilities during fiscal year 2014-15. These funds help residents to remain independent and engaged in their community as long as possible.

Any disabled adult or person over the age of 60 living in Clackamas has access to transportation services through either their local Adult/Senior Community Centers or the Social Services Transportation Reaching People (TRP) program. The Centers located in Canby, Estacada, Gladstone, Hoodland/Welches, Lake Oswego, Milwaukie, Molalla, Oregon City, and Sandy provide rides in lift equipped mini-buses to residents in their service area. The transportation services provided by senior centers are primarily to the centers for participation in the nutrition programs and the various services and recreational programs offered at the centers. However, the Centers also provide transportation for shopping, personal business, and medical appointments in their local area. Some centers also use taxis to provide transportation to medical facilities outside their service area. The TRP program provides rides in either a lift equipped mini-buses or mini-van driven by paid staff or in privately owned autos driven by volunteers. TRP provides transportation throughout the county and

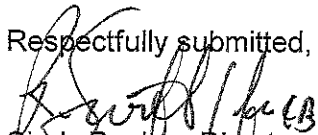
to medical facilities located in the Portland-metro area. The majority of TRP rides are for medical transportation. TRP also provides rides for residents to conduct other personal business; including accessing food banks and grocery stores. In general, transportation is provided weekdays between 8:00 am and 5:00pm.

This contract is late due to Ride Connection not being able to release contracts/modifications to its sub-contractors until their funding source released their contract. This resulted in the delay of Ride Connection sending out its contracts modifications for FY14-15. The original contract was approved by County Council on October 1, 2013.

**RECOMMENDATION:**

Staff recommends the Board approval of this agreement and authorizes Cindy Becker, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,



Cindy Becker, Director

RIDE CONNECTION, INC.

CONTRACT MODIFICATION # 2

Contract No: 29297-CC

This Modification is written to make the following changes to Contract No. 29297-CC between Ride Connection, Inc., (hereinafter "RIDE CONNECTION") and Clackamas County Health, Housing, and Human Services Department, Social Services Division, (hereinafter "Contractor").

- 1) Paragraph (1) TERM of the contract is hereby extended from July 1, 2013 to June 30, 2015.
- 2) Paragraph (2) COMPENSATION of the contract maximum amount shall be \$ 1,362,043 in lieu of \$ 624,401 for an increase of \$737,642. \$9,331.65 shall be added to Contractor's match for a total match of \$18,554.81.
- 3) Paragraph (3) STF REQUIREMENTS is hereby modified to include the following language: "RIDE CONNECTION and Contractor have submitted an operating proposal grant application for Special Transportation Formula Funds (STF). Contractor's proposal is attached and incorporated herein as Exhibit 'E1.'"
- 4) Paragraph (20) NON-DISCRIMINATION is hereby modified to include the following language: "If Contractor does not currently have a Title VI plan in place, Contractor agrees to follow Ride Connection's Title VI Plan, attached as Exhibit F. If Contractor has a Title VI plan in place, it must meet the requirements set forth in FTA Circular 4702.1B. Contractor will provide Ride Connections a copy of the plan and the date adopted by Contractor's governing body."
- 5) Exhibit B1 dated 7/1/2013 is replaced by Exhibit B1 dated 7/1/2014, attached hereto and incorporated by reference.
- 6) Exhibit D1 is deleted in its entirety and replaced with Exhibit D1 dated 8/15/2014, attached hereto and incorporated by reference.

All other terms and conditions of the original contract remain in full force and effect.

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

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

Robert Ueland, President  
Ride Connection, Inc.  
9955 NE Glisan St.  
Portland, Oregon 97220

CLACKAMAS COUNTY  
Commissioner John Ludlow, Chair  
Commissioner Jim Bernard  
Commissioner Paul Savas  
Commissioner Martha Schrader  
Commissioner Tootie Smith

Signing on Behalf of the Board

\_\_\_\_\_  
Cindy Becker, Director  
Health, Housing, and Human Services Dept.

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

Agency Designated Contact: Stefanie Reid-Danielson

Federal Identification Number: 93-6002286

**RIDE CONNECTION, INC.**

Scope of Service

Contract No: 29297-CC

The goods and/or services to be provided by the Contractor include, but are not limited to the following:

**A Participate in Cost Savings Activities**

Service partners agree to participate in coordination activities with Ride Connection and other service partners in the network to meet the demand for service in a cost effective manner.

**B Coordinate Customer Information, Referral and Trip Scheduling Activities with the Ride Connection Service Center**

Service partners, who utilize the Ride Connection Service Center to coordinate trips, recognize that this service is currently being funded by dollars outside of this contract. Service Partners agree to work with Ride Connection to investigate opportunities and create solutions to recoup costs accrued for the service performed.

**C Establish and Maintain Customer Confidentiality**

Service Partners agree to maintain the confidentiality of all customer records exchanged with Ride Connection or accessed through Ride Connection coordination, scheduling and dispatch software. In the process of providing service, Service Partners agree to provide only the customer information that is needed for the driver to provide the appropriate level of service for the trip being provided.

All information as to personal facts and circumstances obtained by the Service Partners on the client shall be treated as privileged communications, shall be held confidential, and shall not be divulged without the written consent of the client, the responsible parent of a minor child, or his or her guardian except as required by other terms of this Agreement. Nothing prohibits the disclosure of information in summaries, statistical, or other form, which does not identify particular individuals.

The use or disclosure of information concerning clients shall be limited to persons directly connected with the administration of this agreement. Confidentiality policies shall be applied to all requests from outside sources.

**D Provide Shared Capacity Trips**

With increased coordination among service partners, opportunities arise for providers to serve customers who reside in, or have trips originating or ending in areas outside the defined Service Area specified in this contract. Such activity is encouraged to reduce deadhead time on longer distance trips and maximize available capacity. STF Formula funds can be used to cover the costs associated with Shared Capacity Trips. If service boundaries need to be adjusted, partners will be asked to participate in the planning and decision making necessary to align service boundaries with need.

Similarly, if it is determined that resources are currently distributed unequally (i.e. areas in Multnomah County may be underserved versus areas with multiple providers), partners agree to

participate in a planning and decision making process to realign program service boundaries to more equitably distribute capacity with the available funds.

- E Maintain a sufficient number of qualified, approved paid and volunteer drivers to meet project goals.
- F Maintain a sufficient number of paid driver, volunteer driver, concierge and administrative hours to meet or exceed project goals.
- G Recruit volunteer drivers to drive Ride Connection vehicles, or who are willing to provide proof of coverage if driving their own vehicles and who will meet the criteria necessary to allow them to drive for a Ride Connection program.
- H Participate with Ride Connection, TriMet and other partners in the development of local, regional and agency specific service plans. Help recruit customers to actively participate in planning processes and service design.
- I Increase coordination between Ride Connection, other services partners and TriMet to increase transportation options for older adults and people with disabilities. Share information on customers, trips, and destinations with Ride Connection, TriMet and other partners and jointly plan new services or service changes.
- J Coordinate outreach activities with Ride Connection, perform marketing and outreach to community points that are key destinations for older adults and people with disabilities and participate in Ride Connection sponsored events.
- K Increase transportation options available to TriMet ADA eligible individuals who, because of their mobility impairment, geographic barriers or trip destination may be difficult for LIFT to serve or may require more personalized attention.
- L Establish transportation options, for older adults or people with disabilities, in the community at large that encourage group trips to common community destinations such as shopping, recreation, senior centers, and nutrition sites.
- M Encourage older adults and people with disabilities to become aware of and connect with available transportation and community-based services as an alternative to LIFT ADA paratransit services for some or all of their trips.
- N Provide Ride Connection with back up documentation for billing line items upon request.
- O Orient drivers to the agency's transportation program and ensure they comply with required training and are aware of other specialized training opportunities available through Ride Connection to maintain safety of operations.
- P Attend regular coordination and training meetings to be conducted by Ride Connection.
- Q Allow TriMet, ODOT, or Ride Connection representatives to contact a random sample of clients for monitoring and service verification purposes. Clients will be contacted by mail or phone. Agencies will be given a copy of the questionnaire in advance of mailing.
- R Notify Ride Connection immediately of unusual conditions that will affect the delivery of services.
- S Implement Ride Connection's client donation policy to seek rider donations comparable to the TriMet LIFT fare, when appropriate.
- T Cooperate in the mutually agreed upon submission of requests for additional public or private funds for program expansion and enhancement.
- U Cooperate in transportation coordination efforts with other organizations such as churches, schools, businesses, and transportation providers.
- V Implement complaint/compliment procedures for individuals using community-based transportation.
- W Provide service throughout the contract term.



**Funding Source Definitions and Restrictions*****STF Formula***

Special Transportation Fund Formula is a State funding source. This funding can be applied to program operation for both volunteer and paid driver services that are specific to the designated project(s).

***FTA 5310 (STF Discretionary)***

Federal Transit Administration 5310 funding is a Federal funding source. This funding can be applied to program operations for both volunteer and paid driver services that are specific to the designated project(s).

***FTA 5317 (New Freedom)***

Federal Transit Administration 5317 funding is a Federal funding source. This funding can be applied to program operations for both volunteer and paid driver services that are specific to the designated project(s).

***TriMet***

TriMet funding is a local funding source contributed by the Tri-County Metropolitan Transit District. This funding may be used for program operations that involve Volunteers.

***TriMet Multnomah County ADS Support***

TriMet Multnomah County ADS Support is a local funding source contributed by the Tri-County Metropolitan Transit District. This funding may be used for program operations where the trip being provide gives customers access to a Multnomah County Aging and Disability Services district centers, programs or case managed services.

**Project Funding, Duration and Performance Goals (Contractor will report all rides, including those paid for with Agency Other money, to Ride Connection)**

<b>Project</b>	<b>Agency</b>	<b>Funding Source</b>	<b>Funding Amount</b>	<b>Match</b>	<b>Performance Goal</b>
Operations	Hoodland Senior Center (out of district)	STF Formula-State	\$30,002	No	116 rides/month – 1392 Rides Annually
Operations	Milwaukie Senior Center (in district)	STF Formula-State	\$28,344	No	222 rides/month – 2664 Rides Annually
Operations	Molalla Adult Community Center (out of district)	STF Formula-State	\$33,134	No	188 rides/month – 2256 Rides Annually
Operations	Sandy Senior Center (out of district)	STF Formula-State	\$35,254	No	91 rides/month – 1092 Rides Annually

**Exhibit B 1**

**July 1, 2014**

Operations	Transportation Reaching People (in & out of district)	STF Formula-State	\$88,490	No	375 rides/month – 4500 Rides Annually
Operations	Hoodland Senior Center (out of district)	STO- State	\$3,959	No	See STF Goal
Operations	Milwaukie Senior Center (in district)	STO- State	\$3,740	No	See STF Goal
Operations	Molalla Adult Community Center (out of district)	STO- State	\$4,372.50	No	See STF Goal
Operations	Sandy Senior Center (out of district)	STO- State	\$4,652	No	See STF Goal
Operations	Transportation Reaching People (in district)	STO- State	\$11,677.50	No	See STF Goal
Operations	JARC Catch-a-Ride	STO-State	\$28,432	No	See STF Goal
Operations	Transportation Reaching People Volunteer Mileage	STO- State	\$28,348	No	484 rides/month – 5808 rides annually
Operations	Clackamas Consortium Base Service Out of District	STF Formula-State	\$127,146	No	1526 rides/month – 18,310 Rides Annually
Operations	Clackamas Consortium Base Service Out of District	STO- State	\$17,167	No	See STF Goal
Operations	Clackamas Consortium Sequestration Mitigation	STO- State	\$9,760	No	See STF Goal
Ride Together	Clackamas County H3S/SSD	New Freedom (CFDA 20.521)- Federal	\$5,000	No	1160 miles/month and 150 rides/month
Veterans Driving Veterans	Clackamas County H3S/SSD	New Freedom – (CFDA 20.521) Federal	\$7,500	No	50 miles/month and 71 rides/month
Boring Service	Clackamas County H3S/SSD	5310 (CFDA 20.513)- Federal	\$36,532	\$4,181.25	125 rides/month
Vehicle Preventative Maintenance/ Inspections	Clackamas County H3S/SSD	5310 (CFDA 20.513)- Federal	\$45,000	\$5,150.40	

**Exhibit B 1**

**July 1, 2014**

Operations-Volunteer/Community Based Services	Clackamas Consortium Base Service In District	Trimet General Fund	\$189,132	No	2101 rides/month
		Total	\$737,642	\$9,331.65	

**Project Service Areas**

Project	Service Area
Operations- Hoodland	Welches School District
Operations- Milwaukie	Happy Valley and Rock Creek areas of North Clackamas County
Operations- Molalla	Molalla River School District
Operations- Sandy	Oregon Trail School District, exclusive of Hoodland, and historically under-served areas in the Gresham/Barlow School District that are within Clackamas County
Operations- Transportation Reaching People- in district	All of Clackamas County, in-district
Operations- Transportation Reaching People- out of district	All of Clackamas County- out of district
Operations- Clackamas Consortium Base Service- out of district	All of Clackamas County outside the TriMet District
Ride Together	All of Clackamas County
Veterans Driving Veterans	All of Clackamas County
Boring Service	Boring
Operations- Clackamas Consortium Base Service- In District Volunteer/Community Based Services	All of Clackamas County – In District

**Project Service Days and Times**

Project	Service Day(s)	Service Hours
Operations- Hoodland	M-Th	9 AM – 4 PM
Operations- Milwaukie	M-F	8:30 AM – 4:30 PM
Operations- Molalla	M-F	8:30 AM – 4:00 PM
Operations- Sandy	M-F	6:30 AM-5:30 PM
Operations- Transportation Reaching People- in district	M-Th (Dispatch) M-F (Rides)	8:00 AM – 5:00 PM
Operations- Transportation Reaching People- out of district	M-Th(Dispatch) M-F (Rides)	8:00 AM – 5:00 PM

**Exhibit B 1**

**July 1, 2014**

Operations- Clackamas Consortium Base Service- out of district	M-F	8:00 AM – 5:00 PM
Ride Together	All days	All hours
Veterans Driving Veterans	M-Th(Dispatch) M-F (Rides)	8:00 AM – 5:00 PM
Boring Service	M-F, occasionally Sat	8:00 AM – 5:00 PM
Operations- Clackamas Consortium Base Service- in district Volunteer/Community Based Services	M- F	8:00 AM – 5:00 PM

**Project Customer Attributes and Levels of Service**

<b>Project</b>	<b>Customer Attributes</b>	<b>Level of Service</b>
Operations- Hoodland	Over 60 and People with Disabilities	Door to door, door through door
Operations- Milwaukie	Over 60 and People with Disabilities	Door to door, door through door
Operations- Molalla	Over 60 and People with Disabilities	Door to door, door through door
Operations- Sandy	Over 60 and People with Disabilities	Door to door
Operations- Transportation Reaching People- in district	Over 60 and People with Disabilities	Door to door, door through door
Operations- Transportation Reaching People- out of district	Over 60 and People with Disabilities	Door to door, door through door
Operations- Clackamas Consortium Base Service- out of district	Over 60 and People with Disabilities	Door to door, door through door
Ride Together	Over 60 and People with Disabilities	Door to door, door through door
Veterans Driving Veterans	Veterans over 60 and Veterans with Disabilities	Door to door, door through door
Boring Service	Over 60 and People with Disabilities	Door to door, door through door
Operations- Clackamas Consortium Base Service- in district Volunteer/Community Based Services	Over 60 and People with Disabilities	Door to door, door through door

Exhibit D

**Lobbying Certificate**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of ANY Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with THIS Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) **The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**NOTE: CONTRACTORS ARE REQUIRED, PURSUANT TO FEDERAL LAW, TO INCLUDE THE ABOVE LANGUAGE IN SUBCONTRACTS OVER \$100,000 AND TO OBTAIN THIS LOBBYING CERTIFICATE FROM EACH SUBCONTRACTOR BEING PAID \$100,000 OR MORE UNDER THIS CONTRACT.**

Exhibit D1

8/15/2014

Agency name - Funder	VIN	License	Year	Model	Hours per month	Rides per hour	PM grant amount	Required match amount	Codes
Canby Adult Center - ODOT	1FDXE45S46HA53534	CN02584	2006	MB - Aerotech	150	3	\$3,000.00	\$343.36	2
Agency Total							<u>\$3,000.00</u>	<u>\$343.36</u>	

The vehicle listed above is owned by Ride Connection, Inc.

**CODES:**

- 1 - Covered by Ride Connection's insurance policy
- 2 - ODOT is the security interest holder

Exhibit D1

8/15/2014

Agency name - Funder	VIN	License	Year	Model	Hours per month	Rides per hour	PM grant amount	Required match amount	Codes
Estacada Community Center - ODOT	1FD4E4FS8DDA50893	CN03725	2013	MB - Elkhart Co	150	3	\$3,000.00	\$343.36	2
Agency Total							<u>\$3,000.00</u>	<u>\$343.36</u>	

The vehicle listed above is owned by Ride Connection, Inc.

**CODES:**

- 1 - Covered by Ride Connection's insurance policy
- 2 - ODOT is the security interest holder

Exhibit D1

8/15/2014

Agency name - Funder	VIN	License	Year	Model	Hours per month	Rides per hour	PM grant amount	Required match amount	Codes
Foothills Community Church - ODOT									
	1FD FE4FS2BDA39224	CN03384	2011	MB - Champion	150	3	\$3,000.00	\$343.36	1, 2
	1FDXE45S27DB21175	087DJM	2007	MB - Aerotech	150	3	\$3,000.00	\$343.36	1, 2
<b>Agency Total</b>							<u>\$6,000.00</u>	<u>\$686.72</u>	

The vehicles listed above are owned by Ride Connection, Inc.

**CODES:**

- 1 - Covered by Ride Connection's insurance policy
- 2 - ODOT is the security interest holder



Exhibit D1

8/15/2014

Agency name - Funder	VIN	License	Year	Model	Hours per month	Rides per hour	PM grant amount	Required match amount	Codes
Gladstone Senior Center - ODOT	1FDFE45SX9DA92863	CN03243	2010	MB - Startrans	150	3	\$3,000.00	\$343.36	2
Agency Total							<u>\$3,000.00</u>	<u>\$343.36</u>	

The vehicle listed above is owned by Ride Connection, Inc.

**CODES:**

- 1 - Covered by Ride Connection's insurance policy
- 2 - ODOT is the security interest holder

**Exhibit D1**  
8/15/2014

Agency name - Funder				Hours	Rides	PM grant	Required	
VIN	License	Year	Model	per month	per hour	amount	match amount	Codes
Hoodland Senior Center - ODOT								
1FDEE3FL1EDA23762	CN03822	2014	MB - Goshen	150	3	\$3,000.00	\$343.36	2
<b>Agency Total</b>						<b>\$3,000.00</b>	<b>\$343.36</b>	

The vehicle listed above is owned by Ride Connection, Inc.

**CODES:**

- 1 - Covered by Ride Connection's insurance policy
- 2 - ODOT is the security interest holder

**Exhibit D1**

8/15/2014

Agency name - Funder				Hours	Rides	PM grant	Required	
VIN	License	Year	Model	per month	per hour	amount	match amount	Codes
<b>Milwaukie Center - ODOT</b>								
1FDFE45S39DA92865	CN03241	2010	MB - Startrans	150	3	\$3,000.00	\$343.36	2
1FDXE45S35HA46508	CN02476	2005	MB - Aerotech	150	3	\$3,000.00	\$343.36	2
1FDXE45S77DB21110	CN02887	2007	MB - Aerotech	150	3	\$3,000.00	\$343.36	2
<b>Agency Total</b>						<b>\$9,000.00</b>	<b>\$1,030.08</b>	

The vehicles listed above are owned by Ride Connection, Inc.

**CODES:**

- 1 - Covered by Ride Connection's insurance policy
- 2 - ODOT is the security interest holder

**Exhibit D1**

8/15/2014

Agency name - Funder				Hours	Rides	PM grant	Required	
VIN	License	Year	Model	per month	per hour	amount	match amount	Codes
Pioneer Community Center - ODOT								
1FDEE4FL4EDA05701	CN03823	2014	MB - Goshen	150	3	\$3,000.00	\$343.36	2
1FD FE4FS2DDA64191	CN03741	2013	MB - Elkhart Co	150	3	\$3,000.00	\$343.36	2
1FD FE4FS4ADA78976	043EWX	2010	MB - Aerotech	150	3	\$3,000.00	\$343.36	2
<b>Agency Total</b>						<b>\$9,000.00</b>	<b>\$1,030.08</b>	

The vehicles listed above are owned by Ride Connection, Inc.

**CODES:**

- 1 - Covered by Ride Connection's insurance policy
- 2 - ODOT is the security interest holder

Exhibit D1

8/15/2014

Agency name - Funder	VIN	License	Year	Model	Hours per month	Rides per hour	PM grant amount	Required match amount	Codes
Sandy Senior Center - ODOT	1FDFE4FS6CDB38243	CN03863	2013	MB - Elkhart Co	150	2	\$3,000.00	\$343.36	2
Agency Total							<u>\$3,000.00</u>	<u>\$343.36</u>	

The vehicle listed above is owned by Ride Connection, Inc.

**CODES:**

- 1 - Covered by Ride Connection's insurance policy
- 2 - ODOT is the security interest holder

Exhibit D1

8/15/2014

Agency name - Funder				Hours	Rides	PM grant	Required	
VIN	License	Year	Model	per month	per hour	amount	match amount	Codes
Transportation Reaching People - ODOT								
2C4RDGBG0CR225818	793FSQ	2011	MV - Caravan	150	3	\$3,000.00	\$343.36	1, 2
2C4RDGCGXDR543669	887GBY	2013	MV - Caravan	150	2	\$3,000.00	\$343.36	1, 2
<b>Agency Total</b>						<b>\$6,000.00</b>	<b>\$686.72</b>	

The vehicles listed above are owned by Ride Connection, Inc.

**CODES:**

- 1 - Covered by Ride Connection's insurance policy
- 2 - ODOT is the security interest holder

Exhibit F

RIDE CONNECTION TITLE VI CIVIL RIGHTS PLAN:

- A. The following notice shall be posted in all federally funded vehicles, on Ride Connection's website, in Ride Connection's office, and on materials produced and distributed by Ride Connection:
- a. **Ride Connection Respects Civil Rights**  
Ride Connection operates its programs without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity or any other characteristic protected by law in accordance with Title VI of the Civil Rights Act, ORS Chapter 659A or other applicable law. To request additional information on Ride Connection's Title VI nondiscrimination requirements or to file a complaint, please call (503)528-1753 or email [info@rideconnection.org](mailto:info@rideconnection.org).
  - b. This Notice shall be posted in the following languages: Spanish, Korean, Vietnamese, and Russian. Ride Connection management shall, from time to time, examine demographic data for the tri-county area and translate this notice into other languages as the data dictate.
- B. **Complaint Procedures**
- a. Ride Connection shall follow the internal procedure for reviewing complaints set forth below:
    1. Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Ride Connection, Inc. may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. In order for Ride Connection to investigate, complaints must be received no more than 180 days after the alleged incident. Ride Connection will only process complaints that are complete. If an incomplete complaint is received, Ride Connection will work with the person to resolve the issue.
    2. Once the complaint is received, Ride Connection will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.
    3. Ride Connection has 30 days to investigate and resolve the complaint. If more information is needed to resolve the case, Ride Connection may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the Contract and Legal Director assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional

## Exhibit F

information within 10 business days, Ride Connection can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

4. After Ride Connection reviews the complaint, the Contract and legal Director will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 14 days after the date of the letter or the LOF to do so.
5. Appeals will be reviewed by Ride Connection's Board of Directors.
6. A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

### C. Tracking Complaints

- a. Ride Connection will keep track of all Civil Rights Complaints received, the status of the complaint, and the resolution of the complaint.



*Tri-County Area*

# **APPLICATION**

*Special Transportation Formula (STF)  
for the FY14 + FY15 fiscal years*

Clackamas County Transportation Consortium  
STF Base Out of District Services Application



<b>FY14 + FY15 STF FORMULA GRANT APPLICATION</b>
--

**I. Organization's Information**

**Name of Organization:** Clackamas County Social Services Division, Clackamas County Transportation Consortium

**Contact Person:** Teresa Christopherson

**Address:**

PO Box 2950  
Oregon City, OR 97045

**Telephone:** 503-650-5718

**E-Mail:** [teresachr@co.clackamas.or.us](mailto:teresachr@co.clackamas.or.us)

**FAX:** 503-655-8889

**Type of Organization (mark one):**

Public Entity	X
Private non-profit	

**Provider's geographic area of service is (mark one):**

Inside the TriMet Service District	
Outside the TriMet Service District	X
Both Inside and Outside of the TriMet Service District	

**Geographic area to be served** (please indicate the geographic features that define your service area such as streets, rivers or jurisdictional boundaries):

North Boundary	
East Boundary	
South Boundary	
West Boundary	
Other General Geographic Area (ex Canby School District)	All of Clackamas County outside the TriMet District

**Days and Hours of Operation:**

<b>Days</b>	<b>Hours</b>
Monday	8-5
Tuesday	8-5
Wednesday	8-5
Thursday	8-5
Friday	8-5
Saturday	Closed
Sunday	Closed
Please list any planned periods of service closure greater than 3 days. (ex. Closed the last week of December)	

**II. Funding Proposal**

**Project Title:** Clackamas County Transportation Consortium  
STF – Out of District Services

**Start Date:** July 1, 2014

**Total Transportation Program Cost:** \$749,243

**STF Grant Request:** \$254,292

**Amount of other funds leveraged to support the total transportation program:** (list county contributions, STF Discretionary funds, donations, other):

<b>Contribution/Source</b>	<b>Number of Units/Hours</b>	<b>Amount</b>	<b>% of Program Funding</b>
<b>In Kind Volunteer Driver Hours</b>	<b>10,770 hours</b>	<b>\$214,646</b>	<b>28.65%</b>
<b>OAA Title III-B</b>	<b>20,820 Rides</b>	<b>\$ 80,141</b>	<b>10.70%</b>
<b>T-19 Waivered Non-Medical Transportation</b>	<b>7,160 Rides</b>	<b>\$100,240</b>	<b>13.19%</b>
<b>In District (TriMet)</b>	<b>28,954 rides</b>	<b>\$217,140</b>	<b>28.98%</b>
<b>Sr. Ctr. Agency Other</b>	<b>2,500 Rides</b>	<b>\$ 20,000</b>	<b>2.67%</b>
<b>Rider Donations</b>		<b>\$ 44,496</b>	<b>5.94%</b>
<b>ST0 Formula Grant</b>		<b>\$34,334</b>	<b>4.58%</b>
<b>STF Grant Request</b>		<b>\$254,292</b>	<b>33.94%</b>

**STF Formula Project Type Category (mark one):**

Direct Service	X
Mobility Management/Coordination	
Both Direct Service and Mobility Management/Coordination	

**Program Description (limit 900 words)**

Describe services or capital investment to be provided by STF funding. Please include a description of the following:

- Who do you serve

Service is provided to any Clackamas County resident who lives outside of the TriMet district and is either 60 plus or under 60 and has a disability. The transportation service is provided using senior center operated vans and paid drivers as well as the Clackamas County Transportation Reaching People (TRP) program using volunteer drivers. For fiscal year 2012-2013 a total of 19,770 out-of-district rides were provided from all funding sources. Of those rides 15,677 were funded with the STF grant award.

Riders do not have to be a client of either a senior center or Clackamas County Social Services Division. The only requirement is that they need transportation, are over 60, or an adult with disabilities, and that the ride originates within the service area of Clackamas County.

The six community centers that provide these services are all members of the Clackamas County Transportation Consortium and designated focal points that provide a community-based delivery point for other services for seniors and people with disabilities. The centers that provide these out-of-district rides are the Canby Adult Center, Estacada Community Center, Hoodland Senior Center, Molalla Adult Community Center, Pioneer Community Center, and the Sandy Senior & Community Center.

The aging population in Clackamas County continues to grow rapidly. This growth has placed additional demand on transportation services particularly for seniors and adults with disabilities. By coordinating services with other transportation programs and utilizing a variety of funding sources this program helps to meet the increased demands on transportation services.

Continuation of this funding is essential to maintaining the current levels of service in Clackamas County in FY13/14.

- Level of service provided to customers

All riders receive, at a minimum, door to door service. However, as appropriate, the service offered is door through door. Example: Driver may carry groceries into the residents at the request of the rider.

- Operational activities; how customers request and receive rides, including scheduling and dispatching

Transportation by the Centers is provided during their regular business hours Monday through Friday. Transportation provided by TRP is offered Monday through Friday between the hours of 8:00 am and 5:00 pm. TRP scheduling/dispatching service is provided Monday through Thursday between 7:00 am and 6:00 pm.

Customers call their local Community Center, or the Transportation Reaching People (TRP) program, and request a ride for the date and time that they need transportation.

Depending in the reason for the ride; medical, shopping, personal business, nutrition or into the community center, the Customer is scheduled for a ride as either part of a routine Community Center mini bus pickup or with a volunteer driving in the volunteer's vehicle. If a ride is scheduled for more than a week out, the rider receives a reminder call the business day prior to the date of the scheduled ride.

The community centers that provided transportation with this funding schedule rides, as appropriate, with either the TRP volunteer drivers in their local area or on the center operated mini bus. Rides for the purpose of coming to the community center for exercise, nutrition, supportive services, or part of the center's monthly/bimonthly shopping trip are scheduled as group rides on the mini bus. Rides to medical appointments, personal business, or shopping that is not part of a monthly/bimonthly shopping trip, are scheduled with volunteer drivers operating their own vehicles. TRP staff schedule rides primarily for medical and life-sustaining medical purposes as well as for shopping, personal business and nutrition. Riders are matched up with Volunteer Drivers. When

possible rides are grouped and provided by the TRP Catch-A-Ride (CAR) program.

**The following are very basic examples of how trips are scheduled.**

**Examples A:** June calls the Center that she would like a ride to come in for the Tai Chi class offered at 10 on Tuesday's & Thursday's but will not be staying for lunch. The Center bus goes out to pick up early riders at 9:15a.m arriving at the Center at 9:45 and then make another trip leaving the Center at 11:05 to pick up lunch participants and take home Tai Chi participants that are not staying for lunch.

Jack calls the Center and needs a ride next week to his doctor's office for an appointment at 11:30. This ride is scheduled with a TRP volunteer driver dispatched from the Center as this is the most cost effective ride possible.

**Examples B:** Mable calls the TRP program at Social Services to schedule a ride to her doctor's office. She lives in an area that does not have a Community Center. She would also like to make a stop at the grocery store on her way home. The scheduling database is checked and no other rides are scheduled for that destination area so Mable is matched up to a volunteer driver.

A new resident of low-income apartments has heard about TRP and calls to schedule a ride to pick up a food box at the local food pantry. TRP dispatch staff checks the database and sees that there is a TRP Catch-A-Ride (CAR) scheduled trip to the local food pantry for the next day and the caller lives on the route to the pantry. The caller is told of this trip and is added to the pick up/trip sheet.

- Describe if volunteers are utilized to provide service and how this occur (is the volunteer program supported with STF or other funds? Do you provide mileage reimbursement to volunteers using their own vehicles?

The 61.94% of the driver hours reported in FY12/13 were provided by volunteer drivers with 96.14% of those hours driven in the volunteer's vehicle. The majority of the volunteer rides are provided via the Transportation Reaching People (TRP) program.

TRP recruits, screens, trains and coordinates approximately 100 volunteer drivers annually. Volunteers are dispatched through the TRP central office and/or the local Senior Center. Volunteers are reimbursed mileage at the rate of \$0.41 per mile for rides provided in their own vehicle

- How the service is marketed.

Transportation Services are not marketed in the traditional sense that a taxi service or grocery store markets. The transportation services offered by TRP and the Community Centers are predominately marketed through in the Center's newsletters and write ups in the local community newspapers as well.

Information about the service is also regularly distributed to the State Dept of Human Services, Adults & People with Disabilities offices, local medical clinics/businesses, and independent senior living services in the area so that they are up-to-date on services available to their clients/patrons

**Do your program activities preserve existing service and/or provide new service?** (describe how the project preserves existing service or provides new or expanded service) (limit 200 words)

In December of 1992, Clackamas County Social Services launched a local planning effort involving all of the senior centers in the county. The focus of the effort, which was funded by a STF discretionary grant, was to identify ways to improve collaboration and coordination among the local senior center transportation providers. The outcome of that planning process is the Clackamas County Transportation Consortium.

This funding is requested to continue the transportation program originally begun in 1997. The program fills an important gap by providing service to seniors and adults with disabilities residing in Clackamas County but living outside of the TriMet district. The majority of the rides provided by senior centers are group rides for nutrition, shopping, and recreation rides. Other ride purposes include volunteer support, personal business, and medical rides where no other transportation is available. The funds requested will provide reimbursement to the Senior Centers for rides provided; offsetting part of their costs for driver salaries and vehicle expenses. This

funding also provides volunteer mileage reimbursement to help retain volunteer drivers transporting elderly and disabled residents in their own vehicles. Continuation of this funding is essential to maintaining the current level of service in Clackamas County.

**Do you coordinate between providers to avoid duplication?**

(describe what level of coordination between partners is done and how duplication is avoided) (limit 200 words)

All of the providers of Clackamas County Transportation Consortium Base Services are members of the Clackamas County Transportation Consortium and have worked together since 1992 to fill gaps in transportation services for the seniors and adults with disabilities. The consortium currently includes 25 agencies consisting of E&D transportation providers, advocates and five transit agencies. With the completion of the Regional E&D Transportation Plan, the Consortium was designated as the local coordinating council for Clackamas County. In subsequent years the Consortium has worked together to assure the best use of the limited STF funds. Consortium Service providers meet quarterly to discuss ongoing issues.

Additionally, under this project there is coordination between service providers for planned group trips and activities. This coordination primarily takes place between the senior centers of Estacada and Molalla, Molalla and Canby, and Sandy and Hoodland. The Canby, Sandy and Molalla Centers also work closely with their local transit provider to coordinate the most efficient ride to meet clients' need.

**Is your program cost- effective?** (describe average cost per ride, cost per mile and cost per hour) (limit 200 words)

This program provides cost effective transportation to the seniors and people with disabilities in Clackamas County who are outside the TriMet transit district. These clients, many of whom would qualify for paratransit programs if available, are provided transportation as either group rides on mini buses or in private autos driven by a volunteer. This, in turn, can reduce or eliminate the clients' need for more costly paratransit or taxi service. Because rides are grouped as often as possible, this provides a more cost effective mode of transportation and provides a means of socialization to persons who may otherwise be socially isolated.



This grant funds rides on a reimbursement basis; currently \$8 per one-way ride. In FY12/13 the average ride distance was 7.63 miles while the first 4 months of FY13/14 reflects an average of 5.4 miles per ride.

Basing the transportation programs out of Senior Centers allows people to access services in close proximity to where they live. This program also allows residents to remain independent by providing reliable transportation to complete their personal, medical, and business needs; reducing the need for more costly care options. Donations for rides are suggested but no one is denied a ride if they are unable to donate. Donated funds help off-set the transportation program costs.

**Does your program address one or more of the strategy recommendations in the Tri-County Elderly and Disabled Transportation Plan (EDTP) or improves service coverage as recommended in the EDTP? (describe activities) (limit 200 words)**

The STF transportation provided through the Clackamas County Transportation Consortium Out-of-District Services project is provided by TRP and six different senior centers. The six centers are the Canby Adult Center, the Estacada Community Center, the Hoodland Senior Center, the Molalla Adult Comm. Center, the Pioneer Comm. Center, and the Sandy Senior & Comm. Center.

This service provides transportation to group meals, grocery shopping, recreation, and medical appointments five days per week for seniors and people with disabilities who reside outside the TriMet district. This population has historically been underserved in the provision of transportation services.

The program specifically addresses the Guiding Tenets of the EDTP in the following ways:

Guiding Tenet 1 addresses the need for coordination. As stated above, the Clackamas County Transportation Base Services is coordinated with six Clackamas County Senior Centers and the TRP program. In addition, all the Senior Center Client Service Coordinators and the TRP Service Coordinators work with persons needing transportation services in accessing the most appropriate, cost-effective service.

Guiding Tenet 2 calls for innovation to increase options. As identified previously, the Clackamas County Transportation Consortium Base Services project provides transportation to Clackamas County residents who live outside the TriMet district boundaries and frequently have no other transportation options available. This service truly acts as a life preserver for seniors and people with disabilities who typically would not receive services to access transportation for basic needs such as nutritional meals, grocery shopping, and medical appointments. In most cases the service offered is door through door rather than curb to curb.

### III. Budget and Ridership Information

#### A. Budget Information

-- Ride Connection Organizations, complete Form A Measurables and Form B2 Condensed Budget Information below and the detailed electronic budget worksheet provided by Ride Connection.

#### Ride Connection Organizations only: Form A. Measurables

Ride Data	Estimated FY14		FY15 (projected)		FY 16 (projected)	
	STF Formula	Program Total	STF *** Formula	Program Total	STF *** Formula	Program Total
One way rides	20,400*	48,207	18,310	45,560	18,310	45,560
Total miles	Not tracked Separately by fund source	362,196	Not tracked Separately by fund source	343,986	Not tracked Separately by fund source	343,986
<i>Miles per trip</i>		7.52		7.55		7.55
Total paid driver hours		8,559.75		8,450		8,450
Total volunteer driver hours	Same as above	19,555.5	Same as above	18,900	Same as above	18,900
Cost per trip**	\$8.00	\$9.85	\$8.00	\$10.60	\$8.00	\$10.69
Number of individuals served		475	475	1,475	475	1,475

\* A small amount of roll over allowed for increased funding for rides

\*\* Estimated costs per trip based on reimbursement rates excluding administrative costs.

\*\*\* Data is not tracked separately from the STO Data. Measurables are a reflection of the combined STF & STO funding.

**Staffing data:** (please identify positions supported with STF Formula funds and the amount of FTE per position)

Position	Estimated FY14	FY15 (projected)	FY 16 (projected)
<i>Example: Driver</i>	1.25	1	1
TRP Operations Staff*	1.4	1.40	1.40

\* Reflection of the combined STF & STO funding.

**Form B2. Condensed Budget Information**

<b>ESTIMATED STF FORMULA PROJECT COST</b>		<b>Amount</b>	<b>% of total STF</b>
1.	<b>Project Administration Expense</b>		
2.	Personal services (wages and benefits)		
3.	Facility (rent, janitorial, utilities, etc.)		
4.	Professional services*		
5.	Insurance, services and supplies (IT, travel, office expense, telecommunications, etc.)		
6.	Other (list): Item -		
7.	Item --		
8.	Item --County Indirect Costs	\$19,614	7.71%
9.	<b>Operations Expense</b>		
10.	TRP Operations Staff - Personal services (wages and benefits)	\$85,532	33.64%
11.	Volunteer Mileage Reimbursement	\$36,656	14.41%
12.	Transportation Services Contracts - Senior Centers **	\$112,490	44.24%
13.			
14.			
15.			
16.	<b>Preventative Maintenance Expense</b>		
17.	Item -		
18.	Item -		
<b>Grand Total:</b>		<b>\$254,292</b>	<b>100.0%</b>

\*For amounts over \$5000, please provide an explanation of services rendered. Limit 300 words

\*\* The Transportation Services Contracts reflected in this budget are based on the projected funds to be contracted to Community Centers that provide services outside the TriMet district as reimbursement funding on a per ride rate for transportation services

*Tri-County Area*

# **APPLICATION**

*Special Transportation Formula (STF)  
for the FY14 + FY15 fiscal years*

Clackamas County Transportation Consortium  
STO - Base Out of District Services Application



<b>FY14 + FY15 STF FORMULA GRANT APPLICATION</b>
--

**I. Organization's Information**

**Name of Organization:** Clackamas County Social Services Division, Clackamas County Transportation Consortium

**Contact Person:** Teresa Christopherson

**Address:**

PO Box 2950  
Oregon City, OR 97045

**Telephone:** 503-650-5718

**E-Mail:** [teresachr@co.clackamas.or.us](mailto:teresachr@co.clackamas.or.us)

**FAX:** 503-655-8889

**Type of Organization (mark one):**

Public Entity	X
Private non-profit	

**Provider's geographic area of service is (mark one):**

Inside the TriMet Service District	
Outside the TriMet Service District	X
Both Inside and Outside of the TriMet Service District	

**Geographic area to be served** (please indicate the geographic features that define your service area such as streets, rivers or jurisdictional boundaries):

North Boundary	
East Boundary	
South Boundary	
West Boundary	
Other General Geographic Area (ex Canby School District)	All of Clackamas County outside the TriMet District

**Days and Hours of Operation:**

<b>Days</b>	<b>Hours</b>
Monday	8-5
Tuesday	8-5
Wednesday	8-5
Thursday	8-5
Friday	8-5
Saturday	Closed
Sunday	Closed
Please list any planned periods of service closure greater than 3 days. (ex. Closed the last week of December)	

**II. Funding Proposal**

**Project Title:** Clackamas County Transportation Consortium  
STF – Out of District Services

**Start Date:** July 1, 2014

**Total Transportation Program Cost:** \$749,243

**STF Grant Request:** \$34,334

**Amount of other funds leveraged to support the total transportation program:** (list county contributions, STF Discretionary funds, donations, other):

<b>Contribution/Source</b>	<b>Number of Units/Hours</b>	<b>Amount</b>	<b>% of Program Funding</b>
<b>In Kind Volunteer Driver Hours</b>	<b>10,770 hours</b>	<b>\$214,646</b>	<b>28.65%</b>
<b>OAA Title III-B</b>	<b>20,820 Rides</b>	<b>\$ 80,141</b>	<b>10.70%</b>
<b>T-19 Waivered Non-Medical Transportation</b>	<b>7,160 Rides</b>	<b>\$100,240</b>	<b>13.19%</b>
<b>In District (TriMet)</b>	<b>28,954 rides</b>	<b>\$217,140</b>	<b>28.98%</b>
<b>Sr. Ctr. Agency Other</b>	<b>2,500 Rides</b>	<b>\$ 20,000</b>	<b>2.67%</b>
<b>Rider Donations</b>		<b>\$ 44,496</b>	<b>5.94%</b>
<b>STF Formula Grant</b>		<b>\$254,292</b>	<b>33.94%</b>
<b>STO Grant Request</b>		<b>\$ 34,334</b>	<b>4.58%</b>

**STF Formula Project Type Category (mark one):**

Direct Service	X
Mobility Management/Coordination	
Both Direct Service and Mobility Management/Coordination	

**Program Description (limit 900 words)**

Describe services or capital investment to be provided by STF funding. Please include a description of the following:

- Who do you serve

Service is provided to any Clackamas County resident who lives outside of the TriMet district and is either 60 plus or under 60 and has a disability. The transportation service is provided using senior center operated vans and paid drivers as well as the Clackamas County Transportation Reaching People (TRP) program using volunteer drivers. For fiscal year 2012-2013 a total of 19,770 out-of-district rides were provided from all funding sources. Of those rides 15,677 were funded with the STF grant award.

Riders do not have to be a client of either a senior center or Clackamas County Social Services Division. The only requirement is that they need transportation, are over 60, or an adult with disabilities, and that the ride originates within the service area of Clackamas County.

The six community centers that provide these services are all members of the Clackamas County Transportation Consortium and designated focal points that provide a community-based delivery point for other services for seniors and people with disabilities. The centers that provide these out-of-district rides are the Canby Adult Center, Estacada Community Center, Hoodland Senior Center, Molalla Adult Community Center, Pioneer Community Center, and the Sandy Senior & Community Center.

The aging population in Clackamas County continues to grow rapidly. This growth has placed additional demand on transportation services particularly for seniors and adults with disabilities. By coordinating services with other transportation programs and utilizing a variety of funding sources this program helps to meet the increased demands on transportation services.



Continuation of this funding is essential to maintaining the current levels of service in Clackamas County in FY13/14.

- Level of service provided to customers

All riders receive, at a minimum, door to door service. However, as appropriate, the service offered is door through door. Example: Driver may carry groceries into the residents at the request of the rider.

- Operational activities; how customers request and receive rides, including scheduling and dispatching

Transportation by the Centers is provided during their regular business hours Monday through Friday. Transportation provided by TRP is offered Monday through Friday between the hours of 8:00 am and 5:00 pm. TRP scheduling/dispatching service is provided Monday through Thursday between 7:00 am and 6:00 pm.

Customers call their local Community Center, or the Transportation Reaching People (TRP) program, and request a ride for the date and time that they need transportation.

Depending on the reason for the ride; medical, shopping, personal business, nutrition or into the community center, the Customer is scheduled for a ride as either part of a routine Community Center mini bus pickup or with a volunteer driving in the volunteer's vehicle. If a ride is scheduled for more than a week out, the rider receives a reminder call the business day prior to the date of the scheduled ride.

The community centers that provided transportation with this funding schedule rides, as appropriate, with either the TRP volunteer drivers in their local area or on the center operated mini bus. Rides for the purpose of coming to the community center for exercise, nutrition, supportive services, or part of the center's monthly/bimonthly shopping trip are scheduled as group rides on the mini bus. Rides to medical appointments, personal business, or shopping that is not part of a monthly/bimonthly shopping trip, are scheduled with volunteer drivers operating their own vehicles. TRP staff schedule rides primarily for medical and life-sustaining medical purposes as well as for shopping, personal business and nutrition. Riders are matched up with Volunteer Drivers. When

possible rides are grouped and provided by the TRP Catch-A-Ride (CAR) program.

**The following are very basic examples of how trips are scheduled.**

**Examples A:** June calls the Center that she would like a ride to come in for the Tai Chi class offered at 10 on Tuesday's & Thursday's but will not be staying for lunch. The Center bus goes out to pick up early riders at 9:15a.m arriving at the Center at 9:45 and then make another trip leaving the Center at 11:05 to pick up lunch participants and take home Tai Chi participants that are not staying for lunch.

Jack calls the Center and needs a ride next week to his doctor's office for an appointment at 11:30. This ride is scheduled with a TRP volunteer driver dispatched from the Center as this is the most cost effective ride possible.

**Examples B:** Mable calls the TRP program at Social Services to schedule a ride to her doctor's office. She lives in an area that does not have a Community Center. She would also like to make a stop at the grocery store on her way home. The scheduling database is checked and no other rides are scheduled for that destination area so Mable is matched up to a volunteer driver.

A new resident of low-income apartments has heard about TRP and calls to schedule a ride to pick up a food box at the local food pantry. TRP dispatch staff checks the database and sees that there is a TRP Catch-A-Ride (CAR) scheduled trip to the local food pantry for the next day and the caller lives on the route to the pantry. The caller is told of this trip and is added to the pick up/trip sheet.

- Describe if volunteers are utilized to provide service and how this occur (is the volunteer program supported with STF or other funds? Do you provide mileage reimbursement to volunteers using their own vehicles?

The 61.94% of the driver hours reported in FY12/13 were provided by volunteer drivers with 96.14% of those hours driven in the volunteer's vehicle. The majority of the volunteer rides are provided via the Transportation Reaching People (TRP) program.

TRP recruits, screens, trains and coordinates approximately 100 volunteer drivers annually. Volunteers are dispatched through the TRP central office and/or the local Senior Center. Volunteers are reimbursed mileage at the rate of \$0.41 per mile for rides provided in their own vehicle

- How the service is marketed.

Transportation Services are not marketed in the traditional sense that a taxi service or grocery store markets. The transportation services offered by TRP and the Community Centers are predominately marketed through in the Center's newsletters and write ups in the local community newspapers as well.

Information about the service is also regularly distributed to the State Dept of Human Services, Adults & People with Disabilities offices, local medical clinics/businesses, and independent senior living services in the area so that they are up-to-date on services available to their clients/patrons

**Do your program activities preserve existing service and/or provide new service?** (describe how the project preserves existing service or provides new or expanded service) (limit 200 words)

This funding is requested to continue the STO funds that began in FY 2009-10 as well as a 3% CPI to the STF Formula funds for FY14/15 and FY15/16. These funds will allow the Clackamas Consortium partners to continue services at the current level.

The program fills an important gap by providing service to seniors and adults with disabilities residing in Clackamas County but living outside of the TriMet district. The majority of the rides provided by senior centers are group rides for nutrition, shopping, and recreation rides. Other ride purposes include volunteer support, personal business, and medical rides where no other transportation is available. The funds requested will provide reimbursement to the Senior Centers for rides provided; offsetting part of their costs for driver salaries and vehicle expenses. This funding also provides volunteer mileage reimbursement to help retain volunteer drivers transporting elderly and disabled residents in their own vehicles. Continuation of this funding is essential to maintaining the current level of service in Clackamas County.

**Do you coordinate between providers to avoid duplication?**

(describe what level of coordination between partners is done and how duplication is avoided) (limit 200 words)

All of the providers of Clackamas County Transportation Consortium Base Services are members of the Clackamas County Transportation Consortium and have worked together since 1992 to fill gaps in transportation services for the seniors and adults with disabilities. The consortium currently includes 25 agencies consisting of E&D transportation providers, advocates and five transit agencies. With the completion of the Regional E&D Transportation Plan, the Consortium was designated as the local coordinating council for Clackamas County. In subsequent years the Consortium has worked together to assure the best use of the limited STF funds. Consortium Service providers meet quarterly to discuss ongoing issues.

Additionally, under this project there is coordination between service providers for planned group trips and activities. This coordination primarily takes place between the senior centers of Estacada and Molalla, Molalla and Canby, and Sandy and Hoodland. The Canby, Sandy and Molalla Centers also work closely with their local transit provider to coordinate the most efficient ride to meet clients' need.

**Is your program cost- effective?** (describe average cost per ride, cost per mile and cost per hour) (limit 200 words)

This program provides cost effective transportation to the seniors and people with disabilities in Clackamas County who are outside the TriMet transit district. These clients, many of whom would qualify for paratransit programs if available, are provided transportation as either group rides on mini buses or in private autos driven by a volunteer. This, in turn, can reduce or eliminate the clients' need for more costly paratransit or taxi service. Because rides are grouped as often as possible, this provides a more cost effective mode of transportation and provides a means of socialization to persons who may otherwise be socially isolated.

This grant funds rides on a reimbursement basis; currently \$8 per one-way ride. In FY12/13 the average ride distance was 7.63 miles while the first 4 months of FY13/14 reflects an average of 5.4 miles per ride.

Basing the transportation programs out of Senior Centers allows people to access services in close proximity to where they live. This program also allows residents to remain independent by providing reliable transportation to complete their personal, medical, and business needs; reducing the need for more costly care options. Donations for rides are suggested but no one is denied a ride if they are unable to donate. Donated funds help off-set the transportation program costs.

**Does your program address one or more of the strategy recommendations in the Tri-County Elderly and Disabled Transportation Plan (EDTP) or improves service coverage as recommended in the EDTP?** (describe activities) (limit 200 words)

The STF transportation provided through the Clackamas County Transportation Consortium Out-of-District Services project is provided by TRP and six different senior centers. The six centers are the Canby Adult Center, the Estacada Community Center, the Hoodland Senior Center, the Molalla Adult Comm. Center, the Pioneer Comm. Center, and the Sandy Senior & Comm. Center.

This service provides transportation to group meals, grocery shopping, recreation, and medical appointments five days per week for seniors and people with disabilities who reside outside the TriMet district. This population has historically been underserved in the provision of transportation services.

The program specifically addresses the Guiding Tenets of the EDTP in the following ways:

Guiding Tenet 1 addresses the need for coordination. As stated above, the Clackamas County Transportation Base Services is coordinated with six Clackamas County Senior Centers and the TRP program. In addition, all the Senior Center Client Service Coordinators and the TRP Service Coordinators work with persons needing transportation services in accessing the most appropriate, cost-effective service.

Guiding Tenet 2 calls for innovation to increase options. As identified previously, the Clackamas County Transportation Consortium Base Services project provides transportation to Clackamas County residents who live outside the TriMet district boundaries and frequently have no other transportation options

available. This service truly acts as a life preserver for seniors and people with disabilities who typically would not receive services to access transportation for basic needs such as nutritional meals, grocery shopping, and medical appointments. In most cases the service offered is door through door rather than curb to curb.

### III. Budget and Ridership Information

#### A. Budget Information

-- Ride Connection Organizations, complete Form A Measurables and Form B2 Condensed Budget Information below and the detailed electronic budget worksheet provided by Ride Connection.

#### Ride Connection Organizations only: Form A. Measurables

Ride Data	Estimated FY14		FY15 (projected)		FY 16 (projected)	
	STF Formula	Program Total	STO *** Formula	Program Total	STO *** Formula	Program Total
One way rides	20,400*	48,207	18,310	45,560	18,310	45,560
Total miles	Not tracked Separately by fund source	362,196	Not tracked Separately by fund source	343,986	Not tracked Separately by fund source	343,986
<i>Miles per trip</i>		7.52		7.55		7.55
Total paid driver hours		8,559.75		8,450		8,450
Total volunteer driver hours	Same as above	19,555.5	Same as above	18,900	Same as above	18,900
Cost per trip**	\$8.00	\$9.85	\$8.00	\$10.60	\$8.00	\$10.69
Number of individuals served	475	1,475	475	1,475	475	1,475

\* A small amount of roll over allowed for increased funding for rides

\*\* Estimated costs per trip based on reimbursement rates excluding administrative costs.

\*\*\* Data is not tracked separately from the STF Formula Data.

Measurables are a reflection of the combined STF & STO funding

**Staffing data:** (please identify positions supported with STF Formula funds and the amount of FTE per position)

Position	Estimated FY14	FY15 (projected)	FY 16 (projected)
<i>Example: Driver</i>	1.25	1	1
TRP Operations Staff *	1.4	1.4	1.4

\* Reflection of the combined STF & STO funding.

**Form B2. Condensed Budget Information**

<b>ESTIMATED STF FORMULA PROJECT COST</b>		<b>Amount</b>	<b>% of total STF</b>
1.	<b>Project Administration Expense</b>		
2.	Personal services (wages and benefits)		
3.	Facility (rent, janitorial, utilities, etc.)		
4.	Professional services*		
5.	Insurance, services and supplies (IT, travel, office expense, telecommunications, etc.)		
6.	Other (list): Item -		
7.	Item -		
8.	Item -County Indirect Costs	2,542	7.40%
9.	<b>Operations Expense</b>		
10.	TRP Operations Staff - Personal services (wages and benefits)	10,454	30.45%
11.	Volunteer Mileage Reimbursement	6,064	17.66%
12.	Transportation Services Contracts - Senior Centers **	15,274	44.49%
13.			
14.			
15.			
16.	<b>Preventative Maintenance Expense</b>		
17.	Item -		
18.	Item -		
<b>Grand Total:</b>		<b>\$34,334</b>	<b>100.0%</b>

\*For amounts over \$5000, please provide an explanation of services rendered. Limit 300 words

\*\* The Transportation Services Contracts reflected in this budget are based on the projected funds to be contracted to Community Centers that provide services outside the TriMet district as reimbursement funding on a per ride rate for transportation services



*Tri-County Area*

# **APPLICATION**

***Special Transportation Formula (STF)  
for the FY14 + FY15 fiscal years***

Clackamas County Transportation Consortium  
STF Services For:  
Hoodland Senior Center  
NCPR – Milwaukie Center  
Molalla Adult Community Center  
Sandy Senior & Community Center



**FY14 + FY15 STF FORMULA GRANT APPLICATION**

**I. Organization's Information**

**Name of Organization:** Clackamas County Social Services Division  
 Clackamas County Transportation Consortium

**Contact Person:** Teresa Christopherson

**Address:**

PO Box 2950  
 Oregon City, OR 97045

**Telephone:** 503-650-5718

**E-Mail:** [teresachr@clackamas.us](mailto:teresachr@clackamas.us)

**FAX:** 503-655-8889

**Type of Organization** (mark one):

Public Entity	<b>XX</b>
Private non-profit	

**Provider's geographic area of service is** (mark one):

Inside the TriMet Service District	
Outside the TriMet Service District	
Both Inside and Outside of the TriMet Service District	<b>XX</b>

**Geographic area to be served** (please indicate the geographic features that define your service area such as streets, rivers or jurisdictional boundaries):

North Boundary	
East Boundary	
South Boundary	
West Boundary	
Other General Geographic Area (ex Canby School District)	<p><b>Hoodland</b> - Welches School District  <b>Milwaukie</b> - Happy Valley and Rock Creek areas of North Clackamas County  <b>Molalla</b> - Molalla River School District  <b>Sandy</b> - Oregon Trail School District, exclusive of Hoodland, and historically under-served areas in the Gresham/Barlow School District that are within Clackamas County</p>

**Days and Hours of Operation:**

<b>Days</b>	<b>Hours - Hoodland</b>	<b>Hours - Milwaukie</b>	<b>Hours - Molalla</b>	<b>Hours - Sandy</b>
Monday	9:00A-4:00P	8:30A-4:30P	9:00A-4:30P	6:30A-5:30P
Tuesday	9:00A-4:00P	8:30A-4:30P	9:00A-4:30P	6:30A-5:30P
Wednesday	9:00A-4:00P	8:30A-4:30P	9:00A-4:30P	6:30A-5:30P
Thursday	9:00A-4:00P	8:30A-4:30P	9:00A-4:30P	6:30A-5:30P
Friday	Closed	8:30A-4:30P	9:00A-4:30P	6:30A-5:30P
Saturday	Closed	Closed	Closed	Closed
Sunday	Closed	Closed	Closed	Closed

**II. Funding Proposal**

**Project Title:** Expanded Service- Hoodland, Milwaukie, Molalla and Sandy

**Start Date:** July 1, 2014

**Total Transportation Program Cost:** \$600,222

**STF Grant Request:** \$253,468

**Amount of other funds leveraged to support the total transportation program:** (list county contributions, STF Discretionary funds, donations, other):

**Biennial Figures**

<b>Contribution/Source</b>	<b>Number of Units/Hours</b>	<b>Amount</b>	<b>% of Program Funding</b>
<b>In-Kind Volunteer Dr. Hours</b>	<b>600 hrs</b>	<b>\$11,958</b>	<b>1.95%</b>
<b>In-Kind Volunteer Escort Hours</b>	<b>128 hrs</b>	<b>\$2,551</b>	<b>0.41%</b>
<b>OAA III-B Transportation</b>	<b>7,837</b>	<b>\$40,136</b>	<b>6.53%</b>
<b>T-19 Non-Medical</b>	<b>4,343</b>	<b>\$60,800</b>	<b>9.89%</b>
<b>In District - Base</b>	<b>7,972</b>	<b>\$59,790</b>	<b>9.73%</b>
<b>Out of Dist. - Base</b>	<b>11,081</b>	<b>\$88,648</b>	<b>14.42%</b>
<b>Rider Donations</b>	<b>10,966</b>	<b>\$21,933</b>	<b>3.57%</b>
<b>Sr. Ctr. Agency Other</b>	<b>5,600</b>	<b>\$42,000</b>	<b>6.83%</b>
<b>STO Formula Grant</b>		<b>\$33,447</b>	<b>5.44%</b>
<b>STF Grant Request</b>		<b>\$253,468</b>	<b>41.23%</b>

**STF Formula Project Type Category (mark one):**

Direct Service	<b>XX</b>
Mobility Management/Coordination	
Both Direct Service and Mobility Management/Coordination	

## **Program Description** (limit 900 words)

Describe services or capital investment to be provided by STF funding. Please include a description of the following:

- **Who do you serve**

These STF grant funds provide funding for rides to the seniors and adults with disabilities who reside in the historically un-served and targeted areas indicated on page 2 under Geographic Service Area. Riders do not have to be a client of either the Senior Center or the Clackamas County Social Services Division. The only requirement is that they need transportation and that the ride originates within the designated service area. Rides provided are for medical appointments, personal business and grocery shopping in the metro area. Medical appointments include life sustaining medical treatment such as chemotherapy, kidney dialysis and other treatments that require recurring appointments in the metro area. Basing the transportation programs out of the senior center allows people to access services in close proximity to where they live. This program also allows the seniors and adults with disabilities in the service area to remain independent by providing reliable transportation to complete their personal, medical, and business needs; reducing the need for more costly care options.

- **Level of service provided to customers**

All riders receive, at a minimum, door to door service. However, as appropriate, the service offered is door through door. Example: Driver may carry groceries into the residents at the request of the rider.

- **Operational activities; how customers request and receive rides, including scheduling and dispatching**

Riders call the Senior Center in their community to schedule a ride. Center staff reviews the scheduled rides and coordinate the ride request to be filled as either a group ride on the center mini bus, a Privately Owned Vehicle (POV) ride by a volunteer or a contracted taxi ride. The type of service/ride provided is the ride that is appropriate to best meet the needs of the client in the most cost effective manner. Rides are scheduled by the center staff and ride requests are coordinated with other available transportation services as appropriate.

- Describe if volunteers are utilized to provide service and how this occur (is the volunteer program supported with STF or other funds? Do you provide mileage reimbursement to volunteers using their own vehicles?)

The Hoodland Senior Center occasionally uses non-TRP program volunteer drivers to transport individual riders when a group ride is not feasible and the center operated mini bus is in use for the provision of other group rides. Volunteer drivers are reimbursed for mileage when providing transportation in their own vehicle. These volunteer drivers are screened and trained per the Ride Connection Operations Manual guidelines. No volunteer drivers are used by the other Centers.

The Milwaukie Center uses limited volunteer time to provide escort service on recreation or shopping trips and for limited administrative work at the Center.

- How the service is marketed.

Transportation services offered by the Senior Centers are not marketed in the traditional sense that a taxi service or grocery store markets. The transportation services offered by the Centers are predominately marketed through each center's newsletter as well as the local community newspapers.

Information about transportation services is regularly distributed to the State Dept of Human Services, Adults & People with Disabilities offices and local medical clinics/businesses in the area so that they are up-to-date on services available to their clients/patrons.

**Do your program activities preserve existing service and/or provide new service?** (describe how the project preserves existing service or provides new or expanded service) (limit 200 words)

Funding is requested to continue the transportation program begun in FY 2000-01 with STF funds. The program provides transportation to the seniors and adults with disabilities who reside in the historically underserved areas of Clackamas County including Hoodland, etc. These areas have limited public transportation and many who use the service live outside of the service area for their local public transit provider. The demand for service has grown each year and outpaces current available funding. Continuation of this funding is essential to maintaining the current level of service in the underserved Clackamas County areas.

**Do you coordinate between providers to avoid duplication?** (describe what level of coordination between partners is done and how duplication is avoided) (limit 200 words)

Each center coordinates with other transportation providers as follows:

- All Centers are members of the Clackamas County Transportation Consortium which coordinates with transit districts, transportation advocates, senior centers and other transportation providers as the local planning subcommittee on Clackamas County seniors and senior transportation issues and coordinates the implementation of the seniors and disabled transportation plan.
- Coordinates with TRP and non-TRP volunteers to meet the personal timelines and additional attention that senior riders require and appreciate.
- Works with families and friends of cancer patients to help fill the transportation gaps when cancer treatment is needed 3-5 days a week.
- Ask riders to coordinate appointments for ride share whenever possible.
- Coordinates with any available transit partner together to bundle rides, coordinate appointments with medical service providers and work together to find the most cost-effective ride that meets the individual's transportation needs
- Provides services in areas where no other community-based service provider is offering these services other than the County's TRP program which coordinates with the Centers.

**Is your program cost- effective?** (describe average cost per ride, cost per mile and cost per hour) (limit 200 words)

These transportation programs provide cost effective transportation to the seniors and adults with disabilities in Clackamas County where there are limited public transportation options. These clients, many of whom qualify would for paratransit if it were available, are provided transportation as a group ride as frequently as possible since there is no extra charge for an additional passenger going to the same destination. This, in turn, can reduce or eliminate the client's need for more costly paratransit. Also, as rides are grouped as often as possible, this provides not only a more cost effective mode of transportation but also socialization to persons who may otherwise be socially isolated.

In FY12/13 the average cost per ride via cab was \$41.65 and average cost per ride via Center van was \$16.39. The average mileage for a one-way ride was 20.38 miles by cab and 3.713 by Center van. The rides under this funding source via cab were primarily for medical appointments and life-sustaining

medical treatments when no other transportation option was available to the rider.

**Does your program address one or more of the strategy recommendations in the Tri-County Elderly and Disabled Transportation Plan (EDTP) or improves service coverage as recommended in the EDTP? (describe activities) (limit 200 words)**

The EDTP's vision clearly states that transportation investments should provide "full range of options for elders and people with disabilities," and programs should "strive for continual improvement of services through coordination..."

The STF transportation provided by the Senior Centers provides transportation to the historically under-served areas of the County. Rides are provided for life sustaining medical and medical appointments, grocery shopping, nutrition and personal business via the center operated mini bus or contract taxi services as appropriate. There is limited public transportation in the service areas.

The program addresses the guiding tenets of the EDTP in the following ways:

Guiding Tenet 1 addresses the need for coordination. The Senior Center STF services are coordinated with other transportation services as previously identified. Center staff work with persons needing transportation services to access the most appropriate, low-cost, service available.

Guiding Tenet 2 calls for innovation to increase options. The Senior Centers provide transportation to otherwise under-served seniors and people with disabilities.



### III. Budget and Ridership Information

#### A. Budget Information

-- **Ride Connection Organizations**, complete Form A Measurables and Form B2 Condensed Budget Information below and the detailed electronic budget worksheet provided by Ride Connection.

**Ride Connection Organizations only:**

#### Form A. Measurables

Ride Data	Estimated FY14*		FY15 (projected)**		FY 16 (projected)**	
	STF Formula	Program Total	STF Formula	Program Total	STF Formula	Program Total
One way rides	6,096	25,350	6,527	25,165	6,527	25,165
Total miles	32,667	80,274	34,878	80,528	34,878	80,528
<i>Miles per trip</i>	5.36	3.17	5.35	3.2	5.35	3.2
Total paid driver hours	1,954.25	5,110.25	1975	5010	1975	5010
Total volunteer driver hours	467.25	914.25	460	910	460	910
Cost per trip	\$19.56	\$10.74	\$22.27	\$12.74	\$22.27	\$12.74
Number of individuals served	85	420	85	420	85	420

\*Based on first four months of data for fiscal year ending 6/30/14.

\*\* Data is not tracked separately from the STF Formula Data. Measurables are a reflection of the combined STF & STO funding.

**Staffing data:** (please identify positions supported with STF Formula funds and the amount of FTE per position)

Position	Estimated FY14	FY15 (projected)	FY 16 (projected)
Not Applicable			

**Form B2. Condensed Budget Information – Biennial Budget**

<b>ESTIMATED STF FORMULA PROJECT COST</b>		<b>Amount</b>	<b>% of total STF</b>
1.	<b>Project Administration Expense</b>		
2.	Personal services (wages and benefits)		
3.	Facility (rent, janitorial, utilities, etc.)		
4.	Professional services*		
5.	Insurance, services and supplies (IT, travel, office expense, telecommunications, etc.)		
6.	Other (list):		
	Item -		
7.	Item -		
8.	Item -		
9.	<b>Operations Expense***</b>		
10.	Transportation Services Contract - Hoodland	\$60,004	23.67%
11.	Transportation Services Contract – Milwaukie	\$56,688	22.37%
12.	Transportation Services Contract - Molalla	\$66,268	26.14%
13.	Transportation Services Contract - Sandy	\$70,508	27.85%
14.	<b>Preventative Maintenance Expense</b>		
15.	Item -		
16.	Item -		
<b>Grand Total:</b>		<b>\$253,468</b>	<b>100.0%</b>

\*For amounts over \$5000, please provide an explanation of services rendered. Limit 300 words.

\*\*\* The Operation Expenses reflected in this budget are based on the projected funds to be contracted to the four Community Centers as reimbursement funding on a per ride rate for transportation services.

*Tri-County Area*

# **APPLICATION**

***Special Transportation Formula (STF)  
for the FY14 + FY15 fiscal years***

Clackamas County Transportation Consortium  
STO Services For:  
Hoodland Senior Center  
NCPR – Milwaukie Center  
Molalla Adult Community Center  
Sandy Senior & Community Center



<b>FY14 + FY15 STF FORMULA GRANT APPLICATION</b>
--

**I. Organization's Information**

**Name of Organization:** Clackamas County Social Services Division  
 Clackamas County Transportation Consortium

**Contact Person:** Teresa Christopherson

**Address:**

PO Box 2950  
 Oregon City, OR 97045

**Telephone:** 503-650-5718

**E-Mail:** [teresachr@clackamas.us](mailto:teresachr@clackamas.us)

**FAX:** 503-655-8889

**Type of Organization (mark one):**

Public Entity	<b>XX</b>
Private non-profit	

**Provider's geographic area of service is (mark one):**

Inside the TriMet Service District	
Outside the TriMet Service District	
Both Inside and Outside of the TriMet Service District	<b>XX</b>

**Geographic area to be served** (please indicate the geographic features that define your service area such as streets, rivers or jurisdictional boundaries):

North Boundary	
East Boundary	
South Boundary	
West Boundary	
Other General Geographic Area (ex Canby School District)	<b>Hoodland</b> - Welches School District <b>Milwaukie</b> - Happy Valley and Rock Creek areas of North Clackamas County <b>Molalla</b> - Molalla River School District <b>Sandy</b> - Oregon Trail School District, exclusive of Hoodland, and historically under-served areas in the Gresham/Barlow School District that are within Clackamas County

**Days and Hours of Operation:**

<b>Days</b>	<b>Hours - Hoodland</b>	<b>Hours - Milwaukie</b>	<b>Hours - Molalla</b>	<b>Hours - Sandy</b>
Monday	9:00A-4:00P	8:30A-4:30P	9:00A-4:30P	6:30A-5:30P
Tuesday	9:00A-4:00P	8:30A-4:30P	9:00A-4:30P	6:30A-5:30P
Wednesday	9:00A-4:00P	8:30A-4:30P	9:00A-4:30P	6:30A-5:30P
Thursday	9:00A-4:00P	8:30A-4:30P	9:00A-4:30P	6:30A-5:30P
Friday	Closed	8:30A-4:30P	9:00A-4:30P	6:30A-5:30P
Saturday	Closed	Closed	Closed	Closed
Sunday	Closed	Closed	Closed	Closed

## II. Funding Proposal

**Project Title:** Expanded Service- Hoodland, Milwaukie, Molalla and Sandy

**Start Date:** July 1, 2014

**Total Transportation Program Cost:** \$600,222

**STO Grant Request:** \$33,447

**Amount of other funds leveraged to support the total transportation program:** (list county contributions, STF Discretionary funds, donations, other):

### Biennial Figures

Contribution/Source	Number of Units/Hours	Amount	% of Program Funding
In-Kind Volunteer Dr. Hours	600 hrs	\$11,958	1.95%
In-Kind Volunteer Escort Hours	128 hrs	\$2,551	0.41%
OAA III-B Transportation	7,837	\$40,136	6.53%
T-19 Non-Medical	4,343	\$60,800	9.89%
In District - Base	7,972	\$59,790	9.73%
Out of Dist. - Base	11,081	\$88,648	14.42%
Rider Donations	10,966	\$21,933	3.57%
Sr. Ctr. Agency Other	5,600	\$42,000	6.83%
STF Formula Grant		\$253,468	41.23%
STO Grant Request		\$33,447	5.44%

### STF Formula Project Type Category (mark one):

Direct Service	XX
Mobility Management/Coordination	
Both Direct Service and Mobility Management/Coordination	

## **Program Description (limit 900 words)**

Describe services or capital investment to be provided by STF funding. Please include a description of the following:

- Who do you serve

These STF grant funds provide funding for rides to the seniors and adults with disabilities who reside in the historically un-served and targeted areas indicated on page 2 under Geographic Service Area. Riders do not have to be a client of either the Senior Center or the Clackamas County Social Services Division. The only requirement is that they need transportation and that the ride originates within the designated service area. Rides provided are for medical appointments, personal business and grocery shopping in the metro area. Medical appointments include life sustaining medical treatment such as chemotherapy, kidney dialysis and other treatments that require recurring appointments in the metro area. Basing the transportation programs out of the senior center allows people to access services in close proximity to where they live. This program also allows the seniors and adults with disabilities in the service area to remain independent by providing reliable transportation to complete their personal, medical, and business needs; reducing the need for more costly care options.

- Level of service provided to customers

All riders receive, at a minimum, door to door service. However, as appropriate, the service offered is door through door. Example: Driver may carry groceries into the residents at the request of the rider.

- Operational activities; how customers request and receive rides, including scheduling and dispatching

Riders call the Senior Center in their community to schedule a ride. Center staff reviews the scheduled rides and coordinate the ride request to be filled as either a group ride on the center mini bus, a Privately Owned Vehicle (POV) ride by a volunteer or a contracted taxi ride. The type of service/ride provided is the ride that is appropriate to best meet the needs of the client in the most cost effective manner. Rides are scheduled by the center staff and ride requests are coordinated with other available transportation services as appropriate.

- Describe if volunteers are utilized to provide service and how this occur (is the volunteer program supported with STF or other funds? Do you provide mileage reimbursement to volunteers using their own vehicles?)

The Hoodland Senior Center occasionally uses non-TRP program volunteer drivers to transport individual riders when a group ride is not feasible and the center operated mini bus is in use for the provision of other group rides. Volunteer drivers are reimbursed for mileage when providing transportation in their own vehicle. These volunteer drivers are screened and trained per the Ride Connection Operations Manual guidelines. No volunteer drivers are used by the other Centers.

The Milwaukie Center uses limited volunteer time to provide escort service on recreation or shopping trips and for limited administrative work at the Center.

- How the service is marketed.

Transportation services offered by the Senior Centers are not marketed in the traditional sense that a taxi service or grocery store markets. The transportation services offered by the Centers are predominately marketed through each center's newsletter. Periodically there are articles about this service written up in the community newspapers as well. Information about transportation services is also provided to the State Dept of Human Services, Adults & People with Disabilities offices and local medical clinics/businesses in the area so that they are up-to-date on services available to their clients/patrons.

**Do your program activities preserve existing service and/or provide new service?** (describe how the project preserves existing service or provides new or expanded service) (limit 200 words)

This funding is requested to continue the STO funding that began in FY 2009-10 as well as a 3% CPI to the STF Formula funds for FY14/15 and FY15/16. These funds will allow the Clackamas Consortium partners to continue transportation services at the current level. As per the STF Formula application the program provides transportation to the seniors and adults with disabilities who reside in the historically underserved areas of Clackamas County including Hoodland, etc. These areas have limited public transportation and many who use the service live outside of the service area for their local public transit provider. The demand for service has grown each year and outpaces current available funding. Continuation of this funding is essential to maintaining the current level of service in the underserved Clackamas County areas.



**Do you coordinate between providers to avoid duplication?** (describe what level of coordination between partners is done and how duplication is avoided) (limit 200 words)

Each center coordinates with other transportation providers as follows:

- All Centers are members of the Clackamas County Transportation Consortium which coordinates with transit districts, transportation advocates, senior centers and other transportation providers as the local planning subcommittee on Clackamas County seniors and senior transportation issues and coordinates the implementation of the seniors and disabled transportation plan.
- Coordinates with TRP and non-TRP volunteers to meet the personal timelines and additional attention that senior riders require and appreciate.
- Works with families and friends of cancer patients to help fill the transportation gaps when cancer treatment is needed 3-5 days a week.
- Ask riders to coordinate appointments for ride share whenever possible.
- Coordinates with any available transit partner together to bundle rides, coordinate appointments with medical service providers and work together to find the most cost-effective ride that meets the individual's transportation needs
- Provides services in areas where no other community-based service provider is offering these services other than the County's TRP program which coordinates with the Centers.

**Is your program cost- effective?** (describe average cost per ride, cost per mile and cost per hour) (limit 200 words)

These transportation programs provide cost effective transportation to the seniors and adults with disabilities in Clackamas County where there are limited public transportation options. These clients, many of whom qualify would for paratransit if it were available, are provided transportation as a group ride as frequently as possible since there is no extra charge for an additional passenger going to the same destination. This, in turn, can reduce or eliminate the client's need for more costly paratransit. Also, as rides are grouped as often as possible, this provides not only a more cost effective mode of transportation but also socialization to persons who may otherwise be socially isolated.

In FY12/13 the average cost per ride via cab was \$41.65 and average cost per ride via Center van was \$16.39. The average mileage for a one-way ride was 20.38 miles by cab and 3.713 by Center van. The rides under this funding

source via cab were primarily for medical appointments and life-sustaining medical treatments when no other transportation option was available to the rider.

**Does your program address one or more of the strategy recommendations in the Tri-County Elderly and Disabled Transportation Plan (EDTP) or improves service coverage as recommended in the EDTP? (describe activities) (limit 200 words)**

The EDTP's vision clearly states that transportation investments should provide "full range of options for elders and people with disabilities," and programs should "strive for continual improvement of services through coordination..."

The STF transportation provided by the Senior Centers provides transportation to the historically under-served areas of the County. Rides are provided for life sustaining medical and medical appointments, grocery shopping, nutrition and personal business via the center operated mini bus or contract taxi services as appropriate. There is limited public transportation in the service areas.

The program addresses the guiding tenets of the EDTP in the following ways:

Guiding Tenet 1 addresses the need for coordination. The Senior Center STF services are coordinated with other transportation services as previously identified. Center staff work with persons needing transportation services to access the most appropriate, low-cost, service available.

Guiding Tenet 2 calls for innovation to increase options. The Senior Centers provide transportation to otherwise under-served seniors and people with disabilities.

### III. Budget and Ridership Information

#### A. Budget Information

-- **Ride Connection Organizations**, complete Form A Measurables and Form B2 Condensed Budget Information below and the detailed electronic budget worksheet provided by Ride Connection.

#### Ride Connection Organizations only: Form A. Measurables

Ride Data	Estimated FY14*		FY15 (projected)**		FY 16 (projected)**	
	STF Formula	Program Total	STF Formula	Program Total	STF Formula	Program Total
One way rides	6,096	25,350	6,527	25,165	6,527	25,165
Total miles	32,667	80,274	34,878	80,528	34,878	80,528
<i>Miles per trip</i>	5.36	3.17	5.35	3.2	5.35	3.2
Total paid driver hours	1,954.25	5,110.25	1975	5010	1975	5010
Total volunteer driver hours	467.25	914.25	460	910	460	910
Cost per trip	\$19.56	\$10.74	\$22.27	\$12.74	\$22.27	\$12.74
Number of individuals served	85	420	85	420	85	420

\*Based on first four months of data for fiscal year ending 6/30/14.

\*\* Data is not tracked separately from the STO Data. Measurables are a reflection of the combined STF & STO funding.

**Staffing data:** (please identify positions supported with STF Formula funds and the amount of FTE per position)

Position	Estimated FY14	FY15 (projected)	FY 16 (projected)
Not Applicable			

**Form B2. Condensed Budget Information – Biennial Budget**

<b>ESTIMATED STF FORMULA PROJECT COST</b>		<b>Amount</b>	<b>% of total STF</b>
1.	<b>Project Administration Expense</b>		
2.	Personal services (wages and benefits)		
3.	Facility (rent, janitorial, utilities, etc.)		
4.	Professional services*		
5.	Insurance, services and supplies (IT, travel, office expense, telecommunications, etc.)		
6.	Other (list):		
	Item -		
7.	Item -		
8.	Item -		
9.	<b>Operations Expense***</b>		
10.	Transportation Services Contract - Hoodland	7,918	23.67%
11.	Transportation Services Contract – Milwaukie	7,480	22.36%
12.	Transportation Services Contract - Molalla	8,745	26.14%
	Transportation Services Contract - Sandy	9,304	27.82%
13.	<b>Preventative Maintenance Expense</b>		
14.	Item -		
15.	Item -		
<b>Grand Total:</b>		<b>33,447</b>	<b>100.0%</b>

\*For amounts over \$5000, please provide an explanation of services rendered. Limit 300 words.

\*\*\* The Operation Expenses reflected in this budget are based on the projected funds to be contracted to the four Community Centers as reimbursement funding on a per ride rate for transportation services.

*Tri-County Area*

# **APPLICATION**

*Special Transportation Formula (STF)  
for the FY14 + FY15 fiscal years*

Clackamas County Transportation Consortium  
STF - Transportation Reaching People Van Service



<b>FY14 + FY15 STF FORMULA GRANT APPLICATION</b>
--

**I. Organization's Information**

**Name of Organization:** Clackamas County Social Services Division  
Clackamas County Transportation Consortium

**Contact Person:** Teresa Christopherson

**Address:**

PO Box 2950  
Oregon City, OR 97045

**Telephone:** 503-650-5718

**E-Mail:** [teresachr@co.clackamas.or.us](mailto:teresachr@co.clackamas.or.us)

**FAX:** 503-655-8889

**Type of Organization (mark one):**

Public Entity	<b>XX</b>
Private non-profit	

**Provider's geographic area of service is (mark one):**

Inside the TriMet Service District	
Outside the TriMet Service District	
Both Inside and Outside of the TriMet Service District	<b>XX</b>

**Geographic area to be served (please indicate the geographic features that define your service area such as streets, rivers or jurisdictional boundaries):**

North Boundary	
East Boundary	
South Boundary	
West Boundary	
Other General Geographic Area (ex Canby School District)	All of Clackamas County

*Optional* – please provide a map of your service area as a separate, single page, letter sized attachment.

**Days and Hours of Operation: - Scheduling**

<b>Days</b>	<b>Hours</b>
Monday	7:00 am and 6:00 pm.
Tuesday	7:00 am and 6:00 pm.
Wednesday	7:00 am and 6:00 pm.
Thursday	7:00 am and 6:00 pm.
Friday	Closed
Saturday	Closed
Sunday	Closed
Please list any planned periods of service closure greater than 3 days. (ex. Closed the last week of December)	

**Days and Hours of Operation: - Service**

<b>Days</b>	<b>Hours</b>
Monday	8:00 am and 5:00 pm.
Tuesday	8:00 am and 5:00 pm.
Wednesday	8:00 am and 5:00 pm.
Thursday	8:00 am and 5:00 pm.
Friday	8:00 am and 5:00 pm.
Saturday	Closed
Sunday	Closed
Please list any planned periods of service closure greater than 3 days. (ex. Closed the last week of December)	

## II. Funding Proposal

**Project Title:** STF Transportation Reaching People (TRP)  
Van Service

**Start Date:** July 1, 2014

**Total Transportation Program Cost:** \$218,255

**STF Grant Request:** \$176,980

**Amount of other funds leveraged to support the total transportation program:** (list county contributions, STF Discretionary funds, donations, other):

<b>Contribution/Source</b>	<b>Number of Units/Hours</b>	<b>Amount</b>	<b>% of Program Funding</b>
Rider Donations		7,000	3.21%
Vehicle Maintenance Grant		10,920	5.00%
STO Grant Funds		23,355	10.70%
<b>STF Grant Request</b>		<b>176,980</b>	<b>81.09%</b>

**STF Formula Project Type Category** (mark one):

Direct Service	<b>XX</b>
Mobility Management/Coordination	
Both Direct Service and Mobility Management/Coordination	

**Program Description** (limit 900 words)

Describe services or capital investment to be provided by STF funding. Please include a description of the following:

- Who do you serve

This grant provides funding for transportation to seniors and adults with disabilities living in Clackamas County with limited access to transportation. Riders do not have to be a client of either a Senior Center or the Clackamas County Social Services Division. The only requirement is that they need transportation and that the ride



originates within the Clackamas County service area. Basing access to the transportation programs out of senior centers allows people to access services in close proximity to where they live.

This program also allows the seniors and adults with disabilities in Clackamas County to remain independent by providing reliable transportation to complete their medical, and personal business needs; reducing the need for more costly care options.

- Level of service provided to customers

These TRP rides are provided using two wheelchair accessible vans and utilize paid drivers. This grant provides funding specific to the operation of this portion of the of TRP transportation services program. All riders receive Door to Door service. Clients with additional mobility needs are encouraged to have a Personal Attendant ride with them.

A Driver may occasionally assist a rider with carrying groceries into the residents. However, this is the exception not the norm.

- Operational activities; how customers request and receive rides, including scheduling and dispatching

TRP staff schedule rides and coordinate ride requests with other Consortium members and public transit providers in order to assure that the most appropriate, least expensive transportation options is used. Dispatch/scheduling services are provided Monday through Thursday from 7:00AM to 6:00 PM. Rides are provided Monday through Friday from 8:00AM to 5:00 PM.

- Describe if volunteers are utilized to provide service and how this occur (is the volunteer program supported with STF or other funds? Do you provide mileage reimbursement to volunteers using their own vehicles?)

At this time no volunteer drivers are utilized to provide services under this portion of the TRP transportation services program. Currently, volunteer drivers are only used under the Volunteer Transportation Program portion in which volunteers provide rides in their own vehicle. As part of TRP's ongoing commitment to transportation services the option of finding volunteers to operate our lift equipped vehicles will be explored.

- How the service is marketed.

Transportation services are not marketed in the traditional sense that a taxi service or grocery store markets. The transportation services offered by TRP and the Community Centers are predominately marketed through in the Center's newsletters. Centers periodically have articles about their services written up in the community newspapers as well.

Information about the service is also regularly distributed to the State Dept of Human Services, Adults & People with Disabilities offices, local medical clinics/businesses, and independent senior living services in the area so that they are up-to-date on services available to their clients/patrons.

**Do your program activities preserve existing service and/or provide new service?** (describe how the project preserves existing service or provides new or expanded service) (limit 200 words)

TRP requests funding to maintain STF funded services that began in FY 2000-2001. The programs provide transportation services to seniors and adults with disabilities who reside in Clackamas County and whose transportation needs are not currently being met by other Clackamas County Transportation Consortium members or public transit services in the county. In addition to transportation to locations within the County, rides are also provided to medical facilities within the Portland metropolitan area.

While this programs prioritizes medical rides; additional ride purposes include personal business, and shopping/nutrition as capacity allows for the additional rides.

Included under the personal business and shopping/nutrition purpose are rides to the two Community Food Basket sites in Clackamas County and transportation services to clients of Community Health's Behavioral Health program. Riders are taken to and from Food Basket sites in Milwaukie and Oregon City. This service does not duplicate existing services by LIFT, the Milwaukie Center, or the Oregon City Pioneer Center. The service for Community Health clients helps to fill the gaps for those who don't qualify for other transportation programs

**Do you coordinate between providers to avoid duplication?**

(describe what level of coordination between partners is done and how duplication is avoided) (limit 200 words)

TRP coordinates E&D transportation with the ten senior centers throughout Clackamas County, Transit Districts in Sandy, Molalla, Canby, and Wilsonville, and with TriMet. TRP also coordinates rides with Ride Connection, Clackamas County Housing Authority, and Adult & People with Disabilities offices, medical offices, local clinics and hospitals as well as OHSU and VA discharge planners, State Vocational Rehabilitation, State DHS programs, Clackamas Community Solutions, and other Social Service units.

Transportation is coordinated with the transit districts and senior centers through referrals and ride scheduling. TRP provides riders with information about transit services in their local communities.

TRP also continues its collaboration with other transit providers through its position as a continuing member of the Clackamas County Transportation Consortium. Members of the Consortium have worked together since 1992 to fill gaps in transportation services for the seniors and adults with disabilities. The Consortium currently includes 25 agencies including community-based transportation providers, advocates, consumers and five transit agencies. With the completion of the Regional E&D Transportation Plan, the Consortium was designated as the local coordinating council on transportation for Clackamas County.

**Is your program cost-effective?** (describe average cost per ride, cost per mile and cost per hour) (limit 200 words)

This transportation program provides cost effective transportation to the seniors and adults with disabilities in Clackamas County. These clients, many of whom qualify would for paratransit programs if available, are provided transportation as either group or individual rides on mini buses. This, in turn, can reduce or eliminate the clients' need for more costly paratransit or taxi service. Because rides are grouped as often as possible, this provides a more cost effective mode of transportation and provides a means of socialization to persons who may otherwise be socially isolated.

In FY12/13 the average cost per ride for this program was \$19.78 per ride with the average ride traveling 8.7 miles.

Donations for rides are suggested but no one is denied a ride if they are unable to donate. Funds that are donated are used to help offset the transportation program costs.

**Does your program address one or more of the strategy recommendations in the Tri-County Elderly and Disabled Transportation Plan (EDTP) or improves service coverage as recommended in the EDTP? (describe activities) (limit 200 words)**

The STF transportation provided by TRP provides transportation in the historically underserved Clackamas County area for seniors and adults with disabilities. Rides are provided five days per week for life sustaining medical and medical appointments, self-sufficiency education, grocery shopping, nutrition and personal business.

The project also addresses the Guiding Tenets of the EDTP in the following ways:

Guiding Tenet 1 addresses coordination of services. The TRP STF service is coordinated with other transportation services providers in the region. In addition TRP staff work with persons needing transportation services to access the most appropriate, low-cost, service.

Guiding Tenet 2 addresses increasing options for transportation. As previously outlined, the STF transportation provided by TRP serves persons in hard to serve and unserved areas of the county and provides specialized service to medically fragile persons who are not able to use TriMet LIFT or other paratransit services. The majority of rides are for life-sustaining medical trips followed by personal business and shopping. TRP also provides transportation for low-income seniors and adults with disabilities to food distribution locations.

### III. Budget and Ridership Information

#### A. Budget Information

-- **Ride Connection Organizations**, complete Form A Measurables and Form B2 Condensed Budget Information below and the detailed electronic budget worksheet provided by Ride Connection.

#### Ride Connection Organizations only: Form A. Measurables

Ride Data	Estimated FY14		FY15 (projected)		FY 16 (projected)	
	STF Formula	Program Total	STF * Formula	Program Total	STF * Formula	Program Total
One way rides	4,400	4,400	4,500	4,500	4,500	4,500
Total miles	50,600	50,600	54,000	54,000	54,000	54,000
<i>Miles per trip</i>	11.5	11.5	12.0	12.0	12.0	12.0
Total paid driver hours	3,260	3,260	3,300	3,800	3,300	3,800
Total volunteer driver hours	0	0	0	0	0	0
Cost per trip	\$21.70	\$21.70	\$20.22	\$22.21	\$20.22	\$22.81
Number of individuals served	200	200	200	200	200	200

\* Data is not tracked separately from the STO Data. Measurables are a reflection of the combined STF & STO funding

**Staffing data:** (please identify positions supported with STF Formula funds and the amount of FTE per position)

Position	Estimated FY14	FY15 (projected)	FY 16 (projected)
<i>Example: Driver</i>	1.25	1	1
Drivers *	1.99	1.99	1.99

\* Reflection of the combined STF & STO funding.

**Form B2. Condensed Budget Information – Biennial Budget**

	<b>ESTIMATED STF FORMULA PROJECT COST</b>	Amount	% of total STF
1.	<b>Project administration expense</b>		
2.	Personal services (wages and benefits)		
3.	Facility (rent, janitorial, utilities, etc.)		
4.	Professional services*		
5.	Insurance, services and supplies (IT, travel, office expense, telecommunications, etc.)		
6.	Other (list): Item -		
7.	Item -		
8.	Item – County Indirect Costs	5,885	3.33%
9.	<b>Operations expense</b>		
10.	Item – Driver Staffing Costs	142,021	80.25%
11.	Item – Fuel	21,360	12.07%
12.	Item – Vehicle Insurance	6,699	3.79%
13.	<b>Preventative Maintenance expense</b>		
14.	Item – Match for PM Funded w/RC Contract	1,015	0.57%
15.	Item –		
	<b>Grand Total:</b>	176,980	100%

\*For amounts over \$5000, please provide an explanation of services rendered. Limit 300 words.

*Tri-County Area*

# **APPLICATION**

*Special Transportation Formula (STF)  
for the FY14 + FY15 fiscal years*

Clackamas County Transportation Consortium  
STO - Transportation Reaching People Van Service



<b>FY14 + FY15 STF FORMULA GRANT APPLICATION</b>
--

**I. Organization's Information**

**Name of Organization:** Clackamas County Social Services Division  
Clackamas County Transportation Consortium

**Contact Person:** Teresa Christopherson

**Address:**

PO Box 2950  
Oregon City, OR 97045

**Telephone:** 503-650-5718

**E-Mail:** [teresachr@co.clackamas.or.us](mailto:teresachr@co.clackamas.or.us)

**FAX:** 503-655-8889

**Type of Organization (mark one):**

Public Entity	<b>XX</b>
Private non-profit	

**Provider's geographic area of service is (mark one):**

Inside the TriMet Service District	
Outside the TriMet Service District	
Both Inside and Outside of the TriMet Service District	<b>XX</b>

**Geographic area to be served (please indicate the geographic features that define your service area such as streets, rivers or jurisdictional boundaries):**

North Boundary	
East Boundary	
South Boundary	
West Boundary	
Other General Geographic Area (ex Canby School District)	All of Clackamas County

*Optional* – please provide a map of your service area as a separate, single page, letter sized attachment.



**Days and Hours of Operation: - Scheduling**

<b>Days</b>	<b>Hours</b>
Monday	7:00 am and 6:00 pm.
Tuesday	7:00 am and 6:00 pm.
Wednesday	7:00 am and 6:00 pm.
Thursday	7:00 am and 6:00 pm.
Friday	Closed
Saturday	Closed
Sunday	Closed
Please list any planned periods of service closure greater than 3 days. (ex. Closed the last week of December)	

**Days and Hours of Operation: - Service**

<b>Days</b>	<b>Hours</b>
Monday	8:00 am and 5:00 pm.
Tuesday	8:00 am and 5:00 pm.
Wednesday	8:00 am and 5:00 pm.
Thursday	8:00 am and 5:00 pm.
Friday	8:00 am and 5:00 pm.
Saturday	Closed
Sunday	Closed
Please list any planned periods of service closure greater than 3 days. (ex. Closed the last week of December)	

## II. Funding Proposal

**Project Title:** STF Transportation Reaching People (TRP)  
Van Service

**Start Date:** July 1, 2014

**Total Transportation Program Cost:** \$218,255

**STO Grant Request:** \$23,355

**Amount of other funds leveraged to support the total transportation program:** (list county contributions, STF Discretionary funds, donations, other):

Contribution/Source	Number of Units/Hours	Amount	% of Program Funding
Rider Donations		7,000	3.21%
Vehicle Maintenance Grant		10,920	5.00%
STF Formula Grant		176,980	81.09%
<b>STO Grant Request</b>		<b>23,355</b>	<b>10.70%</b>

**STF Formula Project Type Category (mark one):**

Direct Service	XX
Mobility Management/Coordination	
Both Direct Service and Mobility Management/Coordination	

**Program Description (limit 900 words)**

Describe services or capital investment to be provided by STF funding. Please include a description of the following:

- Who do you serve

This grant provides funding for transportation to seniors and adults with disabilities living in Clackamas County with limited access to transportation. Riders do not have to be a client of either a Senior Center or the Clackamas County Social Services Division. The

only requirement is that they need transportation and that the ride originates within the Clackamas County service area. Basing access to the transportation programs out of senior centers allows people to access services in close proximity to where they live.

This program also allows the seniors and adults with disabilities in Clackamas County to remain independent by providing reliable transportation to complete their medical, and personal business needs; reducing the need for more costly care options.

- Level of service provided to customers

These TRP rides are provided using two wheelchair accessible vans and utilize paid drivers. This grant provides funding specific to the operation of this portion of the of TRP transportation services program. All riders receive Door to Door service. Clients with additional mobility needs are encouraged to have a Personal Attendant ride with them.

A Driver may occasionally assist a rider with carrying groceries into the residents. However, this is the exception not the norm.

- Operational activities; how customers request and receive rides, including scheduling and dispatching

TRP staff schedule rides and coordinate ride requests with other Consortium members and public transit providers in order to assure that the most appropriate, least expensive transportation options is used. Dispatch/scheduling services are provided Monday through Thursday from 7:00AM to 6:00 PM. Rides are provided Monday through Friday from 8:00AM to 5:00 PM.

- Describe if volunteers are utilized to provide service and how this occur (is the volunteer program supported with STF or other funds? Do you provide mileage reimbursement to volunteers using their own vehicles?)

At this time no volunteer drivers are utilized to provide services under this portion of the TRP transportation services program. Currently, volunteer drivers are only used under the Volunteer Transportation Program portion in which volunteers provide rides in their own vehicle. As part of TRP's ongoing commitment to

transportation services the option of finding volunteers to operate our lift equipped vehicles will be explored.

- How the service is marketed.

Transportation services are not marketed in the traditional sense that a taxi service or grocery store markets. The transportation services offered by TRP and the Community Centers are predominately marketed through in the Center's newsletters as well as in the community newspapers in each area.

Information about the service is also regularly distributed to the State Dept of Human Services, Adults & People with Disabilities offices, local medical clinics/businesses, and independent senior living services in the area so that they are up-to-date on services available to their clients/patrons.

**Do your program activities preserve existing service and/or provide new service?** (describe how the project preserves existing service or provides new or expanded service) (limit 200 words)

TRP requests funding to maintain the STO funds that began in FY 2009-10 as well as a 3% CPI to the STF Formula funds for FY14/15 and FY15/16. These funds will allow TRP to continue services at the current levels. The program provide transportation services to seniors and adults with disabilities who reside in Clackamas County and whose transportation needs are not currently being met by other Clackamas County Transportation Consortium members or public transit services in the county.

While this programs prioritizes medical rides to locations throughout the metro region; additional ride purposes include personal business, and shopping/nutrition as capacity allows for the additional rides.

Included under the personal business and shopping/nutrition purpose are rides to the two Community Food Basket sites in Clackamas County and transportation services to clients of Community Health's Behavioral Health program. Riders are taken to and from Food Basket sites in Milwaukie and Oregon City. This service does not duplicate existing services by LIFT, the Milwaukie Center, or the Oregon City Pioneer Center. The service for Community Health clients helps to fill the gaps for those who don't qualify for other transportation programs

**Do you coordinate between providers to avoid duplication?**

(describe what level of coordination between partners is done and how duplication is avoided) (limit 200 words)

TRP coordinates E&D transportation with the ten senior centers throughout Clackamas County, Transit Districts in Sandy, Molalla, Canby, and Wilsonville, and with TriMet. TRP also coordinates rides with Ride Connection, Clackamas County Housing Authority, and Adult & People with Disabilities offices, medical offices, local clinics and hospitals as well as OHSU and VA discharge planners, State Vocational Rehabilitation, State DHS programs, Clackamas Community Solutions, and other Social Service units.

Transportation is coordinated with the transit districts and senior centers through referrals and ride scheduling. TRP provides riders with information about transit services in their local communities.

TRP also continues its collaboration with other transit providers through its position as a continuing member of the Clackamas County Transportation Consortium. Members of the Consortium have worked together since 1992 to fill gaps in transportation services for the seniors and adults with disabilities. The Consortium currently includes 25 agencies including community-based transportation providers, advocates, consumers and five transit agencies. With the completion of the Regional E&D Transportation Plan, the Consortium was designated as the local coordinating council on transportation for Clackamas County.

**Is your program cost-effective?** (describe average cost per ride, cost per mile and cost per hour) (limit 200 words)

This transportation program provides cost effective transportation to the seniors and adults with disabilities in Clackamas County. These clients, many of whom qualify would for paratransit programs if available, are provided transportation as either group or individual rides on mini buses. This, in turn, can reduce or eliminate the clients' need for more costly paratransit or taxi service. Because rides are grouped as often as possible, this provides a more cost effective mode of transportation and provides a means of socialization to persons who may otherwise be socially isolated.

In FY12/13 the average cost per ride for this program was \$19.78 per ride with the average ride traveling 8.7 miles.

Donations for rides are suggested but no one is denied a ride if they are unable to donate. Funds that are donated are used to help offset the transportation program costs.

**Does your program address one or more of the strategy recommendations in the Tri-County Elderly and Disabled Transportation Plan (EDTP) or improves service coverage as recommended in the EDTP? (describe activities) (limit 200 words)**

The STF transportation provided by TRP provides transportation in the historically underserved Clackamas County area for seniors and adults with disabilities. Rides are provided five days per week for life sustaining medical and medical appointments, self-sufficiency education, grocery shopping, nutrition and personal business.

The project also addresses the Guiding Tenets of the EDTP in the following ways:

Guiding Tenet 1 addresses coordination of services. The TRP STF service is coordinated with other transportation services providers in the region. In addition TRP staff work with persons needing transportation services to access the most appropriate, low-cost, service.

Guiding Tenet 2 addresses increasing options for transportation. As previously outlined, the STF transportation provided by TRP serves persons in hard to serve and unserved areas of the county and provides specialized service to medically fragile persons who are not able to use TriMet LIFT or other paratransit services. The majority of rides are for life-sustaining medical trips followed by personal business and shopping. TRP also provides transportation for low-income seniors and adults with disabilities to food distribution locations.

### III. Budget and Ridership Information

#### A. Budget Information

-- **Ride Connection Organizations**, complete Form A Measurables and Form B2 Condensed Budget Information below and the detailed electronic budget worksheet provided by Ride Connection.

#### Ride Connection Organizations only: Form A. Measurables

Ride Data	Estimated FY14		FY15 (projected)		FY 16 (projected)	
	STF Formula	Program Total	STO * Formula	Program Total	STO * Formula	Program Total
One way rides	4,400	4,400	4,500	4,500	4,500	4,500
Total miles	50,600	50,600	54,000	54,000	54,000	54,000
<i>Miles per trip</i>	11.5	11.5	12.0	12.0	12.0	12.0
Total paid driver hours	3,260	3,260	3,300	3,800	3,300	3,800
Total volunteer driver hours	0	0	0	0	0	0
Cost per trip	\$21.70	\$21.70	\$20.22	\$22.21	\$20.22	\$22.81
Number of individuals served	200	200	200	200	200	200

\* Data is not tracked separately from the STF Formula Data. Measurables are a reflection of the combined STF & STO funding

**Staffing data:** (please identify positions supported with STF Formula funds and the amount of FTE per position)

Position	Estimated FY14	FY15 (projected)	FY 16 (projected)
<i>Example: Driver</i>	1.25	1	1
Drivers *	1.99	1.99	1.99

\* Reflection of the combined STF & STO funding.

**Form B2. Condensed Budget Information – Biennial Budget**

	<b>ESTIMATED STF FORMULA PROJECT COST</b>	Amount	% of total STF
1.	<b>Project administration expense</b>		
2.	Personal services (wages and benefits)		
3.	Facility (rent, janitorial, utilities, etc.)		
4.	Professional services*		
5.	Insurance, services and supplies (IT, travel, office expense, telecommunications, etc.)		
6.	Other (list): Item -		
7.	Item -		
8.	Item – County Indirect Costs		
9.	<b>Operations expense</b>		
10.	Item – Driver Staffing Costs	20,355	87.15%
11.	Item – Fuel	3,000	12.85%
12.	Item – Vehicle Insurance		
13.	<b>Preventative Maintenance expense</b>		
14.	Item – Match for PM Funded w/RC Contract		
15.	Item –		
	<b>Grand Total:</b>	23,355	100.0%

\*For amounts over \$5000, please provide an explanation of services rendered. Limit 300 words.



*Tri-County Area*

# **APPLICATION**

*Special Transportation Formula (STF)  
for the FY14 + FY15 fiscal years*

Clackamas County Transportation Consortium  
STO Base Services Application – Sequestration Mitigation



<b>FY14 + FY15 STF FORMULA GRANT APPLICATION</b>
--

**I. Organization's Information**

**Name of Organization:** Clackamas County Social Services Division, Clackamas County Transportation Consortium

**Contact Person:** Teresa Christopherson

**Address:**

PO Box 2950  
Oregon City, OR 97045

**Telephone:** 503-650-5718

**E-Mail:** [teresachr@co.clackamas.or.us](mailto:teresachr@co.clackamas.or.us)

**FAX:** 503-655-8889

**Type of Organization (mark one):**

Public Entity	X
Private non-profit	

**Provider's geographic area of service is (mark one):**

Inside the TriMet Service District	X
Outside the TriMet Service District	X
Both Inside and Outside of the TriMet Service District	

**Geographic area to be served** (please indicate the geographic features that define your service area such as streets, rivers or jurisdictional boundaries):

North Boundary	
East Boundary	
South Boundary	
West Boundary	
Other General Geographic Area (ex Canby School District)	All of Clackamas County

### Days and Hours of Operation: Senior Centers

Days	Hours – Canby, Estacada	Hours - Gladstone	Hours – Hoodland	Hours – Lake Oswego
Monday	9:00A-4:00P	9:00A-4:30P	9:00A-4:00P	8:30A-4:30P
Tuesday	9:00A-4:00P	9:00A-4:30P	9:00A-4:00P	8:30A-4:30P
Wednesday	9:00A-4:00P	9:00A-4:30P	9:00A-4:00P	8:30A-4:30P
Thursday	9:00A-4:00P	9:00A-4:30P	9:00A-4:00P	8:30A-4:30P
Friday	9:00A-4:00P	9:00A-4:30P	Closed	8:30A-4:30P
Saturday	Closed	Closed	Closed	Closed
Sunday	Closed	Closed	Closed	Closed

Days	Hours – Milwaukie	Hours – Molalla	Hours – Pioneer	Hours - Sandy
Monday	8:30A-4:30P	9:00A-4:30P	9:30A-3:30P	6:30A-5:30P
Tuesday	8:30A-4:30P	9:00A-4:30P	9:30A-3:30P	6:30A-5:30P
Wednesday	8:30A-4:30P	9:00A-4:30P	9:30A-3:30P	6:30A-5:30P
Thursday	8:30A-4:30P	9:00A-4:30P	9:30A-3:30P	6:30A-5:30P
Friday	8:30A-4:30P	9:00A-4:30P	9:30A-3:30P	6:30A-5:30P
Saturday	Closed	Closed	Closed	Closed
Sunday	Closed	Closed	Closed	Closed

### Days and Hours of Operation: TRP Scheduling

Days	Hours
Monday - Thursday	7:00 am and 6:00 pm.

### Service

Days	Hours
Monday - Friday	8:00 am and 5:00 pm.

## II. Funding Proposal

**Project Title:** Clackamas County Transportation Consortium-  
Sequestration Restoration

**Start Date:** July 1, 2014

**Total Transportation Program Cost:** \$619,556

**STF Grant Request:** \$19,520

**Amount of other funds leveraged to support the total transportation program:** (list county contributions, STF Discretionary funds, donations, other):

Contribution/Source	Number of Units/Hours	Amount	% of Program Funding
In Kind Volunteer Driver Hours	11,654 hours	\$234,815	27.48%
OAA Title III-B	23,200 Rides	\$163,471	19.13%
T-19 Waivered Non-Medical Transportation	9,800 Rides	\$137,200	16.06%
In District (TriMet)	28,954 rides	\$217,140	25.42%
Sr. Ctr. Agency Other	2,500 Rides	\$ 20,000	2.34%
Rider Donations		\$ 62,225	7.28%
STO Grant Request		\$ 19,520	2.28%

**STF Formula Project Type Category** (mark one):

Direct Service	<b>X</b>
Mobility Management/Coordination	
Both Direct Service and Mobility Management/Coordination	

**Program Description** (limit 900 words)

Describe services or capital investment to be provided by STF funding. Please include a description of the following:

- Who do you serve

Service is provided to any Clackamas County resident who is either 60 plus or under 60 and has a disability. The transportation

service is provided using senior center operated vans and paid drivers as well as the Clackamas County Transportation Reaching People (TRP) program using volunteer drivers. For fiscal year 2012-2013 a total of 63,785 rides were provided from all funding sources. Of those rides 9,916 were funded with Federal Older Americans Act (OAA) Title III-B dollars.

Riders do not have to be a client of either a senior center or Clackamas County Social Services Division. The only requirement for an OAA funded ride is that they need transportation, are over 60, and that the ride originates within the service area of Clackamas County.

The ten community centers that provide transportation services are all members of the Clackamas County Transportation Consortium and designated focal points that provide a community-based delivery point for other services for seniors and people with disabilities. The centers that provide the OAA funded rides as part of this network are the Canby Adult Center, Gladstone Senior Center, Lake Oswego Adult Community Center, Milwaukie Center, Molalla Adult Community Center, Pioneer Community Center, Sandy Senior & Community Center and the Wilsonville Senior Center.

The aging population in Clackamas County continues to grow rapidly. This growth has placed additional demand on Older Americans Act funded services, particularly transportation for seniors and adults with disabilities. By coordinating services with other transportation programs and utilizing a variety of funding sources this program helps to meet the increased demands on transportation services. Continuation of this funding is essential to maintaining the current levels of service in Clackamas County in FY13/14.

- Level of service provided to customers

All riders receive, at a minimum, door to door service. However, as appropriate, the service offered is door through door. Example: Driver may carry groceries into the residence to assist the rider.

- Operational activities; how customers request and receive rides, including scheduling and dispatching

Transportation by the Centers is provided during their regular business hours Monday through Friday. Transportation provided by TRP is offered Monday through Friday between the hours of 8:00 am and 5:00 pm. TRP scheduling/dispatching service is provided Monday through Thursday between 7:00 am and 6:00 pm.

Customers call their local Community Center, or the Transportation Reaching People (TRP) program, and request a ride for the date and time that they need transportation.

Depending in the reason for the ride; medical, shopping, personal business, nutrition or into the community center, the Customer is scheduled for a ride as either part of a routine Community Center mini bus pickup or with a volunteer driving in the volunteer's vehicle. If a ride is scheduled for more than a week out, the rider receives a reminder call the business day prior to the date of the scheduled ride.

The community centers that provided transportation with the OAA funding schedule rides, as appropriate, with either the TRP volunteer drivers in their local area or on the center operated mini bus. Rides for the purpose of coming to the community center for exercise, nutrition, supportive services, or part of the center's monthly/bimonthly shopping trip are scheduled as group rides on the mini bus. Rides to medical appointments, personal business, or shopping that is not part of a monthly/bimonthly shopping trip, are scheduled with volunteer drivers operating their own vehicles. TRP staff schedule rides primarily for medical and life-sustaining medical purposes as well as for shopping, personal business and nutrition as capacity allows. Riders are matched up with Volunteer Drivers. When possible rides are grouped and provided by the TRP Catch-A-Ride (CAR) program.

**The following are very basic examples of how trips are scheduled.**

**Examples A:** June calls the Center that she would like a ride to come in for the Tai Chi class offered at 10 on Tuesday's & Thursday's but will not be staying for lunch. The Center bus goes out to pick up early riders at 9:15a.m arriving at the Center at 9:45

and then make another trip leaving the Center at 11:05 to pick up lunch participants and take home Tai Chi participants that are not staying for lunch.

Jack calls the Center and needs a ride next week to his doctor's office for an appointment at 11:30. This ride is scheduled with a TRP volunteer driver dispatched from the Center as this is the most cost effective ride possible.

**Examples B:** Mable calls the TRP program at Social Services to schedule a ride to her doctor's office. She lives in an area that does not have a Community Center. She would also like to make a stop at the grocery store on her way home. The scheduling database is checked and no other rides are scheduled for that destination area so Mable is matched up to a volunteer driver.

A new resident of low-income apartments has heard about TRP and calls to schedule a ride to pick up a food box at the local food pantry. TRP dispatch staff checks the database and sees that there is a TRP Catch-A-Ride (CAR) scheduled trip to the local food pantry for the next day and the caller lives on the route to the pantry. The caller is told of this trip and is added to the pick up/trip sheet.

- Describe if volunteers are utilized to provide service and how this occur (is the volunteer program supported with STF or other funds? Do you provide mileage reimbursement to volunteers using their own vehicles?

64.60% of the driver hours reported in FY12/13 were provided by volunteer drivers. The majority of the volunteer rides are provided via the Transportation Reaching People (TRP) program. TRP recruits, screens, trains and coordinates approximately 100 volunteer drivers annually. Volunteers are dispatched through the TRP central office and/or the local Senior Center. Volunteers are reimbursed mileage at the rate of \$0.41 per mile for rides provided in their own vehicle

- How the service is marketed.

Transportation Services are not marketed in the traditional sense that a taxi service or grocery store markets. The transportation

services offered by TRP and the Community Centers are predominately marketed through in the Center's newsletters and through the each area's local community newspapers as well.

Information about the service is also regularly distributed to the State Dept of Human Services, Adults & People with Disabilities offices, local medical clinics/businesses, and independent senior living services in the area so that they are up-to-date on services available to their clients/patrons

**Do your program activities preserve existing service and/or provide new service?** (describe how the project preserves existing service or provides new or expanded service) (limit 200 words)

This application is a new request to preserve existing services by providing funding to replace the Older Americans Act funding lost to sequestration. The FY13/14 cuts to the Title III-B programs were 6.4% with an anticipated cut of 10.5% for FY14/15 and FY15/16. While Social Services was able to cover the loss of funding for FY13/14, moving forward the agency will need to find replacement funding or cut services.

The transportation services fill an important gap by providing service to seniors residing in Clackamas County and the key to keeping these services in tack is to, at a minimum, maintain current funding levels. The majority of the rides provided by senior centers are group rides for nutrition, shopping, and recreation rides. Other ride purposes include volunteer support, personal business, and medical rides where no other transportation is available. The funds requested will provide reimbursement to the Senior Centers for rides provided; offsetting part of their costs for driver salaries and vehicle expenses keeping the programs whole regardless of further sequestration cuts. The OAA funding also provides funds to the TRP program to cover personnel costs for dispatch. Replacement of lost Older American Act funding is essential to maintaining the current level of service in Clackamas County.



**Do you coordinate between providers to avoid duplication?**

(describe what level of coordination between partners is done and how duplication is avoided) (limit 200 words)

All of the providers of Clackamas County Transportation Consortium Base Services are members of the Clackamas County Transportation Consortium and have worked together since 1992 to fill gaps in transportation services for the seniors and adults with disabilities. The consortium currently includes 25 agencies consisting of E&D transportation providers, advocates and five transit agencies. With the completion of the Regional E&D Transportation Plan, the Consortium was designated as the local coordinating council for Clackamas County. In subsequent years the Consortium has worked together to assure the best use of the limited STF funds. Consortium Service providers meet quarterly to discuss ongoing issues.

Additionally, under this project there is coordination between service providers for planned group trips and activities. This coordination primarily takes place between the senior centers of Estacada and Molalla, Molalla and Canby, and Sandy and Hoodland. The Canby, Sandy and Molalla Centers also work closely with their local transit provider to coordinate the most efficient ride to meet clients' need.

**Is your program cost- effective?** (describe average cost per ride, cost per mile and cost per hour) (limit 200 words)

This program provides cost effective transportation to the seniors and people with disabilities in Clackamas County who are outside the TriMet transit district. These clients, many of whom would qualify for paratransit programs if available, are provided transportation as either group rides on mini buses or in private autos driven by a volunteer. This, in turn, can reduce or eliminate the clients' need for more costly paratransit or taxi service. Because rides are grouped as often as possible, this provides a more cost effective mode of transportation and provides a means of socialization to persons who may otherwise be socially isolated.

This grant funds rides on a reimbursement basis. The rates vary depending on the source and funding available. The average for the program is \$10.83/ride. In FY12/13 the average ride distance based on total rides from all funding sources was 7.2 miles while the first 4 months of FY13/14 reflects an average of 6.1 miles per ride.

Basing the transportation programs out of Senior Centers allows people to access services in close proximity to where they live. This program also allows residents to remain independent by providing reliable transportation to complete their personal, medical, and business needs; reducing the need for more costly care options. Donations for rides are suggested but no one is denied a ride if they are unable to donate. Donated funds help off-set the transportation program costs.

**Does your program address one or more of the strategy recommendations in the Tri-County Elderly and Disabled Transportation Plan (EDTP) or improves service coverage as recommended in the EDTP? (describe activities) (limit 200 words)**

The transportation provided through the Clackamas County Transportation Consortium Out-of-District Services project is provided by TRP and nine different senior centers.

This service provides transportation to group meals, grocery shopping, recreation, and medical appointments five days per week for seniors and people with disabilities who reside outside the TriMet district. This population has historically been underserved in the provision of transportation services.

The program specifically addresses the Guiding Tenets of the EDTP in the following ways:

Guiding Tenet 1 addresses the need for coordination. As stated above, the Clackamas County Transportation Base Services is coordinated with six Clackamas County Senior Centers and the TRP program. In addition, all the Senior Center Client Service Coordinators and the TRP Service Coordinators work with persons needing transportation services in accessing the most appropriate, cost-effective service.

Guiding Tenet 2 calls for innovation to increase options. As identified previously, the Clackamas County Transportation Consortium Base Services project provides transportation to Clackamas County residents who frequently have no other transportation options available. This service truly acts as a life preserver for seniors and people with disabilities who typically would not be able to access transportation for basic needs such as nutritional meals, grocery shopping, and medical appointments.

### III. Budget and Ridership Information

#### A. Budget Information

-- **Ride Connection Organizations**, complete Form A Measurables and Form B2 Condensed Budget Information below and the detailed electronic budget worksheet provided by Ride Connection.

#### Ride Connection Organizations only: Form A. Measurables

Ride Data	Estimated FY14		FY15 (projected)		FY 16 (projected)	
	STF Formula	Program Total	STF Formula	Program Total	STF Formula	Program Total
One way rides	0	64,713	1,450	64,720	1,452	64,725
Total miles		392,717	Not tracked Separately by fund source	443,330	Not tracked Separately by fund source	438,835
<i>Miles per trip</i>		6.07		6.84		6.78
Total paid driver hours	Not applicable	12,609		12,626		12,628
Total volunteer driver hours		20,286	Same as above	20,394	Same as above	20,394
Cost per trip*		\$10.83	\$6.63		\$6.82	
Number of individuals served		1,700	125	1,750	125	1,775

\* Estimated average cost per trip based on averaged reimbursement rates excluding administrative costs.

**Staffing data:** (please identify positions supported with STF Formula funds and the amount of FTE per position)

Position	Estimated FY14	FY15 (projected)	FY 16 (projected)
<i>Example: Driver</i>	1.25	1	1
TRP Operations Staff	.093	.093	.093

**Form B2. Condensed Budget Information**

<b>ESTIMATED STF FORMULA PROJECT COST</b>		<b>Amount</b>	<b>% of total STF</b>
1.	<b>Project Administration Expense</b>		
2.	Personal services (wages and benefits)		
3.	Facility (rent, janitorial, utilities, etc.)		
4.	Professional services*		
5.	Insurance, services and supplies (IT, travel, office expense, telecommunications, etc.)		
6.	Other (list): Item -		
7.	Item -		
8.	Item -County Indirect & Allocated Costs		
9.	<b>Operations Expense</b>		
10.	TRP Operations Staff - Personal services (wages and benefits)	7,360	37.70%**
11.	Volunteer Mileage Reimbursement		
12.	Transportation Services Contracts - Senior Centers ***	12,160	62.30%
13.			
14.			
15.			
16.	<b>Preventative Maintenance Expense</b>		
17.	Item -		
18.	Item -		
<b>Grand Total:</b>		<b>19,520</b>	<b>100%</b>

\*For amounts over \$5000, please provide an explanation of services rendered. Limit 300 words

\*\* Percentage of STF funding requested this application  
 \*\*\* The Transportation Services Contracts reflected in this budget are based on the projected funds from all fund sources to be contracted to Community Centers that provide services on a per ride rate for transportation services

*Tri-County Area*

# **APPLICATION**

*Special Transportation Formula (STF)  
for the FY14 + FY15 fiscal years*

Clackamas County Transportation Consortium  
STO - Transportation Reaching People (TRP)  
Volunteer Mileage Funds



<b>FY14 + FY15 STF FORMULA GRANT APPLICATION</b>
--

**I. Organization's Information**

**Name of Organization:** Clackamas County Social Services Division  
Clackamas County Transportation Consortium

**Contact Person:** Teresa Christopherson

**Address:**

PO Box 2950  
Oregon City, OR 97045

**Telephone:** 503-650-5718

**E-Mail:** [teresachr@co.clackamas.or.us](mailto:teresachr@co.clackamas.or.us)

**FAX:** 503-655-8889

**Type of Organization (mark one):**

Public Entity	<b>XX</b>
Private non-profit	

**Provider's geographic area of service is (mark one):**

Inside the TriMet Service District	
Outside the TriMet Service District	
Both Inside and Outside of the TriMet Service District	<b>XX</b>

**Geographic area to be served (please indicate the geographic features that define your service area such as streets, rivers or jurisdictional boundaries):**

North Boundary	
East Boundary	
South Boundary	
West Boundary	
Other General Geographic Area (ex Canby School District)	All of Clackamas County

*Optional* – please provide a map of your service area as a separate, single page, letter sized attachment.

**Days and Hours of Operation: - Scheduling**

<b>Days</b>	<b>Hours</b>
Monday	7:00 am and 6:00 pm.
Tuesday	7:00 am and 6:00 pm.
Wednesday	7:00 am and 6:00 pm.
Thursday	7:00 am and 6:00 pm.
Friday	Closed
Saturday	Closed
Sunday	Closed
Please list any planned periods of service closure greater than 3 days. (ex. Closed the last week of December)	

**Days and Hours of Operation: - Service**

<b>Days</b>	<b>Hours</b>
Monday	8:00 am and 5:00 pm.
Tuesday	8:00 am and 5:00 pm.
Wednesday	8:00 am and 5:00 pm.
Thursday	8:00 am and 5:00 pm.
Friday	8:00 am and 5:00 pm.
Saturday	Closed
Sunday	Closed
Please list any planned periods of service closure greater than 3 days. (ex. Closed the last week of December)	

## II. Funding Proposal

**Project Title:** STO - Transportation Reaching People (TRP)  
Volunteer Mileage Reimbursement

**Start Date:** July 1, 2014

**Total Transportation Program Cost:** \$527,298

**STF Grant Request:** \$56,696

**Amount of other funds leveraged to support the total transportation program:** (list county contributions, STF Discretionary funds, donations, other):

Contribution/Source	Number of Units/Hours	Amount	% of Program Funding
In Kind Volunteer Driver hours	40,386 hrs	804,893	60.42%
OAA Title III-B (ALL)	1,755 hrs	73,604	5.53%
T-19 Waivered Non-Medical Transportation	3,950	55,300	4.15%
In Dist Rides (TriMet Funding)	21,627	162,204	12.18%
STF Expanded/Out of Dist	18,141	159,650	11.98%
Rider Donations		19,844	1.49%
STF Grant Request		56,696	4.26%

**STF Formula Project Type Category (mark one):**

Direct Service	XX
Mobility Management/Coordination	
Both Direct Service and Mobility Management/Coordination	

**Program Description (limit 900 words)**

Describe services or capital investment to be provided by STF funding. Please include a description of the following:



- Who do you serve

This grant provides funding for transportation services to seniors and adults with disabilities living in Clackamas County with limited access to transportation. Riders do not have to be a client of either a Senior Center or the Clackamas County Social Services Division. The only requirement is that they need transportation and that the ride originates within the Clackamas County service area. Basing access to the transportation programs out of senior centers allows people to access services in close proximity to where they live.

This program also allows the seniors and adults with disabilities in Clackamas County to remain independent by providing reliable transportation to complete their medical, and personal business needs; reducing the need for more costly care options.

- Level of service provided to customers

These TRP rides are provided by volunteer drivers transporting clients in their own personal vehicle. This grant provides funding specific to the operation of the volunteer driver portion of the TRP transportation services program. All riders receive Door to Door service. Clients with additional mobility needs are encouraged to have a Personal Attendant ride with them.

A Driver may occasionally assist a rider with carrying groceries into the residence. However, this is the exception not the norm.

- Operational activities; how customers request and receive rides, including scheduling and dispatching

Transportation provided by TRP is offered Monday through Friday between the hours of 8:00 am and 5:00 pm. TRP scheduling/dispatching service is provided Monday through Thursday between 7:00 am and 6:00 pm.

The some of the community centers in our network also dispatch TRP volunteer drivers in their local area. Rides for the purpose of coming to the community center for exercise, nutrition, supportive services, or part of the center's monthly/bimonthly shopping trip are scheduled as group rides on the mini bus. Other rides to

medical appointments, personal business, or shopping that is not part of a monthly/bimonthly shopping trip, are scheduled with the TRP volunteer drivers operating their own vehicles.

TRP staff schedule rides primarily for medical and life-sustaining medical purposes as well as for shopping, personal business and nutrition. Riders are matched up with Volunteer Drivers.

- Describe if volunteers are utilized to provide service and how this occur (is the volunteer program supported with STF or other funds? Do you provide mileage reimbursement to volunteers using their own vehicles?)

The funding requested in this application would provide support to the Volunteer Driver program operated by TRP. As outlined above these drivers are dispatched by either the TRP staff at the Oregon City office or the Staff at the local Community Center where they live. Volunteer drivers are currently reimbursed at \$0.41/mile driven. In years past Social Services TRP program has received funding from Ride Connection (BETC funds) to cover \$0.10/mile of this cost so that Social Services was able to increase the volunteer rate from \$0.31/mile to \$0.41/mile. Unfortunately, last year was the first year these funds were no longer available and we have found that the rate of \$0.41/mile is not sustainable without replacement funds. This application requests funding to cover \$0.10/mile of the \$0.41/mile reimbursement rate which will enable Social Services –TRP to retain their volunteer drivers.

- How the service is marketed.

Transportation services are not marketed in the traditional sense that a taxi service or grocery store markets. The transportation services offered by TRP and the Community Centers are predominately marketed through in the Center's newsletters. Centers periodically have articles about their services written up in the community newspapers as well.

Information about the service is also regularly distributed to the State Dept of Human Services, Adults & People with Disabilities offices, local medical clinics/businesses, and independent senior living services in the area so that they are up-to-date on services available to their clients/patrons.

**Do your program activities preserve existing service and/or provide new service?** (describe how the project preserves existing service or provides new or expanded service) (limit 200 words)

TRP request funding to replace the BETC funds that previous enabled the program to increase the reimbursement rate for volunteer drivers to \$0.41/mile. By providing the replacement funding TRP will not need to cut the reimbursement rate for Volunteer Driver Mileage back to the historic rate of \$0.31/mile.

The Clackamas County Transportation Consortium programs provide transportation services to seniors and adults with disabilities who reside in Clackamas County and whose transportation needs are not currently being met by other Clackamas County Transportation Consortium members or public transit services in the county. In addition to transportation to locations within the County, rides are also provided to medical facilities within the Portland metropolitan area.

While this programs prioritizes medical rides; additional ride purposes include personal business, and shopping/nutrition as capacity allows for the additional rides.

**Do you coordinate between providers to avoid duplication?** (describe what level of coordination between partners is done and how duplication is avoided) (limit 200 words)

TRP coordinates E&D transportation with the ten senior centers throughout Clackamas County, Transit Districts in Sandy, Molalla, Canby, and Wilsonville, and with TriMet. TRP also coordinates rides with Ride Connection, Clackamas County Housing Authority, and Adult & People with Disabilities offices, medical offices, local clinics and hospitals as well as OHSU and VA discharge planners, State Vocational Rehabilitation, State DHS programs, Clackamas Community Solutions, and other Social Service units.

Transportation is coordinated with the transit districts and senior centers through referrals and ride scheduling. TRP provides riders with information about transit services in their local communities.

TRP also continues its collaboration with other transit providers through its position as a continuing member of the Clackamas County Transportation Consortium. Members of the Consortium

have worked together since 1992 to fill gaps in transportation services for the seniors and adults with disabilities. The Consortium currently includes 25 agencies including community-based transportation providers, advocates, consumers and five transit agencies. With the completion of the Regional E&D Transportation Plan, the Consortium was designated as the local coordinating council on transportation for Clackamas County.

**Is your program cost- effective?** (describe average cost per ride, cost per mile and cost per hour) (limit 200 words)

This transportation program provides cost effective transportation to the seniors and adults with disabilities in Clackamas County. These clients, many of whom qualify would for paratransit programs if available, are provided transportation as either group or individual rides on mini buses. This, in turn, can reduce or eliminate the clients' need for more costly paratransit or taxi service. Because rides are grouped as often as possible, this provides a more cost effective mode of transportation and provides a means of socialization to persons who may otherwise be socially isolated.

In FY12/13 the average cost per ride for the TRP Volunteer Driver POV program was \$9.55 per ride with the average ride traveling 7.2 miles.

Donations for rides are suggested but no one is denied a ride if they are unable to donate. Funds that are donated are used to help offset the transportation program costs.

**Does your program address one or more of the strategy recommendations in the Tri-County Elderly and Disabled Transportation Plan (EDTP) or improves service coverage as recommended in the EDTP?** (describe activities) (limit 200 words)

The STF transportation provided by TRP provides transportation in the historically underserved Clackamas County area for seniors and adults with disabilities. Rides are provided five days per week for life sustaining medical and medical appointments, self-sufficiency education, grocery shopping, nutrition and personal business.

The project also addresses the Guiding Tenets of the EDTP in the following ways:

Guiding Tenet 1 addresses coordination of services. The TRP STF service is coordinated with other transportation services providers in the region. In addition TRP staff work with persons needing transportation services to access the most appropriate, low-cost, service.

Guiding Tenet 2 addresses increasing options for transportation. As previously outlined, the STF transportation provided by TRP serves persons in hard to serve and unserved areas of the county and provides specialized service to medically fragile persons who are not able to use TriMet LIFT or other paratransit services. The majority of rides are for life-sustaining medical trips followed by personal business and shopping. TRP also provides transportation for low-income seniors and adults with disabilities to food distribution locations.

### III. Budget and Ridership Information

#### A. Budget Information

-- **Ride Connection Organizations**, complete Form A Measurables and Form B2 Condensed Budget Information below and the detailed electronic budget worksheet provided by Ride Connection.

#### Ride Connection Organizations only: Form A. Measurables

Ride Data	Estimated FY14		FY15 (projected)		FY 16 (projected)	
	STF Formula	Program Total	STF Formula	Program Total	STF Formula	Program Total
One way rides		23,966	5,811	24,363	5,811	24,363
Total miles		270,852	67,602*	277,167*	67,602*	277,167*
<i>Miles per trip</i>		11.3	11.63	11.37	11.63	11.37
Total paid driver hours		0	0	0	0	0
Total volunteer driver hours		19,441	4,742	19,441	4,742	19,441
Cost per trip		\$9.33	\$3.66	\$9.40	4.88	\$9.40
Number of individuals served		775	189	775	189	775

\*Based on program average of FY12/13 total miles driven & FY13/14 projected.

**Staffing data:** (please identify positions supported with STF Formula funds and the amount of FTE per position)

Position	Estimated FY14	FY15 (projected)	FY 16 (projected)
<i>Example: Driver</i>	1.25	1	1
TRP Operations Staff	Not Applicable to this request		

**Form B2. Condensed Budget Information – Biennial Budget**

	<b>ESTIMATED STF FORMULA PROJECT COST</b>	Amount	% of total STF
1.	<b>Project administration expense</b>		
2.	Personal services (wages and benefits)		
3.	Facility (rent, janitorial, utilities, etc.)		
4.	Professional services*		
5.	Insurance, services and supplies (IT, travel, office expense, telecommunications, etc.)		
6.	Other (list): Item -		
7.	Item -		
8.	Item – County Indirect Costs		
9.	<b>Operations expense</b>		
10.	Item – TRP Operations Staff		
11.	Item – Volunteer Mileage Reimbursement	56,696	100%
12.	Item –		
13.	<b>Preventative Maintenance expense</b>		
14.			
15.			
	<b>Grand Total:</b>	56,696	100%

\*For amounts over \$5000, please provide an explanation of services rendered. Limit 300 words.

*Tri-County Area*

# **APPLICATION**

*Special Transportation Formula (STF)  
for the FY14 + FY15 fiscal years*

STO - Catch A Ride  
JARC Replacement Request





**FY14 + FY15 STF FORMULA GRANT APPLICATION**

**I. Organization's Information**

**Name of Organization:** Clackamas County Social Services Division,  
Clackamas County Transportation Consortium

**Contact Person:** Teresa Christopherson

**Address:**

PO Box 2950  
Oregon City, OR 97045

**Telephone:** 503-650-5718

**E-Mail:** [teresachr@co.clackamas.or.us](mailto:teresachr@co.clackamas.or.us)

**FAX:** 503-655-8889

**Type of Organization (mark one):**

Public Entity	X
Private non-profit	

**Provider's geographic area of service is (mark one):**

Inside the TriMet Service District	
Outside the TriMet Service District	
Both Inside and Outside of the TriMet Service District	X

**Geographic area to be served (please indicate the geographic features that define your service area such as streets, rivers or jurisdictional boundaries):**

North Boundary	
East Boundary	
South Boundary	
West Boundary	
Other General Geographic Area (ex Canby School District)	All of Clackamas County

**Days and Hours of Operation: - Scheduling**

<b>Days</b>	<b>Hours</b>
Monday	7:00 am and 6:00 pm.
Tuesday	7:00 am and 6:00 pm.
Wednesday	7:00 am and 6:00 pm.
Thursday	7:00 am and 6:00 pm.
Friday	Closed
Saturday	Closed
Sunday	Closed
Please list any planned periods of service closure greater than 3 days. (ex. Closed the last week of December)	

**Days and Hours of Operation: - Service**

<b>Days</b>	<b>Hours</b>
Monday	8:00 am and 5:00 pm.
Tuesday	8:00 am and 5:00 pm.
Wednesday	8:00 am and 5:00 pm.
Thursday	8:00 am and 5:00 pm.
Friday	8:00 am and 5:00 pm.
Saturday	Closed
Sunday	Closed
Please list any planned periods of service closure greater than 3 days. (ex. Closed the last week of December)	

## II. Funding Proposal

**Project Title:** Catch A Ride – JARC Replacement Funds

**Start Date:** July 1, 2014

**Total Transportation Program Cost:** \$71,916

**STO Grant Request:** \$56,864

**Amount of other funds leveraged to support the total transportation program:** (list county contributions, STF Discretionary funds, donations, other):

Contribution/Source	Number of Units/Hours	Amount	% of Program Funding
Agency Other		15,052	20.93%
<b>STF Grant Request</b>		<b>56,864</b>	<b>79.07%</b>

**STF Formula Project Type Category** (mark one):

Direct Service	<b>X</b>
Mobility Management/Coordination	
Both Direct Service and Mobility Management/Coordination	

**Program Description** (limit 900 words)

Describe services or capital investment to be provided by STF funding. Please include a description of the following:

- Who do you serve
- Level of service provided to customers
- Operational activities; how customers request and receive rides, including scheduling and dispatching
- Describe if volunteers are utilized to provide service and how this occur (is the volunteer program supported with STF or other funds? Do you provide mileage reimbursement to volunteers using their own vehicles?)
- How the service is marketed.

The Catch-A-Ride program combines the resources of two agencies to both provide essential transportation services to qualified low income individuals and to provide a work training program for drivers and clerical/dispatch. The program represents a partnership between Clackamas County Social Services through its Volunteer Connection program and Community Solutions of Clackamas County (CSCC). Surveys, outreach and pilot projects show that the low income residents of Oregon City and Milwaukie are underserved by regional transportation providers and require additional services to allow them access to jobs, school, childcare, medical and service appointments and shopping for basic needs. The Catch a Ride program is specifically designed to provide connectivity to fixed route transit and other services for the residents of public housing and other low income households in Oregon City, Milwaukie and other low income housing sites.

The program operates 8am to 5pm Monday through Friday, although job access rides are currently being provided on a very limited basis earlier and later than those hours to meet demand. Riders can call our dispatch center Monday through Thursday to schedule rides in advance. The service is available to meet the needs of very low income households in public and other low cost housing residents primarily in Oregon City and Milwaukie. Rides are also provided to low income residents of scattered site housing in other urban areas, including Gladstone and Happy Valley. Ridership is primarily to promote activities that increase self-sufficiency such as school and employment related activities, as well as essential services such as medical and social service appointments. If local, riders can be dropped off near their destination. Otherwise, riders are dropped off and picked up at access points to fixed route service, such as the Oregon City Transit Center. Travel orientation is provided on demand to individuals using the shuttle to gain access to other transit options and coordinate their transportation needs with appropriate public transit services.

The service is currently operated using one 15 passenger accessible van. Because many of the rides are in early morning and late evening, our partnership with Providence to provide enhanced medical care access and with the increase in the geographic boundary of the service area, a second vehicle will be added in spring of 2014, allowing for additional capacity and better coordination of services to increase grouped rides. In addition, the Transportation Reaching People program has identified volunteer drivers that are willing and able to provide rides to individuals in this program. Volunteer drivers will receive mileage reimbursement for JARC rides provided.

The program includes an invaluable training program through our partnership with Community Solutions, the county's job training program. Eligible candidates are trained through the Jobs Plus program placement (6 months) to learn dispatch, reporting and driving services, increasing their skills and future job placement opportunities. This unique partnership has been very important to both programs. The program also accesses the Transportation Reaching People's staff (dispatch and drivers) to provide operational support.

In the past our Catch a Ride program has served all low income job seekers who meet the JARC program criteria. We are seeking funding to continue providing services to the 8-10 participants in the JARC program who are disabled and do not have other transportation resources available to them at this time. The service is marketed through our website, contacts with local partners and through outreach activities such as our monthly Information & Referral events and various health fairs.

**Do your program activities preserve existing service and/or provide new service?** (describe how the project preserves existing service or provides new or expanded service) (limit 200 words)

The funding of this project will preserve existing job access service. We are seeking funding to continue providing services to the 8-10 participants in the Catch a Ride program who are disabled and do not have other transportation resources available to them at this time. Originally, riders were transported by TriMet's LIFT program utilizing JARC funding. When TriMet services to the area were reduced, or eliminated; Social Services was contacted to provide rides the riders that lost their job access transportation. The Catch-A-Ride program took on the task of meeting their job access transportation needs. Without these funds, we will no longer be able to provide services to these individuals.

**Do you coordinate between providers to avoid duplication?** (describe what level of coordination between partners is done and how duplication is avoided) (limit 200 words)

The service is based on coordination between Social Services, Community Solutions and other partners who have clients with unmet transportation needs. We work closely with case managers and family members who are involved in client care to make sure that we are addressing the needs of each individual in the best manner.

In addition, the job training component of the program provides a unique aspect that prepares low income workers for jobs in the transportation industry. By gaining experience, these driver and dispatch trainees are able to seek jobs for which they had no previous qualifications and have the opportunity to network with other transportation providers for future career opportunities.

By providing employment and education-related rides at a variety of times, CAR is able to address the needs of entry level workers who may need to travel extensive distances or report for shifts that are not easily met with other transportation options. Clients are provided travel orientation and assistance to address their transportation needs and find the best and most cost effective solution that promotes independence and self-sufficiency.

**Is your program cost-effective?** (describe average cost per ride, cost per mile and cost per hour) (limit 200 words)

The CAR service addresses transportation needs in a model that provides direct service in a cost-effective way. We currently calculated that the average cost per ride will be \$20.74, which is comparable to other demand response services in the tri-county area. Because the service uses multiple funding resources, it leverages various programs to meet a broad range of client needs. If JARC funds are replaced via this process then the program can work to integrate this service with other transportation services under the Transportation Reaching People umbrella. We will also continue to diversify and explore additional options for funding. Results are measured by maintaining a low cost per ride and increasing the capacity of the program to deliver rides, including use of volunteer drivers for employment and education rides. We will also communicate with our partners in the community and continue to conduct surveys and other measurements to determine if the program is meeting the identified need of our clients

**Does your program address one or more of the strategy recommendations in the Tri-County Elderly and Disabled Transportation Plan (EDTP) or improve service coverage as recommended in the EDTP?** (describe activities) (limit 200 words)

The STF transportation provided by TRP provides transportation in the historically underserved Clackamas County area for seniors and adults with disabilities. Rides are provided five days per week for life sustaining medical and medical appointments, self-sufficiency education, grocery shopping, nutrition and personal business.

The project also addresses the Guiding Tenets of the EDTP in the following ways:

Guiding Tenet 1 addresses coordination of services. The TRP STF service is coordinated with other transportation services providers in the region. In addition TRP staff work with persons needing transportation services to access the most appropriate, low-cost, service.

Guiding Tenet 2 addresses increasing options for transportation. As previously outlined, the STF transportation provided by CAR serves persons in hard to serve and unserved areas of the county and provides job access transportation for persons with disabilities who do not have other transportation resources available.

### III. Budget and Ridership Information

#### A. Budget Information

-- Ride Connection Organizations, complete Form A Measurables and Form B2 Condensed Budget Information below and the detailed electronic budget worksheet provided by Ride Connection.

#### Ride Connection Organizations only: Form A. Measurables

Ride Data	Estimated FY14		FY15 (projected)		FY 16 (projected)	
	STF Formula	Program Total	STF Formula	Program Total	STF Formula	Program Total
One way rides			1350	4280	1350	4280
Total miles			15552	24,746	15552	24,746
<i>Miles per trip</i>			11.52	5.79	11.52	5.79
Total paid driver hours			1194	3413	1194	3413
Total volunteer driver hours			0	0	0	0
Cost per trip			\$20.74	\$12.12	\$21.37	\$12.12
Number of individuals served				10 300		10 300

**Staffing data:** (please identify positions supported with STF Formula funds and the amount of FTE per position)

Position	Estimated FY14	FY15 (projected)	FY 16 (projected)
<i>Example: Driver</i>	1.25	1	1
CAR Drivers	N/A	1.15	1.15



**Form B2. Condensed Budget Information**

	<b>ESTIMATED STF FORMULA PROJECT COST</b>	Amount	% of total STF
1.	<b>Project administration expense</b>		
2.	Personal services (wages and benefits)		
3.	Facility (rent, janitorial, utilities, etc.)		
4.	Professional services*		
5.	Insurance, services and supplies (IT, travel, office expense, telecommunications, etc.)		
6.	Other (list): Item -		
7.	Item -		
8.	<b>Operations expense</b>		
9.	Item – Driver Staffing Costs	31,403	55.23%
10.	Item – Fuel	17,396	30.59%
11.	Item – Vehicle Insurance	1,740	3.06%
12.	<b>Preventative Maintenance expense</b>		
13.	Item – Maintenance Materials & Services	6,325	11.12%
	<b>Grand Total:</b>	56,864	100.0%

\*For amounts over \$5000, please provide an explanation of services rendered. Limit 300 words.

Exhibit F

RIDE CONNECTION TITLE VI CIVIL RIGHTS PLAN:

- A. The following notice shall be posted in all federally funded vehicles, on Ride Connection's website, in Ride Connection's office, and on materials produced and distributed by Ride Connection:
- a. Ride Connection Respects Civil Rights  
Ride Connection operates its programs without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity or any other characteristic protected by law in accordance with Title VI of the Civil Rights Act, ORS Chapter 659A or other applicable law. To request additional information on Ride Connection's Title VI nondiscrimination requirements or to file a complaint, please call (503)528-1753 or email [info@rideconnection.org](mailto:info@rideconnection.org).
  - b. This Notice shall be posted in the following languages: Spanish, Korean, Vietnamese, and Russian. Ride Connection management shall, from time to time, examine demographic data for the tri-county area and translate this notice into other languages as the data dictate.
- B. Complaint Procedures
- a. Ride Connection shall follow the internal procedure for reviewing complaints set forth below:
    - 1. Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Ride Connection, Inc. may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. In order for Ride Connection to investigate, complaints must be received no more than 180 days after the alleged incident. Ride Connection will only process complaints that are complete. If an incomplete complaint is received, Ride Connection will work with the person to resolve the issue.
    - 2. Once the complaint is received, Ride Connection will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.
    - 3. Ride Connection has 30 days to investigate and resolve the complaint. If more information is needed to resolve the case, Ride Connection may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the Contract and Legal Director assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional

## Exhibit F

information within 10 business days, Ride Connection can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

4. After Ride Connection reviews the complaint, the Contract and legal Director will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 14 days after the date of the letter or the LOF to do so.
5. Appeals will be reviewed by Ride Connection's Board of Directors.
6. A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

### C. Tracking Complaints

- a. Ride Connection will keep track of all Civil Rights Complaints received, the status of the complaint, and the resolution of the complaint.





COPY 18

M. BARBARA CARTMILL  
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING

150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

Authorization to approve Amendment Number 1 to the Intergovernmental Agreement between the Tri-County Metropolitan Transportation District of Oregon, Clackamas County and the North Clackamas Parks and Recreation District for Fully Actuated Signal at Park-Oatfield Intersection

<b>Purpose/ Outcomes</b>	Authorization to approve amendment.
<b>Dollar Amount and Fiscal Impact</b>	\$131,500
<b>Funding Source</b>	Transportation System Development Revenue (TSDC)
<b>Safety Impact</b>	Enhanced safety with the provision of a fully actuated signal.
<b>Duration</b>	Not Applicable
<b>Previous Action</b>	December 12, 2013 – IGA Approval
<b>Contact Person</b>	Dan Johnson, Manager – Department of Transportation and Development 503-742-4325 or danjoh@co.clackamas.or.us
<b>Contract No.</b>	Not Applicable

**BACKGROUND:**

On January 1, 2013, the Board of County Commissioners adopted the Clackamas County Transportation System Plan (TSP). The TSP is a plan developed to identify needed infrastructure improvements to support planned growth for the urban and rural areas of Clackamas County.

Pursuant to the TSP, improvements were identified at the intersection of Park Avenue and Oatfield Road. Listed as project 1071 of the TSP, this Tier 1 project should include the addition of turn lanes and full signalization of the intersection to meet the future vehicular capacity needs of the area. See Attachment A.

As a part of the Portland-Milwaukie Light Rail Project, TriMet is currently undertaking a number of project related improvements to Park Avenue and Oatfield Road intersection and surrounding area. These improvements consist of a complete redesign and construction of the intersection to add turn lanes, placement of new signal arms, and addition of new flashing yellow warning signals, similar to the ones previously located at the intersection.

Staff has worked with TriMet and their contractor to assess the costs associated with upgrading the flashing warning signal to a fully actuated traffic signal, including loop detection and signal communication interconnect. Provision of these enhancements is beyond the scope of project related improvements but is an opportunity to complete an identified TSP project while work is underway in the area and at a lower cost. By including this upgrade as a part of TriMet's current scope of work there would be cost savings (mobilization, contract preparation, and construction management costs), while eliminating future construction impacts for the local community.

On April 1, 2011, Clackamas County, North Clackamas Parks and Recreation District and TriMet entered into an Intergovernmental Agreement for Project Design and Construction Management Services for the Portland-Milwaukie Light Rail Project (D&C IGA). Pursuant to Article 5L of this agreement, Clackamas County is able to coordinate with TriMet for the provision of "betterments". Betterments are generally defined as project components with a more costly kind, size or type of material or facility that constitutes an upgrade requested by a local partner, but not required for compliance with rules, regulations, laws and standards applicable to the Light Rail project. Pursuant to this provision, the full signalization of the Park Avenue/Oatfield Road intersection would be classified as a betterment.

Preliminary cost estimates for the additional improvements are estimated at \$131,500. These costs have been reviewed by TriMet and County Traffic Engineering staff and have been found to be consistent with standard industry costs for an improvement of this nature.

Staff is requesting authorization to advance the attached amendment to fully signalize the Park Avenue / Oatfield Road intersection. See Attachment B.

Transportation System Development Charges would be used to fund these additional enhancements.

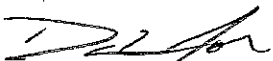
This amendment is in a format approved by County Counsel.

**RECOMMENDATION:**

Staff respectfully recommends that the Board move by consent to:

- Delegate authority to the Director of the Department of Transportation and Development to execute the amendment to authorize signalization improvements to Park Avenue / Oatfield Road Intersection.
- Record a copy of the amendment at no cost to the Department of Transportation and Development.

Respectfully submitted,



Dan Johnson  
Department of Transportation and Development

For information on this issue or copies of attachments, please contact  
Dan Johnson @ 503-742-4325

Table 5-3a 20-Year Capital Projects

Project ID	Map	Project Name / Street Name	Segment / Locations	Project Description
1044	5-11a	Springwater Rd	OR 224 to Hattan Rd	Widen to 3 lanes with shoulders and pedestrian facilities; bridge remains two lanes
1045	5-11a	Sunnyside Rd	93rd Ave to 126th Ave	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1046	5-11a	Sunnyside Rd	Sunnyside Rd / Stevens Rd intersection	Intersection improvements, such as additional turn lanes, turn lane extensions, and/or signal timing modifications
1047	5-11a	Tolbert St Overcrossing	82nd Dr to Industrial Way	Construct new 2 lane overcrossing with bikeways and pedestrian facilities
1048	5-11b	282nd Ave	US 26 to OR 212	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1049	5-11b	Amisigger Rd / Kelso Rd	OR 224 to Kelso / Richey Rd	Add paved shoulders; turn lanes at Amisigger/OR 212 and Kelso/Richey; smooth curves.
1050	5-11b	Arrah Wanna Blvd	US 26 to Fairway Ave	Add paved shoulders
1051	5-11b	Cazadero Multi-Use Trail	Community of Boring to City of Estacada	Construct multi-use path
1052	5-11b	Compton Rd	US 26 to 352nd Ave	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1053	5-11b	Dodge Park Rd Bridge	~192 feet south of Pipeline Rd	Replace bridge nearing the end of its useful life and include paved shoulders
1054	5-11b	Eagle Creek Rd	Firwood Rd to Duus Rd	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1055	5-11b	Eagle Creek Rd	Currin Rd to Duus Rd	Remove horizontal curve, relocate intersection, add paved shoulders and turn lanes at major intersection; investigate speed zone south of Currin Rd
1056	5-11b	Fairway Ave	Arrah Wanna Blvd to Salmon River Rd	Add paved shoulders
1057	5-11b	OR 211	OR 211 / Judd Rd intersection	Realign roadway
1058	5-11b	Richey Rd	Kelso Rd to OR 212	Add paved shoulders and left turn lane at Richey Rd and OR 212
1059	5-11b	Welches Rd	US 26 to Birdie Ln	Add paved shoulders; add pedestrian facilities in Welches rural center
1060	5-11c	Aldercrest Dr	Thiessen Rd to Oatfield Rd	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1061	5-11c	Concord Rd	River Rd to Oatfield Rd	Fill gaps in pedestrian facilities
1062	5-11c	Concord Rd	River Rd to Oatfield Rd	Add turn lanes at major intersections
1063	5-11c	Courtney Ave	OR 99E to Oatfield Rd	Fill gaps in pedestrian facilities and bikeways
1064	5-11c	Courtney Ave	River Rd to OR 99E (McLoughlin Blvd)	Construct pedestrian facilities / complete gaps on the south side; add bikeways
1065	5-11c	Harold Ave	Concord Rd to Roethe Rd	Add pedestrian facilities and traffic calming
1066	5-11c	Hull Ave	Wilmot St to Tims View Ave	Fill gaps in pedestrian facilities
1067	5-11c	Jennings Ave	Webster Rd to OR 99E	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1068	5-11c	Jennings Ave	River Rd to Oatfield Rd	Widen to 2-lane urban minor arterial standard with bikeway and pedestrian facilities infill
1069	5-11c	Oak Grove Blvd	Oatfield Rd to River Rd	Fill gaps in pedestrian facilities and bikeways
1070	5-11c	Oatfield Rd	Jennings Ave to Lake Rd	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1071	5-11c	Oatfield Rd	Oatfield Rd / Park Rd intersection	Install traffic signal and add turn lanes

**AMENDMENT NUMBER 1 TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE  
TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF  
OREGON, CLACKAMAS COUNTY AND THE NORTH CLACKAMAS PARKS AND  
RECREATION DISTRICT FOR FULLY ACTUATED SIGNAL AT PARK-  
OATFIELD INTERSECTION**

**THIS AMENDMENT NUMBER 1** ("Amendment") is dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014, and is made by and between the Tri-County Metropolitan Transportation District of Oregon ("TriMet"), Clackamas County ("County") and the North Clackamas Parks and Recreation District ("District") (collectively, "Parties").

The County and TriMet are parties to an Agreement for County Road Program Work ("Road Contract") dated December 12, 2013 (Contract number GC140412LE), and an Intergovernmental Agreement for Project Design and Construction Management Services for the Portland-Milwaukie Light Rail Project ("D&C IGA") dated April 1, 2011 (Contract number GH120337TL).

The Road Contract includes a provision in Section 3(C) anticipating additional traffic signalization scope at the County's expense. Section 4(C) of the Road Contract requires the Parties to treat the construction of a fully signalized intersection as a betterment under the D&C IGA should the County elect to proceed with construction of an upgrade of a flashing beacon at the intersection of SE Park Avenue and SE Oatfield Road to a fully actuated traffic signal.

The D&C IGA sets forth each party's respective responsibilities with regard to the design and construction of the Project, including any construction betterments. Under Article V, Section L of the D&C IGA, the parties shall modify the D&C IGA to reflect the work scope and cost of any betterment prior to TriMet proceeding with the design and construction of such betterment.

In accordance with the terms of the Road Contract and D&C IGA, as they relate to betterments, the Parties agree as follows:

- TriMet agrees to authorize its contractor, Stacy and Witbeck, Inc. ("SWI"), to construct a fully actuated traffic signal at SE Park Avenue and Oatfield Road, including loop detection and signal communication interconnect, consistent with the design specifications provided to TriMet by the County.
- TriMet shall be responsible for adding the cost of this construction to the TriMet-SWI contract by change order.
- The County is responsible for all costs of this betterment work, and agrees to pay TriMet for the betterment work in accordance with the Road Contract and D&C IGA. The cost of the betterment work is \$131,500.

The Parties hereto agree to execute any additional agreements or documents which may be necessary to effectuate the intent contained herein to upgrade a flashing beacon at the intersection of SE Park Avenue and SE Oatfield Road to a fully actuated traffic signal as part of the design and construction of the Project, as defined in the D&C IGA.



Except as expressly amended above, all other terms and conditions of the Agreement are still in full force and effect.

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

Executed by:

\_\_\_\_\_  
Daniel W. Blocher, P.E.  
Executive Director  
TriMet

Date

\_\_\_\_\_  
M. Barbara Cartmill  
DTD Director  
Clackamas County

Date

\_\_\_\_\_  
Gary Barth  
Director  
North Clackamas Parks &  
Recreation District

Date



19  
GARY BARTH  
DIRECTOR

**BUSINESS AND COMMUNITY SERVICES**

September 25, 2014

**DEVELOPMENT SERVICES BUILDING**  
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

Board of County Commissioners  
Clackamas County

Members of the Board:

Resolution Authorizing Clackamas County Parks to Apply for an Oregon Parks and Recreation Department County Opportunity Grant for Playground Replacement and Construction and Delegate the Business And Community Services Director Authority to Sign the Grant Application.

<b>Purpose/Outcomes</b>	Barton, Metzler and Feyrer Parks' playground structures are in need of replacement. Safe and modern playground structures enhance the overnight camping experience and can bring diverse, multi-generation users to the park. Funding from the Oregon Parks and Recreation County Opportunity Grant Program will provide for 50% of costs necessary to replace 3 existing structures and allow for construction of 1 new structure at Barton East.
<b>Dollar Amount and Fiscal Impact</b>	The project cost is estimated at \$240,000 with 50% each coming from County Parks and OR Parks and Recreation grant funds. County Parks has matching funds budgeted in the current 2014/15 FY.
<b>Funding Source</b>	County Parks Budget fund 213
<b>Safety Impact</b>	This project will provide safety upgrades to three existing playground structures in Barton, Metzler and Feyrer Parks.
<b>Duration</b>	Project duration would be approximately 2 months from start to finish
<b>Previous Board Action</b>	None
<b>Contact Person</b>	Rick Gruen, County Parks & Forest Manager 503-742-4345
<b>Contract No.</b>	N/A

**BACKGROUND:**

Clackamas County provides overnight camping and day-use activities at Barton, Metzler and Feyrer Parks. The existing condition of the playground structures are old, deteriorating and are missing pieces of equipment. Safe and modern playground structures can enhance the use and enjoyment of the parks and bring multi-generational users to the parks. This project would provide for the replacement of three structures in Barton West, Metzler and Feyrer and the construction of one new structure at Barton East campground.

**RECOMMENDATION:**

Staff recommends Board approval of a Resolution Authorizing Clackamas County Parks to apply for an Oregon Parks and Recreation Department County Opportunity Grant to fund playground replacement and construction, and to delegate the Business and Community Services Director authority to sign the grant application.

Respectfully submitted,

Gary Barth, Director of Business and Community Services

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

In the Matter of a Resolution Authorizing  
Clackamas County Parks to Apply for an  
Oregon Parks and Recreation Department  
County Opportunity Grant for Playground  
Replacement and Construction and  
Delegates the Business and Community  
Services Director Authority to Sign the  
Grant Application

RESOLUTION NO.

This matter coming regularly before the Board of County Commissioners, and it appearing that the Oregon Parks and Recreation Department is accepting applications for the County Opportunity Grant Program; and

**WHEREAS**, Clackamas County Parks desires to participate in the grant program as a means of providing needed park funding to replace and construct playground structures in Barton, Metzler and Feyrer Parks; and

**WHEREAS**, Barton, Metzler and Feyrer Parks are County recreational facilities providing overnight camping, and safe and modern playground structures can enhance the use and enjoyment of the parks; and

**WHEREAS**, County Parks has matching funds for this application in the 2014-15 approved capital budget along with funds allocated for continued operations and maintenance needs of the parks if grant funds should be awarded; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that Clackamas County Parks be authorized to apply for an Oregon Parks and Recreation Department County Opportunity Grant for up to \$120,000 in funding for playground replacement and construction, and the Board of County Commissioners authorizes the Business and Community Services Director to sign the grant application.

Dated this \_\_\_\_\_ day of September, 2014

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

Approval of Previous Business Meeting Minutes:

August 14, 2014

August 21, 2014

(minutes attached)

# **BOARD OF COUNTY COMMISSIONERS BUSINESS MEETING MINUTES**

A complete video copy and packet including staff reports of this meeting can be viewed at

<http://www.clackamas.us/bcc/business.html>

**Thursday, August 14, 2014 - 10:00 AM**

**Clackamas County Fairgrounds**

**694 NE 4<sup>th</sup> Ave., Canby Oregon 97013**

**PRESENT:** Commissioner John Ludlow, Chair  
Commissioner Jim Bernard  
Commissioner Paul Savas  
Commissioner Martha Schrader  
Commissioner Tootie Smith

## **CALL TO ORDER**

- Roll Call
- Pledge of Allegiance

The Color Guards for today - VFW 1324 from Tri-Cities.

## **I. PRESENTATIONS**

1. Welcome from Mayor Brian Hodson, City of Canby
2. Welcome from Laurie Bothwell, Fair Director
3. Presentation from the Clackamas County 4-H Group.  
Becky Sintek, 4-H Livestock Judging Coach, stated the Clackamas County 4-H Livestock Judging team won the state competition and will be representing Oregon this Fall in the National 4-H Livestock Expedition in Louisville, Kentucky. She introduced Connor McCabe and Cody Lawford, two members of the 4-H Livestock team who gave a demonstration of how to show sheep.
4. The Road Ahead: Clackamas County's Road Maintenance Outlook  
Barb Cartmill, Department of Transportation and Development presented the staff report.

*~Board Discussion~*

## **II. CITIZEN COMMUNICATION**

<http://www.clackamas.us/bcc/business.html>

1. Bruce Ankarberg, Portland – wanted to thank the Fair Board for the change in the Fair admission policy.
2. Wendy Hein, Oregon City – OSU Extension Office – stated that folks are very happy with the temporary barn.
3. Catelyn Tietz, Canby – 4-H Member – appreciates the temporary barn.

## **III. CONSENT AGENDA**

Chair Ludlow asked the Clerk to read the consent agenda by title – he then asked for a motion.

### **MOTION:**

Commissioner Schrader: Move approval of the consent agenda.  
Commissioner Bernard: Second.  
Clerk calls the poll.  
Commissioner Bernard: Aye.  
Commissioner Smith: Aye.  
Commissioner Schrader: Aye.  
Commissioner Savas: Aye.  
Chair Ludlow: Aye – the motion passes 5-0.

**A. Health, Housing & Human Services**

1. Approval of an Intergovernmental Sub-recipient Agreement with the City of Sandy/Sandy Senior and Community Center to Provide Social Services for Clackamas County Residents age 60 and over – *Social Services*
2. Approval of a Revenue Grant Award with CareOregon to Increase Dental Access for the Underserved Community – *Health Centers*

**B. Department of Transportation & Development**

1. Resolution No. **2014-83** Declaring the Public Necessity and Purpose for Acquisition of Rights-of-Way and Easements for the Tolbert Street, 82<sup>nd</sup> Drive to Minuteman Way Project and Authorizing Negotiations and Eminent Domain Actions
2. Approval of Amendment No. 1 to Supplemental Project Agreement No. 25214 with Oregon Department of Transportation for Salmon River (Elk Park Road) Bridge Project
3. Approval of a Contract with North Santiam Paving Co. for the South Wilhoit Road Rock Creek MP 2.23 Project - *Purchasing*

**C. Finance Department**

1. Approval of an Authorization to Purchase Radios and Accessories from Motorola Solutions

**D. Elected Officials**

1. Approval of Previous Business Meeting Minutes – *BCC*
2. Approval of an Authorization to Purchase Mobile Data Computers from CDW-Government for the Clackamas County Sheriff's Office - *Purchasing*

**E. Juvenile Department**

1. Approval of a Grant Award for Funding Shelter Care Beds for FY 2013 Juvenile Accountability Block Grant
2. Approval of Intergovernmental Agreement with Clackamas Education Service District to Provide Educational and Vocational Opportunities for the Juvenile Department

**IV. WATER ENVIRONMENT SERVICES**

1. Approval of an Agreement for Professional Services between Clackamas County Service District No. 1, Tri-City Service District and Richwine Environmental Inc. for Process Engineering and Technical Assistance

**V. COUNTY ADMINISTRATOR UPDATE**

<http://www.clackamas.us/bcc/business.html>

**VI. COMMISSIONERS COMMUNICATION**

<http://www.clackamas.us/bcc/business.html>

**MEETING ADJOURNED – 10:45 AM**

## **BOARD OF COUNTY COMMISSIONERS BUSINESS MEETING MINUTES**

A complete video copy and packet including staff reports of this meeting can be viewed at <http://www.clackamas.us/bcc/business.html>

**Thursday, August 21, 2014 - 6:00 PM**

**Public Services Building**

**2051 Kaen Rd., Oregon City, OR 97045**

**PRESENT:** Commissioner John Ludlow, Chair  
Commissioner Jim Bernard  
Commissioner Paul Savas  
Housing Authority Commissioner Paul Reynolds

**EXCUSED;** Commissioner Martha Schrader  
Commissioner Tootie Smith

### **I. CALL TO ORDER**

#### ■ Roll Call

Commissioners Schrader and Smith are out of the office and will not be in attendance this evening.

#### ■ Pledge of Allegiance

Chair Ludlow announced the Board will convene as the Housing Authority Board for the next two items; he introduced Housing Authority Commissioner Paul Reynolds.

### **I. HOUSING AUTHORITY PUBLIC HEARING**

1. Resolution No. 1908, Approval of the Fiscal Year 2014 Annual Plan Amendment  
Chuck Robbins, Housing Authority Director presented the staff report.  
Chair Ludlow opened the public hearing and asked if anyone wished to speak.

1. Jo Haverkamp, Oregon City – questions regarding the amount per person.

*~Board Discussion~*

#### **MOTION:**

Commissioner Reynolds: I move we approve the Resolution Amending the Housing Authority Fiscal Year 2014 Annual Plan.

Commissioner Bernard: Second.

Clerk calls the poll:

Commissioner Reynolds: Aye.

Commissioner Savas: Aye.

Commissioner Bernard: Aye.

Chair Ludlow: Aye - the motion passes 4-0

### **II. HOUSING AUTHORITY CONSENT AGENDA**

Chair Ludlow asked the Clerk to read the Consent Agenda by title, he then asked for a motion.

1. Resolution No. 1907, Approval of the Housing Authority's Certification for the Section 8 Management Assessment Program

#### **MOTION:**

Commissioner Reynolds: I move we approve the Housing Authority Consent Agenda.

Commissioner Bernard: Second.

Clerk calls the poll:

Commissioner Reynolds: Aye.

Commissioner Savas: Aye.

Commissioner Bernard: Aye.

Chair Ludlow: Aye - the motion passes 4-0

Chair Ludlow adjourned as the Housing Authority Board and convened as the Board of County Commissioners for the remainder of the meeting.

**III. CITIZEN COMMUNICATION**

<http://www.clackamas.us/bcc/business.html>

1. Jo Haverkamp, Oregon City – payment of legal fees.
2. Les Poole – Clackamas County – spoke regarding misc. issues including Metro.
3. Shirley Soderberg, Milwaukie – payment of legal fees.

*~Board Discussion~*

**IV. PUBLIC HEARINGS**

1. First Reading of Ordinance No. **04-2014** Amending Title 6 of the Clackamas County Code, Smoking Regulations In and Around County Facilities  
Stephen Madkour, County Counsel presented the staff report.  
Chair Ludlow opened the public hearing and asked if anyone wished to speak, seeing none he closed the public hearing and asked for a motion to read by title only.

**MOTION:**

Commissioner Bernard: I move we read the Ordinance by title only.  
Commissioner Savas: Second.  
Commissioner Bernard: Aye.  
Commissioner Savas: Aye.  
Chair Ludlow: Aye – the motion passed 3-0. He asked the Clerk to assign a number and read the ordinance by title only.  
The second reading will be Sept. 11, 2014 at the regular scheduled Business mtg. at 10 AM.

2. Board Order No. **2014-84** Amending Local Contract Review Board Rules, County Code Appendix "C"  
Stephen Madkour, County Counsel presented the staff report. This order will give the County Administrator (contract, IGA, etc.) signing authority during the two week Board recess. Aug. 25, 2014 through September 8, 2014.

*~Board Discussion~*

Chair Ludlow opened the public hearing and asked if anyone wished to speak, seeing none he closed the public hearing and asked for a motion to read the Board Order by title.

**MOTION:**

Commissioner Bernard: I move we read the Board Order by title.  
Commissioner Savas: Second.  
Commissioner Bernard: Aye.  
Commissioner Savas: Aye.  
Chair Ludlow: Aye – the motion passed 3-0, he asked the Clerk to read the Board Order by title only. He then asked for a motion to approve.

**MOTION:**

Commissioner Bernard: I move we approve the Board Order Amending Local Contract Review Board Rules, County Code Appendix "C".  
Commissioner Savas: Second.  
Commissioner Bernard: Aye.  
Commissioner Savas: Aye.  
Chair Ludlow: Aye – the motion passed 3-0

**V. DISCUSSION ITEMS**

*~NO DISCUSSION ITEMS SCHEDULED*



## **VI. CONSENT AGENDA**

Chair Ludlow asked the Clerk to read the Consent Agenda by title, he then asked for a motion.

### **MOTION:**

Commissioner Savas: I move we approve the Consent Agenda.  
Commissioner Bernard: Second.  
Clerk calls the poll:  
Commissioner Bernard: Aye.  
Commissioner Savas: Aye.  
Chair Ludlow: Aye - the motion passes 3-0

### **A. Health, Housing & Human Services**

1. Approval of a Funding Agreement with United Way of the Columbia-Willamette to Provide Short-Term Rent and Mortgage Assistance Services to Low-Income Families in Clackamas County who are at Risk of Losing their Home – *Social Services*
2. Approval of an Interagency Agreement Amendment No. 1 between the Development Agency and Community Development for the SE Bell Road Pedestrian Street Improvements Project within the North Clackamas Revitalization Area – *Housing & Community Development*

### **B. Department of Transportation & Development**

1. Approval of Intergovernmental Agreement No. 29025 with Oregon Department of Transportation for the Local Agency Certification Program
2. Approval of a Contract with Kodiak Pacific Construction for the Mabel Avenue Improvement Project - *Purchasing*

### **C. Elected Officials**

1. Approval of Previous Business Meeting Minutes – *BCC*
2. Approval of Amendment No. 3 to the Intergovernmental Agreement between the District Attorney's Office and the State of Oregon to Increase/Improve the Quality of Juvenile Dependency Proceedings - *DA*

### **D. Juvenile Department**

1. Approval of an Award Amendment for the 2013 Byrne Juvenile Assistance Grant to Enhance the Services of the Juvenile Drug Court

### **E. County Counsel**

1. Approval of an Amendment to the Intergovernmental Agreement with the Development Agency (North Clackamas Revitalization Area) for Purposes for Clarifying Certain Accounting Practices

## **VII. SERVICE DISTRICT NO. 5 (Street Lighting)**

1. Board Order No. **2014-85** Certifying the 2014-2015 Assessment Roll for Clackamas County Service District No. 5

**VIII. WATER ENVIRONMENT SERVICES**

1. Approval of a Section 00500 Agreement between Tri-City Service District and PCR, Inc for the Tri-City Water Pollution Control Plant Lime Storage Silo Addition Project
2. Approval and Acceptance of a Service Connection Mortgage in the North Clackamas Service Area for Clackamas County Service District No. 1

**IX. COUNTY ADMINISTRATOR UPDATE**

**X. COMMISSIONERS COMMUNICATION**

**MEETNG ADJOURNED – 7:00 PM**

**NOTE: Regularly scheduled Business Meetings are televised and broadcast on the Clackamas County Government Channel. These programs are also accessible through the County's Internet site. DVD copies of regularly scheduled BCC Thursday Business Meetings are available for checkout at the Clackamas County Library in Oak Grove by the following Saturday. You may also order copies from any library in Clackamas County or the Clackamas County Government Channel.**

[www.clackamas.us/bcc/business.html](http://www.clackamas.us/bcc/business.html)



**John S. Foote, District Attorney for Clackamas County**

Clackamas County Courthouse, 807 Main Street, Room 7, Oregon City, Oregon 97045  
503 655-8431, FAX 503 650-8943, [www.co.clackamas.or.us/da/](http://www.co.clackamas.or.us/da/)

21

September 25, 2014

Board of County Commissioners  
Clackamas County, Oregon

Members of the Board:

Approval to Submit a Grant Application  
Victims of Crime Act (VOCA) 2014 – 2015 Non Competitive Extension Grant  
VOCA-NC-Extension-ClackamasCo.DAVAP-00029

<b>Purpose/Outcomes</b>	This VOCA 2014 – 2015 Non-Competitive Grant application is a 12-month extension of the current 2012-2014 VOCA Non-Competitive Grant which expires September 30, 2014.
<b>Dollar Amount and Fiscal Impact</b>	October 1, 2014 – September 30, 2015: \$95,225.00  Funds will be used to offset the personal service costs for 1.16 FTE Victim Advocates. There is a 25% in-kind match that will be met with \$556.25 Cash match and \$23,250.00 In-Kind Volunteer Victim Advocate hours.
<b>Funding Source</b>	The Oregon Department of Justice Crime Victim's Services Division (CVSD) is the State Administrative Agency for the Victims of Crime Act (VOCA) grant programs as authorized by ORS 147.231.
<b>Safety Impact</b>	Activities and expenses will support & enhance services to victims of crime. These efforts will be to (1) respond to the emotional needs of crime victims, (2) assist victims to stabilize their lives after a victimization, (3) assist victims to understand/participate in the Criminal Justice System while invoking their statutory Victim Rights and (4) provide victims with a measure of safety and security while restoring a violence free life.
<b>Duration</b>	Effective October 1, 2014 through September 30, 2015
<b>Previous Board Action/Review</b>	June 2012, the Board of County Commissioners approved VOCA-C-2012-2013 ClackamasCo.DAVAP00036 (Grant was not selected for funding).  May 2012, the Board of County Commissioners approved VOCA-NC-2012-2014 ClackamasCo.DAVAP00029 (Grant was selected for funding).
<b>Contact Person</b>	Sarah Brown, Administrative Services Manager for the District Attorney (503) 650-3532

**BACKGROUND:**

As a result of the 1983 Oregon Legislature, ORS 147.227 mandates that county prosecution-based Victim Assistance Programs (VAP) statutorily mandate the following core services in assistance to victims of crime:

- Notify victim of their Victim Rights
- Inform victims, upon request, of the status of the criminal case involving the victim
- Providing advocacy for victims as they move through the criminal justice system
- Assisting victims in the preparation of restitution documents
- Preparing victims for court hearings; encouraging & facilitating victim testimony
- Accompanying victims to court hearings/Grand Jury/trials/sentencing
- Involving victims in the decision-making process in the criminal justice system
- Informing victims of the processes to request the return of property held as evidence
- Assisting victims with the logistics related to court appearances
- Assisting victims of crime in the preparation and submission of Crime Victims Compensation Program (CVCP) claims to the Department of Justice

The Victims of Crime Act of 1984 (VOCA) is the only federal grant program supporting direct assistance services to victims of all types of crimes. VOCA funds are allocated to Oregon and then sub-granted to victim service organizations throughout the state to extend and enhance services to victims of crime.

In addition to the mandated core services previously listed, the Clackamas County District Attorney's Office - Victim Assistance Program also provides essential, often life-saving, services such as:

- Immediate and long term safety planning
- Crisis intervention and ongoing emotional support
- Assistance in obtaining a protective orders
- Counseling and community resource referrals
- Crime scene response with law enforcement
- Call out response to hospital emergency departments for forensic medical exams
- Support for victims regardless of the prosecutorial merits of the case
- Advocacy while navigation of the criminal justice system, both pre and post-adjudication

**RECOMMENDATION:**

I respectfully recommend that the Board of County Commissioners approve this request to apply for the 2014-2015 VOCA Non-Competitive Extension Grant as submitted and authorize District Attorney John S. Foote to sign on behalf of the county.

Thank you,



Sarah Brown

VOCA Funding Allocations

*Oct - Sept cycle*

Program	13-14 Allocation	14-15 Allocation	14-15 Required Match Amount
ABC House	\$37,132.00	\$37,132.00	\$9,283.00
Baker County DAVAP	\$22,586.00	\$22,586.00	\$5,646.50
Bay Area Hospital	\$23,302.05	\$24,568.00	\$6,142.00
Benton County DAVAP	\$36,264.00	\$39,806.00	\$9,951.50
CARES Northwest	\$80,618.10	\$111,831.00	\$27,957.75
Clackamas County DAVAP	\$73,968.10	\$95,225.00	\$23,806.25
Clatsop County DAVAP	\$29,148.00	\$30,407.00	\$7,601.75
Columbia County Child Assessment Center	\$22,500.00	\$23,029.00	\$5,757.25
Columbia County DAVAP	\$27,693.00	\$29,952.00	\$7,488.00
Coos County DAVAP	\$32,538.91	\$36,386.00	\$9,096.50
Crook County DAVAP	\$24,948.00	\$25,208.00	\$6,302.00
Curry County DAVAP	\$23,308.16	\$25,466.00	\$6,366.50
Deschutes County DAVAP	\$48,042.69	\$59,463.00	\$14,865.75
Douglas County DAVAP	\$38,517.87	\$48,153.00	\$12,038.25
Dougy Center	\$20,875.00	\$26,917.00	\$6,729.25
Elders in Action	\$20,000.00	\$26,917.00	\$6,729.25
Friends of the Child Advocacy Center	\$37,776.89	\$46,258.00	\$11,564.50
Gilliam County DAVAP	\$10,352.00	\$10,497.00	\$2,624.25
Grant County DAVAP	\$21,184.00	\$21,362.00	\$5,340.50
Harney County DAVAP	\$21,290.83	\$21,797.00	\$5,449.25
Hood River County DAVAP	\$23,365.00	\$24,382.00	\$6,095.50
Jackson County Child Abuse Task Force	\$30,425.00	\$37,499.00	\$9,374.75
Jackson County DAVAP	\$58,308.00	\$79,644.00	\$19,911.00
Janus Youth Programs	\$20,000.00	\$26,917.00	\$6,729.25
Jefferson County DAVAP	\$23,906.59	\$24,916.00	\$6,229.00
Josephine County DAVAP	\$33,669.92	\$39,102.00	\$9,775.50
Juliette's House	\$27,849.00	\$29,813.00	\$7,453.25
Kids Intervention and Diagnostic Service Center	\$30,570.32	\$35,521.00	\$8,880.25
Klamath County DAVAP	\$29,775.91	\$34,159.00	\$8,539.75
Klamath-Lake CARES	\$23,402.00	\$24,568.00	\$6,142.00
Lake County DAVAP	\$21,180.00	\$21,442.00	\$5,360.50
Lane County DAVAP	\$86,723.62	\$113,688.00	\$28,422.00
Liberty House	\$40,187.77	\$48,285.00	\$12,071.25
Lincoln County Children's Advocacy Center	\$22,439.00	\$23,326.00	\$5,831.50
Lincoln County DAVAP	\$29,923.00	\$32,456.00	\$8,114.00
Linn County DAVAP	\$45,493.00	\$52,506.00	\$13,126.50

## N. Cover Page - Extension

**1. Certification of Current Information \***

- ✓ By checking this box, I hereby certify the following information is complete and accurate:

Organization Information. If appropriate, CVSD has been contacted to make any changes.

All appropriate personnel working on this application or the associated reporting have been given the appropriate system permissions for the organization and the application. All personnel no longer associated with this agency have been deactivated in the system.

Staff Roster. In order to make updates go to the "My Organization" page and the "Organization Details." Click here to view the Staff Roster report.

Board Roster. In order to make updates go to the "My Organization" page and the "Organization Details." Click here to view the Board Roster report.

**2. Applicant Information**

- a. Applicant Agency's Legal Name & Mailing Address:

Clackamas County District Attorneys Office  
807 Main Street, Room 7  
Oregon City, OR 97045-1845  
Phone: 503-655-8431  
Fax: 503-650-8943

- b. Physical Address (If different than the mailing address):

- c. County:

Clackamas County

- d. Additional county(ies) served:

- e. Congressional District(s) served: \*

1 2 3 4 ✓ 5 Click here to view map

- f. Federal ID #:

93-6002286

- g. Federal DUNS #:

096992656

- h. SAM Expiration Date: \*

4/24/2015 Not Applicable

- i. Contact Person:

Diane Wehage

- j. Contact Information:

Director  
708 Main Street  
Oregon City, OR 97045  
Phone: (503) 655-8616  
Fax: (503) 650-3598  
E-mail: dianeweh@co.clackamas.or.us

- k. Fiscal Contact:

Sarah Brown

- l. Fiscal Contact Information:

Administrator  
807 Main Street, Room 7  
Oregon City, OR 97045  
Phone: (503) 650-3532  
Fax: (503) 650-8943  
E-mail: sarahbro@co.clackamas.or.us  
Larry Crumbaker

- m. Fiscal Officer Contact:

- n. Fiscal Officer Contact Information:

- o. Website Address:

N. Cover Page - Extension

---

**3. Agency Staff & Volunteer Information**

- |    |                                 |      |
|----|---------------------------------|------|
| a. | Total FTE of paid agency staff: | 7.4* |
| b. | Total FTE of agency volunteers: | 16*  |

**4. Letter of Authorization \***

Please upload your new Letter of Authorization below. Only non-profit organizations are required to provide a Letter of Authorization.

Not Applicable

O. Personnel - Extension: VICTIM ADVOCATE

- 1. **Staff Name:** CHER GERIG
- 2. **Position Title:** VICTIM ADVOCATE
- 3. **Salary funded by this grant:** \$21,898.00\*
- 4. **Total annual salary for full-time equivalent (1 FTE):** ~~\$78,656.00~~ 46,898

**Please provide details as to how the proposed VOCA funded salary was calculated:**

This Victim Advocate's current allocated salary of ~~\$78,656~~ as a 1.0 FTE county employee will be off-set by \$25,000 from an annual County Domestic Violence Initiative grant. It is proposed that the remaining balance of this employee's salary costs of \$21,898 be absorbed by this VOCA NC grant.

- 5. **Personnel expenses (benefits) funded by this grant:** \$31,758.00\*
- 6. **Total annual personnel expenses (benefits) for full-time equivalent:** \$31,758.00

**Please provide details as to how the proposed VOCA funded personnel expenses were calculated:**

The Victim Advocate's current allocated annual benefits as a 1.0 FTE county employee is \$31,758. It is proposed that 100% of this annual benefit cost be absorbed by this VOCA NC grant.

- 7. **FTE funded by this grant:** ~~0.19~~ 0.21%
- 8. **Of the grant funded amount listed above (questions 3 & 5),** \$0\*

**how much of the funding is administrative?**

- 9. **Administrative FTE funded by this grant:** 0.00

- 10. **What activities will this staff member perform during their time funded by this grant?**

This Victim Advocate will provide direct victim services and comprehensive case management to all victims of all crimes as outlined in the original Project Description section of this grant application and in accordance with ORS 147.227 (2)(e)(A-K).



O. Personnel - Extension: VICTIM ADVOCATE

- 1. **Staff Name:** KRYSTI BELLMORE
- 2. **Position Title:** VICTIM ADVOCATE
- 3. **Salary funded by this grant:** \$18,927.70\*
- 4. **Total annual salary for full-time equivalent (1 FTE):** \$53,316.00

**Please provide details as to how the proposed VOCA funded salary was calculated:**

This Victim Advocate's current allocated salary of \$53,316 as a 1.0 FTE county employee will be off-set by \$34,388.30 from CFAA dollars. It is proposed that the remaining balance of this employee's salary cost of \$18,927.70 be absorbed by this VOCA NC grant.

- 5. **Personnel expenses (benefits) funded by this grant:** \$22,641.30\*
- 6. **Total annual personnel expenses (benefits) for full-time equivalent:** \$34,182.00

**Please provide details as to how the proposed VOCA funded personnel expenses were calculated:**

The Victim Advocate's current allocated annual benefit cost as a 1.0 FTE county employee is \$34,182. It is proposed that the remaining balance of the VOCA NC grant of \$22,641.30 be absorbed into this cost with the overall remaining annual benefit balance of \$11,540.70 paid by the agency General Funds.

- 7. **FTE funded by this grant:** 0.48
- 8. **Of the grant funded amount listed above (questions 3 & 5),** \$0\*

**how much of the funding is administrative?**

- 9. **Administrative FTE funded by this grant:** 0.00

- 10. **What activities will this staff member perform during their time funded by this grant?**

This Victim Advocate will provide direct victim services and comprehensive case management to all victims of all crimes as outlined in the original Project Description section of this grant application and in accordance with ORS 147.227 (2)(e)(A-K).

P. Services and Supplies - Extension

**1. Contractual Services**

Any contractual services listed here must also be entered on Form T. If any of the contracted services are administrative ie bookkeeper, IT maintenance, etc. these are part of your 10% administrative costs.

Contract Amount:

Contracted Service:

Contract Amount:

Contracted Service:

Contract Amount:

Contracted Service:

Contract Amount:

Contracted Service:

**Administrative Costs:** Of the contract amounts listed above, how much is administrative?

**2. Travel**

Total travel costs funded by this grant:

Please describe how these costs will benefit the project:

**3. Training**

Training

Approximate Date

Number of Attendees

Approximate Cost

Total Training Costs: \$0

Please describe how these costs will benefit the program:

**4. Office Supplies**

Total office supply costs funded by this grant:

Please describe how these costs will benefit the program:

**5. Postal Supplies**

Total postage costs funded by this grant:

Please describe how these costs will benefit the program:

**6. Printing & Copying**

Total printing and copying costs funded by this grant:

Please describe how these costs will benefit the program:

**7. Communication (Telephone, Cell Phone, Internet)**

Total communication costs funded by this grant:

Please describe how these costs will benefit the program:

P. Services and Supplies - Extension

---

**8. Equipment Rental**

Total equipment rental costs funded by this grant:

Type(s) of equipment rental to be funded by this grant:

Please describe how these costs will benefit the program:

**Q. Other Costs - Extension**

---

**1. Rent**

Total rent costs funded by this grant:

The building is not owned by the agency.

Please describe how these costs will benefit the project:

**2. Emergency Services**

Total emergency services costs funded by the grant:

Please describe how these costs will benefit the project:

**3. Audit Costs**

Total audit costs funded by this grant:

Please describe how these costs will benefit the project:

**4. Capital Outlay** (include equipment items that have a useful life of one (1) year or greater OR have a value of \$5,000.00 or more)

Total capital audit costs funded by this grant:

Please describe how these costs will benefit the project:

**5. Other**

Other costs funded by this grant:

Description of other costs to be funded by this grant:

Please describe how these costs will benefit the project:

Other costs funded by this grant:

Description of other costs to be funded by this grant:

Please describe how these costs will benefit the project:

Other costs funded by this grant:

Description of other costs to be funded by this grant:

Please describe how these costs will benefit the project:

**6. Administrative Costs:** Of the amounts listed above in "Other", how much is administrative?

---

**R. Match - Extension**


---

**1. Salary**

Type and amount of salary match funds:

Cash:

Volunteer Hours: 1550

Volunteer Hourly Rate: \$15.00

Volunteer Match: \$23,250.00

Match source:

Volunteer in-kind hours. Volunteers will be on-call, responding to call outs with law enforcement, answering the crisis lines, court accompaniment and providing other case management services on their assigned cases.

**2. Personnel Expenses**

Type and amount of personnel expenses match funds:

Cash:

In-kind:

Match source:

**3. Contractual Services**

Type and amount of contractual services match funds:

Cash:

In-kind:

Match source:

**4. Travel**

Type and amount of travel match funds:

Cash:

In-kind:

Match source:

**5. Training**

Type and amount of training match funds:

Cash:

In-kind:

Match source:

**6. Office Supplies**

Type and amount of office supply match funds:

Cash:

In-kind:

Match source:

**7. Postage**

Type and amount of postage match funds:

## R. Match - Extension

Cash: \$500.00

In-kind:

Match source:

500 First Class Postage Stamps @ \$.49 each for return mailing of completed Quality Assurance - Performance Outcome surveys.

**8. Printing & Copying**

Type and amount of printing and copying

match funds:

Cash: \$56.25

In-kind:

Match source:

Printing and card stock paper supply of Post Card size Quality Assurance - Performance Outcome surveys that will be mailed to victims following adjudication of a case.

**9. Communication**

Type and amount of communication match

funds:

Cash:

In-kind:

Match source:

**10. Equipment Rental**

Type and amount of equipment rental match

funds:

Cash:

In-kind:

Match source:

**11. Rent**

Type and amount of rent match funds:

Cash:

In-kind:

Match source:

**12. Emergency Services**

Type and amount of emergency services

match funds:

Cash:

In-kind:

Match source:

**13. Audit Costs**

Type and amount of audit cost match funds:

Cash:

In-kind:

**R. Match - Extension**

---

Match source:

**14. Capital Outlay**

Type and amount of capital outlay match funds:  
Cash:  
In-kind:  
Match source:

**15. Other**

Type and amount of other match funds:  
Cash:  
In-kind:  
Match source:

Type and amount of other match funds:  
Cash:  
In-kind:  
Match source:

Type and amount of other match funds:  
Cash:  
In-kind:  
Match source:

**16. Total Match** **\$23,806.25**

S. Budget Summary - Extension

- 1. **Total VOCA Grant Funds requested:** **\$95,225.00**
- 2. **The 25% Cash and/or In-Kind Match required should equal:** **\$23,806.25**

**3. Total Project Budget Summary**

Personnel	VOCA Grant Funds		Cash Match		In-Kind Match		Total Project
Salary	\$40,825.70	\$0			\$23,250.00		\$64,075.70
Personnel Expenses	\$54,399.30	\$0			\$0		\$54,399.30
<b>Total Personnel</b>	<b>\$95,225.00</b>	<b>\$0</b>			<b>\$23,250.00</b>		<b>\$118,475.00</b>

Services & Supplies	VOCA Grant Funds		Cash Match		In-Kind Match		Total Project
Contractual Services	\$0	\$0			\$0		\$0
Travel	\$0	\$0			\$0		\$0
Training	\$0	\$0			\$0		\$0
Office Supplies	\$0	\$0			\$0		\$0
Postage	\$0	\$500.00			\$0		\$500.00
Printing & Copying	\$0	\$56.25			\$0		\$56.25
Communication	\$0	\$0			\$0		\$0
Equipment Rental	\$0	\$0			\$0		\$0
<b>Total Supplies &amp; Services</b>	<b>\$0</b>	<b>\$556.25</b>			<b>\$0</b>		<b>\$556.25</b>

Other Services	VOCA Grant Funds		Cash Match		In-Kind Match		Total Project
Rent	\$0	\$0			\$0		\$0
Emergency Services	\$0	\$0			\$0		\$0
Audit Costs	\$0	\$0			\$0		\$0
Capital Outlay	\$0	\$0			\$0		\$0
Other	\$0	\$0			\$0		\$0
<b>Total Other Services</b>	<b>\$0</b>	<b>\$0</b>			<b>\$0</b>		<b>\$0</b>
<b>Total Funds</b>	<b>\$95,225.00</b>	<b>\$556.25</b>			<b>\$23,250.00</b>		<b>\$119,031.25</b>

- 4. **Administrative Costs**
- Administrative Costs** **Grant Funds**
- Personnel \$0
- Contractual Services \$0



S. Budget Summary - Extension

---

Other	\$0
<b>Total Administrative Costs</b>	<b>\$0</b>
<b>Maximum 10% Administrative Costs Allowable</b>	<b>\$9,522.50</b>

T. Community Collaboration: Memorandum of Understanding and Subcontracting (If Applicable) -  
Extension

---

✓ Not Applicable

1. **Memorandum of Understanding - For purposes of this application, the MOU is a document containing the terms of the partnership and the roles and responsibilities between two or more parties.**

An applicant submitting an application under Funding Area #1 must complete a MOU. The MOU should be signed and dated by the authorized representative.

Please upload the applicable Memorandum(s) of Understanding. A fillable version of the form can be found [here](#). If you are not able to access the fillable version, a standard Word document template can be found [here](#). Applicants are not required to use this form, but MOUs are required to have the same elements as in the template.

2. **Proposed Subcontract #1 - A subcontract is needed for collaborations/partnerships that include an exchange of grant funds. If this application will include subcontracting, please respond to the following questions**

- a. Name of proposed subcontractor:
- b. Describe the specific need and service which the contract is intended to address:
- c. Describe the unique qualifications, abilities or expertise of the subcontractor to meet the need and deliver the service:
- d. Describe how the agency determined that subcontracting was the most efficient and effective manner to deliver the service:
- e. Please upload the applicable subcontract. Click [here](#) to view the required minimum elements of a subcontract.
- f. Do you have an additional subcontract to include?  
Yes No

3. **Proposed Subcontract #2 - A subcontract is needed for collaborations/partnerships that include an exchange of grant funds. If this application will include subcontracting, please respond to the following questions**

- a. Name of proposed subcontractor:
- b. Describe the specific need and service which the contract is intended to address:
- c. Describe the unique qualifications, abilities or expertise of the subcontractor to meet the need and deliver the service:
- d. Describe how the agency determined that subcontracting was the most efficient and effective manner to deliver the service:
- e. Please upload the applicable subcontract. Click [here](#) to view the required minimum elements of a subcontract.

T. Community Collaboration: Memorandum of Understanding and Subcontracting (If Applicable) -  
Extension

---

- f. Do you have an additional subcontract to include?  
Yes No

4. **Proposed Subcontract #3 - A subcontract is needed for collaborations/partnerships that include an exchange of grant funds. If this application will include subcontracting, please respond to the following questions**

- a. Name of proposed subcontractor:
- b. Describe the specific need and service which the contract is intended to address:
- c. Describe the unique qualifications, abilities or expertise of the subcontractor to meet the need and deliver the service:
- d. Describe how the agency determined that subcontracting was the most efficient and effective manner to deliver the service:
- e. Please upload the applicable subcontract. Click here to view the required minimum elements of a subcontract.
- f. Do you have an additional subcontract to include?  
Yes No

5. **Proposed Subcontract #4 - A subcontract is needed for collaborations/partnerships that include an exchange of grant funds. If this application will include subcontracting, please respond to the following questions**

- a. Name of proposed subcontractor:
- b. Describe the specific need and service which the contract is intended to address:
- c. Describe the unique qualifications, abilities or expertise of the subcontractor to meet the need and deliver the service:
- d. Describe how the agency determined that subcontracting was the most efficient and effective manner to deliver the service:
- e. Please upload the applicable subcontract. Click here to view the required minimum elements of a subcontract.



NANCY S. BUSH  
DIRECTOR

**DEPARTMENT OF EMERGENCY MANAGEMENT**

**COMMUNICATIONS AND EMERGENCY OPERATIONS CENTER**  
2200 KAEN ROAD | OREGON CITY, OR 97045

September 25, 2014

Board of County Commissioner  
Clackamas County

Members of the Board:

Approval of Intergovernmental Personnel Act (IPA) Assignment Agreement between the  
National Institute of Standards and Technology (NIST) and Clackamas County

<b>Purpose/Outcomes</b>	NIST IPA with Clackamas County approves John (Jay) Wilson with the Department of Emergency Management to be assigned as a Resilience Fellow for a quarter-time job share agreement for the following year.
<b>Dollar Amount and Fiscal Impact</b>	No fiscal impact to the County. This IPA provides federal compensation to Clackamas County for Mr. Wilson's intermittent employment with NIST for up to 25% of his annual salary and benefits.
<b>Funding Source</b>	US Department of Commerce NIST Engineering Laboratory
<b>Safety Impact</b>	Share disaster resilience practices between County and federal government
<b>Duration</b>	Effective August 1, 2014 to July 31, 2015
<b>Previous Board Action</b>	No prior action
<b>Contact Person</b>	Nancy Bush, Director, Department of Emergency Management
<b>Contract No.</b>	

**BACKGROUND:**

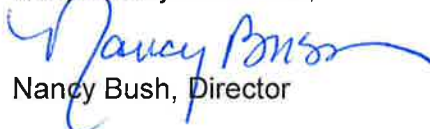
NIST will convene a panel on disaster resilience standards to develop a community-centric resilience framework and provide guidelines for resilient buildings and infrastructure lifelines. This approach, which is included in the President's 2013 Climate Action Plan, will require multidisciplinary expertise to develop improved methods communities can use to prepare for, resist, respond to, and recover from hazard events more rapidly and at a lower cost.

John (Jay) Wilson with the County Department of Emergency Management has been assigned as a NIST Resilience Fellow to focus on issues related to emergency planning and response and to work with NIST staff to develop a national disaster resilience framework.

**RECOMMENDATION:**

Staff recommends the Board approval of this agreement and authorizes Nancy Bush, Department of Emergency Management Director to sign on behalf of Clackamas County.

Respectfully submitted,

  
Nancy Bush, Director



MEMORANDUM FOR Kevin Mahoney  
Director for Human Resources Management and  
Chief Human Capital Officer

From:

*for* Susanne Porch *Janet M. Hoffman*  
Director, Office of Human Resources Management

Subject:

Request for Initial IPA Assignment – John Wilson

Attached for your approval is an initial Intergovernmental Personnel Act (IPA) Assignment Agreement between NIST and Oregon's Department of Employee Services (DES) from August 1<sup>st</sup>, 2014 to July 31<sup>st</sup>, 2015. Mr. Wilson will work with NIST staff to develop a national disaster resilience framework.

Your approval is requested. If you have any questions, please contact Shelley Moeller at 301-975-4387.

**Assignment Agreement**

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371 - 3376)

**INSTRUCTIONS**

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

The term "State or local government," when appearing on this form, also refers to an institution of higher education, an Indian tribal government, and any other eligible organization.

Copies of the completed and signed agreement should be retained by each signatory.

Within 30 days of the effective date of the assignment, two copies of this form must be sent to:

U.S. Office of Personnel Management  
 Personnel Mobility Program  
 Staffing Operations Division/CEG  
 1900 E Street, NW  
 Washington, D.C. 20415

Procedural questions on completing the assignment agreement form or on other aspects relating to the mobility program should be addressed to either mobility program coordinators in each Federal agency or to the staff of the Personnel Mobility Programs in the U.S. Office of Personnel Management.

**PART 1 - NATURE OF THE ASSIGNMENT AGREEMENT**

1. Check Appropriate Box  New Agreement  Modification  Extension

**PART 2 - INFORMATION ON PARTICIPATING EMPLOYEE**

2. Name (Last, First, Middle) **Wilson, John M.** US 3. Social Security Number  
**xxx-xx-xxxx**

4. Home Address (Street, City, State, ZIP Code)  
**1921 SE Umatilla Street  
 Portland, OR 97202**

5.- A. Have you ever been on a mobility assignment?  
 YES  NO

5.- B. If "YES", date of each assignment (Month and Year)  
 From \_\_\_\_\_ To \_\_\_\_\_

**PART 3 - PARTIES TO THE AGREEMENT**

6. Federal Agency (List office, bureau or organizational unit which is party to the agreement)  
**DoC/NIST/Engineering Laboratory**

7. State or Local Government (Identify the governmental agency)  
**Department of Employee Services**

8. Is assignment being made through a faculty fellow's program?  
 If "YES", give name of the program.  YES  NO

**PART 4 - POSITION DATA**

A - Position Currently Held

9. Employment Office Name and Address (Street, City, State and ZIP Code)  
**Department of Employee Services (DES)  
 2051 Kaen Road  
 Oregon City, OR 97068**

10. Employee's Position Title  
**Hazard Mitigation Coordinator**

11. Office Telephone Number (Include the Area Code)  
**(503) 723-4848**

12. Immediate Supervisor (Name and Title)  
**Nancy Bush, Director  
 (503) 655-8665**

B - Type of Current Appointment

13. Federal Employees (Check appropriate box.)  Career Competitive  Other (Specify): \_\_\_\_\_ Grade Level

14. State and Local Employees  
 State or Local Annual Salary **\$81,817.29** Original Date Employed by the State or Local Government (Month, Day, Year)  
**02/11/2008**

C - Position To Which Assignment Will Be Made

15. Employment Office Name and Address (Street, City, State and ZIP Code)  
**Department of Commerce/National Institute of Standards and Technology/Engineering Laboratory/Materials and Structural Systems Division, Community Resilience Group  
 100 Bureau Drive - Gaithersburg, MD 20899**

16. Assignee's Position Title  
**Resilience Fellow**

17. Office Telephone Number (Include the Area Code)  
**(503) 723-4848**

18. Immediate Supervisor (Name and Title)  
**Terri McAllister  
 Group Leader, Community Resilience Group**

**PART 5 - TYPE OF ASSIGNMENT**

19. Check Appropriate Boxes

- |   |  |
|---|--|
| <input type="checkbox"/> On detail from a Federal agency            | <input type="checkbox"/> Full Time               |
| <input type="checkbox"/> On leave without pay from a Federal agency | <input type="checkbox"/> Part Time               |
| <input checked="" type="checkbox"/> On detail to a Federal agency   | <input checked="" type="checkbox"/> Intermittent |
| <input type="checkbox"/> On appointment in a Federal agency         |  |

20. Period of Assignment (Month, Day, Year)

From

To

**August 1, 2014**

**July 31, 2015**

**PART 6 - REASON FOR MOBILITY ASSIGNMENT**

21. Indicate the reasons for this mobility assignment and discuss how the work will benefit the participating governments. In addition, indicate how the employee will be utilized at the completion of this assignment.

**This mobility assignment will enable NIST to obtain critical expertise to engage domain experts in areas critical to community disaster resilience that are not available to NIST through its staff or current contracts. This project's major focus is to develop a national disaster resilience framework.**

**At the conclusion of the assignment, the individual will be able to effectively utilize the knowledge gained to better enable DES to address disaster resilience at the state level.**

**PART 7 - POSITION DESCRIPTION**

22. List the major duties and responsibilities to be performed while on the mobility assignment.

**The individual will hold a critical position on this project in the area of emergency planning and response. In this role, the individual will work with NIST staff to plan and develop the disaster resilience framework by participating in workshops and project meetings.**

**PART 8 - EMPLOYEE BENEFITS**

23. Rate of Basic Pay During Assignment

**\$81, 817.29**

24. Special Pay Conditions (Indicate any conditions that could increase the assigned employee's compensation during the assignment period)

**None**

25. Leave Provisions (Indicate the annual and sick leave benefits for which the assigned employee is eligible. Specify the procedures for reporting, requesting and recording such leave.

**The individual will continue to follow DES leave policies.**

**PART 9 - FISCAL OBLIGATIONS**

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

26. Federal Agency Obligations (If paying more than 50 percent of a Federal employee's salary beyond a 6-month period, specify rationale for cost-sharing decision.)

**NIST will pay the salary intermittently over the 12 month period at a rate of \$81,817.29. This equals to an hourly rate of \$39.34 and a benefits rate of \$27.27/hour.**  
**Cost (based on 3 months of effort)**  
**Labor: \$39.34 x 528 hours = \$20,772**  
**Benefits: \$27.27 x 528 hours = \$14,398.56**  
**Total Cost: \$35,170.56**


Project-Task:  
7310010-000

Org Code:  
30-73-731-00-00-00

Req. Number:  
14-731-0430

FY14  
no-year  
funds

27. State or Local Government Agency Obligations

DES will be responsible for paying salary. DES will continue salary payments with appropriate payments and deductions for fringe benefits. DES will submit itemized invoices to NIST at the following address, referencing IPA# 

National Institute of Standards and Technology  
Accts payable, MS 1621  
Gaithersburg, MD 20899-1621  
NIST: (301) 975-8283

NIST will make payment to:

2051 Kaen Road, Suite 430 Oregon City OR 97045

**PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT**

- 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment.
- 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

**PART 11 - OPTIONS**

30. Indicate coverage "N/A", if not applicable.

- A. Federal Employees Group Life Insurance  
 Covered  N/A
- B. Federal Civil Service Retirement system or Federal Employees Retirement System  
 Covered  N/A
- C. Federal Employee Health Benefits  
 Covered  N/A

31. State or Local Agency Benefits (Indicate all State employee benefits that will be retained by the State or local agency employee being assigned to a Federal agency. Also include a statement certifying coverage in all State and local employee benefit programs that are elected by the Federal employee on leave without pay from the Federal agency to a State or local agency.)

**Individual will continue with DES provided benefits to include healthcare, life insurance, retirement, etc. Any revision to benefits during the period of agreement will be applied.**

32. Other Benefits (Indicate any other employee benefits to be made part of this agreement)

**The assignee will serve at NIST on a detail basis without loss or adverse affect to his standing as a permanent employee.**

**PART 12 - TRAVEL AND TRANSPORTATION EXPENSES AND ALLOWANCES**

32. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment as specified in Chapter 334 of the Federal Personnel Manual, and (2) which travel and relocation expenses will be included.

**Travel expenses for relocation will not be provided. Programmatic travel related expenses will be authorized and funded by NIST. All travel will be completed in accordance with the Federal Travel Regulations (FTR). Travel must be approved in advance by a NIST Supervisor.**



**PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES**

34. Check Appropriate Boxes

- A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal employees only)

**PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE**

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization) <b>National Institute of Standards and Technology Gaithersburg Campus</b>	36. Date (Month, Day, Year) From <b>08/01/2014</b> To <b>07/31/2015</b>
37. Signature of Assigned Employee	38. Date of Signature (Month, Day, Year)

**PART 15 - CERTIFICATION OF APPROVING OFFICIALS**

In signing this agreement, we certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- this assignment is being entered into to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status and pay.

State or Local Government Agency	Federal Agency
39. Signature of Authorizing Officer	40. Signature of Authorizing Officer
41. Date of Signature (Month, Day, Year)	41. Date of Signature (Month, Day, Year)
43. Typed Name and Title	42. Typed Name and Title

**PRIVACY ACT STATEMENT**

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies, or by State, local, or Federal income

taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which permitted use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.



23

OFFICE OF COUNTY COUNSEL

PUBLIC SERVICES BUILDING

2051 KAEN ROAD | OREGON CITY, OR 97045

Stephen L. Madkour  
County Counsel

Kimberley Ybarra  
Kathleen Rastetter  
Chris Storey  
Scott C. Ciecko  
Alexander Gordon  
Amanda Keller  
Nathan K. Boderman  
Christina Thacker  
Assistants

September 25, 2014

Board of County Commissioners  
Clackamas County

Members of the Board:

**Approval of Order declaring that the Gladstone Elections Building is no longer needed for public use and the public's interest will be furthered by sale of the property**

<b>Purpose/Outcomes</b>	Approve the Order declaring the Gladstone Elections Building no longer needed for public use and that it is in the public's interest to sell the building.
<b>Dollar Amount and Fiscal Impact</b>	No direct funding is considered as part of this authorization.
<b>Funding Source</b>	Not Applicable
<b>Safety Impact</b>	Not Applicable
<b>Duration</b>	Not Applicable
<b>Previous Board Action</b>	The Board met in an August 19, 2014 study session to discuss declaring this property no longer necessary for public use.
<b>Contact Person</b>	Stephen L. Madkour, County Counsel

The County owns the property located at 825 Portland Avenue in Gladstone. The building had formally been used as the Gladstone Elections Office. County Facilities explored having the building repurposed to house the library network but it was determined that the cost to update and upgrade the building would be prohibitive.

The sale of the property would relieve the county of the cost to maintain the premises. Proceeds from the sale would be transferred to the general fund.

ORS 271.310 allows for the private sale of public property provided the governmental entity makes certain findings. The statute requires the county to find either that county facilities no longer are needed for public use or that it is in the best interest of the public to sell the property.

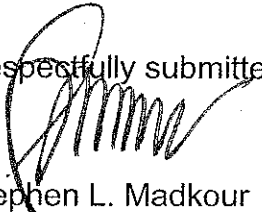
It is contemplated that the property would be listed with a commercial real estate broker. The property would not be sold at a Sheriff's sale.

The Board is essential declaring the Gladstone Elections Building as surplus property and eligible for sale.

**RECOMMENDATION:**

Staff recommends that the Board adopt the Order Declaring that the Gladstone Elections Building is no longer needed for public use and the public's interest will be furthered by sale of the property.

Respectfully submitted,



Stephen L. Madkour  
County Counsel

Attachment: Proposed Order

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

Order Declaring that the Gladstone Elections Building is no longer needed for public use and the public's interest will be furthered by sale of the property



Order No.  
page 1 of 2

This matter coming before the Board of County Commissioners at its regularly scheduled business meeting on September 25, 2014.

**WHEREAS**, Clackamas County owns a piece of real property located at 825 Portland Avenue, in Gladstone, Oregon. The property is commonly known as the Gladstone Elections Building. The property is owned in fee and was not acquired through a tax foreclosure.

**WHEREAS**, the County vacated the Elections Building in approximately 2009. Since that time, the City of Gladstone Fire Department temporarily occupied the premises. The building presently is vacant;

**WHEREAS**, the County has explored other potential uses for the property. The most recent assessment revealed that converting the building to another County use would be financially prohibitive;

**WHEREAS**, the property is not within 100 feet of a railroad right of way or within 500 feet of an at-grade crossing;

**WHEREAS**, the Board concludes, as required by ORS 271.310, that the property no longer is needed for public use and that the public's interest will be furthered by a sale of the property;

**WHEREAS**, the Board concludes that it is in the County's best interest to list the property with a commercial real estate broker and not to dispose of the property through a Sheriff's sale; and

**WHEREAS**, it further appearing that it is in the best interest of the County to approve this order;

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF CLACKAMAS COUNTY, STATE OF OREGON**

Order Declaring that the Gladstone  
Elections Building is no longer needed  
for public use and the public's interest  
will be furthered by sale of the property



Order No.  
page 2 of 2

**NOW, THEREFORE, IT IS HEREBY ORDERED that:**

1. The property known as the Gladstone Elections Building located at 825 Portland Avenue in Gladstone, Oregon no longer is needed for public use; and
2. The public's interest will be furthered by the sale of the building in that the property will no longer remain vacant, that through a sale the building will be repurposed and its use will contribute to improved economic activity in downtown Gladstone, and that the property will be placed back on the tax roll; and
3. It is in the County's best interest to list the property with a commercial real estate broker to realize maximum value of the property and to not dispose of the property through a Sheriff's sale.

ADOPTED this 25<sup>th</sup> day of September 2014.

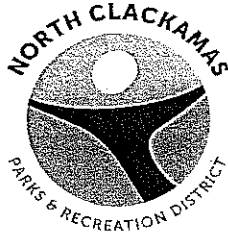
**CLACKAMAS COUNTY BOARD OF COMMISSIONERS**

---

Chair

---

Recording Secretary



24

Gary Barth  
Director

North Clackamas Parks and Recreation District  
Development Services Building  
150 Beaver Creek Road  
Oregon City, OR 97045

September 25, 2014

Board of County Commissioners  
Acting as the North Clackamas Parks and Recreation Board  
Clackamas County

Members of the Board:

Authorization to approve Amendment Number 1 to the Intergovernmental Agreement between the Tri-County Metropolitan Transportation District of Oregon, Clackamas County and the North Clackamas Parks and Recreation District for Fully Actuated Signal at Park-Oatfield Intersection

<b>Purpose/ Outcomes</b>	Authorization to approve amendment.
<b>Dollar Amount and Fiscal Impact</b>	\$131,500
<b>Funding Source</b>	Transportation System Development Revenue (TSDC)
<b>Safety Impact</b>	Enhanced safety with the provision of a fully actuated signal.
<b>Duration</b>	Not Applicable
<b>Previous Action</b>	December 12, 2013 – IGA Approval
<b>Contact Person</b>	Dan Johnson, Manager – Department of Transportation and Development 503-742-4325 or danjoh@co.clackamas.or.us
<b>Contract No.</b>	Not Applicable

**BACKGROUND:**

On January 1, 2013, the Board of County Commissioners adopted the Clackamas County Transportation System Plan (TSP). The TSP is a plan developed to identify needed infrastructure improvements to support planned growth for the urban and rural areas of Clackamas County.

Pursuant to the TSP, improvements were identified at the intersection of Park Avenue and Oatfield Road. Listed as project 1071 of the TSP, this Tier 1 project outlines improvements consisting of additional turn lanes and full signalization of the intersection to meet the future vehicular capacity needs of the area. See Attachment A.

As a part of the Portland-Milwaukie Light Rail Project, TriMet is currently undertaking a number of project related improvements to Park Avenue and Oatfield Road intersection and surrounding area. These improvements consist of a complete redesign and construction of the intersection to add turn lanes, placement of new signal arms and addition of new flashing yellow warning signals, similar to the ones previously located at the intersection.

Staff has worked with TriMet and their contractor to assess the costs associated with upgrading the flashing warning signal to a fully actuated traffic signal, including loop detection and signal communication interconnect. Provision of these enhancements is beyond the scope of project related improvements but is an opportunity to complete an identified TSP project while work is underway in the area and at a lower cost. By including this upgrade as a part of TriMet's current scope of work there would be cost savings (mobilization, contract preparation, and construction management costs), while eliminating future construction impacts for the local community.

On April 1, 2011, Clackamas County, North Clackamas Parks and Recreation District and TriMet entered into an Intergovernmental Agreement for Project Design and Construction Management Services for the Portland-Milwaukie Light Rail Project (D&C IGA). Pursuant to Article 5L of this agreement, Clackamas County is able to coordinate with TriMet for the provision of "betterments". Betterments are generally defined as project components with a more costly kind, size or type of material or facility that constitutes an upgrade requested by a local partner, but not required for compliance with rules, regulations, laws and standards applicable to the Light Rail project. Pursuant to this provision, the full signalization of the Park Avenue/Oatfield Road intersection would be classified as a betterment.

Preliminary cost estimates for the additional improvements are estimated at \$131,500. These costs have been reviewed by TriMet and County Traffic Engineering staff and have been found to be consistent with standard industry costs for an improvement of this nature.

Department of Transportation and Development staff has requested authorization to advance the attached amendment to fully signalize the Park Avenue / Oatfield Road intersection. See Attachment B. As North Clackamas Parks and Recreation District was a signatory to the aforementioned D&C IGA, district authorization is needed to amend the IGA to provide the enhancements discussed above.

Transportation System Development Charges would be used to fund these additional enhancements. No Parks District funds will be used to pay for these improvements.

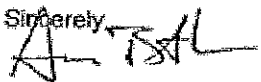
This amendment is in a format approved by County Counsel.

**RECOMMENDATION:**

Staff respectfully recommends that the Board move by consent to:

- Delegate authority to the Director of the North Clackamas Parks and Recreation District to execute the amendment to authorize signalization improvements to Park Avenue / Oatfield Road Intersection.

Sincerely,

  
Gary Barth  
Director, NCFRD

For information on this issue or copies of attachments, please contact  
Dan Johnson @ 503-742-4325

Table 5-3a 20-Year Capital Projects

Project ID	Map	Project Name / Street Name	Segment / Locations	Project Description
1044	5-11a	Springwater Rd	OR 224 to Hattan Rd	Widen to 3 lanes with shoulders and pedestrian facilities; bridge remains two lanes
1045	5-11a	Sunnyside Rd	93rd Ave to 126th Ave	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1046	5-11a	Sunnyside Rd	Sunnyside Rd / Stevens Rd Intersection	Intersection improvements, such as additional turn lanes, turn lane extensions, and/or signal timing modifications
1047	5-11a	Tolbert St Overcrossing	82nd Dr to Industrial Way	Construct new 2 lane overcrossing with bikeways and pedestrian facilities
1048	5-11b	282nd Ave	US 26 to OR 212	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1049	5-11b	Amisigger Rd / Kelso Rd	OR 224 to Kelso / Richey Rd	Add paved shoulders; turn lanes at Amisigger/OR 212 and Kelso/Richey; smooth curves.
1050	5-11b	Arrah Wanna Blvd	US 26 to Fairway Ave	Add paved shoulders
1051	5-11b	Cazadero Multi-Use Trail	Community of Boring to City of Estacada	Construct multi-use path
1052	5-11b	Compton Rd	US 26 to 352nd Ave	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1053	5-11b	Dodge Park Rd Bridge	~192 feet south of Pipeline Rd	Replace bridge nearing the end of its useful life and include paved shoulders
1054	5-11b	Eagle Creek Rd	Firwood Rd to Duus Rd	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1055	5-11b	Eagle Creek Rd	Currin Rd to Duus Rd	Remove horizontal curve, relocate intersection, add paved shoulders and turn lanes at major intersection; investigate speed zone south of Currin Rd
1056	5-11b	Fairway Ave	Arrah Wanna Blvd to Salmon River Rd	Add paved shoulders
1057	5-11b	OR 211	OR 211 / Judd Rd intersection	Realign roadway
1058	5-11b	Richey Rd	Kelso Rd to OR 212	Add paved shoulders and left turn lane at Richey Rd and OR 212
1059	5-11b	Welches Rd	US 26 to Birdie Ln	Add paved shoulders; add pedestrian facilities in Welches rural center
1060	5-11c	Aldercrest Dr	Thiessen Rd to Oatfield Rd	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1061	5-11c	Concord Rd	River Rd to Oatfield Rd	Fill gaps in pedestrian facilities
1062	5-11c	Concord Rd	River Rd to Oatfield Rd	Add turn lanes at major intersections
1063	5-11c	Courtney Ave	OR 99E to Oatfield Rd	Fill gaps in pedestrian facilities and bikeways
1064	5-11c	Courtney Ave	River Rd to OR 99E (McLoughlin Blvd)	Construct pedestrian facilities / complete gaps on the south side; add bikeways
1065	5-11c	Harold Ave	Concord Rd to Roethe Rd	Add pedestrian facilities and traffic calming
1066	5-11c	Hull Ave	Wilmot St to Tims View Ave	Fill gaps in pedestrian facilities
1067	5-11c	Jennings Ave	Webster Rd to OR 99E	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1068	5-11c	Jennings Ave	River Rd to Oatfield Rd	Widen to 2-lane urban minor arterial standard with bikeway and pedestrian facilities infill
1069	5-11c	Oak Grove Blvd	Oatfield Rd to River Rd	Fill gaps in pedestrian facilities and bikeways
1070	5-11c	Oatfield Rd	Jennings Ave to Lake Rd	Perform road safety audit or transportation safety review to identify appropriate safety improvements
1071	5-11c	Oatfield Rd	Oatfield Rd / Park Rd intersection	Install traffic signal and add turn lanes



**AMENDMENT NUMBER 1 TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE  
TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF  
OREGON, CLACKAMAS COUNTY AND THE NORTH CLACKAMAS PARKS AND  
RECREATION DISTRICT FOR FULLY ACTUATED SIGNAL AT PARK-  
OATFIELD INTERSECTION**

**THIS AMENDMENT NUMBER 1** ("Amendment") is dated this \_\_\_\_ day of \_\_\_\_\_, 2014, and is made by and between the Tri-County Metropolitan Transportation District of Oregon ("TriMet"), Clackamas County ("County") and the North Clackamas Parks and Recreation District ("District") (collectively, "Parties").

The County and TriMet are parties to an Agreement for County Road Program Work ("Road Contract") dated December 12, 2013 (Contract number GC140412LE), and an Intergovernmental Agreement for Project Design and Construction Management Services for the Portland-Milwaukie Light Rail Project ("D&C IGA") dated April 1, 2011 (Contract number GH120337TL).

The Road Contract includes a provision in Section 3(C) anticipating additional traffic signalization scope at the County's expense. Section 4(C) of the Road Contract requires the Parties to treat the construction of a fully signalized intersection as a betterment under the D&C IGA should the County elect to proceed with construction of an upgrade of a flashing beacon at the intersection of SE Park Avenue and SE Oatfield Road to a fully actuated traffic signal.

The D&C IGA sets forth each party's respective responsibilities with regard to the design and construction of the Project, including any construction betterments. Under Article V, Section L of the D&C IGA, the parties shall modify the D&C IGA to reflect the work scope and cost of any betterment prior to TriMet proceeding with the design and construction of such betterment.

In accordance with the terms of the Road Contract and D&C IGA, as they relate to betterments, the Parties agree as follows:

- TriMet agrees to authorize its contractor, Stacy and Witbeck, Inc. ("SWI"), to construct a fully actuated traffic signal at SE Park Avenue and Oatfield Road, including loop detection and signal communication interconnect, consistent with the design specifications provided to TriMet by the County.
- TriMet shall be responsible for adding the cost of this construction to the TriMet-SWI contract by change order.
- The County is responsible for all costs of this betterment work, and agrees to pay TriMet for the betterment work in accordance with the Road Contract and D&C IGA. The cost of the betterment work is \$131,500.

The Parties hereto agree to execute any additional agreements or documents which may be necessary to effectuate the intent contained herein to upgrade a flashing beacon at the intersection of SE Park Avenue and SE Oatfield Road to a fully actuated traffic signal as part of the design and construction of the Project, as defined in the D&C IGA.

Except as expressly amended above, all other terms and conditions of the Agreement are still in full force and effect.

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

Executed by:

---

Daniel W. Blocher, P.E.  
Executive Director  
TriMet

Date

---

M. Barbara Cartmill  
DTD Director  
Clackamas County

Date

---

Gary Barth  
Director  
North Clackamas Parks &  
Recreation District

Date