

County Administration Workshop: January 26, 2017

9:00 a.m. – Board Conference Room

Attending: Commissioners Simon G. Hare, Lily N. Morgan, and Daniel E. DeYoung; Terri Wharton, Recorder

Chair Simon G. Hare called the meeting to order at 9:00 a.m.

1. LEGAL COUNSEL

A. Order No. 2017-006; In the Matter of Amendment to Josephine County Administrative Policy and Procedure A-5, Responding to Citizen Complaints

Wally Hicks, County Legal Counsel, discussed the draft policy on Responding to Citizen Complaints regarding confidential and non-confidential complaints. The Board asked for a redline version showing the changes in the policy. *The Board directed Legal Counsel to bring this back to next week's Administration Workshop.*

B. Report and Recommendation; Follow-Up Regarding Use of County Vehicles

Commissioner Hare advised this Report and Recommendation reinstates his privileges for use of County vehicles.

Commissioner Morgan made a motion to approve the Report and Recommendation; Follow-Up Regarding Use of County Vehicles, seconded by Commissioner DeYoung. Upon roll call vote, motion passed 3-0; Commissioner DeYoung – yes, Commissioner Morgan – yes, and Commissioner Hare – yes.

Commissioner Hare asked to add "Other" to Legal Counsel's agenda.

Wally gave a brief update on the Codification project.

2. DEPARTMENT BUSINESS

A. Public Works

1) Resolution No. 2017-005; In the Matter of Initiating Vacation Proceedings for a Portion of Dog Creek Road, a Public Right of Way (Heesacker)

Rob Brandes, Public Works Director, explained the Resolution would start the process to vacate 400 feet of Dog Creek Road. The property owner is experiencing a lot of trespassing and dumping on that portion of the road. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

B. Forestry

1) Contract between Josephine County and G E Forestry, Inc. to Provide Tree Seedling Planting Services for 2017 (Kern)

Richard Kern, Forester II, advised Forestry received five bids for tree planting services and the lowest bidder was G E Forestry, Inc. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

3. QUARTERLY DEPARTMENT UPDATES

A. Public Works

Rob Brandes, Public Works Director, gave an update on department activities.

B. Information Technology

John McCafferty, Technology Director, distributed **Exhibit 1 – Department Update January 2017** and reviewed it with the Board.

4. FINANCE REPORT and BUSINESS UPDATE

Arthur O'Hare, Finance Director, distributed **Exhibit 2 – Property Reserve Request – Jail Intercom Update** and discussed it with the Board. The Board directed Arthur to move forward with a contract.

Arthur mentioned he received the invoice for RVCOG's annual dues. The Board directed Arthur to hold payment until an issue involving RVCOG is clarified.

A. Draft Budget Guidelines

Arthur O'Hare distributed **Exhibit 3 – Draft Goals and Directives for 2017-18 Budget** and discussed it with the Board. Arthur distributed **Exhibit 4 – Resources and Requirements Public Safety Fund** and reviewed it with the Board. Commissioner Hare distributed **Exhibit 5 – Josephine County History O&C Revenue** for the Board's review.

5. OTHER BUSINESS (ORS 192.640(1) “. . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”)

None reported.

6. BOARD BUSINESS**A. Matters from Commissioners**

Commissioner Hare discussed the need to appoint a delegate for the AOC Forest Management. The Board agreed to discuss it at the afternoon General Discussion meeting.

Meeting adjourned at 11:26 a.m.

EXHIBITS:

Exhibit 1 – Department Update January 2017

Exhibit 2 – Property Reserve Request – Jail Intercom Update

Exhibit 3 – Draft Goals and Directives for 2017-18 Budget

Exhibit 4 – Resources and Requirements Public Safety Fund

Exhibit 5 – Josephine County History O&C Revenue

Dept. update

EXHIBIT 1
ADMIN
1/26/17

Admin Meeting January 2017

Spring Projects – Public Health – Petpoint (Animal Shelter) and Healthspace (Environmental – Inspections) – Healthspace will be replacing current software now and Petpoint's legacy, Helion will go away in one year. The County has a historic tendency to forego conversion of data, which imposes costs on IT by maintaining legacy software for years after maintenance has expired. The plan for Helion's one-year support is a good compromise. Juvenile Justice is adding a digital fingerprinting system. Planning migration to new software will be a large project, which should eventually get us off two, hard to support, extremely outdated software packages (PUMA and Paradox). Fiber run from Anne Basker to DA. Replacing one of the AB Cameras today.

CJIS Audit – we have purchased hardware and software for advanced authentication, which will affect the DA, Sheriff, and Corrections mobile devices – users will have a dongle that adds an additional login procedure to access CJIS information - \$159 a user. Other aspects we need to address are password changes, encrypted data at rest and in emails that include CJIS information (which is currently not approved).

Moving to Youtube exclusively for live and archived video unless there is objection.

Added Conference call ability to Shoretel for Emergency contacts and Public Works responders

Added wireless data access to network in CJ – volunteers help fill out crime reporting. Mountaintop ring was failing too often to depend on it. Cameron Camp in IV working on a more permanent solution.

Network – consolidate backups and replication at Public Works with a 10GB connection (currently 1GB) – part of department continuity support.

Consolidation – We have 70 virtual servers, some departments have 5 or 6 software packages that include old legacy systems. Does not include web based applications.

Training – State has some decent training on ILearn that is free for safe computer use (email phishing). I would like to start minimal computer training in 2017 during employee's first month.

Website – 1000 pages, 5000 links, we had 1500 broken links and 100 misspellings – software we purchased in July – SiteImprove helped us get it down to 25 broken links and no misspellings. Broken Links are an issue of integrity and public confidence.

From Fall Quarter – last update

GIS Link on Home page for Road Information and Preparedness Resources – where to get sand in case of flooding, etc.

Fiber to Parks, Forestry, Fairgrounds completed the telephone pole run, splice team to come out within week, should have fiber to all three departments by election day

VOIP up and running – mixed utility depending on Department – Communicator Followup class on Nov. 2

Fairgrounds Sign up and running

AWOS up and running – Airports Automated Weather Observation System

Time clocks – more physical time clocks have been ordered by departments, fiber to forestry will allow for a wireless time clock in outdoor area for Corrections

Assessor Server – should get Assessor through until there is competition in the market or a decision is made on future direction of an assessment system

911 – within a week or two we will have much better targeting of geographic location if there is a 911 call made from a County office

Weekly Business Session on YouTube – create a private page on our website so you can compare.

Old Business – Anne Basker budget – replace the Elmo and two cameras - \$2000 this year.

Storage media files – S: drive growing at least a 25% clip – this becomes an issue for backups which slows overall network access

Projects between now and March 2017 are going to have to be vetted for immediate need. CJIS audit will require focus of network team to avoid constraints on criminal data

EXHIBIT 2
ADMIN
1/26/17



Josephine County, Oregon

Finance Office

500 NW 6th Street – Dept 4 / Grants Pass OR 97526
(541) 474-5255 / FAX (541) 474-5258 / TTY (800) 735-2900

January 25, 2017

TO: Board of County Commissioners
FR: Arthur O'Hare, Finance Director *ws*
RE: Property Reserve Request – Jail Intercom Upgrade

Background:

Property Reserve Fund dollars are generated by property sales, capital grants, direct transfers from departments, and depreciation collected by Building Maintenance as part of the building rental rate. Funds may be used for general government repairs and capital improvements as needed. All Property Reserve expenditures require prior approval by the Board either through the budget process or by individual project during the fiscal year.

Each year the County budgets funds for property reserve projects. The Property Reserve Fund currently has a 2016-17 adopted budget of \$2,404,000 that includes funds set aside for specific departmental projects, as well as general building repairs and upgrades.

Request:

The aging infrastructure at the Adult Jail has been recognized and discussed for several years. The Adult Jail currently has three independent systems to control the doors, the intercom, and the security cameras. The systems were installed when the jail was built in 1999. The systems are considered "End-of-Life" and each year the cost, time, and materials necessary to maintain operability of these systems increases.

We are requesting to repair and upgrade the jail intercom system utilizing the original vendor that installed the system and the original equipment manufacturer for consistency and compatibility. The Jail Intercom Upgrade project was not included in the current Property Reserve budget; therefore, I am requesting Board approval to move this forward.

Total project cost is estimated at \$49,306.

Recommendation:

I recommend approval of the contract to Salem Fire Alarm for \$49,306 for the Jail Intercom Upgrade project to be paid from the Property Reserve Fund.

APPROVED:

Simon G. Hare, Chair

Lily N. Morgan, Vice-Chair

Daniel E. DeYoung, Commissioner



❖ Salem Office ❖
Ph: 503.364.4566 Fax: 503.364.0617

❖ CCB# 76884 ❖



❖ Milwaukie Office ❖
Ph: 503.305.5448 Fax: 503.387.5925

INSTALLATION PROPOSAL

To: Chuck Hipps

Date: 17 January 2017

Project Name & Address:

Josephine County jail
Upgrade Telecor T3 Intercom System

Customer Phone:

Documents used in preparation of proposal:

Specification Sections: No Spec

Plan Sheets: Project No.

Addenda(s): None

Customer Fax:

We are pleased to provide you with the following quotation for labor, materials and equipment to upgrade the existing Telecor T3 Intercom Platform. We have included the following new Telecor equipment in this quote.

- 5 - T3-SC Intercom Controllers - Model B
- 5 - T3-TNB-ENET transfer Network Boards
- 5 - CR-45 Console Receptacles
- 5 - MCC-450 Master Control Consoles (Black)
- 1 - MCC-VC-MD Virtual Master Console Controller-Model D
- 1 - MCC-PM-MA Desktop Microphone Console Model A
- 5 - T3-EOL-ADP Console & TBU Buss Termination Kits
- 13 - Firmware Chips
- 1 - Site Programming Transfer
- 1 - 25 Station IC Termination Board
- 1 - Network Switch 5 Port
- 1 - Lot removal of existing T3 equipment
- 1 - Lot Site programming, testing and startup. (Customer to provide staff for testing assistance)

Note: Work scope will involve the system being down and not functioning for several days. We anticipate a total on-site install of (10) work days over a 2 week period of time.

Monthly progress billings will be provided. Payable Net 30 days.

Please allow 4 weeks for factory delivery of equipment.

Salem Fire Alarm proposes to furnish the above, for the sum of: \$ 49,306.00

Salem Fire Alarm, Inc.

By: Craig Davis

Title: General Manager

INSTALLATION PROPOSAL

Includes:

- Freight FOB Jobs te
- Field device Terminations and Programming
- Testing, Certification and Training
- Travel, lodging
- Straight time labor between the hours of 7 am and 5 pm Monday - Friday.
- 1 year parts & labor warranty.

Excludes:

- Installation of new system cable. Re-use existing.
- Overtime labor rates.
- System shop or layout drawings.
-

Notes:

- Counts and devices are conceptual, however the final lay out and controls package designed by Salem Fire Alarm will not change pricing included in this proposal
- Changes made by others (i.e. AHJ, Owner, Architect, Engineer, etc.) may result in a price increase or decrease to be handled through a contract modification / project change order
- Price subject to change after 30 days and is based on Salem Fire Alarm and Contractor reaching a mutually agreed upon contract
- Electronic AutoCAD files required for drawings preparations need to be forwarded to tom@salemfirealarm.com

ACCEPTANCE OF PROPOSAL

Company: _____ Date: _____

Accepted by: _____ Title: _____

P O # _____ Amount: _____

Project Manager/Contact: _____ Fax: _____

Contact E-mail Address: _____ Contact Phone: _____

Billing Address:

Shipping Address:

Job Site Address:

Estimated Start Date: _____

Completion Date: _____

Date Submittals Needed: _____

EXHIBIT 3
ADMIN
1/26/17



Josephine County, Oregon

Finance Office

Josephine County Courthouse
500 NW 6th Street, Dept 4 / Grants Pass OR 97526
(541) 474-5255 / FAX (541) 474-5258 / TTY (800) 735-2900

January 23, 2017

TO: Board of County Commissioners
FR: Arthur O'Hare, Finance Director/Budget Officer
RE: Draft Goals and Directives for 2017-18 Budget

Attached are last year's Goals and Directives that departments used in creating the County Budget for 2016-17. I will revise dates and timeframes, but would like the Board to begin discussion for the 2017-18 County Budget.

Goals for budget purposes approved 02-11-2016:

1. Improve community outreach and communication to the public by investing in technology that will improve efficiencies within County Departments and provide enhanced service to citizens.
2. Develop a sustainable plan for all mandated and essential County government programs.
3. Provide access to County services to the citizens of Josephine County in a transparent, open and professional manner.

Proposed Budget Directives/Guidelines for FY 2016-17

1. Budget will be submitted to Finance by Friday, March 11, 2016.
2. Budgets for FY 2016-17 to be based on FY 2015-16 levels.
3. Budget should be at Service Level 1 (mandatory and/or self supporting). Fund/ Program narratives should address County goals and clearly define program purpose and expected outcomes. Any additions and/or reductions in service level based on revenue sources need to be documented.
4. Public Safety Fund budgets and FTE requirements should be based on discretionary monies plus dedicated revenues. Discretionary monies percentage based on FY 2015-16 actual percent allocation after supplemental budget adjustments.
5. Funds supported by dedicated monies need to balance revenues with expenditures. All revenue sources must be proven (awarded contracts, grants, etc.) and documented on the Schedule C Appendix Detail form.
6. Worksheets, including Personnel Service Schedule D's will be distributed week of February 16. All vacant and new positions need to be added at the end of the schedule and require a "Justification" page with funding source attached. Percentage allocation for positions must be included on Schedule D. FTE's need to be included at Program level.
7. Insurance, County Fleet and BOM rates will be distributed week of February 22.
8. ISF will be a percentage (10%) based on operational category budgets (Personal Services and Material & Services), shown at Fund level.
9. Capital Asset purchases over \$5,000 need to be shown on Schedule F form, including BOM projects.

**RESOURCES AND REQUIREMENTS
PUBLIC SAFETY FUND (12)**

ESTIMATE - JANUARY 26, 2017

EXHIBIT 4
ADMIN
1/26/17

Historical Data					DESCRIPTION RESOURCES AND REQUIREMENTS	Adopted Budget 2016-17	Estimate Actual 12 Months 2016-17	Current Service Level Estimate 2017-18	No New Revenue Estimate 2017-18
Fifth Preceding Year 2011-12	Fourth Preceding Year 2012-13	Third Preceding Year 2013-14	Second Preceding Year 2014-15	First Preceding Year 2015-16					
\$ 9,446,289	\$ 3,497,082	\$ 4,752,385	\$ 5,842,265	\$ 5,607,895	Beginning Fund Balance	\$ 5,450,000	\$ 2,700,000	\$ 2,700,000	
4,910,825	4,685,831	4,858,135	4,779,851	4,220,265	County Payments (O & C/SRS/Bailout Distributions)	-	-	-	
-	-	-	-	-	Shared Receipts (Actual Federal Timber Harvest)	2,000,000	2,271,334	2,000,000	2,000,000
2,150,483	1,821,571	2,535,691	2,594,427	2,713,161	Revenues Generated by Departments:				
431,223	396,048	588,635	568,235	624,472	Sheriff	2,782,200	2,548,800	2,600,000	2,600,000
640,589	224,973	290,211	236,181	220,505	District Attorney	584,900	567,100	550,000	550,000
25,717	12,223	12,776	16,331	22,790	Juvenile Justice	201,400	191,800	200,000	200,000
					Interest Income	12,400	21,688	14,200	14,200
3,000,000	2,000,000	2,568,700	2,311,000	3,045,200	Interfund Transfers:	2,500,000	2,500,000	2,500,000	2,500,000
-	425,000	-	-	-	10 - General Fund Support	-	-	-	-
-	-	-	-	248,900	11 - Public Works Fund - Road Dollars HB 4175	248,900	248,900	248,900	248,900
-	-	-	-	100,000	13 - Community Corrections for Sheriff JRI Jail Grant	100,000	100,000	100,000	100,000
-	-	-	-	8,334	13 - Community Corrections for DA Prosecution	7,500	7,500	7,500	7,500
247,300	162,000	135,000	150,000	200,000	15 - Mental Health for Juvenile Admin	70,000	70,000	-	-
-	153,700	-	-	-	16 - Grant Projects Fund Title III for Sheriff	112,200	-	112,200	112,200
49,000	49,000	50,423	50,400	50,400	31 - DA Forfeiture Fund	50,400	50,400	50,400	50,400
-	40,000	-	-	-	32 - DA Special Projects Fund CAMI Program	-	-	-	-
-	100,000	100,000	20,000	20,000	50 - Jail Commissary Fund for Sheriff	-	-	-	-
-	13,100	13,100	13,100	13,100	76 - Sheriff Forfeiture Fund for Sheriff	13,100	13,100	-	-
\$20,901,426	\$13,580,528	\$15,905,056	\$16,581,790	\$17,095,022	10/13/14/20 - Radio Infrastructure Payback	\$ 14,133,000	\$ 14,562,000	\$ 11,083,200	\$ 11,083,200
					TOTAL RESOURCES				
					REQUIREMENTS				
\$11,406,669	\$ 5,601,872	\$ 6,460,368	\$ 7,089,311	\$ 7,295,136	Departmental Operating Expenditures:				
1,933,410	1,497,450	1,706,540	1,769,302	1,935,203	Sheriff	\$ 7,872,400	\$ 7,697,000	\$ 8,000,000	\$ 5,708,500
2,131,925	928,646	968,583	1,034,992	965,688	District Attorney	2,146,600	2,035,000	2,500,000	1,538,700
					Juvenile Justice	988,500	969,000	1,100,000	955,500
17,900	12,400	14,700	30,000	37,000	Interfund Transfers:				
1,486,100	787,775	912,600	1,021,400	816,700	33 - Juvenile Justice Special Programs	45,500	45,500	45,500	45,500
28,340	-	-	-	-	40 - Internal Services Fund (ISF)	1,099,000	1,099,000	1,158,200	818,500
400,000	-	-	-	73,918	47 - Property Reserve Fund	-	-	-	-
					48 - Equipment Reserve Fund	13,600	16,500	16,500	16,500
					Contingency	1,967,400	2,700,000	2,000,000	2,000,000
17,404,344	8,828,143	10,062,791	10,945,005	11,123,645	TOTAL REQUIREMENTS	\$ 14,133,000	\$ 14,562,000	\$ 11,083,200	\$ 11,083,200
3,497,082	4,752,385	5,842,265	5,636,785	5,971,377	Ending Fund Balance		(3,737,000)		
\$20,901,426	\$13,580,528	\$15,905,056	\$16,581,790	\$17,095,022	TOTAL ACTUAL				

EXHIBIT 5
ADMIN
1/26/17

JOSEPHINE COUNTY HISTORY O & C Revenue

Year	O&C Title I	O&C Title III	O&C Total
2001-02	\$11,164,596	\$1,359,454	\$12,524,050
2002-03	\$11,253,913	\$1,469,629	\$12,723,542
2003-04	\$11,388,960	\$1,004,908	\$12,393,868
2004-05	\$11,537,016	\$1,017,972	\$12,554,988
2005-06	\$11,802,368	\$1,041,385	\$12,843,753
2006-07	\$11,920,391	\$2,103,598	\$14,023,989
2007-08	\$11,895,928	\$2,099,281	\$13,995,209
2008-09	\$10,728,352	\$883,511	\$11,611,863
2009-10	\$9,655,517	\$795,160	\$10,450,677
2010-11	\$8,701,886	\$716,626	\$9,418,512
2011-12	\$4,910,808	\$404,420	\$5,315,228
2012-13	\$4,685,698	\$385,881	\$5,071,579
2013-14	\$4,858,135	\$400,082	\$5,258,216
2014-15	\$4,779,851	\$393,625	\$5,173,476
2015-16	\$4,220,265	\$347,551	\$4,567,816
2016-17	\$2,271,334	\$0	\$2,271,334

