

County Administration Workshop: February 9, 2017

9:00 a.m. – Board Conference Room

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

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

1. LEGAL COUNSEL

A. Matters from Commissioners

Commissioner Hare explained the need to send a letter requesting a Resolution from the City of Grants Pass to allow the County to designate certain county real properties as Parks or Recreational Areas.

Commissioner Morgan made a motion to sign the Letter to the City of Grants Pass Regarding the Designation of Certain County Real Properties as Parks or Recreational Areas, seconded by Commissioner Hare. Upon roll call vote, motion passed 2-0; Commissioner Morgan – yes and Commissioner Hare – yes.

2. QUARTERLY DEPARTMENT UPDATES

1) Airports

Larry Graves, Airport Manager, distributed **Exhibit 1 – Manager’s Quarterly Report** and reviewed it with the Board.

2) Transit

Scott Chancey, Transit Program Supervisor, distributed **Exhibit 2 – Update Transit Department 2017** and reviewed it with the Board.

The Board recessed from 10:25 a.m. to 10:28 a.m.

3. FINANCE REPORT and BUSINESS UPDATE

Arthur O’Hare, Finance Director, distributed **Exhibit 3 – Draft Goals and Directives for 2017-18 Budget** and reviewed it with the Board.

Commissioner Hare asked Arthur to provide an update at a General Discussion on the following:

- Funding the Lake Selmac Dam project
- Policy on revenues from leases
- Direct deposits for accounts payable checks to employees
- Progress report on bi-monthly paycheck policy
- Explore options for a project manager for the NVIP Sewer System

Commissioner Morgan suggested Commissioner Hare become the liaison for the North Valley Sewer District. Commissioner Hare agreed and discussed the need for a project manager.

Commissioner Morgan made a motion to hire a Project Manager for the North Valley Sewer Project, seconded by Commissioner Hare. Upon roll call vote, motion passed 2-0; Commissioner Morgan – yes and Commissioner Hare – yes.

- 4. 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.”)**

Nothing reported.

5. BOARD BUSINESS

A. Matters from Commissioners

Commissioner Hare reported the Parks Advisory Board is looking to change their membership from nine to seven members. He asked Commissioner Morgan if she was willing to take the lead on creating a Cannabis Committee and she agreed.

Commissioner Morgan mentioned the letter she needs to draft to take to the Hearing on Tuesday and Commissioner Hare suggested she work with Arthur O'Hare and Wally Hicks and put it on her letterhead.

Meeting adjourned at 11:07 a.m.

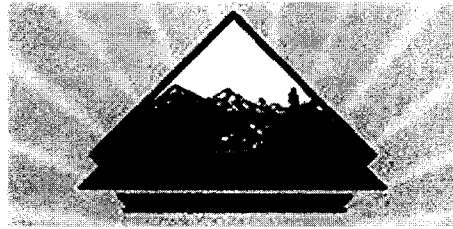
EXHIBITS:

Exhibit 1 – Manager's Quarterly Report

Exhibit 2 – Update Transit Department 2017

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

EXHIBIT 1
ADMIN
2/9/17



Josephine County Airports Department
Manager's Quarterly Report
February 9th, 2017

Significant Issues:

- * Capital grants over next five years potentially more than \$10M – Require Matching Funds
- * Capital facilities at both airports require significant upgrades and funding sources identified

Accomplishments:

- * Seven ASAP-COAR Grant Applications submitted to ODA for match money, other improvements
- * It appears likely that 5 of 7 will be funded by ODA, and will provide:

1. AIP Matching Grant Money for the GP Airport East Side Parallel Taxiway	\$150K
2. AIP Match for GP New Hangar Access Taxilanes	\$ 85K
3. AIP Match for IV Airport Lighting and Electrical Upgrade Design	\$ 38K
4. AIP match for IV Airport Lighting and Electrical Upgrade Construction	\$112K
5. GP Airport ATS, Jet-A Fuel Tank and New IFP Runway Markings	\$150K

- * New Instrument Approach for GP Airport scheduled publication date is August 17, 2017
- * For first time ever, GP runway extension is now in FAA's 5-year Capital Improvement Plan
- * GP runway slurry seal and restriping set for summer 2017
- * IV Grant-07 Airport Lighting and Ramp Upgrades Environmental and Engineering under way
- * GP RS/IFA Grant for Parallel Taxiway Environmental & Engineering Design under way
- * AWOS at GP Airport; certified and commissioned by FAA. Gathering metrics on impact
- * ConnectOregon-VI Grant for emergency power generators both airports: under way
- * GP Grant-010 (new hangar area GP) wetland mitigation paid, permit received, green light
- * GP REILs (Strobes) Complete : Awaiting Flight Check (\$5K)
- * Replacement Home/Office for IV Airport purchased and in process – complete by April

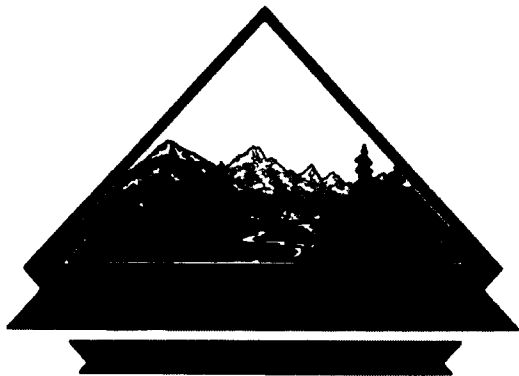
Events:

- * March Meeting Oregon Airport Management Association – Legislative Reception & Meetings

EXHIBIT 2
ADMIN
2/9/17

Josephine County, Oregon

Board of Commissioners: Simon Hare, Cherryl Walker, K.O. Heck



Scott Chancey, Transit Supervisor

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January Update– Transit Department 2017

The Transit Department is a division of Public Works. Public Works Fleet Maintenance services and maintains the transit fleet. The service is operated under the name Josephine Community Transit (JCT) and provides four fixed routes in Grants Pass, two commuter routes to the south and north ends of the county and the Rogue Valley Commuter Line (RVCL) which goes to Rogue River, Gold Hill and Medford. Per federal requirements, under the Americans with Disabilities Act (ADA), JCT also operates demand response services for those who have a disability that prevents them from getting to or from the fixed route. This service is door to door transportation anywhere within ¾ miles of a fixed route (service isn't provided along commuter routes). There can be no prioritization by trip type and there is 100% mandatory compliance. This same service is offered to those over the age of 62.

Fares for the commuter routes are \$2.00 full fare one way, the fixed routes are \$1.00 full fare one way and the demand response service is \$2.00 prior day schedule, or \$4.00 same day schedule. Reduced fares on the commuter/fixed routes are half full fare. There is no discount on the demand response service. Services operate Monday through Friday between the hours of 6:30am and 6:30pm for the fixed routes and demand response. The commuter route to the north end of the county operates three trips per day (morning, midday and evening). The commuter route to the south end of the county operates five times per day and the RVCL operates five times per day as well.

The required public advisory body for state and federal transportation dollars to flow into Josephine County is the Special Transportation Advisory Committee (STAC). The STAC is a county advisory body and the BCC appoints its members. The STAC makes recommendations on funding priorities to the BCC. The funds going to JCT are state and Federal Transit Administration (FTA) dollars that are specifically earmarked for general public, elderly/disabled transportation services or projects.

Ridership – Fiscal Year 2015-2016

Fixed Route/Commuter Route – 182,366 total boardings (6.62% reduction from the prior year)
15,197 boardings monthly
730 boardings daily

The reduction in ridership primarily stems from the beginning of the year and was turning around towards the end of the period.

Demand Response Services - Combined total of paratransit demand response, client specific deviated fixed route and None Emergency Medical Transportation (NEMT). Brokered rides from CCO's.

15,895 total boardings (11% reduction from last year – this is a good thing since these rides are 3 times the cost of regular transit)
63 boardings daily

RVCL - Boardings by location – average daily

Grants Pass	Rogue River	Gold Hill	Medford	
25	9	3	27	= 64 total daily

15,215 total boardings this fiscal year, or 1,268 per month
Last year 1,222 per month

Transit Master Plan – Funds were received from ODOT for the development of a Transit Master Plan. This is the transit equivalent of a Transportation System Plan (TSP) or the Regional Transportation Plan (RTP) for the Middle Rogue Metropolitan Planning Organization (MRMPO). This document will need ultimate approval from the BCC and is expected to be finished by July 2017. As pieces of the plan are developed they will go through the STAC and BCC for review and comment. There is a core design workshop that will utilize other agency and department specialists to come up with a system design and direction. That will then go out for stakeholder and public comment. The results will end in a final document that outlines the direction of transit through 2040.

TNC – Funds were received from ODOT to put together a planning activity that looks at Transit Network Companies (sometimes identified as Uber or Lyft) and how might a similar service look like in a small urban area. Particularly, can a system exist using resources already available and how would that interact with existing transit service. Also being looked at is the first mile/last mile issue for existing transit service and see if some sort of TNC model would work in closing those gaps. An RFP is currently being developed and will be put out for consultant response in March.

AVL/Stop Announcement System – Funds were received that will allow for the purchase of new software that will have the capability to track all transit vehicles in real time. In doing so that equipment will be paired with stop announcement capabilities that will automatically announce the next stop on all the fixed/commuter routes (stop announcement are a federal requirement under the ADA and is currently being done by the driver via an amplified mic system in all vehicles). The problem with relying on the driver is they sometimes aren't able to 100% comply with the requirement. The vehicle location part of the system will be made available to the general public through a desktop or smart device for real time arrival by stop/location. Since vehicle locations are known in real time, for the entire JCT fleet, this might factor into the TNC project previously mentioned.

Transit Vehicles – The transit fleet needs to transition from Class C, medium duty vehicles (28' 20-25 passengers) to class b, heavy duty vehicles (35' 29-35 passengers). There were two class b vehicles entered into the fleet in May, and more are planned. Due to the urgency to replace some current active vehicles, that are beyond their useful life, two class c vehicles have been ordered and will be delivered by June. It is anticipated that all future fixed route/commuter route vehicles will be class b from here on out. Typically, there is funding available to replace one per year. Currently, the feasibility of all electric vehicles is being explored due to the potential monthly savings in fuel and maintenance costs. It is currently projected that the savings potential could be between \$800 and \$1000 per month. There are currently funds available to purchase one e-vehicle and a Congestion Mitigation and Air Quality application is pending in the MRMPO for the purchase of two electric vehicles in 2019. If the project

isn't deemed feasible the application won't be pursued. If the savings equal the expectation, three vehicles could save the transit department \$2,400 to \$3,000 per month.

Transit Hub – ODOT Enhancement Funds were secured to build a transit hub to replace the current combined stop at the Anne Basker Auditorium. Between 2 and 3, with up to 5, vehicles converge on the stop every 30 minutes between 7:00am and 5:30pm. The stop is on a state facility and there isn't enough room for three vehicles. The stop is used as a transfer spot between all the routes for passengers to change directions in travel. A different location was identified that better serves as a transit hub. The proposed location is along 5th Street, between E and D Streets. There is enough room to accommodate all routes at once, have individual stop locations for each route, space that can be used as a park and ride, provide a much needed customer service outlet and driver break room. The stop at the Anne Basker will remain, but it just won't be used as a transfer location anymore. The enhancement funds are available in 2019. There are some other options to possibly start the project earlier.



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

February 9, 2017

TO: Board of County Commissioners

FR: Arthur O'Hare, Finance Director/Budget Officer *us*

RE: Draft Goals and Directives for 2017-18 Budget

Below are last year's Goals and Directives that departments used in creating their department budgets. I have revised the dates and timeframes for this year's 2017-18 Budget Process. I need the Board to review and approve the Goals and Directives in order for Departments to proceed with their budgets.

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 2017-18

1. Budget will be submitted to Finance by Friday, March 17, 2017.
2. Budgets for FY 2017-18 to be based on FY 2016-17 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.
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 13. 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 20.
8. ISF will be a percentage (8%) 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
10. Five year projections for capital purchases need to be completed (Charter requirement).
11. General Fund Reserve (Contingency) will be maintained at a minimum of \$4.5 million dollars.
12. Transfer to Public Safety of \$2.5 million dollars from General Fund resources.



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February 9, 2017

To: Board of County Commissioners

From: Arthur O'Hare, Finance Director/Budget Officer *AO*

Re: Proposed Budget Calendar for FY 2017-18 Budget

February 13, Week of February 20, Week of	Personal Service Worksheets to Departments Rates for ISF, BOM, Insurance, Fleet to Departments
March 17, Friday* March 27, Week of	Completed Budgets to Finance BCC review with Finance and Departments
April 20, Thursday** April 27, Thursday May 4, Thursday	Budget Committee Meeting, 4 to 6 p.m. Budget Committee Meeting, 4 to 6 p.m. Budget Committee Meeting, 4 to 6 p.m. (Approve Budget, Set Rate)
May 16, Tuesday May 25, Thursday	Election – Public Safety Levy Budget Committee Meeting (levy version) (Approve Budget as amended, Set Rate)
May 31, Wednesday June 7, Wednesday	BCC Budget Hearing on approved budget BCC Adopt Budget

*Department reviews budget with BCC liaison prior to submission

**Budget Committee sets meeting times/dates at first public meeting