

County Administration Workshop: March 7, 2019

9:00 a.m. – Board Conference Room

Attending: Commissioners Darin J. Fowler and Daniel E. DeYoung (Lily N. Morgan was attending meetings in Washington DC.); Nicole Mannan, Recorder

Vice Chair Darin J. Fowler called the meeting to order at 9:00 a.m. Agenda items were taken out of order.

1. DEPARTMENT BUSINESS

A. Public Works

1) Jurisdictional Transfer Agreement No. 825, with Oregon Department of Transportation, for transfer of Lower River Road (OR 260) to County

Rob Brandes, Public Works Director, and Jerry Marmon, ODOT District 8 Manager, explained the reason for the jurisdictional transfer. Mr. Marmon said that the transfer will allow for better service to the County than ODOT can provide, without competing with I-5 and Hwy 199 for money and time. Mr. Brandes talked about some of the projects that the County will need to complete once they take possession of the roadway, including resolving drainage issues and installing wheelchair ramps at a couple of locations where there is already a sidewalk. Mr. Brandes presented the **Strategic Bridge & Culvert Program Plan (Exhibit 2)**. Everyone discussed catching up on deferred maintenance to bridges and culverts, and the potential future projects that could be completed. *Staff was directed to place the item on the Administrative Actions on next week's Weekly Business Session Agenda.*

2. FINANCE REPORT and BUSINESS UPDATE

A. Dedicated Funds

Arthur O'Hare, Finance Director, presented **Dedicated Funds Overview (Exhibit 3)**. Mr. O'Hare explained the requirements of dedicated funds to be used for the specific purpose authorized. Mr. O'Hare explained how this revenue impacts the County's budgeting process. Everyone discussed how this affects public perception of funding levels, particularly for Sheriff's patrols and the jail. Mr. O'Hare explained some of the other reserve funds that the county has established. Everyone discussed the budgeting status of the various funds.

B. Economic Development request for Illinois Valley Chamber of Commerce

Mr. O'Hare explained the request for \$5000 to revitalize the Chamber's program in the Illinois Valley, and what they plan to use the money for. The Board was supportive of approving this request. Commissioner DeYoung suggested including this at a lower dollar amount as an annual budget item in the future. Everyone discussed the budgeting process for the Economic Development program. Everyone discussed the impact that the Economic Development program has on the community, particularly in creating opportunities for youth to stay in the area, rather than moving out of the area to find better jobs. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Agenda.*

3. QUARTERLY UPDATE

A. Human Resources

JJ Scofield, Human Resources Director, discussed the **Human Resources Quarterly Update (Exhibit 1)**. Mr. Scofield talked about recruiting and how many positions had been filled. Mr. Scofield discussed some issues with OEBB, and how it will affect rates. Mr. Scofield explained how the Coordinated Care Model works. Everyone discussed the benefits of both types of plans. Mr. Scofield explained the actuarial values of the plans and some potential changes coming up. Mr. Scofield talked about the goals of the HR department and explained the current status of the goals. Commissioner DeYoung and Mr. Scofield discussed OSHA compliance.

1) Approval of Job Description in Public Health for Grant Writer

Mr. Scofield presented the Job Description for Grant Writer. Commissioner Fowler made a motion to approve the Job Description in Public Health for Grant Writer, seconded by Commissioner DeYoung. Upon roll call vote, motion passed 2-0; Commissioner DeYoung – yes and Commissioner Fowler – yes.

4. BOARD BUSINESS**A. Provost Estates Subdivision Plat Map**

Commissioner DeYoung made a motion to approve the Provost Estates Subdivision Plat Map, seconded by Commissioner Fowler. Upon roll call vote, motion passed 2-0; Commissioner DeYoung – yes and Commissioner Fowler – yes.

B. Matters from Commissioners

Commissioner DeYoung said he spoke at the Veteran's breakfast at Taprock this morning. He mentioned recent legislation affecting Vietnam Veterans and the VA.

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 heard.

Meeting adjourned at 10:22 a.m.

EXHIBITS:

Exhibit 1 – Human Resources Quarterly Update

Exhibit 2 – Strategic Bridge & Culvert Program Plan

Exhibit 3 – Dedicated Funds Overview

Human Resources Quarterly Update

03/06/2019

Recruiting: December-February

Total number of applications received: 696

Positions Filled: 29

Deputy applications received: 173

Positions filled: 7

OEBB:

Double Coverage/Opt Out (SB 1067) legislative update

OHA move to Coordinated Care Model (CCO 2.0)

Moda/OEBB CCO modeling changes

Issue with actuarial value of plans

2018 Goal Update:

Goals:

1. Change our insurance structure to make us more competitive: complete
2. Manage internal training on new HR staff to ensure office gets up to standard: complete
3. Institute County-wide manager training program: will present to BCC in March
4. Complete OSHA compliance reviews: still working on this
5. Finalize contract negotiations with AFSCME/SEIU: complete

While the large number of bridges in the inventory over 50 years of age is not unique, having so few bridges with a SR less than 50% is. It is difficult to prioritize order of replacement with only one bridge currently eligible for funding. Table 6 below lists the tentative replacement bridges based on current sufficiency ratings and material type most likely to deteriorate quickest. We recommend establishing a reserve fund (\$200,000 annual contribution), and as soon as a bridge becomes eligible, apply for funding.

With the present state of the inventory, a large volume of bridges could be eligible and in need of replacement concurrently and that should be mitigated, or at least prepared for, as much as possible. Analyzing SR changes from 2010 to 2014, there are no strong conclusions that can be drawn in trying to predict deterioration and, consequently, future funding eligibility. Twelve bridges had SR reductions between one percent and 25 percent; 74 bridges had no change in SR; and 15 bridges had SR increases between 0.3 percent to 21.4 percent. The changes in ratings could be affected by a number of factors, including: changes to AASHTO standards for data collection, different inspectors, maintenance/rehabilitation work performed, or deterioration. It is conservative to assume that at least half the bridges listed in Table 6 will be eligible for funding in the next 10 years.

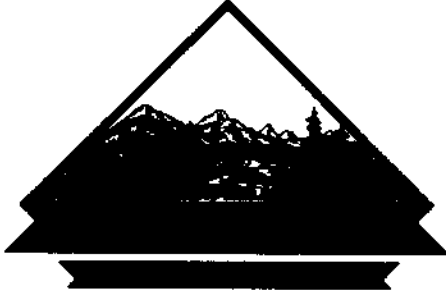
Sufficiency Rating (Material)	Bridge No.	Bridge Name	Estimate of Total Cost	County's Portion of HBP Funding
57.3 (Timber)	555020	Rock Creek	\$555,000	\$57,000
60.7 (Timber)	531510	Kerby Slough	\$1.2 Million	\$123,000
64.9 (Timber)	246105	Quartz Creek	\$1.37 Million	\$140,000
54.7 (Steel)	145005	Grave Creek	\$1.8 Million	\$185,000
58.1 (Steel)	33C16	DEMOCRAT CREEK	\$2.7 Million	\$277,000
59.1 (Steel)	33C14	ILLINOIS RIVER	\$5.9 Million	\$606,000
61.4 (Steel)	33C01	Wolf Creek	\$1 Million	\$102,000
64.5 (Steel)	584015	ALTHOUSE CREEK	\$2.7 Million	\$277,000
60.2 (Concrete)	33C04A	JUMPOFF JOE CREEK	\$6.2 Million	\$637,000
61.6 (Concrete)	07895	Galice Creek	\$3.2 Million	\$328,000

Table 6: Bridges for Replacement as they Become Eligible

Table 7 below lists our recommend culvert replacement list. The priority has been set by the condition, followed by culverts that the condition defect does not lend itself well to rehabilitation. At a replacement rate of two per year, this list will be exhausted in seven years, with the worst condition culverts being replaced in the next 24 months. With an average cost of \$32,000, we recommend budgeting \$64,000 per year for culvert replacement. It is assumed that anything in "Poor" or "Very poor" condition are too deteriorated for rehabilitation.

Condition	Culvert No.	Culvert Name	Estimate of Total Cost
5 - Very Poor	002212	MONTERICO RD	\$7,500
5 - Very Poor	003200	CLOVERLAWN DR	\$12,600
5 - Very Poor	003810	MURPHY CREEK RD	\$6,000
5 - Very Poor	005130	WARREN RD	\$6,150
4 - Poor	002010	JUMPOFF JOE CREEK RD	\$42,750
4 - Poor	002800	AZALEA DR	\$82,000
4 - Poor	004010	WATER GAP RD	\$21,500
4 - Poor	004010	WATER GAP RD	\$19,000
4 - Poor	005250	REEVES CREEK RD	\$7,500
3 - Fair	002792	BARBARA DR	\$63,000
3 - Fair	002800	AZALEA DR	\$75,000
3 - Fair	003232	WORDEN WY	\$45,750
3 - Fair	005151	CROOKS CREEK RD	\$17,000
3 - Fair	005300	WEST SIDE RD	\$49,500



Table 7: Order of Precedence for Culvert Replacement over the Next 10 Years



JOSEPHINE COUNTY
Dedicated Funds Overview
Presented to the Board of County Commissioners
January 31, 2019

DEDICATED FUNDS

- o The general requirement is that dedicated revenues must be used for the specific purpose authorized, and separate funds should be established for them (ORS 311.350).

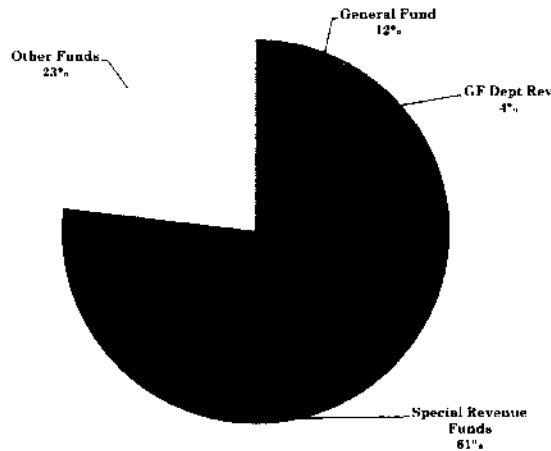


GENERAL FUND (1) DEDICATED FUNDS (36)

- **General Fund (1)** – The General Fund is used to account for general operations not requiring a special purpose fund
- **Special Revenue Fund (20)** – Special Revenue Funds account for the specific revenues and specific uses restricted by law or contractual agreement to specific purposes
- **Enterprise Fund (3)** – Enterprise Funds account for any activity for which a fee is charged to external users for goods or services
- **Internal Service Fund (4)** – Internal Service Funds account for activities that provide goods and services to other County departments on a cost-reimbursement basis
- **Capital Projects Fund (3)** – Capital Projects Funds account for capital outlays, or the acquisition or construction of capital facilities
- **Debt Service Fund (1)** – Debt Service Funds account for the accumulation of resources for, and the payment of, principal and interest on the County's bonds
- **Trust and Agency Fund (5)** – Trust and Agency Funds account for resources that are legally restricted for the benefit of individuals or departments, or are held in a custodial capacity

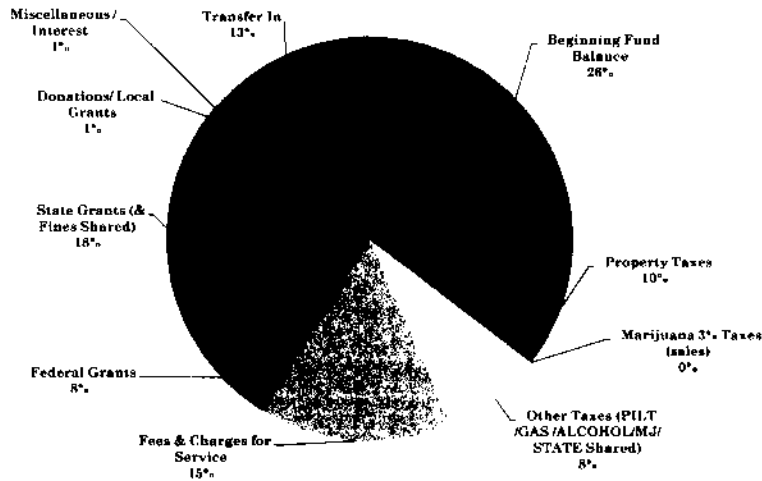
JOSEPHINE COUNTY REVENUE BY FUND

COUNTY WIDE BUDGETED REVENUE 2018-19



JOSEPHINE COUNTY REVENUE BY CATEGORY

COUNTY WIDE BUDGETED REVENUE 2018-19



RESERVE FUNDS

- A reserve fund is a dedicated fund.
- A reserve fund accumulates money for financing the cost of any service, project, property or equipment. (ORS 294.346)
- Money in a reserve fund can only be used for the purpose for which the fund was established.



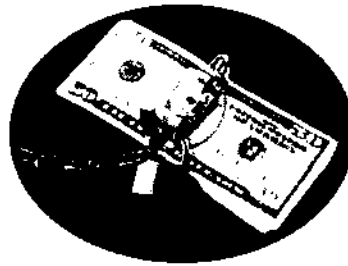
RESERVE FUNDS

o Capital Project Fund

- o Roads & Bridges Reserve – accumulate funds for major repairs or improvements to county owned roads and bridges.
- o Property Reserve –accumulate funds for major repairs or improvements to county owned real property or to purchase real property.
- o Equipment Reserve – accumulate funds to purchase items of equipment having a cost in excess of \$5,000 and useful life beyond one year.

o Special Revenue Fund

- o Forestry Reserve – accumulate and expend revenue from county timber sales to support Juvenile Justice, Veterans Services, and Forestry Department.



QUESTIONS OR COMMENTS?



Email: aohare@co.josephine.or.us

RESOURCES AND REQUIREMENTS
PROPERTY RESERVE FUND (47)

Josephine County

Historical Data					Adopted Budget This Year 2017-18	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2018-19		Percentage Compared Budget vs Actual
Third Preceding Year 2014-15	Second Preceding Year 2015-16	First Preceding Year 2016-17	Actual Prior Year 2017-18	Adopted By Governing Body			Mid Year Actuals Jul-Dec 2018		
\$ 1,386,519	\$ 2,658,348	\$ 2,127,182	\$ 1,720,392	\$ 1,149,300	Beginning Fund Balance	\$ 2,257,000	\$ 2,028,679	90%	
-	-	(720,163)	-	-	Fund Balance Move to Forestry Reserve Fund	-	-	-	
3,949	10,170	16,944	21,848	10,500	Interest Income	15,600	14,366	91%	
-	70,038	761,537	213,469	150,000	Property Sales - Parks	50,000	159,310	319%	
-	-	7,565	296,548	50,000	Property Sales - General Govt	154,500	-	0%	
-	-	139,176	39,908	-	Property Sales - Forestry	-	39,920	-	
-	-	-	42,320	-	Property Sales - Facilities (due for sale prep costs)	-	12,186	-	
-	-	400,370	(132,360)	52,000	Capital grants for Parks	-	(2,654)	-	
46,000	46,250	8,718	35,500	17,000	Capital grants for Fair	340,000	22,500	7%	
-	-	-	-	-	Capital grant for Transit	187,000	-	0%	
-	31,178	17,292	3,426	-	Capital grant for NVIP -3420	12,000	-	0%	
-	57,096	-	39,802	100,000	Capital grant for Kerby Landfill -3425	43,000	-	0%	
1,433,139	-	103,746	52,015	80,000	Capital grant for Solid Waste (state)	-	21,531	-	
24,187	47,133	21,622	4,800	5,200	Dimmick Property Grant/ Local Govt Grant SW	80,000	7,200	144%	
1,580,000	-	-	-	-	Miscellaneous Income	5,000	-	-	
-	-	-	-	-	Interfund Transfers:	-	-	-	
-	1,850	-	45,973	67,000	10 - General Fund - Forestry Fire Sales	-	-	0%	
-	-	35,000	-	-	10 - General Fund - Kerby Landfill	67,000	-	-	
2,400	87,800	-	126,150	177,100	10 - General Fund -Emerg Mngt Facility	-	-	-	
-	40,000	50,000	-	20,000	12 - Law Enforcement Fund - Sheriff Patrol	25,000	25,000	100%	
-	30,000	139,500	20,000	20,000	13 - Adult Corrections Fund	85,000	17,566	21%	
-	-	-	310,075	330,000	14/26 - Public Health - Animal Shelter	20,000	-	0%	
33,200	33,400	21,200	21,200	21,200	16 - Econ Dev Fund - Fair	20,000	20,000	100%	
-	31,178	8,823	-	-	17 - Jail/ Detention for Juvenile	-	-	-	
-	-	-	300,000	300,000	23 - Fairgrounds Fund	21,200	10,602	50%	
192,700	92,700	139,100	194,291	197,500	35 - PW Special Fund (NVIP)	-	-	-	
-	-	10,700	16,700	18,200	40 - Internal Service Fund for Facilities	425,000	141,667	33%	
\$ 4,702,094	\$ 3,237,741	\$ 3,288,312	\$ 3,372,057	\$ 2,765,000	41 - Facilities Services Fund	157,300	78,648	50%	
					51/52 - Airports Fund	18,200	8,352	46%	
					TOTAL RESOURCES	\$ 3,983,000	\$ 2,604,884	65%	
					REQUIREMENTS				
\$ 2,043,746	\$ 1,110,559	\$ 1,539,184	\$ 1,268,198	\$ 1,945,100	Capital Outlay	\$ 2,898,000	\$ 1,098,372	38%	
-	-	28,736	75,180	76,000	Debt Service - Dimmick Hospital	76,000	43,855	58%	
-	-	-	-	-	Interfund Transfers:	-	-	-	
-	-	-	-	-	53 - Airport Capital for IV Property Projects	100,000	-	-	
-	-	-	-	743,900	Contingency	909,000	1,462,657	161%	
2,043,746	1,110,559	1,567,920	1,343,378	\$ 2,765,000	TOTAL REQUIREMENTS	\$ 3,983,000	2,604,884	65%	
2,658,348	2,127,182	1,720,392	2,028,679		Ending Fund Balance				
\$ 4,702,094	\$ 3,237,741	\$ 3,288,312	\$ 3,372,057		TOTAL ACTUAL				

Purpose of Program:
This reserve is intended to accumulate funds to make major repairs or improvements to County owned real property or to purchase real property for use in the County's operations. The Board of County Commissioners established this fund effective July 1, 2006 for a period of ten years. And was extended for another ten years until July 1, 2026.

**RESOURCES AND REQUIREMENTS
EQUIPMENT RESERVE FUND (48)**

Josephine County

Historical Data					DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2018-19		
Actual						Adopted By Governing Body	Mid Year Actuals Jul-Dec 2018	Percentage Compared Budget vs Actual
Third Preceding Year 2014-15	Second Preceding Year 2015-16	First Preceding Year 2016-17	Actual Prior Year 2017-18	Adopted Budget This Year 2017- 18				
\$ 681,574	\$ 874,671	\$ 876,900	\$ 1,375,834	\$ 945,000	Beginning Fund Balance	\$ 1,238,000	\$ 1,629,883	132%
41,111	266,372	25,430	81,191	4,900	Miscellaneous & Interest Income	10,700	57,156	534%
100,000	125,900	179,116	179,116	179,200	Interfund Transfers:			
134,000	40,000	686,100	74,500	74,500	10 - General Fund	19,200	16,253	85%
-	73,918	80,720	339,868	278,500	11 - Public Works Fund	456,000	-	0%
-	-	-	5,000	-	12 - Law Enforcement Fund	20,000	9,954	50%
-	1,712	2,600	2,568	2,600	13 - Community Corrections Fund	100,000	-	0%
-	-	21,398	-	-	14 - Public Health Fund	1,100	1,070	97%
-	-	-	26,795	105,000	16 - Grant Fund - Econ Development	-	-	-
-	-	-	-	-	17 - Adult Jail & Juvenile Detention Fund	2,000	1,002	50%
-	-	-	-	-	20 - Building Safety Fund	-	-	-
-	-	-	-	-	23 - Fairgrounds Fund	-	936	-
-	-	6,000	6,300	7,000	24 - Parks Fund	-	-	-
180,299	560,000	501,914	229,250	822,500	25 - Transit Fund	277,000	28,130	10%
-	-	-	15,015	40,000	26 - Animal Shelter & Control Fund	4,000	1,998	50%
-	-	-	-	9,000	30 - Clerk Records Fund	9,000	-	0%
-	-	9,203	-	-	34 - Surveyor Public Land Corner Fund	8,000	8,000	100%
130,000	440,000	370,000	323,000	323,000	40 - Internal Services Fund (ISF)	354,000	118,000	33%
4,698	199,199	218,261	231,743	331,800	41 - Facilities & Fleet Fund - Fleet	486,000	118,807	24%
80,000	-	120,000	107,159	150,000	50 - Jail Commissary Fund - Sheriff	150,000	-	0%
23,000	-	-	-	-	75 - PEG Fund	-	-	-
\$ 1,374,682	\$ 2,581,772	\$ 3,098,642	\$ 2,997,338	\$ 3,273,000	TOTAL RESOURCES	\$ 3,135,000	\$ 1,991,190	64%
					REQUIREMENTS			
\$ 500,011	\$ 1,704,872	\$ 1,722,808	\$ 1,367,455	\$ 2,027,000	Capital Outlay	\$ 1,652,200	\$ 583,979	35%
-	-	-	-	1,246,000	Contingency	1,482,800	1,407,211	95%
500,011	1,704,872	1,722,808	1,367,455	\$ 3,273,000	TOTAL REQUIREMENTS	\$ 3,135,000	\$ 1,991,190	64%
874,671	876,900	1,375,834	1,629,883		Ending Fund Balance			
\$ 1,374,682	\$ 2,581,772	\$ 3,098,642	\$ 2,997,338		TOTAL ACTUAL			

Purpose of Program:

This reserve is intended to accumulate funds to purchase items of equipment having a cost in excess of \$5,000. The Board of County Commissioners established this fund effective July 1, 2006 for a period of ten years. And was extended until July 1, 2026.

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Forestry Reserve Fund
(Fund 49)

Josephine County

**FORM
LB-10**

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2018-19		
Actual		Adopted Budget Year 2017-18	Adopted By Governing Body		Mid Year Actual Jul- Dec 2018	Percentage Compared Budget vs Actual	
Third Preceding Year 2014-15	Second Preceding Year 2015-16						First Preceding Year 2016-17
				RESOURCES			
		\$720,163	\$780,000	Cash on hand * (cash basis), or Beginning Fund Balance	\$685,000	\$611,381	89%
		0	0	Fees & Charges for Services	0	0	
		0	0	Intergovernmental Revenues	0	0	
		0	0	Interfund Charges for Services	0	0	
		15,302	5,000	Interest and Other Revenues	6,000	8,194	137%
				Transferred IN, from other funds			
		750,000	750,000	10 - General Fund	2,112,000	1,056,000	50%
		0	0	13 - Community Corrections - treatment beds	0	0	
		0	0	49 - Forestry Reserve Fund	0	0	
0	0	1,485,465	1,535,000	Total Resources, except taxes to be levied	2,803,000	1,675,575	60%
				Taxes estimated to be received	0	0	
				Taxes collected in year levied			
		1,485,465	1,535,000	TOTAL RESOURCES	2,803,000	1,675,575	60%
				REQUIREMENTS **			
				Org Unit or Prog & Activity			
				Object Classification			
				Detail			
		\$0	\$0	Personnel Services	\$0	\$0	
		274,084	210,000	Materials & Services	100,000	167,336	167%
				Interfund Transfer Out			
		600,000	600,000	12 - Public Safety Fund - for Juvenile Justice	639,000	297,744	47%
		0	0	17 - Adult Jail & Juvenile Detention	0	0	
		0	0	47 - Property Reserve Fund	0	0	
		0	0	48 - Equipment Reserve Fund	0	0	
			725,000	Contingency/Fund Balance	2,064,000	1,210,495	59%
				Ending balance (prior years)			
		611,381		UNAPPROPRIATED ENDING FUND BALANCE			
		1,485,465	1,535,000	TOTAL REQUIREMENTS	2,803,000	1,675,575	60%

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

Property Reserve (47) Analysis

Balance Available For: as of Dec 31, 2018

General Government	\$ 952,548	Dimmick debt, Gen Govt Property Sales/Purchases, Transf
Mental Health	(267,734)	Hugo Hills
Comm. Corr.	-	
Forestry	219,004	Dedicated property sales
Parks	920,250	Dedicated property sales
Sheriff	(21,250)	Patrol HQ
Public Works	(66,021)	Hamilton Lane; NVIP Waste Water
Animal	6,029	Shelter project
Fair	(13,046)	Balance of projects
Airport	(267,124)	Two Hangers and IV Caretaker House
	<u>\$ 1,462,657</u>	

Equipment Reserve (48) Analysis

Balance Available For: as of Dec 31, 2018

General Government	\$	756,813	Assessor Tax & A
Internal Service		751,727	Justice Remodel
Corner fund		8,000	GPS Unit @\$40,(
Fleet		(87,765)	undercapitalized
Public Works		83,075	Vehicles
Transit		157,948	Vehicles
DA-SRS		(8,229)	DA Move
Animal Control		(7,452)	Vehicles
Sheriff		25,798	Vehicles
Jail Commissary		(272,703)	Camers/Security/
	\$	<u>1,407,211</u>	