

County Administration Workshop: February 4, 2016

9:00 a.m. – Board Conference Room

Attending: Commissioners Cherryl Walker, Keith Heck, and Simon G. Hare; Linda McElmurry, Recorder

Chair Cherryl Walker called the meeting to order at 9:00 a.m.

1. TREASURY

A. Semi Annual Treasurer's Meeting with the Board of County Commissioners as Required by ORS 294.085 (Arce)

Kasey Kirkpatrick, Deputy Treasurer III, presented the quarterly report to the Board. A short discussion ensued regarding foreclosures and the Board confirmed the County had no "occupied" foreclosures.

B. Order 2016-004; In the Matter of the Re-Adoption of the Josephine County Investment Policy (Arce)

Kasey Kirkpatrick said this was the same policy as last year. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

2. LEGAL COUNSEL

A. Ballot Title Advisory Question and Explanatory Statement draft

Wally Hicks, Legal Counsel provided **Exhibit 1** for the Board's review and said he would bring it back in two weeks to the Administrative Workshop.

B. Coordination Letters

Commissioner Hare suggested since these letters contained nothing new they could be put in the signature file. Commissioner Heck requested they be put on the WBS so citizens would be aware of what the Board is doing. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

C. Nomination of Legal Counsel, Wally Hicks, to the Oregon Criminal Justice Commission

Wally Hicks said he was honored to announce the Governor selected him to sit on the Oregon Criminal Justice Commission. His confirmation hearing is Tuesday, February 9th at 9 a.m. He explained the purpose of the Commission and said service on the Commission will require that he is out of the office occasionally. The Board asked him to speak under Presentations at the February 17th WBS.

D. Amendment to Grant of Perpetual Nonexclusive Easement – Galice Boat Ramp

Wally Hicks explained that this was a cooperative easement for a bathroom facility in Galice. Commissioner Hare said it was part of the settlement agreement and helps both parties and asked that the amendment be signed so they could order the bathroom. *Commissioner Hare made a motion to approve the amendment for the Galice Boat Ramp, seconded by Commissioner Heck. Upon vote, motion carried, 3 – 0; Commissioner Hare – yes, Commissioner Heck – yes, and Commissioner Walker – yes.*

3. DEPARTMENT REPORTS & BUSINESS UPDATES

A. Planning Department

- 1) **Ordinance No. 2016-001; An Ordinance Amending the Comprehensive Plan of Josephine County (Ordinance 81-11 As Amended) from Forest to Residential and Amend the Zoning Map of Josephine County (Ordinance 85-1 As Amended) from Woodlot Resource (WR) to Rural Residential (RR5). The Subject Property is identified in the Josephine County Assessor's Records as Map 35-06-11, Tax Lot (TI) 1600. The Property Owners are Donald and Danelle Marvin (Lewis)**

Commissioner Hare noted this was standard practice after a land use hearing, was non-controversial and suggested moving it forward. *Staff was directed to place the item under Legislative on next week's Weekly Business Session Agenda.*

B. Public Works

1) ROBCO Amendment – Galice Road

Rob Brandes, Public Works Director presented **Exhibit 2** and said an increase in slide material has created the need for an amendment to the contract because the cost will exceed \$50,000. Robco is making good progress and the road may be open this weekend. This amendment is not to exceed \$125,000. Commissioner Hare moved to amend the existing Robco contract not to exceed \$125,000, seconded by Commissioner Heck. Upon vote, motion carried, 3 – 0; Commissioner Hare – yes, Commissioner Heck – yes, and Commissioner Walker – yes.

C. Department Updates

1) Fairgrounds

Peggy Anderson, Fairgrounds Manager shared **Exhibit 3** with the Board and said she was working with Rob Brandes, Public Works Director to obtain fill from the slide for the fairgrounds. Commissioner Walker suggested some fundraising ideas for the arena roof.

2) Human Resources

a. Request for Position Change/Additions to Parks Program (Scofield)

JJ Scofield, HR Director said the Parks Program is requesting to change the nature of a position from Park Steward to Ranger to more accurately describe the job performed and to add a position of Park Ranger. These requests are within her budget. Sarah Wright, Parks Program Manager explained this would move the Senior Ranger to an oversight position and allow the current Park Steward to continue to back up the Park Rangers as needed. Commissioner Hare said he supported the request and appreciated that Sarah took the time to evaluate the program and what would work. Commissioner Heck ensured there were no General Funds involved and Sarah confirmed that. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

JJ Scofield said Dennis Lewis, Planning Director has requested a letter to finalize his position making it clear that he wasn't terminated but will be laid off because the County is changing his job duties. The Board approved the Chair signing the letter and asked about the recruitment. JJ will call Prothman to ensure they are receiving applications.

4. FINANCE REPORT & BUSINESS UPDATE

A. Electronic Time Keeping

Arthur O'Hare, Finance Director presented **Exhibit 4** which was a draft budget calendar with goals and objectives listed. He requested the Board review them and he will take feedback next week. The Board had a short discussion on adding depreciation back into the budget and Arthur suggested increasing the BOM rate to .65. They requested Arthur work with Ryan Johnson, BOM Manager to find out how much money BOM needs to complete the five year capital improvement plan and to work on a plan to fund them.

Arthur recommended moving the County to electronic time cards using Timecards Plus and hosting it locally. He explained that the system could be accessed in many ways and suggested allowing the departments to choose the method that works best for them; i.e. card slide, thumb print, app on iPhone, etc. He said it might not save time in the Departments but it would help the overall time keeping process. The Board agreed they wanted an automated system but were concerned about each department having a different mode of access. The Board agreed this program needs to move forward. Commissioner Heck requested that Arthur notify all departments that this is how it is going to be and everyone would use this system only. The Board agreed.

5. **BOARD 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.”)

A. Resolution No. 2016-011; In the Matter of Appointments to the Local Public Safety Coordinating Council (LPSCC)

Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.

B. Resolution No. 2016-013; In the Matter of an Appointment to the Josephine County Rural Planning Commission

Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.

C. Resolution No. 2016-014; In the Matter of an Appointment to the Josephine County Budget Committee

Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.

D. Matters from Commissioners

Commissioner Hare discussed the conversation the Board had with the O&C Director and counsel. He suggested the County fund their portion of the Federal lawsuit, about \$55,000, using revenue either from PILT or SRS. Commissioner Hare made a motion to endorse the litigation on the BLM and the strategy and support the litigation. After a short discussion the Board agreed Commissioner Hare would present a Resolution on the next WBS stating why the County was joining the litigation and why now. Commissioner Hare withdrew the motion. *Staff was directed to place the item on Administrative Actions on next week's Weekly Business Session Agenda.*

E. Liaison Update

Commissioner Walker brought up Mr. Meredith's guest opinion in the Courier saying he wants a formal process for citizen input. Commissioner Hare felt they were calling for a Blue Ribbon Committee. Commissioner Walker supported a more informal process, a survey type of thing. The Board agreed to discuss the matter at their goal setting session on February 11th.

Commissioner Hare relayed a request from Tim Freeman, Douglas County Commissioner for a letter of support to improve the medical program at UCC. Commissioner Hare will provide the draft letter to the Board.

F. Miscellaneous Items

Commissioner Hare said Jackson County is sending BLM a letter regarding decommissioning roads built with O&C funds. Commissioner Hare will get more information and prepare a letter.

Commissioner Heck asked if BLM had been contacted for a meeting, Commissioner Walker said she was waiting for a return phone call. The Board noted the difference in their relationship with the USFS and the BLM.

Commissioner Hare requested the Board review the report from the Water Lab before paying the contract. Commissioner Heck said he would like to review it as well. The Board agreed to delay payment until they had a chance to review the report.

Meeting adjourned at 10:48 a.m.

EXHIBITS:

- 1 **Ballot Advisory Question**
- 2 **Photos of Galice Slide**
- 3 **Fairgrounds Update**
- 4 **Budget Calendar**

Exhibit 1
Admin
2-4-16

**BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR JOSEPHINE COUNTY
STATE OF OREGON**

In the Matter of Referring to Josephine)
County Voters at the May 17, 2016,)
Primary Election an Advisory Question on)
Public Safety Agreements)

Resolution No. 2016-_____

WHEREAS, the Josephine County Board of Commissioners, "Board," has the authority to submit to the electors at duly scheduled elections advisory questions on matters of interest to the County;

WHEREAS, Josephine County residents are affected by Board policy decisions regarding public safety funding and administration for Josephine County programs and services; and

WHEREAS, the Board has determined that the electors of Josephine County should have the opportunity to contribute opinions regarding policy matters placed before the Board; now, therefore

The JOSEPHINE COUNTY BOARD OF COMMISSIONERS hereby resolves:

1. The advisory question in the ballot title, attached hereto as Exhibit A, shall be referred to the electors of the County for their "yes" or "no" vote.
2. The ballot title and explanatory statement, attached hereto and marked as Exhibits A and B, are approved for submission to the Josephine County Elections Officer, "County Clerk," for the May 17, 2016, Primary Election.
3. The Josephine County Legal Counsel will certify form SEL 801, the Notice of County Measure Election, as required by law.
4. Following certification, the Josephine County Legal Counsel shall cause to be delivered to the County Clerk this resolution, ballot title, form SEL 801, and explanatory statement for the voter's pamphlet, for further action as required by law for placement on the May 17, 2016, Primary Election ballot.
5. The County Clerk shall give notice of receipt of the ballot title and notice of electors' right to petition for review of the ballot title as provided by law.

DONE AND DATED this 24th day of February, 2016.

JOSEPHINE COUNTY
BOARD OF COMMISSIONERS

Cherryl Walker, Chair

K.O. Heck, Vice-Chair

Simon G. Hare, Commissioner

2-4-16
DRAFT

EXHIBIT A
BALLOT MEASURE _____

CAPTION:

Advisory Question on Public Safety Agreements

QUESTION:

In your opinion, should Josephine County enter into an agreement with the state for public safety services?

BALLOT SUMMARY:

The outcome of the election on this advisory question will not be binding. It will provide information to the Board of Commissioners while the Board formulates policy.

Chapter 753 of Oregon Laws 2013 provides that the Governor may proclaim a public safety fiscal emergency if the Governor determines that a county is financially unable to provide an adequate level of public safety services. After making the proclamation, the Governor may enter into a written agreement with the county's governing body involving public safety services. The Board of Josephine County Commissioners would have discretion as to whether to approve the written agreement. If approved, the agreement would take effect upon adjournment of the next legislative session. The agreement would last for up to 18 months, and could potentially be renewed for an additional 18 months. Such an agreement can provide that the state would pay for half the cost of the agreed upon public safety services, and the county would pay for the other half.

2-4-16
DRAFT

EXHIBIT B

EXPLANATORY STATEMENT FOR VOTERS' PAMPHLET

Ballot Title Caption Advisory Question on Public Safety Agreements

Measure No. _____ **Word Total (500 max)** 430

Previously in 2012, the Board of County Commissioners sent a non-binding question to the voters. The Commissioners asked at that time whether the current level of service provided by the county's criminal justice system meets the needs of the community. The voters responded: 25.56% "Yes" and 74.44% "No." Since that 2012 question, the voters have considered 3 different levies for funding the county's criminal justice system. None of those levies passed.

In July of 2013, Oregon's Legislature approved HB 3453. That bill, which became part of Chapter 753 Oregon Laws 2013, allows the governor to proclaim a public safety fiscal emergency if the governor determines that a county is financially unable to provide an adequate level of public safety services. After making the proclamation, the Governor may enter into a written agreement for public safety services with the county's governing body. The Board of Josephine County Commissioners, which is the county's governing body, would then choose whether to approve the written agreement. If approved, the agreement would take effect upon adjournment of the next legislative session. The agreement would last for up to 18 months, and it could be renewed for an additional 18 months. A renewal may require additional state legislative action. Such an agreement can provide that the state would pay for half the cost of the agreed upon public safety services, and the county would be obligated to pay for the other half.

The county may fund its half of the cost of public safety services through existing sources of revenue, a tax on services with access to 9-1-1 such as telephones, or through any assessment the governing body is lawfully capable of imposing. Property tax levies require voter approval and may not be imposed by the governor or the Board of County Commissioners. HB 3453 provides for funding through an income tax; however, because the Josephine County Charter prohibits establishing an income tax, one cannot be lawfully imposed here.

At this time, no agreement has been negotiated with the governor. Terms and conditions of any agreement would be made public if a decision is reached to enter into such an agreement. The Commissioners can use the results of this non-binding ballot question as they decide whether to pursue an agreement with the governor.

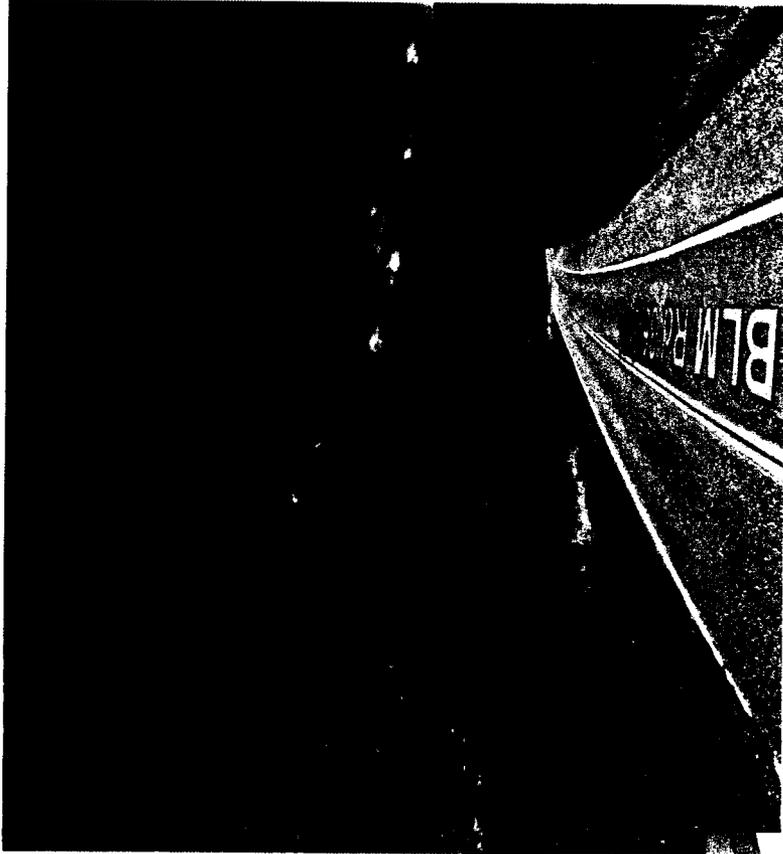
The answer to this advisory question would have no binding effect. This is a request from the Board of County Commissioners for information from the community. The question is an opportunity for the community to express an opinion. The Board of County Commissioners may use the response to this question to formulate policy.

Board of County Commissioners
Person responsible for the content of the Statement

Josephine County
Name of the Government Body person represents

2-4-16
DRAFT

Exhibit 2
Admin
2-4-16







Sign in



Google





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WEBSITE
WWW.CO.JOSEPHINE.ORG

Exhibit 3
Admin
2-4-16

Board of Commissioners Meeting Notes-February 4, 2016

Fair/Fairgrounds:

Arena: Arena is continuing to be used very day, attendance is up on passes and 4H had 30 riders last Sunday and IV Equestrian Team had approximately 7 from Cave Junction. On Monday evening Hidden Valley had approximately 30 team members using the facility. Monday Morning our Fair Office sold 5 monthly passes before 9:30am and approximately 20 riders used the arena Monday before Hidden Valley moved in for their evening session.

Friends of the Fair:

2 games a week are being played; Wednesdays and Sundays. Attendance has been down the past few weeks but last Sunday they had 55 Players. The games have been averaging 85-100 players each day.

Horse Racing:

Meetings have continued with Horse Racing as I have met with the New President Sheri Morin several times concerning the auction that they are holding at Tap Rock April 30 for their Dinner at the Downs Event and the horse racing schedule of events. We are still in the process of an agreement for when they use our facilities for meetings and the race meet as currently there is no written agreement. I have met with legal concerning contracts as some areas need to be tightened up and changed such as equipment usage and the responsibility of the RV Park from May 1-July 12th.

Fair:

Some of the Fair Board and I (4 of us) attended Oregon Fair Association Conference January 14-16. We have been working with grounds acts and entertainment. Plans continue for Rodeo on Wednesday evening, Thursday; Battle of the Bands, Fri & Sat; Tuff Trucks, Monster Trucks, and Metal Mulisha. We have contracted with a County entertainer on Wednesday Night after the Rodeo on the Midway Stage as well as two midway acts and a K9 Kings Flying Dog Show.

Last night we had a Fair Board workshop to discuss if the Host House fits into the long term plan on the fairgrounds.

Grants:

Mary Groves and Terry Canavello this past month have been working on grants to finish the Floral Building with painting and freshening up the look, make the kitchen more efficient and Mary and Terry are moving forward on several other grants that are due in February; for items such as tables and chairs, painting of roof, and deeper sinks for floral building. Last Friday January 30th we received the OFA State Funding for all Oregon fairs for \$53,666.67.

Grounds:

These past several weeks have again been rough on the Fairgrounds. After an event last week we did a thorough inspection of all buildings and found where one of the tired lights on top of the Grandstands area gave away and BOM is in the process of evaluating the damage as there is major lights on top that need to come down right away. On Monday and Electric Company and BOM were again on the grounds. Over this last weekend one of our horse boarders who also participates in the Horse Race circuit clipped the end rafters in the "D" Barn and will be paying the cost for the damage. This afternoon, Ryan, Myself and maintenance will be accompanying the Grants Pass Fire Marshall Joe Hyatt around the grounds.

The buildings have all seen continued use this past month for hosting everything from WinCo's HR doing interviews, auctions, barrel racing, 4-5 equestrian teams practicing weekly, (2) memorial services, Square dancing 5 days a week, UCAN, Growers Market, and today setting up for our Veteran's Stand Up event this coming Friday.

Peggy D Anderson, Josephine County Fair/Fairgrounds Manager

Ex 4
Admin
2-4-16

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 4, 2016

To: Board of County Commissioners
From: Arthur O'Hare, Finance Director/Budget Officer *AO*
Re: Proposed Budget Calendar for FY 2016-17 Budget

- | | |
|----------------------|---|
| February 16, Week of | Personal Service Worksheets to Departments |
| February 22, Week of | Rates for ISF, BOM, Insurance, Fleet to Departments |
| March 11, Friday* | Completed Budgets to Finance |
| March 28, Week of | BCC review with Finance and Departments |
| April 14, Thursday | Budget Workshop with Budget Committee, if desired |
| April 21, Thursday** | Budget Committee Meeting, 4 to 6 p.m. |
| April 28, Thursday** | Budget Committee Meeting, 4 to 6 p.m. |
| May 5, Thursday | Budget Committee Meeting, 4 to 6 p.m.
(Approve Budget, Set Rate) |
| May 18, Wednesday | BCC Budget Hearing on approved budget |
| June 1, Wednesday | BCC Adopt Budget |

*After Department review with BCC liaison
**Budget Committee sets meeting times/dates at first public meeting



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 4, 2016

To: Board of County Commissioners, All Departments
From: Arthur O'Hare, Finance Director/Budget Officer
Re: Proposed Budget Directives/Guidelines for FY 2016-17

1. Budget will be submitted to Finance by Friday, March 11, 2016.
 - a) **Budgets for FY 2016-17 to be based on FY 2015-16 levels.**
 - b) 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.
 - c) 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.
 - d) 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.
 - e) 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.
 - f) Insurance, County Fleet and BOM rates will be distributed week of February 22.
 - g) ISF will be a percentage (10%) based on operational category budgets (Personal Services and Material & Services), shown at Fund level.
 - h) Capital Asset purchases over \$5,000 need to be shown on Schedule F form, including BOM projects.
 - i) Five year projections for capital purchases need to be completed (Charter requirement).
2. General Fund Reserve (Contingency) will be maintained at a minimum of \$3 million dollars.
3. Transfer to Public Safety of \$2.5 million dollars from General Fund resources.

**Josephine County
Budget Goals
FY 2016-2017**

Goals for budget purposes approved 02-04-2016:

- 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.