



Deschutes County Board of Commissioners  
1300 NW Wall St., Bend, OR 97701-1960  
(541) 388-6570 - Fax (541) 385-3202 - [www.deschutes.org](http://www.deschutes.org)

---

## MINUTES OF WORK SESSION

### DESCHUTES COUNTY BOARD OF COMMISSIONERS

**WEDNESDAY, SEPTEMBER 9, 2015**

---

*Present were Commissioners Anthony DeBone, Tammy Baney (for a portion of the meeting) and Alan Unger. Also present were Tom Anderson, County Administrator; Erik Kropp, Deputy County Administrator; David Doyle, County Counsel; Timm Schimke, Solid Waste; Wayne Lowry, Finance; Nick Lelack, Community Development; Susan Ross, Property and Facilities, and Judith Ure and David Givans, Administration. There were no representatives of the media in attendance.*

*Chair DeBone opened the meeting at 1:30 p.m.*

---

#### **1. Board Signature of Document No. 2015-532, Amending a 2011 Agreement regarding Operational Services at Negus Transfer Station.**

Timm Schimke gave a brief overview of the amendment, to handle services at Negus. They had help from Deschutes Transfer on a pay per load basis, but some things were handled by a County half FTE. He wants to change the payment to by the ton instead of the load, since loads are inconsistent.

Deschutes Transfer is adding another half-time person to handle the workload, but costs of the backhoe and other equipment is split. It would be much more expensive if the County had to handle all of the work there.

UNGER: Move Board signature of Document No. 2015-532.

DEBONE: Second.

VOTE: UNGER: Yes.

DEBONE: Chair votes yes.

## **2. Approval of a Resolution Authorizing Re-funding of Outstanding Debt.**

Wayne Lowry explained there are two bond issues, from 2002 and 2005, used for a variety of projects, which can be refinanced. The Resolution gives him and the County Administrator the authority to issue new debt to refinance these bonds. The savings is estimated at about \$380,000 over the remaining life of the bonds. The total balance is about \$3.8 million at this point. The various affected funds would see the benefit of the savings.

UNGER: Move Board signature of Resolution No. 2015-098.

DEBONE: Second.

VOTE: UNGER: Yes.

DEBONE: Chair votes yes.

## **3. Review of Discretionary Grant Requests.**

- Deschutes County Rural Fire Protection District #2 – Educational Conference - \$1,500

Ms. Ure stated that this involves Project Wildfire although this are not listed. The District is coordinating efforts to send individuals to training. They will pay whatever remains if they do not get enough funding. Commissioner Unger stated there is no budget with the request, and they do not say where they are going.

Chair DeBone said all the topics definitely fit in with what they are doing here to address wildfire, so it might be an optimum time to send them. Commissioner Unger feels much of this is already being done here. He would rather see a west coast version of this. The application does not explain how they will share their knowledge when they return. They need to do a better job selling this idea.

Chair DeBone said that they might have specific people in mind for this conference. Commissioner Unger would like to spend the money locally on something to do with Project Wildfire.

The Board denied the application at this point.

- Leadership Bend 2016 - \$1,500

This is for the class of 2016. Commissioner Unger asked how they fund Leadership Redmond. Ms. Ure said that they received \$1,200 and it entitled the County to send a person.

Commissioner Unger would like to see a consistent program for all. Ms. Ure said it could be added to the project support category and be funded on a regular basis. Mr. Anderson said such a policy would obligate them to fund it each year. They will talk about this when determining next year's allocations.

The Commissioners granted one-third each of \$1,200.

- CLEAR Alliance – Education Development - \$2,500

Ms. Ure provided a brief overview of the group. They intend to purchase evidence-based curriculum to provide to students and others, relating to marijuana use. Commissioner Unger asked where Health and Behavioral Health stand on this. He does not see any outreach to the County at this point. Ms. Ure feels they are working with the schools. Commissioner Unger thinks it is more that they have individual teachers on their board.

Chair DeBone feels this is political at a time when the issue is very sensitive. Commissioner Unger is a bit concerned about the group itself. Mr. Anderson feels that this group needs to connect with Health.

Commissioner Unger agreed that there needs to be an obvious partnership with the schools and Health. Ms. Ure said she will encourage the group to do more to develop a partnership, and they can reapply later.

#### **4. Discussion of Economic Development Fund Recapitalization.**

The Board agreed that this fund should not be authorized for more than \$200,000. Commissioner Baney feels EDCO has already made some commitments. This does not mean it will be the same in future years. It has gone from \$125,000 to \$175,000. Wayne Lowry gave a review of the funding options.

- General Fund - 30% of the 1% additional room tax can be used for general purposes and none has been designated yet. It is cyclical in nature. This can be done if it is not property tax funds.
- Divert Long Range Planning Subsidy – CDD is starting to put funds back in reserves, but this could impact future fees.
- Divert Contribution to A&T Reserve – for the upgrade of property tax assessment and collection software in the future. The date and expected amount needed are not known at this time.
- Divert Contribution to the General Fund Reserve – for long-term building and facility capital needs. There are some big needs in the future.
- Increase Appropriation in the General Fund – it is ahead now, but varies.
- Video Lottery Fund – has been a bit higher this time, but it varies. Judith Ure noted that the community grant program was eliminated when there was not enough funding for it.

Mr. Lowry feels the room tax solution is the most viable. Ms. Ure said that the service partner fund is about \$190,000. Those funds could be used for the loan fund, and the video lottery funds transferred in from another fund. That would keep the economic development categories together.

Mr. Anderson said the general fund is often discretionary. The room tax portion has not been allocated, but these funds are generated through tourism and could be used for economic development purposes.

Commissioner Unger would like to use the room tax fund for this purpose and leave the other funds as they are. Chair DeBone wants this to be a one-time action and not set policy for the future. He would like to be sure the Board approves each request as it comes in. Mr. Anderson feels that the Board should ask EDCO each time they come in whether they have requested help from the affected cities for those companies located within those cities.

Ms. Ure stated that there was a Resolution setting up this program, but feels it is time to review it. It does include a cap of \$50,000 per loan. The Board also granted funds to one company that created less than family-wage level loans, which was a basic Board guideline also. This should be clarified.

**5. Approval of Weekly Accounts Payables: As the Governing Body of 4-H/Extension and the 911 County Service District, and Deschutes County.**

**CONVENED AS THE GOVERNING BODY OF THE 4H/EXTENSION COUNTY SERVICE DISTRICT.**

Before the Board was Consideration of Approval of Weekly Accounts Payable Vouchers for the Extension/4-H County Service District in the Amount of \$2,002.39.

UNGER: Move approval, subject to review.

DEBONE: Second.

VOTE: UNGER: Yes.

DEBONE: Chair votes yes.

**CONVENED AS THE GOVERNING BODY OF THE 911 COUNTY SERVICE DISTRICT**

Before the Board was Consideration of Approval of Weekly Accounts Payable the 9-1-1 County Service District in the Amount of \$15,539.73.

UNGER: Move approval, subject to review.

DEBONE: Second.

VOTE: UNGER: Yes.

DEBONE: Chair votes yes.

**RECONVENED AS THE DESCHUTES COUNTY BOARD OF COMMISSIONERS**

Before the Board was Consideration of Approval of Weekly Accounts Payable Deschutes County in the Amount of \$1,281,156.81.

Tom Anderson explained that almost half of this amount was for the annual contract for Health Department services.

UNGER: Move approval, subject to review.

DEBONE: Second.

VOTE: UNGER: Yes.

DEBONE: Chair votes yes.

## 6. Other Items.

Mr. Anderson stated that the missing slide from the presentation was shared with the Chiefs yesterday. The latest amount of the levy rate is 48. There is an increasing number in future years that is about two cents higher, so there is a cushion. This number is less than the original 54 cents, so it makes it a potentially lower request of the public.

The user board will talk about this on September 22, and there will be scenarios presented. The public will want to know what it is paying for. The user board also asked for other proposals with other assumptions. An amount of 2.5% is conservative, based on an economic downturn at some point, when revenue will fall. He has asked Mr. Lowry to come up with thirty years of history. Time is getting short to get this on the ballot. There are some differences of opinion of the Chiefs, and some want to keep it under 50 cents, thinking it will be an easier sell. They also want to show this going far into the future since it would be a permanent levy.


Chair DeBone said it is almost like going from landlines to cell phones for public safety reasons. Mr. Anderson said it also allows the various entities to talk to each other when some of them cannot really do this well now.

Mr. Anderson said there is a serious potential problem with the City of Bend regarding their desire for a gas tax and them not supporting 911 to allow for the gas tax instead. The gas tax issue has not even been vetted yet. He is meeting with the City manager soon. At this point, he is not sure who from the City is willing to support the 911 levy.

---

*Being no other items discussed, the meeting was adjourned at 3:05 PM, at which time the Board went into executive session under ORS 192.660(2)(h), pending or threatened litigation; and ORS 192.660(2)(e), real property negotiations.*

DATED this 23 Day of September 2015 for the  
Deschutes County Board of Commissioners.

  
Anthony DeBone, Chair

  
Alan Unger, Vice Chair

  
Tammy Baney, Commissioner

ATTEST:

  
Recording Secretary



Deschutes County Board of Commissioners  
1300 NW Wall St., Suite 200, Bend, OR 97701-1960  
(541) 388-6570 - Fax (541) 385-3202 - [www.deschutes.org](http://www.deschutes.org)

---

## **WORK SESSION AGENDA**

### DESCHUTES COUNTY BOARD OF COMMISSIONERS

**1:30 P.M., WEDNESDAY, SEPTEMBER 9, 2015**

---

1. Board Signature of Document No. 2015-532, Amending a 2011 Agreement regarding Operational Services at Negus Transfer Station – *Timm Schimke*
2. Approval of a Resolution Authorizing Re-funding of Outstanding Debt – *Wayne Lowry*
3. Review of Discretionary Grant Requests – *Judith Ure*
  - Deschutes County Rural Fire Protection District #2 – Educational Conference - \$1,500
  - Leadership Bend 2016 - \$1,500
  - CLEAR Alliance – Education Development - \$1,500
4. Discussion of Economic Development Fund Recapitalization
5. Approval of Weekly Accounts Payables: As Governing Body of 4H/Extension and 911 County Service District, and Deschutes County
6. Other Items

---

PLEASE NOTE: At any time during this meeting, an executive session could be called to address issues relating to ORS 192.660(2) (e), real property negotiations; ORS 192.660(2) (h), litigation; ORS 192.660(2)(d), labor negotiations; or ORS 192.660(2) (b), personnel issues; or other issues under ORS 192.660(2), executive session.

---

*Meeting dates, times and discussion items are subject to change. All meetings are conducted in the Board of Commissioners' meeting rooms at 1300 NW Wall St., Bend, unless otherwise indicated. If you have questions regarding a meeting, please call 388-6572.*

---

Deschutes County encourages persons with disabilities to participate in all programs and activities. To request this information in an alternate format please call (541) 330-4640, or email [anna.johnson@deschutes.org](mailto:anna.johnson@deschutes.org).

---



**Deschutes County, Oregon**  
**Options to Fund Economic Development**  
**September 9, 2015**

**General Fund 30% of 1% room tax**

The general fund is estimated to receive \$198,360 in FY 2016 from the new room tax. According to the statutes, 30% of any new room tax revenues can be used for general government purposes. Although this revenue is anticipated in the general fund, the Board has not designated it for any particular purpose. The Board could direct that these revenues or a portion of them be committed to Economic Development in FY 2016. The impact to the general fund would be a reduction in anticipated ending fund balance of the specified amount.

**Divert Long Range Planning Subsidy**

The general fund is scheduled to contribute to the cost of the Long Range Planning function in the amount of \$99,039 for FY 2016. Using the rationale that other CDD funds could be used to offset costs in Long Range Planning, this amount could be contributed instead to the Loan program. CDD's ending fund balance for FY 2015 was greater than anticipated in the FY 2016 budget by \$574,995. There would be no impact to the general fund although, CDD would have that much less to rebuild its reserves. This alternative may also have an impact on fees.

**Divert Contribution to AT&T Reserve**

The general fund is scheduled to contribute \$100,000 to the AT&T reserve fund in FY 2016. This contribution is intended to build up a reserve of \$1,500,000 for the potential replacement or upgrade of the property tax assessment and collection software used by the County expected to occur in the next 3 to 5 years. The fund currently has a balance of \$650,000. There would be no impact to the general fund in FY 2016 although future contributions from the general fund to the reserve fund would have to be increased to ensure that sufficient funds are available for this potential future expenditure.

**Divert Contributions to General Fund Reserve**

The FY 2016 Board goals included a goal to plan for long-term building and facility capital needs including major maintenance and replacement strategies. To begin planning for future capital needs, the general fund is expected to contribute \$2,055,043 to reserves in FY 2016. An amount could be diverted from this transfer to fund the loan program for FY 2016, therefore reducing the contribution to general fund reserves.

**Increase Appropriation in the General Fund**

The Board could approve a budget adjustment to appropriate contingency in the general fund to fund the loan program for FY 2016. This would effectively reduce general fund ending fund balance for FY 2016 by the amount of the increase. It should be noted that the general fund ending fund balance for FY 2015 was \$1,115,306 greater than anticipated so the general fund is already ahead for FY 2016 by over \$1,000,000.

**Video Lottery Fund**

The first quarter receipt of video lottery revenue was greater than anticipated by \$18,000. If this trend continues in the remaining three quarters, revenue in this fund could be about \$75,000 greater than anticipated in the FY 2016 budget. Although the total amount of video lottery revenue will not be

known until the end of the fiscal year, if additional revenues are available in this fund, they could be used for the loan program.

**Recommendation**

The room tax solution allows the Board to use a non-property tax revenue source for this purpose. It is not restricted and is a relatively new source of revenue to the general fund. It will have an impact on the general fund but that impact is somewhat muted due to the beginning balance for the general fund for FY 2016 being over \$1,000,000 greater than anticipated. If the higher revenues from video lottery prove out in FY 2016 and persist in future years, perhaps fund 165 will be able to pick up future loans without further general fund subsidy. This would require direction that all future video lottery revenues beyond the current \$600,000 per year be committed to the loan program.



# OREGON HIDTA PROGRAM

HIGH INTENSITY DRUG TRAFFICKING AREA

---

September 4, 2015

I am pleased to provide a letter of support for CLEAR Alliance's proposal for funding.

I am the Executive Director of the Oregon-Idaho High Intensity Drug Trafficking Area (HIDTA) Program. The HIDTA Program supports multi-agency drug enforcement task forces and helps to coordinate a cooperative and unified enforcement strategy in areas that have been determined to have a significant drug trafficking problem that also harms other areas of the country. Those areas are designated as HIDTAs by the Director of the White House Office of National Drug Control Policy (ONDCP) after a careful and rigorous threat evaluation process. The HIDTA designated areas in Oregon are Clackamas, Deschutes, Douglas, Jackson, Lane, Malheur, Marion, Multnomah, Umatilla and Washington County as well as the Warm Springs Indian Reservation.

In addition to supporting drug enforcement efforts and in pursuit of the Oregon-Idaho HIDTA Program mission to reduce drug availability and demand, we also support drug abuse prevention organizations such as CLEAR Alliance. CLEAR Alliance has a credentialed, experienced and diverse board of directors, executive director, and advisory committee that are passionate about the mission of improving public health and safety. An impressive list of current and retired public health and safety officials, professionals and community members involved in this non-profit organization, as well as educational tools they have already published online, are provided at [www.ClearAlliance.org](http://www.ClearAlliance.org).

For those of us in public service, the educational tools and services offered by CLEAR Alliance will fulfill a tremendous need throughout Oregon. Although there is substantial research and evidence available, the information is often scattered among various public service agencies and in reports that commonly are too complex for the general public to decipher and interpret, which can lead to a lack of information or misinformation among our public. Knowledge is power to improve public health and safety. Investing in CLEAR Alliance to format relevant public health and safety data into appealing and user-friendly educational tools will allow multiple public service organizations to utilize the clearinghouse of tools for free, increase access for youth and adults to acquire the knowledge, and save time and money for public health and safety agencies.

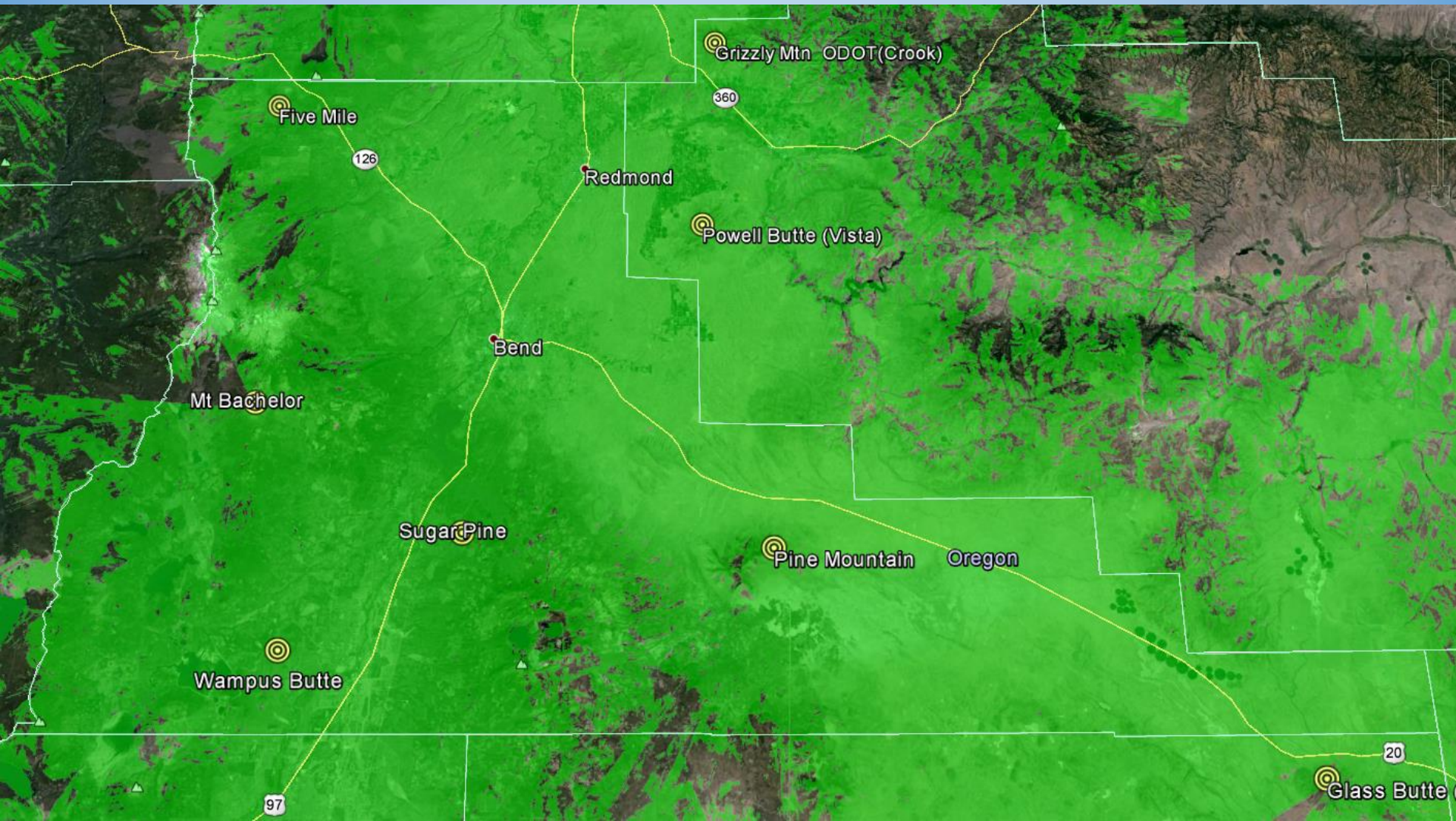
Providing the financial support requested by CLEAR Alliance is an investment the health and welfare of all Oregonians.

Sincerely,

**CHRIS GIBSON**, Executive Director  
Oregon-Idaho HIDTA Program

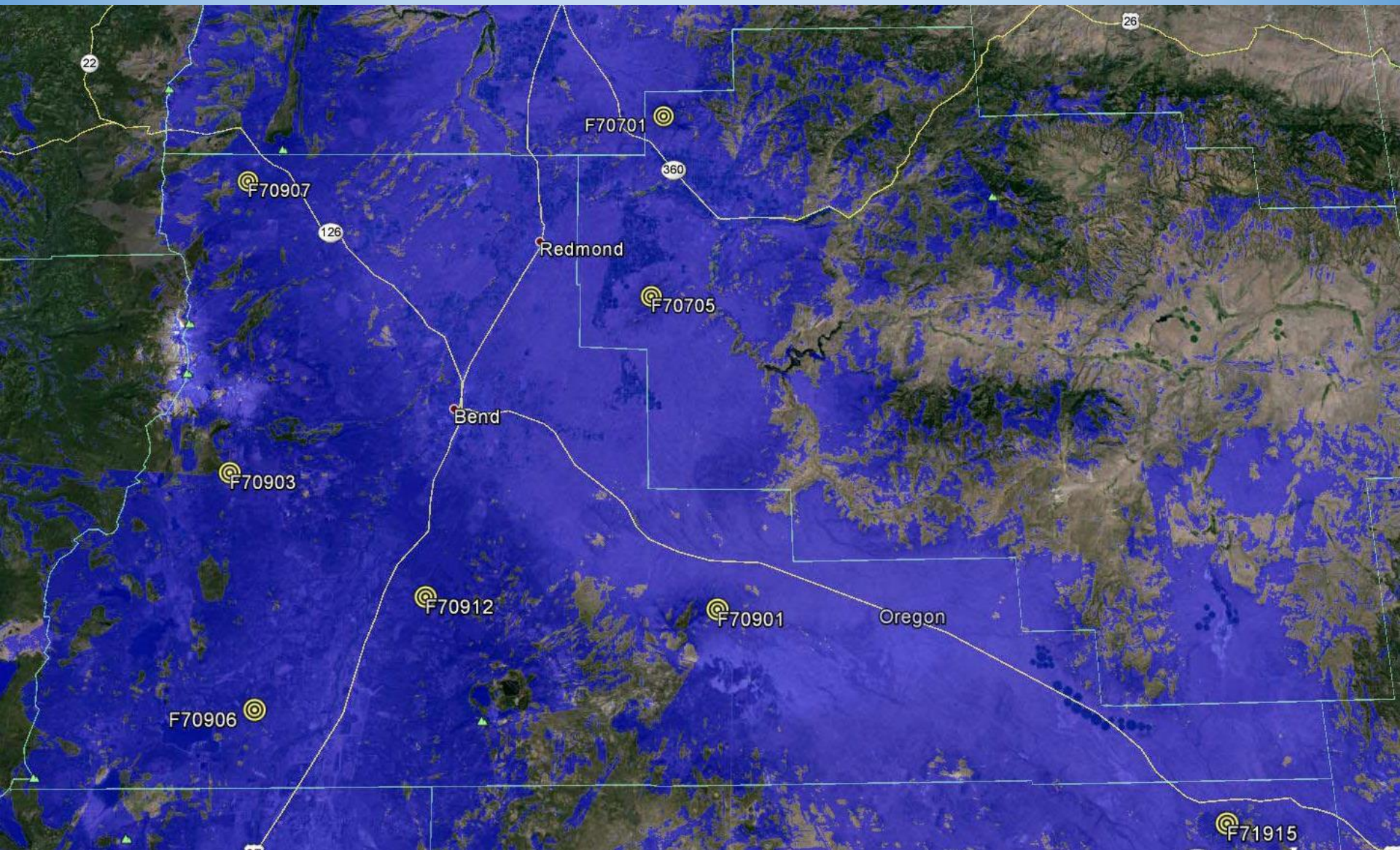
4190 Aumsville Highway  
Salem, OR 97317  
Telephone: (503) 934-2020

# State Radio Project (SRP) Mobile Coverage



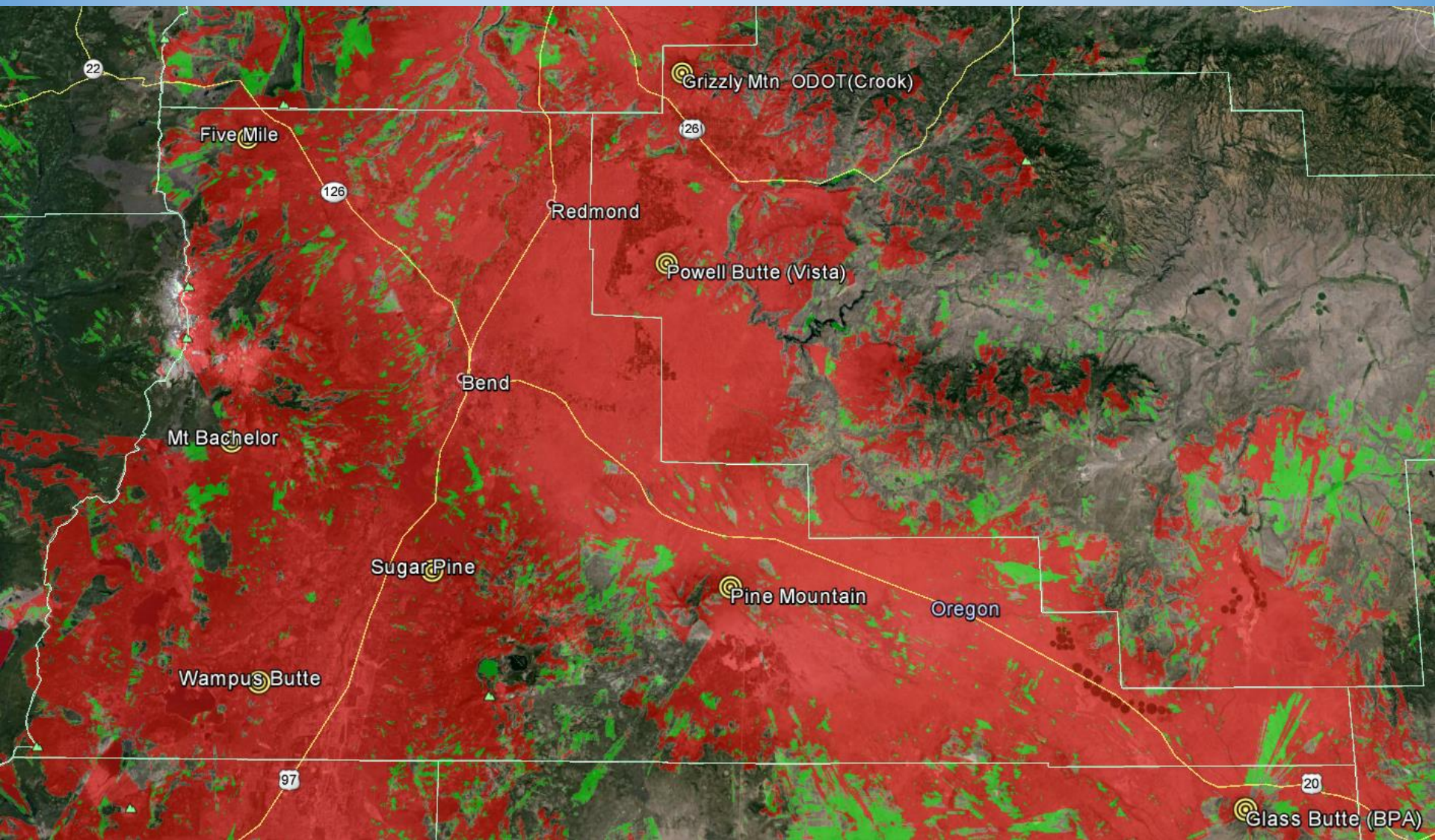


# SRP Street Level Portable Coverage



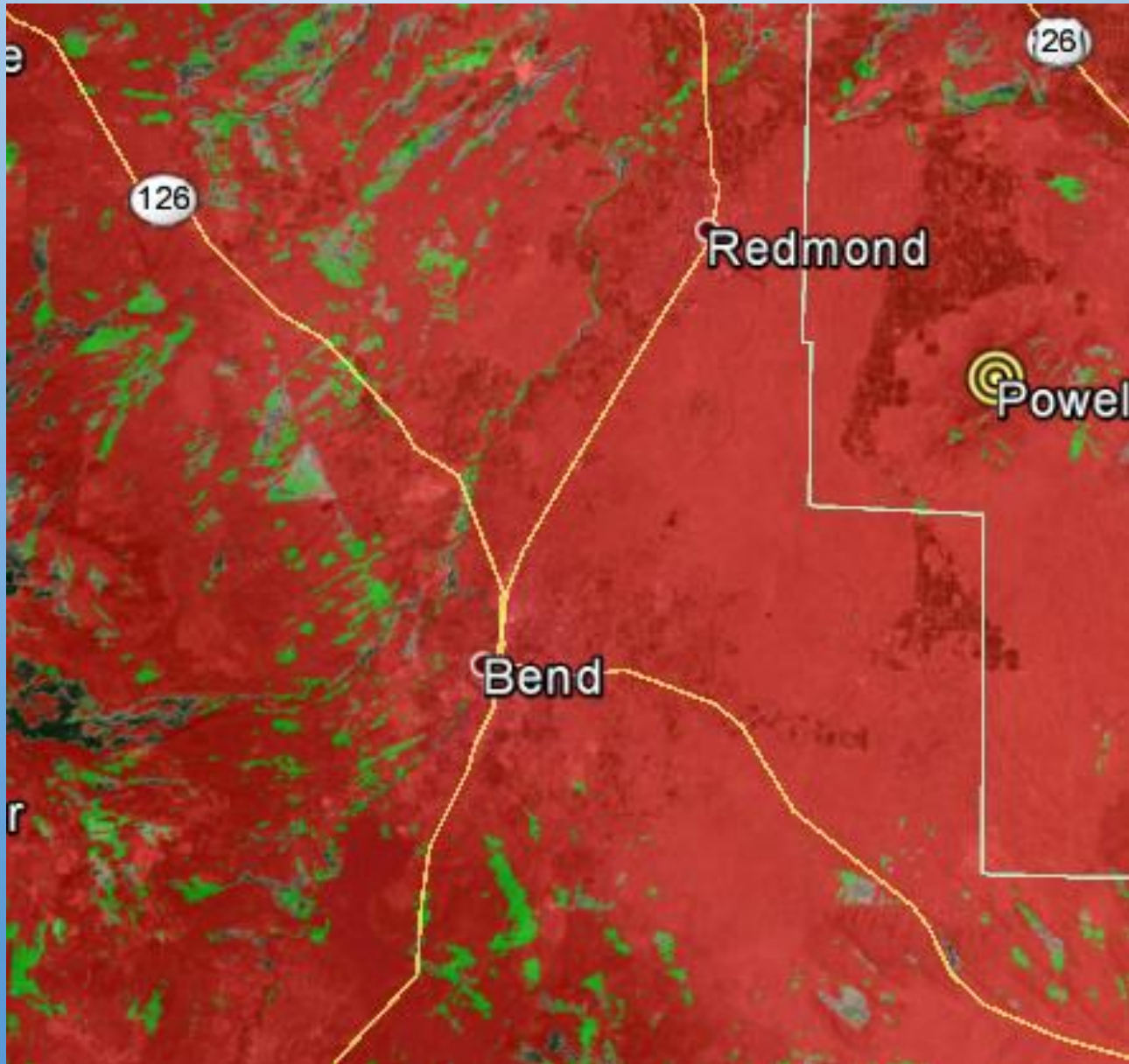


# SRP Portable Coverage (-18 dB)





# Zoom of -18 dB Coverage



# **Radio Project – Capital Cost Items**

- Add capacity to the state system.
- Develop District sites to provide better local signal density.
- Dispatch radio console electronics.
- Contingency.
- Construct site at Hoodoo (optional).
- Retire existing debt.



# Radio Project – **DRAFT** Capital Costs

Description	
Add Capacity to State Radio Sites	500,000
Develop District Radio Sites	2,000,000
Dispatch Radio Consoles	850,000
Contingency	350,000
Construct Hoodoo Radio Site	800,000
Retire Existing Debt Service	900,000
<b>Estimated Capital Expenditure</b>	<b>5,400,000</b>

**Final capital costs are not necessary  
to determine the proposed levy rate.**

# Three Levy Components

- **PSAP Operations**

- Line Ops / Tech Services / Admin

- **Radio System M & O**

- Partnering with the state radio project will save over \$7,000,000 in capital costs
- The replacement system will be built with existing capital reserve funds.

- **Equipment Replacement Reserve**

- Annual contribution of \$400,000

# Goals for Line PSAP Operations

- LE dispatchers should only answer 9-1-1 calls as a last resort.
- LE data channel 12 hours per day.
- Two fire dispatchers 24 x 7 x 365.
- Supervision 24 x 7 x 365.
- Deploy staff to align with the activity level demand curve.
- Achieve OAA accreditation.

# Radio Project – Maintenance

- Major components:
  - Personnel – 4.4 FTEs
    - Tech Services Manager – 0.4 FTE
    - Tech Services Supervisor – 1 FTE
    - Tech Services Specialists – 2 FTEs
    - Administrative Supervisor – 1 FTE
  - Radio site maintenance.
  - Leases, power and generator fuel.
  - State switch maintenance and licenses.
  - Contingency.
  - Reserves for equipment replacement.

# Radio Project – Maintenance

Radio Maintenance Personnel	744,149
Radio Site Maintenance	226,282
Leases / Power / Generator Fuel	27,154
State Switch Maintenance & Licenses	56,570
Other / Contingency	56,570
<b>Radio Maintenance Estimate (2021)</b>	<b>1,110,725</b>
<b>System Replacement Reserve</b>	<b>400,000</b>

# Levy Rate Forecast Assumptions

- Ops hiring not complete until 2020.
- 2.5% Annual CPI growth.
- 2.5% Annual AV growth.
- 6.0% Annual medical cost growth.
- 18 – 24% PERS rate based on year.
- 94% Property tax collection rate.