



CURRY COUNTY BOARD OF COMMISSIONERS

GENERAL MEETING

Wednesday January 17, 2018 – 10:00 AM
Commissioners' Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon

www.co.curry.or.us

Curry County does not discriminate against individuals with disabilities and all public meetings are held in accessible locations. Auxiliary aids will be provided upon request with 48 hours advance notification. Please call 541.247.3296 if you have questions regarding this notice.

AGENDA

*Items may be taken out of sequence to accommodate staff availability and the public.
For public comment, a completed speaker's slip must be submitted prior to start of the meeting.*

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- 2. ADOPTION/AMENDMENT OF THE AGENDA** (5 minutes)
- 3. PUBLIC COMMENTS** (3 minutes per person; 30 minute limit for all public comment)
- 4. AWARDS**
5 Years of Service Award, Jeremy Dumire (5 minutes) Packet Page 2
- 5. CONSENT CALENDAR** (Items in the Consent Calendar may be removed for separate discussion and/or action at the request of any Commissioner) (10 minutes)
 - A. December 2017 Community Development Department Activity Report Packet Page 5
 - B. Surveyor's Report for December, 2017 Packet Page 8
 - C. Supplemental Budget #4 adjusts grant budget to current award and adjusts District Attorney budget for payroll and transfer to Child Advocacy Packet Page 11
 - D. Surveyor Resignation Letter Packet Page 15
- 6. PRESENTATIONS**
 - A. Curry County Child Abuse Intervention Center (Wally's House) Presentation. – Jackalene Antunes, Executive Director (10 minutes) Packet Page 16
 - B. Del Norte County – Economic Development. – Roxann Haynes, Executive Director/Loan Administrator (15 minutes) Packet Page 18
- 7. ADMINISTRATIVE ACTIONS/APPOINTMENTS** (30 minutes)
 - A. Curry County Child Abuse Intervention Center (Wally's House) Separation. – Jackalene Antunes, Executive Director (10 minutes) Packet Page 43
 - B. Appointment of Citizens Revenue Task Force Members. – John Hitt, Interim County Administrator (20 minutes) Packet Page 46

8. PUBLIC HEARING at 11:00AM

Resolution authorizing submittal of the Curry County Enterprise Zone Application to Business Oregon
Carolyn Johnson, Community Development Director (30 minutes) Packet Page 52

9. OLD BUSINESS/PENDING ACTIONS

Status of Brookings Head Start Project. John Huttel, County Counsel (20 minutes) Packet Page 74

10. DISCUSSION/BOARD DIRECTION/DECISION

None

11. ANNOUNCEMENTS/MEETING SCHEDULE (5 minutes)

- A. January 24, 2018 Board of Commissioners' Workshop at 10:00AM – Commissioners' Hearing Room Airport Sales Status/Revise Personnel Rules
- B. January 31, 2018 Board of Commissioners' Workshop at 10:00AM – Commissioners' Hearing Room
- C. January 31, 2018 Board of Commissioners' Special Meeting at 1:30PM – Commissioners' Hearing Room Hamilton Lane
- D. February 7, 2018 Board of Commissioners' General Meeting at 10:00AM – Commissioners' Hearing Room
- E. February 19, 2018 County Offices Closed for President's Day Observance

12. INTERIM COUNTY ADMINISTRATOR ORAL REPORT (John Hitt, Interim County Administrator) (10 minutes)

- A. Introduction of Richard Christiansen
- B. County Administrator Schedule
- C. Special Projects Coordinator
- D. Resignation of Surveyor
- E. Miscellaneous

13. COMMISSIONER UPDATES (15 minutes)

- A. Commissioner Boice
- B. Commissioner Gold
- C. Commissioner Huxley

14. EXECUTIVE SESSION (15 minutes) Packet Page 77

192.660.2 (a) To consider the employment of a public officer, employee, staff member or individual agent

15. ADJOURN

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: 5 Years of Service Award, Jeremy Dumire

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 1/17/18 **DEPARTMENT:** Sheriff **TIME NEEDED:** 5 min
(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No If no memo, explain: **Certificate recognizing Jeremy Dumire's 5 years of service to Curry County**

CONTACT PERSON: DJ Storns **PHONE/EXT:** 3322 **TODAY'S DATE:** 1/10/18

BRIEF BACKGROUND OR NOTE: (If no memo attached)

FILES ATTACHED:

- (1) Copy of Years of Service Award
- (2)
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

*Note: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR _____ BOC MEETING Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO:

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

- Commissioner Sue Gold Yes No
- Commissioner Thomas Huxley Yes No
- Commissioner Court Boice Yes No

YEARS OF SERVICE

Curry County hereby recognizes:

Jeremy Dumire

For 5 years of Sheriff's Office service to the citizens of Curry County,
Oregon

JANUARY, 2013 - JANUARY, 2018

John Ward, Sheriff

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: December 2017 Community Development Department Activity Report

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: January 17, 2018 **DEPARTMENT:** Community Development

TIME NEEDED: 5 min

(^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No If no memo, explain:

CONTACT PERSON: Carolyn Johnson **PHONE/EXT:** 3228

TODAY'S DATE: 01.08.2018

BRIEF BACKGROUND OR NOTE: (If no memo attached)

FILES ATTACHED:

- (1) Memo
- (2)
- (3)

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

^aNote: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR _____ BOC MEETING Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO:

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley

Yes No

Commissioner Court Boice

Yes No



**Community Development Department
December 2017 Activity Report
Building, Economic Development, Planning**

Department Administration and funding

- December revenue - \$30,509.57
- Preparation of November 2017 activity report
- Conferral and contract work with Lane County Council of Governments related to Pickleball CUP application, Elk River Development Corporation application, two minor partitions and discussion regarding update of land division ordinance in FY 2018/2019.
- Response to Interim Administrators request for review and revisions to updated Personnel policies
- Evaluation of Community Development Department staffing and administration with Interim County Administrator

Economic Development Division

- Finalized draft report for Curry County Enterprise Zone with CCD
- Preparation of staff reports for Board – Pickleball and Elk River Dev Corp LLC application.
- Presented staff report to Board regarding waiver of county fees for pickleball application.
- Communication with OCVA regarding their photo project and availability for County use

Planning Division

- Permit activity: 6 Land Use Compatibility Statements, 2 new addresses, 5 Planning Clearance reviews, 1 Final Plat review, 2 tentative partition plat reviews
- Meetings with staff, communication with Planning Commissioners, preparation of December Planning Commission meeting staff report regarding Elk River Development Corp project
- Continued discussion with State Court to implement Code enforcement program.

Building Division

- Building Permits: 32 Permits issued
- Building Inspections: 122 completed
- Phone calls and walk in visits - 400 served
- Work on larger building projects continue with continuance of Curry Library expansion, near completion of new bar in Port Orford, and completion of roof and seismic improvements at Port Orford and Gold Beach Schools Applications.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 03-02-2016

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

AGENDA ITEM TITLE: Surveyor's Report for December, 2017

AGENDA DATE^a: When convenient **DEPARTMENT:** County Surveyor **TIME NEEDED:** Whenever

^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period)

CONTACT PERSON: Reily Smith **PHONE/EXT:** 3225 **TODAY'S DATE:** Jan. 2, 2018

BRIEF BACKGROUND OR NOTE^b: Monthly Department Report

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Letter

- (1) Report
- (2)

Are there originals in route (paper copies with pre-existing signatures) **Yes** **No**

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? **Yes** **No**
(If Yes, brief detail)
2. Does this agenda item impact any other County department? **Yes** **No**
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? **Yes** **No** **N/A**

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

- File with County Clerk
- Send Printed Copy to:
- Email a Digital Copy to:
- Other

Name:
Address:
City/State/Zip:

Phone:

Due date to send: / /

Email:

^cNote: Most signed documents are filed/recorded with the Clerk per standard process.

PART II – COUNTY CLERK REVIEW

EVALUATION CRITERIA:

CLERK ASSESSMENT: Does this agenda item meet filing/recording standards? **Yes** **No** **N/A**
(If No, brief detail)

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses **Yes** **No**
Comment:
2. Confirmed Submitting Department's personnel-related materials **Yes** **No** **N/A**
Comment:
3. If job description, Salary Committee reviewed: **Yes** **No** **N/A**
4. If hire order requires an UA, is it approved? **Yes** **No** **Pending** **N/A**

PART IV – COUNTY COUNSEL REVIEW

AGENDA ASSIGNMENT TYPE: (Select)

LEGAL ASSESSMENT: Does this agenda item have a legal impact? **Yes** **No**
(If Yes, brief detail)

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

- Commissioner Court Boice **Yes** **No**
- Commissioner Thomas Huxley **Yes** **No**
- Commissioner Susan Gold **Yes** **No**

Not applicable to Sheriff's Department since they do not have a liaison

CURRY COUNTY SURVEYOR MONTHLY ACTIVITY REPORT
FOR DECEMBER, 2017

County Surveyor Office activities:

1. Barbara prepared the attached charts showing filed maps of survey and recorded plat maps of partitions and subdivisions. It is hoped this will be interesting from the standpoint of obtaining another look at economic activity changes in Curry County since 1995.
2. Reily is still wrestling with how to do any restoration work to the Public Land Survey System monuments & accessories that may have been destroyed in the Chetco Bar Fire with our limited budget. The current Surveyor's Budget was set up with the idea of retaining at least \$100,000 in the Cornerstone Preservation Fund. This might be the time to use some of these funds for this emergency purpose. Reily will be working on determining what monuments should be visited based on the fire's extents and hottest burn areas. Only monuments on lands that pay property taxes would be visited and any necessary perpetuation work performed.
3. Reily will attend the PLSO Convention (Jan. 16 – 19, 2018) at his expense. One of the classes offered is presented by the U. S. Forest Service on survey rehabilitation after a wildfire.
4. We are waiting to hear from Revise. They are setting up our maps in a way we can just add to them as new maps come in. Having all of the maps available on line is a considerable time and expense savings to the public.

New Maps of Survey, Property Line Adjustments or Plats filed, scanned, copied and filed (all soon to be online):

No Surveys were completed in the north part of Curry County.

No Surveys were completed near Gold Beach.

4 Surveys were completed near Brookings.

Deposits for December: = \$ 1,460.00

Reily Smith worked 40 hours in December.

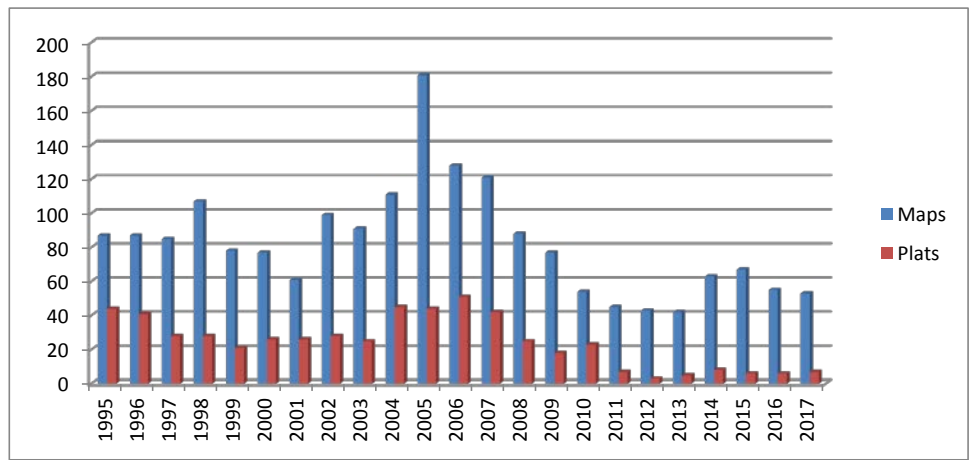
Barbara Colton worked 70 hours in December.

Respectfully submitted,

Reily Smith, County Surveyor

Barbara Colton, Department Specialist

	Maps	Plats
1995	87	44
1996	87	41
1997	85	28
1998	107	28
1999	78	21
2000	77	26
2001	61	26
2002	99	28
2003	91	25
2004	111	45
2005	181	44
2006	128	51
2007	121	42
2008	88	25
2009	77	18
2010	54	23
2011	45	7
2012	43	3
2013	42	5
2014	63	8
2015	67	6
2016	55	6
2017	53	7



CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP

FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: Supplemental Budget #4

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 01-17-2018 **DEPARTMENT:** Finance **TIME NEEDED:** 10 min
(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No If no memo, explain:

CONTACT PERSON: Louise Kallstrom **PHONE/EXT:** 3232 **TODAY’S DATE:** 01/10/18

BRIEF BACKGROUND OR NOTE: (If no memo attached) Budget for CAMI grant was set before 2017-2019 grant award. Supplemental adjusts grant budget to current award and adjusts District Attorney budget for payroll and transfer to Child Advocacy.

FILES ATTACHED:

- (1) Resolution
- (2) Exhibits A and B
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail) Supplemental
- 2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

*Note: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department’s finance-related responses Yes No N/A
Comment:
- 2. Confirmed Submitting Department’s personnel-related materials Yes No N/A
Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR _____ BOC MEETING Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO:

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS’ REQUEST TO ADD TO AGENDA:

- Commissioner Sue Gold Yes No
- Commissioner Thomas Huxley Yes No
- Commissioner Court Boice Yes No

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY**

IN THE MATTER OF REALLOCATION OF)
APPROPRIATIONS BETWEEN CATEGORIES)
IN THE **2017-2018 FISCAL YEAR BUDGET**) **RESOLUTION**

WHEREAS, there exists a need to transfer appropriated spending authority in the Curry County budget between expenditure categories for the purpose of providing for costs beyond the amount that was anticipated in the 2017-2018 fiscal year budget: and,

WHEREAS, such increase and reallocation of appropriation is allowed under ORS 294.471; now,

BE IT RESOLVED that the 2017-2018 fiscal year budget for Curry County be modified as detailed in ***Exhibits A and B*** for the specific purpose of providing appropriations to cover expenditures through June 30, 2018.

Dated this _____ day of January, 2018.

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

Approved as to form:

John Huttl
Curry County Counsel

Supplemental Budget # FY2017-18

Fund Budget Must Balance To \$0.00

Department: CAMI GRANT		BUDGET		
G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	CHANGE	NEW Budget
			+ = increase - = decrease	
Revenue				
2.13-412.50-335.00-000-00	Grant - State - CAMI	38,279	6,439	44,718
2.13-412.50-390.88-110-00	IGS - 1.10 GF DA	3,665	3,612	7,277
-399.01-000-00	Assigned Fund Balance			-
-399.01-000-00	Restricted Fund Balance			-
Total Resources		41,944	10,051	51,995
Personal Services				
2.13-412.50-490.00-110-00	Sal-Regular	13,099	2,731	15,830
-490.00-120-00	Sal-Irregular			-
-490.00-130-00	Sal-Overtime			-
2.13-412.50-490.00-213-00	Ben-Health Ins	4,800	428	5,228
2.13-412.50-490.00-214-00	Ben-Life Ins	25	9	34
2.13-412.50-490.00-220-00	Ben- FICA 7.65%	908	291	1,199
2.13-412.50-490.00-230-00	PERS-County	2,639	845	3,484
-490.00-235-00	PERS-Employee			-
2.13-412.50-490.00-260-00	Ben-Workers Comp	15	5	20
2.13-412.50-490.00-290-00	Ben-OR W/Comp Assessment	29	9	38
2.13-412.50-490.00-295-00	IGS - 3.10 Unemp Self Ins Reserve	89	29	118
Total Personal Services -		21,604	4,347	25,951
Materials & Services				
2.13-412.50-490.00-310-00	Pro Svcs - Training & Ed	5,965.00	3,054	9,019
2.13-412.50-490.00-330-00	Pro Svcs - Emergencies	-	1,000	1,000
2.13-412.50-490.00-415-00	Util - Telephone	1,850.00	1,000	2,850
2.13-412.50-490.00-521-00	Gen Liab Ins	658.00	30	688
2.13-412.50-490.00-524-00	Property Insurance	80.00	20	
2.13-412.50-490.00-550-00	Copying & Printing	50.00	100	
2.13-412.50-490.00-595-00	Postage	50.00	100	
2.13-412.50-490.00-600-00	Sup - Office	200.00	400	
Total Materials & Services		8,853	5,704	13,557
Debt, Capital, Transfers				
-490.00-847-00	Debt Interest Payments			-
-490.00-849-00	Debt Principal Payments			-
-490.00-849-00	Capital Outlay - Motor Vehicle	-		-
-490.00-849-00	Capital Outlay			-
-491. - -00	Tran To	-		-
-491. - -00	Tran To			-
-492. - -00	Tran To (use 492 for Tran within a Fund)			-
Total Expenditures		30,457	10,051	40,508
Total Change should = 0 >>			0	
Note: Total change should = 0, or Total Revenue change should match Total Expense change.				
Prepared By	Louise Kallstrom	Date	1/9/2018	
Elected Official or Department Head		Date		
Approved By	<i>John G. Holt</i>	Date	Jan 9, 2018	
Liasion Commissioner			Supp #4	

Supplemental Budget # FY2017-18

Fund Budget Must Balance To \$0.00

Department: **DISTR ATTNY**

G/L ACCT NUMBER	ACCT DESCRIPTION	EXISTING BUDGET	BUDGET CHANGE	NEW Budget
			+ = increase - = decrease	
Revenue				
-300.00-000-00				-
-399.01-000-00	Assigned Fund Balance			-
-399.01-000-00	Restricted Fund Balance			-
	Total Resources	-	-	-
Personal Services				
1.10-415.30-490.00-110-00	Sal - Regular	206,444	(1,997)	204,447
-490.00-120-00	Sal-Irregular			-
-490.00-130-00	Sal-Overtime			-
1.10-415.30-490.00-213-00	Ben - Health Insurance	48,120	(427)	47,693
1.10-415.30-490.00-214-00	Ben - Life Insurance	258	(9)	249
1.10-415.30-490.00-220-00	Ben - FICA	15,793	(291)	15,502
1.10-415.30-490.00-230-00	Ben - PERS - County Portion	24,451	(845)	23,606
-490.00-235-00	PERS-Employee			-
1.10-415.30-490.00-260-00	Ben - Worker's Compensation	266	(5)	261
1.10-415.30-490.00-290-00	Ben - OR W/C Assessment	239	(9)	230
1.10-415.30-490.00-295-00	IGS - 3.10 Unemp Self Ins Reserve	1,548	(29)	1,519
	Total Personal Services -	297,119	(3,612)	293,507
Materials & Services				
1.10-415.30-490.00-342-13	IGS - 2.13 Child Advocacy	3,665	3,612	7,277
-490.00-	Other Services-Emergency			-
-490.00-	Other M&S -			-
-490.00-	Travel-Meals & Lodging			-
-490.00-	Travel-Mileage Allowance			-
-490.00-	Other Materials & Supplies			-
-490.00-	Supplies-Non-Capital			-
-490.00-	Other Supplies-Comfort Kits			-
	Total Materials & Services	3,665	3,612	7,277
Debt, Capital, Transfers				
-490.00-847-00	Debt Interest Payments			-
-490.00-849-00	Debt Principal Payments			-
-490.00-849-00	Capital Outlay - Motor Vehicle			-
-490.00-849-00	Capital Outlay			-
-491. - -00	Tran To			-
-491. - -00	Tran To			-
-492. - -00	Tran To (use 492 for Tran within a Fund)			-
	Total Expenditures	300,784	-	300,784
			Total Change should = 0 >>	-

Note: Total change should = 0, or Total Revenue change should match Total Expense change.

Prepared By Louise Kallstrom Date 1/9/2018

Elected Official or Department Head Date

Approved By *John E. Holt* Date *Jan 9, 2018* Supp #4

Reily H. Smith

(b) (1) (A)

January 9, 2018

Curry County Commissioners:

Dear Sirs & Madam:

It is with regret that I need to inform you I no longer feel good about working for Curry County as an employee. I will stay until you have made arrangements for someone else to perform the duties of County surveyor, or March 1, 2018, whichever comes first.

Barbara Colton is capable of handling the day-to-day functions necessary to maintain the office information to benefit the public. She requires little direction to do what needs to be done, so I feel good about making a change at this time.

Thank you for the opportunity to perform the duties of County Surveyor. It has allowed me to grow professionally and see another aspect of my business.

Very truly yours,



Reily H. Smith
Land Surveyor
Water Right Examiner
Certified Federal Surveyor

**CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018**

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: Curry County Child Abuse Intervention Center (Wally's House) Presentation

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 01-17-2018 **DEPARTMENT:** Child Advocacy **TIME NEEDED:** 10 min

(^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No If no memo, explain: **PowerPoint Presentation**

CONTACT PERSON: Jackie Antunes **PHONE/EXT:** 3340 **TODAY'S DATE:** 01/10/18

BRIEF BACKGROUND OR NOTE: (If no memo attached) Informational PowerPoint presentation on the CAIC (Wally's House) program. PowerPoint file will be brought to meeting.

FILES ATTACHED:

- (1)
- (2)
- (3)

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail) Supplemental
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

***Note: Most signed documents are filed/recorded with the Clerk per standard process.**

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR 01/17/18 **BOC MEETING** **Not Approved for BOC Agenda because**

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO: PRESENTATION

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley Yes No

Commissioner Court Boice

Yes No

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: DEL NORTE COUNTY – ECONOMIC DEVELOPMENT

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: Jan. 17/18 **DEPARTMENT:** Admin **TIME NEEDED:** 15 min
(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No If no memo, explain: **Power point presentation (attached)**

CONTACT PERSON: John Hitt **PHONE/EXT:** 3287 **TODAY’S DATE:** 01/10/18

BRIEF BACKGROUND OR NOTE: (If no memo attached)

FILES ATTACHED:

- (1) Power Point
- (2)
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

*Note: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department’s finance-related responses Yes No N/A
Comment:
- 2. Confirmed Submitting Department’s personnel-related materials Yes No N/A
Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR 01/17/18 **BOC MEETING** **Not Approved for BOC Agenda because**

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO: PRESENTATION

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS’ REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley Yes No

Commissioner Court Boice

Yes No

The 7 Best Practices to Create Economic Vitality

Presented by: Roxann Haynes

Del Norte Economic Development Corporation

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the slide, creating a modern, layered effect. The text is centered on the left side of the slide.

What do we do here at the
DNEDC?

The role of DNEDC in our community:

- ▶ Currently we offer affordable small business loans to small business owners that may not be able to qualify for funds any other way.
- ▶ This allows us to help keep jobs in our communities by funding start-up businesses, retentions and expansions.
- ▶ However there is much more to Economic Development than just making small business loans available.

Today we are going to talk about the 7 best practices for creating a more vital economy in Curry, Del Norte, Humboldt, Jackson and Josephine Counties.

What we focus on:

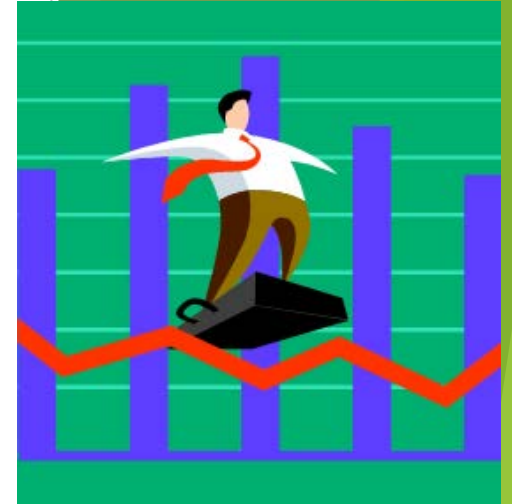
- ▶ Providing networking opportunities amongst those leaders
- ▶ Developing leaders within our communities
- ▶ Helping existing businesses stay in our county, while also helping people open new ones.



Rural Development Initiatives (RDI)

- ▶ RDI is based out of Eugene, Oregon.
- ▶ This group came up with the 7 best practices for creating Rural Economic Vitality.
- ▶ Several of these practices can fit within our community in Del Norte County.
- ▶ These practices can be used in what ever order and one practice is not dependent on another.
- ▶ Some of the most successful communities have implemented several of these practices.

Best Practice #1: Creating Networks to Support Entrepreneurs & Micro Business Development



- ▶ Your local economy is most successful when diversified, so don't invest all your resources and hopes in one large employer.
- ▶ Communities are most resilient when there are lots of small and micro businesses. So, if one or several businesses do not survive, there are still plenty of employment opportunities available.
- ▶ These businesses will continue to contribute to the local economy in contrast to the impact of one major employer closing.
- ▶ Successful communities identify and connect entrepreneurs to the resources (expertise and financing) to get started and grow.
- ▶ Linking businesses together in a value chain can help each of the enterprises be more resilient.

This practice & our community

- ▶ With the recent closings of Ray's and Payless shoes we can see how local businesses can easily be taken out of play with a large chain store.
- ▶ We need to build up an array of small business' that show case our area.

Best Practice #2: Thinking Local & Supporting Local Businesses First

- ▶ Our local businesses cannot survive if we do not support them. When you “Buy Local” your money stays in the local economy longer. It circulates throughout your community by creating jobs and increasing income.
- ▶ A healthy community has a strong “Think Local” economy where people are not only buying locally but also investing in those local businesses too.
- ▶ Community wealth and well-being are increased by local control and local ownership when you move your money from Wall Street to Main Street by investing in local businesses



Examples of this practice:

- ▶ Small Business Sunday
- ▶ Small Business Week
- ▶ Both of these are already being implemented in our county as well as surrounding counties.

Best Practice #3: Retaining and Growing Local Businesses

- ▶ It is always easier and more cost effective to retain a business already in your community than to recruit a new business from outside.
- ▶ Utilizing an existing organization, like a chamber or business association, or starting a Business Assistance Team is a good way to retain or expand local businesses and a great way to create local jobs.
- ▶ A business retention and expansion program or a Business Assistance Team utilizes local volunteers to connect businesses to resources that can help with planning, marketing, financing, and other needs required for entrepreneurial success.

Examples of this practice:

- ▶ SBDC
- ▶ South Coast Development Council, Inc

Best Practice #5: Implementing a Downtown Revitalization Program

- ▶ A healthy and vibrant downtown boosts the economic health and quality of life in a community.
- ▶ Specifically, a healthy downtown creates jobs, incubates small businesses, reduces sprawl, retains a community's heritage, and is a symbol of community pride and history.
- ▶ There are many approaches to downtown revitalization, including the Main Street Approach which was developed by the National Trust for Historic Preservation and focuses on four areas:
 1. Organization
 2. Promotion
 3. Design
 4. Economic Restructuring.
- ▶ Most rural Northwest communities expanded from a historic, small downtown core.
- ▶ In many towns, Main Street is still the heart and soul of the community.
- ▶ Many Chambers of Commerce, cities, and Community Development Corporations have a downtown revitalization program.

Example of this practice:

- ▶ The Downtown Divas
- ▶ The Divas are working to revitalize Crescent City's downtown district.

Best Practice #6: Organizing Farmers Markets & Community Supported Agriculture (CSA)

- ▶ Farmers markets provide residents with fresh local products as opposed to many of the products offered at traditional supermarkets. Supporting local farmers ensures you know what you are buying and where it comes from and keeps money in your community - Think Local.
- ▶ Farmers markets help us focus on seasonal eating
Example: Buying local produce in season rather than buying fresh blueberries in December from South America helps conserve fossil fuels and reduce carbon emissions.
- ▶ Many farmers markets have become large community events where families come out and eat from vendor food booths and listen to live entertainment, all which help to build social capital.
- ▶ Farmer's markets & food festivals are a great way to show case a communities agriculture as well as foods the area is known for.
- ▶ These types of events bring in dollars from those living in the community as well as tourist dollars.

Best Practice #6: Continued

- ▶ Another way to get products directly from your local farmers is through Community Supported Agriculture (CSA).
- ▶ Over the last 20 years, CSA has become a popular way for consumers to buy local, fresh, seasonal food. Through a CSA, a farmer typically offers a certain number of “shares” to the public.
- ▶ Interested consumers purchase a share (a.k.a. a “membership” or a “subscription”) and in return receive a box of seasonal produce delivered each week throughout the farming season.
- ▶ Community supported fisheries are starting to expand and are available in more areas and many ranchers offer shares in beef, lamb, and other meat products. If you have a farmers market, CSA, or an opportunity to buy from local ranchers and seafood companies in your community, supporting them is a great way to contribute to your community's economic vitality.

Best Practice #7: Developing Visitor Amenities (Rural & Geo-tourism)

- ▶ The travel industry is a significant contributor to rural communities throughout Oregon.
- ▶ Based on data from Travel Oregon and research by Dean Runyan and associates, tourism employs the most number of people and ranks fourth for the level of earnings in Oregon.
- ▶ It brings in twice as much income in our state's rural areas as compared with urban areas. Many of the tourism businesses in Oregon are sole proprietors, which builds a strong case that the tourism industry supports entrepreneurs.
- ▶ Geo-tourism sustains or enhances the geographical character of a place - its environment, heritage, and the well-being of its residents.
- ▶ Rural tourism promotes responsible travel by providing visitor services and attractions that generate local revenue while preserving cultural heritage and natural amenities.

Examples of this practice:

- ▶ The Oyster Festival (Arcata, CA)



- ▶ Christmas Tree Lighting (Mt. Shasta, CA)



More Examples of this practice:
Farmer's Market Downtown Minneapolis



More Examples of this practice:
Manitou Springs Colorado



More Examples of this practice:
Old Town Santa Fe



The influence of the 7 Practices on DNEDC

- ▶ Our success working with communities and regions can be directly linked to seven best practices created by the Non-Profit organization Rural Development Initiatives or RDI.
- ▶ These seven best practices are becoming a intriguing part of DNEDC's business model.
- ▶ We are here to help people maintain their existing business, as well as help open up new businesses.
- ▶ We have potential clients coming in daily with great business ideas, but aren't sure where to begin or what to do to get their idea off the ground.
- ▶ The DNEDC is a resource, not just for lending funds, but to connect people to other partners that could assist on making this dream of theirs a reality.
- ▶ The SBDC has also been a resource to many of our clients.

THANK YOU!

A SPECIAL THANK YOU TO THE FOLKS OVER AT RDI FOR THIS INFORMATION

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: Curry County Child Abuse Intervention Center (Wally's House) Separation

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 01-17-2018 **DEPARTMENT:** Child Advocacy **TIME NEEDED:** 10 min

(^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No If no memo, explain:

CONTACT PERSON: Jackie Antunes **PHONE/EXT:** 3340 **TODAY'S DATE:** 01/10/18

BRIEF BACKGROUND OR NOTE: (If no memo attached) Request that County Counsel assist with separation of Child Abuse Intervention Center (Wally's House) assets/files/etc. from Curry County to non-profit.

FILES ATTACHED:

- (1)
- (2)
- (3)

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail) Supplemental
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

***Note: Most signed documents are filed/recorded with the Clerk per standard process.**

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR __01/17/18__ BOC MEETING Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO: ADMIN POLICY

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley

Yes No

Commissioner Court Boice

Yes No

BOC MEMO

TO: BOARD OF COMMISSIONERS

FROM: JACKALENE ANTUNES

SUBJECT: REQUEST FOR BOC DIRECTION TO COUNTY COUNSEL TO WORK WITH CURRY CHILD ADVOCACY AND WALLY'S HOUSE TO SEPARATE FROM THE COUNTY

DATE: 1/9/2018

BACKGROUND: The Curry Child Advocacy Team was the first name of our county's advocacy center. It was a nonprofit, and housed in the basement of the Curry County Courthouse until 2015. At the time of the first director's retirement, the Child Advocacy Center was absorbed by the Curry County DA's office, and has been run as a department of that county entity, using Child Abuse Multidisciplinary Intervention (CAMI) Funds to fund the position of Coordinator/Interviewer/Director. In 2014 a community member, Jeri Honeycutt, offered the use of a building to house a full Child Abuse Intervention Center with the understanding that a nonprofit would be formed to move the services away from the county to become a standalone nonprofit. Once the nonprofit is fully standalone and sustainable, Jeri will donate the building to the nonprofit, Curry Child Abuse Intervention Center DBA Wally's House.

RELEVANT FACTS: With funding being what it has been, and the current funding issues in our county it is next to impossible to grow services and capacity without become a standalone nonprofit. As a nonprofit Wally's House is eligible for grants from state and federal grant only offered to community based victim services organizations; foundation grants for nongovernment services, and fund raisers that are not government affiliated.

OPTIONS:

1. Keep the center under the county DA with minimal growth and services.
2. Spin the Child Advocacy Center off completely as the Curry Child Abuse Intervention Center, and grow the services and staff capacity with foundation funding, center fund raising events, insurance billing and funding from state and federal grants.

RECOMMENDATION(S): BOC direct John Huttel to work with the Executive Director and Board of Directors of Wally's House to ensure a smooth transition.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: Appointment of Citizens Revenue Task Force Members

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 01/17/18 **DEPARTMENT:** Admin. **TIME NEEDED:** 20 min
(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No If no memo, explain:

CONTACT PERSON: John Hitt **PHONE/EXT:** 3287 **TODAY'S DATE:** 01/10/18

BRIEF BACKGROUND OR NOTE: (If no memo attached)

FILES ATTACHED:

- (1) Memo
- (2) Application Received
- (3)

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

*Note: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR 01/17/18 **BOC MEETING** **Not Approved for BOC Agenda because**

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO: APPOINTMENT

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley Yes No

Commissioner Court Boice Yes No

BOC MEMO TEMPLATE

TO: BOARD OF COMMISSIONERS

FROM: INTERIM COUNTY ADMINISTRATOR

SUBJECT: APPOINTMENT TO CITIZENS REVENUE TASK FORCE

DATE: 01/10/2018

BACKGROUND: Several weeks ago the BOC approved seeking citizen volunteers to serve on a committee to examine options or opportunities to increase county revenues. A press release was prepared and a notice appeared in area newspapers. As of the date of this memo, two persons have applied to serve. (Attached)

The Task Force will be asked to make recommendations to the BOC by May or June of this year.

RELEVANT FACTS: 1. For the task force to operate effectively, at least five or six members would be needed. 2. If the BOC approved the two applicants, and then each Commissioner nominates one more each, the requisite minimum of 5 members will be achieved.

OPTIONS: 1. Do not proceed with any appointments. 2. Extend the period of seeking citizen volunteers. 3. Appoint the two who have applied and appoint three more members as recommended by each commissioner.

RECOMMENDATION(S): Option 3.



Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners
 94235 Moore Street, Suite 122
 Gold Beach, OR 97444
 Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Roxann Haynes Date: 1-8-17

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Coos Curry Housing Authority
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input checked="" type="checkbox"/> Other <u>Citizens Revenue Task Force</u>	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

Yes No If Yes, list which committee(s):

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force?
I am the executive Director of the Del Norte Economic Development Corporation specialising in finding ways to improve Curry County economics

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force?
Ways to keep income coming into County even when we have off years like 2017

Describe your previous experience in this appointed position or a similar position: _____

Other volunteer activities: Former CASA, Steering Committee for Del Norte Non-Profit Alliance, Committee Member for the Chetco Bay Fire Committee

Does your schedule allow you to attend daytime meetings? Yes No

Does your schedule allow you to attend evening meetings? Yes No

Does your schedule limit the days you could attend meetings? Yes No

If Yes, please explain Weekends are hard

Have you ever been convicted of a crime? Yes No

If Yes, please explain _____

[Handwritten Signature]

Signature

1-8-18

Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

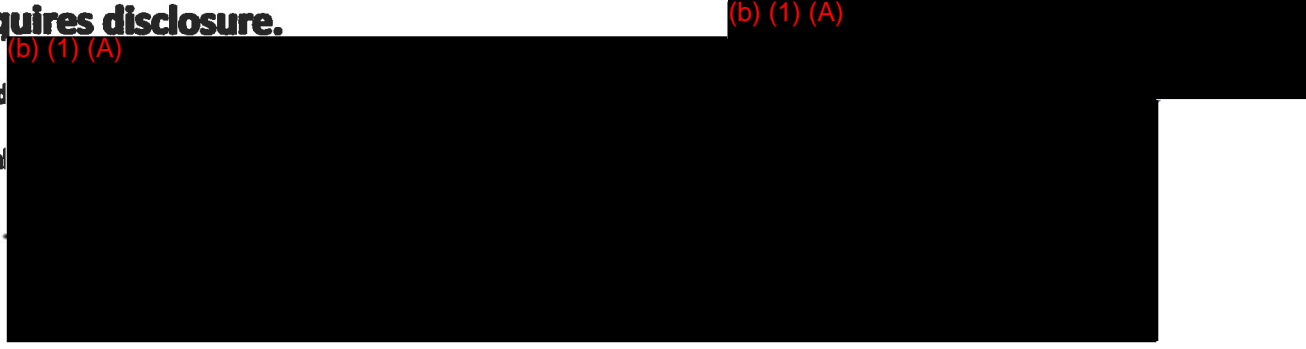
Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address

Best phone number

E-Mail address





Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners
94235 Moore Street, Suite 122
Gold Beach, OR 97444
Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Kathleen "Kitty" Buntzen Date: 12/29/17

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

Table with 2 columns listing various committees and boards such as Ambulance Service Area Advisory Committee, Board of Property Tax Appeals, etc. Includes a handwritten entry for 'Other Revenue Task Force'.

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

Yes No If Yes, list which committee(s):

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? I have served on CCD, Housing, & compensation. I chaired the Strategic Tech Task Force

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? I am deeply interested in economic dev. that increases RDV to our county

Describe your previous experience in this appointed position or a similar position: see attached Resume

Other volunteer activities: _____

Does your schedule allow you to attend daytime meetings? Yes No

Does your schedule allow you to attend evening meetings? Yes No

Does your schedule limit the days you could attend meetings? Yes No

If Yes, please explain _____

Have you ever been convicted of a crime? Yes No

If Yes, please explain _____

[Handwritten Signature] _____ 12/29/2017
Signature Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us.

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address: **(b) (1) (A)**
Best phone number: **(b) (1) (A)**
E-Mail address: **(b) (1) (A)**

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 12-4-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: Resolution authorizing submittal of the Curry County Enterprise zone application to Business Oregon.

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 01/17/2018 **DEPARTMENT:** Community Development

TIME NEEDED: 20 min

(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No If no memo, explain:

CONTACT PERSON: Carolyn Johnson **PHONE/EXT:** 3228

TODAY'S DATE: 01.03.2018

BRIEF BACKGROUND OR NOTE: (If no memo attached) The Enterprise concept is returning to the Board after direction in September 2017 to include the Pacific Gales golf course site. The attached memo provides additional information.

FILES ATTACHED:

- (1) staff report
- (2)AGRS
- (3)Attachment B to staff report

QUESTIONS:

1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED: Replace Exhibit 2 of Resolution with a sheet that states: Exhibit 2 is located in the Community Development Department/Planning Division files.

No Additional Activity Required

OR

File with County Clerk once exhibit 2 has been replaced Name:

Send Printed Copy to: Address:

Email a Digital Copy to: johnsonc@co.curry.or.us City/State/Zip:

Other

Phone:

*Note: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
3. If job description, Salary Committee reviewed: Yes No N/A
4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR _____ BOC MEETING Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO:

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Thomas Huxley Yes No

Commissioner Sue Gold Yes No

Commissioner Court Boice Yes No



BOARD OF COMMISSION AGENDA REPORT

Meeting Date: January 17, 2018

Prepared by: Carolyn Johnson, Community Development Director

Subject: Resolution authorizing submittal of the Curry County Enterprise zone application to Business Oregon.

Recommendation: Accept oral report from CCD Community Development Director Tracy Loomis, open the public hearing, close the public hearing and approve the attached Resolution. (Attachment A)

On September 7, 2016, the Board authorized CCD to assemble an Enterprise Zone application on the County's behalf to submit to Business Oregon. CCD is the federally recognized and funded Economic Development District for enterprise zones in Douglas, Coos and Curry Counties. On December 14, 2016, the Board reviewed the proposed Enterprise Zone concept and the map identifying the zone locations. The Board directed staff to revise the map to include additional properties and limit the number of properties located in the public facilities zone to those areas which could support development. On September 20, 2017 the Board reviewed the revised map and directed inclusion of the Pacific Gales Golf Course property in the Enterprise zone at a future date. Work to include the subject property in the Enterprise zone has now been completed for Board to review and take action.

If the Board approves a Curry County Enterprise zone, it will include properties in Heavy Commercial, Public Facility, Industrial, Rural Resort Commercial, Rural Industrial and Exclusive Farm Use zoned property in Curry County. Development of conventional manufacturing, industrial activities, processing plants, distribution centers, maintenance facilities, warehouses and operations that handle bulk clerical tasks or after-sale technical support could be accommodated as well as the development of the Pacific Gales Golf course. Project sites in the proposed Enterprise zone include areas in and around Langlois, Gold Beach, Port Orford and the Harbor area.

As CCD staff has previously shared with the Board, *"The Enterprise zone program is one of the State of Oregon's economic development tools. Enterprise zones are designated areas in which qualifying businesses can receive property tax exemption for a period of 3-5 years under the standard program. In exchange for locating or expanding into an enterprise zone, eligible (generally non-retail) businesses receive total exemption from the property taxes normally assessed on new plants and equipment. Subject to local authorization, timely filings and criteria the benefits include:*

- *Construction-in-Process Enterprise Zone Exemption—For up to two years before qualified property is placed in service, it can be exempt from local taxes, which can cover more property than the regular exemption for commercial facilities under construction.*
- *Three to five consecutive years of full relief from property taxes on qualified property, after it is in service.*
- *Depending on the zone, local incentives also may be available.*

The Enterprise Zone program is designed to encourage businesses of all sizes to make new or additional investments that will improve employment opportunities, spur economic growth and diversity business activity within the communities each zone encompasses. The primary benefit to qualifying businesses is 100 percent abatement from property taxes for at least three, and in some cases, up to five years on plant and equipment newly invested in the zone. Property tax exemptions may be available to businesses making a sizeable investment and bringing well-paying jobs.

To qualify a project must be located inside an Enterprise Zone, increase the firm's employment within the zone by the greater of one person or 10%, and the application must be submitted before a project is started.” Additional information can be found on the CCD website: <http://www.oregon4biz.com/Oregon-Business/Tax-Incentives/Enterprise-Zones/>

Fiscal impact on the County General Fund is unknown at this time, it is anticipated that should the Enterprise Zone be authorized and businesses locate in Curry County, the generation of jobs would offset the few years of lost property taxes.

Attachments:

- A- Resolution
- B- Comments from Harbor Fire Chief John Brazil

ATTACHMENT A

**A Resolution of the Curry County Board of Commissioners
Authorizing Submittal of the Curry County Enterprise Zone Application
To the Oregon Business Development Department**

WHEREAS, The Curry County Board of Commissioners is sponsoring an Enterprise Zone designation; and

WHEREAS, The County has formally advised and received consultation from the Oregon Business Development Department (OBDD) according to ORS 285C.078; and

WHEREAS, The municipal corporations, school districts, special service districts, that receive operating revenue through the levying of ad valorem taxes on real and personal property in any area of this enterprise zone were sent notice and invited to a public meeting on November 11, 2017 regarding its designation, in order for the county to effectively consult with these other local taxing districts; and

WHEREAS, The enterprise zone has a total area of 5.050 square miles; it meets other statutory limitations on size and configuration, is depicted on a drawn-to-scale map, and a legal descriptions noted on Exhibits 1 and 2; and

WHEREAS, The County shall fulfill its duties and implement provisions under ORS 285C.105 or elsewhere in ORS Chapter 285C and related parts of Oregon Law, including but not limited to promptly appointing a local enterprise zone manager, and to preparing a list or map of local, publicly owned lands and buildings in this enterprise zone for purposes of ORS 285C.110; and

WHEREAS, Designation of this Enterprise Zone does not grant or imply permission to develop land inside it without complying with jurisdictional zoning, regulatory and permitting processes and restrictions; nor does it indicate any intent to alter those processes or restrictions, except as otherwise done in accordance with Comprehensive Plans as acknowledged by the state of Oregon Land Conservation and Development Commission (LCDC); and

WHEREAS, The availability of enterprise zone exemptions to businesses that operate hotels, motels or destination resorts would help diversify local economic activity and facilitate the expansion of accommodations for visitors, who in turn will spend time and money in the area for business, recreation or other purposes; and

WHEREAS, The County is interested in encouraging new business investment, job creation, higher incomes for local residents, and greater diversity of economic activity; and

WHEREAS, The County appreciates the impacts that the designated Enterprise Zone would have and the property tax exemptions that eligible business firms might receive therein; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Under ORS (285C.065/285C.245), the County does hereby designate an Oregon enterprise zone to be named: The Curry County Enterprise Zone, the legal description and area of which are identified on Exhibits 1 and 2 respectively and are also located at the County Community Development Department.
2. CCD Business Development Corporation is hereby authorized to submit documentation of this enterprise zone designation to OBDD on behalf of the zone sponsor for purposes of a positive determination in favor under ORS 285C.074.
3. Designation of this enterprise zone takes effect on January 17, 2018 or later, as so stipulated by OBDD in its determination pursuant to any revision and resubmission of documentation.
4. CCD Business Development Corporation is appointed as the local zone manager for this enterprise zone.
5. Subject to grant of approval by the director of OBDD, the County will waive the distance maximum of 25 miles overall and 15 miles between separate areas within the Curry County Enterprise Zone under ORS 285C.120 for purposes of this designation.
6. The County as a sponsor of the Curry County Enterprise Zone exercises its option herewith under ORS 285C.070 that qualified property of and operated by a qualified business as a hotel, motel, or destination resort shall receive the property tax exemption in the Zone, and that such business firms are eligible for purposes of authorization in the Zone.

Dated this 17th day of January, 2018.

CURRY COUNTY BOARD OF COMMISSIONERS

Tom Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

Approved as to form:

John Hutt
Curry County Legal Counsel

EXHIBIT 1

OBJECTID	LEFTMPTXLT	ZONING		
			75317 3115-02BB-00800	RC
			75318 3115-02BB-00900	RC
			75319 3115-02BB-01000	RC
74908	3015-35 -01301	RC	75320 3115-02BB-01100	RI
74910	3015-35 -01610	RC	75321 3115-02BB-01200	RI
74911	3015-35 -01620	RC	75322 3115-02BB-01300	RC
74933	3015-35C -00700	RC	75323 3115-02BB-01400	RC
74935	3015-35C -00800	RC	75324 3115-02BB-01600	RC
74936	3015-35C -00900	RC	75325 3115-02BB-01700	RI
74937	3015-35C -01000	RC	75326 3115-02BB-01800	RI
74938	3015-35C -01100	RC	75329 3115-02BB-02100	RI
74939	3015-35C -01200	RC	75336 3115-02BB-02400	RC
74940	3015-35C -01300	RC	75337 3115-02BC-00100	RC
74942	3015-35C -01500	RC	75338 3115-02BC-00200	RC
74943	3015-35C -01501	RI	75339 3115-02BC-00300	RC
74944	3015-35C -01502	RC	75349 3115-02BC-00500	RC
74945	3015-35C -01503	RC	75355 3115-02BC-01002	RC
74952	3015-35C -01700	RC	75356 3115-02BC-01003	RC
74953	3015-35C -01800	RC	75358 3115-02BC-01100	RC
74961	3015-35C -02400	RC	75360 3115-02BC-01200	RC
74962	3015-35C -02500	RC	75362 3115-02BC-01400	RC
74963	3015-35C -02600	RC	75368 3115-03 -00500	RC
74964	3015-35C -02700	RC	75618 3115-10A -00300	RC
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74967	3015-35C -03100	RC	76740 3115-22 -00501	RC
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75262	3115-00 -04201	PF	76744 3115-22 -00700	RC
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75279	3115-02 -00302	PF	76748 3115-22 -00802	RI
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81556 3614-30D -00101	C-1	82034 3615-25DA-01002	C-1
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82023 3615-25DA-00312	C-1	84888 4013-33 -01201	RC
82024 3615-25DA-00400	C-1	84890 4013-33 -01203	RC
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85926 4014-25 -02402	RC	87031 4113-04CC-02500	C-1
91347 4014-25 -02500	I	87032 4113-04CC-02600	C-1
85928 4014-25 -02501	I	87039 4113-04CC-03300	C-1
85929 4014-25 -02505	I	87040 4113-04CC-03400	C-1
85930 4014-25 -02506	I	87041 4113-04CC-03401	C-1
86013 4014-25DB-00105	RC	87042 4113-04CC-03700	C-1
86017 4014-25DB-00300	RC	87043 4113-04CC-03800	C-1
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86021 4014-25DB-00700	RC	87131 4113-04CD-07900	RC
86027 4014-25DB-01300	RC	87136 4113-05A -00800	C-1
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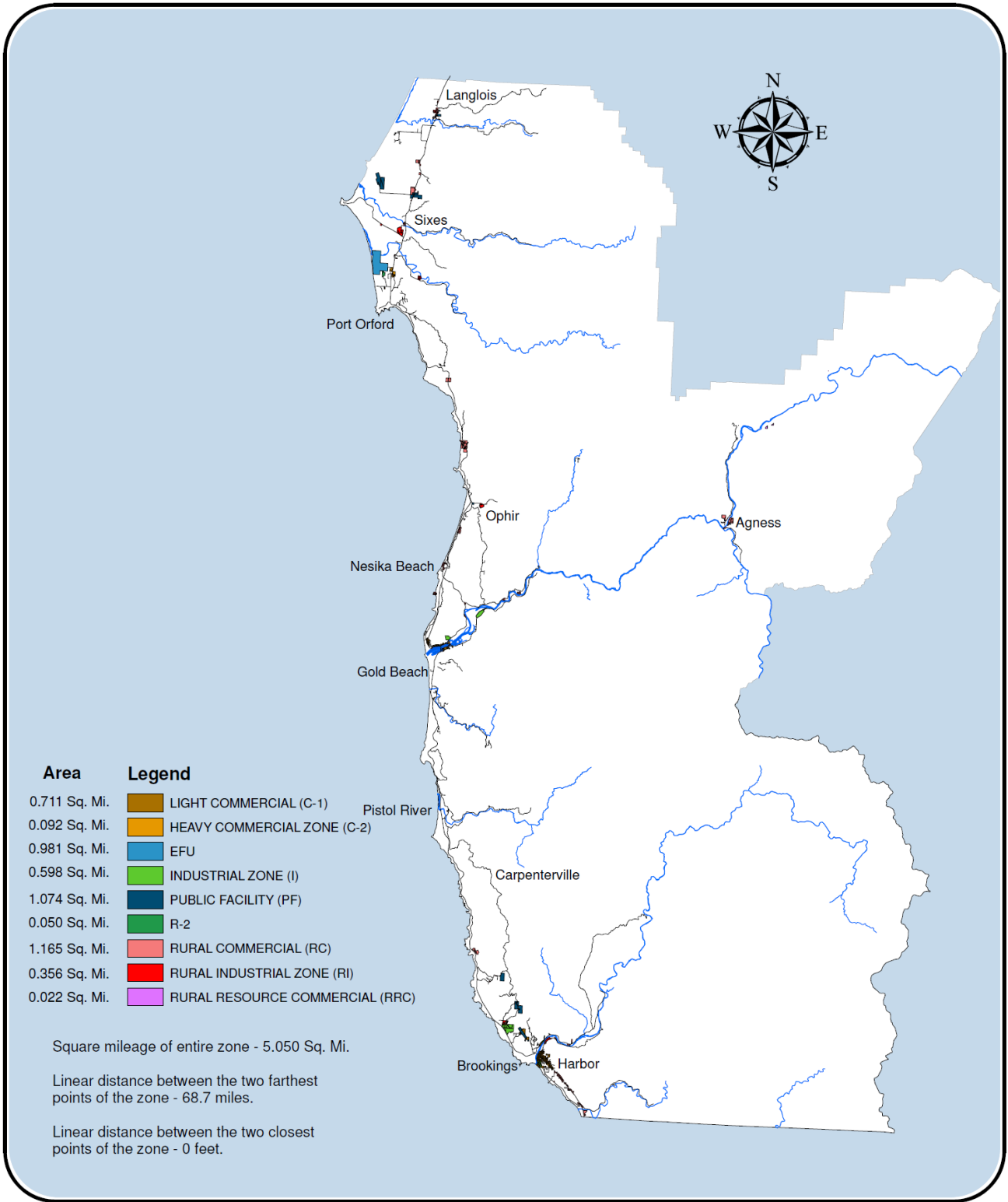
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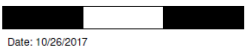
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EXHIBIT 2

ZONING



0 4 8 12 Miles



Date: 10/26/2017

Source: File: \\GIS\Projects\GIS\Comm\GIS\Zoning\11-0-017-001\001\GIS\Zoning\Map\Map1.mxd

ATTACHMENT B

From: T Loomis
To: harborfire@harborfire.org; [Court Boice](mailto:Court.Boice); [Thomas Huxley](mailto:Thomas.Huxley); sue.gold47@gmail.com
Cc: [John Hitt](mailto:John.Hitt); [John Ward](mailto:John.Ward); [Carolyn Johnson](mailto:Carolyn.Johnson)
Subject: RE: Harbor Fire Curry County Concerns Enterprise Zone. 12/6/17 mtg
Attachments: [image001.png](#)

Chief Brazil,

Thank you for your input. I will attach this email to the Special District's Meeting Minutes (11/15/2017), for record. The County's resolution has been rescheduled to a January Board of Commissioner's Meeting.

Sincerely,
Tracy Loomis
CCD

From: Chief Brazil [<mailto:harborfire@charter.net>]
Sent: Thursday, November 23, 2017 9:15 AM
To: 'Court Boice'; Thomas Huxley; sue.gold47@gmail.com
Cc: T Loomis; 'John Hitt'; 'John Ward'
Subject: Harbor Fire Curry County Concerns Enterprise Zone. 12/6/17 mtg

To be included in your December 6th 2017 meeting.

Just a reminder of our position on the additional service expiation from your Volunteer fire service with no additional compensation or support from the business for profit ventures and their expatiations of law enforcement.

See original email dated November 3rd 2016 sent to you at the bottom of this email.

Chief John Brazil
Harbor RFPD

From: T Loomis [<mailto:t.loomis@ccdbusiness.com>]
Sent: Tuesday, July 11, 2017 8:59 AM
To: harborfire@charter.net; boicec@co.curry.or.us; 'huxleyt@co.curry.or.us'; sue.gold47@gmail.com
Subject: FW: Harbor Fire Curry County Concerns Enterprise Zone. 12/7/16 mtg

Chief Brazil,

Thank you for your email – Margaret left CCD in January, 2017, so my apologies for you not receiving any follow up.

I am not sure what meetings were held in December at Curry County – I will check in to that. The Boundary Amendment is not yet finished, but I have been in contact with the County and we are working on the maps, etc.

CCD Business Development Corporation is the Zone Manager for this enterprise zone. Zone Sponsors (cities, counties, ports) make the determination whether they would like an enterprise zone in their areas, when to make additions/deletions to the boundaries, etc. CCD, as Zone Manager, helps them through the processes, works with businesses that are interested, businesses that participate, annual forms, liaison to the State, training on this program, etc. CCD is not contracted by Curry County or any of the cities.

Enterprise Zone benefits do not take away any taxes that are currently on the tax rolls (land, existing buildings, existing equipment). The tax abatement on new personal property and new buildings/upgrades/remodels is basically used as an incentive to attract new business, or help existing businesses expand with that tax break. New employees must be hired. The basic state program is for 3 years, then personal property goes on to the tax rolls. If businesses go to the 4- or 5-year, program is basically the same, however they must pay higher wages, and the Zone Sponsors must pass a resolution/agreement. In a very few circumstances, a large company can qualify for a 15-year, but that is for a very large company, with a huge investment, as well as employment and wages (More like the Google business in northeast Oregon) – this does not happen often.

Having said all of that, I do not work for the State or for any of the cities, county, etc. Some of your questions below I am unable to answer. I can tell you that with some of the larger projects in the State that asked for the longer 15-year terms, via Resolution/Agreements the Zone Sponsors can require certain things. Several years ago, a new lumber-type mill was required to give some amount of money annually so that the local fire department could provide needed training for this new facility, & some pieces of new equipment. However, for the 3-year, the added requirement (zone sponsors requirements) would not happen, as there are no agreements.

Curry County historically has had very few businesses participate in the Enterprise Zone Program. Yet new and expanding businesses would be very helpful to the economy in Curry County, and that is why every state has some sort of program like this in place – one more incentive to offer to a business, especially those that may be looking to relocate to somewhere beautiful, like the Oregon coast.

I know that I have not really addressed your concerns, and I am not quite certain what avenues to suggest, except talking to the County and cities. I wanted to share a few items of information with you, as the program is confusing sometimes.

I am sending this Email do to no call back from my previous phone calls.

This is what I get out of this.

You are asking that we the Harbor Rural Fire Protection District

1. Take on more liability within our District
2. Provide 24/7 coverage for emergency services
3. Increase our risk in responding to non supporting businesses
4. Place that responsibility on our Department and the tax payers of our District
5. Be able to maintain our performance level as a ISO/PPC of 3 with the addition of non supporting businesses
6. Have them enjoy the lower insurance cost by being in a ISO/PPC 3 district without supporting it.
7. Cover all additional costs for service that will occur do to their service needs.
8. Continue to expect our volunteer staff (NON paid) to give more, so that businesses can profit and pay their employees, and continue the expatiation of having their life safety services provided 24 hours a day 7 days a week free.
9. Cover our additional insurance, equipment, training and operational costs so that they can profit off the backs of our Volunteers.

As you know Curry County has many Districts that could support this offer.

School Districts: That collect today in excess of 15 million each year and will not be directly impacted by businesses moving into their District

Schools do not provide 24/7 coverage and they are Paid, and only work 40 or so hours a week and not every week. They will continue to collect TAX from any new residents by taxing their place of residents.

Cemetery Districts: Will not occur any real additional cost as they will have no additional liability

Water Districts: Most will still get paid for product used.

Health Districts: will not occur any additional liability and they also charge for services.

Library Districts: Today Curry County libraries collect from the tax payers about the same or More that our total County receives in Tax revenue

I also feel that the Libraries will not be impacted with new business within our area, at least not 24/7 and they pay many of their staff today. Plus charge for some services.

Port Districts: Again, Port Districts may not be directly effected in Liability and service expiations for life and safety.

#####

Please NOTE: I know that the County Sheriff officers are paid employees, and that is a good thing. BUT AGAIN I ask why your are suggesting that the one's that do provide 24/7 coverage to protect life and safety and will be impacted directly are being asked to suck it up.

I would also like to know how the City's, Like Brookings,Gold Beach, Port Orford play in this, or do they get a free ride.

I recommend that any Fire Department District in curry county, NOT be effected by this proposal.

We at Harbor fire have the lowest mill rate by far in Curry County and are not willing to take on more liability and ask our volunteers to give more to support a business for profit.

The second recommendation would be that ALL BUSINESSES THAT TAKE ADVANTAGE OF THIS ZONE WITHIN THE HARBOR FIRE DISTRICT SIGN A WAVER FOR EMERGENCE SERVICES FROM HARBOR R,F,P.D

A waver may also need to be addresses for Law enforcement and the zone will not be supporting that service either.

Please advise

Chief John Brazil

Harbor RFPD
Harbor, OR.

CURRY COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM ROUTING SLIP

FORM 10-001.1 Rev. 12-4-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)

PROPOSED AGENDA ITEM TITLE: Status of Brookings Head Start Project

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 01/17/2018 **DEPARTMENT:** BOC **TIME NEEDED:** 15 min

(^aSubmit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No If no memo, explain:

CONTACT PERSON: PHONE/EXT: TODAY'S DATE:

BRIEF BACKGROUND OR NOTE: (If no memo attached)

FILES ATTACHED:

- (1) Memorandum
- (2) Staff time sheets
- (3) Appraisal Marineau and Associates

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

^aNote: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR _____ BOC MEETING Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No

(If Yes, brief detail) Select next steps on Brookings Head Start CDBG through Oregon IFA

ASSIGNED TO: OLD BUSINESS, ETC

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Thomas Huxley Yes No

Commissioner Sue Gold Yes No

Commissioner Court Boice Yes No



MEMORANDUM

FROM John R. Huttl, Curry County Counsel

TO

RE:

DATE:

Introduction

This memorandum presents status of Brookings Head start and presents options for direction.

Discussion

In October 2017, the Board gave staff three tasks: (1) obtain valuation of property (appraisal and review appraisal); (2) obtain a “whole hazard” commercial building inspection; and (3) track time spent on CDBG grant administration.

(1) Appraisal obtained; review appraisal pending.

Staff has obtained an appraisal, and the review appraisal is pending. See accompanying appraisal. The federal grant process requires a review appraisal, and that is pending.

(2) Whole-hazard commercial inspection unlikely.

It is unlikely that a whole hazard commercial inspection will occur in a timely fashion due to geographical lack of availability of willing contractors. We received a quote from a whole-hazard commercial building inspector, but that did not become a contract. The inspecting company wanted to charge the County hourly time for its lawyer to review the mandatory state contracting terms and federal grant terms. Further, the list of disclaimers on the inspection render its value speculative.

(3) Staff time

Staff time-tracking is attached. Total staff time since October of 2016 is hours, as follows:

<u>Staff</u>	<u>Hours</u>
Interim Administrator	
County Counsel	8.4

County Accountant
Facilities Maintenance Director
Assistant to County Counsel
BOC Administrative Assistant
TOTAL

Summary

In the event the review appraisal confirms the appraised value, and assuming we are unable to obtain a whole hazard building inspection, and assuming the staff work is consistent or higher during the design, bid, and construction phases, is the Board willing to continue with the project?

Staff has inspected the building and, when the project is let for bid, the prospective contractors will have the opportunity to inspect the building before construction. Therefore, before construction is awarded, we should know the risks of going forward. We can limit the amount paid for unexpected conditions to the \$90,000 contingency in the construction budget; thus the lack of a whole-hazard inspection is a reduced reason for termination of the project.

That being said, if we go forward to the bid stage, this grant is no longer a “planning grant” and the state of Oregon IFA reserves its right to hold us accountable to the expenses to date.

Staff time appears more manageable than previously thought. Assuming this is a three-year process from this point forward, staff time is estimated to be 18 times the above, spread over three budget cycles. For example County Counsel over the life of this project would spend $18 \times 8.4 = 144$ total hours, divided by 3 budget cycles (years) = 48 hours a year divided by 8 = 6 full work days in a year. Assuming approximately 2000 work hours in a year that is 2.4% of County Counsel time on this item.

Conclusion

Staff feels the Board has sufficient information to determine whether it desires to proceed on this item, assuming the review appraisal affirms the appraisal.

/s/

John R. Hutt
Curry County Counsel

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 1-5-2018

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US

PROPOSED AGENDA ITEM TITLE: Executive Session to Consider the Employment of a public officer or individual agent.

TIMELY FILED Yes No

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 01/17/18 **DEPARTMENT:** Admin. **TIME NEEDED:** 30 min
(*Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))

MEMO ATTACHED Yes No If no memo, explain: **Concepts discussed at 01/10 workshop. Draft contract attached.**

CONTACT PERSON: John Hitt **PHONE/EXT:** 3287 **TODAY'S DATE:** 01/10/18

BRIEF BACKGROUND OR NOTE: (If no memo attached)

FILES ATTACHED:

- (1) Draft Contract Proposal: (To Be Provided at Meeting) John Hitt/Curry County
- (2)
- (3)

QUESTIONS:

- 1. Would this item be a departure from the Annual Budget if approved? Yes No
(If Yes, brief detail)
- 2. Does this agenda item impact any other County department? Yes No
(If Yes, brief detail)
- 3. Does Agenda Item impact County personnel resources? Yes No
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

*Note: Most signed documents are filed/recorded with the Clerk per standard process.

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

- 1. Confirmed Submitting Department's finance-related responses Yes No N/A
Comment:
- 2. Confirmed Submitting Department's personnel-related materials Yes No N/A
Comment:
- 3. If job description, Salary Committee reviewed: Yes No N/A
- 4. If hire order requires a Personnel Action Form (PAF)? Pending N/A No HR

PART IV – COUNTY ADMINISTRATOR REVIEW

APPROVED FOR 01/17/18 **BOC MEETING** Not Approved for BOC Agenda because

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail)

ASSIGNED TO: OTHER

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Sue Gold Yes No

Commissioner Thomas Huxley Yes No

Commissioner Court Boice

Yes No