



CURRY COUNTY BOARD OF COMMISSIONERS

GENERAL MEETING

Wednesday, June 7, 2017 – 10:00 A.M.
Commissioners' Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon
www.co.curry.or.us

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. AGENDA AMENDMENTS**
- 3. APPROVAL OF AGENDA**
- 4. ANNOUNCEMENTS**
 - A. June 14, 2017 Workshop at 10:00A.M. – Minutes Workshop – Commissioners' Hearing Room
 - B. June 21, 2017 Board of Commissioners' Meeting at 10:00A.M. – Commissioners' Hearing Rm
- 5. PUBLIC COMMENTS** (3 minutes per person; 30 minute limit for all public comment)
- 6. PRESENTATIONS TO THE BOARD**
 - A. Presentation by L. Pyke from Curry Transfer and Recycling Re: Proposed Rate Adjustment for 2017
 - B. Five Year Anniversary of Service to Curry County Presentation.
 - C. **11:30AM Webinair** Update on Status of GIS Website; Request Authority to Go Public
- 7. CONSENT CALENDAR**
 - A. Amendment to Intergovernmental Agreement (IGA) Juvenile Dependency Partnership
- 8. ADMINISTRATIVE ACTIONS/APPOINTMENTS**
 - A. Second Reading of Ordinance Establishing County Administrator
 - B. Ground Lease Renewal for CAL ORE Life Flight Brookings, Airport
 - C. Brookings Airport Hangar Lease Renewal #2-A
 - D. Job Description for Community Service Coordinator, an Existing Position
 - E. Adoption of a New Position Description - County Administrator
 - F. Bid Award - 2017 Annual County Road Striping Project with Signatory Authority to the Roadmaster.
- 9. PUBLIC HEARING**
- 10. PROCLAMATIONS/RESOLUTIONS/LEGISLATIVE ACTIONS**

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.

11. NEW BUSINESS

- A. Discussion and review for "Newspaper of Record"
- B. South West Area Commission on Transportation (SWACT). No Curry County Representative
- C. Professional Recruitment Services - County Accountant Position
- D. Professional Recruitment Services - County Administrator
- E. Emergency Management Coordinator Vacancy Position Discussion

12. OLD BUSINESS

13. COMMISSIONER UPDATES/LIAISON & DEPARTMENT ACTIVITY REPORTS

14. ADJOURN

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Presentation by L. Pyke from Curry Transfer and Recycling re proposed Rate Adjustment for 2017

AGENDA DATE^a: 2017_06_07 **DEPARTMENT:** Counsel **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)

CONTACT PERSON: Hutt **PHONE/EXT:** 3218 **TODAY'S DATE:** 05-11-17

BRIEF BACKGROUND OR NOTE^b: Presentation for the Board of Commissioners for informational purposes. Hearing on adopting proposal will be scheduled on 6-21-17

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE: Proposal**

- (1) Letter/proposal from CTR
- (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:

***Note: 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: Presentations

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail) Rates to go before Board at 6-21-17 Meeting

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

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

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



17498 Carpenterville Rd, PO Box 4008, Brookings, OR 97415

(p) 800-826-9801 (f) 541-469-1048
currytransferrecycling.com

May 08, 2017

Curry County
PO Box 746
Gold Beach, OR 97444

RE: **2017** Rate Adjustment Request

Dear Commissioners:

Customarily, each year we request a rate adjustment based on the prior year's Portland-Salem CPI average. The CPI for 2016 was **2.10%**. This will result in a **\$0.51** per month adjustment for a basic 32 gallon cart service. Please use this notice and the other information enclosed to consider a rate adjustment effective **July 1, 2017**.

We appreciate the opportunity to serve Curry County. .

Sincerely,

A handwritten signature in black ink, appearing to read 'Luke Pyke', with a long horizontal flourish extending to the right.

Luke Pyke
Site Manager

Enclosures:

2016 CPI Adjustment- Department of Labor
Exhibit A **2016** rate schedule
Exhibit A **2017** requested rate schedule



Curry County Rate Schedule

Exhibit A

Effective July 1, 2017

			Previous Year 2016	CPI Adjustment	New Rate 2017
Residential Cart Service					
32	gallon	per month	24.23	2.10% 0.51	24.74
48	gallon	per month	36.36	2.10% 0.76	37.12
64	gallon	per month	48.47	2.10% 1.02	49.49
96	gallon	per month	72.71	2.10% 1.53	74.24
Commercial Cart Service					
32	gallon	per month	27.54	2.10% 0.58	28.12
48	gallon	per month	41.29	2.10% 0.87	42.16
64	gallon	per month	55.08	2.10% 1.16	56.24
96	gallon	per month	82.61	2.10% 1.73	84.34
Commercial/Container Rental Service					
Per Loose Yard Trash Service			30.79	2.10% 0.65	31.44
Per Loose Yard Brush Service			13.50	1.10% 0.15	13.65
Per Loose Yard Metal Service			13.50	1.10% 0.15	13.65
Auto Lock Charge			4.07	1.26% 0.05	4.12
Dumpster Rental			16.06	2.10% 0.34	16.40
Extra bag- on route			6.28	2.10% 0.13	6.41
Medical Waste- 1 Gallon Sharps			25.59	2.10% 0.54	26.13
Medical Waste Tub collection per gallon			3.37	2.10% 0.07	3.44
Return Trip Charge- next day			13.98	2.10% 0.29	14.27
Roll- Off Daily Rent Charge			2.30	2.10% 0.05	2.35
Special Handling Charge			1.29	1.25% 0.02	1.31
Special Trip/ Off Route Trip/Delivery Charge			28.84	2.10% 0.61	29.45
Start; Stop; Resume; Seasonal Stop			7.03	1.25% 0.09	7.11
Recycling					
Residential recycle only (no solid waste service)			18.93 per month		
Commercial Cardboard- routed			up to 25% of commercial yard rate		
Commercial Commingle			up to 50% of commercial yard rate		
Heavy Roofing or Demolition			1.5 times yard rate		
Extra Heavy Demolition or Mechanically Compacted Waste			2.75 times yard rate		



Transfer Site Rates

Exhibit A

Wridge Creek; Nesika Beach; Port Orford

Effective July 1, 2017

	Previous Year 2016	CPI Adjustment		New Rate 2017
Gate Fee	10.35	2.02%	0.21	10.55
Additional Cans	5.20	2.00%	0.10	5.30
Recycle Credit (off gate fee)	-3.20	3.00%	-0.10	-3.30
Yard Waste 1 to 5 yards	13.50	2.20%	0.30	13.80
Metal Waste Per Yard	13.50	2.20%	0.30	13.80
Loose Garbage Per Yard	26.70	2.25%	0.60	27.30
Demolation Rate Per Yard	40.05	2.00%	0.80	40.85
Compacted Rate Per Yard	73.45	2.11%	1.55	75.00
Batteries- Vehicle	4.15	2.29%	0.10	4.25
Bulky Item- furniture; appliances; etc	12.90	2.30%	0.30	13.20
Oil- per gallon	1.45	3.60%	0.05	1.50
Refrigerators with Freon	18.75	2.11%	0.40	19.15
RV refrigerators with Amonia	116.50	2.02%	2.35	118.85
Tires- Car/PU Truck not mounted	5.80	1.70%	0.10	5.90
Tires- Car/PU Truck mounted	10.30	1.90%	0.20	10.50
Tires- Tractor not mounted	10.30	1.90%	0.20	10.50
Tires- Tractor mounted	40.15	2.00%	0.80	40.95
	399.85	2.06%	8.25	408.09

rates are rounded to .05 cents

01/19/17

PORTLAND-SALEM

Consumer Price Index, All Items, 1982-84=100 for All Urban Consumers (CPI-U)

YEAR	SEMI-ANNUAL AVERAGE			OVER-THE-YEAR PERCENT CHANGE			ANNUAL AVERAGE
	1st Half	2nd Half	ANNUAL AVERAGE	YEAR	1st Half	2nd Half	
1989	119.3	121.6	120.4	1989	5.0	4.9	5.0
1990	124.9	129.8	127.4	1990	4.7	6.7	5.8
1991	132.8	135.1	133.9	1991	6.3	4.1	5.1
1992	138.8	140.9	139.8	1992	4.5	4.3	4.4
1993	143.6	145.8	144.7	1993	3.5	3.5	3.5
1994	147.7	150.1	148.9	1994	2.9	2.9	2.9
1995	152.5	153.9	153.2	1995	3.2	2.5	2.9
1996	157.2	160.0	158.6	1996	3.1	4.0	3.5
1997	162.6	165.5	164.0	1997	3.4	3.4	3.4
1998	166.1	168.1	167.1	1998	2.2	1.6	1.9
1999	170.8	174.4	172.6	1999	2.8	3.7	3.3
2000	176.4	179.5	178.0	2000	3.3	2.9	3.1
2001	181.2	183.6	182.4	2001	2.7	2.3	2.5
2002	183.5	184.0	183.8	2002	1.3	0.2	0.8
2003	186.0	186.5	186.3	2003	1.4	1.4	1.4
2004	189.8	192.5	191.1	2004	2.0	3.2	2.6
2005	194.5	197.5	196.0	2005	2.5	2.6	2.6
2006	199.8	202.5	201.1	2006	2.7	2.5	2.6
2007	206.653	210.460	208.556	2007	3.4	3.9	3.7
2008	214.619	216.159	215.389	2008	3.9	2.7	3.3
2009	214.102	217.191	215.647	2009	-0.2	0.5	0.1
2010	217.508	219.179	218.344	2010	1.6	0.9	1.3
2011	223.105	226.077	224.590	2011	2.6	3.1	2.9
2012	228.746	230.811	229.779	2012	2.5	2.1	2.3
2013	233.735	237.322	235.528	2013	2.2	2.8	2.5
2014	239.751	242.679	241.215	2014	2.6	2.3	2.4
2015	242.976	245.405	244.190	2015	1.3	1.1	1.2
2016	247.143	251.710	249.426	2016	1.7	2.6	2.1

Table of over-the-year percent increases. An entry for 2ndHalf 2005 indicates the percentage increase from 2ndHalf 2004 to 2ndHalf 2005 (in this example 2.6 percent).

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Five year anniversary of service to Curry County presentation.

AGENDA DATE^a: 6/7/2017 **DEPARTMENT:** District Attorney **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)

CONTACT PERSON: Everett Dial **PHONE/EXT:** 3214 **TODAY'S DATE:** 5/8/2017

BRIEF BACKGROUND OR NOTE^b: Presentation of five year certificate and pin for service to Curry County provided by Jake Conde.

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Discussion/Decision

- (1)
- (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:
Email:

Due date to send: / /

^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: Presentations

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

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

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Update on status of GIS website; request authority to go public

AGENDA DATE^a: 06/07/2017 **DEPARTMENT:** BOC **TIME NEEDED:** 15min

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

CONTACT PERSON: J Hutt **PHONE/EXT:** 3218 **TODAY'S DATE:** 05/25/2017

BRIEF BACKGROUND OR NOTE^b: 11:30 A.M. Meeting with Melissa from Lane Co for a Webinar to show actual product/final GIS Website following various input from different local Cities and County Departments. Curry County contracted with Lane County to prepare and host a Geographic Information System (GIS) website for Curry County land and property information. The site has been prepared and training is occurring the May 15 through May 25. This item will update the Board on status of training and request authority to "go live" and establish the site for County-wide use.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Discussion/Decision

- (1) No materials at this time. Training summary and GIS features will be presented via internet.
(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

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

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: Presentations

LEGAL ASSESSMENT: Does this agenda item have a legal impact? Yes No
(If Yes, brief detail) Board direction to go public with GIS website

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Thomas Huxley Yes No
Commissioner Sue Gold Yes No

Commissioner Court Boice

Yes No

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

CURRY COUNTY ANNOUNCES A NEW MAPPING APPLICATION

Curry County is proud to announce the implementation of a new, free Geographic Information System (GIS) mapping application. Please go to: <http://lcmaps.lanecounty.org/LaneCountyMaps/CurryCountyApp/index.html> on your computer web browser (Google Chrome or Mozilla Firefox work best, but you can also use Microsoft's Internet Explorer or Edge or Apple's Safari browser). This application will also work on your Smart Phones.

Using the GIS application will allow you to easily view many features in Curry County. Features that may be of interest include: approximate property lines, assessor parcel numbers and tax map numbers, owner information, taxing districts boundaries, historic home sale prices (newer sales coming soon), city limits, urban growth boundaries, sections and townships, situs addresses, various significant places (like fire stations, libraries, hospitals, schools, etc.) roads/highways, parks, other recreation sites, lakes, rivers, streams, wetlands, zoning, aerial imagery, contours, etc. As you see, there is a wealth of easily accessible data that will be updated on a regular basis. Please be patient as you zoom around and turn on various data layers. Some of the layers are quite large and take a moment to draw and refresh properly, even on newer computers

When you click on the link above, it will bring up a map with the 6 mile township lines evident. You can navigate around the map using common mouse commands like scrolling to zoom in and out or holding down the left mouse button while dragging to pan around the map. The first thing you really have to do is set the layers of data that you would like to see. Clicking on the question mark (?) at the top right will open up instructions for further help. Once you get the data layers you are interested in set, you can save those map settings for future use.

Additional tools include the ability to search by parcel number or situs address, export results to an Excel file, create buffers, measure features, markup your map, and print to a PDF. There is a lot to explore and we hope you enjoy this new application.

Curry County expects to also have a new website up soon that will make it possible to conduct much of your business with the County from your home or office.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Amendment to Intergovernmental Agreement

AGENDA DATE^a: 6.7.17 **DEPARTMENT:** D.A. **TIME NEEDED:** 5 minutes

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

CONTACT PERSON: Everett Dial **PHONE/EXT:** 3214 **TODAY'S DATE:** 5.18.17

BRIEF BACKGROUND OR NOTE^b: This is an amendment to the current DHS Juvenile Dependency partnership with Curry County. Amendment includes effective date and amount of state general funds.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Agreement

(1)Amendment to Intergovernmental Agreement

(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

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone: 503 / 945-6431

Due date to send: 06 /23 / 17

Email: shelley.tognietti@state.or.us

***Note: 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) Does not meet clear and legible requirements.

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: Consent Calendar

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

(If Yes, brief detail) Agreement

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Thomas Huxley Yes No

Commissioner Sue Gold Yes No

Commissioner Court Boice Yes No

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



Agreement Number 147915

**AMENDMENT TO
STATE OF OREGON
INTERGOVERNMENTAL AGREEMENT**

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to ada.public.access@oregon.gov or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

This is amendment number **01** to Agreement Number **147915** between the State of Oregon, acting by and through its Department of Human Services, hereinafter referred to as "DHS" and

Curry County
Tom Huxley, Commission Chair
94235 Moore Street, Suite 122
Gold Beach, OR 97444
Telephone: 541 / 247-3296
Facsimile: 541 / 247-2718
E-mail address: huxleyt@cccounty.or.us

("County"), and

Curry County District Attorney
Stacy DeLonge
94235 Moore Street, Suite 232
Gold Beach, OR 97444
Telephone: 541 / 247-3298
E-mail address: delonges@cccounty.or.us

(the "District Attorney," or "DA,") acting pursuant to Article VII, Section 17 (original) of the Oregon Constitution.

1. Upon signature by all applicable parties, this Amendment shall be effective on the later of (a) July 1, 2017 or (b) when required, the date this Amendment has been approved by the Department of Justice, regardless of the date the Amendment is actually signed by all other parties.

2. The Agreement is hereby amended as follows: language to be deleted or replaced is ~~struck through~~; new language is **underlined and bold**.

a. Section 1. **Effective Date and Duration** is amended as follows:

This Agreement when fully executed by all parties and approved as required by applicable law shall become effective July 1, 2015 through ~~June 30, 2017~~ **June 30, 2019**, unless terminated earlier in accordance with its terms. Agreement termination or expiration shall not extinguish or prejudice any party's right to enforce this Agreement with respect to any default by another party that has not been cured.

b. Section 3. **Consideration a. and b.** is amended as follows:

a. The maximum not-to-exceed amount payable to County under this Agreement, which includes any allowable expenses, is ~~\$10,603.00~~ **\$21,206.00**. DHS will not pay County any amount in excess of the not-to-exceed amount for completing the Work, and will not pay for Work until this Agreement has been signed by all parties.

b. DHS will pay only for completed Work under this Agreement, and may make interim payments as follows:

Designated Funds	Effective Dates	Amount	Quarterly Payment
State General Funds	July 1, 2015 –		
	June 30, 2017	\$10,603.00	
	<u>2019</u>	<u>\$21,206.00</u>	\$1,325.37

c. EXHIBIT A, Part 2, Payment and Financial Reporting is amended as follows:

State General Funds

1. ~~Of the not to exceed amount listed in Article 3 of this Agreement,~~ DHS will pay ~~one-eighth of the State General Funds NTE~~ **County and District Attorney the quarterly amount due** at the end of each quarter, in equal installments, ~~in accordance with requirements set forth under paragraph 3 of this Exhibit as described in Section 3. Consideration~~ DHS will not pay County ~~and or~~ District Attorney any amount in excess of the amount stated in Article IV of this Agreement for completing the Work.; **DHS** will not pay County or District Attorney severally and will not pay for Work performed after the termination or expiration of ~~the this~~ Agreement. DHS ~~also~~ will not pay for work performed on cases where the fundamental nature of the District Attorney's position or recommendations were significantly different from DHS' position or recommendations.

2. DHS may examine invoices and audit and review the actual expenses of the County and District Attorney to ensure that the payments under this Agreement are reasonable and necessary, and to ensure that the County's and DA's expenses are

in accordance with applicable federal regulations and this Agreement. If DOJ, DHS, the Oregon Secretary of State's Office or the federal government finds, from an audit and review, that the County or District Attorney has made expenditures from the funds under this Agreement for expenses that are not reasonable and necessary or are not in accordance with applicable federal regulations or this Agreement, County and District Attorney shall promptly refund the monies so expended to DHS upon request.

The County or District Attorney shall forward to DHS a certification of the work performed (form attached) and claiming the one-eight amount at the close of each calendar quarter

3. Certifications must be sent to DHS for review and approval at the following address:

Oregon Department of Human Services
~~Aimee Diekson~~ **Tom Progin**
500 Summer Street NE, E93
Salem, Oregon 97301

Questions about invoices may be made to at the above address or at juvenile.dependencyinvoices@dhsosha.state.or.us

DHS must receive all quarterly certifications by ~~October 1, 2017~~ **October 1, 2019.**

3. Certification.

- a. The County acknowledges that the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any "claim" (as defined by ORS 180.750) that is made by (or caused by) the County and that pertains to this Agreement or to the project for which the Agreement work is being performed. The County certifies that no claim described in the previous sentence is or will be a "false claim" (as defined by ORS 180.750) or an act prohibited by ORS 180.755. County further acknowledges that in addition to the remedies under this Agreement, if it makes (or causes to be made) a false claim or performs (or causes to be performed) an act prohibited under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the County. Without limiting the generality of the foregoing, by signature on this Agreement, the County hereby certifies that:
- (1) The information shown in County Data and Certification, of original Agreement or as amended is County's true, accurate and correct information;
 - (2) To the best of the undersigned's knowledge, County has not discriminated against and will not discriminate against minority, women or emerging small business enterprises certified under ORS 200.055 in obtaining any required subcontracts;
 - (3) County and County's employees and agents are not included on the list titled "Specially Designated Nationals" maintained by the Office of Foreign Assets Control of the United States Department of the Treasury and currently found at: _____
 - (4) County is not listed on the non-procurement portion of the General Service Administration's "List of Parties Excluded from Federal procurement or Nonprocurement Programs" found at: <https://www.sam.gov/portal/public/SAM/>; and
 - (5) County is not subject to backup withholding because:
 - (a) County is exempt from backup withholding;
 - (b) County has not been notified by the IRS that County is subject to backup withholding as a result of a failure to report all interest or dividends; or
 - (c) The IRS has notified County that County is no longer subject to backup withholding.
- b. County is required to provide its Federal Employer Identification Number (FEIN). By County's signature on this Agreement, County hereby certifies that the FEIN provided to DHS is true and accurate. If this information changes, County is also required to provide DHS with the new FEIN within 10 days.
- c. Except as expressly amended above, all other terms and conditions of the original Agreement and any previous amendments are still in full force and effect. County

certifies that the representations, warranties and certifications contained in the original Agreement are true and correct as of the effective date of this amendment and with the same effect as though made at the time of this amendment.

4. **County Data.** County shall provide current information as required below. This information is requested pursuant to ORS 305.385 and OAR 125-246-0330(1).

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION:

County Name (exactly as filed with the IRS): _____

_____ COUNTY OF CURRY _____
Street address: _____ 94235 MOORE ST. SUITE 125 _____
City, state, zip code: _____ GOLD BEACH OR 97444 _____
Email address: _____ DELOMES@CO.CURRY OR US _____
Telephone: _____ (541) 247 3298 _____ Facsimile: _____ (541) 247 6680 _____
Federal Employer Identification Number: _____ 93-6002291 _____

Proof of Insurance:

Workers' Compensation Insurance Company: _____ SAIF CORP _____
Policy #: _____ 4860686 _____ Expiration Date: _____ 7/1/2017 _____

County shall provide proof of Insurance upon request by DHS or DHS designee.

5. Signatures.

COUNTY: YOU WILL NOT BE PAID FOR SERVICES RENDERED PRIOR TO NECESSARY STATE APPROVALS

Curry County
By:

Authorized Signature Printed Name Title Date

DISTRICT ATTORNEY: YOU WILL NOT BE PAID FOR SERVICES RENDERED PRIOR TO NECESSARY STATE APPROVALS

Curry County District Attorney

 _____
Authorized Signature Printed Name Title Date

EVERETT DAI *District Attorney* *05/18/2017*

State of Oregon acting by and through its Department of Human Services
By:

Authorized Signature Printed Name Title Date

Approved for Legal Sufficiency:

Not Required per OAR 137-045-0030(1)(a) With Protect Form on, click here

Assistant Attorney General Date

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Second Reading Ordinance Establishing County Administrator

AGENDA DATE^a: 06-07-17 **DEPARTMENT:** BOC **TIME NEEDED:** 15min

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

CONTACT PERSON: J Hutt **PHONE/EXT:** 3291 **TODAY'S DATE:** 05-25-17

BRIEF BACKGROUND OR NOTE^b: At its work session in March, the Board indicated that the draft ordinance was sufficient, but that the job description should conform more closely with the ordinance. Staff was instructed to review job descriptions in several other counties, and staff has done so. In staff's opinion, that review confirms that the job description -- made to conform more closely to the county's draft ordinance -- meets or exceeds the industry standards for such job descriptions. Second Reading.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Ordinance

- (1) Ordinance; allows hiring interim County Administrator until vacancy filled
- (2) Exhibits Code Language

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 Name:

Send Printed Copy to: Address:

Email a Digital Copy to: City/State/Zip:

Other

Phone:

Due date to send: / / Email:

***Note: 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) This document contains strikeouts, etc

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: Administrative Actions

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

(If Yes, brief detail) Creates new position with new duties; modifies Board duties; Second Reading

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Thomas Huxley Yes No

Commissioner Sue Gold Yes No

Commissioner Court Boice Yes No

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

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

In the Matter of an Ordinance)
Creating the Office and Position)
of Curry County Administrator)
and Adding Article One, Division)
Seventeen)

ORDINANCE NO. 17-01

THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDAINS AS FOLLOWS:

SECTION 1.17.010 TITLE

This Ordinance shall be known as Ordinance No. 17-01 and may be cited as the “Creation of the Office and Position of County Administrator”. The County Administrator shall be the Chief Administrative Officer of the County and shall be responsible only to the Board of Commissioners.

SECTION 1.17.020 AUTHORITY

The Board of County Commissioners hereby delegates to the County Administrator broad authority to perform his or her job functions. The County Administrator is responsible to the Board for the manner of his or her administration. The Board reserves to itself all of its legislative and judicial or quasi-judicial authority, unless expressly delegated. This Ordinance is to be interpreted as a broad delegation to the County Administrator of Board of Commissioner authority, unless non-delegable or expressly reserved to the Board.

- (a) Any additional delegation of the authority from the Board to the County Administrator shall be by duly adopted order or ordinance.

- (b) Prior delegations by the Board of Commissioners to other Officers of the County shall remain in effect only where not inconsistent with this code. In the event of a potential conflict between a prior delegation and this Code, the County Administrator shall bring the matter to the attention of the Board.

SECTION 1.17.030 APPOINTMENT OF COUNTY ADMINISTRATOR

The County Administrator shall be appointed by and serve at the pleasure of the Board of County Commissioners. The relationship between the County and the County Administrator shall be as set forth in this Chapter and any employment agreement between the County and the County Administrator not inconsistent with this Chapter. The County Administrator shall be appointed for an indefinite term. The County Administrator is an at-will employee and may be removed at the pleasure of the Board, consistent with any applicable employment agreement.

SECTION 1.17.040 BOARD MEMBER INTERACTIONS WITH COUNTY ADMINISTRATOR, EMPLOYEES

In the exercise of their authority as members of the governing body of the County, and subject to the limits of the Oregon Public Meeting Laws, Board members may individually, or as a group in a public meeting, discuss fully and freely with the County Administrator any matter pertaining to County affairs or the interests of the County. Board members may not direct any County employee in the performance of their duties. Any direction to the Administrator shall be by majority vote of the Board.

SECTION 1.17.050 QUALIFICATIONS, RESIDENCE, and SALARY

The County Administrator shall be appointed by the Board of County Commissioners solely on the basis of his or her executive and administrative qualifications and experience and need not be a resident of the County or the State prior to his or her appointment. Within 30 days after the time of his or her appointment the County Administrator shall reside outside the County only by express permission of the Board. He or she shall receive a salary fixed by the Board commensurate with his or her experience and the responsibilities of the office.

SECTION 1.17.060 POWERS AND DUTIES OF COUNTY ADMINISTRATOR

(1) The County Administrator shall be responsible to the Board of County Commissioners for the administration and management of the County and shall have control and supervision of all County departments, divisions and offices, subject to his or her jurisdiction, except County Sheriff, County Counsel and District Attorney, and their respective offices and staff, or as otherwise provided by law.

(2) The County Administrator shall be responsible to the Board for the following functions:

(a) Coordinating the activities of all other County Elected Departments, devising ways and means whereby efficiency and economy may be secured in the operation of all offices and departments. County Administrator shall exercise no authority over the actions of elected County officials while they are performing the duties of their offices.

(b) Directing of the activities of all other County Appointed Administrative Departments.

(c) Select, appoint, supervise, discipline or dismiss all County staff and all employees.

(i) Recruitment, appointment, corrective action and dismissal of non-elected Department Directors.

(ii) Preparation and administration of annual Department Director performance evaluations.

(iii) The setting and adjusting of salaries of administrative Department Directors in annual merit adjustments within the ranges approved by the Board.

(iv) Before taking final action on appointment or dismissal of department directors, the Administrator shall advise the Board of the cause and process used in such action.

(v) Adjusting of salaries of employees and non-elected Department Heads in accordance with the Board's performance evaluations and within the salary ranges approved by the Board.

County Administrator has no such power under this subsection over employees in the Sheriff's Office or District Attorney's Office.

(d) Acting as the County Budget Officer responsible for the preparation and recommendation of the annual budget and compensation plan. Administer the provisions of the budget as adopted by the Board.

(e) Preparing and administering a management and employee compensation and benefits plan.

(f) Planning, directing and evaluation of the development of internal management systems and procedures.

(g) Preparing administrative regulations and policies to carry out the efficient operation of the County.

(h) Enforcing ordinances, orders, rules, regulations, procedures and policies adopted by the Board and ~~Manager~~ Administrator.

(i) Preparing and submitting an annual report on the status of County operations; and other reports upon request of the Board.

(j) Performing community relations functions, to include internal publications, external communications, media liaison, community organization liaison, advisory committee liaison, citizen assistance, information center, publication coordination and graphics support services, website management.

(k) Preparing and managing Board agenda and performing clerk of the Board meeting functions and providing other staff support for the Board.

(l) Providing intergovernmental relations staff functions for the Board.

(m) Overseeing Economic Development functions.

(n) Executing, enforcing and administering all contracts and grants as per Board Order or Ordinance.

(o) Attending all Board meetings and keep the Board informed of pertinent matters related to the administration and management of the County.

(p) Administering the risk management program for the County and its service districts.

(q) Directing the use, operation, maintenance, control and custody of all County and district property, buildings, works and improvements.

(r) Other duties as assigned by majority vote or Board Order.

SECTION 1.17.070 SUB-DELEGATION OF AUTHORITY BY COUNTY ADMINISTRATOR

The County Administrator may sub-delegate any authority granted by this Chapter to County department heads or other County or district staff, in a manner consistent with the provisions of the

County Code. Notwithstanding such delegation, the County Administrator shall be responsible for execution of all matters delegated.

SECTION 1.17.080 TEMPORARY ABSENCES OR DISABILITY

The County Administrator may designate an administrative officer of the County to exercise and perform his or her powers and duties conferred by the Chapter during his or her temporary absence or disability, until further order of the Board.

SECTION 1.17.090 PERMANENT VACANCY; ACTING COUNTY ADMINISTRATOR

When a permanent vacancy occurs in the Office of County Administrator, the Board of County Commissioners shall designate an Acting County Administrator until such time as a County Administrator is appointed. The Acting County Administrator shall have all powers and duties conferred by this Chapter on the County Administrator, except the Acting County Administrator shall have no power to terminate an employee except by order of the Board. The Acting County Administrator may not serve for a period of longer than one year.

SECTION 1.17.100 DECLARATION OF EMERGENCY

This ordinance being necessary for the preservation of the health, safety, and welfare of the community, an emergency is declared to exist and this ordinance will take effect immediately upon its passage.

DATED this _____ day of _____.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Sue Gold, Vice Chair

Court Boice, Commissioner

ATTEST:

Recording Secretary

First Reading: May 24, 2017
Second Reading: June 21, 2017
Effective Date: July 1, 2017
(Adopted as Emergency)

APPROVED AS TO FORM:

John Hutt
Curry County Legal Counsel

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Ground Lease Renewal for CAL ORE Life Flight, Dan Brattain, Brookings, Airport

AGENDA DATE^a: 06-07-17 **DEPARTMENT:** Counsel **TIME NEEDED:** 5min

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

CONTACT PERSON: Hutt **PHONE/EXT:** 3291 **TODAY'S DATE:** 05-30-17

BRIEF BACKGROUND OR NOTE^b: Renewal of Existing Ground Lease

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Lease

- (1)Ground Lease
- (2)Order

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) Assessor
3. If Land Transaction, filed with the clerk? Yes No N/A

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name: Cal-Ore Life Flight, Inc.

Send Printed Copy to:

Address: P.O. Box 1986

Email a Digital Copy to:

City/State/Zip: Brookings, Oregon 97415

Other

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) With funds to record.

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: Administrative Actions

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

(If Yes, brief detail) Lease

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Thomas Huxley Yes No

Commissioner Sue Gold Yes No

Commissioner Court Boice Yes No

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

AFTER RECORDING RETURN TO:
Curry County Clerk's Office
P.O. Box 746
Gold Beach, OR 97444

SEND TAX STATEMENTS TO:
Cal-Ore Life Flight, Inc.
P.O. Box 1986
Brookings, OR 97415

BROOKINGS AIRPORT

Ground Lease Renewal

BETWEEN: Curry County, **(Lessor)**
A political subdivision of the State of Oregon
94235 Moore Street, Suite 122
Gold Beach, OR 97444

AND Cal-Ore Life Flight, Inc. **(Lessee)**
P.O. Box 1986
Brookings, OR 97415

The parties agree that the lease identified in the Curry County Clerk's records as CJ: 2012-153, Instrument No. 2012-1588, between Lessor and Lessee, for Ground Lease at the Brookings Airport is hereby renewed for an additional five year term beginning July 1, 2017, under the same terms and conditions as previously imposed.

Lessee agrees to pay County a base amount of \$3,448.23 for rent for the 2017-2018 fiscal year for the 12,900 square foot ground site. Initial rent shall be paid on or before execution of the lease. Rent for subsequent years shall be adjusted per the terms of the lease.

IN WITNESS WHEREOF, the parties have affixed their signatures the day and year written below.

CURRY COUNTY: LESSOR

CURRY COUNTY BOARD OF COMMISSIONERS

Thomas Huxley, Chair

Date

Sue Gold, Vice Chair

Date

Court Boice, Commissioner

Date

State of Oregon)
)
County of Curry) ss

Acknowledged before me this ____ day of _____,
by _____

Notary Public of Oregon
My Commission Expires: _____

LESSEE:



Dan Brattain

5-25-17

Date

BEFORE THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Order)
Authorizing the Board of)
Curry County Commissioners)
to Renew a Ground Lease)
at the Brookings Airport for)
Cal-Ore Life Flight)

ORDER NO. _____

WHEREAS, Dan Brattain, CEO of Cal-Ore Life Flight has requested in writing to renew a ground lease at the Brookings Airport; and

WHEREAS, current ground lease allows up to three five year renewals under the current language; and

WHEREAS, the lease renewal is for an initial term from July 1, 2017 to June 30, 2022, with an option to renew; and

WHEREAS, pursuant to ORS 271.310 and ORS 271.360, the Board finds that the public interest will be furthered by the lease; and

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS that it is authorized to execute a ground lease renewal at the Brookings Airport with Dan Brattain, Cal-Ore Life Flight.

DATED this ____ day of _____, 2017.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Sue Gold, Vice Chair

Approved as to Form:

Court Boice, Commissioner

John Huttl
County Counsel

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Brookings Airport Hangar Lease Renewal #2-A, Faulstick

AGENDA DATE^a: 06-07-17 **DEPARTMENT:** Counsel **TIME NEEDED:** 5min.

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

CONTACT PERSON: Hutt **PHONE/EXT:** 3291 **TODAY'S DATE:** 05-30-17

BRIEF BACKGROUND OR NOTE^b: Lease Renewal

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Lease

(1)Lease

(2)Order

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) Assessor
3. If Land Transaction, filed with the clerk? **Yes** **No** **N/A**

INSTRUCTIONS ONCE SIGNED:

No Additional Activity Required

OR

File with County Clerk

Name: Dyrel Faulstick

Send Printed Copy to:

Address: 96448 Shorewood Terrace

Email a Digital Copy to:

City/State/Zip: Brookings, Oregon 97415

Other

Phone:

Due date to send: / /

Email:

***Note: 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) Pages appear to be shortened. Also, would need funds to record.

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: **Administrative Actions**

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

(If Yes, brief detail) Lease

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Thomas Huxley **Yes** **No**

Commissioner Sue Gold **Yes** **No**

Commissioner Court Boice **Yes** **No**

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

AFTER RECORDING RETURN TO/
AND SEND TAX STATEMENTS TO:

Dyrel Faulstick
96448 Shorewood Terrace
Brookings, Oregon 97415

**LEASE FOR NONCOMMERCIAL AIRPLANE HANGAR SITE
AT BROOKINGS AIRPORT**

LESSOR: CURRY COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF OREGON,
hereinafter called "COUNTY", 94235 Moore Street, Suite 122, Gold Beach, OR 97444.

LESSEE: Dyrel Faulstick, 96448 Shorewood Terrace, Brookings, Oregon 97415

LEASEHOLD PREMISES: BROOKINGS AIRPORT HANGAR SITE #2-A

INITIAL TERM OF LEASE: July 1, 2017 TO June 30, 2022

RECITAL:

COUNTY, as owner of the Brookings Airport, Curry County, Oregon, desires to lease to LESSEE, and LESSEE desires to lease from COUNTY, a noncommercial aircraft hangar site located at the Brookings Airport.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL TERMS, CONDITIONS AND COVENANTS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

SECTION 1. Description of Premises.

COUNTY, as owner of the Brookings Airport, Curry County, Oregon, agrees to lease to LESSEE a noncommercial aircraft hangar site of approximately 1,763 square feet (including a 5' apron around the building) as follows:

Hangar Site #2A located at the Brookings Airport, Curry County, Oregon, as shown on Exhibit "A" and Exhibit "A-1" including the square footage designated in Exhibit "A-2", and Exhibit "B" all of which exhibits are attached hereto and incorporated herein by this reference.

SECTION 2. Initial Lease Term.

This lease term begins July 1, 2017 and ends June 30, 2022.

SECTION 3. Rent.

3.1 Basic Rent. LESSEE agrees to pay to COUNTY rent in a base amount of \$473.26. This rate is reflective of an increase in square footage to .24 plus previously added yearly CPI rates over prior term(s)), for fiscal year 2017-2018 for the square foot aircraft hangar (includes apron). Initial rent shall be paid on or before execution of the lease.

Bureau of Labor Statistics (Index).

3.4 If the Portland CPI is discontinued during the term or after lease renewal, COUNTY may select any other government index or computation for replacement to obtain substantially the same result as would have been obtained if the Portland CPI had not been discontinued.

SECTION 4. Option to Renew Lease.

4.1 If the lease is not in default, LESSEE shall have the option to apply for a renewal of this lease for an additional term of five (5) years. The option to renew shall be allowed so long as LESSEE complies with the provisions of this section and signs an extension agreement, including any reasonable modifications consistent with the provisions of this lease.

4.2 The application to renew shall be exercised by giving written notice to COUNTY at least sixty (60) days, and not more than one hundred eighty (180) days prior to the last day of the expiring term.

4.3 Any renewals of this lease shall be on substantially the same terms and conditions as the initial lease. (Provided however, that within one hundred eighty (180) days but not less than sixty (60) days prior to the termination of a five (5) year term) COUNTY may submit to LESSEE an extension agreement specifying any changes in the terms within thirty (30) days of receiving LESSEE'S written application for renewal.

4.4 If LESSEE agrees to the terms and wishes to renew the lease for another term, LESSEE shall send to COUNTY the signed extension agreement prior to the last day of the expiring term. The lease extension shall be binding when the extension agreement is fully executed by the parties.

4.5 If LESSEE exercises the option to renew, but fails to sign the extension agreement prior to the last day of the lease term, this lease shall terminate on the last day of the current five (5) year term.

SECTION 5. Use of Premises.

LESSEE shall use the leased premises solely for NONCOMMERCIAL aeronautical purposes. Use is limited exclusively to the storage of aircraft and aircraft-related supplies.

SECTION 6. Airport Regulations.

The flights conducted at this airport shall conform to all applicable Federal Aviation Regulations, Oregon Aviation Laws, and traffic patterns as established at the airport.

SECTION 7. Registration.

LESSEE understands and agrees that any aircraft hangared by LESSEE on the premise covered by this lease at the Brookings Airport shall be registered with the State of Oregon Department of Aviation, annually, in compliance with ORS 837.015 "Registration of Aircraft." In addition, all resident pilots operating such aircraft shall be registered with the State of Oregon Department of Aviation, as required by ORS 837.020.

SECTION 9. Construction or Alteration.

Prior to the start of any construction or alteration on the leased premises, LESSEE shall submit to COUNTY a copy of all the required city/county building permits along with the final plans and specifications. No construction or alteration shall be started without COUNTY'S prior written approval. Notice of any and all proposed construction or alterations shall be submitted through COUNTY to the Federal Aviation Administration on FAA Form 7460-1, "Notice of Proposed Construction or Alteration" as prescribed in Section 77.17 (FAR). LESSEE shall complete construction or alteration within twelve (12) months of execution of this lease. The project shall be similar in color, structure, and appearance to other construction in the Brookings Airport.

SECTION 10. Improvements.

All improvements made on the leased premises shall remain the property of LESSEE and shall be removed by LESSEE within thirty (30) days following the expiration or termination of this lease, unless otherwise agreed to by COUNTY, and except as otherwise provided.

SECTION 11. Protection of the Airport's Imaginary Surfaces.

COUNTY shall have the right to take any action it considers necessary to protect the airport's imaginary surfaces, as defined by Federal Aviation Regulations, Part 77. COUNTY reserves the right to prevent LESSEE from erecting, or permitting to erect, any building or other structure on the airport which, in the opinion of COUNTY, would limit the usefulness of the airport or constitute a hazard to aircraft.

SECTION 12. Maintenance.

LESSEE shall keep the leased premises as shown on Exhibits "A" and "A Part-4" in a safe condition at all times. In addition, LESSEE shall maintain the leased premises in a reasonably clean and neat fashion, and shall not permit the accumulation of rubbish, junk, aircraft or automobile parts or any other material on the premises.

LESSEE shall not dump any chemical or petroleum products on the leased premises or airport property. In addition, LESSEE shall recycle petroleum products and dispose of chemical wastes in accordance with the Oregon Department of Environmental Quality's rules and regulations which are available to LESSEE by contacting the Oregon Department of Environmental Quality. Cleanup of intentional dumping or accidental spillage as a result of LESSEE'S actions will be the responsibility of the LESSEE and shall be carried out in accordance with Department of Environmental Quality standards.

SECTION 13. Landscaping.

If LESSEE chooses to landscape the leased premises, such landscaping shall be limited to low-growing shrubs and plants. LESSEE also agrees to keep any grass mowed on the leased premises and along its taxiway.

SECTION 14. Fire Prevention.

have the option of restoring the premises to its original condition, or of terminating this lease by giving written notice of termination within thirty (30) days after destruction of the hangar. In the event that a hangar is destroyed or damaged, LESSEE shall replace, repair, or remove the hangar within a reasonable time as determined by COUNTY. If LESSEE fails to replace, repair, or remove the hangar within a reasonable time, then the provisions of SECTION 30 Termination, shall apply.

SECTION 16. Compliance with Law.

LESSEE shall observe and obey all laws, ordinances, rules and regulations promulgated by any lawful authority of the United States, the State of Oregon, or any municipal subdivision having authority over or jurisdiction of the premises. This includes, but is not limited to safety, health, sanitary, fire, electrical and building codes, zoning and state and local comprehensive plans.

SECTION 17. Hold Harmless and Insurance.

LESSEE shall conduct its activities under this lease at LESSEE'S own risk. LESSEE shall hold harmless and indemnify COUNTY, its agents, officers and employees from any and all damages, demands, suits or actions whatsoever resulting from or because of, any damage to property, injury or death to any person(s) arising out of any action or omissions by LESSEE or LESSEE'S contractors, employees or agents.

LESSEE agrees during the term hereof, to keep a policy of general liability insurance in effect, with respect to the leased premises with minimum coverage of \$1,000,000.00 combined single limits. The policy shall name County as an additional insured and shall contain a clause that the insurer will not cancel or change the insurance without first giving County at least thirty days prior written notice. The insurance shall be in an insurance company registered to do business in the State of Oregon and a copy of the policy or the certificate of insurance shall be delivered to Lessor.

SECTION 18. Taxes and Liens, and Utilities.

LESSEE agrees to keep the leased premises free and clear of all liens and encumbrances and agrees to promptly pay any and all taxes levied thereon and on any improvement made or placed thereon subject to such taxes. LESSEE shall be responsible for ensuring that any taxable improvements are lawfully brought to the attention of the tax assessor. COUNTY shall have the right, but not the obligation, during the term of this lease and any renewal thereof, to pay any taxes or other charges on the leased land remaining unpaid by LESSEE after the same has become due and payable.

LESSEE shall pay when due all charges for services and utilities incurred in connection with the use, occupancy, operation, and maintenance of the leased Premises, including but not limited to charges for water, sewage disposal, electricity, garbage disposal and telephone services.

discharge this agreement, in whole or in part, unless such agreement is in writing and signed with the same formalities as this instrument.

SECTION 21. No Assignment Without Consent.

WARNING: THIS LEASE SHALL NOT BE ASSIGNED, NOR THE PREMISES SUBLET, WITHOUT EXPRESS PRIOR WRITTEN APPROVAL BY COUNTY. SUBLETTING CONSTITUTES A COMMERCIAL OPERATION, AND ANY COMMERCIAL LEASE MUST BE NEGOTIATED. LEASE RIGHTS HEREIN SHALL NOT AUTOMATICALLY PASS WITH THE SALE OF THE STRUCTURES.

The proposed purchaser or LESSEE must negotiate and execute an agreement with COUNTY to obtain lease rights. Acceptance of any purchaser or LESSEE shall not be unreasonably withheld. The assignment and resulting paperwork shall be subject to a \$50.00 service fee.

SECTION 22. Subordination to Federal-State Agreements.

22.1 The provisions of this lease shall be subordinate to any existing or future agreement between COUNTY and the United States relative to the operation or maintenance of the Brookings Airport. This subordination may be required as a condition precedent to the receipt of federal funds for the development of the airport. Failure of LESSEE to comply with any of the requirements of any existing or future agreement between COUNTY and the United States shall be cause for termination of LESSEE'S rights hereunder.

22.2 During a time of war or national emergency, COUNTY shall have the right to lease the landing area or any part thereof to the United States government for military or other federal government purposes. If such lease is executed, the provisions of this lease inconsistent with the provisions of the lease to the government shall be suspended.

SECTION 23. County's Right to Develop the Airport.

COUNTY reserves its right to further develop or improve the airport facility on COUNTY property in accordance with its duty to develop aviation within the state as dictated by the demands of air traffic and aviation safety.

SECTION 24. Maintenance of Airport.

COUNTY shall maintain the runways, public taxiways and aircraft parking areas. It is mutually understood that COUNTY retains sole authority to determine the methods and schedules by which any maintenance or necessary construction is to be performed. COUNTY shall have the right to close the airport whenever it deems necessary for reasons of public safety or convenience. No advance notice shall be necessary when closure of the airport is by reason of weather, acts of God, or other unforeseen circumstances.

SECTION 25. No Exclusive Right.

SECTION 26. Authority.

Any and all powers and authority conferred upon LESSEE by this lease shall be strictly construed, and no other powers may be lawfully exercised by LESSEE without COUNTY'S prior written consent. LESSEE shall not have any authority to act on behalf of COUNTY, or to bind COUNTY to any third party, contractually or otherwise, except as is expressly stated herein.

SECTION 27. Non-Discrimination.

COUNTY will not, on the grounds of race, color, sex, religion, national origin, creed, marital status, age, or the presence of any sensory, mental or physical handicap:

- (a) Deny an individual any services or other benefits provided under this Agreement
- (b) Provide any services or other benefits to an individual which are different or are provided in a different manner from those provided under this Agreement
- (c) Subject an individual to segregation or separate treatment in any matter related to the receipt of any service(s) or other benefits under this Agreement.

SECTION 28. Notice of Breach of Contract Terms.

In the event of a breach of any of the terms of this lease agreement, each party to the agreement shall have the option of giving written notice of the breach to the party in default. If the conditions of breach are not corrected within thirty (30) days of the receipt of the notice of the breach, the injured party shall have the option of declaring the breaching party in default.

SECTION 29. Conditions of Default.

The following occurrences shall be deemed conditions of default on the part of Lessee:

- (a) LESSEE is declared involuntarily bankrupt or files a bankruptcy petition.
- (b) Abandonment of the leased premises by LESSEE for a period in excess of ninety (90) days even though the lease is paid current. No abandonment shall be deemed to have occurred if COUNTY has received written notice of temporary hangar vacancy or lessee's temporary absence.
- (c) LESSEE'S failure to pay rent within thirty (30) days after receiving written notice of the breach.
- (d) COUNTY or LESSEE'S failure to correct any breach of the terms, covenants and conditions contained herein within thirty (30) days after receiving written notice of the breach.

Written notice of ANY default shall be served by delivery in person, or by certified mail, to the party in default. For good cause shown, the party sending notice of default may, at its sole option, grant a reasonable extension of time, in excess of the thirty (30) day period set forth above, to cure the default.

SECTION 30. Termination for Default

Re-occurrence of the same condition for which the defaulting party has previously been served notice in any twelve (12) month period may result in automatic termination of this lease.

SECTION 31. Payment of Costs upon Default.

In the event of the breach of any terms, conditions or provisions of this lease and in all cases of default, the prevailing party shall be entitled to collect costs and expenses, including reasonable attorney fees incurred in enforcing any of the terms and conditions of this lease.

SECTION 32. Termination for Reasons Unrelated to Default

This lease shall automatically terminate upon any of the following circumstances, and rent shall be pro-rated as of the date of termination:

- (a) Mutual written agreement of the parties;
- (b) LESSEE'S sale, subject to written notice to COUNTY, of LESSEE'S hangar, improvements and fixtures. In such case, LESSEE shall present COUNTY with one or more prospective buyers/lessees acceptable to COUNTY. LESSEE shall notify COUNTY, in writing, thirty (30) days in advance of any proposed sale to allow adequate time for COUNTY to approve the buyer and draw new lease documents. The lease shall terminate upon execution of the lease by the new buyer.
- (c) COUNTY'S purchase of the LESSEE'S improvements and fixtures with LESSEE'S consent. To exercise this option, COUNTY shall notify LESSEE in writing and shall make a written offer for such improvements and fixtures. The lease shall terminate on the closing date of the sale.

SECTION 33. Lessee's Rights Upon Termination after County's Default

In the event that this lease or any renewal thereof is terminated by virtue of a default by COUNTY, LESSEE shall have the following rights and obligations with regard to permanent improvements and fixtures owned by LESSEE and placed on the leased premises by LESSEE:

- (a) Sell LESSEE'S hangar and improvements to COUNTY at fair market value and receive a rent refund prorated as of the date of termination for the unused term of the lease. If the parties cannot agree on a purchase price, the value of the improvements shall be determined by a qualified appraiser agreed upon by both COUNTY and LESSEE. An appraiser shall be appointed within fifteen (15) days of written request by either party. If the parties cannot agree on an appraiser, an independent appraiser shall be appointed by a Circuit Court Judge seated in Curry County. Purchase shall be completed within ninety (90) days of determining the purchase price by agreement or appraisal.
- (b) Remove LESSEE'S improvements within ninety (90) days of the date of termination, and receive a rent refund prorated as of the date of termination for the unused term of the lease. If improvements are not

LESSEE an alternative site for its consideration. In the event that LESSEE chooses to relocate on a site submitted by COUNTY, COUNTY shall relocate LESSEE to a new site by either moving LESSEE'S present improvements or by constructing improvements comparable to those occupied by LESSEE before the relocation to a new site. The decisions to move the existing improvements or to construct comparable improvements shall be at the sole discretion of COUNTY. Any improvements owned by LESSEE which are not moved, but replaced, shall become the property of COUNTY, and title to same shall be properly conveyed to COUNTY by LESSEE. All terms and conditions of this lease or any renewal thereof shall continue in full force and effect as to the relocated leasehold; PROVIDED, HOWEVER, that LESSEE'S obligation to pay all contractual fees shall be waived for the amount of time LESSEE is required to suspend operation as a result of the relocation. Space at such relocated site shall be leased to LESSEE at the rate per square foot which is in effect on the date relocation is completed, and shall remain in effect for the balance of that lease year. In the event that no suitable space is available at the airport for LESSEE'S relocation or LESSEE chooses not to relocate, this lease may be terminated by either party. LESSEE shall vacate said site upon ninety (90) days written notice by COUNTY. LESSEE shall have the option of requiring COUNTY to pay fair market value for the improvements as determined by the procedures established in SECTION 33. If LESSEE exercises this option, title to said improvements shall be properly conveyed to COUNTY by LESSEE. If LESSEE does not exercise its option as referred to above or the parties hereto cannot agree on a purchase price for the improvements, LESSEE agrees to remove all of its improvements from the property within ninety (90) days following the date of termination as set forth in SECTION 33(b).

SECTION 35. Termination Upon Necessary Closure of the Airport.

Should COUNTY determine that it is necessary and advisable that this airport be abandoned or closed due to the development of uncontrollable hazards to flight operations, lack of public use, prohibitive maintenance costs, legislative actions or other just cause, COUNTY shall have the right to terminate this lease on ninety (90) days written notice to LESSEE and the provisions of Section 33(b) shall apply.

SECTION 36. Transfer of Airport to Other Ownership.

In the event that the airport is transferred into other ownership, COUNTY agrees to make diligent effort, as a condition of the transfer, to secure in writing the transferee's prior assurance that the transferee will, by acceptance of ownership of the airport, assume COUNTY'S responsibilities under terms and conditions of this lease.

SECTION 37. Restoration of Premises to County upon Termination.

If this lease is terminated for any reason either by COUNTY or LESSEE, and LESSEE:

- (a) fails to vacate the leasehold;
- (b) fails to leave the premises in as good as condition as when LESSEE first took possession; or,

not exercise its rights to remove the improvements, the improvements shall become the property of COUNTY. LESSEE shall have no possessory claim of any kind against COUNTY, its agents or representatives by reason of any termination where LESSEE has failed to timely exercise its remedies as provided herein, except that LESSEE may pursue any claim for monetary damages as a result of COUNTY'S default if any.

SECTION 38. Holding Over.

Any holding over after the expiration of the term of this lease, unless LESSEE has exercised its option to renew, shall result in a monthly rate to be determined by COUNTY. Holding over shall be at the sufferance of COUNTY, and is subject to termination on thirty (30) days written notice by COUNTY.

SECTION 39. No Warranty of Non-interference by Entities Outside County's Control.

The parties hereto understand and recognize that the actions of local governmental units, of parties holding land or living adjacent to the Brookings Airport, and of governmental entities not subject to COUNTY'S influence and control, may have, in the future, adverse impacts upon the number and character of flight and other operations at the airport. In such event LESSEE has the option of declaring the lease terminated on ninety (90) days written notice to COUNTY and the provisions of Section 33(b) shall apply.

SECTION 40. Accrued Rights.

Any termination of this lease, or of rights and benefits hereunder shall be without prejudice to the obligations, liabilities or rights of any party already accrued prior to such termination.

SECTION 41. Rights and Remedies Non-exclusive.

The rights and remedies provided in the above provisions relating to breach of contract, default, and termination shall not be exclusive, and are in addition to any other rights and remedies provided by law unless expressly precluded by this lease.

SECTION 42. Waiver.

Any waiver by COUNTY of any breach of any covenant herein contained to be kept and performed by the LESSEE shall not be deemed or considered as a continuing waiver, and shall not operate to bar or prevent COUNTY from declaring a default for any succeeding breach, either of the same condition or covenant or otherwise.

SECTION 43. Notice.

Any notice required by the terms of this lease to be given by one party hereto to the other or desired so to be given, shall be sufficient if in writing, contained in a sealed envelope, deposited in the U.S. Certified Mails with postage fully prepaid, and if intended for COUNTY, then addressed to CURRY COUNTY COMMISSIONER'S OFFICE, at 94235 Moore Street, Suite 122, Gold Beach, OR 97444 and if intended for the LESSEE, then addressed to the LESSEE

SECTION 45. No Employee Relationship.

The parties understand and agree that the requirements imposed on LESSEE by terms of this lease shall not be construed to make LESSEE an officer, employee or agent of Curry County, as those terms are used in ORS 30.265.

SECTION 46. Identity of Parties.

In construing this lease, it is understood COUNTY or LESSEE may be more than one person; that if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that generally, all grammatical changes shall be made, assumed and implied to make the provisions hereof apply equally to corporations and to individuals.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures the day and year written below.

**CURRY COUNTY, OREGON
BOARD OF CURRY COUNTY COMMISSIONERS**

Thomas Huxley, Chair Date: _____

Sue Gold, Vice Chair Date: _____

Court Boice, Commissioner Date: _____

State of Oregon)
) SS
County of Curry)

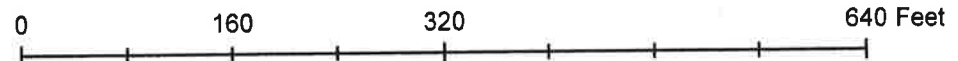
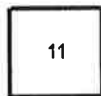
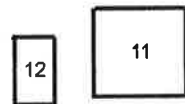
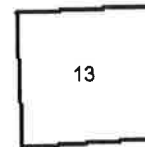
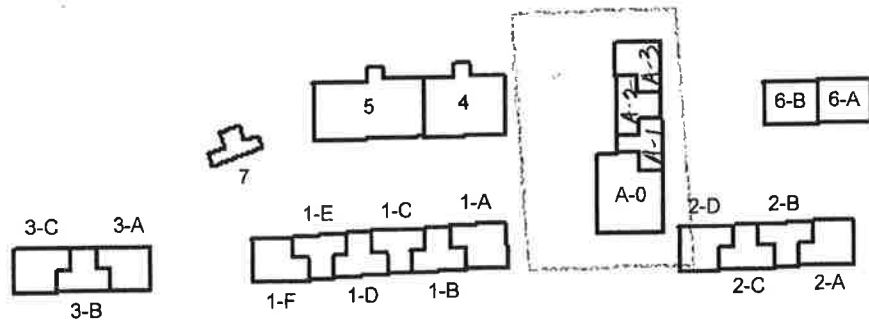
Acknowledged before me this _____ day of _____, by _____.

Notary Public for Oregon
My Commission Exp.: _____

LESSEE
BY: Daryl Parks, Sec.
Date: 12/3/17
Mailing address: HC 60 Box 76001
Medford, OR 97504

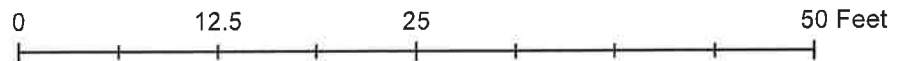
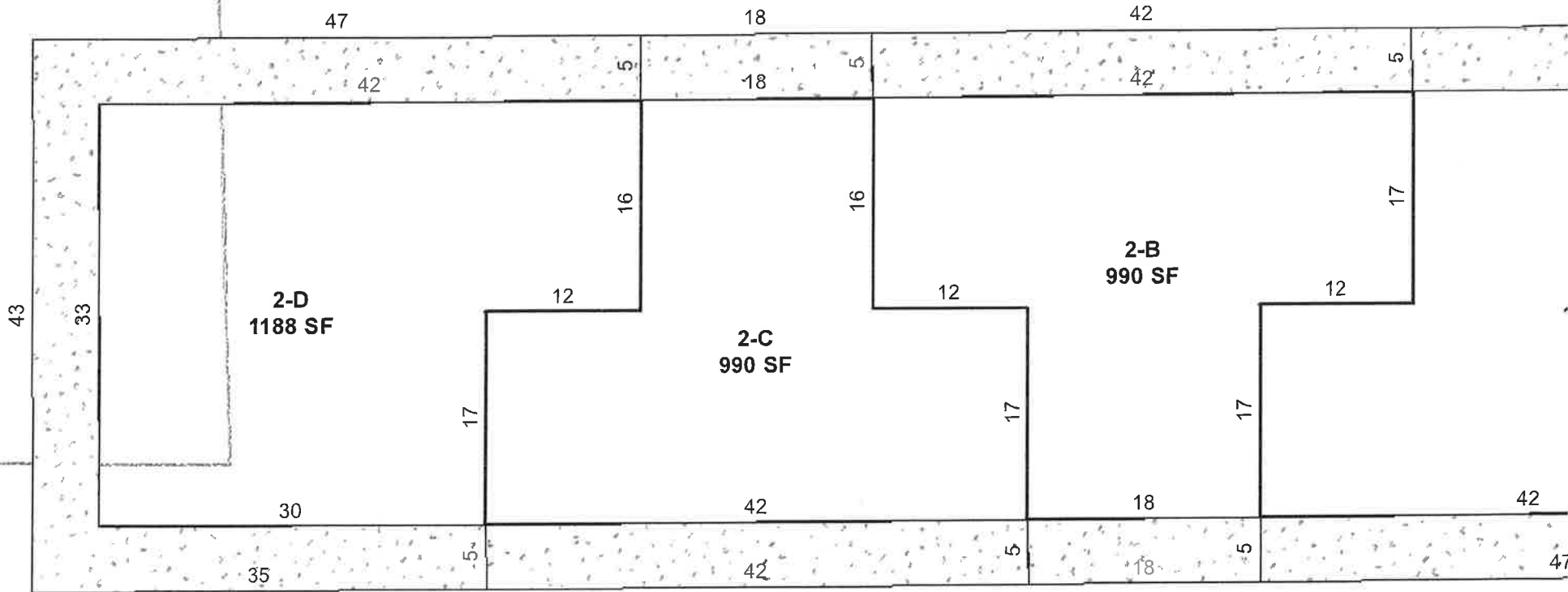
Brookings Airport Hangars Overview

EXHIBIT "A"



Brookings Airport Hangars Building 2

EXHIBIT "A-1"



BROOKINGS AIRPORT HANGARS EXHIBIT A-2

HANGAR NO.	HANGAR SQ. FT.	APRON SQ. FT.	TOTAL SQ. FT.
1-A	1,172	570	1,741
1-B	990	300	1,289
1-C	990	300	1,280
1-D	990	299	1,289
1-E	990	300	1,290
1-F	1,172	570	1,741
2-A	1,188	575	1,763
2-B	990	300	1,290
2-C	990	300	1,290
2-D	1,188	575	1,763
3-A	1,155	567	1,722
3-B	990	301	1,291
3-C	1,155	567	1,722
4	2,820	950	3,770
5	3,816	1,211	5,027
6-A	1,353	625	1,978
6-B	1,353	625	1,978
7	580	720	1,300
8	2,184	1,040	3,224
9	1,848	1,200	3,048
10	3,599	1,301	4,901
11	4,619	1,459	6,078
12	1,515	905	2,421
13	10,000	2,101	12,101
14	2,520	1,120	3,640
A-0	2,748	855	3,603
A-1	941	265	1,206
A-2	1125	325	1450
A-3	1091	460	1551

EXHIBIT "B"

**Township 40 South, Range 13 West, Section 31, Curry County, Willamette
Meridian
A.K.A Brookings Airport**

Hangar # 2-A

BEFORE THE BOARD OF COUNTY COMMISSIONERS

IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Order)
Authorizing the Board of)
Curry County Commissioners)
to Execute a Non-Commercial)
Hangar Lease with)
Dyrel Faulstick)

ORDER NO. _____

WHEREAS, Dyrel Faulstick desires to lease Hangar Site #2-A at the Brookings Airport; and

WHEREAS, the hangar site is available for such purposes; and

WHEREAS, the lease is in the County standard form with rent set in an amount approved by the Board of Curry County Commissioners; and

WHEREAS, the lease is for an initial term from July 1, 2017 to June 30, 2022, with an option to renew; and

WHEREAS, pursuant to ORS 271.310 and ORS 271.360, the Board finds that the public interest will be furthered by the lease; and

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS that it is authorized to execute a non-commercial hangar lease for Hangar Site #2-A at the Brookings Airport with Dyrel Faulstick.

DATED this ____ day of _____ 2017.

BOARD OF CURRY COUNTY COMMISSIONERS

Thomas Huxley, Chair

Sue Gold, Vice Chair

Approved as to Form:

Court Boice, Commissioner

John Huttl
Curry County Counsel

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Job description for an existing postion

AGENDA DATE^a: 6/7/17 **DEPARTMENT:** Parks/Juvenile **TIME NEEDED:** 2min

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

CONTACT PERSON: Jay Trost **PHONE/EXT:** 3235 **TODAY'S DATE:** 5/30/17

BRIEF BACKGROUND OR NOTE^b: Ammending community service coordinator job description to include parks

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Order

- (1)parks and community service coordinator job description
- (2)Order

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

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

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: **Adminstrative Actions**

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 Thomas Huxley Yes No

Commissioner Sue Gold Yes No

Commissioner Court Boice Yes No

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

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Parks / Community Service Coordinator - Juvenile

EXEMPT:	No	
SALARY LEVEL:	U-8	
SUPERVISOR:	Juvenile Department Director	
PREPARED BY:	Juvenile Department Director	January 2005

POSITION SUMMARY:

This classification assumes responsibility for coordination of the Curry County Park system; additionally the position promotes, develops and maintains the parks. The position also manages the juvenile offender work programs. Additionally, position promotes, develops, coordinates and evaluates programs for juvenile offenders assigned by the courts to the community work program. Assesses program needs then develops; implements and interprets policy and procedure; develops and monitors budget; supervises support staff and camp host/caretakers

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Duties assigned to this classification include, but are not limited to, the following examples.)

1. Represent Curry County Parks, Greet park visitors, distribute park information, answer questions, pick up litter, check, clean and stock restrooms, notify parks staff or law enforcement when emergencies arise.
2. Perform various maintenance duties such as; working on service projects, mow, weed, landscaping. Operate and maintain a variety of equipment, paint, build or work on construction projects. Other duties as assigned by Parks director.
3. Manages the juvenile offender work program. Plans, develops, implements and evaluates work programs for juvenile offenders assigned by the courts to community work; coordinates with other department staff and the courts. Develops short- and long-range goals, objectives and evaluations of the program; monitors program budget. Establishes and interprets policy and procedure.

JOB DESCRIPTION

JOB TITLE: Parks / Community Service Coordinator - Juvenile - Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

4. Plans the day-to-day work of the Work Crew Supervisor; maintains contact with each supervisor by regular site visits; inspects sites and prepares and submits written reports as warranted. Provides on-the-job training and instruction to each supervisor in accordance with established (and on-site) written procedures and practices. Ensures safety standards and procedures are maintained at each site and that supervisors are trained in safety and emergency procedures. Performs crisis intervention as necessary.
5. Develops relationships with federal, state, county and city agencies. Contacts agencies and negotiates, with the Juvenile Department Director's assistance, short and long-term contracts for work projects. Periodically evaluates and enhances connections.
6. Directs, supervises, assigns work to, sets priorities and monitors work performance of support staff; offers assistance as needed. Maintains standards of efficiency of employees through training and established goals and objectives. Ensures programs are in compliance with department goals and objectives and that employees are working safely. Assumes accountability for work performed within the program. Is involved in selection, training, and evaluation of staff. Develops and interprets policy and procedure. Maintains up-to-date schedules of supervisor availability; arranges for coverage at respective work sites.
7. Promotes community service, work crew and forestry programs of the department through public relations and education; makes presentations to community organizations and other agencies; interprets policy and procedure.
8. Assesses physical and emotional conditions of offenders. Assigns offenders to community service or work crew according to their court orders or sanctions. Monitor offender compliance and progress and keep Juvenile Counselors informed of offender's progress.
9. Researches and prepares variety of records, statistical and costing reports, involving statistical data and analysis to support projects, equipment usage and replacement and staffing.
10. Performs the same duties as Work Crew Supervisor in their absence.

JOB DESCRIPTION

JOB TITLE: Parks / Community Service Coordinator - Juvenile - Page 3

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

11. Provides skill training, information and/or informal counseling to offenders. Attends training sessions; develops, modifies and/or accesses work related training programs and materials.
12. Transports juveniles to and from detention; provides direct supervision and/or court room security of juveniles as necessary.
13. Provides "on-call" services to police or other agencies in responding to the needs of juveniles

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THIS POSITION:

Knowledge of: Reasonable knowledge of Park systems and human behavior; reasonable knowledge of assigning work and leading a work crew; reasonable knowledge of community resources; reasonable knowledge of and ability to participate in program planning, evaluating and implementing programs to meet objectives; reasonable knowledge of landscaping, carpentry and power tool equipment.

Skill in: Writing clear and concise correspondence, records, and reports.

Ability to: Communicate effectively in both oral and written form; give practical advice and guidance to juvenile offenders; lead, direct, maintain order, discipline and safety of juvenile offender work crew; estimate time and materials and manage time efficiently; relate to a diverse population of people; plan/coordinate work projects with community agencies; apply a practical knowledge of program management to day-to-day activities; safely operate power equipment; work within a team; remain calm and use good judgment during confrontational or high pressure situations; make decisions independently in accordance with established policies and procedures; establish and maintain records, reports and statistical data; courteously meet and deal effectively with other employees, courts, law enforcement agencies, public and non-profit agencies, the community, clients, families and the public.

Education, experience and training: Bachelor's degree preferred in recreation management, corrections, social work, or related behavioral science field. Experience in grounds maintenance or related field, which includes supervision of support staff, or any satisfactory equivalent combination of education, experience and training. At the time of appointment, must possess a valid Oregon driver's license.

JOB DESCRIPTION

JOB TITLE: Parks / Community Service Coordinator - Juvenile - Page 4

SUPERVISORY CONTROLS OF THIS POSITION:

This classification works under the guidance from the Juvenile Department Director. The employee works independently in administering a complex area of responsibility and regularly confers with the Juvenile Department Director. Discretion is required in applying general goal and policy statements, in development of recommendations, policies and procedures and in resolving program problems. The employee develops approach to each case, prepares the procurement plan and carries out industry analyses independently up to the point of recommendation for award. Work is accomplished within a broad framework, with authority and responsibility in area of service. Periodic reviews of work performance are conducted in terms of expected results.

GUIDELINES:

Work is performed within established departmental policies and procedures, state and county statutes, rules, regulations and ordinances; accepted procedures within parole and probation profession; grounds maintenance standards. Employee uses judgment in determining appropriate procedure. Supervisor is available when unusual problems are encountered.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Regular and consistent attendance is required. Work is performed both in an office environment and in the field, which involves everyday risks and discomforts and sometime adverse weather conditions requiring safety precautions. Physical demands may require bending, gripping with hands and fingers, hearing alarms and voice conversation, keyboarding, lifting up to 35 pounds, pulling, pushing, sitting, standing, stooping, twisting and walking rough terrain and possibly apprehending and restraining hostile people. A substantial amount of daily driving is involved.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

**IN THE MATTER OF ADOPTING A
POSITION DESCRIPTION FOR AN
EXISTING POSITION**

)
)
)

ORDER NO: _____

WHEREAS, it is the recommendation of Jonathan Trost, Juvenile and Parks Director, that the attached position description be adopted for the following position:

Parks and Community Service Coordinator
Position Title

U-8
Range

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of June 7, 2017. This description replaces any previous description approved for this position.

Dated this ___ day of _____, 2017.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:

Thomas Huxley, Chair

John Hutt
Curry County Legal Counsel

Sue Gold, Vice Chair

Court Boice, Commissioner

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Adoption of a New Position Description - County Administrator
AGENDA DATE^a: 6/7/17 **DEPARTMENT:** Finance/P/R **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)
CONTACT PERSON: Julie Swift **PHONE/EXT:** 3233 **TODAY'S DATE:** 5/26/17
BRIEF BACKGROUND OR NOTE^b: This job description was created for the newly formed position as requested by the Board.

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Order

- (1) Order
- (2) Job descriptionl

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) BOC Office
3. If Land Transaction, filed with the clerk? Yes No N/A

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:

Due date to send: / /

Email:

***Note: 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: **Administrative Actions**

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 Thomas Huxley Yes No

Commissioner Sue Gold Yes No

Commissioner Court Boice Yes No

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

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

IN THE MATTER OF ADOPTING A)
POSITION DESCRIPTION FOR A) **ORDER_____**
NEW POSITION)

WHEREAS, it is the recommendation of Curry County Board of Commissioners that the attached position description be adopted for the following position:

County Administrator Position Title	TBD Range
--	--------------

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of July 1, 2017.

Dated this_____ day of _____2017.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form: _____
Thomas Huxley, Chair

John Hutt
Curry County Legal Counsel

Sue Gold, Vice Chair

Court Boice, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: County Administrator

EXEMPT: Yes

SALARY LEVEL: TBD

SUPERVISOR: Board of Commissioners

PREPARED BY:

May 2017

POSITION SUMMARY:

The County Administrator is the Chief Administrative Officer of Curry County and is responsible to the Board of Commissioners. The County Administrator executes all management and administrative tasks of the Board of Commissioners and shall have control and supervision of all County administrative departments, divisions and offices except the County Sheriff, County Counsel and District Attorney, and their respective offices and staff, or as otherwise provided by law.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Comprehensive Administration

- 1) Formulates, implements and enforces ordinances, orders, rules, regulations, procedures and policies adopted by the Board and County Administrator.

Service to the Board of Commissioners

- 2) Attends all Board meetings and keeps the Board informed of pertinent matters related to the administration and management of the County.
- 3) Prepares short and long term plans, an annual report and any other report requested by the Board related to County operations.
- 4) Prepares and manages Board agenda and Board meeting functions and provides other staff support for the Board.
- 5) Provides intergovernmental relations staff functions for the Board.
- 6) Other duties as assigned by majority vote or Board Order.

JOB DESCRIPTION
JOB TITLE: County Administrator - Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

Administration of County Departments

- 7) Coordinates the activities of all other County Elected Departments, devising ways and means whereby efficiency and economy may be secured in the operation of all offices and departments. However, the County Administrator shall exercise no authority over the actions of elected County officials.
- 8) Plans, directs and evaluates and modifies as needed internal management systems and procedures.
- 9) Prepares administrative regulations and policies to carry out the efficient operation of the County.

Personnel Management

- 10) Directs the activities of all County Appointed Administrative Departments. Selects, appoints, supervises, disciplines or dismisses County staff. However the County Administrator has no such power over Sheriff, County Counsel, or District Attorney, or an elected County officer. These personnel duties include:
 - (i) Recruitment, appointment, corrective action and dismissal of non-elected Department Directors. Before taking final action on appointment or dismissal of department directors, the Administrator shall advise the Board of the cause and process used in such action.
 - (ii) Preparation and administration of annual Department Director performance evaluations.
 - (iii) Setting and adjusting salaries of administrative Department Directors in annual merit adjustments within the ranges approved by the Board.
 - (iv) Acting as the County Personnel Officer, directs and manages employee relations and labor relations matters.

Finance Management

- 11) Acts as the County Budget Officer responsible for the preparation and recommendation of the annual budget and compensation plan.
- 12) Administers the budget as adopted by the Board.
- 13) Oversees the management of the County Budget.
- 14) Prepares and administers the management and employee compensation and benefits plan.

JOB DESCRIPTION
JOB TITLE: County Administrator - Page 3

Community Liaison

- 15) Performs community relations functions that includes internal publications, external communications, media liaison, community organization liaison, advisory committee liaison, citizen assistance, information center, publication coordination and graphics support services, website management.

Management of Specialized Functions

- 16) Economic Development - Oversees County economic development functions.
- 17) Contracts and Grants – Executes and administers all contracts and grants as per Board Order or Ordinance.
- 18) Risk Management - Administers the risk management program for the County.
- 19) Property Management - Directs the use, operation, maintenance, control and custody of all County and district property, buildings, works and improvements.

QUALIFICATION REQUIREMENTS

Considerable Knowledge and skill in:

- Principles, methods and techniques of public policy and decision making.
- Budget preparation and administration.
- Personnel Management.
- Collaborative and participatory individual and group management techniques.
- Government funding sources and financing methodology and management.
- Labor relations and collective bargaining procedures and practices.
- Mediation, negotiation and public relations.
- Contract preparation and management.
- Succinct but thorough verbal and written communication.
- Supervising, training and evaluating staff.
- Computers and software applications.

Ability to:

- Speak comfortably in public and address complex topics in an understandable and efficient manner
- Function professionally, promptly and with good judgment under pressure or in confrontational situations.
- Establish and maintain positive and effective relationships with elected officials, subordinates, other agencies, the public consultants, businesses, the public and the media.

JOB DESCRIPTION
JOB TITLE: County Administrator - Page 4

Ability to: (cont.)

-
- Maintain confidentiality
- Think and develop creative solutions within the context of County regulations and procedures.

REQUIRED EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in Economics, Business Administration, Public Administration or relevant field from an accredited college or university; a Master's degree is preferred. A minimum of ten years of progressively responsible experience in public or business administration or management is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Visual/hearing ability sufficient to comprehend written/verbal communications; ordinary ambulatory ability to move to various locations; hand-arm-arm- coordination to operate a computer keyboard; ability to lift up to 30 pound occasionally.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

WORK ENVIRONMENT:

Work is performed in an office environment.

Work is generally sedentary and requires hearing voice conversation and keyboarding.

Overnight travel may be required.

Must be able to drive sometimes at night and in adverse weather conditions.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Bid Award - 2017 Annual County Road Striping Project with Signatory Authority to the Roadmaster.

AGENDA DATE^a: June 7th, 2017 **DEPARTMENT:** Roads **TIME NEEDED:** 2 Min.

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

CONTACT PERSON: Road Master **PHONE/EXT:** 3393 **TODAY'S DATE:** 5/30/2017

BRIEF BACKGROUND OR NOTE^b: Three bids were received for this years County Road Striping contract. Summary is attached. The City of Brookings has requested to be part of this project as they have the past 4 years. I recommend this bid be awarded to the low bidder. Based on the basic bid - Hicks Striping & Curbing Inc. of Brooks Oregon was low bidder.

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Discussion/Decision

- (1) Bid Results
- (2) Special Provisions

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:

***Note: 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: **Administrative Actions**

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

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

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

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



Curry County Road Department
28425 Hunter Creek Road
Gold Beach, OR 97444

Douglas M. Robbins
Roadmaster

Phone: (541) 247-7097
Fax: (541) 247-7804

CURRY COUNTY ROAD STRIPING – 2017

BID OPENING: Wednesday, May 03, 2017, 10:00 AM

BID SUMMARY

<u>Company</u>	<u>Unit Price</u>	<u>Total Bid</u>	
Hicks Striping & Curbing, Inc. Brooks, OR	\$ 162.50 / mile \$ 174.50 / mile	\$ 76,375.00 <u>\$ 3,577.25</u> \$ 79,952.25	Basic Bid Alt. Bid A (Optional)
Apply-A-Line, Inc. Portland, OR	\$ 163.00 / mile \$ 163.00 / mile	\$ 76,610.00 <u>\$ 3,341.50</u> \$ 79,951.50	Basic Bid Alt. Bid A (Optional)
Specialized Pavement Marking, Inc Tualatin, OR	\$ 186.50 / mile \$ 184.00 / mile	\$ 87,655.00 <u>\$ 3,772.00</u> \$ 91,427.00	Basic Bid Alt. Bid A (Optional)

SPECIAL PROVISIONS

11. Payment will be made at the quoted unit price per line mile striped and shall be full compensation for all equipment, materials if applicable, labor and incidentals required to successfully perform the work as specified, including layout work.
12. The Curry County Road Department reserves the right to make changes in quantities at any time throughout this Contract by altering, adding to or deducting from the enclosed list of roads.
13. The Curry County Board of Commissioners intends to award the bid to the lowest responsible Bidder based on the proposed *Basic Bid* price.

NOTES:

Paint quantities estimated herein are based on the application rates specified in 1 and 2 of the "Project Specifications.

Please note that all materials supplied by the County will be stockpiled at the Hunter Creek Maintenance Yard in Gold Beach.

Alternate Bid A (Optional)

Alternate Bid A consists of striping various streets for the City of Brookings. This will include centerlines with areas of "no pass" as required, and fog stripes, including lane lines, bike lanes and turn lanes. Materials will be furnished at no cost to the Contractor. Estimated quantities for this bid item are as follows:

Centerline Miles:	14.7	Yellow Paint required:	138 gallons
Fog Line Miles:	5.8	White Paint required:	104 gallons

Project Specification for *Alternate Bid A* will be the same as *Basic Bid*, with the following exception:

1. Skip stripes will be a 1:2 ratio (10 foot segments and 20 foot gaps).

The award of this alternate bid item will be dependent upon the acceptance of the proposed *Alternate Bid A* price by the City of Brookings.

SPECIFICATIONS

Add the following bullet to the end of the bullet list:

- The Agency determines that any Pay Item is significantly unbalanced to the potential detriment of the Agency.
- The County reserves the right to reject any or all proposals, if in the judgment of the Curry County Board of Commissioners the best interests of the County will be served or promoted thereby.

00120.95 Opportunity for Cooperative Arrangement - Replace this subsection with the following subsection:

00120.95 Opportunity for Cooperative Arrangement - The County will not offer the Contractor and its Subcontractors an opportunity to enter into a cooperative arrangement.

SECTION 00130 - AWARD AND EXECUTION OF CONTRACT

Note: This Contract will be awarded based on the "Basic Bid" item. The Bidder is not required to submit a figure for the optional "Alternate Bid A" item in this proposal.

Comply with Section 00130 of the Standard Specifications modified as follows

00130.10 Award of Contract - In the paragraph that begins "After the Bids are opened and a determination..." add the following bullet to the end of the bullet list:

- An unexpired certificate issued by the Oregon Department of Administrative Services (under ORS 279A.167) upon completion of the curriculum and assessment that the Bidder understands the prohibitions set forth in ORS 652.220 and in other laws or rules that prohibit discrimination in compensation or wage payment. The certificate is only required if the Bidder employs 50 or more full time workers and submitted a Bid for a procurement with an estimated contract price that exceeds \$500,000.

Replace the paragraph beginning "The Agency will provide Notice of Intent to Award" with the following:

The County will provide Notice of Intent to Award on the following web site:

<http://www.co.curry.or.us/Departments/Road/Notices>

SECTION 00140 - SCOPE OF WORK

Comply with Section 00140 of the Standard Specifications.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Discussion and review for "Newspaper of Record"

AGENDA DATE^a: 06-07-17 **DEPARTMENT:** Commissioners **TIME NEEDED:** 30 min

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

CONTACT PERSON: Huxley **PHONE/EXT:** 3296 **TODAY'S DATE:** 05-30-17

BRIEF BACKGROUND OR NOTE^b: A discussion and review of last fiscal year costs associated with advertising in newspapers, discussion to move forward with a possible designation of Newspaper of Record

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Discussion/Decision

(1) (files forthcoming from BOC Office and Finance Office)

(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

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

Due date to send: / /

Email:

***Note: 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: **New Business**

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 Thomas Huxley Yes No

Commissioner Sue Gold Yes No

Commissioner Court Boice Yes No

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

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
 FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: South West Area Commission on Transportation (SWACT). No Curry County Representative ...

AGENDA DATE: 6-7-17 **DEPARTMENT:** **TIME NEEDED:** 5 minutes

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

CONTACT PERSON: Court Boice **PHONE/EXT:** 3229 **TODAY'S DATE:** 5-31-17

BRIEF BACKGROUND OR NOTE:^b I would like to have BOC approval for putting me on this important Commission. Recently Curry Representation has been hit/miss which has resulted in at least one lost funding opportunity. City Manager Gary Milliman is currently the chair and has suggested this is an important position for our County. Meetings are in Coquille and generally held every 3-4 months. Thank You. Commissioner Court Boice ...

^bIndicate if more than one copy to be signed

FILES ATTACHED:

SUBMISSION TYPE: Discussion/Decision

- (1)
(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: **New Business**

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 Thomas Huxley Yes No

Commissioner Sue Gold **Yes** **No**

Commissioner Court Boice **Yes** **No**

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

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Professional Recruitment Services - County Accountant Position

AGENDA DATE^a: 6/7/2017 **DEPARTMENT:** Accounting **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)

CONTACT PERSON: Comm Huxley **PHONE/EXT:** 3213 **TODAY'S DATE:** 5/31/2017

BRIEF BACKGROUND OR NOTE^b: County Accountant/Finance Officer gave notice two months ago. One application (further consideration) has been received. Current Accountants last day is June 21st. Utilizing the services of a professional recruitment firm and funds (Accounting Dept.) from the current fiscal year 2016/17 has been discussed previously. Cost: Approximately \$6,500

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE: Proposal**

(1) Finance Officer - sourcing only recruitment May 31, 2017

(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

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

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: New Business

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

(If Yes, brief detail) Financial obligation

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Thomas Huxley Yes No

Commissioner Sue Gold Yes No

Commissioner Court Boice Yes No

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

Sourcing Only

Position Profile Development

We will create a **position profile**. This document will be posted on our website. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience and education required
 - Ideal personality traits and work habits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
 - Overview of the region
 - Description of the environment and quality of life details
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

Recruitment and Advertising Strategy (*Locating Qualified Candidates*)

We have an **aggressive recruitment strategy which involves the following:**

- ◆ **Print and Internet-based Ads** placed regionally and nationally in professional publications, journals and on related websites.
- ◆ **Direct Mail Recruitment Brochure** sent directly to hundreds of highly qualified candidates who are not actively searching for a new position.
- ◆ **Posting the Position Profile on the Prothman Website**, which receives thousands of hits per month.

Prothman Online Application Collection and Screening

We will **post your position on the Prothman website and candidates will use our software to complete the applications**. We will forward the applications, resumes, and supplemental questions of all candidates to you electronically. Upon receiving notification from you, we will also send "regrets" to the candidates who do not move forward in your process.

Warranty

If a candidate is not chosen from the first pool of applicants, we will repeat the process as many times as it takes with no professional fee, the only cost to you will be the cost for the expenses.

Fee & Expenses

The fee for a Finance Officer sourcing only recruitment is \$4,500. The client will be responsible for reimbursing expenses Prothman incurs on your behalf. Expense items include:

- Newspaper, trade journal, websites and other advertising (approx. \$1,200 - 1,400)
- Direct mail announcements targeted to OR gov't agencies (approx. \$1,400 – 1,600)
- Any client-required licenses, fees or taxes

A 3% charge will be added to all expenses which reflect City of Issaquah and State B&O tax obligations that we pay for every dollar we invoice, including expenses. The professional fee is billed at the beginning of the recruitment. Expenses are billed monthly.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Professional Recruitment Services - County Administrator

AGENDA DATE^a: 6/7/2017 **DEPARTMENT:** BOC Office **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)

CONTACT PERSON: Comm Huxley **PHONE/EXT:** 3213 **TODAY'S DATE:** 5/31/2017

BRIEF BACKGROUND OR NOTE^b: Commissioners are creating the position of County Administrator. The first reading of Ordinance 17-01 was held on May 24, 2017. Fiscal year 2017/18 funding for the position was approved by the County Budget committee along with partial funding for professional recruitment services. Additional funding from the 2016/17 budget (Commissioners' Office) for County Administrator recruitment services was also discussed. Cost: Approximately \$9,000

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE: Proposal**

- (1) Proposal - Recruitment of County Administrator
- (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:

***Note: 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: **New Business**

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

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

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

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

Rec'd May 30, 2017

**Proposal
to provide recruitment services
for Curry County's first
County Administrator**

Presented by

 **PROTHMAN**

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Prothman Company is a northwest based consulting firm that specializes in providing national and regional executive recruitment services to cities, counties, and other governmental agencies throughout the western United States. Founded and incorporated in Seattle in 2001, Prothman has quickly become an industry leader known and respected for outstanding customer service, quality candidate pools, and knowledge of local government.

OUR EXPERTISE

Recruitment Knowledge and Experience: The Prothman team has conducted over 450 recruitments and interim placements. We have read and screened over 15,000 resumes, and we have personally interviewed over 5,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

Firsthand Knowledge of Local Government: Every Prothman team member has worked in local government. Our talented consultants have a cumulative 150 years in local government service, with expertise ranging from organization management, police and fire management, human resources, finance, public works and elected official public service.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community as well.

CONTACT INFORMATION

Sonja Prothman: sonja@prothman.com, 206.605.0415 cell
371 NE Gilman Blvd, Suite 350, Issaquah, WA 98065
Submittal Date: May 16, 2017

Current Recruitments

City of Sitka, AK – *Municipal Administrator*
City of Lewiston, ID – *City Manager*
City of Coburg, OR – *City Manager*
City of Monroe, WA – *City Manager*
City of Drain, OR – *City Administrator*
WSRMP, WA – *Executive Director*
City of Newcastle, CO – *Cmty Devlpmt Director*
Klamath County, OR – *Public Works Director*
WTA, WA – *Operations Manager*

City of Woodburn, OR – *PW Director*
City of Kalama, WA – *Police Chief*
Bonner County, ID – *Technology Director*
Woodburn Fire District, OR – *Fire Chief*
Snohomish Fire District, WA – *Fire Chief*
City of Tacoma, WA – *HR Director*
City of Lincoln, NE – *Health Director*
Jefferson County, WA – *Central Services Director*
City of Bremerton, WA – *Building Official*

2016-2011 Completed Manager/Administrator Recruitments

City of Bandon, OR - *City Manager*
City of Yachats, OR - *City Administrator*
Hood River County, OR - *County Administrator*
City of Gladstone, OR - *City Manager*
City of Lake Stevens, WA - *City Administrator*
City of Chelan, WA - *City Administrator*
City of College Place, WA - *City Administrator*
City of Shelton, WA - *City Administrator*
City of Sheridan, WY - *City Administrator*
City of West Linn, OR - *City Manager*
City of Chehalis, WA - *City Manager*
Town of W. Yellowstone, MT - *Town Manager*
City of Canby, OR - *City Manager*
City of McMinnville, OR - *City Manager*
City of Hood River, OR - *City Manager*
City of Hermiston, OR - *City Manager*
City of Woodinville, WA - *City Manager*
Lane County, OR - *County Manager*
San Juan County, WA - *County Manager*
City of Stevenson, WA - *City Manager*
City of Othello, WA - *City Administrator*
City of Lynden, WA - *City Administrator*
City of Lincoln City, OR - *City Manager*
City of Minot, ND - *City Manager*
City of Puyallup, WA - *City Manager*
City of Covington, WA - *City Manager*
WACO, WA - *Executive Director*
City of Pasco, WA - *City Manager*
City of Stanwood, WA - *City Administrator*
City of Issaquah, WA - *Deputy City Admin*
City of Lincoln City, OR - *City Manager*
City of Scappoose, OR - *City Manager*
City of Duvall, WA - *City Administrator*

City of Kenmore, WA - *City Manager*
City of Lake Forest Park, WA - *City Admin*
City of Chelan, WA - *City Administrator*
Snohomish County, WA - *Executive Director*
City of Fife, WA - *City Manager*
City of Bothell, WA - *Asst. City Manager*
City of Lakewood, WA - *City Manager*
City of Waldport, OR - *City Manager*
City of Lake Oswego, OR - *City Manager*
Deschutes County, OR - *County Administrator*
SW Clean Air Agency, WA - *Executive Director*
eCityGov Alliance, WA - *Executive Director*
Paine Field, WA - *Airport Director*
Summit County, UT - *County Manager*
City Belgrade, MT - *City Manager*
City of Lebanon, OR - *City Manager*
City of Polson, MT - *City Manager*
Clatsop County, OR - *County Administrator*
City of Port Angeles, WA - *City Manager*
City of Ridgefield, WA - *City Manager*
Deschutes County, OR - *County Administrator*
MRSC, WA - *Executive Director*
City of White Salmon, WA - *City Administrator*
City of Lewiston, ID - *City Manager*
City of Milwaukie, OR - *City Administrator*
City of Lacey, WA - *City Manager*
City of Riverton, WY - *City Administrator*
City of Shoreline, WA - *City Manager*
City of Gillette, WY - *City Administrator*
City of Issaquah, WA - *City Administrator*
City of Newcastle, WA - *City Manager*

Availability, Communication & Schedule

One of our first tasks will be to coordinate and commit a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you our cell numbers so you have direct access to your lead consultant and support staff and we will communicate and update you as often as you desire. Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 2-3 weeks for stakeholder interviews and profile development & approval, 5-6 weeks for recruitment, 2-3 weeks for screening and interviewing, 2-3 weeks for coordinating final interviews.

Sample Schedule - Blue highlighted events represent in-person meetings with the client

Date	Topic
Weeks of June 5 & 12, 2017	Work contract, hold stakeholder interviews, send profile for review
June 19, 2017	Post profile and start advertising
June 28, 2017	Send direct mail job announcements
July 23, 2017	Application Close Date
Weeks of July 24 & 31, 2017	Prothman screens applications & interviews top 8 - 15 candidates
Week of August 7 - 11, 2017	Work Session to review semi-final interviews and pick finalists
Week of August 21 - 25, 2017	Final Interviews, usually includes an evening reception and next day interviews

PROJECT TEAM

MATT WINKEL – PROJECT LEAD

Matt is a senior consultant with Prothman. His career has included more than 40 years of private and public sector municipal management and planning experience. Most recently, he served as Bandon City Manager for over 22 years. Mr. Winkel came to Oregon in 1994 from Williams, Arizona, where he had been employed as both Community Development Director and City Manager. Prior to that, he had worked as a planning consultant, as well as a city planner for the Northern Arizona Council of Governments and the City of Phoenix, Arizona. After receiving a BA in Architecture from the University of Notre Dame in 1971, Mr. Winkel served a tour of duty in the United States Army. At the 2014 League of Oregon Cities annual conference, Matt was honored as the recipient of the prestigious Herman Kehrli Award, which is given to the city employee “who has made exceptional contributions to city government in Oregon, producing lasting benefits for their local community.”

GREG PROTHMAN - PROJECT SUPPORT

As President of the Prothman Company, Greg offers a unique combination of 20+ years experience in various functions of government and 17 years of experience in public sector recruitment. Prior to forming the Prothman Company, Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. After nine years in Des Moines, Greg left city management to become a partner in a local executive recruitment firm. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration degree from the University of Washington. Greg is a member of SMR (Seattle Mountain Rescue).

SONJA PROTHMAN - PROJECT SUPPORT

As Vice-President of the Prothman Company, Sonja assists with recruitments and organizational assessments, and she manages the support staff and the "business" side of Prothman. Sonja is a former councilmember for the City of Normandy Park and brings to Prothman the “elected official” side of city government—an invaluable perspective for understanding our clients’ needs. Sonja also brings private sector expertise having worked with the Boeing Company where she was on the start-up team as lead negotiator for schedules and deliverables for the first 777 composite empennage. A Seattle native, Sonja earned a Bachelor’s Degree in Communications from the University of Washington.

BARRY GASKINS - PROJECT SUPPORT

Barry Gaskins is responsible for candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant in following through with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information to give to the client. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his Bachelor’s Degree from California State University in Los Angeles.

Recruitment Strategy

Every recruitment we conduct is a national search. We have an aggressive national advertising campaign and we have the ability to mail the job announcement to every city, county, district, etc. in the US. Screening for "fit" is one of the most important elements in a recruitment. What sets us apart from our competition is that we know this region... our office is in Washington and we specialize in the western states. The length of tenure of our placed candidates is the highest in the industry because we specialize in the northwest and we understand the qualities required for candidates to fit within our unique communities, cultures and weather!

Recruitment Process - Sourcing & Screening

Project Review

The first step will be to review the following topics:

- ◆ Review the scope of work and project schedule
- ◆ Identify the geographic scope of the search (local, regional or national)

Information Gathering

We will travel to Gold Beach and spend as much time as it takes to learn everything we can about your organization, as well as the preferred qualifications you are looking for in your first county administrator. We will:

- ◆ Meet with the Commissioners
- ◆ Meet with Staff as directed
- ◆ Meet with other stakeholders as directed
- ◆ Review all documents related to the position

Position Profile Development

We will create a position profile which will be posted on our website. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience and education required
 - Ideal personality traits and work habits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
 - Overview of the region
 - Description of the environment and quality of life details
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

Recruitment and Advertising Strategy (*Locating Qualified Candidates*)

We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ◆ **Direct Mail Recruitment Brochure** sent directly to hundreds of highly qualified city/county/gov't professionals who are not actively searching for a new position.
- ◆ **Candidate Outreach** using our database of management professionals that we know would be a good fit for your organization.
- ◆ **Posting the Position Profile on the Prothman Website**, which receives thousands of hits per month.

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 4 key steps:

- 1) **Application Review:** We will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We will conduct an internet publication search on all semi-finalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 12 candidates. During the interviews, we ask the technical questions to gage their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.
- 4) **Work Session:** We will prepare and send to you a detailed summary report and binder which includes each candidate's application materials and the results of the personal interviews and publication search. **We will travel to Gold Beach** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews.

Plus! for free....

Final Interview Process (*Selecting the Right Candidate*)

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
We will tailor the interview process to fit your needs. It may involve using various interview panels (which can include community stakeholders), a public evening reception or one-on-one interviews with the decision makers.
 - **Deciding on Candidate Travel Expenses**
We will help you identify which expenses your organization wishes to cover.
 - **Identifying Interview Panel Participants & Panel Facilitators**
We will work with you to identify the participants of different interview panels to ensure that all stakeholders identified have been represented.
- ◆ **Background Checks**
Prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:
 - **References**
We conduct 4-5 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.

- **Education Verification, Criminal History, Driving Record and Sex Offender Check**

We contract with Sterling for all driving record, education verification, criminal history, and sex offender checks. We will conduct a criminal history, driving record and sex offender check on each candidate in the states in which they have worked.

- ◆ **Candidate Travel Coordination**

For those candidates who will be traveling to the final interviews, we work with the candidates to organize the most cost effective travel arrangements.

- ◆ **Final Interview Binders**

We will provide Final Interview Binders. They are the tool that keeps the final interview process organized and ensures that all interviewers are “on the same page” when it comes to evaluating each candidate.

- ◆ **Final Interviews with Candidates**

We will travel to Gold Beach and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one hour interview sessions, with an hour break for lunch.

- ◆ **Panelist & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report the panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.

- ◆ **Candidate Evaluation Session:** After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

Fee & Expenses

The fee for conducting a sourcing & screening recruitment is \$10,500, plus expenses. (We will be providing you with a full recruitment) The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and three (3) on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidate and all other search related tasks required to successfully complete the recruitment.

Expenses vary depending on the design of the recruitment. We work diligently to keep expenses at a minimum and keep records of all expenditures. Curry County will be responsible for reimbursing expenses Prothman incurs on your behalf. Expense items include but are not limited to:

- Newspaper, trade journal, websites and other advertising (approx. \$1,000 - 1,600)
- Direct mail announcements (approx. \$1,200 - 1,600)
- Final Interview Binders & printing of materials (approx. \$200 - 400)
- Delivery expenses for Interview Binders (approx. \$150 - 250)
- Consultant travel: NO CHARGE
- Background checks performed by Sterling (approx. \$225 per candidate)
- Any client-required licenses, fees or taxes

- Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidate's travel receipts for direct reimbursement to the candidate.

A 3% charge will be added to all expenses which reflect City of Issaquah and State B&O tax obligations that we pay for every dollar we invoice, including expenses. Professional fees are billed in three equal installments throughout the recruitment. Expenses are billed monthly.

Warranty

If a candidate is not chosen from the first pool of applicants, we will repeat the process and the fee for services will be \$1,200, plus the cost for the expenses.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

CURRY COUNTY BOARD OF COMMISSIONERS
AGENDA ITEM ROUTING SLIP
FORM 10-001.1 Rev. 01-13-2017

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

AGENDA ITEM TITLE: Emergency Management Coordinator Vacancy Position Discussion

AGENDA DATE^a: 06-07-2017 **DEPARTMENT:** Roads **TIME NEEDED:** 10 minutes

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

CONTACT PERSON: Gold **PHONE/EXT:** 3296 **TODAY'S DATE:** 05-31-2017

BRIEF BACKGROUND OR NOTE^b: BOC to discuss future position of Emergency Mgmt Coordinator

^bIndicate if more than one copy to be signed

FILES ATTACHED: **SUBMISSION TYPE:** Discussion/Decision

- (1) Job Description included from Personnel Office
- (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) Sheriff
- 3. If Land Transaction, filed with the clerk? Yes No N/A

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:

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: New Business

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

PART V – BOARD OF COMMISSIONER REVIEW/COMMENT

LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:

Commissioner Thomas Huxley Yes No

Commissioner Sue Gold Yes No

Commissioner Court Boice Yes No

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

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Emergency Management Coordinator

EXEMPT: Yes

SALARY LEVEL: E-10

SUPERVISOR:

PREPARED BY: Emergency Services Coordinator

June 2017

POSITION SUMMARY:

Plans, organizes, and coordinates operations of Curry County Emergency Management.

Evaluates, reviews, and updates the Emergency Operations Plan, the Natural Hazards Mitigation Plan, and all associated or subservient plans.

Manages material, staff, and other resources for the Emergency Operations Center.

Coordinates damage assessment and emergency reporting activities.

Provides Disaster related public education activities.

Formulates or support training, exercises and education for responder agencies.

Responsible for training and information sharing to the Emergency Management Organization agencies.

Acts as County liaison to various disaster assistance, resource management, emergency response, and like organizations.

Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Including the following, other duties may be assigned as required.

1. Prepares, justifies, and presents annual Emergency Management budget to the Curry County Budget Committee.
2. Reviews and monitors expenditures to remain within established budgetary constraints.
3. Evaluates the effectiveness and efficiency of department programs and operations.
4. Develops and revises work plans for State and Local agreements and prepares quarterly reports on work completed and reimbursement reports for grant.
5. Develops and maintains cooperative working relationships with other agencies in the area of planning, mitigation, response, and recovery.

JOB DESCRIPTION

JOB TITLE: Emergency Management Coordinator - Page 2

6. Prepares and delivers public education presentations regarding hazards specific to Curry County.
7. Meets with community groups, private and public agencies, and professional organizations to plan for, respond to, and recover from natural or technical disasters.
8. Develops Homeland Security Grants, produces reports and maintains inventory of material.
9. Maintains inventory of communications equipment
10. Conducts any activity that may pertain as the need arises.
11. Is on call 24 hours a day, seven days a week for response if need arises.

SUPERVISORY RESPONSIBILITIES:

May supervise a multitude of volunteers.

QUALIFICATION REQUIREMENTS:

Knowledge of -

Budget preparation and record keeping.
Planning and organizing of response activities.
Other programs and resources available in Curry County and communities throughout the state that would help plan for, mitigate against, or respond to disasters.
Hazards that could affect Curry County.
Federal and state laws that pertain to emergency management.

Skills in -

Computer usage
Working with agencies and individuals in the community and coordinating varied efforts of the emergency operations plan.

Ability to -

Plan, organize and direct work to meet overall objectives and goals.
Establish and maintain effective working relationships with local professionals, civic groups, law enforcement, officials on city and county level, and the general public.

JOB DESCRIPTION
JOB TITLE: Emergency Management Coordinator - Page 3

Communicate effectively both verbally and in writing.

Willingness to -

Be on call 24 hours a day as needed.

EDUCATION/ TRAINING/EXPERIENCE:

Bachelor's degree, Certified Emergency Manager Certification, or four years of experience in a field related to emergency management; or any satisfactory equivalent of experience and training which demonstrates the ability to perform the above described duties.

SPECIAL REQUIREMENTS:

Possession of a valid Oregon Driver's License.

Ability to obtain the following certifications within the first year of employment:

ICS – 700, 800, 100, and 200

EMI's Professional Development Series

And continue certifications toward the Oregon Emergency Management ***Basic Applied Practices Series***

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

INFORMATION:

Curry County Sheriff's Office (CCSO) complies with the Federal Prison Rape Elimination Act (PREA). PREA prohibits CCSO from hiring, or promoting anyone who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in Institution settings. These include a jail, prison, or other correctional facility (including juvenile corrections) AND any institution or facility where people are residing for the purpose of receiving care or treatment (e.g., adjudicated delinquent, neglected, placed in State custody, mentally ill or disabled, chronically ill, or physically disabled, etc.). These include skilled nursing care, intermediate or long-term care, or custodial or residential care (e.g., group home, rehabilitation, assisted living/nursing home, hospice, etc.).

This standard requires CCSO to conduct background checks on all applicants considered for employment or promotion to consider any incidents of substantiated allegations of sexual abuse or sexual harassment in determining whether to hire or promote anyone who may have contact with inmates.

For more information regarding PREA please visit: <http://nicic.gov/PREA>.