



CURRY COUNTY BOARD OF COMMISSIONERS WORKSHOP

Wednesday, December 13, 2017 – 10:00 AM
Commissioners' Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon

www.co.curry.or.us

AGENDA

- 1. Call To Order & Pledge Of Allegiance**
- 2. Adoption/Amendment Of The Agenda (5 minutes)**
- 3. Road Funds Loans. – John Hitt, Interim County Administrator (30 minutes) [Packet Page 2](#)**
- 4. Public Records Request Policy. – John Hitt, Interim County Administrator (45 minutes)
[Packet Page 10](#)**
- 5. Wildfire Hazards. – Carolyn Johnson, Community Development Director (20 minutes)
[Packet Page 39](#)**
- 6. Communication Towers. – Doug Robbins, Roadmaster (45 minutes) [Packet Page 47](#)**
- 7. Adjourn**

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.

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 12-4-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE:** Consideration of Road Fund Lending Policy**TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 12/13/17 **DEPARTMENT:** Admin. **TIME NEEDED:** 30 Minutes^a(Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☒ No ☐ If no memo, explain:**CONTACT PERSON:** John Hitt **PHONE/EXT:** 3287 **TODAY'S DATE:** 12/07/17**BRIEF BACKGROUND OR NOTE: (If no memo attached)****FILES ATTACHED:**

- (1) Memo
- (2) Road Fund Lending Concepts/Standards
- (3)

QUESTIONS:

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

INSTRUCTIONS ONCE SIGNED:☒ No Additional Activity Required

OR

☐ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

^aNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

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

PART IV – COUNTY ADMINISTRATOR REVIEW☒ **APPROVED FOR** _12/13/17_____ **BOC MEETING** ☐ **Not Approved for BOC Agenda because****LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☐ No ☒

(If Yes, brief detail)

ASSIGNED TO: DISCUSSION ONLY**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL****COMMISSIONERS' REQUEST TO ADD TO AGENDA:**

Commissioner Thomas Huxley	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Sue Gold	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Court Boice	Yes <input type="checkbox"/> No <input type="checkbox"/>

BOC MEMO TEMPLATE

TO: BOARD OF COMMISSISONERS

FROM: JOHN HITT – INTERIM COUNTY ADMINISTRATOR

SUBJECT: ROAD FUND LENDING STANDARDS

DATE: (FOR) December 13, 2017

BACKGROUND: At a prior BOC Workshop the BOC directed staff to initiate some guidelines, or standards that could be adopted as part of future ordinance regulating the circumstances and requirements that would govern any possible future loan from the Curry County Road. (See attached memo from Nov. 8, 2017 for additional background, as well as

RELEVANT FACTS: See memo from Nov. 8, 2017 (attached)

OPTIONS: 1. Take no further action and leave to future BOC action should a Road Fund loan be proposed by another Curry County Governmental Agency. 2. Adopt guidelines/requirements as part of an ordinance that, while not binding on future BOCs, will at least give them some notion of what this BOC feels is important matters to consider before granting a future, proposed Road Fund loan.

RECOMMENDATION(S): the attached ‘Conceptual Policy Guidelines for Lending....’ are submitted only as a starting point. For the most part, they are based on current ORS 294, public fund investing standards, and/or from the ‘Oregon Local Government Intermediate Fund Investment Guidelines’, and the ‘Oregon Investment Council Policy – Short Term Investments: Portfolio Rules” All of the guidelines proposed in the Conceptual policy are, of course, up for debate. Thus the purpose of the Workshop Discussion which will, hopefully, result in some Direction to Staff.

CONCEPTUAL POLICY GUIDELINES FOR LENDING

CURRY COUNTY ROAD FUNDS TO OTHER GOVERNMENTAL ENTITIES

1. Purpose of proposed/requested loan must be to meet a public emergency as defined under ORS_____ or otherwise meet a clear and compelling public need or benefit.
2. The governmental entity requesting a Road Fund loan shall do so in writing indicating, as a minimum: a. the amount requested. B. the purpose of the loan. C. The requested term and interest rate of the loan, D. copies of audited financial reports for the prior five fiscal years. E. Copies of loan documents for any current or pending loan. Governmental entity must be able to demonstrate that there have no loan defaults in the prior five fiscal years.
3. The public entity requesting a loan must qualify for an independently certified bond rating of Baa3/P-3 by Moody's or BBB-/ A-3 by Standard and Poors, OR
4. The entity requesting a loan must obtain and pay the required premium to insure the principle of the loan for the entire period of the loan. Said insurance shall be provided by AMBAC, Assured Guaranty Corporation or other nationally recognized municipal bond insurer.
5. Any Road Fund granted must be secured by the General Obligation of the borrowing entity.
6. The borrowing entity must have unencumbered annual tax revenue in excess of 125% of the total debt service required to timely meet the requirements of a Road Fund Loan
7. Any approved loan, to any particular governmental entity, may not exceed the lessor of 5% of the total Road Fund or \$2,000,000
8. The total amount of county Road Fund Loans to all governmental entities combined, may not exceed the lessor of 35% or \$12,000,000
9. Prior to consideration of any Road Fund Loan request, the Board of Commissioners shall conduct two separate public hearings, separated by at least 30 days. Said public hearings shall be noticed in all newspapers of record, and the county website, at least 21 days prior to each public hearing. At least one public hearing shall be conducted in a location other than Gold Beach.
10. The BOC shall take a vote after each public hearing. The BOC shall cast a unanimous vote favoring the loan proposal before moving forward with, or otherwise approving the loan request. Failure to obtain a unanimous vote after either public hearing, or after

review of the final loan documents, shall result in a denial/disapproval of the loan request.

11. No individual loan shall exceed at term of more than five years, except that the balance remaining may be extended/refinanced for another term of 5 years, provided that:

- A. All payments of principle and interest were timely received during the first five years of the loan.

- B. The borrowing entity has no defaults of any kind and has not incurred additional General Obligation indebtedness.

- C. The unencumbered annual tax revenues of the borrowing entity still exceeds 125% of the required debt service

- D. The interest rate on the unpaid principle remaining after 5 years shall be readjusted to be not less than 2% greater than the MIB average 'A' rated municipal bond at that time.

12. For all approved loans from the Curry County Road fund, the borrowing governmental entity shall maintain a loan fund cash reserve, in a separate escrow account, of 7.5% of the amount borrowed. The principle in said escrow account shall be accessible only to Curry County, but the borrowing entity shall be credited with, and annually may receive all interest accumulations.

INTEROFFICE MEMORANDUM

TO: BOARD OF COUNTY COMMISSIONERS

FROM: JOHN HITT, INTERIM ADMINISTRATOR

SUBJECT: ROAD FUND LOAN DISCUSSION

DATE: (FOR) NOV. 8, 2017

BACKGROUND: At the Nov. 1st BOC meeting there was discussion about a possible voter referendum (initiative) to prohibit Road Fund Loans apart from a future vote approving one or more such loans. This discussion was triggered by House Bill 3435 (copy attached) that recently passed the state legislature.

RELEVANT FACTS:

1. House Bill 3435 grants to the local governing body the authority to lend to other government agencies (port districts, cities, school districts, fire districts, etc.) "...moneys from federal sources in the county road fund of Curry, Klamath and Yamhill Counties...." The only limitation on such lending is it cannot exceed the debt service abilities of the receiving district and cannot exceed 20 years.
2. Curry county currently has approximately \$ \$34 million in its road fund earning a blended rate of interest of approximately 1.46%. It is currently unknown the amount the various sources (federal, state, local) have contributed to the \$34 million.
3. There are other Curry County governmental agencies that either are in need of long-term funding or have existing long-term loans (bonds) at a relatively high rate of interest.
4. Curry County could provide some form of 'debt relief' to those agencies in need of funds, or with existing high interest indebtedness, and earn a higher rate of return than we currently earn. Any excess earnings could be allocated to the county's General Fund.
5. There is some legal question as to the efficacy of any initiative (if approved by the voters) at binding future BOC members regarding Road Fund loans

OPTIONS:

1, Direct county legal staff to prepare a ballot title that if approved by the BOC, could be set for the March 2017 election, which if successful, could demonstrate public interest in restricting or prohibiting future Road Fund loans.

2. Take no action.

3. Direct staff to prepare an ordinance (for consideration at a BOC General Meeting) that would define specific requirements and limitations for lending Road Funds. These could include limitations as to the amount (or %) of Road Funds available to lend, either per loan and/or in aggregate, minimum lending rates, maximum loan terms, minimum credit and collateral requirements for borrowers, and other factors. Such an ordinance, if approved by the BOC, could then be referred to the voters for approval or rejection.

4. Direct staff to contact other county agencies, and other counties, to determine the level of interest in seeking a Road Fund Loan, and what loan terms they might like to have, as well as seeing the response to HB 3435 being taken by the other counties impacted by this bill. Such research would take a fair bit of staff time and likely could not be completed until early next year.

RECOMMENDATION: Have an open and thoughtful discussion. This is an important matter. I generally favor those options that provide the maximum flexibility while still protecting the legitimate public interest. It may be best to not proceed with any particular action without more time to contemplate this somewhat complex matter and obtain greater input from the public and our sister governmental agencies.

Enrolled
House Bill 3435

Sponsored by Representatives SMITH DB, RESCHKE; Representative WILSON

CHAPTER

AN ACT

Relating to county road fund moneys; and prescribing an effective date.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) Notwithstanding ORS 294.060, 294.468 and 368.705, moneys from federal sources in the county road fund of Curry County, Klamath County or Yamhill County may be loaned to:

(a) Any taxing district located within the county;

(b) Another county; or

(c) Any taxing district located in another county.

(2) The amount of the loan may not exceed the lesser of:

(a) The amount of operating taxes estimated to be collected by the taxing district or the county to which the moneys are to be loaned, plus interest, for a period of 20 consecutive years; or

(b) The estimated annual debt service amounts that can reasonably be estimated to be available for the term of the loan to the taxing district or the county to which the moneys are to be loaned, after subtracting any other financial or legal obligations of the borrower taxing district or county.

(3)(a) Moneys may be loaned under this section only pursuant to a legally binding inter-governmental agreement or loan agreement entered into by the governing bodies of the borrower taxing district or the county and the lender county.

(b) The intergovernmental agreement or loan agreement must contain provisions that:

(A) Fix the principal amount of the loan and state the method of determining the rate of interest. The rate of interest may not be less than the average rate of return earned over the immediately preceding 12-month period by moneys of the lender county placed in the investment pool as defined in ORS 294.805.

(B) Fix the term of the loan and the schedule of the payments of principal and interest.

(C) Pledge the operating tax revenues of the borrower taxing district or county as security for repayment of the loan, plus interest.

(D) Identify the purpose for which the taxing district or the county is borrowing the moneys.

(E) Establish remedies in favor of the lender county if the borrower taxing district or county is unable to meet the annual debt service obligations.

(4) The governing bodies of the borrower taxing district or county and the lender county shall account for the loan and the repayment obligation, including interest, in their annual budgets for the term of the loan.

(5) A county that makes a loan under this section shall disclose the loan to the Oregon Municipal Debt Advisory Commission.

(6) Moneys from state and local sources that are subject to Article IX, section 3a, of the Oregon Constitution, may not be loaned under this section.

SECTION 2. This 2017 Act takes effect on the 91st day after the date on which the 2017 regular session of the Seventy-ninth Legislative Assembly adjourns sine die.

Passed by House June 21, 2017

Received by Governor:

Repassed by House July 6, 2017

.....M.,....., 2017

Approved:

.....
Timothy G. Sekerak, Chief Clerk of House

.....M.,....., 2017

.....
Tina Kotek, Speaker of House

.....
Kate Brown, Governor

Passed by Senate July 4, 2017

Filed in Office of Secretary of State:

.....M.,....., 2017

.....
Peter Courtney, President of Senate

.....
Dennis Richardson, Secretary of State

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 12-4-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_OFFICE@CO.CURRY.OR.US**PROPOSED AGENDA ITEM TITLE:** Revision of Public Records Policy**TIMELY FILED** Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: 12/13/17 **DEPARTMENT:** Admin/Legal **TIME NEEDED:** 45 Mins.^a(Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☒ No ☐ If no memo, explain:**CONTACT PERSON:** John Hitt **PHONE/EXT:** 3287 **TODAY'S DATE:** 12/07/17**BRIEF BACKGROUND OR NOTE:** (If no memo attached)**FILES ATTACHED:**

- (1) Memo
- (2) Draft Policy
- (3) Current Policy

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) Reduces work loan on other depts..
3. Does Agenda Item impact County personnel resources? Yes ☐ No ☒
(If Yes, brief detail)

INSTRUCTIONS ONCE SIGNED:☒ No Additional Activity Required

OR

☐ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☐ Email a Digital Copy to:

City/State/Zip:

☐ Other

Phone:

^aNote: Most signed documents are filed/recorded with the Clerk per standard process.**PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

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

PART IV – COUNTY ADMINISTRATOR REVIEW☒ APPROVED FOR 12/13 BOC MEETING ☐ Not Approved for BOC Agenda because**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☐

(If Yes, brief detail) Revises procedure and requirements for Public Records Requests

ASSIGNED TO: DISCUSSION ONLY**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL****COMMISSIONERS' REQUEST TO ADD TO AGENDA:**

Commissioner Thomas Huxley	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Sue Gold	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Court Boice	Yes <input type="checkbox"/> No <input type="checkbox"/>

BOC MEMO TEMPLATE

TO: BOARD OF COMMISSIONERS

FROM: JOHN HITT – INTERIM COUNTY ADMINISTRATOR

SUBJECT: WORKSHOP DISCUSSION RE:REVISED PUBLIC RECORDS POLICY
(Draft #3 & Draft #4 - Attached)

DATE: (FOR) DEC. 13, 2017

BACKGROUND: The BOC considered a revised county Public Records Policy at its Nov. 15th workshop. At that workshop, several suggestions for clarification and reworking the policy were made. The attached revised draft includes these suggestions. In addition, the governing ORS has some revisions, especially regarding time frames, that are included in this latest draft

RELEVANT FACTS: The current policy, adopted in 2012, is out of compliance with the new ORS requirements and does not designate a single point of contact (Public Records Custodian) for the public, and to manage the public records process to assure confidential records are not released and the newly required time frames are met.

OPTIONS: 1. There really isn't an option to keep the current policy unchanged. Although the current policy could be amended with the minimum changes necessary to meet the new ORS requirements. 2. The revised drafts (#3 & #4), with or without minor changes, could be set for a future BOC meeting (probably Jan 3, 18). The primary difference between Draft #3 & #4 is that #4 removes some material from Draft #3 that provides general information to the public, and to a lesser extent, County Staff.

RECOMMENDATION(S): Discuss the attached drafts; consider necessary and desired revisions, and direct staff to bring back for formal consideration at a future BOC meeting.

**Curry County
Public Records Request
Policy and Procedure
(Draft #3 – Dec. 7, 2017)**

I. Summary and Purpose

Oregon Public Records Law (ORS 192.410-192.505) grants the public the right to inspect and copy most public records maintained by Curry County (the “County”). A public record includes any writing that is prepared, owned, used or retained by the County and contains information relating to the conduct of the County’s business. Certain records maintained by the County are not public records or may be exempt from public disclosure. Additionally, federal and state laws require the County to keep certain records confidential. This policy establishes an orderly and consistent process for responding to public records requests and calculating the fees for responding to such requests.

It is important to note that there is a distinction under the law between public records and public information requests. Oregon Public Records Law does not impose a duty on the County to create public records in response to an information request, or to extract data in a manner requested by the public.

II. Definitions – See Appendix A

III. Policy

It is the policy of the County to ensure that all requests for public records are handled consistently with applicable public records laws. The County shall make all public records, except those that are confidential or exempt from disclosure, available upon request as consistent with this policy. This policy applies to all County departments and employees.

IV. Types of Public Records Requests

- A.** Simple Public Records Request; An inquiry about a county record not needing a written request because the information or documents requested are either immediately available or are part of information released to the general public. Simple requests may be handled by any authorized county employee and will not normally require more than 5 minutes of staff time. Examples would include: website postings, notices, advertisements, flyers, etc. These requests would normally be met without a fee other than a copying or duplication fee.
- B.** Standard Public Records Request:
 - 1. A request for documents that are not readily available or accessible by the County Staff person receiving the request. In addition, locating the

requested documents may require staff time and/or legal review. Records Request that are not resolved in about 5 minutes or less should be referred to the Public Records Custodian or his/her designee.

2. All Standard Public Records Requests shall be in writing on the form established by the county (Exhibit A) (or equivalent) with sufficient information clearly identifying the document (s) or records requested. The written request must include as a minimum:
 - i. Name and mailing address of the person requesting the public record (the “requester”);
 - ii. Telephone number or other contact information for the requester;
 - iii. Sufficiently detailed description of the record(s) requested to allow the County to search for and identify responsive records;
 - iv. Requester’s signature and the likely date or dates of the records requested, if known
 - v. Date of request.
 - vi. A \$25 deposit fee (this may be waived by the Public Records Custodian or designee)

Processing the Request

Absent unusual circumstances, the Public Records Custodian shall process a standard public records request as follows:

A. Initial Assessment. The Public Records Custodian receiving a written records request shall learn as much as necessary about what records are being requested. The County reserves the right to seek clarification of any public records request before responding to the request. The County reserves the right to deny any public records request if the request is sufficiently vague or unclear that the County cannot reasonably determine what records have been requested.

B. Log The Request. The Public Records Custodian shall receive the written request, enter a log entry (as per Section VIII D) and collect a fee of \$25 if the request will likely entail costs meeting or exceeding that amount.

C. County Counsel.

1. The Public Records Custodian shall contact County Counsel before responding to a request if the records relate to pending claims or litigation, or the records may be confidential or exempt from disclosure.
2. In addition, the Public Records Custodian shall consult County Counsel whenever the request raises unusual or special concerns, including copyright issues, records held by County contractors and requests made directly to elected officials.

- D. Preliminary Response/Acknowledgement.** The Public Records Custodian shall communicate the results of the preliminary records search to the requester as soon as possible, but not later than 5 business days after the day of receipt of the written request by using the Public Records Request Acknowledgement Form (Exhibit B).
- E.** The primary goal of this initial response is to inform the requester that the process of responding is underway, whether the County is or is not the likely repository of such documents, an estimate of when the records will be available and the estimated minimum and maximum fee to provide the requested document(s).
- F. Fee Estimate.** The Public Records Request Acknowledgement Form shall include a fee estimate for providing the records. Fee estimates must be provided if the total estimated cost is in excess of \$25. The Public Records Custodian shall estimate the cost in staff time, including County Counsel review and other expenses required to locate the documents, perform redactions, and otherwise respond to the request. The fee estimate shall be based upon the applicable rates found in the current County Public Records Fee Schedule available at [County website link with latest fees], and Appendix B.
- G. Payment of Fee and Delivery of Requested Documents.**
1. Absent unusual circumstances, the County shall not perform further work until the requester responds to the Public Records Request Acknowledgment and pays the entire minimum estimated fee in excess of any initial \$25.00 deposit fee. After receipt of the appropriate fee, the Public Records Custodian shall perform a final records process to assure a final legal review, including necessary redactions, and make requested copies. When performing these duties, all county employees shall track the actual time and expenses involved in making the record or record copies available.
 2. If the minimum estimated fee is not paid within 60 days of the written acknowledgement to the requester, then the Public Records Request shall be considered void and the Public Records Custodian shall take no further action. In such an event any \$25 initial deposit shall not be refunded.
 3. The Public Records Custodian shall provide nonexempt records not more than 10 business days after payment of the minimum fee indicated on the Public Records Request Acknowledgement Form. (In the case of overpayment, the County shall reimburse the requester promptly. In the case of underpayment, the Public Records Custodian shall receive payment of the amount due prior to the release of any documents.
 4. The requester may decide to inspect original files or records during usual business hours rather than obtain copies. In all cases, the Public Records

Custodian must take reasonable steps to ensure that the records are protected from being altered, taken or destroyed.

VIII. Miscellaneous

A. Disclosure format:

The County may make available or provide requested records in hard copy or in electronic format. Electronic documents sent by email will be provided in either PDF or TIF format. Reasonable steps must be taken to accommodate persons with disabilities and no fee may be charged for such an accommodation.

B. Waiver or Reduction of Fees:

The County Board of Commissioners or the Public Records Custodian may waive some or all of the public records request fee if the cost of charging the fee would exceed the revenue obtained or if making the record available primarily benefits the general public as a whole as contrasted to a single individual or organization. The County requires requests for fee waivers or reductions to be made in writing along with a clear description of the specific public benefit gained by providing the documents with a partial or total fee waiver. Fee reduction or waiver decisions are at the sole discretion of the County Board of Commissioners or the county Public Records Custodian.

C. Request Log:

The Public Records Custodian shall document all written public records requests, which are not handled immediately, in the public records request log as established by the County Administrator.

E. Resources:

Attorney General's Public Records and Meetings Manual (January 2018):
http://www.doj.state.or.us/public_records/manual.shtml

F. District Attorney:

Denial of access to public records, or a denial of a request to totally or partially waive a records request fee may be appealed the Curry County District Attorney in accordance ORS 192.440(6).

Appendix A

- A. County Public Records Custodian: The County Administrator, or his/her designee, who is the responsible county official for responding to public records request as well as managing the public records request policy.
- B. Department Public Records Manager: That person designated by the departmental elected official or manager responsible to store, retrieve and destroy public records as regulated and required by Oregon State law, Administrative Rules and State Dept. of Archives. The Public Records Manager shall support and timely respond to inquiries/request from the County's Public Records Custodian, including finding requested documents, estimating document research time, and otherwise enabling the Public Records Custodian in timely, necessary and legal responses to public records requests.
- C. Public Records Staff: Those county employees who often function as 'first contact' for members of the public. These include, but are not limited to: County Clerk, County Assessor, Sheriff's Lobby, BOC Office Asst., District Attorney's Office, etc. These individuals are responsible for directly responding to and handling 'Simple Public Records Requests such as inquiries for records or information that is immediately available, such as: website materials, press releases, brochures, flyers, etc. When a Public Staff member receives a public records request that is more complex, or meets the definition of a 'Standard Public Records Request' (as per III.A. below), then the Public Staff person will ask for a written public records request and obtain the required \$25 deposit.

Exhibit A
CURRY COUNTY PUBLIC RECORDS REQUEST FORM

(Date)

(Requester's Name)

(Requester's Mailing Address)

(City, State & Zip Code)

(Telephone # - Optional)

(E-mail address/ fax no.)

Curry County Administration
94235 Moore St.
Gold Beach, Oregon 97444

Attn: Public Records

Please make available for inspection or provide a copy or copies of the following records:
(Please provide a sufficiently detailed description of the record(s) requested to allow the County to search for and identify responsive records along with a \$25 deposit. Please be advised that your request will NOT be processed unless accompanied by the necessary information and deposit.

☐ I wish to arrange an opportunity to personally inspect the requested records.

☐ I wish to receive copies of the requested records.

(Requester's Signature)

(Date)

**** Curry County will not process records requests without requester's name, mailing address, signature, date of request and a sufficiently detailed description of the requested records and a \$25 deposit.***

DRAFT

Exhibit B
CURRY COUNTY PUBLIC RECORDS REQUEST ACKNOWLEDGMENT
FORM

COUNTY LETTERHEAD

_____ (Date of Acknowledgment) _____ Date of Initial Request

To: [Requester]

In accordance with ORS 192.440(2), this is to acknowledge our receipt on [date] of your request for the following record[s]:

[Describe records requested.]

Having reviewed your request, we are able to inform you that:

A. ___ Copies of all requested public records for which the County does not claim an exemption from disclosure under ORS 192.410 to 192.505 are enclosed.

___ B. The County [does not possess/is not the custodian of] the requested record[s].

___ C. The County is uncertain whether we possess the requested record[s]. We will search for the record and make an appropriate response as soon as practicable.

___ D. The records requested are confidential or exempt from disclosure under [cite to relevant state/federal law].

___ E. The County is the custodian of at least some of the requested public records. We estimate that it will require [estimated time] before the public records may be inspected or copies of the records will be provided. We estimate that the fee for making the records available is between \$_____ and \$_____. You must pay the minimum fee as a condition of the county proceeding further with your request. Please be advised that final production of the documents you are requesting may exceed even the maximum estimated amount, above. In either case, the total fee to obtain and produce the required records must be paid prior to delivery to the Requestor. If the final fee to deliver the documents is less than the fee you paid, a refund will be provided upon delivery of the requested documents.

F. When the required fee is paid to the county, the documents will normally be provided in 10 business days or less.

F. If we do not receive at least the minimum fee as described in section 'E', above, within 60 calendar days from the date of this acknowledgement, then this request will be considered void, no further action taken and no refund granted to the requestor.

—

___ [State/federal] law prohibits the County from acknowledging whether the requested record[s] exist[s]. [Cite to relevant state/federal law.]

___ G. The County is unable to acknowledge whether the requested record[s] exist[s] because that acknowledgement would result in [the loss of federal benefits/other sanction]. [Cite to relevant state/federal law.]

(Public Records Custodian or Designee's Signature)

Exhibit C
CURRY COUNTY PUBLIC RECORDS CUSTODIANS

Public record requests may be sent by email to publicrecordsrequest@co.curry.or.us, by mail to Curry County Public Records Request,

DRAFT

**Curry County
Public Records Request
Policy and Procedure
(Draft #4 – Dec. 8, 2017)**

I. Summary and Purpose

A. Oregon Public Records Law (ORS 192.410-192.505) grants the public the right to inspect and copy most public records maintained by Curry County (the “County”). A public record includes any writing that is prepared, owned, used or retained by the County and contains information relating to the conduct of the County’s business. Certain records maintained by the County are not public records or may be exempt from public disclosure. Additionally, federal and state laws require the County to keep certain records confidential. This policy establishes an orderly and consistent process for responding to public records requests and calculating the fees for responding to such requests.

B. It is important to note that there is a distinction under the law between public records and public information requests. Oregon Public Records Law does not impose a duty on the County to create public records in response to an information request, or to extract data in a manner requested by the public.

III. Policy

It is the policy of the County to ensure that all requests for public records are handled consistently with applicable public records laws. The County shall make all public records, except those that are confidential or exempt from disclosure, available upon request as consistent with this policy. This policy applies to all County departments and employees.

IV. Types of Public Records Requests

A. Simple Public Records Request; An inquiry about a county record not needing a written request because the information or documents requested are either immediately available or are part of information released to the general public. Simple requests may be handled by any authorized county employee and will not normally require more than 5 minutes of staff time. These requests would normally be met without a fee other than a copying or duplication fee.

B. Standard Public Records Request:

1. A request for documents that are not readily available or accessible by the County Staff person receiving the request. In addition, locating the requested documents may require staff time and/or legal review. Records Request that are not resolved in about 5 minutes or less should be referred to the Public Records Custodian or his/her designee.
2. All Standard Public Records Requests shall be in writing on the form established by the county (Exhibit A) (or equivalent) with sufficient information clearly identifying the document (s) or records requested as well as the name and contact information of the Requester. The written request should normally include a \$25 deposit

Processing the Request:

A. Initial Assessment. The Public Records Custodian receiving a written records request shall learn as much as necessary about what records are being requested. The County reserves the right to seek clarification of any public records request before responding to the request. The County reserves the right to deny any public records request if the request is vague or unclear.

B. Log The Request. The Public Records Custodian shall receive the written request and enter it into a log, as established by the County Administrator.

C. County Counsel.

1. The Public Records Custodian shall contact County Counsel before responding to a request if the records relate to pending claims or litigation, or the records may be confidential or exempt from disclosure.
2. In addition, the Public Records Custodian shall consult County Counsel whenever the request raises unusual or special concerns, including copyright issues, records held by County contractors and requests made directly to elected officials.

D. Preliminary Response/Acknowledgement. The Public Records Custodian shall communicate the results of the preliminary records search to the requester as soon as possible, but not later than 5 business days after the day of receipt of the written request by using the Public Records Request Acknowledgement Form (Exhibit B).

E. Fee Estimate. The Public Records Request Acknowledgement Form shall include a fee estimate for providing the records. Fee estimates must be provided if the total estimated cost is in excess of \$25. The Public Records Custodian shall estimate the cost in staff time, including County Counsel review and other required expenses. The fee estimate shall be based upon the applicable rates found in the current County Public Records Fee Schedule available at [County website link with latest fees], and at Appendix B

F. Payment of Fee and Delivery of Requested Documents.

1. Absent unusual circumstances, the County shall not perform further work until the requester responds to the Public Records Request Acknowledgment and pays the entire minimum estimated fee in excess of any initial \$25.00 deposit fee. After receipt of the appropriate fee, the Public Records Custodian shall perform a final records process including a final legal review and necessary redactions. All county employees shall track the actual time and expenses involved in making the record or record copies available.
2. If the minimum estimated fee is not paid within 60 days of the written acknowledgement to the requester, then the Public Records Request shall be considered void and the Public Records Custodian shall take no further action. In such an event any \$25 initial deposit shall not be refunded.
3. The Public Records Custodian shall provide nonexempt records not more than 10 business days after payment of the minimum fee indicated on the Public Records Request Acknowledgement Form. (In the case of overpayment, the County shall reimburse the requester promptly. In the case of underpayment, the Public Records Custodian shall receive payment of the amount due prior to the release of any documents.)
4. The requester may decide to inspect original files or records during usual business hours rather than obtain copies. In all cases, the Public Records Custodian must take reasonable steps to ensure that the records are protected from being altered, taken or destroyed.

VIII. Miscellaneous

A. Disclosure format:

The County may make available or provide requested records in hard copy or in electronic format. Reasonable steps must be taken to accommodate persons with disabilities.

B. Waiver or Reduction of Fees:

The County Board of Commissioners or the Public Records Custodian may waive some or all of the public records request fee if making the record available primarily benefits the general public as a whole

as contrasted to a single individual or organization. The County requires requests for fee waivers or reductions to be made in writing along with a clear description of the specific public benefit gained by providing the documents with a partial or total fee waiver.

E. Resources:

Attorney General's Public Records and Meetings Manual (January 2018):

http://www.doj.state.or.us/public_records/manual.shtml

F. District Attorney:

Denial of access to public records, or a denial of a request to totally or partially waive a records request fee may be appealed the Curry County District Attorney in accordance ORS 192.440(6).

DRAFT

Appendix A

- A. County Public Records Custodian: The County Administrator, or his/her designee, who is the responsible county official for responding to public records request as well as managing the public records request policy.
- B. Department Public Records Manager: That person designated by the departmental elected official or manager responsible to store, retrieve and destroy public records as regulated and required by Oregon State law, Administrative Rules and State Dept. of Archives. The Public Records Manager shall support and timely respond to inquiries/request from the County's Public Records Custodian, including finding requested documents, estimating document research time, and otherwise enabling the Public Records Custodian in timely, necessary and legal responses to public records requests.
- C. Public Records Staff: Those county employees who often function as 'first contact' for members of the public. These include, but are not limited to: County Clerk, County Assessor, Sheriff's Lobby, BOC Office Asst., District Attorney's Office, etc. These individuals are responsible for directly responding to and handling 'Simple Public Records Requests such as inquiries for records or information that is immediately available, such as: website materials, press releases, brochures, flyers, etc. When a Public Staff member receives a public records request that is more complex, or meets the definition of a 'Standard Public Records Request' (as per III.A. below), then the Public Staff person will ask for a written public records request and obtain the required \$25 deposit.

Exhibit A
CURRY COUNTY PUBLIC RECORDS REQUEST FORM

(Date)

(Requester's Name)

(Requester's Mailing Address)

(City, State & Zip Code)

(Telephone # - Optional)

(E-mail address/ fax no.)

Curry County Administration
94235 Moore St.
Gold Beach, Oregon 97444

Attn: Public Records

Please make available for inspection or provide a copy or copies of the following records:
(Please provide a sufficiently detailed description of the record(s) requested to allow the County to search for and identify responsive records along with a \$25 deposit. Please be advised that your request will NOT be processed unless accompanied by the necessary information and deposit.

☐ I wish to arrange an opportunity to personally inspect the requested records.

☐ I wish to receive copies of the requested records.

(Requester's Signature)

(Date)

**** Curry County will not process records requests without requester's name, mailing address, signature, date of request and a sufficiently detailed description of the requested records and a \$25 deposit.***

DRAFT

Exhibit B
CURRY COUNTY PUBLIC RECORDS REQUEST ACKNOWLEDGMENT
FORM

COUNTY LETTERHEAD

_____ (Date of Acknowledgment) _____ Date of Initial Request

To: [Requester]

In accordance with ORS 192.440(2), this is to acknowledge our receipt on [date] of your request for the following record[s]:

[Describe records requested.]

Having reviewed your request, we are able to inform you that:

A. ___ Copies of all requested public records for which the County does not claim an exemption from disclosure under ORS 192.410 to 192.505 are enclosed.

___ B. The County [does not possess/is not the custodian of] the requested record[s].

___ C. The County is uncertain whether we possess the requested record[s]. We will search for the record and make an appropriate response as soon as practicable.

___ D. The records requested are confidential or exempt from disclosure under [cite to relevant state/federal law].

___ E. The County is the custodian of at least some of the requested public records. We estimate that it will require [estimated time] before the public records may be inspected or copies of the records will be provided. We estimate that the fee for making the records available is between \$_____ and \$_____. You must pay the minimum fee as a condition of the county proceeding further with your request. Please be advised that final production of the documents you are requesting may exceed even the maximum estimated amount, above. In either case, the total fee to obtain and produce the required records must be paid prior to delivery to the Requestor. If the final fee to deliver the documents is less than the fee you paid, a refund will be provided upon delivery of the requested documents.

F. When the required fee is paid to the county, the documents will normally be provided in 10 business days or less.

F. If we do not receive at least the minimum fee as described in section 'E', above, within 60 calendar days from the date of this acknowledgement, then this request will be considered void, no further action taken and no refund granted to the requestor.

—

___ [State/federal] law prohibits the County from acknowledging whether the requested record[s] exist[s]. [Cite to relevant state/federal law.]

___ G. The County is unable to acknowledge whether the requested record[s] exist[s] because that acknowledgement would result in [the loss of federal benefits/other sanction]. [Cite to relevant state/federal law.]

(Public Records Custodian or Designee's Signature)

Exhibit C
CURRY COUNTY PUBLIC RECORDS CUSTODIANS

Public record requests may be sent by email to publicrecordsrequest@co.curry.or.us, by mail to Curry County Public Records Request,

DRAFT

**Curry County
Public Records Request
Policy and Procedure**

I. Summary and Purpose

Oregon Public Records Law (ORS 192.410-192.505) grants the public the right to inspect and copy most public records maintained by Curry County (the "County"). A public record includes any writing that is prepared, owned, used or retained by the County and contains information relating to the conduct of the County's business. Certain records maintained by the County are not public records or may be exempt from public disclosure. Additionally, federal and state laws require the County to keep certain records confidential. This policy establishes an orderly and consistent process for responding to public records requests and calculating the fees for responding to such requests.

It is important to note that there is a distinction under the law between public records and public information requests. Oregon Public Records Law does not impose a duty on the County to create public records in response to an information request, or to extract data in a manner requested by the public. Likewise, the County is not required to create a record to disclose the "reasoning" behind County actions, or other "knowledge" its staff might have. The Oregon Public Records Law does not require the County to explain, answer questions or provide legal research or analysis about its public records.

II. Policy

It is the policy of the County to ensure that all requests for public records are handled consistently with applicable public records laws. The County shall make all public records, except those that are confidential or exempt from disclosure, available on request for inspection or copying during usual business hours without unreasonable delay.

This policy shall be implemented in a manner that emphasizes public disclosure while minimizing the impact on County workload and resources. Questions about this policy should be directed to County Counsel. This policy applies to all County departments and employees.

III. Public Records Custodian

Each department shall have its own "Public Records Custodian" who is responsible for maintaining the public records in that department and for coordinating and assisting staff implementation of this policy. The contact information for the Public Records Custodian for each County department is listed on Exhibit C.

IV. Written Requests

Except when in the judgment of the County it is more efficient to make available or provide copies of requested records without requiring a written request, all requests to

inspect or copy public records shall be in writing sufficient to identify the specific document(s) or document category(s) requested. The written request must include:

- (1) Name and mailing address of the person requesting the public record (the "requester");
- (2) Telephone number or other contact information for the requester;
- (3) Sufficiently detailed description of the record(s) requested to allow the County to search for and identify responsive records;
- (4) Requester's signature; and
- (5) Date of request.

Requesters should be encouraged, but not required, to use the County Public Records Request Form (Exhibit A). Written requests are important for not only properly indentifying records, but also for creating a record of the request and the reasoning for the decision regarding disclosure.

V. Processing the Request

Absent unusual circumstances, the Public Records Custodian or his or her designee shall process the request as follows:

Initial Assessment. The staff person receiving the request shall learn as much as necessary about what records are being requested. Staff should try to obtain information about the type of document sought, specific subject matter, specific date or date ranges and names. The County reserves the right to seek clarification of any public records request before responding to the request. The County reserves the right to deny any public records request if the request is sufficiently vague or unclear that the County cannot reasonably determine what records have been requested.

Routine Requests. The Public Records Custodian may take care of simple routine requests immediately. The Public Records Custodian should collect the applicable fee from the requester before providing the documents. If applicable, the Public Records Custodian should inform the requester that the documents are available on the County website free of charge. Board of Commissioners' transactions are available on the County Clerk's website free of charge.

Preliminary Records Search. Except for routine requests that have been addressed immediately, the Public Records Custodian shall require the requester to submit a written request, preferably on the County Public Records Request Form. After receiving the written request with the required information, the Public Records Custodian shall make a preliminary determination as to whether the records exist, and whether all or a portion of the contents may be subject to exemption or are confidential. The Public Records Custodian shall contact other departments that may have relevant records.

County Counsel. The Public Records Custodian shall contact County Counsel before responding to a request if the records relate to pending claims or litigation, or the Public

Records Custodian believes the records may be confidential or exempt from disclosure. In addition, the Public Records Custodian shall consult County Counsel whenever the request raises unusual or special concerns, including copyright issues, records held by County contractors and requests made directly to elected officials.

Preliminary Response. The Public Records Custodian shall communicate the results of the preliminary records search to the requester as soon as possible and without unreasonable delay, using the Public Records Request Acknowledgement Form (Exhibit B). The primary goal of this initial response is to inform the requester that the process of responding is underway. The choices on the Public Records Request Acknowledgement Form allow the Public Records Custodian to promptly respond to the request even if it is still uncertain whether the County has responsive records.

Fee Estimate. If applicable, the Public Records Request Acknowledgement Form shall include a fee estimate for providing the records. Fee estimates must be provided if the total cost is in excess of \$25.00. The Public Records Custodian shall estimate the cost in staff time, including County Counsel review and other expenses required to locate the documents, perform redactions, ensure security during inspection, and otherwise respond to the request. The fee estimate shall be based upon the applicable rates found in the current County Public Records Fee Schedule available at [County website link with latest fees], unless governed by a specific departmental fee or otherwise provided for by law. Current department-specific fees can be found at [County website link with latest fees]. The fee estimate may include the following:

- Cost per page for photocopies.
- Cost per page for records transmitted by fax.
- Cost per page for records transmitted by e-mail.
- Actual cost for use of material and equipment for producing copies of nonstandard records.
- Cost per compact disk (CD) for electronic reproduction of computer records.
- Labor charges that include researching, locating, compiling, editing, overseeing document inspections and otherwise processing information and records.
- The actual cost for delivery of records such as postage and courier fees.
- Cost for each true copy certification.
- Cost per hour for County Counsel time spent reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.

Requester Confirmation & Payment. Absent unusual circumstances, the County shall not perform further work until the requester responds to the acknowledgment and pays

the appropriate fee or deposit. After receipt of the appropriate fee or deposit, the Public Records Custodian shall perform a final records search, implement necessary redactions and make requested copies.

Provide Documents or Space to Review Records. The Public Records Custodian shall provide nonexempt records as promptly as the County can reasonably make them available. The requester shall pay any actual expenses incurred over the deposit amount before the County makes the records available. In the case of overpayment, the County shall reimburse the requester promptly.

The requester may decide to inspect original files or records during usual business hours rather than obtain copies. In all cases, the Public Records Custodian must take reasonable steps to ensure that the records are protected from being altered, taken or destroyed. The County shall charge the actual labor costs for overseeing the document inspection, unless the inspection is free under applicable law.

VI. Miscellaneous

A. Disclosure format:

The County may make available or provide requested records in hard copy or in electronic format. Electronic documents sent by email will be provided in either PDF or TIF format. Reasonable steps must be taken to accommodate persons with disabilities and no fee may be charged for such an accommodation. The Public Records Custodian should consult with County Counsel regarding the County's obligations to accommodate a request under the Americans with Disabilities Act.

B. Waiver or Reduction of Fees:

The County Board of Commissioners or a Public Records Custodian may waive the public records request fee if the cost of charging the fee would exceed the revenue obtained or if making the record available primarily benefits the general public. A fee waiver in the public interest might include public records requests made by news media, other government agencies and County job applicants. The County may require requests for fee waivers or reductions to be made in writing. The law prohibits waiving fees if the records were created through use of certain constitutionally dedicated funds, such as fuel taxes or motor vehicle fees, unless the cost of charging the fee would exceed the cost of providing the record. Fee reduction or waiver decisions are at the sole discretion of the County Board of Commissioners or the Public Records Custodian.

C. Destruction of Records:

No County employee shall alter or destroy a record that the employee reasonably thinks is subject to a current or reasonably anticipated public records request or is relevant to current or reasonably anticipated litigation. This includes records otherwise eligible for destruction.

D. Request Log:

The Public Records Custodian shall document all public records requests that are not handled immediately in a records request log, regardless whether documents are ultimately disclosed to the requester. The request log and all associated records shall be retained in accordance with the Oregon State Archives schedule. Each Department shall confirm the applicable record retention schedule with the Oregon State Archivist. Records required to be retained may include, but are not limited to, requests for disclosure, types of records requested, request logs, approvals, denials, correspondence and related documentation.

E. Resources:

Attorney General's Public Records and Meetings Manual (January 2008):
http://www.doj.state.or.us/public_records/manual.shtml

Exhibit A
CURRY COUNTY PUBLIC RECORDS REQUEST FORM

(Date)

(Requester's Name)

(Requester's Mailing Address)

(City, State & Zip Code)

(Telephone no.)

(E-mail address/ fax no.)

Curry County
PO Box 746
Gold Beach, Oregon 97444

Attn: _____
(Public Records Custodian/Department responsible for requested records)

Please make available for inspection or provide a copy or copies of the following records:
(Please provide a sufficiently detailed description of the record(s) requested to allow the County to search for and identify responsive records.)

___ I wish to arrange an opportunity to personally inspect the requested records.

___ I wish to receive copies of the requested records.

(Requester's Signature)

(Date)

*** Curry County will not process records requests without requester's name, mailing address, signature, date of request and a sufficiently detailed description of the requested records.**

Exhibit B
CURRY COUNTY PUBLIC RECORDS REQUEST ACKNOWLEDGMENT
FORM

COUNTY LETTERHEAD

_____ (Date)

To: [Requester]

In accordance with ORS 192.440(2), this is to acknowledge our receipt on [date] of your request for the following record[s]:

[Describe records requested.]

Having reviewed your request, we are able to inform you that:

___ Copies of all requested public records for which the County does not claim an exemption from disclosure under ORS 192.410 to 192.505 are enclosed.

___ The County [does not possess/is not the custodian of] the requested record[s].

___ The County is uncertain whether we possess the requested record[s]. We will search for the record and make an appropriate response as soon as practicable.

___ The records requested are confidential or exempt from disclosure under [cite to relevant state/federal law].

___ The County is the custodian of at least some of the requested public records. We estimate that it will require [estimated time] before the public records may be inspected or copies of the records will be provided. We estimate that the fee for making the records available is \$_____, which you must pay as a condition of receiving or inspecting the records.

___ The County is the custodian of at least some of the requested public records. We will provide an estimate of the time and fees for disclosure of the public records within a reasonable time.

___ [State/federal] law prohibits the County from acknowledging whether the requested record[s] exist[s]. [Cite to relevant state/federal law.]

___ The County is unable to acknowledge whether the requested record[s] exist[s] because that acknowledgement would result in [the loss of federal benefits/other sanction]. [Cite to relevant state/federal law.]

(Public Records Custodian or Designee's Signature)

Exhibit C
CURRY COUNTY PUBLIC RECORDS CUSTODIANS

Public record requests may be sent by email to publicrecordsrequest@co.curry.or.us, by mail to Curry County Public Records Request, PO Box 746, Gold Beach, Oregon 97444, or directed to a County department as described below:

<u>ASSESSOR & TAX</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3294 800-242-7601 <i>Fax 541-247-6440</i>	<u>FINANCE</u> c/o County Clerk PO Box 746 Gold Beach, Oregon 97444 541-247-3295 <i>Fax 541-247-9361</i>	<u>PUBLIC SERVICES</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3304 888-811-1520 <i>Fax 541-247-4579</i>
<u>COMMISSION ON CHILDREN & FAMILIES</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3307 800-242-9478 <i>Fax 541-247-2603</i>	<u>HUMAN RESOURCES & PERSONNEL</u> c/o County Clerk PO Box 746 Gold Beach, Oregon 97444 541-247-3295 <i>Fax 541-247-9361</i>	<u>ROAD</u> PO Box 746 Gold Beach, Oregon 97444 541-247-7097 <i>Fax 541-247-7804</i>
<u>BOARD OF COMMISSIONERS OFFICE</u> c/o County Clerk PO Box 746 Gold Beach, Oregon 97444 541-247-3295 <i>Fax 541-247-9361</i>	<u>HUMAN SERVICES & PUBLIC HEALTH</u> PO Box 746 Gold Beach, Oregon 97444 541-247-6100/541-247-3300 877-739-4245/888-811-1513 <i>Fax 541-247-5601</i>	<u>RETIRED SENIOR VOLUNTEER PROGRAM</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3280 888-811-1521 <i>Fax 541-247-2705</i>
<u>COUNTY CLERK</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3295 <i>Fax 541-247-9361</i>	<u>INFORMATION TECHNOLOGY</u> c/o County Clerk PO Box 746 Gold Beach, Oregon 97444 541-247-3295 <i>Fax 541-247-9361</i>	<u>SHERIFF</u> PO Box 681 Gold Beach, Oregon 97444 541-247-3242 800-543-8471 <i>Fax 541-247-6352</i>
<u>COUNTY COUNSEL</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3291 800-730-4906 <i>Fax 541-247-2718</i>	<u>JUVENILE</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3302 877-739-4254 <i>Fax 541-247-5000</i>	<u>SURVEYOR</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3225 866-298-0301 <i>Fax 541-247-4579</i>
<u>DISTRICT ATTORNEY</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3298 800-730-4947 <i>Fax 541-247-6680</i>	<u>MAINTENANCE</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3384	<u>TREASURER</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3299 866-298-0307 <i>Fax 541-247-3436</i>
<u>FAIR/EVENT CENTER</u> PO Box 746 Gold Beach, Oregon 97444 541-247-4541 877-739-4228 <i>Fax 541-247-4542</i>	<u>PARKS</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3285	<u>VETERANS SERVICES</u> PO Box 746 Gold Beach, Oregon 97444 541-247-3205 866-298-0404 <i>Fax 541-247-2705</i>

CURRY COUNTY BOARD OF COMMISSIONERS**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 11-21-2017

PART I – SUBMITTING DEPARTMENT: RETURN TO BOC_Office@co.curry.or.us**PROPOSED AGENDA ITEM TITLE:** Presentation to Board of Commissioners regarding proposed new Zoning Ordinance regulations to provide preventative measures against wildfires on private property.**TIMELY FILED** Yes ☒ No ☐**AGENDA DATE^a:** Dec. 13, 2017 **DEPARTMENT:** Community Development**TIME NEEDED:** 20 minutes^a(Submit by seven days prior to the next General Meeting (eight days if a holiday falls within that seven day period))**MEMO ATTACHED** Yes ☒ No ☐ If no memo, explain:**CONTACT PERSON:** Carolyn Johnson, Community Development Director **PHONE/EXT:** 3228 **TODAY'S DATE:** 12.07.2017**BRIEF BACKGROUND OR NOTE:** (If no memo attached) see attached**FILES ATTACHED:**

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

QUESTIONS:

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

INSTRUCTIONS ONCE SIGNED:☒ No Additional Activity Required

OR

☐ File with County Clerk

Name:

☐ Send Printed Copy to:

Address:

☒ Email a Digital Copy to: Johnsonc@co.curry.or.us and trostj@co.curry.or.us

City/State/Zip:

☐ Other

Phone:

Note: Most signed documents are filed/recorded with the Clerk per standard process.*PART III - FINANCE DEPARTMENT REVIEW****EVALUATION CRITERIA 1-4:**

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

PART IV – COUNTY ADMINISTRATOR REVIEW☒ APPROVED FOR __12/13__ BOC MEETING ☐ Not Approved for BOC Agenda because**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes ☒ No ☒

(If Yes, brief detail) May result in zoning code amendment

ASSIGNED TO: DISCUSSION ONLY**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL****COMMISSIONERS' REQUEST TO ADD TO AGENDA:**

Commissioner Thomas Huxley	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Sue Gold	Yes <input type="checkbox"/> No <input type="checkbox"/>
Commissioner Court Boice	Yes <input type="checkbox"/> No <input type="checkbox"/>



Board of Commissioners Staff Report

Meeting Date: December 13, 2017

Prepared by: Carolyn Johnson, Community Development Director

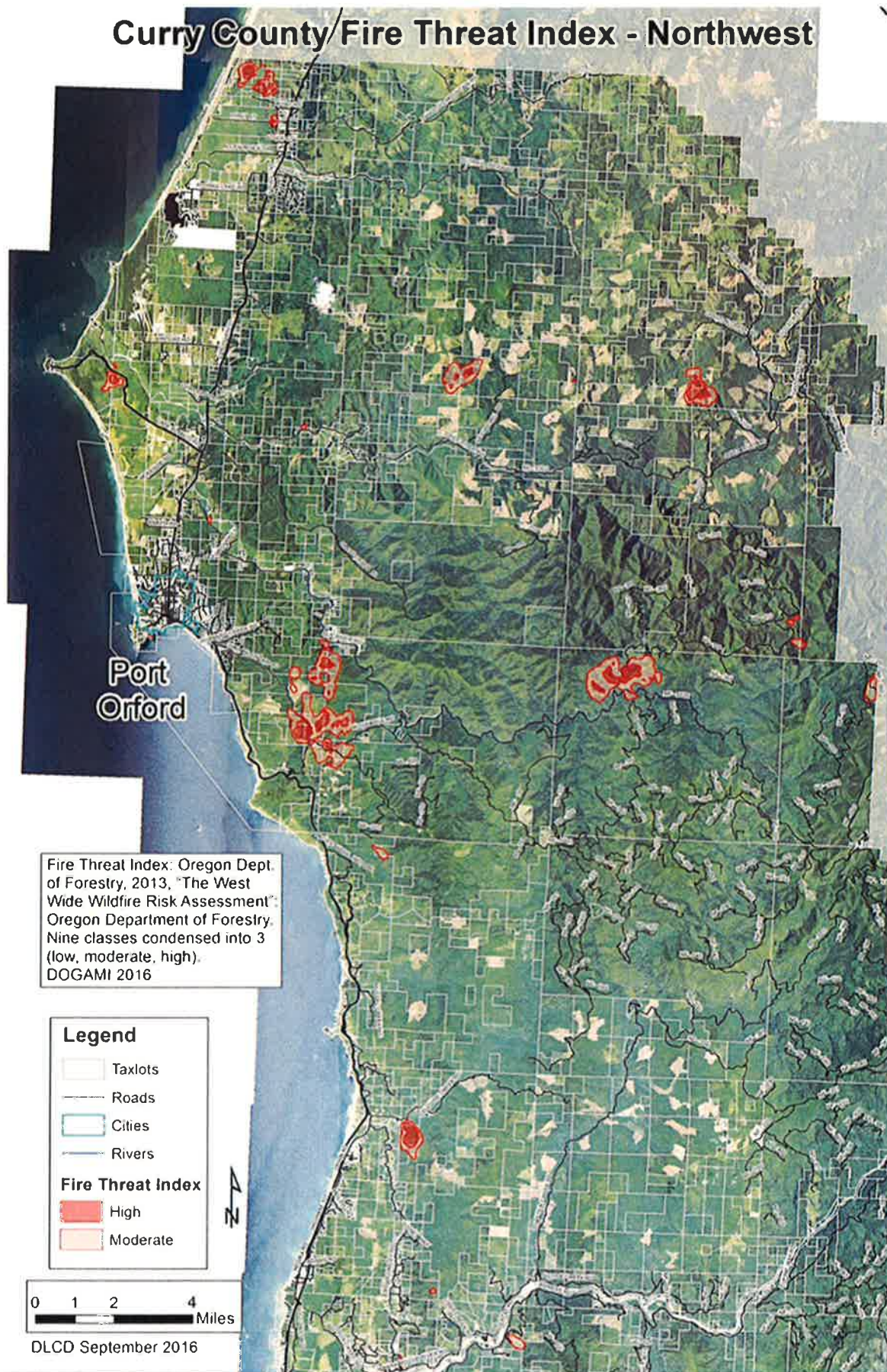
Agenda Item: Presentation to Board of Commissioners regarding proposed new Zoning Ordinance regulations to provide preventative measures against wildfires on private property.

Background: Earlier this year the Curry County Planning Commission completed its review of a variety of new standards for new development located in the Wildfire Hazard areas of Curry County (see on the following pages). The next step in the process towards adoption of the regulations is for the Board of Commissioners to hold a public hearing and take action. Because the change in these regulations would be a part of the County's land use rules, all property owners in Wildfire hazard areas would be notified. Oregon land use law requires that a notice be provided to these property owners that the new regulations could affect their property values. This type of statement can be alarming to property owners, but must by law be included in the notification process for the Board hearing.

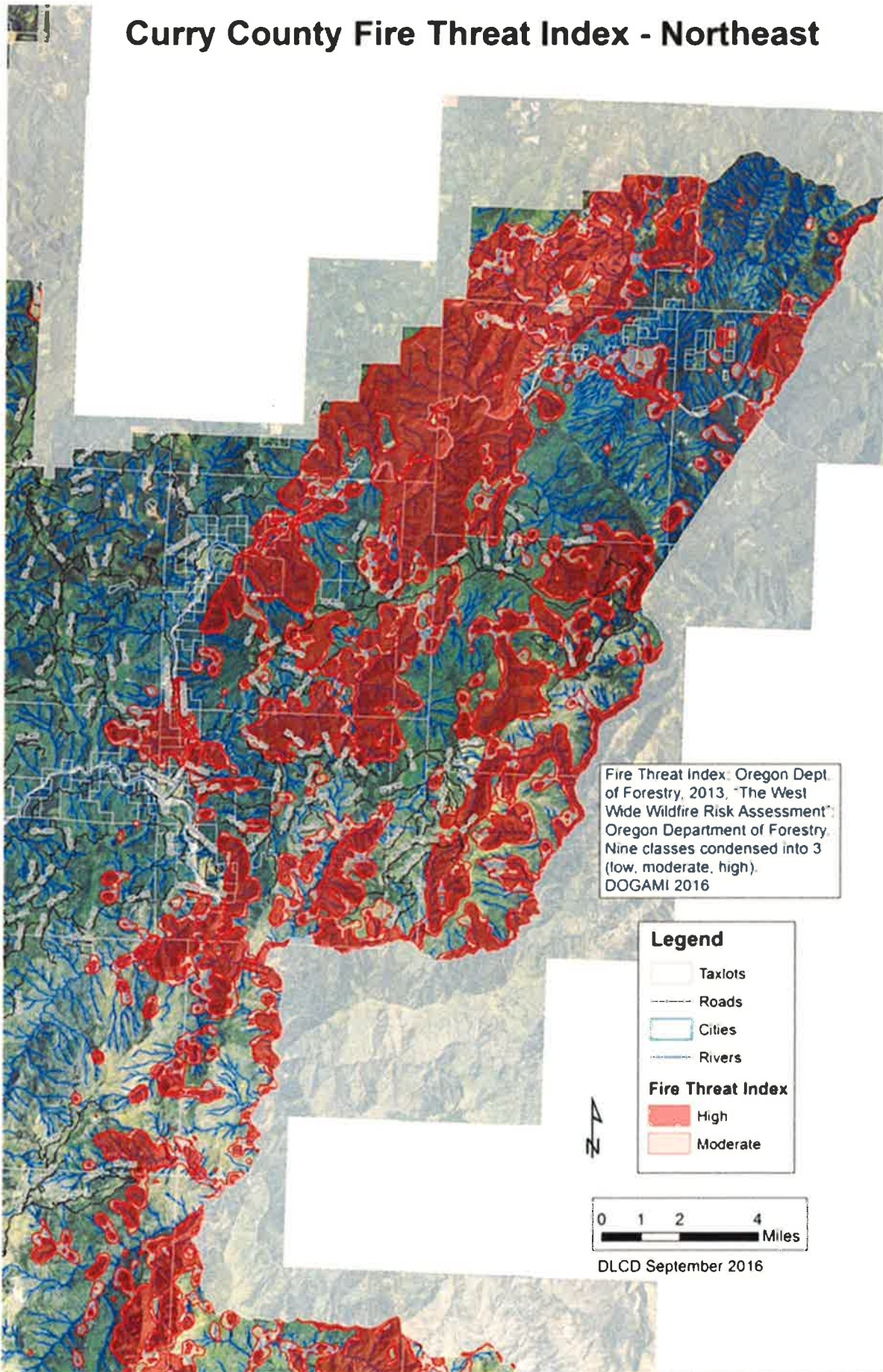
The Plan: In an effort to maximize the opportunity for these property owners to learn about the proposed regulations in a non-public hearing setting in advance of a BOC hearing, a number of community workshops are planned in different areas of the County. This is a bit of a deviation in the typical process of adopting new land use regulations. Staff would work with the local fire district chiefs and the Citizens Involvement Committee to get the word out and present information on these draft regulations at the workshops. With this plan individual property owners would be provided with a good amount of time to review and digest the proposed regulations BEFORE the Board of Commissioners holds a public hearing on the matter. It is anticipated that workshops would happen in January/February of 2018, followed by a public hearing before the Board.

Request of the Board: The Board is requested to listen to a brief staff presentation and provide feedback. The Citizens Involvement Committee and local district Fire Chiefs may be available to speak to Board questions/comments.

Curry County Fire Threat Index - Northwest



Curry County Fire Threat Index - Northeast



Curry County Fire Threat Index - Southwest

Gold Beach

Fire Threat Index: Oregon Dept.
of Forestry, 2013, "The West
Wide Wildfire Risk Assessment".
Oregon Department of Forestry.
Nine classes condensed into 3
(low, moderate, high).
DOGAMI 2016

4
3
2
1

Legend

- Taxlots
- Roads
- Cities
- Rivers

Fire Threat Index

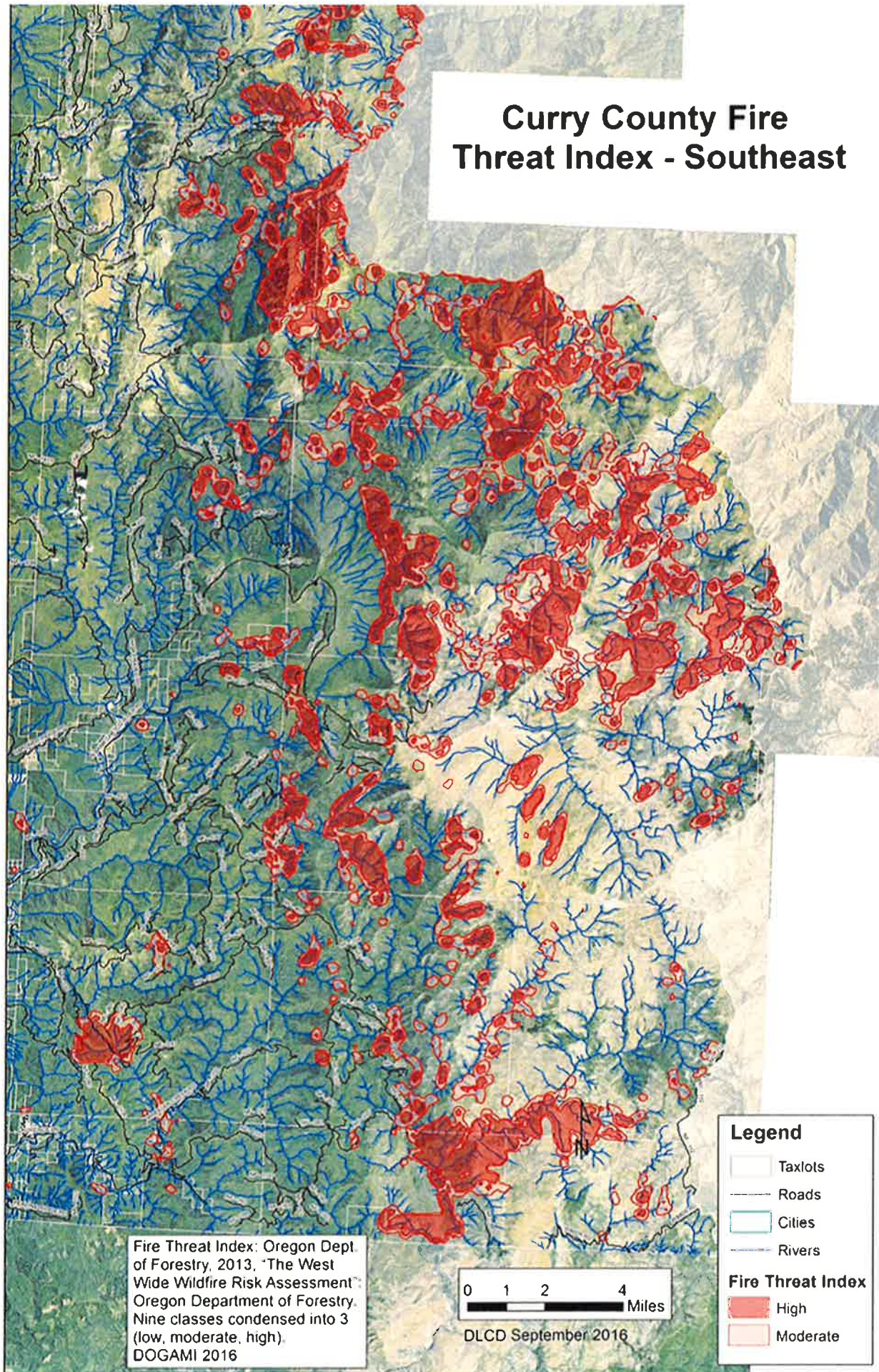
- High
- Moderate

0 1 2 4 Miles

DLCD September 2016

Brookings

Curry County Fire Threat Index - Southeast



CURRY COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM ROUTING SLIP

FORM 10-001.1 Rev. 11-21-2017

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

PROPOSED AGENDA ITEM TITLE: County Communication Tower Sites Equipment Condition, Budget and User's fees

TIMELY FILED Yes ☒ No ☐

If No, justification to include with next BOC Meeting

AGENDA DATE^a: DEPARTMENT: Dec. 13th **TIME NEEDED:** 45 Min.

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

MEMO ATTACHED Yes ☐ No ☒ If no memo, explain:

CONTACT PERSON: Roadmaster **PHONE/EXT:** 3393 **TODAY'S DATE:**

BRIEF BACKGROUND OR NOTE: (If no memo attached) Discuss communication tower conditions and budget concerns. Special speaker to open from Daywireless (Calvin Emigh) to explain site equipment conditions and replacement.

FILES ATTACHED:

- (1) Tower equipment replacement cost
- (2) Users fees
- (3) Tower budget, etc.

QUESTIONS:

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

INSTRUCTIONS ONCE SIGNED:

☒ No Additional Activity Required

OR

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

Name:

Address:

City/State/Zip:

Phone:

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

PART III - FINANCE DEPARTMENT REVIEW

EVALUATION CRITERIA 1-4:

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

PART IV – COUNTY ADMINISTRATOR REVIEW

☒ **APPROVED FOR** 12/13/17 **BOC MEETING** ☐ **Not Approved for BOC Agenda because**

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

ASSIGNED TO: DISCUSSION ONLY

PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL

COMMISSIONERS' REQUEST TO ADD TO AGENDA:

Commissioner Thomas Huxley Yes ☐ No ☐

Commissioner Sue Gold	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Commissioner Court Boice	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Towers Work Shop Agenda

1. Discuss towers equipment conditions and replacement cost. (Speaker from DWS)
2. Discuss funds for equipment replacement and who will take the lead in finding new revenue.
3. Discuss tower budget, cost and revenue.
4. Discuss tenants, current tenant revenue, future revenue, and letter to users.
5. Discuss cost to be in tower sites under private ownership.
6. Discuss future management of the tower sites.

TOWER SITE COST BASIS

	Grizzly	Bosley	Black Mound	Cape Blanco	Agness
RADIO'S EACH SITE:					
LAW1					
LAW2					
FIRENET					
ROADS					
MEDNET					
SAR					
PAGING					
Yearly cost for each site:	\$13,986	\$13,986	\$13,986	\$13,986	\$13,986
(Daywireless, R&M, L&E, Gen Lib., PI, Adm.)					
Electricity:	\$3,500	\$0	\$2,100	\$3,200	\$2,900
Fuel:	\$50	\$1,500	\$50	\$50	\$50
Total:	\$17,536	\$15,486	\$16,136	\$17,236	\$16,936
					<u><u>\$83,330</u></u>

	<u>Grizzly</u>	<u>Bosley</u>	<u>Black Mound</u>	<u>Cape Blanco</u>	<u>Agness</u>
Agency's @ each site:	Road	Road	Road	Road	Road
(By Agreement)	Sheriff	Sheriff	Sheriff	Sheriff	Sheriff
	CFPA	CFPA	CFPA	CFPA	CFPA
	ODOT/OP	ODOT/OSP	ODOT/OSP	ODOT/OSP	AT&T
	GB Fire			BPA	

Other Agency's:

(Non - agreement)

(Site Users)

(No Fee)

City of Port Orford Police Dept.

City of Gold Beach Police Dept.

Langlois Rural Fire

Sixes Rural Fire

Port Orford Fire

Ophir

Fire

Agness Illahe Fire / Agness Fire & Rescue

North Bank Rogue Cedar Valley Rural Fire

Pistol River Fire

Cal-Ore Ambulance

Port Orford

Ambulance

USFS Law Enforcement Official

BLM

Other agency's @ each site:

(No

Agreement)

GrizzlyBosleyBlack
MoundCape
BlancoAgnessGold Beach PD
Pistol River Fire

Cal-Ore

Cal-Ore

Cal-Ore

USFS Law

USFS Law

USFS Law

Port Orford
PD

Sixes RF

Port Orford Fire

Cal-Ore

Port Orford Amb

USFS Law

Agness Illahe
Fire

Cal-Ore

USFS Law

Towers Operations & Maintenance Fund

Towers Operations Department & the Towers System Maintenance Department were consolidated FY12-13

Towers Operations

Pays for electricity and fuel for the general operations of the agencies that have hardware equipment in the communications shelters. These agencies include, but are not limited to Oregon State Police, Bonneville Power, Coos Forest Patrol, Gold Beach Fire, Curry General Hospital, Curry County Sheriff, Curry County Search & Rescue, Curry County Road and 911.

The Towers essentially refer to Curry County's Emergency Radio Communication System that is critical for all Public Safety, Road, Emergency and 911 Communication.

Towers Systems Maintenance

Pays for all hardware systems maintenance and replacement, including parts and labor. This is paid for by user agencies that communicate with the dispatch center and includes ambulance, fire, and law enforcement agencies.

Towers Operations & Maintenance Fund 1.37 was established July 2007. Prior activity was included in the General Fund.

HISTORICAL DATA					RESOURCE/REQUIREMENT DESCRIPTION				
L I N E #	Actual		Adopted Budget This Year 06/30/17	L I N E #	Account Number	Account Description	BUDGET FOR NEXT YEAR 2017-2018		
	Second Preceding Year 06/30/15	First Preceding Year 06/30/16					2017-2018 Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
Tab 16					Tab 16				
1	316	368	272	1	FUND - Towers - Operations & Maintenance Dept				
2	-	551	-	2	1.37-429.20-350.00-000-11	Cape Blanco Ops Maint - CFPA	301	301	301
3	3,352	4,377	3,954	3	1.37-429.20-350.00-000-17	Cape Blanco Ops Maint - BPA	1,756	1,756	1,756
4	20,888	41,816	11,021	4	1.37-429.20-350.00-000-18	Cape Blanco Ops Maint - ODOT	3,087	3,087	3,087
5	454	580	200	5	1.37-429.20-350.00-000-20	Agness Ops Chrgs AT&T	32,211	32,211	32,211
6	3,570	1,755	500	6	1.37-429.20-350.00-000-21	Agness Ops Maint- CFPA	273	273	273
7	-	-	597	7	1.37-429.20-350.00-000-23	Agness Ops Maint- CCEC	2,657	2,657	2,657
8	569	577	427	8	1.37-429.20-350.00-000-25	Agness Ops Maint- GB Fire	-	-	-
9	3,352	4,377	2,188	9	1.37-429.20-350.00-000-31	Grizzly Ops Maint- CFPA	485	485	485
10	1,273	675	1,283	10	1.37-429.20-350.00-000-32	Grizzly Ops Maint- OSP	3,087	3,087	3,087
11	569	577	427	11	1.37-429.20-350.00-000-33	Grizzly Ops Maint- CCEC	1,022	1,022	1,022
12	-	-	1,229	12	1.37-429.20-350.00-000-35	Grizzly Ops Maint- GB FIRE	485	485	485
13	3,394	1,512	1,159	13	1.37-429.20-350.00-000-41	Bosley Ops Maint- CFPA	438	438	438
14	513	536	525	14	1.37-429.20-350.00-000-48	Bosley Ops Maint- ODOT	4,017	4,017	4,017
15	2,781	2,864	2,780	15	1.37-429.20-350.00-000-51	Blk Mound Ops Maint- CFPA	451	451	451
16	-	-	-	16	1.37-429.20-350.00-000-58	Blk Mound Ops Maint- ODOT	3,038	3,038	3,038
17	-	-	-	17	1.37-429.20-380.00-000-00	Towers - Day Wireless Mgmt Fee	-	-	-
18	543	-	5,018	18	1.37-429.20-390.00-000-00	Towers OPS Misc Revenue	-	-	-
19	-	-	-	19	1.37-429.20-390.00-000-20	Misc Reimbursement	-	-	-
20	-	-	-	20	1.37-429.20-390.00-000-33	Reimb-Agness AT&T Land Rent	4,473	4,473	4,473
21	-	-	-	21	1.37-429.20-390.00-000-33	Reimb-Grizzly CCEC Land Rent	545	545	545
22	-	-	-	22	1.37-429.20-390.88-110-00	IGS - 1.10 Gen Fund-Sheriff-Patrol/EM/911	3,000	3,000	3,000
23	-	-	-	23	1.37-429.20-390.88-115-00	IGS - 1.15 Road-Ops Maint	5,800	5,800	5,800
24	-	-	-	24	1.37-429.20-390.88-128-01	IGS - 1.28 Sheriff-SAR Ops Maint	1,500	1,500	1,500
25	-	-	-	25	1.37-429.20-390.88-128-02	IGS - 1.28 Sheriff-Marine Ops Maint	500	500	500
26	-	-	-	26	1.37-429.20-391.12-000-00	IGS - 1.28 Sheriff-P&P Ops Maint	1,878	1,878	1,878
27	35,000	12,500	9,937	27	1.37-429.20-391.12-000-00	Tran In - 1.10 General Fund	-	-	-
28	33,000	12,000	-	28	1.37-429.20-391.26-000-08	Tran In - Title III O&C BLM 1112-05	36,466	36,298	36,298
29	-	71	-	29	1.37-429.20-391.26-000-18	Tran In - Title III USDA / FS 1112-05	-	-	-
30	23,823	23,565	40,594	30	1.37-429.20-391.99-000-00	Allocated Interest	-	-	-
31	133,396	108,702	82,111	31	1.37-429.20-399.01-000-00	Assigned Fund Balance	-	-	-
32	39,805	32,361	44,000	32	1.37-429.20-490.00-330-00	Pro Services-Day Wireless	107,470	107,302	107,302
33	2,393	10,584	4,000	33	1.37-429.20-490.00-430-00	R&M Equipment	39,000	39,000	39,000
34	-	9,761	-	34	1.37-429.20-490.00-433-00	IGS - 1.15 Road Labor & Equip	6,593	6,593	6,593
35	5,062	4,473	4,473	35	1.37-429.20-490.00-441-00	Land Rental - Towers (AT&T)	9,500	9,500	9,500
36	-	-	-	36	1.37-429.20-490.00-441-01	Land Rental - Towers (AT&T)	4,473	4,473	4,473
37	614	766	545	37	1.37-429.20-490.00-521-00	Gen Liab Ins	545	545	545
38	7,035	7,455	7,828	38	1.37-429.20-490.00-524-00	Property Ins	775	775	775
39	550	565	2,000	39	1.37-429.20-490.00-615-00	Other M&S	7,500	7,500	7,500

HISTORICAL DATA				RESOURCE/REQUIREMENT DESCRIPTION				ADOPTED			
L I N E #	Actual		1	Account Number	Account Description			Budget for Next Year 2017-2018			L I N E #
	Second Preceding Year	First Preceding Year						2017-2018 Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	2,792	3,171	3,200	1.37-429.20-490.00-622-10	Electricity - Cape Blanco Tower			3,200	3,200	3,200	1
2	2,241	2,820	2,500	1.37-429.20-490.00-622-20	Electricity - Agness Tower			2,900	2,900	2,900	2
3	3,374	3,664	3,500	1.37-429.20-490.00-622-30	Electricity - Grizzly Tower			3,500	3,500	3,500	3
4	1,888	2,066	2,100	1.37-429.20-490.00-622-50	Electric - Black Mound Tower			2,100	2,100	2,100	4
5	-	-	-	1.37-429.20-490.00-665-00	Sup - Diesel			-	-	-	5
6	173	32	200	1.37-429.20-490.00-665-10	Fuel - Diesel - Cape Blanco Tower			50	50	50	6
7	-	117	160	1.37-429.20-490.00-665-20	Fuel - Diesel - Agness Tower			50	50	50	7
8	-	-	160	1.37-429.20-490.00-665-30	Fuel - Diesel - Grizzly Tower			50	50	50	8
9	1,851	1,256	1,500	1.37-429.20-490.00-665-40	Fuel - Propane - Bosley Tower			1,500	1,500	1,500	9
10	-	134	-	1.37-429.20-490.00-665-50	Fuel - Diesel - Black Mound Tower			50	50	50	10
11	1,741	1,715	2,044	1.37-429.20-490.00-820-00	IGS - 2.20 Finance	1,720		1,738	1,720	1,720	11
12	586	623	734	1.37-429.20-490.00-822-00	IGS - 2.20 Counsel	1,577		1,605	1,577	1,577	12
13	1,121	1,368	1,457	1.37-429.20-490.00-826-00	IGS - 2.20 Info Tech	1,393		1,621	1,393	1,393	13
14	835	1,185	853	1.37-429.20-490.00-828-00	IGS - 2.20 BOC Office	1,277		446	1,277	1,277	14
15	1,453	1,004	857	1.37-429.20-490.00-830-00	IGS - 1.11 Commissioners	594		1,319	594	594	15
16	73,512	85,120	82,111	TOTAL MATERIALS & SERVICES				88,515	88,347	88,347	16
17	36,319	-	-	1.37-429.20-490.00-712-00	Capital - Remote Site Monitoring			18,955	18,955	18,955	17
18	36,319	-	-	TOTAL CAPITAL				18,955	18,955	18,955	18
19	-	-	-	1.37-429.20-496.00-000-00	Operating Contingency			-	-	-	19
20	-	-	-	TOTAL CONTINGENCY				-	-	-	20
21	109,831	85,120	82,111	TOTAL REQUIREMENTS		9		107,470	107,302	107,302	21
22	23,565	23,582	-	CONTRIBUTION TO/(FROM) FUND				-	-	-	22

YEARLY TOWER COST

Pro Services-Day Wireless	39,000	
R&M Equipment	6,593	
IGS-1.15 Road-Labor & Equip	9,500	
Land Rental - Towers (AT&T)		Pass Thru
Land Rental - Towers (CCEC)		Pass thru
Gen Lib Ins	775	
Property Insurance	7,500	
Other M&S	-	
Other M&S -Title III DOI / BLM	-	
Other M&S -Title III USDA/FS 1011-05	-	
Electricity-Cape Blanco Tower	3,200	
Electricity-Agness Tower	2,900	
Electricity-Grizzly Tower	3,500	
Electricity-Black Mound	2,100	
Fuel-Diesel-Cape Blanco tower	50	
Fuel-Diesel-Agness Tower	50	
Fuel-Diesel-Grizzly Tower	50	
Fuel-Propane-Bosley Tower	1,500	
Fuel-Diesel-Black Mound Tower	50	
IGS 2.20 Finance	1,720	
IGS 2.20 Counsel	1,577	
IGS - 2.20 IT-Telecom	1,393	
IGS 2.20 BOC Office	1,277	
IGS 1.11 Commissioners Fund	594	
	<u>\$ 83,329</u>	

Current Revenue

	<u>Current</u>
Cape Blanco Ops Maint - CFPA	301
Cape Blanco Ops Maint - BPA	1,756
Cape Blanco Ops Maint - ODOT	3,087
Agness Ops Maint - AT&T	
Agness Ops Maint - CFPA	273
Agness Ops Maint - CCEC	2,657
Grizzly Ops Maint - CFPA	485
Grizzly Ops Maint - OSP	3,087
Grizzly Ops Maint - CCEC	1,022
Grizzly Ops Maint - GB Fire	485
Bosley Ops Maint - CFPA	438
Bosley Ops Maint - ODOT	4,017
Blk Mound Ops Maint - CFPA	451
Blk Mound Ops Maint - ODOT	3,038
Towers - Day Wireless Mgmt Fee	-
Misc Revenue (Other Agencies)	-
Misc Reimbursement	-
Reimb-Agness AT&T Land Rent	
Road-Ops Maint	5,800
Sheriff-Patrol/Em/911-Ops Maint	3,000
Sheriff-SAR-Ops Maint	1,500
Sheriff-Marine-Ops Maint	500
Sheriff-P&P-Ops Maint	1,878
Reimb-Grizzley CCEC Land Rent	
Tran In- Title III	-
Tran In - Title III O&C BLM 112-05	
Total	33,775



ODOT/WCS Annual Collocation & Ground Lease Rental Rates- 2017

2017 Rates DESCRIPTION	URBAN >50,000 Population Area		SUBURBAN 25,000 –49,999 Population Area		RURAL	< 25,000 Population Area
	PUBLIC	PRIVATE	PUBLIC	PRIVATE	PUBLIC	PRIVATE
ODOT/WCS Owned Building						
Full Rack (6'X20"X19")	Apply 70% discount from Private rate	\$7,535.00	Apply 70% discount from Private rate	\$5,216.00	Apply 70% discount from Private rate	\$4,057.00
Floor Space per Square Foot	Apply 70% discount from Private rate	\$116.00	Apply 70% discount from Private rate	\$116.00	Apply 70% discount from Private rate	\$116.00
Annual Power Fee – Per Rack	No Discount	\$212.00	No Discount	\$212.00	No Discount	\$212.00
Annual Emergency Power Fee – Per Rack	No Discount	\$159.00	No Discount	\$159.00	No Discount	\$159.00
Annual Solar Site Surcharge	No Discount	\$64.00	No Discount	\$64.00	No Discount	\$64.00
Combiner Port Fees	No Discount	\$64.00	No Discount	\$64.00	No Discount	\$64.00
Antenna Rents: ODOT/WCS Tower Public safety/government/non-profits apply 70% discount from Private rate for all antenna rents	Apply 70% discount from Private rate		Apply 70% discount from Private rate		Apply 70% discount from Private rate	
Non dish antenna						
Zone A 0' – 49'		\$579.00		\$464.00		\$348.00
Zone B 50' – 89'		\$696.00		\$579.00		\$464.00
Zone C 90' – 129'		\$812.00		\$696.00		\$579.00
Zone D 130'+		\$927.00		\$812.00		\$696.00
Dish Antenna						
2' Dish						
Zone A 0' – 49'		\$618.00		\$618.00		\$562.00
Zone B 50' – 89'		\$703.00		\$703.00		\$618.00
Zone C 90' – 129'		\$759.00		\$759.00		\$675.00
Zone D 130'+		\$844.00		\$844.00		\$732.00
4' Dish						
Zone A 0' – 49'		\$1,273.00		\$1,273.00		\$1,159.00
Zone B 50' – 89'		\$1,391.00		\$1,391.00		\$1,275.00
Zone C 90' – 129'		\$1,449.00		\$1,449.00		\$1,419.00
Zone D 130'+		\$1,565.00		\$1,565.00		\$1,536.00
6' Dish						
Zone A 0' – 49'		\$1,971.00		\$1,971.00		\$1,769.00
Zone B 50' – 89'		\$2,143.00		\$2,143.00		\$1,971.00
Zone C 90' – 129'		\$2,173.00		\$2,173.00		\$2,173.00
Zone D 130'+		\$2,320.00		\$2,320.00		\$2,320.00
8' Dish						
Zone A 0' – 49'		\$2,608.00		\$2,608.00		\$2,252.00
Zone B 50' – 89'		\$3,035.00		\$3,035.00		\$2,550.00
Zone C 90' – 129'		\$2,956.00		\$2,956.00		\$2,810.00
Zone D 130'+		\$3,130.00		\$3,130.00		\$3,101.00
10' Dish						
Zone A 0' – 49'		\$3,246.00		\$3,246.00		\$2,955.00
Zone B 50' – 89'		\$3,535.00		\$3,535.00		\$3,246.00
Zone C 90' – 129'		\$3,650.00		\$3,650.00		\$3,595.00
Zone D 130'+		\$3,941.00		\$3,941.00		\$3,883.00
Ground Lease Rates *						
Up to 2500 sq ft		\$4,057.00		\$3,477.00		\$2,319.00
Additional space 2500+ sq ft		\$0.85		\$0.73		\$0.45
Radio Unit Rent		\$1,014.00		\$923.00		\$753.00

Bandwidth Sharing Rate Computation: See Rate Determination Below***

Circuit Spanning 1-3 Microwave Hops

_____ Mbs stream @ \$386.00 per month = _____

_____ DS1 @ \$578.00 per month = _____

_____ DSO (4 wire) @ \$85.00 per month = _____

OTHER (Explain what is being requested):

Circuit Spanning 4-6 Microwave Hops

_____ Mbs stream @ \$765.00 per month = _____

_____ DS1 @ \$1,148.00 per month = _____

_____ DSO (4 wire) @ \$85.00 per month = _____

OTHER (Explain what is being requested):

Circuit Spanning 7+ Microwave Hops

_____ Mbs stream @ \$1,159.00 per month = _____

_____ DS1 @ \$1,739.00 per month = _____

_____ DSO (4 wire) @ \$85.00 per month = _____

OTHER (Explain what is being requested):

*****Band Width Rate Determination. Recurring Monthly Charges:**

- Basic Unit of Charge is based on Mbs stream and number of hops required.
- Non-redundant Ethernet charges are a direct multiple of the basic rate and number of hops. (i.e. 2 Mbs with 7+ Hops = \$2,318.00; 2 Mbs with 4-6 hops is \$1,531.00, etc.)
- Non-redundant DS1 charges are 1.5 times the basic rate. (i.e. \$868.00 per month).
- Non-redundant DSO (4 wire voice service) is \$85.00 per month. Includes the availability of E&M signaling.
- In the event that redundant service is necessary, it will be charged at 1.25 times the basic rate for the service being requested.
- In order to recover costs of establishing requested services, there will be a flat, one-time charge of \$283.00 per service request. Should there be extraordinary costs involved with establishing the service (e.g. snowcat or helicopter to reach a site during the winter) those will be charged in addition to the flat, one-time fee.
- Services will be made available on a demarcation panel which will have 8 position, 8 conductor (8P8C) jacks (e.g. RJ 45 or RJ 48) with a standardized pinout.
- A 60% discount will apply to public safety agencies.

ADDITIONAL INFORMATION:

- * Tower zones defined as: Zone A= 0'-49', Zone B= 50'-89', Zone C= 90'-129', Zone D=130' +
- **Rental rates for dishes larger then 10' will be negotiated on a site by site basis.
- Each collocation application submitted may require a non-refundable application fee of \$1,000.00. Lessee will be responsible to obtain, at their expense, any studies required to collocate on the site which must be reviewed and approved by ODOT/WCS.
- These rates are for 2017 and will typically escalate 3% annually to be effective on January 1st of each year.
- These rates are to provide a general estimate and may vary from site to site. The exact rate will be determined prior to finalizing the agreement.
- Ground Lease rates are estimates and may require a rent study for the actual rate.

Under Paying Tenants					
			(Current)		
Site	Tenant	Equipment	Curry Co. Rate	ODOT Rate	Market Rate
Agness	CFPA	Power Fee		\$ 212.00	included
		Emergency Power Fee		\$ 159.00	\$ 600.00
		Rack		\$ 1,217.10	\$ 4,200.00
		Non Dish Antenna @ 60'		\$ 139.20	included
		Use of microwave channel		\$ 408.00	\$ 1,500.00
		Total	\$ 2,657.00	\$ 2,135.30	\$ 6,300.00
Black Mound	CFPA	Power Fee		\$ 212.00	included
		Emergency Power Fee		\$ 159.00	\$ 600.00
		Rack		\$ 1,217.10	\$ 4,200.00
		Non Dish Antenna @ 65'		\$ 139.20	included
		Total	\$ 451.00	\$ 1,727.30	\$ 4,800.00
Bosley Butte	CFPA	Power Fee		\$ 212.00	\$ 600.00
		Emergency Power Fee		\$ 159.00	\$ 600.00
		Solar Site Surcharge		\$ 64.00	
		Rack		\$ 1,217.10	\$ 4,200.00
		Non Dish Antenna @ 60'		\$ 139.20	included
		Total	\$ 438.00	\$ 1,791.30	\$ 5,400.00
Cape Blanco	BPA				
		Power Fee		\$ 424.00	\$ 420.00
		Emergency Power Fee		\$ 318.00	\$ 600.00
		(2) 6' MW @ 95' & 110'		\$ 591.30	\$ 14,400.00
		Total	\$ 1,756.00	\$ 1,333.30	\$ 15,420.00
	CFPA	Power Fee		\$ 212.00	included
		Emergency Power Fee		\$ 159.00	\$ 600.00
		Rack		\$ 1,217.10	\$ 4,200.00
		Non Dish Antenna @ 80'		\$ 139.20	included
		Total	\$ 301.00	\$ 1,727.30	\$ 4,800.00
Grizzly Mountain	CFPA	Power Fee		\$ 212.00	included
		Emergency Power Fee		\$ 159.00	\$ 600.00
		Rack		\$ 1,217.10	\$ 4,200.00
		Non Dish Antenna @ 80'		\$ 139.20	included
		Total	\$ 485.00	\$ 1,727.30	\$ 4,800.00
	Gold Beach Fire Dept	Power Fee		\$ 212.00	included
		Emergency Power Fee		\$ 159.00	\$ 600.00
		Rack		\$ 1,217.10	\$ 4,200.00
		Non Dish Antenna @ ?		\$ 139.20	included
		Total	\$ 485.00	\$ 1,727.30	\$ 4,800.00
		Grand Total	\$ 6,573.00	\$ 12,169.10	\$ 46,320.00
		RATES ARE SUBJECT TO A 3% ANNUAL INCREASE			

Non Paying Users

<u>Agencies Using Law 1, Law 2 and Mednet Repeaters</u>	<u># of Units</u>	<u>Rate per Unit</u>	<u>Total</u>	
City of Port Orford PD		\$ 540.00		
City of Gold Beach PD		\$ 540.00		
Langlois RF		\$ 540.00		
Sixes RF		\$ 540.00		
Port Orford Fire		\$ 540.00		
Ophir Fire		\$ 540.00		
Agness Illahe Fire/Fire and Rescue		\$ 540.00		
North Bank Rogue Cedar Valley RF		\$ 540.00		
Pistol River Fire		\$ 540.00		
Cal-Ore Ambulance		\$ 540.00		
Port Orford Ambulance		\$ 540.00		
USFS Law Enforcement		\$ 540.00		
BLM		\$ 540.00		
		Total		
*Based on \$45/month per unit				
RATES ARE SUBJECT TO A 3% ANNUAL INCREASE				

Current Revenue Vs. Projected Revenue

	<u>Current</u>	<u>Projected</u>
Cape Blanco Ops Maint - CFPA	301	1,727
Cape Blanco Ops Maint - BPA	1,756	1,756
Cape Blanco Ops Maint - ODOT	3,087	3,087
Agness Ops Maint - AT&T		
Agness Ops Maint - CFPA	273	2,135
Agness Ops Maint - CCEC	2,657	2,657
Grizzly Ops Maint - CFPA	485	1,727
Grizzly Ops Maint - OSP	3,087	3,087
Grizzly Ops Maint - CCEC	1,022	1,022
Grizzly Ops Maint - GB Fire	485	1,727
Bosley Ops Maint - CFPA	438	1,791
Bosley Ops Maint - ODOT	4,017	4,017
Blk Mound Ops Maint - CFPA	451	1,727
Blk Mound Ops Maint - ODOT	3,038	3,038
Towers - Day Wireless Mgmt Fee	-	-
Misc Revenue (Other Agencies)	-	7,020
Misc Reimbursement	-	-
Reimb-Agness AT&T Land Rent		
IGS Road-Ops Maint	5,800	3,783
Sheriff-Patrol/Em/911-Ops Maint	3,000	12,077
Sheriff-SAR-Ops Maint	1,500	7,181
Sheriff-Marine-Ops Maint	500	3,264
Sheriff-P&P-Ops Maint	1,878	5,875
Reimb-Grizzley CCEC Land Rent		
Tran In- Title III	-	-
Tran In - Title III O&C BLM 112-05		
Total	33,775	68,698

Current Rates Vs. Market Rates

Agness- 8 radios

Agency	Radio Units	% Equip. Rent	Curry Co. Rate	ODOT Rate	Market Rate
Law	2.5	31%	\$786.00	\$2,021.00	\$10,230.00
Firenet	1.5	19%	\$480.00	\$1,238.00	\$6,270.00
Mednet	1.5	19%	\$480.00	\$1,238.00	\$6,270.00
SAR	1.5	19%	\$480.00	\$1,238.00	\$6,270.00
Roads	1	12%	\$325.00	\$782.00	\$4,290.00
Total			\$2,551.00	\$6,517.00	\$33,000.00

Black Mound- 8 radios

Agency	Radio Units	% Equip. Rent			
Law	2.5	31%	\$786.00	\$1,943.00	\$9,562.50
Firenet	1.5	19%	\$480.00	\$1,191.00	\$5,737.50
Mednet	1.5	19%	\$480.00	\$1,191.00	\$5,737.50
SAR	1.5	19%	\$480.00	\$1,191.00	\$5,737.50
Roads	1	12%	\$325.00	\$752.00	\$3,672.00
Total			\$2,551.00	\$6,268.00	\$30,600.00

Bosley Butte- 9 radios

Agency	Radio Units	% Equip. Rent			
Law	2.75	31%	\$786.00	\$2,146.00	\$12,100.00
Firenet	1.75	19%	\$480.00	\$1,315.00	\$7,700.00
Mednet	1.75	19%	\$480.00	\$1,315.00	\$7,700.00
SAR	1.75	19%	\$480.00	\$1,315.00	\$7,700.00
Roads	1	12%	\$325.00	\$830.00	\$4,752.00
Total			\$2,551.00	\$6,921.00	\$39,600.00

Cape Blanco- 8 radios

Agency	Radio Units	% Equip. Rent			
Law	2.5	31%	\$786.00	\$1,943.00	\$9,486.00
Firenet	1.5	19%	\$480.00	\$1,191.00	\$5,814.00
Mednet	1.5	19%	\$480.00	\$1,191.00	\$5,814.00
SAR	1.5	19%	\$480.00	\$1,191.00	\$5,814.00
Roads	1	12%	\$325.00	\$752.00	\$3,978.00
Total			\$2,551.00	\$6,268.00	\$30,906.00

Grizzly Mountain- 11 radios

Agency	Radio Units	% Equip. Rent			
Law	3.25	30%	\$786.00	\$2,000.00	\$15,422.73
Firenet	2.25	20%	\$480.00	\$1,333.00	\$10,677.27
Mednet	2.25	20%	\$480.00	\$1,333.00	\$10,677.27

SAR	2.25	20%	\$480.00	\$1,333.00	\$10,677.27
Roads	1	10%	\$325.00	\$667.00	\$5,220.00
	Total		\$2,551.00	\$6,666.00	\$52,200.00
	Totals:		\$12,755.00	\$32,640.00	\$186,306.00 Cost if private

\$2,535.00 Per site (Present)

\$12,755.00 2017-18 combined revenue budget (Sheriff & Roads)

\$28,857.00 New Sheriff yearly cost

\$3,783.00 New Road Dept. yearly cost

*note that this spreadsheet shares the entire cost of all equipment rent,
so all parties are sharing in the cost of the mw radio(s) and dish(es)

ly owned paying rent

COMMUNICATION SYSTEMS UPGRADE

MCC7500 DISPATCH CONSOLE, SIMULCAST RADIO, MICROWAVE LINKS



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MOTOROLA SOLUTIONS

Motorola Solutions, Inc.
1303 E. Algonquin Rd.
Schaumburg, IL 60196
USA

Tel. + 1 847 576 5000
Fax + 1 847 538 6020

August 24, 2016

Sergeant Joel Hensley
Curry County Sheriff's Office
94235 Moore Street, suite 311
Gold Beach, OR 97444

Subject: Budgetary Proposal for Communication Systems Upgrade

Dear Sgt. Hensley,

Motorola Solutions, Inc. ("Motorola") is pleased to present Curry County Sheriff's Office with this budgetary proposal. The development of this proposal provided us an opportunity to evaluate our current mutual business and further explore the means by which we can fulfill Curry County's communications needs.

The information in this proposal is provided to assist in your budget planning process. We will provide a final design and comprehensive proposal with firm pricing, based upon a more detailed analysis of Curry County's requirements.

As the industry's premier supplier of radio and integrated solutions, Motorola possesses many unique capabilities. These capabilities allow us to offer our customers effective solutions to their complex business problems. Our primary goal is to provide Curry County with a solution that improves the safety level of your employees and citizens. Simultaneously, we are committed to contributing to Curry County's increased productivity and organizational profitability, while always ensuring customer satisfaction.

Questions or inquiries may be addressed to me at 541-499-9364. We look forward to your positive review of our proposal, to subsequent discussions, and to helping Curry County achieve its communications goals and objectives.

Sincerely,

Motorola Solutions, Inc.

Peter Rogers
Account Manager

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INTRODUCTION

Motorola's portfolio includes world class system integration and technologies including wireless handsets, wireless accessories, digital entertainment devices, wireless access systems, voice and data communications systems, and enterprise mobility solutions. With the rapid convergence of fixed and mobile broadband Internet and the growing demand for next-generation mobile communication solutions, our mission is to lead the next wave of innovative products that meet the expanding needs of our customers around the world.

We deliver high-availability network infrastructure systems to commercial service providers and mission critical, end-to-end wireless communication networks, primarily for the government and public safety markets. Through our enterprise product portfolio, we deliver leading-edge mobile computing, mobile office and enterprise product network solutions. We are also an industry leader in the development of next-generation IP wireless broadband mobility technologies, offering an entire suite of end-to-end WiMAX infrastructure and customer premises equipment products. In addition, we offer a family of point-to-point and point-to-multipoint wireless broadband products to serve WiFi and wireless DSL operators.

With over 80 years of experience, Motorola offers a unique combination of innovative technology, extensive market experience, and the ability to design, integrate, and seamlessly implement the various technologies Curry County needs today and in the future. As the recipient of the 1988 and 2002 prestigious Malcolm Baldrige National Quality Award, the nation's premier award for performance excellence and quality achievement, we have the resources and unmatched experience to help address your unique situation in order to create a total solution that is right for you.



Motorola Firsts

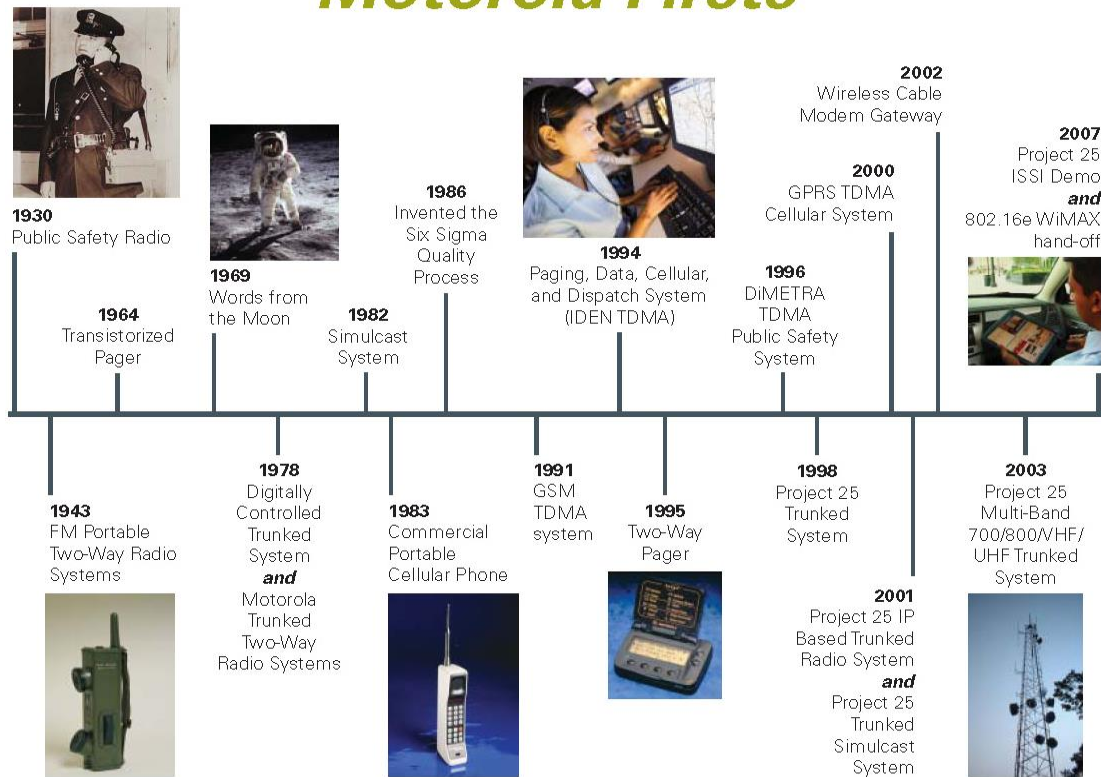


Figure 1: From the first portable radio for public safety to the first Project 25 trunked system, Motorola has led the industry in innovation.

This budgetary proposal, presented for your consideration, is intended to assist Curry County with defining your project funding requirements, as well as your solutions requirements for equipment and services. Upon request, your Motorola account executive will provide a detailed proposal with firm pricing that is tailored to your specific needs, which will include verification of all assumptions relative to unknowns that are contained within this proposal.

SYSTEM OVERVIEW

In response to Curry County's request for a price estimate and system recommendation, we selected several solutions to best suit your communication needs:

- A four position, MCC7500 Dispatch Console System with K2-Core
- A six channel, Simulcast System with and an additional Paging Channel
- Six Microwave Radio Communication Links (Backhaul System)
- **Optional:** Two additional Microwave Radio Communication Links
- **Optional:** Two additional 7 channel Simulcast RF sites

The prime site for the Simulcast system will at Grizzly Mountain and four remote sites at Blanco, Bosley, Black Mound, and Agness. In addition, we will prepare a detailed cutover plan to transition Curry County's existing infrastructure over to these new solutions. Existing adequate DC power is assumed at all of the proposed sites.

2.1 MCC 7500 DISPATCH CONSOLE WITH K2 CORE

Motorola's MCC 7500 Dispatch Console is Motorola's mission-critical IP high-tier radio dispatch console system. The MCC 7500 Dispatch Console features an intuitive, easy-to-use Graphical User Interface (GUI) that runs under a Microsoft Windows operating system, utilizing the industry-standard PC platform. MCC 7500's highly recognizable icons are designed to reduce user training time and allow dispatchers to manage information more productively.

Designed for effective, flexible dispatch communications, the MCC 7500 Dispatch Console provides a range of valuable features:

- Seamless integration with ASTRO 25 trunking systems.
- IP Network – MCC 7500 supports the IP protocols of the ASTRO 25 system's transport network
- End-to-End Encryption – Encryption and decryption occurs in the dispatch consoles, allowing true end-to-end encryption in the radio system.
- Centralized System Management – the MCC 7500 console system is configured and managed by the ASTRO 25 system's configuration manager, fault manager and performance reporting applications. This provides Curry County with a single point for configuring and managing the entire radio system, including the console portion. This information can also be accessed from multiple remote locations, giving Curry County convenient access while enjoying the benefits of centralized system management.
- User-Friendly – MCC 7500's environment features the familiar standards used by other Windows programs, worldwide.
- Screen layout, menus and icons are easy to understand and quickly recognizable.
- Each dispatcher's configuration can be customized via the Elite Admin application.
- Elite Dispatch GUI uses a simple point-and-click response. The dispatcher has the choice of using a mouse, trackball or optional touchscreen and the keyboard is not required for day-to-day operations.
- Agency Partitioning – Allows multiple agencies to use a common system while maintaining control over their console resources.

There are three main components of a Motorola MCC 7500 system:

- Dispatch Console
- Archiving Interface Server
- Conventional Channel Gateway

Various combinations of these components are connected together and to the rest of the ASTRO 25 system via console site routers and switches on an IP network.

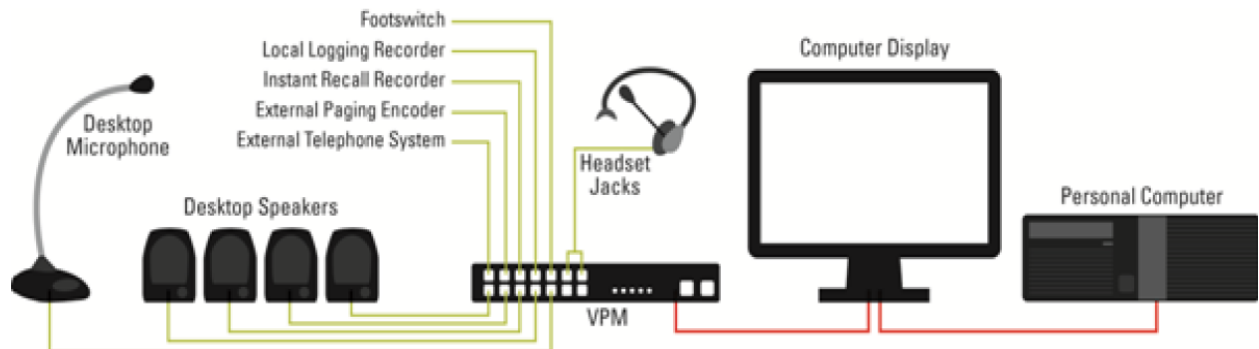


Figure 1: Motorola MCC 7500 Dispatch Console Hardware Architecture

The dispatch console hardware is based on a commercially available personal computer with Motorola provided hardware and software.

The Motorola provided hardware includes (refer to Figure 1):

- A Motorola-certified personal computer with:
- A voice card installed inside the computer
- An optional Secure Card installed inside the computer
- Desktop speakers (up to 4)
- Headset jacks (up to 2)
- A desktop microphone
- A footswitch

The Archiving Interface Server (AIS) provides flexible, high-quality archiving services for audio and data associated with various types of calls and events associated with radio resources. The AIS is a server which allows an IP-based logging recorder to “log onto” the radio system and request talkgroup and conventional channel audio be directed to it for recording. Once configured by the logging recorder, the AIS sends the audio and any information associated with the call (PTT ID, Alias, Type of Call, etc.) to the recorder.

The Conventional Channel Gateway (CCGW) is used in the MCC 7500 Dispatch Console to connect the dispatchers to analog conventional channels in their system. The CCGW allows an analog conventional channel to connect to the transport network in the ASTRO 25 trunking system. Once these channels are connected to the network, dispatchers are able to monitor and transmit on the channel.

K-Series Core

The ASTRO25 K1 and K2 configurations are targeted at small capacity conventional customers who require an ASTRO25 conventional only system. The K-core allows customers to interface channels to an IP based MCC 7500 Console, provides a migration path for customers with fielded Motorola Conventional solutions, and allows the flexibility for

customers to join a larger system in the future while maximizing their equipment investment. The K-core is an IP capable solution from the RF channel to the operator position, and has been architected to provide flexibility in design in order to meet the needs of varying customers. Customers have the ability to add channels or sites, migrate channels, or join a regional system, all while utilizing their initial investment.

The K1 and K2 configurations support: up to 50 conventional channels across 1 to 26 sites with up to 20 console dispatch positions from 1 to 5 dispatch sites with an overall limit of 25 remote sites (including sub-sites).

The K1 and K2 configurations support analog voice, mixed mode voice, MDC-1200, digital APCO Project25 conventional voice with supplementary signaling, and integrated data services.

The K1 configuration comes with the following:

- One (1) GCP 8000 Conventional Site Controller
- One (1) GGM 8000 Site Gateway
- One (1) LAN Switch

Customers can optionally add redundancy to the core equipment. A redundant configuration (K2) includes:

- Two (2) GCP8000 Conventional Site Controllers (CSC)
- Two (2) GGM8000 Site Gateways
- Two (2) LAN Switches

2.2 CONVENTIONAL SIMULCAST SYSTEM

2.2.1 Overview

Conventional systems have been, and continue to be, the most popular type of two-way radio system in existence. Conventional systems range from analog, voice-only communications over a confined area (single-site), to region-wide (wide-area) integrated voice and data networks with digital signaling, voting, multicast, and simulcast broadcasting.

In response to Curry County communications requirements, Motorola has chosen our VHF Conventional platform. Motorola's conventional radio systems provide benefits including:

- Effective radio channel management
- Fast and reliable communications protocol
- A network designed to serve Curry County coverage needs

2.2.2 Features and Benefits

Traditionally, conventional systems have been a basic radio system that provide "talk and listen" capability. Today's conventional systems offer many capabilities beyond basic talk and listen. A conventional system will provide Curry County with benefits including:

- **An Economical Solution** – Conventional systems are an affordable solution for many customers, especially when channel congestion and channel management are of a lesser concern.
- **Ease of Expansion** – Conventional systems expand easily by simply adding more sites.
- **Ease of Migration** – Motorola has always designed systems with expandability and future migration in mind. With Motorola's FLASHport capability, many major system upgrades can be handled without replacing hardware.

In addition, today's conventional systems can offer Curry County increased spectrum efficiency via narrow band technology, encryption for privacy, and compliance to Association of Public Safety Communications Officials (APCO) 25 standards (not included in this proposed system). Many users start with a simple system and upgrade or migrate to feature laden radio systems.

2.3 CONVENTIONAL SYSTEM DESIGN

Conventional systems have several design considerations based on Curry County's coverage and operational needs. This section discusses the different architecture, modes, and options available to a conventional system.

2.3.1 Architecture

Direct radio frequency (RF) communication – relying solely on the transmitter output power of a portable or mobile radio – is not always enough to successfully network a fleet of field radios throughout a system coverage area. Curry County requires coverage over a large area, consequently an infrastructure must be added to complete the network.

Conventional systems vary in both size and sophistication. Systems are often configured as single-site or multi-site depending on the coverage or "talk range" that is desired. A basic conventional system consists of a repeater or base station. The system can be expanded to increase system wide coverage by adding equipment to make it a standalone multi-site, voting, simulcast or multi-cast system.

2.3.1.1 Multi-Site

When a single site transmitter does not provide the coverage needed in a conventional system, a multi-site solution is the answer. Multiple sites are needed throughout Curry County's service area, extending radio coverage beyond that of a single-site system.

The basic multi-site configuration is simply standalone base stations or repeaters located at different sites throughout the user's coverage area. As users move through the expanded coverage area of a standalone configuration, they need to know the coverage footprint of each station, and manually select their channel. In a standalone configuration, only the receiving base station retransmits the signal. Thus, only the subscribers listening to this channel will hear the communication.

Standalone multi-site works well in systems where specific user groups have specific coverage areas, and do not typically roam throughout the system.

Different system designs and methods such as voting, simulcast, and multi-cast can be applied to the multi-site system to extend radio range and ease subscriber radio operations.

Simulcast

When a wide geographical area requires communications throughout the system, simulcast provides a solution. Simulcast is the simultaneous broadcast of the same voice or message from multiple transmitter sites on the same frequency. Simulcast was developed by Motorola to meet the needs of users who were outgrowing their single-site radio systems. These systems provide consistent communications throughout a large city, metropolitan area, county, or even country.

Simulcast systems are a frequency efficient and user-friendly technique of providing wide-area coverage. Simulcast offers the following advantages:

- **Larger Coverage Area** – One radio site may not provide the coverage necessary for the application in question. Simulcast expands the coverage area by expanding the number of radio sites. A simulcast system delivers continuous coverage throughout a large geographic area.
- **Efficient Use of Frequencies** — Adding sites typically requires more frequencies. In a simulcast system, the same frequencies are reused at every site in the system. This makes very efficient use of the available spectrum.
- **Simple Radio Operation** — Field units must be easy to use. Because the simulcast architecture operates like a single-site system, operations are simplified and radios are easy to use.

The current radio system architecture for Curry County uses analog simulcast.

2.3.2 Mode

Analog voice is the basis of a conventional system. An analog conventional system simply rebroadcasts the user's analog voice out to the other subscribers, increasing the system's coverage area. In a Motorola ASTRO system, analog voice is converted to a digital signal at the subscriber level before being transmitted across the network. Through the use of digital signaling, ASTRO systems provide many system features above and beyond the basic "talk and listen" of analog technology.

The budgetary figure and design for Curry County is a P25 Digital system. Digital radio networks allow for better delivered audio quality along with a multitude of enhanced options such as Over the Air Programming, Over the Air Rekeying, Unit IDs, and much more.

A conventional system can also operate in mixed mode, allowing a customer to have both analog and ASTRO subscribers on the same system. Mixed mode availability is dependent upon the conventional architecture selected.

2.4 CONVENTIONAL SYSTEM COMPONENTS

The system designed for Curry County consists of the following major components:

- GTR 8000 Repeaters
- MLC8000 Gateways
- GCM8000 Digital Comparators
- TRAK GPS/Frequency Standard
- Antenna system
- Combining and Multicoupler RF systems

This section of the system description contains descriptions of these components.

2.4.1 GTR 8000 Base Radio

The conventional GTR 8000 Base Radio provides the interface between mobile/subscriber radios that access the system on the APCO 25 FDMA Common Air Interface and the rest of the ASTRO[®] 25/Analog Conventional system. It can transmit and receive over the air in the 700/800 MHz, UHF R1, UHF R2, and VHF frequency bands. The GTR 8000 Base Radio transmits using configurable Compatible 4-level Frequency Modulation (C4FM), Linear Simulcast Modulation (LSM) and Analog FM and receives Compatible 4-level Frequency Modulation (C4FM) and Analog FM for traffic channel communications

The conventional GTR 8000 Base Radio supports an IP interface to carry payload (i.e. voice, data, and signaling) and control information as well as centralized Network Management fault and configuration information. It can be deployed in several different ASTRO[®] 25 System Releases

Analog conventional and trunked site types including:

- Conventional Only Site (single repeater/base station/control station/receiver)
- NM/Dispatch Site (single repeater/base station/control station/receiver)
- ISR Site (single repeater/base station/control station/receiver)
- Voting/Multicast/Simulcast prime site or remote subsite
- HPD Site
- Conventional Hub Site (Defined by the Distributed Conventional Configuration)
- BR Site (Defined by the Distributed Conventional Configuration)
- Conventional Conduit Hub Site (Defined by the Distributed Conventional Configuration)

The IP interface is used to carry payload information to-from a CCGW when the GTR 8000 is deployed as a single station/repeater or receiver in a non-voting topology. It is also used to carry payload information to/from a GCM 8000 Comparator and/or MLC8000 comparator gateway when the GTR 8000 Base Radio is deployed in a voting, multicast, or simulcast topology.

The conventional GTR 8000 Base Radio supports a V.24 and 4 wire circuit interface to carry payload information (i.e. voice, data, and signaling) to/from the infrastructure. This interface is used when the GTR 8000 Base Radio is being used as a QUANTAR replacement in a legacy ASTRO[®] 25 3.1/Analog conventional system. It is also used to carry payload information to/from an ATAC 3000 Comparator/DigiTAC/SpectraTAC when the GTR 8000 BR is deployed in a voting, multicast, or simulcast topology.

The conventional GTR 8000 Base Radio can be deployed in the following hardware configurations:

- A single standalone conventional GTR 8000 Base Radio for existing ASTRO® 25 3.1 conventional systems and ASTRO® 25 7.x conventional and trunked systems
- A single standalone conventional GTR 8000 Base Radio for existing Analog/Mixed Mode conventional systems
- A conventional GTR 8000 Base Radio added to an existing trunked GTR 8000 Expandable Site Subsystem for ASTRO® 25 7.x trunked systems

The conventional GTR 8000 Base Radio hardware consists of four major FRUs: the transceiver, the power amplifier, the power supply and the fan module. When deployed in a standalone configuration without an external frequency reference, then a transceiver with a SAC module is required to provide an internal frequency reference. The SAC module provides the frequency reference stability to allow the GTR 8000 to be a standalone base station. If the GTR 8000 is to be used in a simulcast topology, then a time reference is also needed to generate the 1 PPS signal for launch time determination. The time reference signal is obtained from the external frequency reference or a separate time reference input obtained from a device such as the TRAK 9100.

GTR 8000 Base Radios support ASTRO® 25 (IVD) systems. The GTR 8000 Base Radio is available for IVD systems in 700/800 MHz, UHF (435-524 MHz), and VHF (136-174 MHz).

G-series site equipment products are very flexible and designed to support today's robust site designs. G-series site equipment products provide the flexibility to upgrade to future functionality through software downloads.



The GTR 8000 Base Radio includes features such as:

- Multisite Linear Simulcast offers industry-leading radio coverage with fewer sites
- IP based simulcast operation
- Compact and integrated hardware utilizing 3 rack unit chassis enables efficient use of site space
- Software Defined Radio allows for upgrades to future functionality through software update
- Modular software design coupled with the Software Download Manager simplifies future upgrades and routine servicing
- Functionally separate modules - Field Replacement Units (FRU) - are hot-swappable allowing servicing and replacement without system down-time while minimizing channel down-time
- Designed for ease of service including significantly reduced alignment servicing
- No initial field alignment or servicing required for Multisite (simulcast) systems

- Standard battery revert and charging on the GTR 8000 Base Radio eliminates the need for an uninterruptible power supply (UPS) in many installations

2.4.2 MLC8000 Simulcast Base Radio Link Converter

Given the cost savings of IP technology compared to circuit leased lines, the MLC 8000 will exclusively support IP connectivity for analog simulcast systems. The MLC 8000's IP analog simulcast configuration greatly simplifies the audio distribution while continuing to provide the synchronization technology formerly provided by Motorola's circuit-based solution.

2.4.3 GCM8000 Comparator

The GCM 8000 Comparator ensures the broadcast of the best possible voice signal by combining the best parts of a single signal that has been received by multiple sites in a Multisite (simulcast) system.

The comparator features a digital voting methodology: Frame Diversity Reception. The comparator selects the data frame or signals with the lowest Bit Error Rate (BER) and forwards it. By using the best pieces of each input signal, the result is the best possible composite signal.

2.4.4 GPS Site Reference

The equipment used to synchronize an Analog simulcast system at RF sites is the TRAK. It is a Global Positioning Satellite (GPS)-based frequency and time reference unit.

TRAK unit provides the following outputs to meet the network time and network transport synchronization requirement of the Analog system:

- 10 MHz time reference
- Composite (1pps/5MHz) time reference

The equipment used to synchronize an Analog simulcast system at the Prime site is the TRAK 91008E. It is a Global Positioning Satellite (GPS)-based frequency and time reference unit.

The Model 9100 system consists of a main frame with plug-in modules and provides precise time and frequency outputs from GPS derived references. While the Model 9100 was designed as a redundant system, it can be configured for non-redundant operation. With its modularity and as timing requirements change, fielded units are easily upgraded with addition or change of appropriate modules (within constraints of available module locations).

SYSTEM COMPONENTS

Our proposed solution includes the following summary of equipment:

Subsystem 1 – MCC7500 Dispatch Console System with K2 Core

- 4 MCC7500 Positions
 - 1 Certified Workstation per position
 - 4 Speakers per position
 - 2 Headset Jacks per position
 - 2 Headset bases and headset tops per position
 - 1 Footswitch per position
 - 1 Install Recall Recorder per position
 - 1 19in Non-Touch Monitor
- K2 Core
 - Application Servers
 - Backhaul Switches
 - Site Switches
 - GGM 8000 Gateways
 - Site Controllers
- 1 Configuration Manager Workstation with Monitor
- Up to 64 Analog/V.24/ACIM Channel Licenses Interfaces
- Up to 32 Auxiliary Outputs
- Up to 70 Auxiliary Inputs
- Up to 26 Active low Inputs
- 1 Nclock with GPS antenna
- Recommended Spares

Subsystem 2 – Simulcast Radio System

- 6 Channels (and 1 additional channel for Paging)
- Prime Site: Grizzly Mountain
 - 7 MLC 8000 Analog Comparators
 - 6 GCM 8000 Digital Comparators
 - 1 GGM 8000 Gateway
 - ASTRO 25 Conventional Software
- Remote Sites: Blanco, Bosley, Black Mound, Agness
 - 7 GTR 8000 Base Radios
 - 7 MLC 8000 Gateways
 - 1 GGM 8000 Gateway
 - 2 Ethernet Switches
 - Custom Combining and Antenna System

Subsystem 3 – Microwave Radio Backhaul System

- 6 Microwave Links
 - 12 Outdoor Units (ODUs)
 - 12 Modular Modem Units (MMUs)
 - 4 Ethernet Switches

Optional:

- 2 Microwave Links
 - 4 Outdoor Units (ODUs)
 - 4 Modular Modem Units (MMUs)
 - 2 Ethernet Switches
- 2 Additional Simulcast RF Sites
 - 7 GTR 8000 Base Radios
 - 7 MLC 8000 Gateways
 - 1 GGM 8000 Gateway
 - 2 Ethernet Switches
 - Custom Combining and Antenna System

SERVICES

4.1 ESSENTIAL SERVICES OVERVIEW

In order to ensure that Curry County has access to technical support teams and resources for troubleshooting and maintenance, Motorola proposes our Essential Services offering to Curry County. Appropriate for customers who need immediate access to Motorola's technical personnel, Essential Services provide remote assistance to address unforeseen network events, make necessary repairs to network components, and deliver patches to keep Curry County's system secure. The proposed offering consists of the following specific services:

- Service Desk
- Technical Support
- Network Hardware Repair
- Self-Installed Security Patches

These services will be delivered to Curry County through a centralized team within Motorola's Solutions Support Center (SSC), which operates on a 24 x 7 x 365 basis; and through Motorola's Repair Depot, which will ensure that equipment is repaired to the highest quality standards.

4.2 ESSENTIAL SERVICES DESCRIPTION

Centralized Service Delivery

Centralized support will be provided by Motorola's support staff, located at our Service Desk and Solutions Support Center (SSC). These experienced personnel will provide direct service and technical support through a combination of Service Desk telephone support, technical consultation and troubleshooting through the SSC, and ongoing network monitoring of Curry County's system.

Motorola will provide **Service Desk** response as a single point of contact for all support issues, including communications between Curry County, third-party subcontractors and manufacturers, and Motorola. When Curry County's personnel call for support, the Service Desk will record, track, and update all Service Requests, Change Requests, Dispatch Requests, and Service Incidents using Motorola's Customer Relationship Management (CRM) system. The Service Desk is responsible for documenting Curry County's inquiries, requests, concerns, and related tickets; tracking and resolving issues; and ensuring timely communications with all stakeholders based on the nature of the incident.

As tickets are opened by the Service Desk, issues that require specific technical expertise and support will be routed to our Solutions Support Center (SSC) system technologists for **Technical Support**, who will provide telephone consultation and troubleshooting capabilities to diagnose and resolve infrastructure performance and operational issues. Motorola's recording, escalating, and reporting process applies ISO 90001 and TL 9000-certified standards to the Technical Support calls from our contracted customers, reflecting our focus on maintaining mission-critical communications for the users of our systems.

Network Hardware Repair

Network Hardware Repair – Motorola's authorized Repair Depot will repair the equipment provided by Motorola, as well as select third-party infrastructure equipment supplied as part of the proposed solution. The Repair Depot will manage the logistics of equipment repair (including shipment and return of repaired equipment), repair Motorola equipment, and coordinate the repair of third-party solution components.

Security Management Operations

The proposed **Self-Installed Security Patches Service** will provide Curry County with security updates that are pre-tested by Motorola and installed by Curry County's personnel. Motorola's dedicated vetting lab will pre-test security updates for the proposed ASTRO 25 system release. When appropriate, Motorola will make these updates available to outside vendors in order to enable them to test each patch, and will incorporate the results of those third-party tests into the updates provided to Curry County. Once an update is fully tested and ready for deployment in Curry County's system, Motorola will post it to a secured extranet website and send an email notification to Curry County. If there are any recommended configuration changes, warnings, or workarounds, Motorola will provide detailed documentation for Curry County along with the updates on the website.

4.3 MOTOROLA'S SERVICE CAPABILITIES

Our focus on the needs of our public safety partners has led us to recognize that an integrated implementation and service delivery team that takes a new system from system installation, to acceptance, to warranty, and all the way through extended maintenance, is the best way to ensure that public safety communications systems meet the needs of first responders. Motorola's team of experts, have developed refined processes and sophisticated tools through our experience in delivering mission-critical communications.

On-Call Support through the Solutions Support Center (SSC)

The cornerstone of our customer care process, Motorola's Solution Support Center (SSC) is staffed 24x7x365 by experienced system technologists. This TL 9000/ISO 9001-certified center responds to over 5000 public safety, utility, and enterprise customers. With over 100,000 phone and email interactions with Motorola customers per month, the SSC provides our customers with a centralized contact point for service requests.

Centralized Repair Management through Motorola's Repair Depot

Our repair management depot coordinates component repair through a central location, eliminating the need to send system equipment to multiple vendor locations for repair. Once equipment is at the depot, technicians will replicate Curry County's network configuration in our test labs in order to reproduce and analyze the issue. Technicians will then restore the equipment to working order. After repairs are completed, equipment will be tested to its original performance specifications and, if appropriate, configured for return to use in Curry County's system. All components being repaired are tracked throughout the process, from shipment by Curry County to return through a case management system where users can view the repair status of the radio via a web portal.

Direct Access to System Information through MyView Portal

Supplementing Motorola's proposed services plan for Curry County is access to Motorola's online system information tool, MyView Portal. MyView Portal provides our customers with real-time visibility to critical system and services information, all through an easy-to-use, graphical interface. With just a few clicks, Curry County's administrators will gain instant access to system and support compliance, case reporting, ability to update and create cases, have visibility to when the system will be updated, and receive pro-active notifications regarding system updates. Available 24x7x365 from any web-enabled device, the information provided by MyView will be based on your needs and user access permissions, ensuring that the information displayed is secure and pertinent to your operations.



Figure 4-1: MyView Portal offers real-time, roled-based access to critical system and services information.

ASSUMPTIONS

Motorola has made several assumptions in preparing this budgetary proposal. In order to provide a firm quote, Motorola will need to verify all assumptions or seek alternate solutions in the case of invalid assumptions.

- All existing sites or equipment locations will have sufficient space available for the system described.
- All existing sites or equipment locations will have adequate electrical power and site grounding to support the requirements of the system described.
- Any towers, shelters, and/or connectivity required for new sites will be the responsibility of the customer
- Any tower stress/structural analyses or tower upgrade requirements will be the responsibility of the customer.
- All existing towers will have adequate space and size to support the antenna network requirements of the system described.
- The customer will make any necessary site improvements to meet R56 standards.
- Any site/location upgrades or modifications are the responsibility of the Customer.
- Any tower stress analysis or tower upgrade requirements are the responsibility of the Customer.
- The customer will provide frequencies necessary to support the system design.
- Approved FCC licensing provided by the Customer.
- Approved local, State, or Federal permits as may be required for the installation and operation of the proposed equipment are the responsibility of the Customer.
- Any required system interconnections not specifically outlined here will be provided by the Customer. These may include dedicated phone circuits or microwave links.
- Where necessary, the Customer will provide a dedicated delivery point, such as a warehouse, for receipt, inventory, and storage of equipment prior to delivery to the sites.
- All resources will be co-located.
- No logging recorder is included
- No UPS/power backup is part of the quote.
- All sites have Ethernet connectivity and sufficient bandwidth to support operations.
- There is adequate DC power at proposed sites to support new equipment.
- The option for 2 additional RF sites assumes no site development is required.
- Microwave pricing assumes clear light of sight between microwave links.

ADDITIONAL EQUIPMENT AND SERVICES AVAILABLE UPON REQUEST

The following is a summary of equipment and services that Motorola will quote separately, upon request:

- Site connectivity.
- Site acquisition or preparation costs, such as buildings, towers, grounding, or licenses/permits or costs to upgrade sites to comply with Motorola's "Standards and Guidelines for Communications Sites" (R56).
- Site power generation or utility costs such as electrical power terminations, generators, battery chargers, backup battery banks, etc.
- Console furniture.
- Application software such as Computer-Aided Dispatch (CAD), Records Management System (RMS), etc.
- Customized service package based upon customer-specific requirements.
- Subscriber programming and installation.
- Coverage prediction and testing.
- In-building coverage enhancements
- Microwave maintenance.
- Security remediation.
- Subscriber repair services and upgrades.
- Life cycle system management services.
- Extended warranty services
- Asset management.
- Video surveillance.
- Customer training (<http://www.motorola-wls.com>).
- Applicable federal, state, and local taxes.

SYSTEM ESTIMATE

Motorola estimates the system solution and services to be as follows:

K2 Core with MCC7500s:

K2 Core with 4 MCC7500 Console Ops	
Equipment / Services	Pricing
Equipment	
K2 Core with Four MCC7500 Console Positions Equipment Total Cost	\$472,551
<i>See Equipment detail in Section 3.</i>	
System Implementation Services	
Turnkey Installation, Optimization, Project Management, Post Sale Engineering, System Technologist, System Documentation, One Year of Essential Plus Warranty Services	\$160,965
Total System Cost for K2 Core with Four MCC7500 Console Positions	\$633,516

Simulcast Network:

5 Site, 7 Channel VHF Simulcast Radio Network	
Equipment / Services	Pricing
Equipment	
5 Site, 7 Channel VHF Simulcast Radio Network Equipment Total Cost	\$1,402,172
<i>See Equipment detail in Section 3.</i>	
System Implementation Services	
Turnkey Installation, Optimization, Project Management, Post Sale Engineering, System Technologist, System Documentation, One Year of Essential Plus Warranty Services	\$630,470
Total System Cost for 5 Site, 7 Channel VHF Simulcast Radio Network	\$2,032,642



Option for 2 additional 7 Channel VHF Simulcast RF Sites	
Equipment / Services	Pricing
Equipment	
2 Site, 7 Channel VHF Simulcast RF Sites Equipment Total Cost	\$497,424
<i>See Equipment detail in Section 3.</i>	
System Implementation Services	
Turnkey Installation, Optimization, Project Management, Post Sale Engineering, System Technologist, System Documentation, One Year of Essential Plus Warranty Services	\$160,838
Total System Cost for an additional 2, 7 Channel VHF Simulcast RF Sites	\$658,262

Microwave Backhaul Network:

6 Microwave Backhaul Links	
Equipment / Services	Pricing
Equipment	
6 Hop Microwave Backhaul Link Equipment (range accounts for different configurations available)	\$241K -\$440K
<i>See Equipment detail in Section 3.</i>	
System Implementation Services	
Turnkey Installation, Optimization, and Project Management (range accounts for different configurations available)	\$206K -\$286K
Total System Cost for 6 Hop Microwave Backhaul System	\$447,000 –\$726,000

2 Additional MW Backhaul Links Option	
Equipment / Services	Pricing
Equipment	
2 Hop Microwave Backhaul Link Equipment (range accounts for different configurations available)	\$80K - \$146K
<i>See Equipment detail in Section 3.</i>	
System Implementation Services	
Turnkey Installation, Optimization, and Project Management (range accounts for different configurations available)	\$68K - \$95K
Total System Cost for 2 Hop Microwave Backhaul System	\$148,000 - \$241,000

OUR COMMITMENT

Motorola products are growing and changing, as they have over the years, and Motorola's drive for excellence has strengthened and intensified. From the five-pound Handie-Talkie™ radio to the lightweight models of today, Motorola has been the leading provider of two-way radio services to public safety, government, transportation, utility, and manufacturing enterprises. Motorola changed the way the world communicates, from making the equipment that carried the first words from the moon to the introduction of the DynaTAC cell phone in 1983. We were the first to bring Push-to-Talk over Cellular to market.

More recently, Motorola delivered the first all-digital, high-definition television (HDTV) technical standard and demonstrated the world's first WiMAX 802.16e mobile handoff. In the arena of mission critical, public safety communications, Motorola implemented the first statewide Project 25 IP-based network, and the only VHF Project 25 IP-based statewide trunked networks. We maintain our leadership in Project 25 systems by developing innovative solutions for our customers.

Throughout our history, Motorola has transformed innovative ideas into products that connect people to each other and the world around them. Moving forward, we strive to fulfill our commitment to make products and services better and to make sound recommendations that will guide Curry County in linking your current and future communication needs and objectives with technology's ever-evolving promise.

Upon request, your Motorola account executive can provide a firm proposal tailored to meet your solution needs.

