

**Report on issues discussed at the weekly  
Management Update meeting on January 25, 2010.**

Commissioners Present: Commissioner Carlson, Commissioner Brentano and Commissioner Milne

**INFORMATIONAL**

FY 2008-09 Comprehensive Annual Financial Report

Chuck Swank of Grove, Mueller & Swank PC, discussed the county's annual Comprehensive Financial Report (CAFR) for fiscal year 2008-09. The Board of Commissioners accepted the report at the Wednesday, January 27, regular board session. Chuck commended staff from the Marion County Finance Department for their hard work and assistance in completing the report. He added that the special district and cable regulatory commission audits have also been drafted.

Marion County Employee Customer Service Training Update

Madilyn Zike, human resources manager, and Barb Young, senior policy advisor, discussed upcoming countywide customer service training. Madilyn said the county had worked with Interface Network to help develop the curriculum. Interface Network works regularly with non-profit and government customers. A group of 12 Marion County employees will attend a train-the-trainer course then deliver the training to county departments. Commissioners Milne and Carlson asked for additions to the curriculum including a focus on creative problem solving and emphasis on the service aspect of government. Barb said the suggested additions would be included in the upcoming train-the-trainer session.

Vacant Positions on the Mid-Willamette Valley Community Development Partnership Board

Glenis Chapin, volunteer coordinator, said that she had been contacted regarding two vacant positions on the Mid-Willamette Valley Community Development Partnership Board. Glenis said she was forwarded names of potential applicants and she will follow up and find out the interest level of these parties. Glenis will report back to the board.

Proposed Legislation LC 137

Caron Galvin-Price, Finance Department, discussed potential legislation that could affect tax foreclosed residential property. LC 137 would allow local governments to assess fines of up to \$1,000 per day on neglected foreclosed residential properties. This would affect tax foreclosed residential properties inside city limits. Caron said the county does make an effort to maintain properties; however, tax foreclosed properties have often been neglected for some time when the county acquires them. She commented that the legislation appears to be intended for properties foreclosed by banks and mortgage companies and desired to keep surrounding property values from

declining. Caron and legal counsel will work with the Association of Oregon Counties to seek an exemption for counties.

#### Information on the Proposed Sale of Tax Foreclosed Real Property

Caron next discussed property on 3055 Industrial Way NE in Salem that was deeded to Marion County in October 2009 through the tax foreclosure process. It is the site of an old metal casting/fabrication facility that shut down in December 2005. This property may have some environmental issues but the county was not certain since it has not been examined closely. Caron said she has issued a notice to local real estate agencies about the property. She said there has been some initial interest. Caron will keep the board updated on the status of the property.

#### Urban Zone Code Update LA 09-004

Joe Fennimore, Planning Department, and Sterling Anderson, planning director, discussed proposed updates to the urban zone code. Joe discussed updates that had been completed since the work session held in mid-December. In addition, the board requested some changes that would allow up to two vehicles for a home occupation or service vehicles. Commissioner Brentano said he would also like to see some provision of recycling space for apartment complexes and multi-family housing. A public hearing on the urban zone code is scheduled for Wednesday, February 10.

#### Contract Review Board - Exemption Process for a Public Improvement Contract

Dave Henderson, Business Services director, and Peggy Mitchell, contracts compliance analyst, discussed a request for an exemption in a public improvement contract to use an alternative contracting methodology. Peggy explained that a public hearing will be set for this issue. Dave provided some background information and said that although the Courthouse Square building is safe for employees, the county would like to proceed with making corrective construction action within next 12 months. To meet this deadline the county will need to get an architectural engineering firm to come up with a plan on how to proceed and correct the deficiencies in the building. It is preferable to have the contractor on board at the same time. Therefore, they would like to use the Construction Manager/General Contractor (CMGC) process. However, this method requires approval by the board. The public hearing will be set for Wednesday, February 17. Commissioner Carlson requested a copy of the communication plan about the repair of Courthouse Square as soon as it is available, as queries were already being made about the repair costs, etc.

#### Contract Review Board Public Contracting Rules

Peggy provided an update of legislative changes that affect public contracting rules and became effective January 1, 2010. Peggy summarized each of the proposed updates and changes. The Board of Commissioners will approve the updates at the Wednesday, January 27, regular board session.

## **ACTION**

### Consider Acceptance of Two Responses to RFP

Peggy introduced this item and said that it was to consider if the county should waive or permit a proposer to correct a minor informality in its proposal submitted in response to a RFP for design services for Courthouse Square. Peggy said that the RFP had closed on January 12, 2010, and her initial review of the proposals revealed that two of the four proposals failed to acknowledge the receipt of the addenda that were part of the RFP. Peggy said it was apparent from the proposals that both contractors had received the addenda and had incorporated the provisions into their proposals. Both parties provided letters acknowledging receipt of the addenda. Peggy said that in order to consider all four proposals, so that the county has a good pool of candidates to choose from, she is requesting that the board waive this minor informality and allow both contractors to be considered in the selection process.

**Motion:** Commissioner Brentano made a motion to permit the proposers to correct the minor informality and accept all four of the bids for consideration. Commissioner Milne seconded the motion. The motion passes unanimously.

### WORK SESSIONS AND OTHER MEETINGS

- 2/1 Commissioners' calendar review, 8:30-9:00  
Management Update, 9:00-11:00
- 2/3 Board Session, 9:00-1:00  
Woodburn/County meeting, 12:00-1:00