

**Marion County
Facilities Steering Committee Meeting**

Courthouse Square, 555 Court Street NE
Senator Hearing Room
November 8, 2007

Facilities Steering Committee Members Present:

Ray Burstedt, Community – SEDCOR President
Roy Deede, Health Department
Gayle Horton, Business Services
Chris Lord, Community – Prudential Real Estate Broker, Assessor's Office 30 years
Patti Milne, Marion County Commissioner
Bob Mulkey, Community – Corporate Development, Prudential Real Estate Professional
Laurie Steele, Marion County Treasurer
Chuck Sybrandt, Juvenile
Jeff White, Finance
Sue Bloom, Community – Center St. Committee Rep

Center Street Campus Subcommittee Members Present:

Rod Calkins, Health
Ruth Johnson, Community – Retired Health Department and Salem Hospital Board

Aumsville Highway Campus Subcommittee Members Present:

Troy Clausen, Sheriff's Office
Barb Young, Board of Commissioners

Off-Campus Sites Subcommittee Members Present:

Derek Godwin, OSU Extension Service

Support Staff Present:

Bob Hutchinson, Business Services – Facilities
Vickie Ivester, Business Services – Administration
Cindy Johnson, Business Services – Administration
Jerry Woelke, Finance

Guests:

John Lattimer, Chief Administrative Officer, Marion County

Welcome/Introductions – Laurie Steele

Report from Off-Campus Sites Subcommittee – Laurie Steele

Laurie reported that the subcommittee felt the timing was off to bring recommendations to the Steering Committee at this time. Laurie recommended to the Steering Committee that the work of the Off-Campus Sites Subcommittee be postponed 6-9 months until the other subcommittee work is done.

Commissioner Milne commented that it is important to keep in mind that satellite offices have relationships with both the Center Street and Aumsville Highway campuses, and we should make sure that they are included. It was agreed to set aside the work of the Off-Campus Sites Subcommittee, keeping this in mind.

Report from Aumsville Highway/Corrections Campus Subcommittee – Troy Clausen and Barb Young

Troy and Barb presented directly from their report, covering the background, membership, report elements and findings. (Subcommittee reports can be found on the Facilities Committees website at http://www.co.marion.or.us/BS/FM/facilities_committees.htm.) The committee discussed factors to consider in expansion, such as:

- The subcommittee recommends expanding the corrections' campus. Discussion about what direction would be best included looking at land to the West (using part of the Industrial site), East toward DPSST, or across the street.
- Concerns were expressed about the difficulty of attracting corporations to invest in the industrial area with razor wire easily visible from the site. New industrial business construction clients have already expressed concerns with having the corrections facility nearby.
- Should we consider multi-jurisdictional facilities, such as Salem Police, State Police, and Marion County Sheriff's Office? This may require a possible cost-benefit analysis and likely would require the creation of a Law Enforcement District (would need bond levy to support). Ruth Johnson mentioned that there is a 4-city consortium in the Hood River area. Commissioner Milne agreed but noted that it would not be easy to put together a governing board. Troy indicated that some work has been done on this and he would get more information from Chris Hoy.
- The subcommittee recommended maximizing the use of space at the Jail and Work Center. The Jail is currently set up for 528 beds, but it can host 568. The group discussed increasing use to the 568-bed maximum, but felt that additional funding would need to be identified for operational costs.
- Commissioner Milne reported a strong feeling from the Board of Commissioners that programs are utilized fully before asking the public for more money.

Barb and Troy presented the subcommittee's proposed amendments to the consultant's four phase recommendations:

1. Immediate (within the next 12 months)
 - Maximize use of jail by increasing to 568 beds. Additional personnel costs would be approximately \$550,000. Materials and service costs have not been estimated.
 - Maximize use of Work Release Center from 144 to 200.
 - Move Parole & Probation to leased space.
 - Use modular buildings for Central District Office.
 - Explore purchasing additional property at campus.
2. Phase 1 (next 5 years)
 - Barb Young indicated that, of the 15 items listed in this phase, items 3 through 6 are key. This includes enlarging the medical/mental health space; enlarging the laundry area, relocating the garage and sally port; and building a new intake/release area.
 - The intake needs expansion. There can be a wait of 10-25 minutes for booking.
 - The laundry has not been expanded since it was built. The S.O. has looked at partnering with other entities and privatizing the services. Also, discussions are underway with the state courts and with Chemeketa, for practical work training.
3. Phase 2 (5 – 10 years)
 - Recommend building a 3-story Criminal Justice Center, which could house State, County and City office space. The subcommittee estimates the need for approximately 90,000 square feet, of which the county would use 60,000 sf. They also considered that the Justice and Municipal courts might be able to share a courtroom there.
4. Phase 3 (10 years +)
 - Barb indicated that it was a struggle to project recommendations for phase 3 since it would be extremely difficult to make accurate recommendations that far into the future. Additional land may have to be secured. The group discussed possible expansion plans, solutions, project timing, cost estimates and funding options.

The subcommittee considered different funding options, such as having municipalities pay booking fees, assessing an inmate fee, selling Certificates of Participation, or going out for GO Bonds.

John Lattimer recommended bringing in experts to do cost estimates, population studies, etc., possibly the National Institute of Corrections (NIC). Troy mentioned requesting a grant from NIC to help with the study. The Corrections Campus has no bonds outstanding at this time.

Report from Center Street Campus Subcommittee – Roy Deede

The Center Street Campus Facilities subcommittee's main focus was to look at actual space needs to verify the consultant's original report. They identified additional needs for all service areas and the need for a conference/training facility on site. They used projected population and client numbers to try to estimate future needs. They also looked at parking needs and the flow of the parking lot. It was estimated that Health would need 8,700 additional square feet, Juvenile would need 14,000 and OSU would need 11,800 additional square feet.

They recognized several changes since the original study was done: they have new lease locations, have moved programs, and the Health Department has additional funding for new programs, requiring additional staff. To better serve the public, the Health Department needs to co-locate most of their programs. Locating services together will improve services, reduce travel time for clients and staff, reduce lease costs, and reduce operating costs.

Ruth Johnson supports co-locating the services to meet client needs. Many of the clients need more than one service and many of them use the bus. This would allow for a one-stop shop. Chris Lord said that he supports the new Health building, saying he knows the need is there. He thinks it should be done sooner than later. Bob Mulkey said that after touring the facilities, he totally agrees that the building should be replaced.

The current Health building was designed as an open floor plan, prior to HIPAA regulations, causing the county to build many small offices. The building is inefficient both for service delivery and for utilities, and is very expensive to maintain. The consultant's report indicated that the building would be cost effective to remodel, but did recommend gutting and designing the interior for better use.

The group discussed the OSU Extension office and whether it is best to separate it or keep it with the Center Street facility. Derek Godwin said that they had looked at other sites, but felt the Center Street site was the best location.

Juvenile has 2 buildings that need to be replaced. Laurie noted that the consultant's master plan lists \$200K to demolish the old Juvenile building. The group felt it should be done sooner rather than later – the need is there.

John Lattimer commented that the costs are too high to do all the funding through COPs. We do not have the funds to do all the work at once, so we need to set priorities over time, need to set a budget and be able to sell the plan to the Board of Commissioners and the public. We need a better idea of the costs and set priorities. Barb indicated that no federal funds are available for corrections. John Lattimer suggested that Finance take the point in identification of experts to retain and how to phase the projects. He also indicated that agriculture and water conservation are important issues in Marion County, so there could be funds available if we were to build a "green" building. Also, there could be some operating costs saved.

Next Steps

- 1) Need to determine how to develop the report to the Board of Commissioners (and budget committee); get more information first, prioritize needs and attach costs.
- 2) Subcommittees need to get financial and technical analysis from experts.
- 3) Corrections subcommittee needs to get advice from expert on corrections (jail, work center, parole & probation).
- 4) Need to phase projects in and set aside some budget money.
- 5) Prioritize Health and Juvenile work.
- 6) Need to set priorities for the Center Street Campus report.
- 7) Figure out what is doable and the timeline.
- 8) Discuss financing, cost analysis tied to priorities, cash flow and possible lease/purchase reimbursement from the state.
- 9) Discuss building versus remodeling.
- 10) Discuss real needs and what we can afford.
- 11) Set aside more funding for consultants.
- 12) Report to the Board of Commissioners on work done so far, recommendations, plan to gather more data (don't share the costs at this time as we don't have all the answers). Possibly say that the Facilities Master Plan funding is not adequate.
- 13) Commission Finance with identifying possible experts and assisting with phase planning.

Status Report on Courthouse Square Space Analysis – Gayle Horton

The County has been working with Bainbridge Design to make recommendations and draw plans for the building, by floors. Goals are to have all of IT on the 5th floor, move the Treasurer to the 4th floor adjacent to Finance, move CFC to the 3rd floor with more space to expand, divide CFC space on the 4th floor between Legal and Business Services, and set up an IT training room. Tenant improvements are expected to be completed by June 2008.

There are no plans for the north block, the other side of the bus terminal, at this time. Courthouse Square building challenges need to be resolved before development. The original plan was for affordable housing or stores, but was not feasible.

Meeting adjourned

Laurie Steele thanked the community members for their assistance.
Minutes prepared by Vickie Ivester, Business Services Administration