

# **APPENDIX**

## **MINUTES**

### **SUBCOMMITTEE FOR CORRECTION'S CAMPUS**

**OCTOBER 16, 2007**

Present: Barb Young, Commander Chris Hoy, Commander Troy Clausen, Undersheriff Mike Wilkerson, Commander Jason Myer, Judy Chartier, Barb Young.

Minutes from the previous meeting – September 24, 2007 were handed out and reviewed.

This being the last meeting before the final proposal is sent to the Facilities Steering Committee the subcommittee prioritized the draft, and added additional information. The draft outlined the background of the committee, established categories with each category referring to phase 1, 2, and 3. Recommendations were made for a building site, projected timing and cost estimates. Also included are the risk and liability factors of repairs to an already existing building. Each of these items were discussed at previous meetings and are included in the minutes, they will be included as back up to the final proposal.

# MINUTES

## SUB COMMITTEE JAIL CAMPUS

SEPTEMBER 24,2007

Present: Barbara Young, Undersheriff Mike Wilkerson, Lt. Jason Myers, Cmdr. Chris Hoy, Bob Riggi, Cmdr Troy Clausen, Mike Ryan

Gayle Horton requested the Subcommittee's finalized report by October 22, 2007.

The last meeting, September 21<sup>st</sup> minutes were discussed.

- Expand Jail
- Maximize Jail space 40 to 60 beds
- Maximize Work Center up to 200 beds
- Use General Funds
  1. Lottery funds are committed to other areas
  1. \$500,000 to the Oregon Garden
  2. \$1.5 million to Courthouse Square payment (\$19 million total)
  3. \$385,000 to Planning
  4. Not likely to receive Lottery funds for this
  5. Constructions money not available, operational and program funds only
  6. Grants were looked for but are slim looking, will continue to look
  7. Look for other funds

Prioritize needs to present to the Board:

1. 2008/2009 Ask for Jail expansion and operations money
2. 2009/2010 ask for Work Center expansion and operations money
3. Bond money

Open for suggestions:

Juvenile Center held an account for matching funds or potential matching funds, which proved to the Budget Committee they were serious about their requests. This put the Budget Committee into mind for allocation money for the Juvenile Center. This takes the request out of the discussion of a plan and puts requests into an action plan.

If there is money unused from programs that could be directed to this type of account, this could be a partnership with the Board. Interest money from paying off the Jail Campus construction is remaining and under debate.

Budget for 2008/2009; discussion with the Board is imperative at this time. No surprises. What the taxpayer's dollar is doing.

Maximizing the Jail space can be accomplished in one day. Staffing/operation is what takes the longest to get into place.

Build up instead of out. On new construction

Decision/recommendations –

Show maximizing space and general fund, doing everything possible, projection of future possibilities. Projection of future.

Identify specifically the needs for the Jail Campus:

- Expansion of G and H Pods
  - G Pod expand to 128 Beds
  - H Pod constructed for 256 Beds
    - Include in the construction budget to present whole plan
    - Use as program space until beds are needed and costs can be funded
  - Maximum for facility/grounds = 1,000 beds
- Enlarge the Medical facility
  - Room in use now for multi use is only way to expand
  - Multi use room to move to other area, uncertain location
  - Need 3 more nurses
  
- Bigger Mental Health area (shared with Medical staff at this time)
- Laundry facility enlarged
- Kitchen area
- New Intake area, too small at this time
- Garage and Sally Port to be relocated
  - Process 20,000 in annually
  - Process that number out – area is too small
- Administration offices need to be relocated
- Visitor area needs to be enlarged
- Parking area is too small – expand where modelers are
- Utilities are already there for expansion
- Court rooms to be included for expansion
  - Design flaw on safety in one room.

Projected costs for all could be as high as \$50 million

G Pod is \$11 million

Operation costs are double of what was projected when the Jail was constructed.

Identify specifically the needs for the Work Center:

- Increase beds to 200 plus
- Remodel the area that is being used by enforcement
- Use area for program space and Work Center purposes
  - Central District Office will have to relocate
  - Could move to one of the modular building at 4040
  - Could share in new space with P &P

Expansion of property -

Acquire 5 acres of land from Sedcor to expand out past Dog Control. Wetlands are in this area. Area would also be land locked. State lands are on the other side of us – DPSST. Require top market dollar, then no money for expansion. Is there property to exchange with other agencies? Most property is sold off as soon as possible to reduce ownership. We see getting land locked in future. The 12 acres that were acquired is all we could acquire because it borders on Salem’s industrial park boundaries, already surveyed and identified. We need to make a recommendation for someone from the Board to make the official initial inquiry to the appropriate party - Sedcor or the City of Salem to acquire additional property. Use existing map in book.

08/09 Jail and Work Center max beds and medical facility and pursue additional property

09/10 New construction for G and H Pods and new Intake

Can we be as aggressive as asking for both in the first year? Package everything together. How to convince the commissioners? Most support from community. Facilities committee will recommend to the board their view, so we need to present our needs to them. BLES will also hear our needs.

Sheriff needs to get out of the basement of the courthouse except for the required office. Ask for space across the street. Partner with City police or State police for a joint building to house enforcement and administration. Build/Lease agreement with private company then buy back the building when it is paid for. City police is proposing a \$45 million complex, unknown where. Maybe a partnership would open up the land out here that is needed. They are expanding east so they may like having the building out in this area. Present the offer and make them say “no”. Be pro-active. Other counties, cities and State police share space. The mayor would be a good person to have on our team. She can make recommendations to the City and Sedcore.

Next meeting the 1<sup>st</sup> half we will finalize our recommendation, get whatever changes we need. The 2<sup>nd</sup> half we can invite a representative from Salem PD and Oregon State Police. Maybe the Sheriff would like to be there also, so he will know our direction. We will schedule this the week of October 15<sup>th</sup>.

# MINUTES

## SUBCOMMITTEE FOR THE FUTURE EXPANSION OF THE JAIL CAMPUS

AUGUST 27, 2007

Present: Undersheriff Mike Wilkerson, Bob Riggi, Barb Young, Judy Chartier, Cmdr. Chris Hoy, Lt. Jason Meyer, Cmdr. Troy Clausen

Handouts: Agenda, Subcommittee minutes from July 9, 2007, Steering Committee Charter, Steering Committee Minutes from July 19, 2007 (draft), Roster of Steering Committee and the Subcommittees, Statesman Journal news article, Barbara Young's Discussion on Paper, Seattle-Northwest Securities Corp. Financing Options dates August 6, 2007, Proposed floor plan of new facility.

Undersheriff Mike Wilkerson opened the meeting by going through the handouts, asking for questions. The last page of last meeting's minutes had things to think about for this meeting. Some committee members were in contact through email making suggestions.

The floor plan is a proposed idea with 3 floors at 30,000 square feet with the top floor unfinished for future expansion. The first floor would be used for Parole and Probation. The second floor would be for Enforcement and the downtown offices of the Sheriff, which would include records, civil, and administration. On today's market we can expect to pay anywhere from \$127 to \$200 a square foot for a completed office. Ideally there would be enough room to include Justice Court since their building has no security and they have also run out of room. District Court is located next to the Jail, and they have also run out of room. There would be classrooms and training facilities. Question: Is there anything that has been overlooked or missing?

Phase I: Recommendations are to maximize the Jail facility by bringing it up to the 600 beds, which there is space for. By doing this we would need to have the Commissioners agreement and direct the needed operating funds to the Jail. The Jail processes approximately 20,000 bookings per year in the last 2 years, and we were designed for 11,000. Adding G Pod could potentially cost \$11 million at this time. We have a small area for the "special needs" inmates and 16 beds for 24-hour watch. A determination/agreement needs to be made between the Jail and Mental Health Department for the treatment of these inmates. We currently spend \$7,000 per month on medications for them. If a larger medical facility were built we would be treating more patients/inmates. Who should be responsible?

The Work Center has the capacity for 200 beds. The Enforcement's Central District Office is located on the south side of the building. They would need to relocate so the Work Center could remodel and utilize the additional 4,000 square feet for expansion.

The Evidence Building is the building out behind the new animal shelter, and is being used for extra storage for the Jail. This is also inadequate for the required supplies used to run our “small city”. Facilities maintenance is also housed in this building, and we need to have coverage from them on a 24/7 basis especially if we expand by 400 beds. We have 4 maintenance workers and will need 2 more.

The State has funded us for hiring new PO’s but we have no place to put them. We have outgrown our modular buildings here on the Jail campus. Our Madison Street substation is at capacity and we are looking to relocate and possibly share the space with Enforcement’s Central District Office. The treatment for drugs grant will be ending soon and we will have to pick up that expense as well.

By utilizing the space we have now we will be in a crisis situation for needed space within 5 years.

Phase II: We would need to build the other half of G Pod (128 beds) and H Pod (255 beds), which would maximize the facility at 1,000 beds.

The new facility built to house P & P, Enforcement Admin, and Justice Court on land adjacent to the animal shelter.

Phase III: 5 – 10 year time frame. Not feasible to address at this time.

Suggestions:

Judy – Open House for general public to see what is behind the scenes and how the needed money would be used.

There will be a video tour of each facility available to the public.

Meetings are publicized on the Web page.

Barb Young handed out a page with her ideas. They mirrored the Sheriff’s master plan. Funds could be obtained from COP’s – Certificate of Participation, from the County. These funds could be paid back by using money from the general budget, or PLOT funds - Pay in Lieu of Taxes, which is money received from yearly timber funds.

1. Maximize available Jail beds
2. Maximize Work Center beds
3. Construction of G Pod
4. Operational Costs

New Booking fees, Community Commitment to public safety – a 20-year Construction Bond, a 5-year Operation Levy, Other issues.

The handout from the Seattle-Northwest Securities Corp. was discussed and page 3, the study summary.

Summary: Get commitment from Commissioners to support maximum usage of facilities, explore usage of funds from general funds, funding with or without the Health Department, G Pod, Bond measures for construction and for operations, community involvement.

MW/rjs  
9-4-07

# MINUTES

## FUTURE SPACE NEEDS AT MARION COUNTY JAIL CAMPUS SUBCOMMITTEE

7-9-07

Present: Undersheriff Mike Wilkerson – in charge of the Jail Campus = Jail/Parole and Probation, the Work Center, Judy Chartier- East Salem Neighborhood Association, Mike Ryan – Community Service Director with Realtors Association, Barbara Young – Board of Commissioners, Bob Riggi – President of Salem Realtors Association, Cmdr. Chris Hoy – in charge of the Jail, Cmdr. Troy Clausen – in charge of Parole and Probation, Lt. Jason Myers – Administrative Enforcement, Downtown

Purpose: There are 4 Subcommittees for Marion County Facilities:

- Correction Campus
- Public Works
- Juvenile/Health Campus
- Downtown

We are together to assess the future needs and make recommendations for the Jail Campus, which includes the Jail, Parole and Probation, the Work Center and CDO – Central District Office of Enforcement, which shares the building with the Work Center, Dog Control and the Evidence Building. All are located on the 32 - Acre campus. Identifying the greatest needs, current facilities, future growth and over all conditions of each department will help determine the recommendation that will be presented to the County Facilities Steering Committee.

**History:** 20 Acres were acquired from the Department of Corrections (DOC) in the early 1980's after a bond was passed. There was a \$15 million bond passed in 1986 to construct a new jail facility with 255 beds. There are now 528 beds, which are funded with a capacity of 600. The facilities were designed to allow for future expansion. A new Pod was built in 1997 for 128 beds. The facility was designed for future expansion up to 1,000 inmates. There are over 19,000 arrestees processed each year at the Jail, which houses arrestees who are awaiting trial and those sentenced to less than one year.

**Currently:** The adjacent land to the east is owned by the State and houses the Department of Public Safety Standards and Training (DPSST). The same engineer who worked with DPSST also worked in designing the infrastructure at the jail. He is familiar with the land and utilities for this area. This is 276 acres, in which we have easement access to the back of our facilities for a fire zone and future jail expansion. The property to the

west of the Dog Control facility is zoned Industrial and owned by the State. This property is very valuable because of its' location near the freeway and Highway 22. This site is designated for future industrial development and would most likely be cost prohibitive for the County to purchase any part of it.

The Work Center was built in 1997 and has 144 – 200 low risk inmates, male and female. The work crews do projects for the City as well as the Forest Service and odd jobs around the campus, which includes grounds maintenance, the garden, working at the Dog Control facility. These inmates wear orange, which distinguishes County Work Crews from the State Work Crews who wear blue.

The Central District Office (CDO) of Enforcement, share the building with the Work Center. This is only a part of the deputies assigned to the central area of the County, because there is not enough room to house them all in one place at this facility. Others are located in Sublimity, Gervais and Detroit. These satellite offices work well with the community.

The Parole and Probation (P&P) Officers are in the modular buildings on the east side of the driveway. These buildings were built here in the early 1990's. There is 10,000 square feet. Not all the deputies are housed here. Madison Street office houses 15 staff. The North District Office in Gervais houses several staff. The South office is in the Stayton Justice Court. The Madison Street building also houses other agencies not related to law enforcement. The needed renovations of the building would be too expensive. It does not meet the ADA compliances – and security is a concern.

The Cities in Marion County do not have jails; they use the County facility. When the new jail facility opened in 1989 bookings were around 9,000 to 10,000 per year. Now it is up to 20,000. The average stay for inmates of less serious crimes is 10.3 days. It takes 10 days to detoxify. By the time the inmate is able to understand what is going on – he/she is on their way out – no consequences for poor behavior. This doesn't work.

Ideally, if enforcement and probation deputies were to share facilities they would also share information. Community access is a priority. At this time customer service is limited. Our need is to have adequate space to meet current needs and for future growth. We can't do needed programs. Each Probation Deputy has a caseload of 70 to 80, and with caseloads this heavy it is hard to keep the clients accountable for their actions, education and programs. The county spends \$1 million per year for treatment. Consolidation of departments in communities would reach the people, and provide support to all deputies, as well as provide alternative space to share. Buildings have/are being looked at that include the criteria of public transportation.

Marion County is the 5<sup>th</sup> largest county in the State, it is number 2 in the State for the number of those on supervision. At this time there are 4500 offenders on active supervision and 1800 on abscond status.

It is not possible at this time to determine how many inmates/clients are actually rehabilitated, because the time spent in jail is so limited. With a 10 day detoxification, about the only thing we can do is to house them. We spend an average of \$20,000 a month for medicine. One person is having dialysis treatments. It can take up to 3 weeks for an arraignment and 6 months for a trial. Most of these people are Marion County residents. Just a small percent are illegal immigrants. What this truly means is that our deputies are doing a great job getting the criminal off the street, but then what. Our current facilities do not meet the needs of the criminal justice professionals or the citizens of Marion County who expect that offenders be held accountable for their actions.

**Next meeting:** Please become familiar with the yellow book handed out. We will have 2 to 3 more meetings to discuss the book and come up with some recommendations. Does the yellow book have valid recommendations? Are their projections accurate?

Things to think about/suggestions made:

- Loan options
- Green fund
- COP – Certification of Participation
- A levy, collectively
- Merge Cities law enforcement services with County services
- Inter agency Cooperation
- Operations cost is the problem
- Public support – they need to trust us to handle the problems
- Educate the public
- Inter agency and neighborhood associations.
- Active neighborhood associations keep the criminals out.
- More community involvement
- Other agencies are looking for State and Federal funds also
- Grants
- Does the City have a base?

Rhonda will coordinate the next meeting in 2 to 3 weeks.