

# **CLACKAMAS C800 RADIO GROUP**

## **BOARD OF DIRECTORS MEETING AGENDA**

**October 21, 2015 / 10:30AM**

**Meeting to be held at: CCOM 2200 Kaen Rd Oregon City, OR**

**Call In 800-704-9804 / Access Code: 345832#**

- 1. Call the Board of Directors Meeting to Order - Chair Leslie Taylor**
- 2. Roll Call of Partners:**

a. City of Canby	g. City of West Linn	m. Sandy Fire District
b. City of Gladstone	h. Boring Fire District	n. Tualatin Valley Fire & Rescue
c. City of Lake Oswego	i. Canby Fire District	o. Clackamas County Sheriff
d. City of Molalla	j. Clackamas County Fire District #1	p. Clackamas County Health
e. City of Oregon City	k. Estacada Fire District	
f. City of Sandy	l. Molalla Fire District	
- 3. \*Approval of Minutes of: September 9, 2015 Board Meeting**
- 4. Public Comment**
- 5. Communications**
- 6. Financial Report- John Hartsock**
- 7. Committee Reports**
  - a. Technical - John Hartsock**
- 8. Old Business: (\* Action Item)**
  - a. System Management: Ron Polluconi**
  - b. Expansion of East County System - Estacada/Molalla - Ron Polluconi**
  - c. System Upgrade/Replacement - John Hartsock**
    - i. CC Board of Commissioner's Update - Laurel Butman**
    - ii. Agency Staff Education - John Hartsock**
    - iii. Microwave Upgrade Status / Interim Funding - John Hartsock**
- 9. New Business: (\* Action Item)**
  - a. \*Approval of Updated C800 Purchasing Rules**
  - b. Public Hearing for the FY2015/2016 Supplemental Budget**
  - c. \* Approval of the FY2105/2016 Supplemental Budget**
  - d. \*Approval of Site Acquisition Consultant Contract**
  - e. \*Approval of Site Architecture/Engineering Contract**
  - f. \*Approval of Subscriber Radio Purchase**
  - g. J Hartsock Contract Review**
  - h. Next Board Meeting - January 13, 2016 10:30A @ CCOM**
- 10. Open Agenda**
- 11. Adjournment**

# **CLACKAMAS 800 RADIO GROUP**

## **BOARD MEETING**

### **Meeting Minutes of the September 9, 2015 Board Meeting**

Meeting held at: CCOM Oregon City, OR

1. The C800 Board Meeting was called to order at 10:45am by Leslie Taylor
2. The following were in attendance:
  - City of Canby / Chief Bret Smith
  - City of Gladstone / Acting Chief Jeff Jolly / Chief Stan Monte
  - City of Lake Oswego / Leslie Taylor / Chief Larry Goff
  - City of Molalla / Chief Rod Lucich
  - City of Oregon City / Chief Jim Band
  - City of Sandy / Chief Kim Yamashita (via conference call)
  - City of West Linn / Sgt Neil Henley
  - Boring Fire District / Deputy Chief Ryan Hari
  - Canby Fire District / Todd Gary
  - CCFD#1 / Chief Fred Charlton
  - Estacada Fire / Chief Bob Morrisey
  - Molalla Fire District / Chief Vince Stafford
  - Sandy Fire District / Chief Phil Schneider
  - TVF&R / Ass't Chief Dustin Morrow (proxy to Chief Larry Goff)
  - Clackamas Co Sheriff / Capt. James Rhodes
  - Clackamas County Health / Larry McDaniels
  - City of Milwaukie / Chief Steve Bartol
  - Clackamas Co / Laurel Butman
  - CCOM / Bob Cozzie / Cheryl Bledsoe / Mark Spross /
  - Clackamas Emergency Management / Nora Yotsov
  - City of Happy Valley / Steve Campbell (via conference call)
  - Day Wireless / Jamie Sanderson
  - Motorola / Andrew Chyterbok
  - WCCA / Ron Polluconi
  - Patinkin Research / Ben Patinkin / Maggie McQueston
  - John Hartsock - Staff
3. Approval of Minutes of: July 8, 2015 Board Meeting. A motion was made to approve the minutes by Vince Stafford and seconded by James Rhodes and a unanimous vote was cast in favor.
4. Public Comment - None
5. Communications - None
6. Financial Report- The June and July 2015 financial reports were included in the packet. John advised that there were no unusual matters to disclose and we were tracking on the FY 14-15 Budget as amended at the March 18, 2015 Board Meeting for FY 14-15 and

on the approved budget for FY 15-16. Leslie Taylor asked about the expense for the APCO conference for John Hartsock.

## 7. Committee Reports

- a. Technical - John Hartsock advised that the committee met on July 22, 2015 and September 3, 2015. Topics discussed were the system outage on Sept 2, 2015 which was determined to be a controller issue at WCCCA which Motorola is researching. We also are continuing to review the site trunking problems which appear to be resolved with some software upgrades. Further we discussed Goat site issues / Estacada - Sawtell radio additions / system replacement planning / and use of national interoperability channels.

## 8. Old Business:

- a. System Management - Ron Polluconi advised that they were repairing some winter damage at the Timberline site; that the technicians had moved the equipment from the Crown Castle site at Timberline to the C800 site; completed the Goat antenna upgrades; and that the VHF national interoperability repeater had been installed at Timberline and was operational.
- b. East County Expansion - Ron advised that the installation at Estacada would be completed in October. We are looking at a site build at the Sawtell Fire Station vs. the temporary installation as a more cost effective approach.
- c. Regional Radio System Partnership - no meetings currently scheduled
- d. System Upgrade / Replacement
  - i. Polling Results - Ben Patinkin and Maggie McQueston presented the results of the polling work they performed for the potential bond issue. They surveyed 400 likely voters. Copies of the presentation document was sent to all partners. Some key notes: Four in ten have had to rely of emergency services; Less than 25% were aware of the radio system; Deputies, law enforcement officers, fire fighters, and paramedics are well liked; Initial results were 45% in favor but with a short description of the need and solution results were 62% in favor. The message frame they recommended was: "*Clackamas County's emergency radio system is out of date and prone to failure. This bond is the responsible way to save lives and fix the problem creating an efficient, dependable communications system that works in all parts of Clackamas County.*"
  - ii. CC Board of Commissioners Update - Laurel Butman advised that she facilitated a work session with the Commissioners on August 12, 2015 to introduce the project. There was a good discussion and the Commissioners understood the need but had concerns over the cost. The Commissioners approved a motion, four to one, to authorize the County partners and members of C800 to support the project. There will be a more comprehensive briefing to the Commissioner on October 6, 2015.

iii. Finalize Base System Proposal - John Hartsock outlined the current base system proposal for \$53.7 million consists of Option 4 which includes: 1) The 10 radio site expansion to add in-building coverage within the UGB, portable on the hip coverage, coverage at Mt Hood/Lolo pass and the Clackamas drainage; 2) SMART phone application for system access; 3) Replacement of the paging system; 4) Post warranty support; and 5) System refresh. It excludes any subscriber radios which would be the agency's responsibility.

The question was raised about the subscriber radios as they will be a significant burden for many if not all of the agencies. A suggestion to include 50% of the radios was offered.

It was asked how many radios there are and John advised approximately 2,500 total but that 2,049 of Partner / Member / Mutual Aid radios need to be replaced. It was commented that if a portion of the radios were to be furnished there would need to be compensation to those agencies that had already upgraded.

Ron noted that WCCA is including \$12million in their proposal for subscribers but that was not 100% of them but approximately 80%.

It was questioned on the true need for the numbers of radios - i.e. every person has their own vs. sharing.

It was noted that the bond could yield some additional funds for the subscribers by increasing the 10¢ per \$1,000 or extending the time beyond 15 years. There was a concern by most that they would prefer to maintain those parameters.

A motion was made by James Rhodes to approve the emergency radio replacement project, presented as Option 4 but with the addition of \$5,000,000 to fund a portion (approximately 50%) of the partner subscriber radios (portables/mobiles) for a total project cost of \$58,704,327. Further to work with the financial advisor to have the bond maintain an initial rate of 10 cents per \$1,000 of assessed valuation and a 15 year term. The motion was seconded by Jim Bond and a unanimous vote was cast in favor.

## 9. New Business:

- a. Approval of Updated C800 Purchasing Rules - A concern was raised over section B 3 Delegation of \$20,000 for the C800 manager and \$50,000 for the C800 chair. John explained that this was primarily related to timeliness if the radio project proceeds. It was discussed that these amount are comparable to other jurisdictions. It was asked that the language be clarified as it is currently confusing. Secondly there was a concern about section E 2 Intermediate Procurement and that it should be clarified to require three bids.

b. Approval of Microwave Upgrade Contract - John presented the staff report which outlined the need to proceed with the microwave upgrade prior to the proposed radio project. It was noted that if the bond was successful for the radio project it would reimburse C800 for the microwave upgrade. This is a sole source procurement in partnership with WCCCA. WCCCA published a sole source determination and received no protests. The WCCCA Board approved the sole source. The contract amount is \$376,169. A motion was made by Bob Morrisey and seconded by Bret Smith to approve the contract with Microwave Networks Inc. and a unanimous vote was cast in favor.

10. Open Agenda - None

11. Next Meeting - October 21, 2015 10:30A @ CCOM.

12. Meeting Adjourned

11:56 AM

09/11/15

Accrual Basis

## Clackamas 800 Radio Group

## Monthly Detail

August 2015

Type	Date	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>  435-00 · Lease Revenue</b>					
Deposit	08/24/2015	FBI		Deposit	260.00
					<u>260.00</u>
		Total 435-00 · Lease Revenue			260.00
					<u>260.00</u>
Total Income					
<b>Expense</b>					
<b>  605-00 · Site Rental</b>					
Bill	08/18/2015	LSE 1338	Weyerhaeuser Company	Goat Mountain Lease	22,627.79
		Total 605-00 · Site Rental			<u>22,627.79</u>
<b>  621-00 · Office Supplies</b>					
Bill	08/31/2015	August	Hartsock Project Mgmt.	Arkadin Tele conf - June	16.69
Bill	08/31/2015	August	Hartsock Project Mgmt.	Microsoft - Schedule Software	25.00
		Total 621-00 · Office Supplies			<u>41.69</u>
<b>  650-00 · Utilities</b>					
Check	08/03/2015	EFTPS	PGE	Acct# 0010 86641-40878 9	436.53
Check	08/06/2015	EFTPS	PGE	Acct #000465089-41838 8	552.72
Check	08/10/2015	EFTPS	PGE	Acct. #0007 67970 42013 8	467.60
Check	08/17/2015	EFTPS	PGE	Acct. #0006 96652-40786-7	356.51
Check	08/18/2015	EFTPS	PGE	Acct# 0010 86641-834105 7	563.11
Check	08/18/2015	EFTPS	PGE	Acct# 0010 86641-40878 9	453.74
Check	08/18/2015	EFTPS	PGE	Acct. #0010 56224-766859 9	376.67
Check	08/24/2015	EFTPS	PGE	Acct# 0009-61656-42016 1	553.38
Bill	08/24/2015	September ...	Verizon Wireless	Brightwood: Contract # 70669 2051 KAEN ROAD OREGON CITY, OR 97045	380.03
		Total 650-00 · Utilities			<u>4,140.29</u>
<b>  655-00 · Consultant Services</b>					
Bill	08/31/2015	August	Hartsock Project Mgmt.	Staff Support August 2015	1,000.00
		Total 655-00 · Consultant Services			<u>1,000.00</u>
<b>  660-00 · WCCCA System Fees</b>					
Bill	08/27/2015	20150827652	WCCCA	Second Quarter FY 15/16	132,033.50
		Total 660-00 · WCCCA System Fees			<u>132,033.50</u>
<b>  665-00 · Radio Maintenance Fees</b>					
Bill	08/06/2015	525	RCF Systems Consulting	Replace iDVR at Mt. View	637.23
		Total 665-00 · Radio Maintenance Fees			<u>637.23</u>
<b>  667-00 · Radio Replacement Project</b>					
Bill	08/01/2015	C800 15-4044	Quest Energy Systems, Inc.	Site Review - Cooks Butte	887.45
Bill	08/01/2015	C800-15-40...	Quest Energy Systems, Inc.	Site Review - Crutcher Bench	2,336.10
Bill	08/10/2015	10833430	Daily Journal of Commerce	RFP Posting - Legal Notice	50.60
		Total 667-00 · Radio Replacement Project			<u>3,274.15</u>
<b>  670-00 · Legal Services</b>					
Bill	08/28/2015	10667	Eakins, Eileen	Legal Services	280.00
		Total 670-00 · Legal Services			<u>280.00</u>
<b>  685-00 · Miscellaneous Expenses</b>					
Bill	08/31/2015	August	Hartsock Project Mgmt.	APCO Conference Expenses	242.58
Bill	08/31/2015	August	Hartsock Project Mgmt.	Chinook Institute Conference	199.00
		Total 685-00 · Miscellaneous Expenses			<u>441.58</u>
<b>  795-00 · Debt Service</b>					
Bill	08/17/2015		WCCCA	FY 15/16 Zone Controller	93,688.22
		Total 795-00 · Debt Service			<u>93,688.22</u>
		Total Expense			<u>258,164.45</u>
		Net Ordinary Income			<u>-257,904.45</u>
		Net Income			<u>-257,904.45</u>

11:48 AM  
09/11/15  
Accrual Basis

**Clackamas 800 Radio Group**  
**Profit & Loss Budget vs. Actual**  
August 2015

	TOTAL				
	Aug 15	Jul - Aug 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>405-00 · Members Contracts</b>	0.00	0.00	46,000.00	-46,000.00	0.0%
<b>410-00 · Partners Fees</b>	0.00	0.00	826,800.00	-826,800.00	0.0%
<b>415-00 · Mobile Data Devices</b>	0.00	0.00	2,856.00	-2,856.00	0.0%
<b>420-00 · Partners Debt Service</b>	0.00	0.00	93,689.00	-93,689.00	0.0%
<b>425-00 · Debt Service Reserve</b>	0.00	0.00	51,802.00	-51,802.00	0.0%
<b>431-00 · Interest Income</b>	0.00	3.16	100.00	-96.84	3.16%
<b>435-00 · Lease Revenue</b>	260.00	520.00	43,183.00	-42,663.00	1.2%
<b>440-00 · Miscellaneous Income</b>	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total Income</b>	<b>260.00</b>	<b>523.16</b>	<b>1,065,430.00</b>	<b>-1,064,906.84</b>	<b>0.05%</b>
<b>Expense</b>					
<b>605-00 · Site Rental</b>	22,627.79	22,627.79	125,162.00	-102,534.21	18.08%
<b>610-00 · Fuel/Generators</b>	0.00	0.00	2,500.00	-2,500.00	0.0%
<b>615-00 · HVAC Maintenance</b>	0.00	0.00	4,500.00	-4,500.00	0.0%
<b>620-00 · Landscape Maintenance</b>	0.00	0.00	6,500.00	-6,500.00	0.0%
<b>621-00 · Office Supplies</b>	41.69	225.34	1,800.00	-1,574.66	12.52%
<b>625-00 · Generator Maintenance</b>	0.00	0.00	10,000.00	-10,000.00	0.0%
<b>630-00 · UPS Maintenance</b>	0.00	0.00	5,000.00	-5,000.00	0.0%
<b>635-00 · Battery Maintenance</b>	0.00	0.00	10,000.00	-10,000.00	0.0%
<b>645-00 · Insurance</b>	0.00	0.00	23,000.00	-23,000.00	0.0%
<b>650-00 · Utilities</b>	4,140.29	8,619.96	52,250.00	-43,630.04	16.5%
<b>655-00 · Consultant Services</b>	1,000.00	2,000.00	16,000.00	-14,000.00	12.5%
<b>657-00 · Regional Radio Expense</b>	0.00	0.00	1,500.00	-1,500.00	0.0%
<b>660-00 · WCCCA System Fees</b>	132,033.50	264,067.00	539,129.00	-275,062.00	48.98%
<b>665-00 · Radio Maintenance Fees</b>	637.23	637.23	75,000.00	-74,362.77	0.85%
<b>667-00 · Radio Replacement Project</b>	3,274.15	23,124.15	72,000.00	-48,875.85	32.12%
<b>670-00 · Legal Services</b>	280.00	440.00	2,500.00	-2,060.00	17.6%
<b>675-00 · Financial Services</b>	0.00	0.00	6,500.00	-6,500.00	0.0%
<b>680-00 · Audit Fees</b>	0.00	0.00	7,000.00	-7,000.00	0.0%
<b>683-00 · Capital Reserve</b>	0.00	0.00	100,000.00	-100,000.00	0.0%
<b>685-00 · Miscellaneous Expenses</b>	441.58	441.58	2,088.00	-1,646.42	21.15%
<b>703-00 · Capital Outlay</b>	0.00	20,000.00	511,000.00	-491,000.00	3.91%
<b>795-00 · Debt Service</b>	93,688.22	93,688.22	137,000.00	-43,311.78	68.39%
<b>800-00 · Operating Contingency</b>	0.00	0.00	45,000.00	-45,000.00	0.0%
<b>Total Expense</b>	<b>258,164.45</b>	<b>435,871.27</b>	<b>1,755,429.00</b>	<b>-1,319,557.73</b>	<b>24.83%</b>
<b>Net Ordinary Income</b>	-257,904.45				

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09/11/15

Accrual Basis

**Clackamas 800 Radio Group****Trial Balance**

As of August 31, 2015

	Aug 31, 15	
	Debit	Credit
115-00 - Cash/Checking Account	170,662.74	
11000 - Accounts Receivable	0.00	
120-00 - Member Fees Receivable	0.00	
12000 - Undeposited Funds	0.00	
150-00 - Prepaid Expenses	120,027.00	
160-00 - Buildings and Towers	9,376,461.20	
165-00 - Radio Backbone	2,520,898.80	
166-00 - Equipment	382,723.00	
167-00 - Work In Progress	732,371.00	
175-00 - Accumulated Depreciation		4,736,157.79
201-00 - Accounts Payable		132,670.73
201-02 - Other Accounts Payable		136,183.22
210-00 - Reimb due Clackamas County	0.00	
300-00 - Fund Balance	0.00	
310-00 - Investment in Fixed Assets		8,276,296.21
320-00 - Retained Earnings, Prior		457,183.90
431-00 - Interest Income		3.16
435-00 - Lease Revenue		520.00
605-00 - Site Rental	22,627.79	
621-00 - Office Supplies	225.34	
650-00 - Utilities	8,619.96	
655-00 - Consultant Services	2,000.00	
660-00 - WCCA System Fees	264,067.00	
665-00 - Radio Maintenance Fees	637.23	
667-00 - Radio Replacement Project	23,124.15	
670-00 - Legal Services	440.00	
685-00 - Miscellaneous Expenses	441.58	
703-00 - Capital Outlay	20,000.00	
795-00 - Debt Service	93,688.22	
<b>TOTAL</b>	<b><u>13,739,015.01</u></b>	<b><u>13,739,015.01</u></b>

3:55 PM

10/10/15

### **Accrual Basis**

# **Clackamas 800 Radio Group Profit & Loss Detail**

September 2015

Type	Date	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>405-00 · Members Contracts</b>					
Invoice	09/18/2015	15-142	Boring Water		800.00
Invoice	09/18/2015	15-143	Clackamas County - Community Corrections		10,400.00
Invoice	09/18/2015	15-144	Clackamas County - District Attorney		1,200.00
Invoice	09/18/2015	15-145	Clackamas County - Transportation Eng	CC Transportation	800.00
Invoice	09/18/2015	15-145	Clackamas County - Transportation Eng	DTD	4,800.00
Invoice	09/18/2015	15-145	Clackamas County - Transportation Eng	Maintenance Weighmaster	2,000.00
Invoice	09/18/2015	15-146	Clackamas County - Code Compliance	Code Compliance	800.00
Invoice	09/18/2015	15-146	Clackamas County - Code Compliance	Community Environment	800.00
Invoice	09/18/2015	15-147	Clackamas County - Medical Examiner		2,400.00
Invoice	09/18/2015	15-148	Clackamas County - Juvenile Dept		1,600.00
Invoice	09/18/2015	15-149	Clackamas County Community College		4,400.00
Invoice	09/18/2015	15-150	Damascus		800.00
Invoice	09/18/2015	15-151	Happy Valley		4,000.00
Invoice	09/18/2015	15-152	Clackamas River Water District		2,800.00
Invoice	09/18/2015	15-153	Lake Oswego Lake Corporation		3,200.00
Invoice	09/18/2015	15-154	Sunrise Water		4,800.00
Invoice	09/18/2015	15-155	Willamette Shore Trolley		800.00
Total 405-00 · Members Contracts					
<b>410-00 · Partners Fees</b>					
Invoice	09/18/2015	15-125	American Medical Response		10,000.00
Invoice	09/18/2015	15-126	Clackamas County FD #1	Boring Fire #59	39,600.00
Invoice	09/18/2015	15-126	Clackamas County FD #1	Clackamas Fire District #1	84,400.00
Invoice	09/18/2015	15-127	Canby FD		26,400.00
Invoice	09/18/2015	15-128	City of Canby		23,600.00
Invoice	09/18/2015	15-129	Clackamas County Sheriff		299,600.00
Invoice	09/18/2015	15-130	Estacada RFD		18,800.00
Invoice	09/18/2015	15-131	City of Gladstone - Police		14,000.00
Invoice	09/18/2015	15-132	City of Gladstone - Fire		17,200.00
Invoice	09/18/2015	15-133	Lake Oswego	Police	40,800.00
Invoice	09/18/2015	15-133	Lake Oswego	Fire	34,400.00
Invoice	09/18/2015	15-133	Lake Oswego	Public Works	30,400.00
Invoice	09/18/2015	15-134	Molalla		13,200.00
Invoice	09/18/2015	15-135	Molalla RFPD		28,000.00
Invoice	09/18/2015	15-136	Oregon City		38,800.00
Invoice	09/18/2015	15-137	Sandy Fire		36,000.00
Invoice	09/18/2015	15-138	City of Sandy		18,000.00
Invoice	09/18/2015	15-139	West Linn	Police	36,000.00
Invoice	09/18/2015	15-139	West Linn	Public Works	20,000.00
Invoice	09/18/2015	15-141	Tualatin Valley Fire & Rescue		8,800.00
Total 410-00 · Partners Fees					
<b>415-00 · Mobile Data Devices</b>					
Invoice	09/18/2015	15-135	Molalla RFPD		2,856.00
Total 415-00 · Mobile Data Devices					
<b>420-00 · Partners Debt Service Zone Cont</b>					
Invoice	09/18/2015	15-125	American Medical Response		1,621.00
Invoice	09/18/2015	15-126	Clackamas County FD #1	Boring Fire #59	3,681.00
Invoice	09/18/2015	15-126	Clackamas County FD #1	Clackamas Fire District #1	12,226.00
Invoice	09/18/2015	15-127	Canby FD		3,287.00
Invoice	09/18/2015	15-128	City of Canby		3,418.00
Invoice	09/18/2015	15-129	Clackamas County Sheriff		36,152.00
Invoice	09/18/2015	15-130	Estacada RFD		2,016.00
Invoice	09/18/2015	15-131	City of Gladstone - Police		1,358.00
Invoice	09/18/2015	15-132	City of Gladstone - Fire		1,797.00
Invoice	09/18/2015	15-133	Lake Oswego	Police	4,645.00
Invoice	09/18/2015	15-133	Lake Oswego	Fire	4,031.00
Invoice	09/18/2015	15-134	Molalla		1,534.00
Invoice	09/18/2015	15-135	Molalla RFPD		3,067.00
Invoice	09/18/2015	15-136	Oregon City		4,075.00
Invoice	09/18/2015	15-137	Sandy Fire		4,207.00
Invoice	09/18/2015	15-138	City of Sandy		1,490.00
Invoice	09/18/2015	15-139	West Linn	Police	3,769.00
Invoice	09/18/2015	15-141	Tualatin Valley Fire & Rescue		1,315.00
Total 420-00 · Partners Debt Service Zone Cont					
<b>421-00 · Partner Debt Service Microwave</b>					
Invoice	09/18/2015	15-125	American Medical Response		666.00
Invoice	09/18/2015	15-126	Clackamas County FD #1	Boring Fire #59	2,635.00
Invoice	09/18/2015	15-126	Clackamas County FD #1	Clackamas Fire District #1	5,617.00
Invoice	09/18/2015	15-127	Canby FD		1,757.00
Invoice	09/18/2015	15-128	City of Canby		1,571.00
Invoice	09/18/2015	15-129	Clackamas County Sheriff		19,938.00
Invoice	09/18/2015	15-130	Estacada RFD		1,251.00
Total 421-00 · Partner Debt Service Microwave					

3:55 PM

10/10/15

Accrual Basis

**Clackamas 800 Radio Group  
Profit & Loss Detail  
September 2015**

Type	Date	Num	Name	Memo	Amount
Invoice	09/18/2015	15-131	City of Gladstone - Police		932.00
Invoice	09/18/2015	15-132	City of Gladstone - Fire		1,145.00
Invoice	09/18/2015	15-133	Lake Oswego	Police	2,715.00
Invoice	09/18/2015	15-133	Lake Oswego	Fire	2,289.00
Invoice	09/18/2015	15-134	Molalla		878.00
Invoice	09/18/2015	15-135	Molalla RFPD		1,863.00
Invoice	09/18/2015	15-136	Oregon City		2,582.00
Invoice	09/18/2015	15-137	Sandy Fire		2,396.00
Invoice	09/18/2015	15-138	City of Sandy		1,171.00
Invoice	09/18/2015	15-139	West Linn	Police	2,396.00
Invoice	09/18/2015	15-141	Tualatin Valley Fire & Rescue		586.00
Total 421-00 · Partner Debt Service Microwave					52,388.00
Total Income					1,033,333.00
<b>Expense</b>					
<b>605-00 · Site Rental</b>					
Bill	09/21/2015	10005...	Cascade Utilities	Day Hill Rent	6,250.00
Total 605-00 · Site Rental					6,250.00
<b>621-00 · Office Supplies</b>					
Bill	09/30/2015	Septe...	Hartsock Project Mgmt.	Arkadin Tele conf - June	15.35
Bill	09/30/2015	Septe...	Hartsock Project Mgmt.	Microsoft - Schedule Software S...	25.00
Bill	09/30/2015	Septe...	Hartsock Project Mgmt.	Fed-ex Kinko Copies	35.60
Bill	09/30/2015	Septe...	Hartsock Project Mgmt.	Minute Man Copies	31.20
Bill	09/30/2015	Septe...	Hartsock Project Mgmt.	Minute Man Copies	50.60
Total 621-00 · Office Supplies					157.75
<b>650-00 · Utilities</b>					
Check	09/02/2015	EFTPS	PGE	Acct# 0010 86641-40878 9	427.03
Check	09/08/2015	EFTPS	PGE	Acct #000465089-41838 8	522.21
Check	09/10/2015	EFTPS	PGE	Acct. #0007 67970 42013 8	461.05
Check	09/17/2015	EFTPS	PGE	Acct. #0006 96652-40786-7	363.52
Check	09/18/2015	EFTPS	PGE	Acct# 0010 86641-40878 9	486.55
Check	09/18/2015	EFTPS	PGE	Acct# 0010 86641-834105 7	607.15
Check	09/18/2015	EFTPS	PGE	Acct. #0010 56224-766859 9	401.27
Check	09/24/2015	EFTPS	PGE	Acct# 0009-61656-42016 1	567.19
Total 650-00 · Utilities					3,835.97
<b>655-00 · Consultant Services</b>					
Bill	09/30/2015	Septe...	Hartsock Project Mgmt.	Staff Support September 2015	1,000.00
Total 655-00 · Consultant Services					1,000.00
<b>665-00 · Radio Maintenance Fees</b>					
Bill	09/01/2015	527	RCF Systems Consulting	Backup of iDVR May - June 2015	2,550.00
Bill	09/01/2015	528	RCF Systems Consulting	Troubleshoot Power failure at Mt...	225.00
Bill	09/01/2015	528	RCF Systems Consulting	Temp UPS	114.99
Bill	09/08/2015	20150...	WCCCA	Install VHF Coupler	560.00
Total 665-00 · Radio Maintenance Fees					3,449.99
<b>667-00 · Radio Replacement Project</b>					
Bill	09/01/2015	C800-...	Quest Energy Systems, Inc.	Misc Projects	2,930.12
Total 667-00 · Radio Replacement Project					2,930.12
<b>670-00 · Legal Services</b>					
Bill	09/30/2015	10695	Eakins, Eileen	Legal Services	960.00
Total 670-00 · Legal Services					960.00
<b>703-00 · Capital Outlay</b>					
Bill	09/17/2015	41213...	Motorola Solutions	Milestone #1	25,839.25
Total 703-00 · Capital Outlay					25,839.25
Total Expense					44,423.08
Net Ordinary Income					988,909.92
<b>Net Income</b>					<b>988,909.92</b>

**Clackamas 800 Radio Group**  
**Profit & Loss Budget vs. Actual**

July through September 2015

TOTAL

	Sep 15	Jul - Sep 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
405-00 · Members Contracts	46,400.00	46,400.00	46,000.00	400.00	100.87%
410-00 · Partners Fees	838,000.00	838,000.00	826,800.00	11,200.00	101.36%
415-00 · Mobile Data Devices	2,856.00	2,856.00	2,856.00	0.00	100.0%
420-00 · Partners Debt Service Zone Cont	93,689.00	93,689.00	93,689.00	0.00	100.0%
421-00 · Partner Debt Service Microwave	52,388.00	52,388.00	51,802.00	586.00	101.13%
431-00 · Interest Income	0.00	5.68	100.00	-94.32	5.68%
435-00 · Lease Revenue	0.00	520.00	43,183.00	-42,663.00	1.2%
440-00 · Miscellaneous Income	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total Income</b>	<b>1,033,333.00</b>	<b>1,033,858.68</b>	<b>1,065,430.00</b>	<b>-31,571.32</b>	<b>97.04%</b>
<b>Expense</b>					
605-00 · Site Rental	6,250.00	28,877.79	125,162.00	-96,284.21	23.07%
610-00 · Fuel/Generators	0.00	0.00	2,500.00	-2,500.00	0.0%
615-00 · HVAC Maintenance	0.00	330.00	4,500.00	-4,170.00	7.33%
620-00 · Landscape Maintenance	0.00	0.00	6,500.00	-6,500.00	0.0%
621-00 · Office Supplies	157.75	383.09	1,800.00	-1,416.91	21.28%
625-00 · Generator Maintenance	0.00	0.00	10,000.00	-10,000.00	0.0%
630-00 · UPS Maintenance	0.00	0.00	5,000.00	-5,000.00	0.0%
635-00 · Battery Maintenance	0.00	0.00	10,000.00	-10,000.00	0.0%
645-00 · Insurance	0.00	0.00	23,000.00	-23,000.00	0.0%
650-00 · Utilities	3,835.97	12,455.93	52,250.00	-39,794.07	23.84%
655-00 · Consultant Services	1,000.00	3,000.00	16,000.00	-13,000.00	18.75%
657-00 · Regional Radio Expense	0.00	0.00	1,500.00	-1,500.00	0.0%
660-00 · WCCCA System Fees	0.00	264,067.00	539,129.00	-275,062.00	48.98%
665-00 · Radio Maintenance Fees	3,449.99	5,347.22	75,000.00	-69,652.78	7.13%
667-00 · Radio Replacement Project	2,930.12	26,054.27	72,000.00	-45,945.73	36.19%
670-00 · Legal Services	960.00	1,400.00	2,500.00	-1,100.00	56.0%
675-00 · Financial Services	0.00	0.00	6,500.00	-6,500.00	0.0%
680-00 · Audit Fees	0.00	0.00	7,000.00	-7,000.00	0.0%
683-00 · Capital Reserve	0.00	0.00	100,000.00	-100,000.00	0.0%
685-00 · Miscellaneous Expenses	0.00	441.58	2,088.00	-1,646.42	21.15%
703-00 · Capital Outlay	25,839.25	45,839.25	511,000.00	-465,160.75	8.97%
795-00 · Debt Service	0.00	93,688.22	137,000.00	-43,311.78	68.39%
800-00 · Operating Contingency	0.00	0.00	45,000.00	-45,000.00	0.0%
<b>Total Expense</b>	<b>44,423.08</b>	<b>481,884.35</b>	<b>1,755,429.00</b>	<b>-1,273,544.65</b>	<b>27.45%</b>
<b>Net Ordinary Income</b>	<b>988,909.92</b>	<b>551,974.33</b>	<b>-689,999.00</b>	<b>1,241,973.33</b>	<b>-80.0%</b>
<b>Net Income</b>	<b>988,909.92</b>	<b>551,974.33</b>	<b>-689,999.00</b>	<b>1,241,973.33</b>	<b>-80.0%</b>

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10/10/15

Accrual Basis

**Clackamas 800 Radio Group****Trial Balance**

As of September 30, 2015

	<b>Sep 30, 15</b>	
	<b>Debit</b>	<b>Credit</b>
115-00 · Cash/Checking Account	489,103.05	
11000 · Accounts Receivable	534,076.00	
120-00 · Member Fees Receivable	0.00	
12000 · Undeposited Funds	0.00	
150-00 · Prepaid Expenses	0.00	
160-00 · Buildings and Towers	10,522,952.20	
165-00 · Radio Backbone	2,520,898.80	
166-00 · Equipment	704,983.00	
167-00 · Work In Progress	0.00	
175-00 · Accumulated Depreciation		7,086,855.79
201-00 · Accounts Payable	2,135.40	
201-02 · Other Accounts Payable	0.00	
210-00 · Reimb due Clackamas County	0.00	
300-00 · Fund Balance	0.00	
310-00 · Investment in Fixed Assets		6,661,978.21
320-00 · Retained Earnings, Prior		473,340.12
405-00 · Members Contracts		46,400.00
410-00 · Partners Fees		838,000.00
415-00 · Mobile Data Devices		2,856.00
420-00 · Partners Debt Service Zone Cont		93,689.00
421-00 · Partner Debt Service Microwave		52,388.00
431-00 · Interest Income		5.68
435-00 · Lease Revenue		520.00
605-00 · Site Rental	28,877.79	
615-00 · HVAC Maintenance	330.00	
621-00 · Office Supplies	383.09	
650-00 · Utilities	12,455.93	
655-00 · Consultant Services	3,000.00	
660-00 · WCCCA System Fees	264,067.00	
665-00 · Radio Maintenance Fees	5,347.22	
667-00 · Radio Replacement Project	26,054.27	
670-00 · Legal Services	1,400.00	
685-00 · Miscellaneous Expenses	441.58	
703-00 · Capital Outlay	45,839.25	
795-00 · Debt Service	93,688.22	
<b>TOTAL</b>	<b><u>15,256,032.80</u></b>	<b><u>15,256,032.80</u></b>

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10/10/15

**Clackamas 800 Radio Group**  
**A/R Aging Detail**  
As of October 10, 2015

Type	Date	Num	Name	Due Date	Aging	Open Balance
<b>Current</b>						
Total Current						
<b>1 - 30</b>						
Invoice	09/18/2015	15-126	Clackamas County FD #1	09/18/2015	22	148,159.00
Invoice	09/18/2015	15-127	Canby FD	09/18/2015	22	31,444.00
Invoice	09/18/2015	15-130	Estacada RFD	09/18/2015	22	22,067.00
Invoice	09/18/2015	15-131	City of Gladstone - Police	09/18/2015	22	16,290.00
Invoice	09/18/2015	15-132	City of Gladstone - Fire	09/18/2015	22	20,142.00
Invoice	09/18/2015	15-134	Molalla	09/18/2015	22	15,612.00
Invoice	09/18/2015	15-135	Molalla RFPD	09/18/2015	22	35,786.00
Invoice	09/18/2015	15-136	Oregon City	09/18/2015	22	45,457.00
Invoice	09/18/2015	15-137	Sandy Fire	09/18/2015	22	42,603.00
Invoice	09/18/2015	15-139	West Linn	09/18/2015	22	62,165.00
Invoice	09/18/2015	15-141	Tualatin Valley Fire & Rescue	09/18/2015	22	10,701.00
Invoice	09/18/2015	15-142	Boring Water	09/18/2015	22	800.00
Invoice	09/18/2015	15-145	Clackamas County - Transportation Eng	09/18/2015	22	7,600.00
Invoice	09/18/2015	15-146	Clackamas County - Code Compliance	09/18/2015	22	1,600.00
Invoice	09/18/2015	15-149	Clackamas County Community College	09/18/2015	22	4,400.00
Invoice	09/18/2015	15-154	Sunrise Water	09/18/2015	22	4,800.00
Invoice	10/02/2015	15-156	KATU	10/02/2015	8	1,632.00
Invoice	10/02/2015	15-157	ODOT	10/02/2015	8	6,490.00
Total 1 - 30						477,748.00
<b>31 - 60</b>						
Total 31 - 60						
<b>61 - 90</b>						
Total 61 - 90						
<b>&gt; 90</b>						
Total > 90						
<b>TOTAL</b>						<b>477,748.00</b>

# **CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS**

## **Policy Session Worksheet**

**Presentation Date:** October 6, 2015   **Approx. Start Time:** 10:30am   **Approx Length:** 60 min

**Presentation Title:** Emergency Radio System Replacement Project Proposal from C800

**Department:** County Administration, County Counsel, County Finance

**Presenters:** Laurel Butman, Chris Storey, Marc Gonzales

**Other Invitees:** Matt Ellington & James Rhodes, Sheriff's Office; Bob Cozzie, Mark Spross & Cheryl Bledsoe, CCOM; and John Hartsock, Leslie Taylor & Fred Charlton from C800

### **WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?**

C800 is requesting that the Board of County Commissioners consider its request that the County put a bond measure on the May 2016 ballot authorizing financing in the amount of approximately \$58.7 million for the replacement of Clackamas County's portion of the Clackamas County & Washington County joint emergency radio communications system.

#### **EXECUTIVE SUMMARY:**

The existing emergency radio communications system serving Clackamas and Washington County emergency responders and other public users was built using 1990s technology and is fast approaching obsolescence. The analog components of the system are beyond the end of their useful life and any remaining vendor support for the system will cease as of December 2017. It will take approximately three years to install a replacement system.

System radio coverage is also an issue. Current coverage is insufficient to serve the area given population growth over the past 20 years and, in Clackamas County, there are specific areas that have no radio coverage: along Hwy 26 in the Mt Hood area and in South County.

In addition to end of life issues, vendors and surrounding jurisdictions are all moving from analog to digital platforms. In order to ensure continued interoperability so emergency and public safety responders can communicate with each other via voice and data, the C800 system must transition to digital. Since C800 and its Washington County counterpart, Washington County Consolidated Communications Agency (WCCA), operate a joint system and both counties wish to make this transition together, doing so jointly will ensure a seamless, efficient, and cost effective transition.

C800 has finalized and reached concurrence on a plan for its portion of a replacement system and is at this time requesting that Clackamas County place a bond measure on the May 2016 ballot for bond financing (C800 cannot legally go out for a bond itself). A decision is not required on this matter at this time. C800's request to the Board is attached (Attachment A).

Early public opinion research indicates that a majority of the public is unaware of the state of the emergency radio system but that, after minor initial education, the potential bond measure achieves 62% support. Additionally, respondents indicated strong satisfaction with current emergency response (police, fire, EMS) services and strong support for the components of the proposed project.

#### **FINANCIAL IMPLICATIONS (current year and ongoing):**

The estimated cost of the Emergency Radio System Replacement will be \$58.7 million, to be financed by a 15-year General Obligation Bond approved by County voters. Target cost per \$1,000 of Assessed Value will be \$0.10 or \$25.00 annually for a Clackamas homeowner with a median assessed value home (\$250,000). C800 will bear all the costs of public information, community surveys, etc. No funding

from the County is required and successful passage of a bond measure will reduce C800 member costs for radios in the future. The Sheriff's Office is a member of C800.

**LEGAL/POLICY REQUIREMENTS:**

The replacement emergency radio system will meet nationally recognized Association of Public Safety Communications Officials (APCO) interoperability standards.

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

The 15-member C800 Board and other stakeholders have worked together to plan this project and have performed outreach to Clackamas County cities and public entities that pay into and/or use the system. Outreach from C800 to cities and others is ongoing and a letter of support from the Fire Defense Board is attached (Attachment B).

**OPTIONS:**

1. Acknowledge receipt of the C800 request and instruct staff to schedule an additional policy session to discuss whether to move forward on C800's request.
2. Acknowledge receipt of the C800 request and instruct staff to begin preparatory work toward placing a measure on the May 2016 ballot per C800's request.
3. Acknowledge receipt of and decline the C800 request.

**RECOMMENDATION:**

Staff respectfully recommends that the Board of County Commissioners approve either option #1 or option #2 to acknowledge receipt of the C800 request and instruct staff to schedule an additional policy session to discuss or to begin preparatory work on placing a measure on the May 2016 ballot per C800's request.

**ATTACHMENTS:**

1. Attachment A: *C800 Request of County to Place a Bond Measure on the May 2016 Ballot*
2. Attachment B: Letter of Support from the Fire Defense Board

**SUBMITTED BY:**

Division Director/Head Approval: \_\_\_\_\_

Department Director/Head Approval: \_\_\_\_\_

County Administrator Approval: \_\_\_\_\_ LSB

For information on this issue or copies of attachments, please contact Laurel Butman @ 503- 655-8893.

**Attachment A**

**C800 Request of County to Place a  
Bond Measure on the May 2016 Ballot**



**11300 SE Fuller Rd  
Milwaukie, Oregon 97222  
(503) 780-4806**

September 28, 2015

Clackamas County Board of Commissioners  
c/o Laurel Butman  
Deputy County Administrator  
Clackamas County  
2051 Kaen Road  
Oregon City, OR 97045

Re: Request to Place a Bond Measure on the May 2016 Ballot

Ms. Butman,

The Clackamas 800 Radio Group (C800) Board of Directors respectfully requests that the Clackamas County Board of Commissioners on behalf of C800 place a Bond Measure before the voters on the May 2016 Ballot for issuance of a general obligation bond in the amount of \$58,704,000. These bonds would be for the replacement of the C800 countywide emergency communication system. Bonds would mature in a period not to exceed 15 years from the date of issue and may be issued in one or more series.

The overall tax rate for the bonds is estimated to be approximately \$0.10 per \$1,000 of assessed property value. The average assessed or taxable value of homes in Clackamas County, per the Clackamas County Assessor, is \$253,548. The projected cost of these bonds for the average homeowner would be \$2.11 per month.

The C800 Board of Directors is making this request of the Commissioners to place a measure on the ballot on behalf of C800 as C800 being an ORS 190 Organization does not have taxing or bonding authority. Further, Clackamas County is the only partner agency of C800 that has countywide bonding authority.

C800 anticipates and is willing to enter into an Intergovernmental Agreement (IGA) with Clackamas County regarding this project. The IGA would spell out the roles and responsibilities of the parties as to fiscal responsibilities, purchasing, project management, insurance, maintenance and similar issues. This would be analogous to the agreement the County and C800 entered into in 2001 to initially construct the radio system.

**C800 User Agencies**

Lake Oswego  
Communications / LOCOM  
Leslie Taylor, Chair C800

Boring Fire District  
Chief Fred Charlton

Canby Fire District  
Chief Jim Davis

Canby Police  
Chief Bret Smith

Clackamas Fire District #1  
Chief Fred Charlton

Clackamas County Sheriff  
Sheriff Craig Roberts

Estacada Fire District  
Chief Bob Morrisey

Gladstone Police  
Lt. Jeff Jolley

Gladstone Fire  
Chief Stan Monte

Lake Oswego Fire  
Chief Ed Wilson

Lake Oswego Police  
Chief Don Johnson

Molalla Fire District  
Chief Vince Stafford

Molalla Police  
Chief Rod Lucich

Oregon City Police  
Chief Jim Band

Sandy Fire District  
Chief Phil Schneider

Sandy Police  
Chief Kim Yamashita

TVFR  
Chief Mike Dyke

West Linn Police  
Chief Terry Timeus

American Medical Response  
Ben Sorenson

Clackamas 9-1-1 Dispatch  
CCOM  
Bob Cozzie, Director

John Hartsock, Manager C800

C800's request of the Commissioners to place this measure on the ballot on behalf of C800 was unanimously approved at the September 9, 2015 C800 Board Meeting.

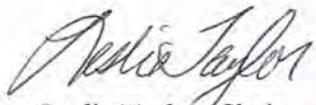
Clackamas County's emergency radio system is out of date and prone to failure. This bond is the responsible way to fix the problem. This project creates an efficient, dependable communications system that works in all parts of Clackamas County.

Attached are supporting documents:

Attachment A – Project Outline	Page 1
Attachment B – Project Budget	Page 3
Attachment C – Proposed Ballot Language	Page 6
Attachment D – Project Schedule	Page 7
Attachment E – Polling	Page 9
Attachment F – Other Jurisdictions on the May 2016 Ballot	Page 10
Attachment G – Frequently Asked Questions	Page 11

The C800 Board of Directors appreciates your support of this important project to protect the citizens we all serve.

Sincerely,



Leslie Taylor, Chair



**11300 SE Fuller Rd  
Milwaukie, Oregon 97222  
(503) 780-4806**

## **CLACKAMAS COUNTY EMERGENCY RADIO SYSTEM REPLACEMENT PROJECT**

### **ATTACHMENT – A / PROJECT DEFINITION**

September 28, 2015

#### ***Why does the Emergency Communication System need replacing?***

1. *The existing emergency radio system is out dated and prone to failure*
2. *Need to transition to current open source digital technology*
3. *Need to ensure ongoing system compatibility and interoperability*
4. *Need to expand coverage to underserved and unserved populated areas*
5. *Need to respond to population growth*

#### **Project Goals**

- Timely replacement of Clackamas County's emergency radio/data infrastructure to ensure continuous service to meet first responder needs
- Maintain a system that is based on current open source digital technology and ensures compatibility and interoperability into the future
- Maintain or enhance existing service levels
- Develop a capital financing strategy that minimizes the financial burden on user agencies and reinforces public trust and confidence
- Provide fiscal and schedule oversight through a Citizen Oversight Committee in addition to the C800 Board of Directors
- This project is the reasonable way to save lives and fix the problem, creating an efficient, dependable communications system that works in all parts of Clackamas County

#### **Project Definition**

This project will construct a new P25 open source digital emergency radio system covering Clackamas County. The new system will provide equal coverage and performance to the current system while also expanding coverage and maintaining interoperability. The system will include but not be limited to:

- ✓ 800MHz two-way radio infrastructure at radio sites and master site equipment
- ✓ A microwave transport system
- ✓ Fourteen additional sites including buildings, towers, DC power systems, backup generators:
  - 5 sites to make up for the performance difference between analog and digital;
  - 6 sites for expanded coverage in the Mt Hood/Hwy 26 area and the Clackamas drainage in South County;
  - 1 site for the portable at the hip coverage;
  - 2 sites for enhanced in-building coverage;

- ✓ Application to allow SMART phone access to the system;
- ✓ Paging system replacement;
- ✓ Post-warranty support;
- ✓ Systems refresh for equipment and software upgrades
- ✓ Project management
- ✓ Dispatch Back Up
- ✓ Includes 50% of mobile and portable radios – the balance remains an agency responsibility.

### **Project Elements**

The project also includes costs for:

- ✓ Site acquisition consulting services
- ✓ Architectural, engineering, geotechnical investigation, and other required professional services
- ✓ Land use and construction permits expenses
- ✓ Other Governmental fees
- ✓ Land acquisition through purchase and/or lease
- ✓ Reimbursement of costs incurred for the project prior to bond issuance
- ✓ Bond issuance cost and expenses

# CLACKAMAS COUNTY EMERGENCY RADIO SYSTEM REPLACEMENT PROJECT

## ATTACHMENT – B / PROJECT COST

September 28, 2015

### Major Cost Elements of the Proposal

• Replace two-way radio infrastructure	\$25.7 million
• 50% of subscriber (mobile/portable) radios	\$5.0 million
• Add tower sites	\$19.3 million
• Ongoing system refresh/upgrades	\$2.7 million
• Project management	\$0.3 million
• Upgrade console equipment	\$1.7 million
• Miscellaneous expenses / Contingency	\$1.9 million
• Ensure backup dispatch	\$0.4 million
• Bond Issuance Cost	<u>\$1.7 million</u>
<b>TOTAL COST</b>	<b>\$58.7 million</b>

### Proposal Cost Specifics

The proposed system is a Project 25 (open source) compliant 700/800MHz digital public safety grade voice and data communication system. The existing system has 10 sites. To achieve the coverage goals of the user agencies 14 sites will be added making it a 24 site system.

Project Costs	Option 4 14 added sites	Definition
Simulcast Equipment	\$14,927,509	Cost for 208 remote site radio repeaters, associated equipment and installation at the 24 sites. Number of radios/channels per site varies to assure system capacity.
A portion of Partner/Member Radios	\$5,000,000	A portion (approximately 50%) of partner and member mobile and portable radios.
Master Site Equipment	\$3,534,291	Cost for system master controller and associated equipment to be located at CCOM.
System Refresh/Upgrade	\$2,699,200	As with all electronics there is a constant need to periodically upgrade equipment and keep software current. This cost is to cover those expenses for a ten year period with upgrades every 2 years. This saves in excess of \$250,000 in ongoing operating cost by pre-purchasing.
Microwave Backhaul	\$3,367,980	Cost for microwave communication radios and associated equipment to intertie the 24 radio sites with the master controller and to the WCCCA system.
Console Equipment	\$1,650,269	Cost to replace the dispatch console equipment at LOCOM and CCOM.

Backup Dispatch	\$425,596	Cost to provide a transportable back up dispatch solution to be utilized for major events and incidents. Further for use if CCOM or LOCOM would have to be evacuated.
Test Equipment	\$101,000	Cost for test and repair equipment.
Additional Radio Sites	\$11,082,344	Cost for the construction of the 14 new radio sites including engineering, permits, site preparation, buildings, and towers
Generator/Commercial	\$5,798,542	Cost for providing and installing emergency backup generators and related fuel tanks at the 14 new sites and replacing the generators at the 10 existing sites which are now 16 years old. Commercial power operates the battery chargers and HVAC systems at the radio sites. The generators operate on loss of commercial power.
48 VDC Power System	\$1,064,567	Cost for providing battery power/backup systems at the 14 new sites and upgrading the current systems which are 16 years old at the 10 existing sites. The radio site repeaters operate at 48VDC to insure uninterrupted operation. The batteries can operate the site for 2 days if the commercial power and/or generators were to fail.
Site Alarms and Monitoring	\$1,364,444	Cost for site intrusion alarms, video surveillance, and radio system monitoring to allow timely notification of site and system operational issues.
Spares and Related Materials	\$1,230,603	Cost for spare radio equipment, spare microwave radios, and spare antennas to allow immediate response to system problems.
Contingency	\$627,608	This is a reserve for unforeseen condition costs at less than 2%. The construction of the 14 sites in remote locations though well planned can run into unforeseen issues and or delays in permitting.
Project Management	\$264,676	Cost for the retention of a project management consultant to provide independent oversight.
Paging	\$373,248	The user agencies (primarily fire) utilize a variety of paging systems to notify personnel of routine and emergency matters. Some of the systems are common carrier, cell phone, VHF, and 800MHz. Most of the equipment is outdated and no longer supportable. This cost is to provide an 800MHz paging system to upgrade to current technologies, reduce maintenance, minimize CAD interfaces, and improve performance.

Unified PTI (mobile dev)	\$188,384	This cost is for an application that can be added to a smart phone to allow the smart phone to access and utilize the public safety radio system. Though not recommended for mission critical use due to the availability and reliability of the cell networks it is an option for some administrative type functions or potentially volunteer use prior to being on scene.
Asset Management	\$119,054	This cost is for a computerized asset management system to track the 1,000's of components in the system, notifying of maintenance schedules and inventory management.
Post Warranty Support	\$3,104,080	This is a one-time upfront cost for extension of manufacture warranty support for the radio system. This includes: technical support / infrastructure repair – depot maintenance / advanced replacement upgrades – i.e. maintains a level of spares. <i>Note: In order to properly maintain the system C800/WCCCC must subscribe to this service either annually or by this pre-purchase option. This will save over \$200,000 in operating costs.</i>
Sub-Total	\$56,923,395	
Estimated cost of issuance	\$1,780,932	This is the estimated cost for bond issuance including bond counsel, discounts, insurance, underwriting and the like.
<b>Total including cost of issuance;</b>	<b>\$58,704,327</b>	

### Financing Specifics

- |   |              |
|---|--------------|
| <input type="checkbox"/> Cost per \$1,000 of Assessed Value (15-year Bond)                  | \$0.10       |
| <input type="checkbox"/> Average Homeowner Cost per Year (\$253,548 Assessed/Taxable Value) | \$25.35      |
| <input type="checkbox"/> Interest on the 15-year bonds                                      | \$18,906,948 |

## CLACKAMAS COUNTY EMERGENCY RADIO SYSTEM REPLACEMENT PROJECT

### ATTACHMENT – C / PROPOSED BALLOT LANGUAGE

September 28, 2015

#### **Proposed Caption / Question / Summary – Pending Approval of County Counsel / Bond Counsel / Oregon Secretary of State**

**CAPTION:** Bond to replace obsolete emergency communications for first responders.

**QUESTION:** Shall county replace obsolete emergency communications for first responders, expand coverage, by issuing \$58,704,000 general obligation bond with citizen oversight? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

**SUMMARY:** If approved, this measure would fund the replacement of the emergency communications system for first responders. The bond would:

- Replace the county's existing emergency radio system that operates on technology from the early 1990s;
- Enhance coverage by adding communications towers in areas of the county that currently have none;
- Expand in-building coverage, allowing radios to properly function within large buildings like hospitals or schools;
- Replace out-of-date alert paging system used to notify firefighters and other public safety officers in an emergency;
- Acquire land for radio sites
- Refinance outstanding financing
- Projected to cost the average homeowner \$2.11 per month
- Includes built-in accountability mechanisms like citizen oversight
- Pay bond issuance costs;

Bonds would mature in a period not to exceed 15 years from the date of issue and may be issued in one or more series. The overall tax rate for bonds is estimated to be approximately \$.10 per \$1,000 of assessed property value. Results may differ based on actual interest rates incurred and growth in assessed value.

**CLACKAMAS COUNTY EMERGENCY RADIO SYSTEM  
REPLACEMENT PROJECT**

**ATTACHMENT – D / SCHEDULE**

September 28, 2015

**BOND ELECTION PLANNING**

October 6, 2015	Transmittal & presentation of Bond Proposal to BCC in Work session.
December 2015	BCC adopt reimbursement resolution for pre-bond activities
Dec/Jan 2016	BCC to approve bond proposal and direct County Counsel to review ballot material.
January 2016	Finalize and submit “core content” for bond proposal to Oregon Secretary of State, Elections Division, for review.
January 2016	C800 convene Stakeholder meetings including all community organizations that benefit from communication project bond.
February 2016	Response back from Oregon Secretary of State’s Office. C800 complete initial print runs of rack cards, pocket cards, factsheets, etc.
February 2016	Web content for bond proposal goes live.
February 2016	Briefings for personnel about presentations and restrictions on political activity.
February 2016	Develop direct mail pieces.
February 23, 2016	First day to receive ballot measure number.
February 24, 2016	File radio system project bond ballot material with Elections Office. Measure numbers assigned to bond proposal.
February, 2016	Finalize and submit direct mail pieces to Oregon Secretary of State, Elections Division, for review.
March 2016	C800 develop second voter survey instrument using core content for bond proposal and conduct survey.
March 11, 2016	Last day to file Arguments with County Elections Office supporting or opposing bond for publication in the Voters’ Pamphlet. (Clackamas County will forward Arguments and other pamphlet items to the Secretary of State’s Elections Division to be inserted in the state’s Voters’ Pamphlet.)

April 11, 2016	Target week for pre-sort vendor to drop direct mail pieces to all registered voting households in county.
April 15, 2016	Last day for voters to register for General Election.
April 16, 2016	Last day to mail state Voters' Pamphlet to voters.
April 18, 2016	First day to mail ballots to voters.

**May 6, 2016      General Election Day**

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**PROJECT PLANNING**

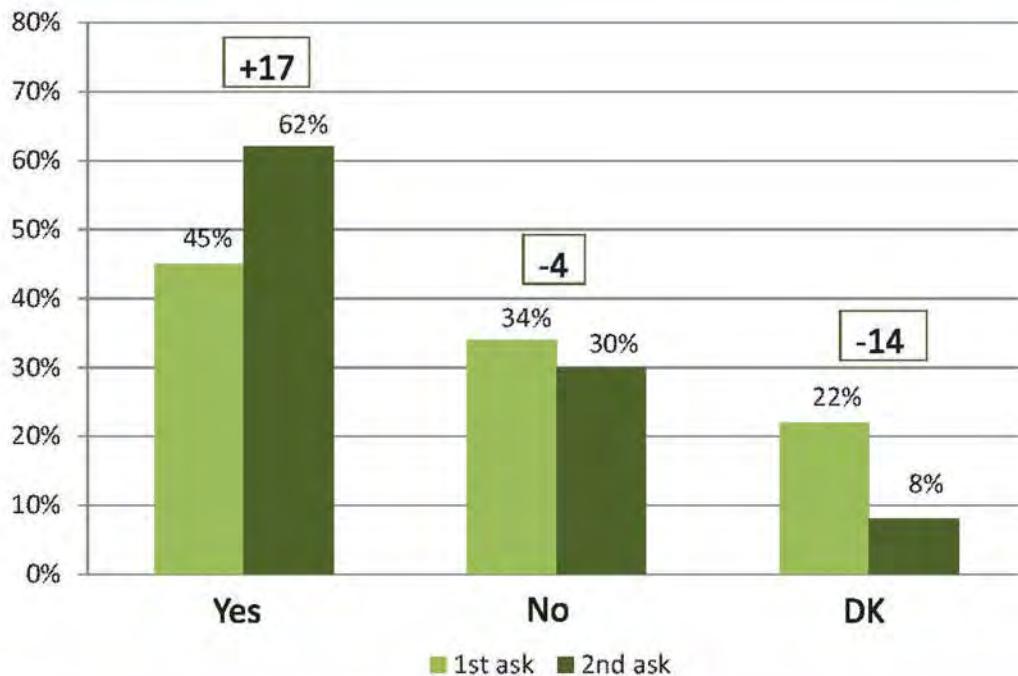
July1 2015 - March 30, 2016	Microwave Replacement for Existing Sites - Procure / Construct
Sep 1 - Nov 30, 2015	Procure a Portion of Subscriber Radios
Sep 1 - Oct 30, 2015	Retain Site Acquisition Consultant, Architect, and Engineering Team
Nov 1, 2015 - Dec 31, 2016	Site Acquisition, Design, and Permitting
Jun 1, 2016 - Nov 1, 2017	Site Construction Procurement and Construction
Nov 1, 2016 - Apr 30, 2019	Radio System Procurement and Construction
May 1, 2019 - Jul 31, 2019	System Testing and Acceptance
August 1, 2019	System Go Live

# CLACKAMAS COUNTY EMERGENCY RADIO SYSTEM REPLACEMENT PROJECT

## ATTACHMENT – E / POLLING

September 28, 2015

Voters move our way when given more information about the bond



"The better the explanations and reason for the measure, the more likely I would be to support it."

"We would not want something to crash and need assistance and not be able to get the help that we need. That is very scary."

*Qualitative data from June 2015 QualBoard*

*Let me tell you a little bit more about this bond measure: This bond will replace the radio system that sheriff's deputies, police, firefighters, and EMTs, use to communicate with 9-1-1 dispatchers in an emergency. On any given day, this communication system has over 40 thousand transmissions to and between emergency responders. Yet it runs on technology from the early 1990s, has many components that are no longer manufactured, and a technical support system that will be completely phased out by 2017. Given its age, if any critical component suddenly stops working, the entire radio system could suffer a critical failure, so while residents could still call 911 and speak to someone, the dispatcher would have no reliable way to contact and send emergency responders to where they are needed.*

# CLACKAMAS COUNTY EMERGENCY RADIO SYSTEM REPLACEMENT PROJECT

## ATTACHMENT – F / OTHER JURISDICTIONS

September 28, 2015

### Other Tax / Bond Measures Projections

	2015	2016	2017	
Clackamas County		Nov		Public Safety Levy
City of Canby			NO	
City of Damascus			NO	
City of Estacada			NO	
City of Gladstone			NO	
City of Happy Valley			NO	
City of Lake Oswego			NO	
City of Milwaukie			?	
City of Molalla			May	Possible Street Fee
City of Oregon City			Nov	Police Bond
City of Sandy			NO	
City of Wilsonville			NO	
Canby Fire District		Nov	(May)	Local Option Levy
Clackamas Fire Dist #1 / Boring Fire District			NO	
Colton Fire			NO	
Estacada Fire District			NO	May Bond
Hoodland Fire			NO	
Molalla Fire District			NO	
Sandy Fire District			NO	
TVF&R			NO	
Canby School District			NO	
Colton School District			NO	
Estacada School District			May	Possible Bond Issue
Gladstone School District			NO	
Lake Oswego School District			Nov	Bond
Molalla School District			NO	
North Clackamas School District			Nov	(May) Bond
Oregon City School District			NO	
Oregon Trail School District			NO	
West Linn/Wilsonville School District			NO	
CC Community College			NO	
Mt Hood Community College			May	Bond
North Clackamas Parks			?	
Canby Parks			?	
Metro			?	

## CLACKAMAS COUNTY EMERGENCY RADIO SYSTEM REPLACEMENT PROJECT

### ATTACHMENT – G / FREQUENTLY ASKED QUESTIONS

September 28, 2015

#### 1. Why does the Clackamas County Emergency Radio System need replacing?

There are 5 primary reasons why the communication system requires replacement:

- a) **End of Life** – The existing analog radio system components are already beyond their end of life/end of support or will become unsupported by the vendors as of December 2017 or the “End of Life”. (See question #2 below for additional information.)
- b) **Transition to Digital Technology** - Whether its smart phones, TV's, or public safety radios the industry and the technology they invent and market has converted to digital. In order to meet nationally recognized APCO (Association of Public Safety Communication Officers) interoperable standards for Public Safety Communications, the future, and current equipment is all based upon current digital technologies.
- c) **Interoperability** – The ability of public safety responders to share information via voice and data communications systems, on demand, in real time, when needed, and as authorized. See question # 7 below for additional information.
- d) **Population Growth** - With the population growth over the last 20 years in Clackamas County, additional radio coverage is required.
- e) **System Coverage** - The existing communication system has limited coverage or service along Hwy 26 in the Mt Hood area and up the Clackamas drainage from Estacada south. Further “in building” radio coverage to key buildings like schools, hospitals, retail centers, and large office buildings must be improved.

#### 2. What do we mean by “End of life”?

The existing analog radio system is early 1990's technology and the components have either become or will become unsupported by the vendors as of December 2017. "Unsupported" means that replacement parts will be increasingly difficult to find due to the manufacturer's no longer supporting the product lines and the diminished availability of refurbished parts. The radio vendor no longer can guarantee that the existing analog radio system can be repaired when an unsupported component or assembly fail. In addition, many of the engineers and system technology experts in the radio industry are either focused on newer digital technology or have retired. The ability to find knowledgeable individuals to support the existing analog radio system is becoming increasingly difficult.

The current system has experienced an increasing number of system component failures that have only been mitigated due to the tenacity of the technicians. These failures have forced the technicians to search on-line auction sites and third-party vendors in efforts to obtain replacement parts or cannibalize other system parts or borrow parts from neighboring public safety jurisdictions. A failure in one of the major components would severely impact the overall operation of the public safety radio system, limit system usage in terms of availability, and

reduce or eliminate coverage in much of the geographical area now served. Replacement of key components with the new technology would take considerable time, disabling the system for as much as 6 months with an emergency purchase in place. It should be noted that this would be a very expensive upgrade/replacement as it will be unplanned and unscheduled. This would also jeopardize the ability of emergency responders to communicate efficiently, effectively, and - ultimately – field unit and citizen safety. A failure during a major incident or disaster like the Clackamas Town Center shooting would severely limit live saving communications.

### **3. Who does the communications system serve?**

The communication system serves the majority of law enforcement and fire/EMS agencies in Clackamas County. The replacement system will allow all agencies countywide to utilize the same system.

### **4. Who else does the system serve beyond public safety?**

The system also serves various public works departments, schools, Hospitals, Ambulance and EMT services and other public users to ensure coordinated voice and data communications (interoperability).

### **5. Were other types of technologies looked at besides digital two-way radios?**

Yes, many systems were considered, among them fiber optics, satellite phones, ham radios, cell phones and Terrestrial Trunked Radio (TETRA), the system widely used in Europe but not in North America. These systems were excluded for a variety of reasons; the most common being high cost, instability under stress and the inability to give priority to emergency service providers.

### **6. What other agencies have made this upgrade to digital and how did they fund it?**

Other Digital systems that have been or are in the process of upgrading in nearby jurisdictions:

#### Oregon:

- City of Portland – Bonds
- Frontier (Gilliam/Sherman/Wheeler) - Operating Funds / Tax wind farm revenue
- Lane County - Bond
- Benton County - Bond
- Linn County - Bond
- TriMet – Bond
- Rogue Valley Transit - Bond
- Salem (RFP) - TBD
- Deschutes County (RFP) - TBD
- ODOT / OSP - Legislature

#### Washington State:

- Washington State Patrol – Operating Funds
  - Peirce County - Bond
  - Peirce County Transit - Bond
  - Tacoma - Bond
  - King County – Bond
  - Port of Seattle - Bond
  - City of Seattle - Bond
  - City of Spokane – Bond
- Idaho
- Ada County (City of Boise) – Bond
  - Idaho State Patrol - Bond
  - Kootenai County - TBD
  - Bond Canyon County - Bond

### **7. What is interoperability?**

The ability of public safety responders to share information via voice and data communications systems, on demand, in real time, when needed, and as authorized. Public safety communications can occur only when the communications paths (frequencies, equipment and signaling) are compatible. Interoperability is an important issue for law enforcement, firefighting, EMS, and other public health and safety departments, because first responders need

to be able to communicate with one another during wide-scale emergencies. C800 first responders do this many times per month with joint responses to fires and traffic pursuits among other things.

This all became evident during the Sep. 11, 2001 attacks and multiple other disasters, many agencies cannot exchange information because they operate widely disparate hardware that is incompatible. The State and Federal governments post September 2001 require all public safety entities to have interoperability. The current systems are not capable of this.

**8. Will the new radio system be interoperable?**

Interoperability depends on agreements between jurisdictions about how they will communicate and operate together. C800 has current agreements and will be entering into additional ones to insure interoperability with adjacent systems such as: Washington County / City of Portland/Multnomah County; Clark County Washington; Columbia County; Marion County; Yamhill County; Hood River County; Oregon State Police and ODOT; FBI and other federal agencies.

**9. How many radio sites are there?**

There are 10 existing sites in Clackamas County and 14 new sites will be added.

**10. How many police / fire / EMS radios are there?**

Clackamas County public safety users have 4,025 portable, mobile, and data radios.

**11. Who are WCCCA and C800?**

The Washington County Consolidated Communication Agency (WCCCA), and the Clackamas 800 Radio Group (C800), both ORS 190 organizations (Government Joint Ventures); each owns and operates the public safety communications system serving their respective counties. The WCCCA/C800 partnership is comprised of all the public safety providers within Washington and Clackamas counties with the exception of the City of Milwaukie, Hoodland RFPD, and Colton RFPD. Its mission is to provide public safety radio and data communications for the member agencies. WCCCA and C800 formed a partnership to combine the systems for greater efficiencies and interoperability of public safety communications. WCCCA manages and maintains the combined system.

**12. Who will manage and maintain the new upgraded system?**

When the radio project is complete, the new system will be managed by WCCCA Technical Services who currently manages and maintains the system.

**13. If we wait, won't the technology get less expensive as more jurisdictions will have implemented replacements?**

This premise certainly has proven to be true within some technology fields – a smart phone is introduced with a \$500 to \$800 price tag and 2 years later it's sold for \$50. With few exceptions, Smart Phones are subsidized by a contract with the service provider that has amortized the difference between the handset cost and the consumer price in the monthly contract costs. Once the customer has paid that subsidy off the amount previously used to pay off subsidy is now 100% profit to the cellular provider. This is not a model that fits Public Safety.

Unfortunately public safety communications equipment has a limited market and this condition does not happen. There is some reduction in price from initial introduction to actual production runs but that has already happened to this equipment. We do, however, see significant discounts when large quantities are ordered at one time with portable and mobile radios. This project is

for infrastructure equipment however and unless radios are coupled with the infrastructure substantial discounts are very unlikely... especially in low volumes.

#### **14. If we wait, won't the federal government come to the rescue?**

Unfortunately, no. The existing system has been able to utilize over \$5M in federal grants but the bulk of those opportunities are no longer available. The Federal and State Homeland Security grants are still sometimes available but are in small denominations and have generally been awarded to multiple jurisdictions for equity versus a large infrastructure project. Most often these have been in the form of matching funds not fully funded federal initiatives.

#### **15. If we don't upgrade in a timely manner, what would happen?**

The equipment in our infrastructure ranges from 4 to 20 years old. Most of this equipment has reached or is rapidly reaching end of life and/or end of support. The manufacturers have generally set December of 2017 as a final date. As it will take up to 3 years to select suppliers, construct new communications sites, and install new equipment we are most likely to be at a risk of non-recoverable failures well into our new system construction cycle. The longer we delay the longer we remain at a level of increasing risk of catastrophic failure. As our equipment moves beyond end of life and/or end of support our ability to maintain and or replace this equipment becomes difficult and potentially impossible. The following is a report of a recent failure on the Portland system that is of the same vintage system and equipment that the City is in the process of replacing.

*PORTLAND, Ore. (KOIN 6 April 17, 2015) – For several hours Thursday, emergency responders throughout Multnomah County were operating on backup systems after experiencing a “radio system failure,” city officials confirmed.*

*“We really couldn’t communicate with each other,”*

*Gresham police responded to the radio failure by having all patrol officers return to the station where they were partnered up. The department only responded to high priority calls and told officers not to “self-generate” calls,*

*Portland Fire & Rescue spokesperson said during the radio failure, all units were “recalled to their respective stations unless they were out on calls.” He said non-essential radio traffic was limited, and the fire bureau used backup radio channels as needed.*

*Communications Manager, Kelly Ball, said “the current radio system is made up of aging infrastructure and we have been working on a radio system replacement and upgrade project since 2011. This new system will build in redundancies to reduce the likelihood of system failures. The replacement project began when a \$50 million dollar bond measure passed in 2011. Motorola signed a contract to begin replacement in 2013 and the work is about 50% complete. The system is scheduled to be fully operational by June 2016.”*

Our system is experiencing an ever increasing number of operational issues or failures due to age in one form or another. WCCCA's technical staff has fortunately been able to respond quickly and avert the same kind of outage Portland suffered. As they say “it's only a matter of time” however.

We have experienced the same kind of failures but have been able to respond to them quickly to reduce the impact. We have had 3 Central Site Controller related outages since August of this year. Fortunately for C800 the impact has been to WCCCA users thus far.

Failure of end of life and/or end of support equipment will more than likely be unrecoverable and then require a large, unplanned expenditure and extended delays to restore service that might be as long as 6 months or more.

Communications Technology continues to evolve towards an Open Standards architecture (P25). This allows for multi-supplier compatibility as these Open Standards are embraced. This is driving down radio costs to some degree but meeting public safety standards demand higher costs.

As adjacent cities (Portland / Vancouver), counties, and states and the federal government adopt these new technologies and transition to digital, our ability to communicate with them will be reduced or eliminated. Where today we have a model of interoperability in the Portland metropolitan region, i.e. we easily talk between systems, as Portland and Clark County, Washington transition to digital we will lose that ability for our first responders to interoperate as they do daily today.

#### **16. Communication System Reliability:**

The reliability of mission-critical public safety communications infrastructure during day-to-day public safety operations and during man-made and natural disasters is crucial to saving lives and property and to protecting the public during an emergency. The public safety communications infrastructure of Clackamas County is rapidly aging, outdated and at severe risk of failure. Further it requires extensive maintenance to support continuing functionality and to accommodate evolving technology;

The adopted Interoperable policies and standards by the Federal Communications Commission and the State of Oregon along with an aging infrastructure require replacement of the countywide public safety communications infrastructure. The deteriorating condition of our public safety communications systems is of continuing concern because it is critical to the safety and well-being of the residents of Clackamas County who depend upon lifesaving communications systems used by first responders. It is in the public interest of the citizens of Clackamas County to plan for improvement of the public safety communications infrastructure to ensure long-term stability and functionality as communications systems technology evolves.

**Attachment B**

**Letter of Support from the Fire Defense Board**



# CLACKAMAS DISTRICT FIRE DEFENSE BOARD

11300 SE Fuller Rd. Milwaukie, OR 97222



Clackamas County Board of Commissions  
Public Services Building  
2051 Kaen Road  
Oregon City, OR 97045

September 23, 2015

Clackamas County Board of Commissioners;

On September 10, 2015 the Clackamas District Fire Defense Board voted unanimously to support the C800 radio system replacement and request that the Clackamas County Board of Commissioners place the proposed Bond Measure on the May 2016 Primary Ballot.

Knowing that the Clackamas County emergency radio system is no longer supported by the vendor and is becoming increasing unreliable this Bond Measure is the right thing to do. Public safety agencies in Clackamas County need a reliable communications system to efficiently and safely provide service to our communities.

The proposed radio system would enhance coverage with additional towers in areas currently without public safety grade communications. The new system would also provide for more in-building coverage making operations in many large buildings safer without having to monitor additional radios, which could lead to missed transmissions.

Thank you for your consideration of this important project. A reliable public safety communications system is a critical issue that the citizens of Clackamas County should have a chance to vote on.

Sincerely,

A handwritten signature in black ink that reads "Larry D. Goff".

Larry D. Goff  
Clackamas District Fire Defense Board Chief



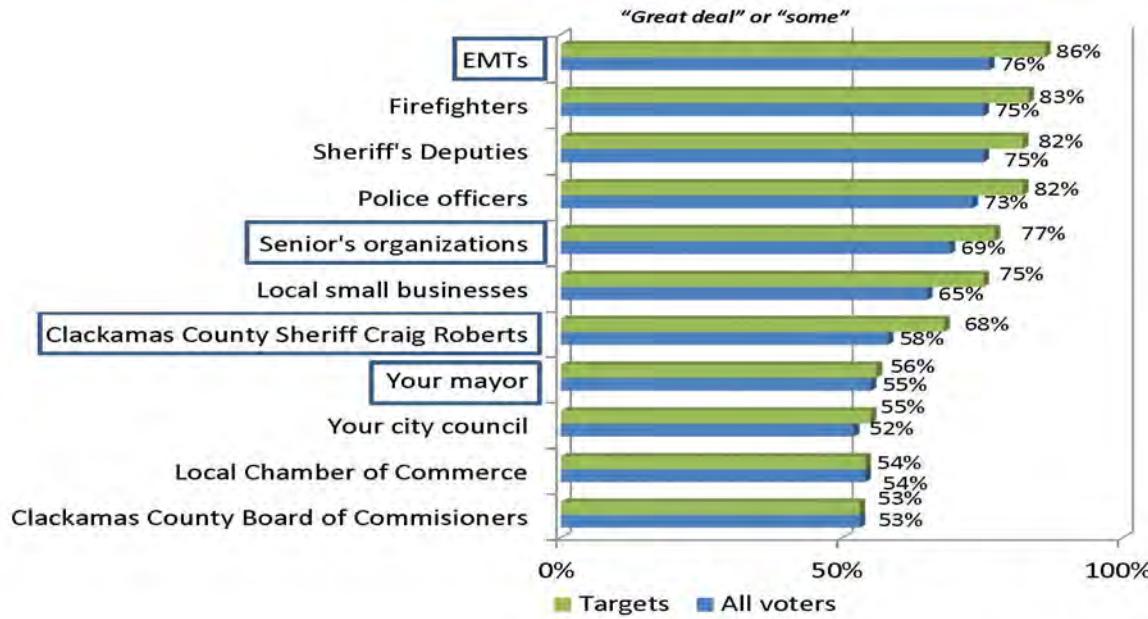
11300 SE Fuller Rd  
Milwaukie, Oregon 97222  
(503) 780-4806

## Board of Directors Information Item

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** October 21, 2015  
**Re:** Radio System Information for Agency Staff

**REQUEST:** It is hereby requested that the C800 Board of Directors distribute the attached Radio Replacement Project Information to their respective agency staff.

**ISSUE:** In the research work conducted by Patinkin Research for the project it was no surprise that we learned that local police, sheriff deputies, fire and EMS efforts are viewed by the public as very satisfactory. Secondly we learned that the emergency responders are our best messengers for information about the project.



The attached document outlines the key points of the project to enable your personnel to not advocate for the project but to be knowledgeable about the facts of the project and where appropriate provide education. I have also attached a list of comments that the research discovered against the project.

I will be more than pleased to attend meetings with your personnel to review this material.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors distribute the attached Radio Replacement Project Information to their respective agency staff.



## Emergency Radio System Replacement Overview

### Why does the Emergency Radio System in Clackamas County need replacing?

- ❖ The existing emergency radio system is out dated and prone to failure
- ❖ Need to transition to current digital technology
- ❖ Need to ensure ongoing system compatibility and interoperability
- ❖ Built in 2000 with 1990 technology and vendor support ending in 2017
- ❖ Need to respond to population growth

### Project Goals

- ❖ Timely replacement of Clackamas County's emergency radio/data infrastructure
- ❖ Maintain a system that is based on current digital technology and ensures compatibility and interoperability into the future
- ❖ Maintain existing service levels – Enhance service in buildings and south county
- ❖ This project is the responsible way to fix the problem, creating an efficient, dependable communications system that works in all parts of Clackamas County to save lives.

### Project Definition

This project will construct a new P25 open source digital radio system, including a microwave transport system, providing equal coverage and performance to the current system while also expanding coverage and maintaining interoperability. Features include:

- ✓ An additional 14 sites added to the current 10 sites:
  - To make up for the performance difference between analog and digital
  - For expanded coverage at Mt Hood and the Clackamas drainage in South County
  - For portable at the hip coverage
  - For enhanced in-building coverage
- ✓ Application to allow SMART phone access to the system
- ✓ Paging system replacement
- ✓ Post-warranty support
- ✓ Systems refresh for equipment and software upgrades
- ✓ Includes approximately 50% of subscriber radios – the balance remains an agency responsibility

### C800 User Agencies

Boring Fire District
Canby Fire District
Canby Police
Clackamas Fire District #1
Clackamas County Sheriff
Estacada Fire District
Gladstone Police
Gladstone Fire
Lake Oswego Fire
Lake Oswego Police
Molalla Fire District
Molalla Police
Oregon City Police
Sandy Fire District
Sandy Police
TVFR
West Linn Police
American Medical Response
Clackamas 9-1-1 Dispatch CCOM
Lake Oswego Dispatch LOCOM



## Emergency Radio System Replacement Overview

### WHOSE ISSUE IS THIS?

- ❖ This isn't a City, County, or Fire District issue
- ❖ This isn't a fire issue or the Sheriff's issue or a city police department's issue
- ❖ **This is a public safety issue for all the citizens**
- ❖ This is about one system, one system that works, one system that works every time!
- ❖ It works regardless of where you are in Clackamas County, regardless of whether you are at home or at work or at play or travelling the roads
- ❖ The public safety radio system is at the core of a strong, unified public safety response system from the 18 public safety agencies serving Clackamas County

**When disaster is at its worst, communications must be at its best!**

### Project Oversight

- ✓ C800 Board of Directors – the Sheriff, Police Chiefs, and Fire Chiefs of Partner Agencies
- ✓ Professional Project Manager
- ✓ An appointed citizen oversight committee charged with reviewing the expenditures, progress, and outcomes of the project

### Major Elements of the Proposal

Replace two-way radio infrastructure	\$27.9 million
Approximately 50% of subscriber radios	\$5.0 million
Add tower sites	\$16.9 million
Upgrade console equipment	\$1.7 million
Provide backup dispatch	\$0.4 million
Include system refresh/upgrades	\$2.7 million
Project management/contingency	<u>\$4.1 million</u>
	<b>TOTAL COST</b>
	<b>\$58.7 million</b>

### Financing Specifics

- ❖ Cost per \$1,000 of Assessed Value (15-year Bond) \$0.10
- ❖ Average Homeowner Cost per Year (\$253,548 Assessed or Taxable Value) \$25.30

### Additional Information:

John Hartsock, Manager C800 – [john.hartsock@c800.org](mailto:john.hartsock@c800.org) / (503) 780-4806



## Emergency Radio System Replacement Overview

**Polling revealed the following points for not supporting the project:**

**[AFFORDABILITY]** Something we can't afford right now / Will put a strain on seniors and struggling families living on a fixed income

**[BUDGET]** Something government should pay for without asking for more taxes

**[NEED]** Unnecessary

**[PRIORITIES]** Not a high priority

**[WASTE]** Public safety is a core function of government, and shouldn't be paid for with special taxes. If a new radio system is necessary, government bureaucracies need to find more efficiencies, cut more waste, and pay for this itself

**[TAXES]** Government needs to think outside of the box instead of just throwing money at a problem. This new tax will put a strain on working families and seniors living on a fixed income. With a just-barely improving economy and already sky-high property taxes, the last thing we need to do is create another one

**[NOT TIME]** The current system is working, and will continue to work for at least two more years. Rather than spending more money now, we should continue using what we have and reassess in 2017



**11300 SE Fuller Rd  
Milwaukie, Oregon 97222  
(503) 780-4806**

## **Board of Directors Action Request**

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** October 21, 2015  
**Re:** Approval of Resolution 02-15 Revised Public Contracting Rules.

**REQUEST:** It is hereby requested that the C800 Board of Directors approve Resolution 02-15 Revised Public Contracting Rules.

**ISSUE:** The C800 Board approved Resolution 02-10 in October of 2010 adopting Public Contracting Rules and Procedures for C800 as required by statute. John Hartsock requested that Eileen Eakins, legal counsel for C800, review these rules in light of legislative changes to public contract rules over the past five years.

At the September 9, 2015 C800 Board meeting it was requested that section B 3 and E 2 be revised, which have been done per the attached.

The attached document shows the revisions in a tract changes format.

**FINANCE:** No finance impact.

**LEGAL:** These revisions have been provided by legal counsel.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors approve Resolution 02-15 Revised Public Contracting Rules.

## **RESOLUTION NO. 02-1002-15**

### **A RESOLUTION ADOPTING REVISED PUBLIC CONTRACTING RULES AND PROCEDURES**

**WHEREAS**, the Clackamas 800 Radio Group (“C800”) is an Oregon intergovernmental entity formed pursuant to Oregon Revised Statutes (“ORS”) Chapter 190, and is subject to Oregon’s public contracting laws; and

**WHEREAS**, ORS 279A.065 (5) provides that a local contracting agency may adopt its own rules of procedure for public contracting that:

- A. Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and
- B. Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General;

**NOW, THEREFORE**, C800’s Board of Directors, acting as both the governing body of C800 and as C800’s Local Contract Review Board, hereby resolves as follows:

1. Except as otherwise provided herein, C800 hereby adopts the Oregon Attorney General’s Model Public Contracting Rules (“Model Rules”) as the contracting rules for C800, as such Model Rules now exist or are later modified.
2. That C800 adopts the revised public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.
3. C800 shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Exhibit A Rules are consistent with current law.

**APPROVED AND ADOPTED** on \_\_\_\_\_, 2010.2015.

\_\_\_\_\_  
Board Chair

**ATTEST:**

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Recording Secretary

**RESOLUTION ADOPTING PUBLIC CONTRACTING RULES FOR CLACKAMAS 800  
RADIO GROUP – May 6, 2015**

## EXHIBIT A

### **PUBLIC CONTRACTING RULES AND PROCEDURES**

#### **A. Professional Services.**

- 1) **Definition.** “Professional Services” shall be defined to include those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: Architect; engineer; surveyor; attorney; bookkeeper; accountant; auditor; computer programmer; artist; designer; consultant; trainer or educator; research consultant; campaign consultant; workshop facilitator.
- 2) **Contracts for Professional Services Other than Architectural, Engineering and Surveying Services and Related Services.**
  - a) A professional services contract totaling, or estimated to total, less than \$(5,000) in the aggregate in either a calendar year or a fiscal year may be awarded by direct appointment, without competitive bidding.
  - b) A professional services contract totaling, or estimated to total, between \$(5,000) and \$(5075,000) in the aggregate may be awarded after obtaining at least three informal quotes, according to the procedures for Intermediate Procurement described in ORS 279B.070 and Section E of these Rules.
  - c) A professional services contract totaling, or estimated to total, more than \$(5075,000) in the aggregate shall be awarded using competitive sealed proposals as provided in ORS 279B.060, unless exempted from competitive bidding by resolution of the Local Contract Review Board according to the requirements of ORS 279B.085.
  - d) Professional service contracts exempted from competitive proposal processes may be awarded in any manner authorized by the Local Contract Review Board.

#### **3) Contracts with Architects, Engineers, and Land Surveyors.**

- a) A contract for Architectural, Engineering and Surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$(50150,000) in a calendar year or fiscal year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these Rules, and the new contract is a continuation of that project.
- b) Unless otherwise provided in this Section, contracts for Architectural, Engineering and Surveying Services shall be awarded according to the procedures for competitive proposals described in ORS 279B.060 and these rules.

- c) All contracts for architectural, engineering, surveying and related service shall be entered into consistent with ORS 279C.110.

**B. Delegation.**

- 1) Except as otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code shall be exercised and performed by the Board of Directors.
- 2) Except as provided in these Rules, C800's Board of Directors shall approve any contract entered into by C800. Authority to approve public contracts shall be delegated only by amendment of these Rules or by resolution of the Board.
- 3) ~~The C800 Board of Directors hereby delegates authority to the The C800 Manager may to enter into any contract and/or change order to Board approved contracts up to \$4020,000. Further and with approval of the Board Chair may enter into any contract and/or change order to Board approved contracts up to \$2050,000, without prior approval of the Board, These delegation are conditioned that provided the amount of such contract and/or change order and the purpose therefor is contained in the adopted budget of C800.~~

**C. Special Procurements and Exemptions.**

- 1) The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.
- 2) The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

**D. Small Procurements (Under \$5,000).**

- 1) Public contracts, including public improvement contracts, under \$5,000 are not subject to competitive bidding requirements. The Board of Directors or designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for C800.
- 2) C800 may amend a public contract awarded as a small procurement beyond the \$5,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum that is greater than twenty-five percent (25%) of the original contract price.

**E. Intermediate Procurements.**

- 1) A contract for procurement of goods, or for services which are not Professional Services, estimated to cost between \$5,000 and \$150,000 in a calendar year, or a contract for a public improvement that is estimated to cost between \$5,000 and \$100,000 in a calendar

year, may be awarded according to the processes for intermediate procurements described in ORS 279B.070.

- 2)** If the proposed contract is expected to exceed \$25,000, both the specifications for the bid and the bids themselves must be in writing. C800 shall request at least three competitive price quotes or proposals from prospective contractors. C800 shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but C800 staff shall make a written record of the effort C800 makes to obtain the quotes or proposals.
- 3)** Public improvement contracts advertised or awarded under this section still must comply with all statutory requirements, including those relating to the payment of prevailing wage.
- 4)** A procurement may not be artificially divided or fragmented so as to constitute an intermediate procurement under this section or to circumvent competitive bidding requirements.

#### **F. Methods for Awarding Contracts Using Requests for Proposal Process.**

In making an award using the request for proposal process in ORS 279B.060, C800 may use any evaluation method determined to be most appropriate for the selection process, including, but not limited to, the processes described in ORS 279B.060 (6)(c)(b), as well as direct appointment of professional services contracts if direct appointment is determined to be most advantageous to C800. The evaluation process(es) to be used shall be stated in the Request for Proposals. OAR 137-047-0261 through 137-047-0263 shall apply to evaluation of proposals.

#### **G. Emergency Contracts.**

- 1)** “Emergency” shall be defined as follows: “Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.”
- 2)** The Board Chair, or, in the absence of the Board Chair, the C800 Manager, shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract, and shall so declare in writing. The nature of the emergency shall be documented in writing prior to executing the contract.
- 3)** Pursuant to ORS 279B.080, the Board Chair or Manager may make, or authorize others to make, procurements of goods or services in an emergency, including dispensing with competitive bidding if time is of the essence. The method used for the selection of the contractor shall be documented in writing as soon as is practicable and made part of C800’s files.

#### **H. Disposal of Surplus Property.**

- 1) “Surplus Property” is defined as any personal property of C800 that has been determined by the Board as being of no use or value to C800.
- 2) The Board or a designee named by the Board may dispose of surplus property as in the manner that is, in the discretion of the Board or designee, deemed most advantageous to C800 or the community at large.

## I. Appeals of Prequalification Decisions and Debarment Decisions.

- 1) The Local Contract Review Board shall hear all appeals of prequalification and debarment decisions made by C800.
- 2) Review of C800’s prequalification and debarment decisions shall be as set forth in ORS 279B.425. The following additional procedures shall apply:
  - a. Notices shall be submitted in writing to C800 Manager. Appeals filed after the filing period stated in ORS 279B.425 shall not be heard.
  - b. Upon opening of the hearing, the Board Chair shall explain C800’s decision being appealed and the justification thereof. The appellant shall then be heard. Time for the appellant’s testimony shall be established by the Board Chair. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Board Chair.
  - c. Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of C800’s decision shall be provided time to be heard, with time limits established by the Board Chair. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Board Chair shall close the hearing.
  - d. When issued in writing according to the requirements of ORS 279B.425, the LCRB’s decision and order shall be final.

## J. Public Improvement Contracts.

- 1) Except as provided in these Rules, all public improvement contracts shall be advertised and awarded according to the requirements of Oregon Revised Statutes, chapter 279C.
- 2) “Public improvement” means a project for construction, reconstruction or major renovation on real property by or for C800. “Public improvement” does not include:
  - (A) Projects for which no funds of C800 are directly or indirectly used, except

for participation that is incidental or related primarily to project design or inspection; or

(B) Emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a public improvement.

3) Specifications for public improvement contracts may not expressly or implicitly require any product by any brand name or mark, nor the product of any particular manufacturer or seller unless the Local Contract Review Board has exempted the product from competitive bidding after making the following written findings:

(a) It is unlikely that the exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts;

(b) The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the contracting agency;

(c) There is only one manufacturer or seller of the product of the quality required; or

(d) Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies. [ORS 279C.345]

4) Unless otherwise authorized by these Rules, an advertisement for a public improvement contract must be published at least once in at least one newspaper of general circulation in the area where the contract is to be performed and in as many additional issues and publications as C800 may determine.

If the public improvement contract has an estimated cost in excess of \$125,000, the advertisement must be published in at least one trade newspaper of general statewide circulation.

All advertisements for public improvement contracts must state:

(a) The public improvement project;

(b) The office where the specifications for the project may be reviewed;

(c) The date that prequalification applications must be filed under ORS 279C.430 and the class or classes of work for which bidders must be prequalified if prequalification is a requirement;

(d) The date and time after which bids will not be received, which must be at least five days after the date of the last publication of the advertisement;

(e) The name and title of the person designated for receipt of bids;

- (f) The date, time and place that C800 will publicly open the bids; and
  - (g) If the contract is for a public works subject to ORS 279C.800 to 279C.870 or the Davis-Bacon Act. [ORS 279C.360]
- 5) A solicitation for a public improvement shall comply with all applicable requirements of ORS 279C.365 through ORS 279C.414.
  - 6) Contracts for public improvements shall comply with all applicable requirements of ORS 279C.500 through ORS 279C.590.

**K.** **Purchases from Federal Catalogues.**—Subject to applicable Board approval requirements stated in these Rules, C800 may purchase goods from federal catalogues without competitive bidding when the procurement is pursuant to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the Local Contract Review Board that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.

**L.** **Electronic Advertising.** Pursuant to ORS 279C.360 and ORS 279B.055, electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The Board shall determine when electronic publication is appropriate, and consistent with C800's public contracting policies. However, regardless of electronic or other advertisement, if a public improvement contract has an estimated cost in excess of \$125,000, the advertisement must be published in at least one trade newspaper of general statewide circulation.



11300 SE Fuller Rd  
Milwaukie, Oregon 97222  
(503) 780-4806

## Board of Directors Action Request

**To:** Board of Directors  
**From:** John Hartsock, Manager  
**Date:** October 21, 2015  
**Re:** Approval of Supplemental Budget

**REQUEST:** It is hereby requested that the C800 Board of Directors approve the supplemental budget for Fiscal Year 2014/2015.

**ISSUE:** In August of 2015 C800 was offered a special purchase package, related to the radio system replacement project, for P25 subscriber radios from Motorola. Nine agencies choose to take advantage of the offer to upgrade a portion of their subscriber radios. Being part of the replacement project the radios have to be purchased by C800 to obtain this favorable pricing.

The C800 Board has chosen to include approximately 50% of the required new radios in the radio replacement project which would be paid for with the bond proceeds if the bond election is successful. If the bond election is not successful the agencies will be responsible for the cost of these radios. Clackamas County will issue a reimbursement resolution to allow this repayment.

The cost for these nine agencies subscriber radios is \$1,516,000. A new line item in Revenue has been added to reflect this income and the Capital Outlay line item has increase to reflect this expense.

Additionally in reviewing the FY15/16 budget, approved by the Board at the April 2015Board meeting, with the FY 14/15 audit and other information it has been determined that the following revisions need to be made:

**Revenue:**

1. The ending fund balance from FY14/15 was actually \$473,340 vs\$ 200,000 as was shown on the budget document. This was due to unpaid cost for anticipated capital projects and audit adjustments.
2. Partner fees will be \$837,600 vs. \$826,800 due to increased radio count.

**Materials and Services:**

1. Site rental will be \$140,162 vs. \$125,162 due to the addition of the Day Hill Estacada site.
2. Utility costs will be \$55,250 vs. \$52,250 due to the addition of the Day Hill site in Estacada.
3. Radio Replacement Project costs will be \$100,000 vs. \$72,000 due to public education.
4. Legal services costs will be \$3,500 vs. \$2,500 due to additional lease and contract review.

5. Miscellaneous costs will be \$1,137 vs. \$2,088

**Capital Reserve**

1. This item will be \$240,000 vs. \$100,000 for capital replacement requirements

**Capital Outlay:**

1. This item will be \$2,027,000 vs. \$5110,000 due to the subscriber radio purchase.

**Debt Service**

1. This will be \$145,491 vs. \$137,000 to balance with Debt Service Income.

**FINANCE:** The attached revised budget document dated October 1, 2015 reflects these changes.

**LEGAL:** None

**RECOMMENDATION:** It is hereby requested that the C800 Board of Directors approve the supplemental budget for Fiscal Year 2015/2016

# Clackamas 800 Radio Group

Updated Oct 1, 2015

## FY 2015 / 2016 Budget

### Revenue

Account #	Account Description	Number of Radios FY 15-16	FY 12-13 Actual	Actual FY 13-14	Projected FY14/15	Actual FY 14/15	Proposed FY15/16	Approved by Budget Committee	Adopted by Governing Board	Updated 10/1/15
	Cash Resources		419,756	272,794	512,670	512,670	290,000	290,000	290,000	473,340
405-00	Members Contracts	116	0	3	45,200	44,400	46,000	46,000	46,000	46,400
410-00	Partners Fees	2,094	703,429	819,680	838,400	849,600	826,800	826,800	826,800	837,600
415-00	Mobil Data Devices	12	0	8,400	3,740	3,740	2,856	2,856	2,856	2,856
420-00	Partners Debt Service Zone Controller		0	93,689	93,689	93,689	93,689	93,689	93,689	93,689
421-00	Partners Debt Service Microwave					0	51,802	51,802	51,802	51,802
431-00	Interest Income		51	44	100	38	100	100	100	100
435-00	Lease Income		0	99,972	114,071	119,361	43,183	43,183	43,183	43,183
440-00	Miscellaneous Income		0	0	1,000	0	1,000	1,000	1,000	1,000
	Microwave Loan Proceeds					0	400,000	400,000	400,000	400,000
	Subscriber Radio Payments					0				1,516,000
	CC Title 3 Grant - Zone		379,680	0	0	0	0	0	0	0
	CC Title 3 Grant - Timber		0	732,971	116,664	116,664	0	0	0	0
	Prepaid expense (WCCCA) 15/16					136,183				0
	Prepaid expense (WCCCA) 14/15					(120,027)				0
	<b>Total Revenue</b>	<b>2,222</b>	<b>1,502,916</b>	<b>2,027,553</b>	<b>1,725,534</b>	<b>1,756,318</b>	<b>1,755,430</b>	<b>1,755,430</b>	<b>1,755,430</b>	<b>3,465,970</b>

### Expense

Account #	Account Description		FY 12-13 Actual	Actual FY 13-14	Projected FY14/15	Actual FY 14/15	Proposed FY15/16	Approved by Budget Committee	Adopted by Governing Board	Updated 5/18/15
<b>Personnel</b>										
	Salary		0	0	0		0	0	0	
	Benefits		0	0	0		0	0	0	
	<b>Total Personnel</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	

### Expense

Account #	Account Description		FY 12-13 Actual	Actual FY 13-14	Projected FY14/15	Actual FY 14/15	Proposed FY15/16	Approved by Budget Committee	Adopted by Governing Board	Updated 5/18/15
	<b>Materials and Services</b>									
605-00	Site Rental		81,520	115,402	180,923	117,202	125,162	125,162	125,162	140,162
	Mt View Water Tank	\$0.00								
	Petes Mountain	\$ 15,523.28								
	Lake Oswego / Canterbury	In WCCCA								
	Mt Scott	\$0.00								

# **Clackamas 800 Radio Group**

Updated Oct 1, 2015

# **FY 2015 / 2016 Budget**

## Expense

Account #	Account Description		FY 12-13 Actual	Actual FY 13-14	Projected FY14/15	Actual FY 14/15	Proposed FY15/16	Approved by Budget Committee	Adopted by Governing Board	Updated 5/18/15
683-00	Capital Reserve		533,364	0	30,000	455,457	100,000	100,000	100,000	240,000
703-00	Capital Outlay		0	661,493	400,000		511,000	511,000	511,000	2,027,000
795-00	Debt Service		93,688	93,688	94,000	93,688	137,000	137,000	137,000	145,491
800-00	Operating Contingency		0	0	0		45,000	45,000	45,000	45,000
	Ending Fund Balance		272,794	512,670	287,911	473,340	0	0	0	0
Page 2	TOTAL EXPENSE		1,502,916	2,063,240	1,725,534	1,756,318	1,755,430	1,755,430	1,755,430	3,465,970



11300 SE Fuller Rd  
Milwaukie, Oregon 97222  
(503) 780-4806

## RESOLUTION 03-15

October 21, 2015

**BE IT RESOLVED** that the Board of Directors of the Clackamas 800 Radio Group hereby adopts a supplemental budget for Fiscal Year 2015– 2016 in the amount of One Million, Seven Hundred Fifty Five Thousand, Four Hundred Thirty dollars (\$1,755,430) now on file at 11300 SE Fuller Rd Milwaukie, Oregon.

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2015 for the purposes shown below are here by appropriated.

### General Fund:

<b>Personnel</b>	\$ 0
<b>Materials and Services</b>	\$ 1,008,478
<b>Capital Reserves</b>	\$ 240,000
<b>Capital Outlay</b>	\$ 2,027,000
<b>Debt Service</b>	\$ 145,491
<b>Operating Contingency</b>	<u>\$ 45,000</u>
 <b>Total Appropriation</b>	 <b>\$ 3,465,970</b>

The above resolution statements were approved and declared adopted this 21<sup>st</sup> day of October 2015.

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Leslie Taylor, Chair



**11300 SE Fuller Rd  
Milwaukie, Oregon 97222  
(503) 780-4806**

## **Board of Directors Action Request**

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** October 1, 2015  
**Re:** Approval of Securasite Contract

**REQUEST:** It is hereby requested that the C800 Board of Directors approve a contract in the not to exceed amount of \$200,000 with Securasite for site acquisition services related to the radio system replacement project.

**ISSUE:** One of the most time consuming elements of the radio system replacement project is site acquisition and development. With fourteen new sites being added to the C800 system it is a significant task. Starting the site acquisition process now allow us to better determine the overall timing of this effort.

To that end C800 on behalf of WCCCA and C800 issued a Request for Proposal for these services on August 7, 2015 which was advertised in the Daily Journal of Commerce. Five firms responded and all were responsive and responsible and capable of performing the work. Fees ranged from \$15,304 per site average to \$25,437 per site average.

The responses were evaluated by Ron Polluconi - WCCCA, Jason Kirkpatrick – CFO WCCCA, and John Hartsock – C800. All the ratings were relatively close with Securasite obtaining the highest score by providing the best proposal and coincidentally the most cost effective proposal.

**PROJECT DESCRIPTION:** The Site Acquisition Consultant shall be responsible for managing a site acquisition program including all entitlements for new public safety communication sites for the WCCCA/C800 Communication Replacement Project. The Consultant shall perform site acquisition functions and oversee Agency retained third party contractors (including but not limited to Architects/Geotechnical Consultants / Civil Engineers / Survey / Environmental Consultants) who will be engaged to assist in the work. The Consultant shall define the Agency need, feasibility, time frame and scope of work for acquisition of the public safety communications facilities. The Consultant shall establish project priorities and goals for project performance including budget and schedule limitations and oversee projections for and timely achievement of milestone completion dates for project(s).

Responsibilities shall include but are not limited to the following:

- a. Provide management and administration for the land acquisition and entitlement process for the use of communication sites required by the Agency. Define and manage the site identification, due diligence, procurement or leasing, and permitting of new public safety

communication facilities, and provide financial tracking, forecasting and billing as per Agency contract terms.

- b. Assist in acquiring clear land title/site lease/shared use agreement for the selected candidate sites and assist in negotiations for land purchase or option/ lease/ license agreement (lease).
    - c. Prepare an analysis of lease vs. purchase option for Agency's consideration prior to negotiations being initiated for a site.
    - d. Ensure proper flow of information concerning site acquisition, permitting and notice to proceed to construction with Agency to facilitate a smooth and efficient transition to construction and project closeout.
    - e. Negotiate site acquisition to meet Agency guidelines. Work with third party site design personnel and Agency to resolve business related issues. Gain legal approval from Agency Counsel and/or aid in negotiation and resolution of business and legal issues.
    - f. May serve as a point of contact for the community and/or government permitting agencies.
    - g. Manage the preparation and filing of all entitlement applications and obtain landlord/owner signatures as required. Note Agency will pay all application fees separately.
    - h. Oversee the completion of zoning and permit applications for submittal to jurisdictions and coordinate the zoning process with Agency and related contractors.
    - i. Manage quality control, data entry and tracking of procurement and/or lease agreements, and other site acquisition documentation, as may be required.
    - j. Manage the coordination, scheduling and tracking of site visits for Agency technical staff, authorized contractors, consultants or engineers until the permitting process is complete.
    - k. Coordinate, order and track due diligence activities including but not limited to title, environmental reports, regulatory reports, lease exhibits and engineering plans required for zoning and building permit approvals..
    - l. Manage preparation and update of site status reports/databases, site close-out packages, and attend Agency project meetings as required.
    - m. Provide utility power coordination for ordering & implementation.
    - n. Build a working relationship with land owners, as well as federal, state, and local governmental agencies as appropriate; preparing and presenting proposals and gauging their motivation for the project.

Prepare, route and file all recording documents and administrative paperwork necessary to complete the site acquisition process.

C800 will enter into professional services contracts with Securasite for each individual site based on final scope for the particular site once determined.

**FINANCE:** The funds are budgeted in capital outlay. It is anticipated that the cost will be reimbursed by the future radio system replacement general obligation bond.

**LEGAL:** A C800 Professional Services contract will be utilized as approved by legal counsel.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors approve a contract in the not to exceed amount of \$200,000 with Securasite for site acquisition services related to the radio system replacement project.



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## **Board of Directors Action Request**

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** October 1, 2015  
**Re:** Approval of Don Cushing Associates Contract

**REQUEST:** It is hereby requested that the C800 Board of Directors approve a contract in the not to exceed amount of \$145,000 with Don Cushing Associates for site architectural and engineering services related to the radio system replacement project.

**ISSUE:** One of the most time consuming elements of the radio system replacement project is site acquisition and development. With fourteen new sites being added to the C800 system it is a significant task that is likely to span up to 24 months and must be completed before any significant work to upgrade the aging C800 communication systems is possible. Starting the site design process now allow us to establish an accurate and achievable project time line.

To that end WCCCA and C800 evaluated a number of architectural and engineering firms that specialize in this type of project. These projects are unique and require a firm that has this specific experience with Public Safety communications sites as there are many unique design requirements and the learning curve can be extensive and time consuming. Don Cushing Associates has performed this work for C800 in the past on the Timberline site. Further, they have performed this work on multiple sites for WCCCA as well as T-Mobile and other wireless carriers. Past experience has demonstrated that the fees Don Cushing Associates charge are very competitive in the marketplace.

**PROJECT DESCRIPTION:** Based on the site location information provided by C800 the Architect will shall provide related services and develop architectural and engineering documents for each site containing the following information:

Conduct a site walk to determine site scope

Develop the following plans:

Vicinity map

Zoning map

Detailed site plan depicting the building, tower, generator and fuel source, fencing, utilities and ingress and egress routes

Elevations (building & tower)

Building, generator, fuel tank, structural foundation design summary with reference to specific wet stamped designs.

Survey with full topographical information  
Tower and foundation structural overview/insets with reference to full designs  
Tower antenna, mounts, lines and hardware plan/schedule  
Demolition / reconfiguration plan as appropriate for existing sites (owned or co-located)  
Tower/site grounding plan including external and internal one line depictions and ground buss details (internal and external) that is compliant to Motorola R56 Site Standards.  
Electrical plan  
Detailed antenna system schematics (insets) including Azimuth and Elevation for each antenna  
Grading and Erosion control plan  
General Notes, contact information and requirements including a legend for abbreviations and symbols.  
Shelter floor plan/Layout  
Details / Specifications for all elements as appropriate  
Photo Simulations

Jurisdictional application/process: The Architect will support WCCCA/C800's site acquisition consultant in the entitlement process including but limited to:

Development of preliminary plans for and attending the Pre-Application Review/Meeting  
Completion of application forms including the required documentation  
Design review presentations as required

C800 will enter into professional services contracts with Don Cushing Associates for each individual site based on final scope for the particular site once determined.

**FINANCE:** The funds are budgeted in capital outlay. It is anticipated that the cost will be reimbursed by the future radio system replacement general obligation bond.

**LEGAL:** A C800 Professional Services contract will be utilized as approved by legal counsel.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors approve a contract in the not to exceed amount of \$145,000 with Don Cushing Associates for site architectural and engineering services related to the radio system replacement project.



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## **Board of Directors Action Request**

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** October 21, 2015  
**Re:** Approval of Motorola Solutions Subscriber Radio Purchase

**REQUEST:** It is hereby requested that the C800 Board of Directors approve the purchase of subscriber radios in the amount of \$1,515,649 from Motorola Solutions.

**ISSUE:** In August of 2015 C800 was offered a special purchase package, related to the radio system replacement project, for P25 subscriber radios from Motorola. Nine agencies, Sandy Fire District / Clackamas County Sheriff's office / Canby Police Department / Lake Oswego Police Department / Molalla Police Department / Gladstone Fire Department / Clackamas Fire District #1 / Clackamas County Corrections / West Linn Police Department, have chosen to take advantage of the offer to upgrade a portion of their subscriber radios. Being part of the replacement project the radios have to be purchased by C800 to obtain this favorable pricing. Each agency that wants to purchase radios has issued a purchase order to C800 for their agencies requirements.

The C800 Board has chosen to include approximately 50% of the required new radios in the radio replacement project which would be paid for with the bond proceeds if the bond election is successful. If the bond election is not successful the agencies will be responsible for the cost of these radios. Clackamas County will issue a reimbursement resolution to allow this repayment.

**FINANCE:** The funds are budgeted and will come from the proceeds of a borrowing for this purpose. It is anticipated that the borrowing will be re-paid by the future system upgrade general obligation bond.

**LEGAL:** This procurement is based on a WSCA (Western States Contracting Alliance) contract No. 02702. The WSCA contract was competitively procured in full accordance with ORS 279B. Thus no sole source determination is required.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors approve the purchase of subscriber radios in the amount of \$1,515,649 from Motorola Solutions



11300 SE Fuller Rd  
Milwaukie, Oregon 97222  
(503) 780-4806

## Board of Directors Action Request

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** October 21, 2015  
**Re:** Revision of Management Services for C800

**REQUEST:** It is hereby requested that the C800 Board of Directors review the fees for C800 management and support.

**DESCRIPTION OF SERVICES:** J N Hartsock Project Management shall provide staff support to C800 on a continuing basis at the pleasure of the Board to be reviewed annually as a part of the organization budget process.

Staffing C800 includes but is not limited to:

- Developing agenda's for the regular and special board meetings and committee meetings
- Preparing minutes of the meetings
- Developing the annual budget and overseeing monthly budget reports
- Assist the auditor in preparation of the annual financial audit
- Coordinating purchase and payments of outside services and materials
- Preparing and /or revising IGA's and leases
- Coordinating issues between WCCCA and other jurisdictions
- Maintaining records
- Making appropriate filings as required
- Represent C800 as staff as required with other organization i.e. SIEC, APCO, FCC filings, PDCC, Regional Radio System Partnership
- Assist in marketing the radio system to other potential members and users

With the advent of the radio system replacement project over the past three years considerable additional effort has been expended in developing options and direction for the project. Now that it appears the project will proceed to a bond election and presumably be approved by the electorate additional effort will be required. This effort would include but not be limited to overseeing the election effort, providing public education, training agency staff about the project for public education, and general support.

Once the bond issue passes the effort will include general management and financial oversight, purchasing and procurement oversight, project management oversight, staffing the citizen oversight committee, project information reporting.

C800 currently compensates J. N. Hartsock Project Management a retainer based fee of \$1,000 per month or an annual cost of \$12,000 beginning on July 1, 2009. Expenses will be billed in addition, at cost.

**FINANCE:** The funds are budgeted for these services.

**LEGAL:** Professional services agreement as approved by C800 legal counsel

**RECOMMENDATION:** It is recommended that the C800 Board of Directors review the fees for C800 management and support.