

MINUTES
BUDGET COMMITTEE MEETING
April 29, 2024 9:00 a.m.

Room 32, Courthouse
Meeting via Zoom

PRESENT: Budget Committee members Lindsay Berschauer, Kit Johnston, Mary Starrett, Denny Elmer, Gregory Thorsgard, and Jason Fields.

STAFF: Ken Huffer, Justin Hogue, Lindsey Manfrin, Layne Pendleton-Baker, Jason Henness, Mike Barnhart, Tara Williams, Mark Lago, Travis Pease, David Wright, Ken Friday, Alicia Lisle, Gary Wertz, Michelle Hubbard, and Bailey Barnhart. Kris Bledsoe participated via Zoom.

GUESTS: None.

Budget Committee Chair Jason Fields called the meeting to order at 9:00 a.m.

Election of Officers – Jason Fields moved to appoint Kit Johnston as Chair. Lindsay Berschauer seconded the motion. The motion passed unanimously. Mary Starrett moved to appoint Jason Fields as Secretary. Gregory Thorsgard seconded the motion. The motion passed unanimously.

Adoption of Minutes – Mary Starrett moved approval of the minutes from May 1-3, 2023. Jason Fields seconded the motion. The motion passed unanimously.

Budget Overview – Ken Huffer briefly summarized the culmination of efforts achieved to present the budget process using the new Oracle Cloud ERP which has been interfaced with budget and personnel data further providing efficiency and transparency. He noted this budget is bigger with growth in HHS due to funding, revenue, and vacancy savings. There was a slight increase in Criminal Justice with little to no change in other budgets. Mr. Huffer noted that tax revenues represent 15% of the budget with Intergovernmental agreements and fee revenues carrying most of the revenues. He estimated the proposed 24-25 budget more than \$195 million. 15% of revenues are Discretion funds with the remaining 85% are Dedicated funds that carry restrictions.

In Expenses, Mr. Huffer noted the main driver of expenses are in personnel costs despite vacancies; increases were due to negotiated collective bargaining agreements in 2023. He expressed concern that expenses are outpacing revenue growth based on the 10-year revenue to expense data. Materials & Services reflected a decrease in the current fiscal year which Mr. Huffer attributed to responsible departmental spending. Tara Williams noted to date the County was 83% through the budget year with only 55% of budgeted funds spent. Looking ahead, Mr. Huffer noted challenges in Criminal Justice with reforms to Measure 110 and a multitude of budgetary challenges; keeping an eye on long term facility and space needs, navigating increasing personnel costs, demands of budgetary discretion allocation requests and county infrastructure modifications to ensure continued continuity in deliverable services.

The meeting recessed at 10:19 a.m. and reconvened at 10:26 a.m.

HEALTH & HUMAN SERVICES (HHS) TEAM

General Overview – Lindsey Manfrin stated that the HHS budget is 97% state and federally funded of which, 60% is through the YCCO contract for medically necessary behavioral health services, and the remaining 3% is covered by county general funds. The beginning balance for the 23-24 adopted budget was projected \$16.2 million, with \$7.6 million of projected carryover being spent, and an ending balance of \$8.6 million. Ms. Manfrin explained that the last few legislative sessions resulted in significant revenue related to several behavioral health projects being added to their budget so that carryover spending was not necessary, leaving a \$21.7 million dollar budget balance. Regarding the 24-25 budget, Ms. Manfrin noted that she was anticipating using \$9.8 million of the fund balance that included carryover funds from the previous two fiscal years for specific scopes of work.

Ms. Manfrin added there being an estimated 23% increase in administrative costs, also citing budgetary impacts from recent personnel increases to CBA benefits. She highlighted a \$2 million-dollar inflationary cost to appropriate funds for FTE personnel costs of vacancy savings. Ms. Manfrin reviewed FET reclassifications and addressed Position Management Authority Preservation Requests in addition to clinical reclassifications to maintain FTE's for staff who take voluntary FTE decreases. PMA would maintain budget authority for the full FTE hours. Community partner contracts remained stable.

Administration (Fund 16-79) –Ms. Manfrin highlighted that the increase to public insurance revenues corresponded with increases reflected in the new YCCO contract. In Personnel, she identified classifications no longer used per benefit cost changes resulting from the House Bill 4004 rollout. She noted correction to accidental underbudgets in fiscal year 2024 in several funds across several HHS departments. Ms. Manfrin reported a 1.1% increase to materials and services. Central supplies and small equipment purchases reflected a department-wide increase of funds being held for anticipated expenses related to the Public Health renovation/move. Capital expenditures reflected funds held for new HHS electronic healthcare record software, as Juniper will no longer be supported. Ms. Manfrin clarified that the Payback line was to capture variable revenue from Medicaid Administrative Claims. Transfers reflected a 2% decrease from 2023. Lastly, she reported the ending fund balance in excess of \$11 million.

Public Health (Fund 16-70) – Revenue forecasting for restaurant licenses were unchanged for the projected fiscal year 2025 and would have to be revised based on rate setting projections. Ms. Manfrin projected an 8.6% revenue increase for vital records in Licenses & Permits. Public insurance reflected a reduction which she associated to a decrease in volume for COVID vaccinations. She reported an increase of travel expenses with more meetings being held in person more often. Layne Pendleton-Baker explained that the fluctuation of expenses in 23-24 were budgeted and projected expenses for 24-25 were more in line with actual spending.

Justin Hogue explained that building reserve was based on square footage changes of HHS' varying property space when asked about fluctuation of building reserve expenses. Ms. Manfrin responded affirmatively to questions about carrying over funds to the next fiscal year for the Public Health buildout.

Community Support Services (Fund 16-73) – Ms. Manfrin said federal grant funds and state health grant funds were expected to increase by approximately 2%. A vehicle replacement was anticipated for a vehicle used for community outreach visits. The vehicle would require ADA access.

Family and Youth (Fund 16-75) – In Revenues, federal and state health grants reflected a 3.5% increase. Ms. Manfrin projected an overall 9.8% increase to Patient Fees and Private Insurance. Increases in Local Contracts were due to school mid-year contracts and (5%) COLA increases per negotiated collective bargaining agreements. She noted a 2.6% increase for materials and services. Travel expenses incorporated travel to meetings, community client outreach travel in addition to trainings.

Enhanced Residential/Outreach (Fund 16-172) – Lindsey Manfrin mentioned a decrease in Patient Fees that was due to a coding correction. There were no other significant changes.

Housing and Recovery Supports (Fund 16-173) – Ms. Manfrin noted one vacant manager FTE position that has been vacant for several months. Federal and state grant lines remain static. Rent reflected a projected increase attributed to available units in the second half of the new Sheridan housing complex. Ms. Manfrin noted an increase in contracted services related to the Sheridan housing complex. It was clarified that these contracted services were attributed to increased cleaning and maintenance expenses. Mr. Huffer added that the county was self-insuring to cover damage claims incurred at the various leased housing units which are not covered by county insurance.

Ms. Manfrin addressed grant expenses related to behavioral health housing and Measure 110 funds that went toward TTRS housing services and subcontracts that support their programs.

Adult Behavioral Health (Fund 16-174) – Lindsey Manfrin reported decreases in federal grants attributed to the end of a federal grant and some service element program funding transitioning from federal to state funds. Beer & Wine tax revenues reflected increases over projected revenues. The increase to Drugs and Medications was attributed to increased injectables to control substance abuse disorders which the county is reimbursed for from insured individuals. Laboratory expenses were increased due to an accidental underbudget in 2023; however, the current increases were in line with projected fiscal year expenses. The Schools and Conferences line reflected an increase to provide specialized behavioral health trainings to staff.

Veterans' and Disabilities Services (Fund 16-71) – Ms. Manfrin reviewed revenues with a slight increase in base funding, as well as an increase to state health grants related to a mini grant. A decrease in Materials and Supplies is projected and she said there were minimal changes to Contracted Services. Ms. Manfrin noted future concerns she is tracking related to Public Health modernization state allocated funds that would match local county general funds when a certain threshold is met. She will also be monitoring the next legislative session and M-110 reforms that would impact HHS financials and client services.

The meeting was recessed at 12:36 p.m. and reconvened at 1:30 p.m.

CULTURE & RECREATION TEAM

Fair (20-80) Fair Event Center (20-82) – Gary Wertz stated this will be the 170th year since the county fair was founded. Mr. Wertz said he wanted to make the fair self-sustaining to take care of expenses and maintenance. Admission Fee revenues reflected an increase citing fee increases for gate entry and concert/rodeo reserve seating. Concession fees are yielding a 20% gross revenue return from concession vendors to the fairgrounds. Community groups are being

utilized in place of contracted services to park cars; typical reimbursement is a fundraising donation back to the community/youth group. Mr. Wertz noted that volunteer security and safety will be used in place of contracted services.

Fair Events Center: Mr. Wertz stated event center fees increased, and he anticipated another increase to maintain maintenance utility expenses. In personnel, he noted an increase to upkeep machinery and buildings. Lastly, Mr. Wertz mentioned he was monitoring a legislation discussion to remove a 1% video lottery cap.

Parks (10-81) – Mark Lago noted 3 new FTE’s in personnel that included a Parks manager position and two interns. He stated the Marine Board has changed the frequency of funding awards from yearly to the biennium which reflected in the beginning balance and not as revenue for the current fiscal year. Travis Pease noted that the State Parks funding for RV registration was estimated at \$108,000 with a portion going to Contract Services. The Roger’s Landing Launch Fees actual adopted budget to date for 2023-24 was \$15,288. There were no significant changes in Personnel. Contracted Services reflected a stronger, more accurate beginning balance and Capital Improvements reflected an increase that will be applied to park improvements. Mr. Lago expressed hope that the O&C awarded funds can be applied to the Parks Master Plan.

SDC (29-39) – Justin Hogue stated System Development Charges are one-time fees collected at the Planning Department at the time building permits are paid for. Collected SDC fees account for new structures with impact upon public systems or infrastructure. Mr. Hogue noted that 60% are distributed to the Fairgrounds with the remaining 40% applied to other county parks in the Parks system for enhancement or added capacity. SDC’s are restricted funds and can only be used on capital projects for the impacted systems.

LAND USE TEAM

Planning (10-20) – Ken Friday stated 2023 was a challenging year due to having to relocate their office from their original location. He budgeted accordingly to accommodate for a predicted steady but slower projection of permit activity. Mr. Friday made a correction to Building Permits adding a \$400,000 missing amount which has been added to the ending balance. He made another correction adding \$2,000 to the Copies line in Revenue to correct an omission. This amount was also added to the ending balance. Staffing levels remained static. In Contracted Services, he projected that GIS Services would increase due to additional collaborative projects from other departments. Mr. Friday identified a new expense for Building Rent related to the OMI space rental where his department is currently located. Conversely, the transfer out for Building Reserve was zeroed out which will help to offset the new rent expense.

Surveyor (10-21) / Corner Restoration (27-37) – Mr. Friday noted the Survey Filing Fees line have dropped significantly which he projected to decrease. He attributed this to a plan by the Governor to make lands available for development, but Mr. Friday added that it won’t happen right away and anticipated filing fees to remain flat until 2025. He noted a significant increase to FET in Personnel due to an expected retirement that will receive a large payout.

Solid Waste (17-28) – Ken Friday highlighted the Riverbend License In & Out of County Fees noting they now equaled a total of \$50,000 collectively until the Riverbend site closes. He added that tipping fees were significantly less than years past. In Contracted

Services, Mr. Friday noted the high budget for Roadside Garbage Pick-Up was due to an increased number of RV's being abandoned on roadsides which this line reimburses for towing and disposals. He estimated up to \$8,000 for each RV disposal.

The meeting was recessed at 2:51p.m. and reconvened at 2:59 p.m.

PUBLIC WORKS TEAM

Chehalem & North Valley Intersection Reserve (11-01) – Mark Lago noted no significant changes and said there were no immediate plans to expend the funds; the fund is money held in reserve for project improvements.

Fleet Maintenance (11-29) – Mark Lago reported a percentage of the State Highway Funds goes towards balancing the Public Works budget. He addressed increasing the mileage rate to meet the federal rate. Mr. Lago reported slight increases for gas and diesel. Parts in Materials & Services remained static. There were no other significant changes.

Engineering (11-55) – Mark Lago reported a decrease in road use permit revenues. There were no significant changes to this budget.

Road Fund (11-60) – Mark Lago reported a decreasing beginning balance that will continue to drop based on planned overlay and bridge projects. He added this was another fund that a percentage of the State Highway Funds goes towards balancing the Public Works budget. The Project Reimbursement line reflected the ODOT state transportation block grant fund exchange and bridge reimbursements for the Dundee/Newberg Bypass project. He noted an error in Federal Forest Funds which will be corrected to reflect the appropriate fund distributions between FFF and Secure Rural Schools funds. Contract Services expenses decreased due to using a sole source contractor for railroad track slab projects. Mr. Lago noted a budget line omission for Contract Striping in the amount of \$150,000 which will be corrected.

Habitat Conservation (52-62) – Mark Lago said rates are charged to HCP, Fish & Wildlife, and CPI adjustments per policy depending on the year. The revenues go to personnel salaries to manage the program. There were no significant changes to this budget.

Bicycle Footpath (41-30) – Mark Lago reported no significant changes. He noted the beginning balance could be held for ten years prior to a project. The funds can be used for bike paths in a right-of-way on county roads. There were no significant changes to this budget.

Motor Vehicle Replacement (45-29) – David Wright reported a higher beginning balance due to previous year vehicle purchases have not been received. Reserve balances were marked for Pool Motor Vehicle department replacements as itemized. Referring to HHS' vehicle replacement request of a 2008 Ford Focus, Mr. Wright provided recommended vehicle replacement standards and explained the criteria he considers when a vehicle is scheduled for replacement.

The meeting was recessed at 3:48 p.m. and reconvened at 3:54 p.m.

INTERNAL SERVICES TEAM

Discretionary Revenue (10-02) - Ken Huffer stated the Current Taxes line projected a conservative 4% increase of revenue from property taxes. Mr. Huffer reviewed the placeholder revenue lines that are conservatively projected based on federal and legislative changes, lottery proceeds, etc. ARPA transfer funds reflected a decline due to federal funds being allocated out to general fund departments. Mr. Huffer expressed concerns regarding sustaining general fund department addback requests while maintaining a balance reserve for unanticipated expenses.

Non-Departmental (10-39) - Ken Huffer said this general fund account is utilized for general expenses and covers all 110 departments. The fund acts as a passthrough for received revenues from contributing jurisdictions for bypass lobbyists, as well as economic development revenues which pays for lobbyist professional services.

Landfill License Agreement (38-56) – This fund holds its portion of remaining Riverbend Landfill tipping fees as a reserve for one-time projects. Mr. Huffer added that this fund generates revenues from interfund loans as well as pool/bond investment earnings but no longer collects tipping fees. He cautioned that while the funds are unrestricted, it would be best not to use them for one-time operational cost requests because it wouldn't solve long-term departmental budgetary shortfalls, as these funds are non-renewable.

O&C Reserve (50-52) - This fund collects discretionary revenue from federal forest payments and are fully appropriated to be used for one-time projects, not operational costs. Mr. Huffer noted an error that reserve funds were not built into it and will be reviewed.

Title III (30-53) – This restrictive fund's beginning balance consists of unspent Title III funds from previous fiscal years and can only be spent on Firewise Communities programs or to reimburse county search and rescue operations carried out on federal lands. The funds are fully appropriated but can only be released after a lengthy public hearing and committee process.

ARPA (32-54) – Ken Huffer noted this budget has been gradually spent down and no longer accruing revenues except for some pool investment earnings and some projected ending balance funds. The remaining funds are unrestricted and are on a spend down timeline.

Opioid Settlement Funds (33-55) – Ken Huffer stated this fund has steadily accumulated since first being added to the budget in 2022. The funding is intended for opioid treatment and prevention that was created resulting from opioid settlements. He anticipated that the county would receive payments up to 15 years.

COMMUNITY SERVICES TEAM

County Schools (15-85) – Ken Huffer stated this is a pass-through from federal forest funds. 25% of federal forest revenue is earmarked for schools. He reported no significant changes.

The meeting was adjourned at 4:53 p.m.

PUBLIC HEARING

April 29, 2024 5:30 p.m.

Room 32, Courthouse
Virtual meeting via Zoom

PRESENT: Budget Committee members Lindsay Berschauer, Kit Johnston, Mary Starrett, Denny Elmer, Gregory Thorsgard, and Jason Fields.

STAFF: Ken Huffer, Mike Barnhart, Justin Hogue, Tara Williams, and Bailey Barnhart.

GUESTS: Les Thomas, Jordan Robinson, Mike Barry, KathyAnn Meier, and Sunshine John. Mark Jones participated via Zoom.

Chair Kit Johnston opened the public hearing at 5:30 p.m.

Sheridan Fire Chief Les Thomas provided a request for ARPA funding in the amount of \$350,000 to support the Sheridan Fire District to cover operational and salary assistance after August 2024. He stated that a levy was requested in 2021-22 but not eligible for renewal until 2026-27. The district has taken out three separate loans in an approximate total between \$900,000 and \$1 million dollars to fund seismic upgrades and deferred maintenance. Volunteer personnel has decreased, and community fundraising efforts are ongoing. Chief Thomas added that Medicare/Medicaid call billing revenues have decreased up to 60%.

Jordan Robinson, KathyAnn Meier, and Sunshine John from Lutheran Community Services NW (Safe Families for Children) provided a funding request in the total amount of \$100,000 over two years. \$75,000 in year one, and \$25,000 in year two.

Homeward Bound Pets submitted a funding request in the amount of \$20,000 for operational expenses.

North Willamette Research and Extension Center (NWREC) submitted a funding request in the amount of \$20,000 for operational expenses.

CASA submitted a funding request in the amount of \$1,500 in addition to its \$6,000 annual allocation.

The public hearing closed, and the meeting recessed at 6:18 p.m. with no final decisions.

BUDGET COMMITTEE MEETING

April 30, 2024

9:00 a.m.

Room 32, Courthouse
Virtual meeting via Zoom

PRESENT: Budget Committee members Lindsay Berschauer, Kit Johnston, Mary Starrett, Denny Elmer, Gregory Thorsgard, and Jason Fields.

STAFF: Ken Huffer, Justin Hogue, Brad Berry, Kate Lynch, Cecilia Martinez, Jessica Beach, John Lynch, Cliff Toney, Cassy Polen, Sheriff Sam Elliott, Emily Williams, Jackie Loos, Mike Barnhart, Tara Williams, and Bailey Barnhart. Kris Bledsoe participated via Zoom.

GUESTS: Don participated via Zoom.

The meeting reconvened at 9:00 a.m.

CRIMINAL JUSTICE TEAM

Brad Berry reported a healthy beginning balance; he anticipated having a full personnel roster as of May. He expressed concerns regarding the passage of HB4002 which recriminalizes possession of controlled substances previously decriminalized in Measure 110. HB4002 would require counties to create deflection programs that would offer people a way to get out of the criminal justice system prior to arraignment. It would shift resources and increase workloads to the DA's Office, law enforcement, and behavioral health. He added that Community Justice has cut their victim services position, which served both juvenile and post-conviction victim services. Mr. Berry said that the service to juveniles would now fall under the DA's duties by statute and would add additional workload to his department. It was not clear on how post-conviction victim services would be absorbed as it did not fall under statute of DA's obligations.

Mr. Berry addressed the additional work that reviewing law enforcement bodycam footage has created for DA staff due to reviewing videos for admissible evidence.

Support Enforcement (Fund 10-22) – Brad Berry reported a strong beginning balance with budgeted funds for anticipated office equipment expenses. He reported that the department is fully staffed. Mr. Berry reported the office has collected more than \$5 million in child support funding in the 2024-25 fiscal year.

District Attorney (Fund 10-18) – Mr. Berry reported a healthy beginning balance and noted that he budgeted for a Legal Assistant position (administrative staff). He proposed splitting a legal assistant position with a crime victim advocate position. Mr. Huffer made reporting recommendations to provide transparency for VOCA grant funding monitoring. There was discussion regarding a request for a placeholder of related expenses and FTE for an additional DDAll position in anticipation of various grant revenues.

Community Justice (Fund 21) – Jessica Beach noted operational changes resulting from COVID, and ways it has altered connection to both youth and adult supervision. Ms. Beach reported losses of supervised population which directly affected the budget, as their budget is

directly impacted based on the number of supervisions they retain. Additionally, with the passage of SB1510 which removed general conditions of supervision, the budget saw a decrease in supervision fees, as well as their ability to impose sanctions for drug use and requirements of employment and education.

Jail/Work Center-Incarceration (21-41) – Ms. Beach reported no changes in personnel. The budget remained static.

Community Corrections (21-44) – Ms. Beach noted a change in reducing Parole Probation Officer FTE's from 2 to 1.6 to better reflect the county's share of expenses.

State Enhancement (21-45) – Ms. Beach reported that three specialty court grants were applied for through the Criminal Justice Commission to support adult recovery court and court coordinated services court (mental health). She said that due to passage of HB54, the state will provide one time funding to specialty court coordinators. The funding would be returned to the counties to use through June 2025. In Personnel, Ms. Beach addressed adjustments to a Pretrial Service Officer FTE, vacating one position from 2 FTE's as a result of SB48 requiring all pretrial officers be judicial employees.

Work Release (21-63) – Ms. Beach said that this fund will be moved to a community service program for out of custody individuals and will be zeroed out. The fund will retain one supervisor position. She added that Juvenile will retain its work program.

Senate Bill 1145-Case Management (21-67) – Ms. Beach noted one FTE change. She noted a change in balance because of a transfer of funds between Juvenile and Corrections. There were no other changes.

Juvenile Probation (10-74) – Ms. Beach stated that there are higher than anticipated CJC funds that will be applied to the State Health Grant line. Based on added CJC revenues, there were changes in Materials & Services and Contract Services. Ms. Beach reviewed changes in Personnel, including filling the previously vacant Juvenile Corrections Supervisor position.

Juvenile Detention (10-77) – Jessica Beach highlighted the recent renaming and rebranding from Juvenile Detention to the Yamhill County Youths Services Center has received a positive response from contractors and partners. Ms. Beach highlighted the increased revenues by pursuing contracting bed rentals with other counties, of which they have secured four contracts to date. She addressed a revenue placeholder for a body scanner for the facility. Unfortunately, the OYA submitted grant was not approved but she anticipated funds from other funding streams to put towards the scanner.

The meeting was recessed at 10:21 a.m. and reconvened at 10:31 a.m.

Sheriff Sam Elliott began his presentation with a high-level synopsis of the Sheriff's budget. He outlined the discretionary allocations and expenses since 2018-19 in both the Jail and in Patrol. In that time, the Jail has had approximately 31% increase in discretionary allocations and expenses exceeding 46%. Patrol has received 53% in discretionary allocations with budgeted expenses estimated at 69%. Sheriff Elliott stated that the department has continued to mitigate the 31% salary increase adopted in the 2019-22 Teamsters collective bargaining

agreement, in addition to the MOU increase through 2024. He stated that this budget would reflect an exhaustion of savings after allocation repayments from other fiscal years, and other expenses more than budgeted amounts, particularly regarding Emergency Management and Dog Control. He continued that the budget was relying heavily on the bed rental contract with Washington County for both the ending balance of Fiscal Year 2023-24 and in the current fiscal year but did not anticipate the revenue to continue after the current fiscal year. Sheriff Elliott summarized the remaining ending balances of the varying department budgets and impacts to personnel. He added that budgets would have ending balances with less than \$15,000, except for Emergency Management estimated at \$80,000.

Emergency Management (10-40) – Sheriff Elliott noted the elimination of one FTE which an adback has been submitted for. He added that he has budgeted to receive similar funding revenue from FEMA for the year but have not received a confirmed amount. Future planning will require revenue generating options to maintain budget.

Marine Patrol (10-42) – Sheriff Elliott stated there are no funds to pay back the reallocations approved in FY22-23 and that this was the third consecutive year where there was no discretionary allocation for this budget. He addressed an add-back seeking to provide regular shifts throughout the season.

Sheriff Patrol (10-43) – Sheriff Elliott expected the city patrol contracts to remain static. He reviewed grants and funding awards that would support FTE’s in specialized enforcements and patrol programs. He noted increases in Professional Services and Capital Software related to a records management software upgrade over the next two years. Increases in Materials & Services and Building Reserve were attributed to replacement of ballistic vests and replacement of a failed HVAC system. Concealed handgun license fees were reduced, which the Sheriff attributed to a decreased volume of new applications.

YCINT (10-69) – Sheriff Elliott said this fund had been spent down along with any collected marijuana forfeiture revenue. He said that there were some anticipated revenues resulting from pending forfeitures from prior marijuana cases and grant program awards from the Criminal Justice Commission. The personnel have been retained in the Patrol budget.

Radio System (10-163) – Sheriff Elliott addressed an aging system that will require replacement. He added that there will be a request for proposal published for maintenance and servicing. He said an advisory committee to review new radio system replacement was in the early stages of being formed.

Jail (10-41) – Sheriff Elliott repeated that the reason this budget was able to retain all of its FTE’s is due to the Washington County bed rental contract which he did not anticipate extending past 2024-25. In Personnel, he stated that overtime continued to increase due to a reduction in staff which has decreased their ability to absorb any coverage of sick, training, or vacation absences. He anticipated an increase of inmates upon HB4002 going into effect in September. He expressed concern regarding impacts to medical and food service contracts if there is an increase to daily jail populations. Sheriff Elliott noted that the current medical services provider contract is set to expire in 2024 and planned to initiate a request for proposal soon. He noted budgeting a 2.5% increase over the current contract pending RFP responses. AIC communication platforms were under review for education, virtual visits, etc. that would

also be more efficient for staff that wouldn't require them to move AIC's from one location to another.

Court Security (10-86) – Sheriff Elliott noted that this budget has operated within its allocations but with a significant increase in court appearances. He attributed this to pre-pandemic deferrals expiring and filling court dockets. The Court Security reserves will be cut in this budget due to not having sufficient funds to maintain four deputy positions and will conversely have an impact to overtime of the two remaining positions that will not have backup on busier days. An add-back was not submitted but details of a request scenario were discussed.

Dog Control (13-47) – Sheriff Elliott stated that the kenneling contracts are unsustainable without additional revenue. He anticipated that the trust will be completely exhausted in the 2024-25 fiscal year. Shared municipal licensing revenue has declined significantly. The Homeward Bound contract for licensing runs through 2026 but without revenues it would be canceled. Funds in Patrol are being returned to the Dog Control budget. Although there has been an increase to citation enforcement, licensing has not been enforced or proactively addressed.

Jail Capital Fund (40-41) – Sheriff Elliott stated that Captain Browne has worked closely with Facilities to identify short/long term Jail projects and immediate needs. Sheriff Elliott will provide an update with those findings at a scheduled work session in July to discuss Jail facility needs.

911/Dispatch Services (10-48) – Ken Huffer stated this fund covers the county's share of YCOM membership dues. The change is still subject to adoption of YCOM's 2024-25 fiscal year budget.

COMMUNITY SERVICES TEAM, cont.

Mediation Services (10-59) – Justin Hogue stated this fund is a pass-through account for court ordered mediation services. These are restricted funds.

The meeting was recessed at 11:46 a.m. and reconvened at 1:30 p.m.

PRESENT: Budget Committee members Lindsay Berschauer, Kit Johnston, Mary Starrett, Denny Elmer, Gregory Thorsgard, and Jason Fields.

STAFF: Ken Huffer, Mike Barnhart, Justin Hogue, Tara Williams, Mary Bonta, Christian Boenisch, Derrick Wharff, Jeff Ivie, Shane Hoffman, Keri Hinton, Kara Wanner, and Bailey Barnhart. Kris Bledsoe and Cynthia Thompson participated via Zoom.

GUESTS: None.

COMMUNITY SERVICES TEAM

Transit (10-33) – Cynthia Thompson noted the acquisition of a new Transit facility location to be moved into by July 2024. Ridership is approximately 80% of pre-pandemic levels.

In revenues, Ms. Thompson said the STIF revenue line was an estimate of anticipated funding for a shared pilot program in Benton County. She said a new fare policy was being drafted to potentially going into effect late 2024. In Rent, the new facility may bring some new sub-rental opportunities that could revise the Rent revenue line. Personnel FTE's remains static. Ken Huffer clarified that a portion of STIF funding was subsidizing fares to cover provider expenses. Professional services reflected an increase for projects related to the STIF plan. Contract services reflected vendor expenses that were paid for with STIF funding. The Building Rent line was a new expense line related to the new Transit facility on Durham Lane. She noted a reduction in Transfers for building reserved from the previous year.

Law Library (14-26) – Mary Bonta stated the budget remained static. Ms. Bonta noted an increase in foot traffic from previous budget year. Justin Hogue added that this budget does not receive general funds and is supported by court filing fees.

Economic Development (26-34) – Ken Huffer reported a healthy beginning balance. He noted that Video Lottery revenues will be contingent on state legislative outcomes. The SEDCOR contract was eliminated from this budget in 2023 when Economic Development was brought inhouse. There were no other significant changes to the budget.

GENERAL GOVERNMENT TEAM, cont.

County Counsel (10-25) – Christian Boenisch reported that one attorney position remained unfilled but planned to hire in the 2024-25 fiscal year. Outside Counsel expenses increased which he anticipated would continue through the end of the year, and reasoned that the third attorney position was left unfilled to offset higher outside counsel. Professional services increased for 2024-25 anticipating additional outside counsel needs. Mr. Boenisch said a smaller ending balance was expected in FY 2024-25.

Treasurer (10-23) – Kris Bledsoe clarified that her position is .40 and noted that it reflects as 1.0 FTE in the budget. There were no other significant changes to the fund.

Clerk (Fund 10-15, 12-15, 40-15) – Keri Hinton projected the beginning balance was down due to declining recording revenues which is contributed to higher interest rates discouraging homeowners to refinance or purchase property. Passports revenues have increased. In Personnel, she addressed an add-back requesting a Senior Administrative Supervisor position. Additionally, she has submitted an add-back requesting funding to support election expenses. The County Clerk Records fund reflected minimal spending, but Ms. Hinton anticipated costs to digitize historical records.

The meeting was recessed at 3:00 p.m. and reconvened at 3:10 p.m.

Assessor (10-12) – Derrick Wharff reported the Assessor's Department receives revenue through discretionary funding and CAFFA grants which assist counties with administrative costs associated with tax assessments. He anticipated CAFFA grant funding to remain flat. In revenues, the Miscellaneous Revenue – Service Charges reflected a significant increase attributed to receiving grant funds for the fire district map restructuring. Personnel reflected three vacancies, Mr. Wharff made no position requests, noting that the utilization of GIS aerial software has offset the vacancies. The software has proven to be an efficient way to do property

appraisals without adding staff. Personnel reflected a 10% increase resulting from the last employee collective bargaining agreement. The add-back request was to maintain two positions and fund an appraiser position. Materials & Services remained flat.

Information Technology (10-17) – Shane Hoffman reported a healthy beginning balance attributed to no capital expenditures last year and one employee who does not receive rollup benefits. In Personnel, he requested one reclass for a Senior Network Administrator position. Small Equipment Purchases in Materials & Services reflected a significant expense increase which included normal purchase as well as replacements for wireless access points, firewalls, and unforeseen expenses. Software Licensing increased by 15% anticipating vendor increases or unforeseen expenses. Capital Projects reflected a placeholder but no project plans to date.

Telecommunications (48-14) – Shane Hoffman noted a decrease in Revenue attributed to lower call costs and less phones. Mr. Hoffman identified a \$30,000 increase in Transfers going to the Replacement Fund to pay for Telecom’s portion of software licensing and UPS replacement costs. Reserve for future reflects an increase to plan for future replacement or upgrades.

Information Technology Capital (40-15) – The computer replacement fund reflected a decreased balance; this fund generates its revenue from county department transfers. Mr. Hoffman anticipated an increase for small equipment purchase in materials & services. The ending balance remained high and budgeted for future computer purchases.

Facilities Division Fund (40-16) – Justin Hogue reported a tight budget with a vacancy resulting in a fund savings. Materials & Services reported significant expenses for janitorial services, utilities, and monitoring safety systems. Mr. Hogue said that general maintenance and repairs would be focused on with no anticipated projects.

Jail Facilities Fund (40-116) – Ken Huffer noted no significant changes to this fund. Revenues are generated via internal transfers from general funds and Community Justice (Fund 21).

Clerk Capital (40-15) – Ken Huffer reported this fund is inactive.

Capital Improvement Fund (40-27) – Ken Huffer stated this fund is utilized for acquisitions and major remodels to existing building inventory. Revenues come from discretionary, and rent generated via internal and maintenance charges. The Miscellaneous Building Remodel fund remained high for any unforeseen remodel expense.

Postage Machine (40-83) – Ken Huffer noted no significant changes and no planned expenditures but holding reserves for a future equipment replacement purchase.

Software Reserve (40-17) – Ken Huffer stated this fund is where software projects would be budgeted. There are no current projects budgeted for this 2024-25.

Special Capital Projects (40-61) – Ken Huffer said he will make a change to increase the current placeholder for the Emergency Management grant, applied for by the Sheriff’s Department in the Other State Grants line and its expense line to assure appropriation authority pending award.

He added that the Capital Contract Services line contained funding for the rural broadband project. In the event of a NOFO grant award in 2024-25, he wanted to ensure fund appropriation.

INTERNAL SERVICES TEAM, (cont.)

Risk Administration (80-38) – This fund reflected insurance and risk protection for the county. There were no significant changes.

Dental Self Insurance (80-88) – Ken Huffer said the county is self-insured; this fund provided coverage claims for all non-Teamster employees. There were no significant changes.

Contingency – (80-92) – This fund is budgeted for unanticipated emergency insurance and risk reserve operational needs. There were no significant changes.

Fund Balance (80-94) – Ken Huffer reported a strong beginning balance and highlighted that there is no Reserve for Future line to ensure sufficient available funds to cover the county’s new insurance plan. Opioid settlement funds were added to the Transfer Out revenue line. There were no significant changes.

PEL Reserve (80-133) - Ken Huffer stated this fund is the Personal Extended Leave (PEL) reserve which employees can only access upon retirement or after an extended medical absence has ended. There were no significant changes.

Property Damage Account (80-134) – Ken Huffer explained that this fund is for the county’s property insurance. Individual departments pay into this fund to help cover costs which may not be covered such as flood or seismic damages. There were no significant changes.

PERS Retirement Reserve (80-135) – This fund carried an interfund loan with no additional revenue streams. The Reserve for Future line reflects held funds which can be used as a discretionary one-time transfer to departments covering rising PERS costs. There were no significant changes.

Time Loss Reserve (80-136) – This fund is related to workers compensation which helps departments cover short-term hiring personnel expenses. There were no significant changes.

Workers Comp Reserve (80-137) – This fund maintained a healthy balance to cover workplace ergonomic expenses and risk prevention assessments. There were no significant changes.

General Liability Insurance (80-138) – This fund is for the purpose of appropriation for smaller claims. The Liability Insurance line reflects a forecast of rates since renewals have not been finalized. The Miscellaneous Insurance Claims line reflected an increase due to a change in coverage to have sufficient appropriation authority to cover any potential retroactive litigation cases. There were no significant changes.

The meeting recessed at 5:08 p.m.

BUDGET COMMITTEE MEETING

May 1, 2024 9:00 a.m.

Room 32, Courthouse
Virtual meeting via Zoom

PRESENT: Budget Committee members Lindsay Berschauer, Mary Starrett, Kit Johnston, Denny Elmer, Gregory Thorsgard, and Jason Fields.

STAFF: Ken Huffer, Justin Hogue, Mike Barnhart, Tara Williams, Sheriff Sam Elliott, Derrick Wharff, Patricia Rojas, and Bailey Barnhart. Kris Bledsoe participated via Zoom.

5/1/24

The meeting reconvened at 9:00 a.m.

ADMINISTRATIVE SERVICES TEAM

Administrative Services (10-10) – Ken Huffer highlighted proposed funding changes for a new second Deputy County Administrator and reclassified Program Supervisor positions. He reviewed the personnel positions and summarized the Human Resources teams duties as they relate to current evolving personnel needs. There was discussion around the increased workloads for the Administration, Human Resources, and Finance Teams resulting from increased demands such as contract bargaining, Oracle implementation, and unanticipated county business to which Ms. Starrett made the recommendation to eliminate the Senior Management Analyst position to source funding for the proposed personnel changes and potentially add a Human Resources position in the future. Lindsay Berschauer recused herself from discussion regarding eliminating the Senior Management Analyst position. Mary Starrett maintained the grant writing elements of the position were being absorbed into the Economic Development manager’s position, whose salary is paid for by state video lottery funds, as well as department head duties and that the position funding would be better applied towards the proposed Deputy County Administrator position. No significant changes in central supplies were reported.

General Transfers (10-90) – Ken Huffer said this fund allocates discretionary funds from the general fund into non-general fund budgets.

Contingency (10-92) – This general operating contingency fund is utilized for any unanticipated or emergency operational needs. Mr. Huffer noted the fund hasn’t had to be used in recent years but that funds must be budgeted despite its infrequent use. Because of budget laws that restrict fund withdrawals, he recommended not budgeting a Contingency fund this year, but instead hold \$200,000 in a Discretionary/Other Expense line for easier access if needed.

Commissioners (10-13) – Ken Huffer reviewed budget lines reflecting no significant changes. There was discussion regarding tracking of travel expenses and discretionary funds for each commissioner.

The meeting was recessed at 9:59 a.m. for Compensation Committee and reconvened as Budget Committee at 12:05 p.m.at the point of Deliberations.

DELIBERATIONS-

Compensation Committee Recommendations

Commissioners – Lindsay Berschauer moved approval to keep the Commissioner’s salary flat with no increase as recommended by the Compensation Committee. Jason Fields seconded the motion. The motion passed unanimously.

Assessor – Denny Elmer moved approval to increase the Assessor’s salary from \$108,291 to \$115,000, Jason Fields, seconded the motion. After discussion, the motion passed, Lindsay Berschauer, Kit Johnston, Denny Elmer, and Jason Fields voting aye; Mary Starrett and Gregory Thorsgard voting nay.

Clerk – Denny Elmer moved approval to increase the Clerk’s salary by 3% as recommended by the Compensation Committee, Jason Fields seconded the motion. After discussion Mr. Denny withdrew his motion. Kit Johnston moved approval to make no changes to Clerk’s salary. Mary Starrett seconded the motion. The motion passed unanimously.

Sheriff – Kit Johnston moved approval to make no changes to the Sheriff’s salary. Gregory Thorsgard seconded the motion. The motion passed unanimously.

District Attorney – Gregory Thorsgard moved approval to make no changes to the District Attorney’s stipend. Lindsay Berschauer seconded the motion. The motion passed unanimously.

Treasurer – Kit Johnston moved approval to make no changes to the Treasurer’s salary. Mary Starrett seconded the motion. The motion passed, Lindsay Berschauer, Kit Johnston, Mary Starrett, Denny Elmer, and Gregory Thorsgard voting aye; Jason Fields voting nay.

The meeting was recessed at 12:28 p.m. and reconvened at 12:40 p.m.

The Budget Committee Deliberation List was reviewed (see Exhibit A) with the requests funded as listed below. Ken Huffer explained the purpose of each fund reserve as presented on the deliberation list. Budget Committee member Denny Elmer participated via Zoom at the point of Departmental Requests.

Departmental Requests

The meeting was recessed due to technical difficulties at 12:45 p.m. and reconvened at 12:53 p.m.

Sheriff – After discussion, Mary Starrett moved approval of a one-time ARPA allocation transfer to the Sheriff’s budget in the amount of \$100,000 for dog control. Jason Fields seconded the motion. The motion passed unanimously.

Clerk/Assessor/Sheriff - Gregory Thorsgard moved approval to reallocate \$615,488 from HHS to the General Fund add back requests related to labor in the Sheriff’s Office/Emergency Management, Sheriff’s Office/Marine Patrol, Assessor’s Office, and Clerk’s Office. Jason Fields seconded the motion.

The meeting was recessed at 2:19 p.m. and reconvened at 2:29 p.m.

The committee and staff continued discussion regarding proposed funding allocations divided amongst department requests in the amount of \$615,488 reallocated from HHS. Mr. Thorsgard withdrew his motion. Mr. Huffer recommended removing the Deputy County Administrator position request from the Administration budget and divert those funds to the Administration general fund to help offset the other department requests to which Mr. Starrett was opposed. After discussion, Gregory Thorsgard moved approval to allocate \$615,488 from HHS general fund to Sheriff's Office/Emergency Management, Sheriff's Office/Marine Patrol, Assessor's Office, and Clerk's Office, minus the Clerk's reserve of \$125,000 going back to general fund. Jason Fields seconded the motion. Lindsay Berschauer recommended that with the HHS reallocation, HHS should focus on eliminating positions that are not filled without impacting Veterans' services. Mr. Thorsgard moved to add Ms. Berschauer's comments to the motion. Mr. Fields seconded the motion as amended. The motion passed unanimously. Denny Elmer was absent for the vote.

Administration – Jason Fields moved approval to eliminate the Senior Management Analyst position, Gregory Thorsgard seconded the motion. The motion passed, Gregory Thorsgard, Jason Fields, Mary Starrett, and Kit Johnston voting aye. Denny Elmer was absent for the vote and Lindsay Berschauer recused herself from the discussion and vote.

Human Resources – Lindsay Berschauer asked for consideration to address adding staff to the Human Resources department to offset increasing workloads. Ken Huffer recommended not taking formal action during budget committee meetings but rather discuss specific need with the Human Resources and Administration staff. Mr. Huffer said he would make recommendations, if any, prior to budget adoption. There was no action taken.

Community Requests

Mary Starrett recommended not making any community contributions for the 24-25 budget year citing limited available general funds.

[Approved] OSU Extension Services, \$20,000 – Kit Johnston moved to approve \$6,500 from Economic Development for an NWREC allocation request, subject to annual review. Mary Starrett seconded the motion. The motion passed unanimously. Denny Elmer was absent for the vote.

Jason Fields moved to deny community requests from Homeward Bound Pets, Sheridan Fire District, CASA, and Lutheran Community Services NW for the 2024-25 budget year. Gregory Thorsgard seconded the motion. The motion passed unanimously. Denny Elmer was absent for the vote.

[Denied] CASA, \$1,500

[Denied] Lutheran Community Services NW, \$100,000

[Denied] Homeward Bound Pets, \$20,000

[Denied] Sheridan Fire District, \$350,00

Personnel Requests as listed on the Deliberation List

Lindsay Berschauer moved approval of the reclassification requests as a group. Mary Starrett seconded the motion. The motion passed unanimously. Denny Elmer was absent for the vote.

[Approved] Administration personnel reclassification as presented.

[Approved] Information Technology personnel reclassification as presented.

[Approved] Sheriff's Office personnel reclassification request as presented.

[Approved] HHS personnel reclassification requests as presented.

Approval of budget and tax rate – Kit Johnston moved approval of the budget as amended and set the tax rate at \$2.5775 per thousand dollars of assessed value. Jason Fields seconded the motion. The motion passed, Mary Starrett, Lindsay Berschauer, Jason Fields, Kit Johnston, and Gregory Thorsgard voting aye. Denny Elmer was absent for the vote.

The meeting adjourned at 3:14 p.m.

Minutes prepared by:

Carolina Rook
Secretary

YAMHILL COUNTY BUDGET COMMITTEE

Budget Committee Deliberation List - April 29 - May 1, 2024

Department	Request	REQUEST	G.F. Request	OTHER	ACTION	APPROVED AMOUNT	GF	Retirement Reserve	Landfill Reserve	O & C Reserve	Video Lottery	Opioid Settlement	ARPA LATCE	Contingency	Notes
1 SO - Emergency Management	Add back request to restore Senior Records Clerk position	126,311	126,311		Approved	126,311	126,311								
2 SO - Marine Patrol	Add back request to restore reserve marine patrol deputies and program expenses	29,240	29,240		Approved	29,240	29,240								
3 Assessor's Office	Add back request to restore three FTE's that were cut due to shortfall	373,188	373,188		Approved	373,188	373,188								
4 Clerk's Office	Add back request to fund anticipated elections expenses	206,749	206,749		Approved	86,749	86,749								
5 SO Dog Control	Insufficient funding for FY25	0	0	100,000	Approved	100,000	-						100,000		
6 Admin	Eliminate Senior Management Analyst	-144,787	-144,787		Approved	(144,787)	(144,787)								
7 HHS	Reduce HHS general fund allocation	-615,488	-615,488		Approved	(615,488)	(615,488)								
8															
Community Requests															
1 Lutheran Community Services NW	LCSNW and Safe Families for Children program expansion (2 years/100K per year)	100,000	0	100,000	Denied	-	-								
2 Homeward Bound Pets	Shelter funding request	20,000	0	20,000	Denied	-	-								
3 OSU Ext NWREC	NWREC research and extension activities funding	20,000	0	20,000	Approved	6,500	-				6,500				
4 CASA	Increase to funding allocation increase (current is 6000 and requesting 7500)	1,500	1500	0	Denied	-	-								
5 Sheridan Fire District	Funding shortfall, no request given as far as financial request	350,000	0	350,000	Denied	-	-								
6															
Personnel Requests															
1 Admin	Reclass Executive Office Specialist to Program Supervisor				Approved										
2 IT	Reclass Network Administrator to Senior Network Administrator				Approved										
3 Sheriff	Reclass EOS				Approved										
4 HHS	Multiple see memo				Approved										
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
All other requests not listed, included in proposed budget and approved with proposed budget															
TOTALS		466,713	-23,287	590,000		(38,287)	(144,787)	-	-	-	6,500		100,000	-	

<u>Compensation Committee</u>	<u>Request</u>	<u>Recommendation</u>	<u>Action</u>
Commissioner	No request	No action	Approved
Assessor	Increase salary from current \$108,291 to \$140,000	Increase salary from 108,291 to \$115,000	Approved
Clerk	4% increase	Increase salary by 3%	Denied
Sheriff	No request	No action	Approved
DA	No request	No action	Approved
Treasurer	Increase salary from \$30,000 to \$36,000	Increase salary by 2% (\$30,600)	Denied