

MINUTES
BUDGET COMMITTEE MEETING
May 2, 2022 9:00 a.m.

Room 32, Courthouse
Meeting via Zoom

PRESENT: Budget Committee members Lindsay Berschauer, Casey Kulla, Mary Starrett, Denny Elmer, and Jason Fields. Doreen App participated via Zoom.

STAFF: Ken Huffer, Lindsey Manfrin, Christina Ferguson, Jason Henness, Mike Barnhart, Justin Hogue, and Megan Marasco.

GUESTS: Kit Johnston and Jim Culbert.

Commissioner Berschauer called the meeting to order at 9:00 a.m.

Election of Officers – Casey Kulla moved to appoint Denny Elmer as Chair. Mary Starrett seconded the motion. The motion passed unanimously. Casey Kulla moved to appoint Jason Fields as secretary. Mary Starrett seconded the motion. The motion passed unanimously.

Adoption of Minutes – Mary Starrett moved approval of the minutes from May 2-4, 2021. Casey Kulla seconded the motion. The motion passed unanimously.

Budget Overview – Ken Huffer briefly summarized events and effects related to the COVID-19 pandemic, noting that the county has operated under local and state emergency declarations for the last 3 fiscal years. He addressed the receipt of one-time allocated American Rescue Plan Act (ARPA) funds beginning in the 2021-22 fiscal year to assist with community support services and infrastructure grant projects. Mr. Huffer identified a significant increase to the Internal Services (Revenue) budget which should reflect a decrease in the next fiscal year once ARPA funds are distributed to departments. Expenses reflected an anticipated 6% overall increase in personnel costs due to added positions in several departments. Looking ahead, Mr. Huffer reviewed county budgetary challenges and county infrastructure modifications to ensure continued continuity in deliverable services.

The meeting recessed at 10:30 a.m. and reconvened at 10:37 a.m.

HEALTH & HUMAN SERVICES (HHS) TEAM

General Overview – Lindsey Manfrin stated that the HHS budget is 96% state and federally funded of which, a significant amount is applied to Medicaid funding for behavioral health services. Ms. Manfrin stated she is closely monitoring legislation regarding funding from the state to draw down the federal match for community behavioral health clinics which provides a substantial funding stream to maintain several community services. The YCCO contract was modified to reflect YCCO assuming the risk reserves for behavioral health plans in the 2020-21 fiscal year and in 2021-22 assumed the oversight of the behavioral health network administrative functions. The proposed budget reflects a 4% growth in FTE as a result from new state funding.

Public Health (Fund 16-70) – Ms. Manfrin identified significant changes 2021-22 in communicable disease prevention and public health modernization. Variable revenue reflected reduction in restaurant licensing revenues by approximately \$50,000 and an increase in vital

record fees. She reported federal grants from state sources were higher due to increased revenue for communicable disease preparedness and modernization multi-year strategies. Client pay services were adjusted down and private insurance increased due to vaccination increases. Ms. Manfrin addressed FTE requests to support suicide prevention efforts. All benefit lines have been adjusted due to personnel challenges and retention. COVID-19 response expense line items are expected to recede.

Veterans' and Disabilities Services (Fund 16-71) – Lindsey Manfrin noted that this budget is focused on peer outreach service connections. She noted that revenues remained flat with an increase to personnel due to CBA changes which will require additional general funds to keep at current rates. An increase in caseloads was reported in Disability Services.

Community Support Services (Fund 16-73) – Lindsey Manfrin reported that the program funding remained flat with no significant changes but noted a reduction of in-person support services due to COVID-19. She noted a \$15,000 reduction to indigent expenses based on existing utilization.

Family and Youth (Fund 16-75) – The department budget remains relatively static. School based contract and services were being reviewed to identify need post-COVID-19.

Administration (Fund 16-79) – Ms. Manfrin highlighted the biggest change to the division was to the adjustment to the allocation of the utilization management team which was previously under behavioral health network through YCCO oversight.

Enhanced Residential/Outreach (Fund 16-172) – Lindsey Manfrin noted no significant changes to this program. She noted a journal correction will be made regarding an error between Public and Private Insurance lines.

Housing and Recovery Supports (Fund 16-173) – Lindsey Manfrin reported this division was created to provide oversight to the increasing number of supportive/transitional housing programs and is largely state grant funded. The Public Insurance line was left flat to represent a one-time funding from the YCCO for a Sheridan housing project.

Adult Behavioral Health (Fund 16-174) – Ms. Manfrin addressed ongoing workforce retention/recruitment challenges. She noted an increase to the Drugs line due to a significant increase of participation in medication assisted treatment program as well as expenses related to an increased use of telehealth professional services as the workforce stabilizes. She lastly touched on potential State and grant funding streams that will support additional services and programs.

INTERNAL SERVICES TEAM

Non-Departmental (10-39) – Ken Huffer stated this is a discretionary revenue pass through fund to pay for the Newberg-Dundee bypass lobbyists. The largest portions are for the county medical examiners and internal property/liability insurance expenses. Justin Hogue attributed some of the decrease in internal property insurance and increase to internal liability insurance to the selloff of several county-owned properties thereby decreasing the property insurance balance.

O&C Fund (30-52) – Ken Huffer stated this restrictive fund is used for Title III government items such as wildfire funding, search and rescue on federal lands and community wildfire protection plans.

American Rescue Plan Funds - ARPA (32-52) – Ken Huffer estimated the beginning balance is what will be left after the non-profit grants and the water/sewer infrastructure are expended. The transfer fund lines reflect funding allocated to capital projects and HHS and Fair revenue replacements.

Federal Fund (50-52) – Ken Huffer noted this discretionary fund is for one-time grant awards and are held for deliberation allocations.

The meeting recessed at 12:12 p.m. and reconvened at 1:32 p.m.

PRESENT: Budget Committee members Lindsay Berschauer, Casey Kulla, Mary Starrett, Denny Elmer, and Jason Fields. Doreen App participated via Zoom.

STAFF: Ken Huffer, Justin Hogue, Mike Barnhart, Gary Wertz, Mark Lago, Ken Friday, Alicia Schelb, Tara Williams, Russ Heath, and Megan Marasco.

GUESTS: Kit Johnston

CULTURE & RECREATION TEAM

Fair (20-80) Fair Event Center (20-82) – Gary Wertz announced the 168th Fair for 2023 will be a full-scale event. He stated revenue carry over will be divided between the Fair and Event Center capital repairs. Mr. Wertz anticipated using contract services to secure enough staffing for the 2023 fair event. Event Center revenue rebounded due to bookings of weekend rentals. He said bookings are extending into 2024. He anticipated 2024 will be booked by the end of 2023.

Parks (10-81) – Mark Lago stated the Parks Division will be transitioning to being under the management of Public Works with an incoming new Parks manager. He highlighted a place holder in capital improvements for two bridges in Metsker and Ed Grenfell Parks with an anticipated repair plan in late summer. The one-time funding request for a county parks master plan update was addressed; funds that were marked for the master plan in material & services and capital were instead used to increase FTE's in the Parks budget after being added to the Public Works Department.

SDC (29-39) – Justin Hogue stated System Development Charges are 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. He 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 highlighted a lower beginning balance from last year due to supply chain issues and wage increased with the new contract. He forecasted that some fee categories may be increased towards the end of 2022 as some fees have not been increased in a decade. As a result, there was less carry-over to the beginning balance. He addressed personnel changes and noted GIS Service funds are expected to be spent in the 2022-23 fiscal year.

Ken Huffer later added a correction moving 1.0 FTE Office Specialist II position and salary to the Senior Office Specialist line in Personnel.

Solid Waste (17-28) – Ken Friday stated personnel remained static. The River Bend Landfill license fee lines reflected contract adjustments drawing down revenue over the next three years due to anticipated closure. Mr. Friday stated the roadside garbage pickup fund was increased due to an uptick in RV solid waste and vehicle clean-up/disposal. The RRR Program line was increased due to added collection events. Lastly, he requested to transfer \$3,000 to the Reserve for Future fund for Riverbend Landfill post-closure activity.

Landfill License Reserve (38-56) – Ken Huffer stated funds stopped being transferred in 2019-20 FY due to reduced landfill revenues. The fund received pool and interest revenue as well as repayments from a departmental interfund loan.

Surveyor (10-21) / Corner Restoration (27-37) – Ken Friday recapped the hiring of the current Surveyor Jason Foose; Mr. Friday addressed the Surveyor's budget request for the purpose of replacing outdated electronic surveying equipment which will be split between both the Surveyor's and Corner Restoration's budgets. Lastly, Mr. Friday conveyed the Surveyor's request to fund performance of an assessment for a storage plan of survey records.

The meeting recessed at 2:30 p.m. and reconvened at 2:47 p.m.

PUBLIC WORKS TEAM

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

Fleet Maintenance (11-29) – Russ Heath reported slightly higher revenues in state highway funds. There were no other significant changes. He commented on the increase of fuel prices and projected higher budgetary costs in 2022-23.

Engineering (11-55) – Mark Lago noted no significant changes.

Road Fund (11-60) – Mark Lago stated the beginning balance was high due to no bridge replacement work in the previous fiscal year as well as an increase to gas tax revenues. He addressed a new budget line for material disposal in Materials & Services for possible landfill expenses to dispose of materials (ditch spoils). Mr. Lago also noted new line items for clothing allowances and CDL training. Contract services was increased to contract flagging to allow Public Works crews to do more hands-on projects. Equipment rental increased to replace flaggers with reader boards. Lastly, he noted a small building construction line item was created

for building a possible sand shed on the west side of the county and the purchase of an emergency generator for the Public Works building.

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.

Motor Vehicle Replacement (45-29) – Russ Heath reported no significant changes.

Habitat Conservation (52-62) – Mark Lago noted an increase in Other Expenses/Materials & Services for Dr. Hammond’s butterfly survey expenses which hasn’t changed since 2014. There were no other significant changes.

COMMUNITY SERVICES TEAM

Mediation (10-59) – Justin Hogue reported a decrease in mediations during COVID-19 resulting in a larger beginning balance for the 2022-23 fiscal year.

County Schools (15-85) – Mike Barnhart stated this is a pass through from the state for funds that have specific allocations. He reported no significant changes.

GENERAL GOVERNMENT TEAM

Commissioners (10-13) – Ken Huffer noted the County Administrator position is shared between this fund and 10-10. Justin Hogue stated the Software line in Materials & Services had a higher balance due to less expense in 2021-22; the funds are currently being used to fund the Zoom account which streams Board of Commissioner meetings. Streaming began during COVID-19 which accounts for the lack of funding history. Later discussion introduced a proposal to create a policy designating and tracking travel expenses for transparency outside of the budget process.

Administrative Services (10-10) – Justin Hogue highlighted a lower beginning balance noting expenses were higher partially due to funding the other half of the County Administrator FTE and moving the Deputy County Administrator position to this fund. Ken Huffer added the fund also includes Finance staff, as well as Human Resources, and he emphasized this budget is watched closely to ensure efficient budgeting; to help rectify the beginning fund balance deficiency, admin overhead charges to departments have increased and position vacancies will provide some savings.

Capital Projects (40-161) – Ken Huffer stated the beginning balance contains a placeholder for state grants (\$150,000) and capital contract service grant funding for rural broadband expansion (\$2.3 million).

INTERNAL SERVICES TEAM, (cont.)

Insurance Reserve (80-38) – Ken Huffer stated this fund reflects insurance and risk protection for the county. He addressed a reclassification request from a Management Analyst position to a Senior Management Analyst position.

Dental Self Insurance (80-88) - Ken Huffer said the county is self-insured; this fund provides coverage claims for all non-Teamster employees.

Contingency – (80-92) – Ken Huffer noted changes by doubling the fund in anticipation of higher insurance renewal deductible rates for claims.

Unappropriated Balances – (80-94) – Ken Huffer said the balance has remained strong because of low claims and effective fund management.

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.

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.

PERS Retirement Reserve (80-135) – This fund carries an interfund loan with no additional revenue streams. Ken Huffer said the Reserve for Future line reflects held funds which can be used as a one-time transfer to departments covering rising PERS costs.

Time Loss Reserve (80-136) – Ken Huffer stated this fund is related to workers compensation which helps departments cover short-term hiring personnel expenses. This fund has not been utilized regularly.

Workers Comp Reserve (80-137) – This fund maintains a healthy balance to cover workplace ergonomic expenses and risk prevention assessments.

Liability Reserve (80-138) – Ken Huffer stated 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 to have sufficient appropriation authority to cover any potential retroactive litigation cases. Justin Hogue noted that the insurance market anticipated a 15-20% premium increase due to COVID-19.

Medical Insurance Reserve (80-139) – Ken Huffer stated this reserve is in the process of being closed out and transferred back to departments.

Discretionary Revenue (10-02) – Ken Huffer stated this fund holds property taxes and lesser taxes such as generated revenues from cigarette and alcohol sales. Internal transfers from Solid Waste and ARPA are also in this fund which was largely distributed to departments with approximately \$2.6 million still in reserve for future general fund spending.

Transfers (10-90) – Ken Huffer stated this fund is for transferring from discretionary to non-general fund departments within the budget.

Contingency (10-92) – Ken Huffer said this fund maintains a healthy balance in the event of unforeseen expenses.

The meeting recessed at 4:22 p.m. and reconvened at 5:30 p.m.

PUBLIC HEARING

May 2, 2022

5:30 p.m.

Room 32, Courthouse
Virtual meeting via Zoom

PRESENT: Budget Committee members Lindsay Berschauer, Casey Kulla, Mary Starrett, Denny Elmer, and Jason Fields. Doreen App participated via Zoom.

STAFF: Ken Huffer, Mike Barnhart, Justin Hogue, and Megan Marasco.

GUESTS: Kit Johnston, Samantha Bagby, Ron Hays, Jessica Johnson, Iain Guzzo, Bryan Coe, Jacob Wojcik, Rose Sullivan, and Katie Sullivan. Ronnie Vostinak and Kris Bledsoe participated via Zoom.

Chair Denny Elmer opened the public hearing at 5:30 p.m. There were no general public comments received regarding the budget. Requests were received via email, Zoom and in person.

Nerd Herd – Iain Guzzo and Gavin provided in-person testimony and requested \$5,000 for event registration fees.

Barbara Roberts Career Technical School (CTEC) – Samantha Bagby provided in-person testimony and requested funding support in the amount of \$1.5 million to match federal funding for the development of CTEC.

Homeward Bound Pets – Ronnie Vostinak participated via Zoom and requested funding in the amount of \$5,000 to assist with operational support.

Helping Hands Horse Rescue and Equine Therapy Inc. – Katie Sullivan and Rose Sullivan provided in-person testimony requesting funding in the amount of \$17,163 to provide equine therapy and trauma therapy groups.

CASA – Submitted a funding request via email for a continuation of funding in the amount of \$6,000.

YC ARES – Submitted a funding request in the amount of \$2,500 for radio equipment upgrades.

The public hearing closed, and the meeting recessed at 6:12 p.m. with no final decisions.

BUDGET COMMITTEE MEETING

May 3, 2022

9:00 a.m.

Room 32, Courthouse
Virtual meeting via Zoom

PRESENT: Budget Committee members Lindsay Berschauer, Casey Kulla, Mary Starrett, Denny Elmer, and Jason Fields. Doreen App participated via Zoom

STAFF: Ken Huffer, Brad Berry, Kate Lynch, Cecelia Martinez, Jessica Beach, Vicki Woods, Scott Paasch, Dana Carrelle, Sheriff Tim Svenson, Emily Williams, Jackie Loos, Mike Barnhart, and Megan Marasco. Kris Bledsoe and Cynthia Thompson participated via Zoom.

GUESTS: Kit Johnston.

The meeting reconvened at 9:00 a.m.

CRIMINAL JUSTICE TEAM

District Attorney (Fund 10-18) – Mr. Berry reported a 3% increase to state funding. Personnel cost increases have increased by 6%. The overall budget remains static. He stated that the case backload has remained high with trial courts being resumed. Mr. Berry expects to process approximately 500 expungement petitions which will require extra staff time in addition to an increase in resentencing requests. Mr. Berry addressed his addback request to reinstate two positions and add two additional DDA and support staff positions in response to an increase in filings and significant backlog cases.

Support Enforcement (Fund 10-22) – Mr. Berry anticipated a slight increase in personnel due to recent vacancies. He stated that the office has collected more than \$5 million in child support funding in the 21-22 fiscal year.

Community Justice (Fund 21) – Jessica Beach stated the beginning balance is comprised of 93% state funded dollars with a 7% county allocation. The higher beginning balance reflected COVID-19 supplemental funding to be spent through 2023 and Measure 57 funds carried over from the previous fiscal year.

Jail/Work Center-Incarceration (21-41) – Ms. Beach said this budget represents the SB1145 funding to support the Jail. She reported no significant changes.

Community Corrections (21-44) – Jessica Beach stated this fund supports two probation officers with no significant changes.

State Enhancement (21-45) – Jessica Beach stated this budget contains the bulk of the departments grant and aid funding as well as Measure 57 funding. The Probation Fees budget line reflected a drop in revenue due to SB478 which no longer allows correction departments to collect probation fees. The Central Supplies and Contract Services budget lines in Materials & Services reflected increases due to received Coronavirus supplemental funding.

Work Release (21-63) – Jessica Beach requested to reduce the revenue line which will be reflected in the fund ending balance. The change was to reflect the reorganization of the Parks and Work Crew divisions; going forward Parks will be under the supervision of Public Works. Ms. Beach explained due to COVID-19 and dwindling work crew numbers, most contracts have had to be canceled for the remaining staff to focus on Parks upkeep. Ms. Beach addressed personnel housekeeping changes.

Senate Bill 1145-Case Management (21-67) – Jessica Beach reported no significant changes in Personnel or Materials & Services.

Juvenile Department (10-74) – Jessica Beach noted a decrease change in revenue from state health grants due to difficulties to fill a transition education specialist vacancy funded by a YDC Transition Grant; as a result, the contract will be canceled, and the position will be filled by existing staff through the Multnomah County Education Service whom the Juvenile Department currently is funded to contract with. She identified additional changes to the revenue line noting a received drug court grant and a legislative change which prevents the department to charge discovery fees to indigent juveniles. Ms. Beach identified changes in both Personnel and Materials & Services associated with the loss of the transition education specialist position and funding.

Juvenile Detention (10-77) – Jessica Beach noted an increase in bed rental revenues. There were no other significant changes.

The meeting was recessed at 10:24 a.m. and reconvened at 10:34 a.m.

Jail (10-41) – Sheriff Svenson cautioned most budgets will have ending balances less than \$50,000. The beginning balance reflects an additional uncommon amount of COVID-19 revenue funding, 2019 through 2022. Sheriff Svenson reported the MAT program has been removed from this budget, noting he is in conversations with HHS to continue the program. He said the filing process to resume the program funding in the Jail has reopened, which he will continue to pursue. He projected an increase in food costs because of increased jail population.

Marine Patrol (10-42) – Sheriff Tim Svenson addressed State approved legislation regarding towing restrictions on the Yamhill River; The ending balance will be reduced approximately \$14,000, with the funding going to personnel lines to fund a part time seasonal position for restriction education.

Sheriff (10-43) – Sheriff Svenson stated that this fund was budgeted except for one deputy FTE which he has requested as an add-back position. He proposed a placeholder pending a grant application for the purpose of funding a position to monitor illegal marijuana markets (properties being paid for in cash; black market businesses not paying taxes on sales). The CHL Fee revenues were projected to increase in the 2022-23 fiscal year, but fiscal impacts will not be verified until 2023-24. He addressed resuming tax foreclosure property sales, stating the projected Sheriff's Sales pass-through budget has been increased to ensure appropriation authority. He said the add-back memo referenced a request for 1.0 FTE Deputy position; additional memo proposals referenced increases for materials & services.

YCINT (10-69) – Sheriff Svenson stated the Narcotics Forfeiture line was a placeholder for anticipated revenues. The beginning balance reflected the last forfeiture balance from the previous interagency narcotics team that would continue to be spent down. The incoming marijuana forfeiture team will continue to report forfeiture to this same fund line for ease of reporting.

Court Security (10-86) – Sheriff Svenson stated a third deputy has been added to the rotation as a result from remaining revenues. There were no other significant changes.

Radio System (10-163) – Sheriff Svenson stated a county-wide survey on the radio system was completed which he plans to further analyze with the consulting agency to identify user needs narrowing down the cost of modernizing the system. He noted savings from previous year ending balances, along with funds saved in the Capital line will be applied to the system upgrades.

Dog Control (13-47) – Sheriff Svenson stated the trust account being carried over continues to fund the contract with Homeward Bound Pets for licensing and kenneling.

Jail Capital (40-41) – Sheriff Svenson reported a low beginning balance with the biggest expense being an interfund loan to pay off the jail security camera system. The remaining balance is used for annual camera maintenance.

Emergency Management (10-40) – Sheriff Tim Svenson reported a healthy ending balance related to COVID-19 state funding. He reported no other significant changes.

911/Dispatch Services (10-48) – Ken Huffer stated this fund covers YCOM membership dues. The budget amount for this fund will be set at the upcoming YCOM budget hearing to determine what the membership dues will be for the 2022-23 fiscal year.

The meeting recessed at 12:00 p.m. and reconvened at 1:30 p.m.

PRESENT: Budget Committee members Lindsay Berschauer, Casey Kulla, Mary Starrett, Denny Elmer, and Jason Fields. Doreen App participated via Zoom.

STAFF: Ken Huffer, Mary Bonta, Mike Barnhart, Christian Boenisch, Brian Van Bergen, Keri Hinton, Derrick Wharff, Patricia Landsiedel, Joe Moore, Shane Hoffman, and Megan Marasco. Cynthia Thompson and Kris Bledsoe and Eileen Slater participated via Zoom.

COMMUNITY SERVICES TEAM

Transit (10-33) – Cynthia Thompson noted many of the mentioned changes were related to STIF projects and grant funding. She noted due to supply chain issues, new busses will not be available until 2023. She noted ridership was around 300,000 annually pre-COVID-19, but currently at 60% with an estimate of 170,000 by the end of 2022. In personnel, she proposed transitioning her current contract position to a fulltime county employee.

Law Library (14-26) – Mary Bonta stated the budget remained static. There was a pause to publication and dues updates during the pandemic resulting in a savings but will resume with community-based need in mind. She noted publications can also be accessed via search engines. This budget’s revenues are based on court filing fees on a bi-annual basis.

Economic Development (26-34) – Ken Huffer reported an abnormally inflated beginning balance due to the inclusion of ARPA and COVID-19 relief funding which were utilized in place of video lottery dollars typically used for grant allotments. This fund also pays for the SEDCOR contract; Mr. Huffer proposed to move \$144,000 from the ending balance to professional services for appropriation authority towards SEDCOR and bypass lobbyist expenses.

GENERAL GOVERNMENT TEAM (cont.)

County Counsel (10-25) – Christian Boenisch stated personnel costs have dropped from 21-22. The higher beginning balance is due to one-time vacancy savings which was filled at a lower salary combined with bond fees. Outside professional service expenses are budgeted for pending 2nd Amendment litigation and foreclosures. Mr. Boenisch later added responses to earlier questions, clarifying that higher expenses for outside counsel in 2020-21 were related to a departmental vacancy in 2020 which required additional external counsel support. The department position was later filled in 2021.

Treasurer (10-23) – Kris Bledsoe reported no significant changes to the fund.

Clerk (Fund 10-15, 12-15, 40-15) – Brian Van Bergen reported passport photos have not resumed; Admin fees have increased by 20%, otherwise there were no significant changes.

The meeting recessed at 3:09 p.m. and reconvened at 3:15 p.m.

Assessor (10-12) – Derrick Wharff stated the current real market value in Yamhill County is approximately \$20 billion. He noted the Assessor’s Department receives revenue through discretionary funding and CAFFA grants which assist counties with administrative costs associated with tax assessments. 87% of departmental expenses are in personnel. His department received a 3% discretionary increase in 21-22 with a shortage of approximately \$170k in personnel. He noted one vacant commercial appraiser position. The ask back request is to offset the deficiency of the vacancy salary. There were no significant changes in materials and services with a zero-reserve balance.

GENERAL GOVERNMENT TEAM, (cont.)

Facilities Division Fund (40-16) – Joe Moore reported no significant changes in this fund but noted hiring two building maintenance workers reflected in Personnel. Justin Hogue explained this fund collects revenues for building maintenance through internal rent.

Jail Facilities Fund (40-116) – Joe Moore reported no significant changes. Ken Huffer noted revenues are generated via internal transfers from general funds and Community Justice (Fund 21).

Capital Improvement Fund (40-27) – Justin Hogue reported that revenue is collected from internal charges to departments for major remodel projects in existing county buildings. Reserve for Future reflects funding is budgeted for a strategic capital plan for the county campus. Ken Huffer also noted that some interfund loans are also repaid from this fund.

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

TELECOMMUNICATIONS

Information Technology (10-17) – Shane Hoffman reported a sharp increase in revenues comprised of network charges, programmer analyst corrections for HHS and a transfer for the computer replacement fund to purchase a new server infrastructure system. Mr. Hoffman addressed a personnel request for position authority to add a desktop support position.

Communications (48-14) - Shane Hoffman stated IT provides telecom support for the City of McMinnville, YCOM offices and the Courthouse. Software Licensing in Materials & Services reflected an increased expense resulting from a cost share between IT and Communications for the DUO Authentication system. There were no other significant changes.

Computer Replacement Fund (40-17) – Shane Hoffman stated that revenue is paid by other departments to cycle out computers for replacement. He noted a reserve in the MDT Equipment line pending an equipment replacement being considered by the Sheriff's Office. There were no other significant changes.

Software Reserve (40-117) – Ken Huffer reported this fund has been used for major software capital projects. The projected funding is earmarked for the in-progress Oracle central finance system software replacement project scheduled to be completed in the 2023-24 fiscal year.

Capital Projects (40-161) – Ken Huffer noted the Oracle project is funded by 40-161. The financial component is planned to activate summer 2022. ARPA funds will be transferred into this fund to finish the Oracle project and scheduled to be complete in 2023.

The meeting recessed at 4:44 p.m.

BUDGET COMMITTEE MEETING

May 4, 2022 10:30 a.m.

Room 32, Courthouse
Virtual meeting via Zoom

PRESENT: Budget Committee members Lindsay Berschauer, Casey Kulla, Mary Starrett, Denny Elmer, and Jason Fields. Doreen App participated via Zoom.

Staff: Ken Huffer, Justin Hogue, Brad Berry, Sheriff Tim Svenson, Lindsey Manfrin, Mike Barnhart, Jackie Loos, and Megan Marasco.

Chair Denny Elmer called the meeting to order at 10:24 a.m.

Compensation Committee Recommendations

Commissioners – Lindsay Berschauer and Mary Starrett stated they would decline a salary increase. Casey Kulla stated he supported an increase for future elected commissioners but would decline an increase. Casey Kulla moved approval of a 3% increase as recommended by the Compensation Committee. Doreen App seconded the motion. The motion failed, Casey Kulla and Doreen App voting aye. Denny Elmer, Lindsay Berschauer, Jason Fields, and Mary Starrett voting nay.

Assessor – Denny Elmer moved approval of a 3% budgeted increase as recommended by the Compensation Committee. Jason Fields seconded the motion. The motion passed, Casey Kulla, Doreen App, Denny Elmer, Lindsay Berschauer, and Jason Fields voting aye. Mary Starrett voting nay.

Treasurer – Denny Elmer moved approval of a 3% increase as recommended by the Compensation Committee. Jason Fields seconded the motion. After discussion the motion failed due to a tie vote. Casey Kulla, Denny Elmer, and Jason Fields voting aye; Lindsay Berschauer, Mary Starrett, and Doreen App voting nay.

Clerk – Denny Elmer moved approval of a 3% increase as recommended by the Compensation Committee. There was no second motion. After discussion, Casey Kulla moved approval to hold the Clerk's salary static based on the approved 2020-2021 salary adjustment. Lindsay Berschauer seconded the motion. The motion passed unanimously.

Sheriff – Denny Elmer moved approval of an increase of \$6,000 above the required level of any negotiated Captain's contract as recommended by the Compensation Committee. Jason Fields seconded the motion. After discussion, Mr. Elmer revised his motion to approve an increase no less than \$6,000 above the base salary of the next base pay. Jason Fields seconded the motion. The motion passed unanimously.

District Attorney – Denny Elmer moved approval of a motion to approve increasing the county stipend from \$25,964 to \$30,000. Jason Fields seconded the motion. The motion passed unanimously.

The meeting was recessed at 11:43 a.m. and reconvened at 12:39 p.m.

Deliberation

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.

Departmental Requests

District Attorney – Casey Kulla moved approval of the general fund allocation increase request for the District Attorney’s Office in the amount of \$192,011 to restore one DDA and one DDA Support Staff position. Jason Fields seconded the motion. The motion passed unanimously.

District Attorney – Denny Elmer moved approval of the general fund allocation increase request for the District Attorney’s Office in the amount of \$215,184 to add one DDA and one DDA Support Staff position. Jason Fields seconded the motion. The motion passed unanimously.

HHS – Veterans Services – Casey Kulla moved approval of the general fund allocation increase request for the HHS – Veterans Services program in the amount of \$97,928. Mary Starrett seconded the motion. The motion passed unanimously.

HHS – Suicide Prevention – Mary Starrett moved approval of the general fund allocation increase request for the HHS – Suicide Prevention position in the amount of \$61,215. Casey Kulla seconded the motion. The motion passed unanimously.

Information Technologies – Casey Kulla moved approval of a transfer from the general fund in the amount of \$79,243 to the Information Technologies Department for one Desktop Support Specialist position. Mary Starrett seconded the motion. The motion passed unanimously.

Parks – Lindsay Berschauer moved approval of a one-time funding request for the Parks and Open Space Master Plan in the amount of \$100,000 from the O&C Reserve fund. Mary Starrett seconded the motion. The motion passed unanimously.

Parks – Lindsay Berschauer moved approval of the general fund allocation increase request for Parks general maintenance and projects in the amount of \$35,000. Casey Kulla seconded the motion. The motion passed unanimously.

County Surveyor – Mary Starrett moved approval of a one-time funding request for renewing survey equipment in the amount of \$81,400 from the O&C Reserve fund. Casey Kulla seconded the motion. The motion passed unanimously.

The meeting was recessed at 2:14 p.m. and reconvened at 2:25 p.m.

Assessor – Mary Starrett moved approval of the general fund allocation increase request to restore one Appraiser III position in the amount of \$70,560. Doreen App seconded the motion. The motion passed unanimously.

Sheriff – Doreen App moved approval of a one-time funding request to purchase equipment for the Patrol Division in the amount of \$100,000 from the general fund. Jason Fields seconded the

motion. The motion passed unanimously.

Sheriff – Lindsay Berschauer moved approval of the general fund allocation increase request for the Patrol Division to restore position in the amount of \$137,747. Mary Starrett seconded the motion. The motion passed unanimously.

Sheriff – Ken Huffer stated the general fund allocation increase request for the Patrol Division to purchase equipment over five years did not require action from the committee and requested that it be withdrawn; he noted that the request falls under operational expense for which funding is already built into Fund 80. No action was taken.

Economic Development – Lindsay Berschauer moved approval to reduce the Fund 26 Economic Development ending balance in the amount of \$200,000 and transfer to Professional Services. Jason Fields seconded the motion. The motion passed unanimously.

Community Requests

Casey Kulla moved to deny community requests from Homeward Bound Pets, Sheridan School District, NerdHerd, and Helping Hands Equine Therapy for the 2022-23 budget year; Mr. Kulla disclosed a conflict of interest citing involvement with NerdHerd. Jason Fields seconded the motion. The motion passed unanimously.

[No Action] Yamhill County ARES, \$2,750 – This community request was referred to Emergency Management. No action was taken.

[Denied] Homeward Bound Pets, \$5,000

[Denied] Sheridan School District, \$1,500,000

[Denied] NerdHerd, \$5,000

[Denied] Helping Hands Equine Therapy, \$17,163

Personnel Requests as listed on the deliberation list – Mary Starrett moved approval of the personnel requests as presented. Casey Kulla seconded the motion. The motion passed unanimously.

Approval of budget and tax rate – Casey Kulla moved approval of the budget as amended and set the tax rate at \$2.5775 per thousand dollars of assessed value. Mary Starrett seconded the motion. The motion passed, Mary Starrett, Lindsay Berschauer, Jason Fields, Denny Elmer, Casey Kulla and Doreen App voting aye.

The meeting adjourned at 3:35 p.m.

Minutes prepared by:

Carolina Rook
Secretary

YAMHILL COUNTY BUDGET COMMITTEE
