

**MINUTES**  
**BUDGET COMMITTEE MEETING**  
**April 29, 2019**      9:00 a.m.

Room 32, Courthouse

**PRESENT:** Budget Committee members Richard L. “Rick” Olson, Mary Starrett, Casey Kulla, Lindsey Berschauer, Denny Elmer, and Angel Aguiar.

**Staff:** Ken Huffer, Justin Hogue, Michael Barnhart, Jennifer Elkins, Silas Halloran-Steiner, Christina Malae, Lindsay Manfrin, Emily Frey, Carol Morris, Marie McDaniel-Bellisario, Jason Henness and Blanca Marquez.

**Guests:** Nicole Montesano, News-Register.

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

**Election of Officers** – Mary Starrett moved to appoint Angel Aguiar as Chair. The motion passed unanimously. Rick Olson moved to appoint Denny Elmer as secretary. The motion passed unanimously.

**Adoption of Minutes** – Denny Elmer moved to approve the minutes from April 30, 2018. The motion passed unanimously.

**Budget Overview** – Ken Huffer reviewed the budget committee narrative slides stating the 2019-20 budget is approximately 3% smaller than the current fiscal year. Revenue Categories: He highlighted taxes stating they are only 15% of the budget, followed by IGA and Fees and Charges. Taxes reflected a 1% increase in the current fiscal year. He noted many unknowns due to the pending state budget creating some fluctuation waiting to see what the legislature will adopt. Mr. Huffer addressed jail facility needs as well as upcoming negotiations for Teamsters, FOPPO and AFSCME YCDDA and YCDWA over the next biennium. A new finance system and a space needs analysis, PERS, risk reserves and an increase in insurance are being reviewed and forecasted. He stated positively that the PERS reserve and healthy reserves currently at 8.5% with conservative spending trends reflected in departments.

The meeting recessed at 10:06 a.m. and reconvened at 10:12 a.m.

**HEALTH & HUMAN SERVICES (HHS) TEAM**

**General Overview** – Silas Halloran-Steiner stated that overall the 2019-21 biennium will dictate several revenue drivers due to the HHS budget being 96% state federally funded. He discussed the state match for Medicaid state funded Affordable Care Act contributions. Membership for OHP is projected to decrease slightly. The general health of the population is meeting or exceeded pay for performance outcome payment requirements. He noted overall OHP-wise, the membership will fall slightly but the contract renewal may affect numbers in the fall. Mr. Halloran-Steiner stated there are still huge unmet veteran services and challenges noting housing and suicides. Ms. Manfrin noted that veteran homelessness was addressed during the city homelessness issue. Mr. Halloran-Steiner noted the CCBHC funding is being monitored requiring a federal action to continue budget funding which does support veteran services.

**Public Health (Fund 16-70)** – Silas Halloran-Steiner noted contract services for the digitizing of health records which began in the 2017-18 budget year and will continue into the next budget year.

**Veterans' and Disabilities Services (Fund 16-71)** – Silas Halloran-Steiner highlighted the addition of staff at Veterans as a result of increased state funding support under the Oregon Department of Veterans Affairs funding and through the county general fund. He noted there are ongoing unmet Veteran needs such as housing, medical needs and assimilating challenges but continues to seek funding resource opportunities. He noted there are no significant changes to Developmental Disabilities pending state budget allocations.

**Community Support Services (Fund 16-73)** – Silas Halloran-Steiner noted there are no significant changes to this fund. He noted two planned pool car purchases to support increased volume of community outreach.

**Family and Youth (Fund 16-75)** – Silas Halloran-Steiner noted minimal change to this budget. He commented on personnel changes which related to Spec II/Spec III positions. He noted increased support for teen peer support in Lines for Life.

**Administration (Fund 16-79)** – Silas Halloran-Steiner noted change regarding the state grant line reflecting fee-for-services payments for indigent care. There was a reduction in contract services for the performance health tech processing (PH Tech) contract due to the costs being absorbed by the YCCO. He anticipates a slight increase in spending for out of plan services.

**Contingency (Fund 16-92)** – Silas Halloran-Steiner recommended renaming the risk reserve to Yamhill CCO Contractual Contingency.

**Enhanced Residential/Outreach (Fund 16-172)** – Silas Halloran-Steiner reported three mid-year reclassifications due to contract changes from HS Associates to HS Specialist 1. He also noted one vehicle replacement which was within sufficient budget authority. There were no other significant changes.

**Adult Behavioral Health (Fund 16-174)** – Silas Halloran-Steiner stated that the bulk of Specialist I to Specialist II changes are in this department. He noted members in Cover All Kids covers approximately 2% of the statewide total. He noted the need for extensive services in schools and Lutheran Community Services for the programs which is a state health plan administered through OHP. Mr. Halloran-Steiner noted a concern regarding statewide workforce challenges as well as the threat to reform ACA. He mentioned an opportunity regarding a West Valley private partnership housing model prospect for high medical/mental health needs and a Youth Outreach contract for the continuation with school partnerships.

Mr. Halloran-Steiner outlined a proposed peer outreach needle exchange program model which would include fixed and mobile outreach options to reduce harm and possibly encourage assisted treatment. He addressed the epidemic of Hepatitis C and IV drug use and reports an increase of needle reports in schools, parks and among emergency responder services. He stated an update of the general funding request for a needle exchange program has been reduced to approximately \$38,000 and has been actively seeking federal grant funding. He stated that

marijuana tax dollars are meant for primary prevention programs which the needle exchange program is not eligible. He recommended the committee fund this program and leave the marijuana tax dollars for primary prevention/intervention services and plans to provide his interpretation of the statutes regarding the uses of marijuana tax dollars by Deliberations. Mr. Huffer clarified that funds used out of Discretionary would only be a percentage of the generally allocated funds that are dispersed among all departments.

Ms. Manfrin noted the needle drop off location should be a safe place that clients would be likely to access like a peer driven organization. She stated the incentive for a clean needle would drive users to engage in additional services such as housing, employment and recovery. The prospect of a surplus vehicle would provide mobile services to outlying areas.

Mr. Halloran-Steiner ended the discussion with a fund balance review noting \$7.9 million dollars of the beginning balance is out of Oregon/Medicaid revenue earned from prior CCO affiliation or was between the inception of a CCO to 2015.

The meeting recessed at 12:05 p.m. and reconvened at 1:30 p.m.

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**PRESENT:** Budget Committee members Richard L. “Rick” Olson, Mary Starrett, Casey Kulla, Lindsey Berschauer, Denny Elmer, and Angel Aguiar.

**Staff:** Ken Huffer, Michael Barnhart, Jennifer Elkins, Gary Wertz, Jessica Beach, Jarod Logsdon, Diane Fisher, Shane Hoffman, Ken Friday, John Phelan, Catherine Lindberg and Russ Heath.

**Guests:** Nicole Montesano, News-Register.

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## **CULTURE & RECREATION TEAM**

**Fair (20-80) Fair Event Center (20-82)** – Gary Wertz reviewed a successful current fiscal year but noted the increase of repair expenses as well as materials and services as a result of more frequent fairground use. He stated a projected need for increased personnel. Mr. Wertz noted the fairgrounds hosted events 48 weekends last year. He noted no significant changes to the budget. Mr. Huffer noted the budget materials include an economic impact report for the Fair and Parks.

**Parks (10-81)** – Jarod Logsdon stated that most of his service workers are inmates which provides a financial savings as well as sentence reduction for the inmates. He noted grants being pursued to build a boardwalk into the wetlands of Deer Creek park. He noted a 10-year capital improvement plan for the Ed Grenfell restrooms. He stated the numbers for inmate staff is decreased due to recent state restrictions.

**SDC (29-39)** - Justin Hogue noted that this fund is divided between the Fair (60%) and the Parks (40%). SDC’s are restricted funds and can only be used on capital projects for the impacted systems. Mr. Hogue noted a significant increase in Chehalem revenues due to the district’s increase of their SDC’s during the fiscal year.

**911/Dispatch Services (10-48)** – Justin Hogue noted the revenue received is the YCOM dues.

**Mediation Services (10-59)** – Justin Hogue state that this is a pass through from the state for funds that have specific allocations for court mediation and is a not-to-exceed fund.

**County Schools (15-85)** – Mike Barnhart stated this fund is a pass through that goes back out to the county schools.

## **LAND USE TEAM**

**Planning (10-20)** – Ken Friday reported no significant changes. He mentioned the department is totally fee supported and any funds coming in as general funds are strictly for the GIS project. He noted there is no indication of revenues decreasing and stated savings in personnel are due to lack of qualified candidates with the exception of an addition of one assistant building official. Mr. Friday noted a transfer of payment to the Assessor’s office for the use of Pictometry.

**Solid Waste (17-28)** – Ken Friday stated the staffing levels remain unchanged. He noted the tipping fee lines reflect base minimum fees which the county receives from Riverbend Landfill. He explained the contingency line is high due to the revenue that the county receives from the Newberg and Riverbend franchises and due to two landfills in post-closure. He hopes that Chehalem Park will take over the post-closure and permits of Riverbend landfill. He noted a paint-only collection has been added to the RRR education program.

**Landfill License Reserve (38-56)** – Ken Huffer stated a portion of the landfill fees are transferred to this reserve. These are unrestricted funds which are available to the Board to allocate for community funding during the public hearing requests. Loan interest and interfund loan are the only revenue sources for this fund.

**Surveyor (10-21) / Corner Restoration (27-37)** – Ken Friday noted no significant changes. He stated that a contracted employee will take over the surveyor position with the retirement of Bill Gille. Corner restoration remains static.

The meeting recessed at 2:34 p.m. and reconvened at 2:46 p.m.

## **PUBLIC WORKS TEAM**

**Chehalem & North Valley Intersection Reserve (11-01)** – Russ Heath noted no significant changes to this fund. There was discussion regarding the probability of improving the Chehalem intersection in Newberg.

**Fleet Maintenance (11-29)** - Russ Heath reported no significant changes in personnel. The FTE’s reflect current positions. He noted gas prices are being monitored but hopes that it will not increase significantly. Building maintenance reflects anticipated improvements to older buildings on the Public Works site.

**Engineering (11-55)** – Catherine Lindberg reviewed revenues and expenditures with no significant changes.

**Road Fund (11-60)** – Catherine Lindberg stated \$149,680 has been received for federal forest funds which is offset in expenses of rock in materials and services. Reimbursement received funds due to damage on county roads to guard rails and bike path improvements. She noted expenditures reflect a fully funded roadmaster position although there is no recruitment at this time. The road division foreman line however reflects in increase of 1.0 FTE in anticipation of the current foreman’s retirement and allowing a replacement to mentor.

Ms. Lindberg noted an increase in materials and services in anticipation of gravel road maintenance and pothole repairs on roads which are not planned for overlay. Mr. Heath stated Motorpool is planning to buy an asphalt roller, replacing a mower and the replacement of underground storage tanks. Capital Improvements reflect building improvements.

**Bicycle Footpath (41-30)** – Catherine Lindberg reviewed the fund and reported no significant changes.

**Motor Vehicle Replacement (45-29)** – Russ Heath stated the reserve lines reflect funds held for a future capital project related to upgrading the fuel island and underground storage tanks. Mr. Heath noted a footnote correction in Project Reserves which is meant for the Internal Fund Loan line. There were no other significant changes.

**Habitat Conservation (52-62)** – Catherine Lindberg noted that this fund is stable with no changes. This reserve is anticipation of losing federal funding for personnel salary.

## **GENERAL GOV’T TEAM**

**Economic Development (26-34)** – Ken Huffer noted there have been no small grants awarded which is why the beginning balance is high. He noted withholding in the grant program to fund future grants. There was discussion regarding the Fair portion of the video lottery revenues.

**Commissioners (10-13)** – Justin Hogue noted no significant changes to revenue and there was no recommended increase to discretionary.

**Administrative Services (10-10)** – Justin Hogue made a request for FTE which will fit into the current FTE’s. A payroll clerk position is being added due to increased workloads in the finance department. He noted an increase in materials and services for software to pay for the licensing and maintenance of NEOGOV software system.

**Non-Departmental (10-39)** – Ken Huffer stated this is a discretionary revenue pass through fund to pay for bypass project lobbyists. There was discussion why COG isn’t included in association memberships line. Mr. Huffer will review.

**Federal Fund (30-52)** – Mike Barnhart stated the fund balance is healthy as there have not been any expenses in quite some time. 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. Currently only pool and bond interest revenues are being received into this fund.

**O&C Fund (50-52)** – Mike Barnhart noted this fund does get occasional revenue and can be used for deliberation allocations.

**Insurance Reserve (80-38)** – Ken Huffer stated this is a critical fund which provides insurance and risk protection for the county. He noted a recent change in risk manager personnel but no other significant changes to this fund.

**Dental Self Insurance (80-88)** – Ken Huffer stated this fund provides coverage claims for all non-Teamster employees.

**Contingency (80-92)** – Ken Huffer stated he may consider making a recommendation to decrease the amount in this fund to \$400,000 with the remaining being moved into a future reserves line. He stated he would like to build funding for unforeseen expenses.

**Unappropriated Balance (80-94)** – Ken Huffer stated this fund is balanced in its entirety. This is a future reserve fund which Mr. Huffer may consider moving funds from contingency for future reserves.

**PEL Reserve (80-133)** – Ken Huffer stated this fund is for personal extended leave (PEL) reserve.

**Property Damage Account (80-134)** – Ken Huffer explained 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. He noted this fund is currently in the renewal process and is budgeted for a potential increase.

**PERS Reserve (80-135)** – Ken Huffer stated this fund carries an interfund loan.

**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 is not utilized regularly and will reviewed for its statutory necessity.

**Workers Comp Reserve (80-137)** – Ken Huffer noted this fund has a healthy balance due to transfer from CIS to SAIF which has resulted in significant cost savings. This fund also helps cover workplace ergonomic expenses and risk preventative assessments. He mentioned the nondisabling claim line is new which covers claims under \$5,000 and can be paid out directly without affecting the county's workers compensation credits or rates.

**Liability Reserve (80-138)** – Ken Huffer stated this fund is for the purpose of appropriation for smaller claims. He noted premiums are subject to change pending insurance renewals.

**Medical Insurance Reserve (80-139)** - Ken Huffer stated this is a reserve fund.

The meeting recessed at 4:53 p.m. and reconvened at 7:00 p.m.

## **PUBLIC HEARING**

Chair Aguiar opened the public hearing at 7:00 p.m.

**Yamhill City Cultural Coalition** – Ossie Bladine, Shaun Andres, CCC Director; Marilyn Worrix and Sharon Morgan addressed funding a communications hub for two years at the Chehalem Cultural Center and for the county to create a task force for enhancement through the arts. Mr. Andres spoke regarding the two-year communication hub to market county cultural events and activities. Amount unspecified.

**Yamhill County Amateur Radio Emergency Service (YCARES)** – Mike Beals provided a presentation on behalf of ARES which serves all of county cities and coordinates with YC Emergency Management. His group provides emergency communications in the event of a disaster and provide training of amateur radio services. Mr. Beals is requesting \$4,200 for a training kit to contain HF radios, a high powered modem and a projector.

**Yamhill County Mediators** – Chuck Pattishall, Executive Director and Renee Warn (sp?) presented their request to the committee. He stated YCM currently has 178 cases. YCM is a neutral third-party company that offers mediators for dispute resolution. They are requesting \$20,000 for program support.

**Homeward Bound Pets** – Ronnie Vostinak, Executive Director and Christina discussed the Angel Fund which covers emergency veterinary services. The second request is funding for medical and veterinarian expenses at the shelter. Their request is \$20,000.

**Nerd Herd FRC 4043** – Ethan Hansen and Nicholas Ludwig, Nerd Herd team members, spoke about being the only robotics team in the county open to all youths. They are requesting funding to cover registration fees for the year which will allow them time to engage with youths and promote their program and STEM in schools countywide. Nerd Herd receives its 501c3 status through 4H Club.

**Steven Rupp** – Steve Rupp addressed an art piece on 4<sup>th</sup> and Evans. He is asking the committee to purchase it and make it property of Yamhill County. He stated the piece can be purchased for \$3,200. He stated the artwork would represent the county's support of the arts.

**“See Ya Later” Foundation** – Carmen Behnke and Tim Harris addressed the proposal for funding of the 4<sup>th</sup> of July fireworks to support SYL scholarships. Mr. Harris provided background for the See Ya Later Foundation which provides financial support to families with terminally ill children. They are requesting funding in the amount of \$25,000. The funding will cover the costs of fireworks only.

**Community Emergency Response Team (CERT)** – Wendy Hackman, addressed the funding request in the amount of \$4,830 for the purchase of 50 ball caps, 50 beanie hats and 50 CERT Kits. CERT provides support during major disasters and traffic control during community events. CERT is a 100% volunteer team.

**A Family Place** – Joi Bailey and Diane Haugeberg-Shay addressed their request for funds in the amount of \$150,000 for the completion of the West Valley phase of a relief nursery classroom.

**Yamhill County Gospel Rescue Mission** – Kaye Sawyer and Dave Haugeberg addressed the committee regarding Phase 3, an expansion of an overnight shelter facility which provides emergency shelter for women, children, veterans and the elderly. They requested funding in the amount of \$200,000.

The public hearing closed and the meeting recessed at 9:00 p.m.

**BUDGET COMMITTEE MEETING**

**April 30, 2019**

9:00 a.m.

Room 32, Courthouse

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**PRESENT:** Budget Committee members Richard L. “Rick” Olson, Mary Starrett, Casey Kulla, Lindsey Berschauer, Denny Elmer, and Angel Aguiar.

**Staff:** Ken Huffer, Michael Barnhart, Jennifer Elkins, Kate Lynch, Debra Bridges, Tim Svenson, Jessica Beach, Vicki Wood, Scott Paasch, Jessica Beach, Dana Carrelle and Emily Williams

**Guests:** Nicole Montesano, News-Register.

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The meeting reconvened at 9:00 a.m.

**CRIMINAL JUSTICE TEAM**

Brad Berry stated his office is experiencing multiple murder cases which has impacted his office personnel workloads. From the budget perspective, they pose high expenses. He noted that the office is down by one attorney position but this situation has provided a savings, although the workloads remain high for existing personnel.

**Support Enforcement (Fund 10-22)** – Mr. Berry stated the staff engaged in a training for a new software system. He noted no significant changes to this fund.

**District Attorney (Fund 10-18)** – Brad Berry noted the grant position line will not be spent down and the department has an extension to December. Funds were received late and delayed the spending process. They will likely apply again, the governor’s included the supplemental funding grant. The need for the additional attorney assistance has been beneficial. The budget has not changed much but there is an adback request giving one additional SOS FTE position for restitution services.

**Community Justice (Fund 21)** – Jessica Beach gave a brief budget review and noted 91% of budget funding is received by the state. She stated she expects and increase for the biennium and looks forward to upcoming state legislation meetings. She provided an overview

of SB1145 which provides funding to local jurisdictions from the State of Oregon Department of Corrections.

**Juvenile Department (10-74)** – Jessica Beach briefly noted 22% funding by the state. She noted a funding loss in local contracts due to the OYA no longer renting office space due to their own budget issues. She addressed FTE changes asking to reclassify an SOS to legal assistant and a Juvenile Correction Specialist working at detention to .4 FTE over to Detention to providing a savings. Ms. Beach stated she anticipates challenges in this budget next year.

**Juvenile Detention (10-77)** – Jessica Beach noted this is funded by 99% county allocation and contract services and 1% state grant funding. She noted material and services reflects a one-time cost for childcare resources to cover expenses for detained Measure 11 youths (codefendants). One youth is being housed in Linn-Benton County.

The meeting recessed at 10:00 a.m. and reconvened at 10:06 a.m.

**Jail (10-41)** – Sheriff Svenson discussed modification to the Jail Fund addressing an old transport bus. With the loss of bed rental, there is increased transport. He is asking to modify this fiscal year to add funding for the purchase and equipping of a newer vehicle to replace the current transport bus.

Sheriff Svenson discussed the MAT program stating 18% tested positive for opioids. He commented on the challenges that participants experience getting to Salem to meet with providers which are contracted through the grant. He stated the MAT grant will be extended to the existing contract. Sheriff Svenson recommended that when the grant is renewed the funds be put into the CFDA Federal Grant line as a placeholder. Currently he has the capacity to carry the program through June. Mr. Huffer noted his concern with how the funds are recorded to accurately reflect in the budget. There was discussion related to potential market adjustments and recruitment challenges. He noted materials and services remain flat and he continues to increase staff.

**Marine Patrol (10-42)** – Sheriff Svenson stated the marine patrol is funded by the marine board. He noted a tax increase proposed in the legislature which could increase fees. He stated that if the increase does not pass, this budget may decrease significantly. Currently fifty 12 hour shifts on the river are expected through the end of September. The marine patrol is not statutorily required, nevertheless, the Sheriff's Office provides response for issues that arise on the river. Mr. Huffer stated memo items will go to ending balance.

**Sheriff (10-43)** – Sheriff Svenson stated revenue reflects a contract with the City of Amity for two FT patrol deputies. The Willamina contract renewal is pending the city's decision on a public safety fee increase. He noted the Sheriff's sales line reflects a decrease and projects this revenue to become static. Personnel and materials and services remain static. Sheriff Svenson noted that the vehicles and equipment line reflect the last of two new vehicle purchases. This budget has a zero-ending balance.

**YCINT (10-69)** – There are no personnel expenses in this budget. There were no significant changes to this fund.

**Court Security (10-86)** – Sheriff Svenson reported no significant changes to this fund.

**Radio System (10-163)** – Sheriff Svenson stated this budget has minimal expenses and remains static. He noted future change in reserves in anticipation of review of digital upgrades.

**Dog Control (13-47)** – Sheriff Svenson stated the dog control is funded from licensing revenue which continues to decline despite increase for personnel expenses. He has budgeted personnel but reduces the trust by approximately \$80,000 which violates the trust agreement. Homeward Bound proposed an increase to care expenses which would cover the additional expense of personnel to care for the animals which cannot be taken from the trust but Sheriff Svenson believes he has enough in budget to cover costs. His projected revenues are expected to be allocated to surrounding cities covering their own dog control expenses leaving little revenue to cover county dog control expenses operated under the Sheriff’s Department. The two statutory county requirements are vaccinations and licensing. He discussed the Helion software program which would allow citizens to process dog licensing, track medical treatment and assist with rehoming/adoption of dogs which would all fall under the trust agreement. There was discussion regarding which part of the county dog control would fit best under. Mr. Huffer noted the transfer of personnel is both policy and budget issue. Sheriff Svenson noted that if personnel were eliminated from the budget then there would be no staff to process licensing. The dog rental line already is budgeted for Homeward Bound to assume. He is unsure if trust funds are transferrable to Angel Fund but plans to consult with legal counsel to research more current options.

**Jail Capital (40-41)** – Sheriff Svenson stated these funds are from Benton County rental for facility expenses. Benton County revenue discontinued two years ago which limits available funds for upgrades. He discussed the upgrade of the jail camera storage (PLC-primary control system) system which is failing. He is considering an RFP process which may get lower bids but may not yield the best results. He is requesting that this project be considered in the next fiscal year. He also addressed the issue of adding revenue into a fund that has no current revenue stream. The space needs assessment does not include the jail.

**Emergency Management (10-40)** - Sheriff Svenson reported no significant changes to this budget.

The meeting recessed at 12:35 p.m. and reconvened at 1:30 p.m.

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PRESENT: Budget Committee members Richard L. “Rick” Olson, Mary Starrett, Casey Kulla, Lindsey Berschauer, Denny Elmer, and Angel Aguiar.

Staff: Ken Huffer, Michael Barnhart, Jennifer Elkins, Christian Boenisch, Cynthia Thompson, Susan Halliday, Mary Bonta, Derrick Wharff, Eileen Slater, Patricia Lanseidel, Brian Van Bergen, Gayle Jensen, Joe Moore and Shane Hoffman

Guests: Nicole Montesano, News-Register.

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## **COMMUNITY SERVICES TEAM**

**Transit (10-33)** – Cynthia Thompson updated the committee on the transit service performance and completed goals for last fiscal year. Ms. Thompson stated the YCTAC will hold a work session to discuss long term funding with local cities. The city contributions were meant to match state and federal funding. She noted one FTE added for a fulltime employee. Expenses in the transit capital expense line were due to projects for a bus shelter and Newberg hub improvements and cameras. Camera licensing is funded from Software Licensing and Maintenance.

**Law Library (14-26)** – Justin Hogue highlighted a .1 FTE increase to provide additional support. Revenues are strictly collected from court filing fees. Mary Bonta stated she envisions the library to be simplified and more inviting to pro se clients.

## **GENERAL GOVERNMENT TEAM (cont.)**

**County Counsel (10-25)** – Christian Boenisch highlighted corrections made since April's meeting. He reports the budget is static with four attorneys now in position. There is a reduction in outside counsel services and does not anticipate them increasing barring any unforeseen lawsuits.

**Treasurer (10-23)** – Ken Huffer reported there are no significant changes to this budget.

**Clerk (Fund 10-15, 12-15, 40-15)** – Brian Van Bergen noted a slightly larger beginning balance in Fund 10 and projected 5% lower recording fee revenues as well as the anticipation of lower election reimbursements. He reports passport photos and filings are strong. Materials and services remain static. Fund 12 represents the record filings which they are statutorily required to maintain recorded documents. He anticipates lower recordings and reimbursements from elections.

**Assessor (10-12)** – Derrick Wharff stated the county tax collections is strong. The beginning balance carried over has been 80-85% personnel due to unfilled positions but will now start to decrease as the department is fully staffed. He commented on the CAFFA grant which assists counties with administrative costs associated with tax assessments.

He discussed the CAMA Cloud software which will allow mobile property assessment. He noted the Thompson Reuters license bill has come due. He would like to add three motor pool vehicles for rural site use. He addressed the rate of residents appealing value and states reporting is significantly improved with compliance and education. Mr. Wharff noted future Pictometry aerial photography flights in summer of 2019 and 2021.

## **GENERAL GOVERNMENT TEAM, CONT.**

**Facilities Division Fund (40-16)** – Joe Moore discussed the janitorial contract to increase the contract line. He released an RFP to rebid the contract which he anticipates a higher cost. He expects cost increase in supplies and personnel. He also noted an increase of county square footage. No significant changes.

**Jail Facilities Fund (40-116)** – Joe Moore discussed personnel reclassifications. No other significant changes. He noted an internal transfer from corrections maintenance.

**Capital Improvement Fund (40-27)** – Justin Hogue stated funds are collected from internal charges to departments for major remodel projects in existing county buildings. He noted his position as Business Service Director replaces the District County Administrator position expense in this fund. Ken Huffer discussed upcoming projects that will require Board approval. There was a brief discussion related to a possibility of transferring a small amount of funds into the jail capital fund to help with jail camera project costs.

**Postage Machine (40-83)** – Mike Barnhart noted no significant changes. No additional reserve forecasted to replace the machine for at least five years.

## **TELECOMMUNICATIONS**

**Information Technology (10-17)** – Shane Hoffman noted the beginning balance is slightly higher due to unfinished capital projects and some personnel positions not filled. Mr. Hoffman addressed personnel reclassifications and upcoming projects.

**Communications (48-14)** - Shane Hoffman reported this beginning balance is strong. He discussed a 911 database upgrade and perimeter switch upgrade which includes upgrading the city to Shortel. He reports that capital funds have been earmarked for this project.

**Computer Replacement Fund (40-17)** – Shane Hoffman stated this fund is revenue paid into by other departments to cycle out computers. Ken Huffer noted a major CAD upgrade at YCOM.

**Software Reserve 40-117** – Ken Huffer reported this fund has been used for major software capital projects. The big project planned for this year is the central finance software replacement which he anticipates being a 2 to 3-year project. A project management RFP will be to help guide the county in selection and planning of the replacement process.

The meeting recessed at 3:45p.m. and reconvened at 3:52 p.m.

**Capital Projects (40-161)** – Ken Huffer stated this is a placeholder for approved grant funds not yet received but intended for large non-department specific grants such as Yamhelas Westsider Trail Master Plan and the TGM grant.

**Discretionary (10-02)** – Ken Huffer stated this fund holds property taxes and lesser taxes. He highlighted the cigarette tax is in decline while liquor/alcohol tax remains steady. He noted that the marijuana tax is not accurately represented; the trend will be monitored for the next few years. The revenues in this fund are distributed out to departments as discretionary funds or for unexpected departmental expenses.

**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 stated this fund is for unanticipated emergency expenses not budgeted through the year.

The meeting recessed at 4:44 p.m. and reconvened at 11:14 a.m.

**BUDGET COMMITTEE MEETING**

**May 1, 2019** 9:00 a.m.

Room 32, Courthouse

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**PRESENT:** Budget Committee members Richard L. “Rick” Olson, Mary Starrett, Casey Kulla, Lindsey Berschauer, Denny Elmer, and Angel Aguiar.

**Staff:** Ken Huffer, Justin Hogue, Mike Barnhart, Jennifer Elkins, Silas Halloran-Steiner, Tim Svenson.

**Guests:** Nicole Montesano, News-Register and others as listed on the sign in sheet.

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Chair Aguiar called the meeting to order at 11:14 a.m.

**Compensation Committee Recommendations**

Mr. Olson moved approval of the compensation committee’s recommendation to keep the **Commissioner’s** salary at the same compensation rate. Mr. Kulla seconded the motion. The motion passed unanimously.

Mr. Kulla moved approval to increase the **Assessor’s** salary to \$95,000. Mr. Olson seconded the motion. The motion passed unanimously.

Mr. Elmer moved approval to keep the **Treasurer** at the same compensation rate. Ms. Berschauer seconded the motion. The motion passed unanimously.

Mr. Olson moved approval to increase the **Clerk’s** salary to \$79,574. Ms. Starrett seconded the motion. The motion passed unanimously.

Mr. Kulla moved approval to increase the **Sheriff’s** salary by 8.5% concurrent with the funding formula of the CBA. Ms. Starrett seconded the motion. The motion passed unanimously.

Ms. Starrett moved approval to keep the **District Attorney’s** salary at current level. Mr. Kulla seconded the motion. The motion passed unanimously.

**Deliberation**

The Budget Committee Deliberation List was reviewed (see Exhibit A) with the requests funded as listed below.

## Departmental Requests

Insurance Reserve – Commissioner Kulla moved approval to reduce the contingency (80-092) from \$1.1 million to \$500,000 with the balance being moved to reserve for future (80-094) as recommended by the Budget Officer, Ken Huffer. Mr. Olson seconded the motion. The motion passed unanimously.

HHS - Silas Halloran-Steiner clarified that the signage will be removed from the decommissioned ambulance being donated to HHS for the proposed needle exchange program. Ms. Berschauer asked if Mr. Halloran-Steiner plans to provide measurables after a one-year project model test. In response, he anticipates the plan to launch in the fall and review would include the distinctions between the mobile and stationary site outcomes. Ms. Berschauer expressed hope that any recorded measurable outcomes would reflect that this is not a program which encourages further drug habit behavior but rather the decrease of needle exposure and that the program is effectively serving its purpose. Ms. Starrett suggested to utilize marijuana tax money fund this program or other intervention programs. She proposed \$19,000 from discretionary and \$19,000 from HHS to fund the needle program. Mr. Huffer commented regarding the budget mechanics and restrictions regarding the use of marijuana funds. He identified the combined collected taxes that are included in discretionary funds; a single fund cannot be pulled for a specific expense distribution with the exception of the video lottery dollars. He also highlighted that whether it's a one-time general fund request or an ongoing operation allocation, there are other pools such as O&C or landfill to fund programs. Mr. Halloran-Steiner clarified this is a one-time pilot program stating he will continue to search for grants and other funding beyond this request. Mr. Halloran-Steiner read a portion of his memo into the record and cited data regarding drug use among youth ages. He shared an overview of the statewide collection of marijuana taxes; he advised against the use of these funds citing legislative policy considerations and restrictions which may limit or restrict them from being used in the future. He asked that the request be pulled from the general fund. Mr. Halloran-Steiner provided additional data points related to evidence-based intervention in the school system. He stated that transmission of Hepatitis C is reduced by 61% and that people are five times more likely to enter peer-based recovery programs and cited recovery examples of former users. Mr. Halloran-Steiner explained the approximate cost is \$30,000 for one episode of Hepatitis C treatment. He discussed known avoidable healthcare costs among other diseases and health risks. Mr. Huffer restated the budget process related to making a decision on this request, reminding the committee this is about creating a line item allowing the funding request to move forward. Ms. Berschauer voiced concern as a citizen and Ms. Starrett noted the health risk component. Mr. Huffer commented on Oregon Budget law limitations with regard to marijuana taxes. Mr. Olson expressed concern that this isn't ready for "prime time".

Mr. Kulla moved approval in the amount of \$38,161 as a discretionary allocation for the needle exchange project and to bring continued discussion before the Board of Commissioners. Mr. Olson asked Mr. Kulla to modify his motion to include approving the allocation based on the approval of the budget committee to move forward with the program. Ms. Starrett seconded the motion. The motion passed unanimously.

The meeting recessed at 12:55 p.m. and reconvened at 1:25 p.m.

Sheriff's Office – (Jail 10-41) - Part 1: Mr. Olson moved approval to add a \$300,000 revenue line to fund 10-41 (331.15) for the MAT grant. Mr. Kulla seconded the motion. The motion passed unanimously.

Part 2: Mr. Olson moved approval to reduce jail discretionary allocation in the amount of \$300,000 and approve transferring it to fund 40-41, jail capital projects. Ms. Starrett seconded the motion. The motion passed unanimously.

Sheriff's Office – (Jail Capital Projects) – Mr. Huffer noted this discussion item is related to the funding of the replacement of the camera/control system replacement. There is no revenue coming into this fund. Sheriff Svenson said a good example of the scope of work is not available at this time.

Mr. Kulla moved approval of a one-time transfer of \$500,000 from Fund 80 to 40-41. Ms. Starrett seconded the motion. The motion passed unanimously.

Sheriff's Office – (Dog Control)- This item was deferred. Ms. Starrett asked that this item be made a priority for further Board discussion. Sheriff Svenson stated he can code his staff in compliance with the trust.

Sheriff's Office – (\$30,000 to beginning balance in 10-41) – The transport agreement with other counties is that each county will deliver and pick up their own inmates at no cost to either side.

Mr. Olson moved approval to add \$30,000 to the beginning balance in 10-41 and add it to 10-41(802.02) for the purpose of purchasing a transport bus. Ms. Starrett seconded the motion. The motion passed unanimously.

Sheriff's Office – (Marine Board 10-42) – Mr. Kulla moved approval of the changes as provided on the memo dated 4/29/19 from the Sheriff's Office. Ms. Starrett seconded the motion. The motion passed unanimously.

### Community Requests

Ken Huffer stated this is a public budget meeting and community requests are not formal grant program requests. He explained the purpose of each fund reserve as presented on the deliberation list.

CASA, \$2,000 – Mr. Aguiar asked to clarify, if going forward, CASA is asking for baseline funding of \$6,000. There was discussion of their work in the community. There is a \$4,000 funding stream currently. Ms. Starrett moved approval to increase \$2,000 to their existing \$4,000 base. Mr. Kulla seconded the motion. The motion passed unanimously.

Great Blue Artwork, \$3,235 – Mr. Olson moved approval to purchase the sculpture located at the Stern Building in the amount of \$3,235. Mr. Kulla seconded the motion. The motion failed, Mr. Olson, Mr. Kulla and Mr. Aguiar voting aye, Ms. Starrett, Ms. Berschauer and Mr. Elmer voting nay.

Homeward Bound Pets, \$20,000 – The consensus of the committee was to defer this item to a future work session with the Board of Commissioners. No action was taken.

LINCS, \$10,000 – Mr. Olson moved approval for LINCS to work with SEDCOR to apply for an economic development grant and to follow up for any balance. Ms. Starrett seconded the motion. The motion passed unanimously.

Union Gospel Rescue Mission, \$200,000 – Ms. Starrett moved to deny the request for this year and to revisit next years request. Mr. Elmer seconded the motion. The motion passed unanimously. No monetary amount was approved.

Your Community Mediators, \$8,000 – Mr. Olson moved to deny the additional \$8,000 request, Commissioner Starrett seconded the motion. The motion passed unanimously, no additional monetary amount was approved.

A Family Place, \$150,000 – Silas Halloran-Steiner commented that HHS currently supports AFP independent of what the committee approved at last years budget committee meeting. He noted the value of support AFP contributes to county communities. Mr. Halloran-Steiner recommended that the county enter an agreement with AFP to ensure the oversight of the use of funds. He noted administrative costs would be minimal, noting that a scope of services would outline funding purposes to comply with OHP.

Part 1: Mr. Kulla moved to approve the request of \$150,000 with the stipulation that it be passed through HHS and that there is an agreement in place with Lutheran Community Services. Ms. Starrett seconded the motion. The motion passed unanimously.

Part 2: Mr. Olson moved to approve \$150,000 be taken from the O&C reserve. Ms. Starrett seconded the motion. The motion passed unanimously.

“See Ya Later” Foundation, \$25,000 – Ms. Berschauer recommended that the foundation either charge a minimal fee to attend firework show or find a sponsor. Mr. Olson noted the positive economic development impact it provides to the community. Mr. Kulla moved approval to allocate \$5,000 and encourage them to apply for an economic development grant and that funds will come from the O&C reserve. Mr. Olson seconded the motion. The motion passed Mr. Olson, Mr. Kulla, Mr. Elmer and Mr. Aguiar voting aye, Ms. Berschauer and Ms. Starrett voting nay.

The Cultural Coalition, \$40,188 – Ms. Berschauer stated opposition of this request noting the communication hub program director should be part of the chamber of commerce. She also stated that a task force can be created with no funds or tie to government. Ms. Berschauer moved to deny the request of \$40,188 and recommended they look at forming their own hub without county funding. Ms. Starrett seconded the motion. The motion passed, Ms. Berschauer, Mr. Aguiar, Mr. Elmer and Ms. Starrett voting aye, Mr. Olson and Mr. Kulla voting nay.

The Cultural Coalition, \$5,000 – Ms. Berschauer moved to deny the task force request of \$5,000. Ms. Starrett seconded the motion. The motion passed, Ms. Berschauer, Ms. Starrett, Mr. Aguiar, Mr. Elmer and Mr. Kulla voting aye, Mr. Olson voting nay.

ARES, \$3,683 – Ms. Berschauer noted concern that ARES is its own entity with no hierarchy. Ms. Starrett stated they are unofficially under the auspices of Emergency Management. Mr. Olson asked if Emergency Management should be funding this request. Mr. Kulla moved to approve the funding request for both the projector and radio kit and go through the Emergency Management department. There was no decision made; Mr. Kulla revised his motion to include funding go through Emergency Management in the amount of \$3,683 for the projector and portable radio kit. Ms. Starrett seconded the motion. The motion passed unanimously.

CERT, \$4,830 – Mr. Olson moved to approve the full CERT request and revised his motion to include that funding go through Emergency Management, Ms. Starrett seconded the motion. The motion passed unanimously.

Nerd Herd, \$5,000 – Mr. Olson moved to approve the request out of O&C fund. Mr. Kulla seconded the motion. The motion passed, Ms. Berschauer, Mr. Aguiar, Mr. Elmer, Mr. Kulla and Mr. Olson voting aye, Ms. Starrett voting nay.

Approval of budget and tax rate – Chair Aguiar moved approval of the budget as amended and set the tax rate at \$2.5775 per thousand dollars of assessed value, Mr. Kulla seconded the motion. The motion passed unanimously.

Mr. Olson recommended review of allocation of discretion funds and that the budget committee meet quarterly for future budget years. Ms. Starrett thanked the compensation committee members and staff for their participation.

The meeting adjourned at 4:33 p.m.

Minutes prepared by Carolina Rook

YAMHILL COUNTY BUDGET COMMITTEE

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Secretary

Budget Committee Deliberation List - April 29 - May 1

Department	Request	REQUEST	ACTION	APPROVED AMOUNT	Notes
1	Insurance reserve	Reduce 080-092 from 1.1 mil to 500K. Balance to 80-094 (Reserve for future)	NA		Per Budget Officer recommendation
2	HHS	Needle exchange program and GF request	38,161	APPROVED	
3	Sheriff's Office	Jail (010-041) add 300K to revenue for MRT grant, expense already budgeted	NA	APPROVED	Received notice of grant extension for MRT program
4	Sheriff's Office	Jail (010-041) move 300K from 010-041 balance to 040-41 Capital Projects	NA	APPROVED	300K of ending balance moved to 040-041 for Jail Capital Projects
5	Insurance reserve	Transfer 500K of GF from 080-094 (Reserve) to GF.	NA	APPROVED	
6	Sheriff's Office	Jail Capital Projects: One-time Transfer 500K GF from 010-002 to 040-041	NA	APPROVED	One-time transfer for Jail camera project
7	Sheriff's Office	Dog Control discussion	NA	DEFERRED	To be discussed at future work session
8	Sheriff's Office	Add 30K to Beginning Balance in 10-041 and add 30K to capital expense (010-041-802)	NA	APPROVED	Purchase new transport bus
9	Sheriff's Office	Sheriff's request to reduce personnel expenses in Marine Program (see memo)	NA	APPROVED	Reduce personnel costs to equal OSMB grant funding
<b>Community Requests</b>					
1	CASA	Additional Funding Request (currently funded at \$4,000)	2,000	APPROVED	
2	Great Blue Artwork	Purchase sculpture at Stern Building	3,235	NOT APPROVED	
3	Homeward Bound Pets	Angel Fund and shelter medical expenses	20,000	DEFERRED	To be discussed at future work session about Dog Control
4	LINCS	Bridge Street Coffee	10,000	NOT APPROVED	Recommended that LINCS apply for economic development grant
5	Union Gospel Rescue Mission	Women and Children's Facility (Phase 3)	200,000	NOT APPROVED	
6	Your Community Mediators	Additional Funding Request (currently funded at \$12,000)	8,000	NOT APPROVED	
7	A Family Place	Expand Programs and Classrooms	150,000	APPROVED	150,000 One-time grant that will be coordinated by HHS
8	See Ya Later	July 4th Fireworks	25,000	APPROVED	5,000 One-time partial funding approved
9	Cultural Coalition	Fund Communications Hub two-year pilot (40,188 year 1; 35,188 year 2)	40,188	NOT APPROVED	
10	Cultural Coalition	Task Force formation	5,000	NOT APPROVED	
11	ARES	portable radio equipment for training and operations	3,683	APPROVED	3,683 One-time GF increase to EM and EM purchase
12	ARES	W365 WXGA 3600 Video Projector	549	APPROVED	549 One-time GF increase to EM and EM purchase
13	CERT	50 ball caps, 50 boonie hats, 50 CERT Kits	4,830	APPROVED	4,830 One-time GF increase to EM and EM purchase
14	NERD HERD	2019-20 registration with FIRSAT	5,000	APPROVED	5,000 One time grant

Budget Committee 4/29-5/1/19  
Exhibit "A"