

**MINUTES  
BUDGET COMMITTEE MEETING**

May 4, 2011 9:00 a.m.

Room 32, Courthouse

**PRESENT:** Budget Committee members Mary P. Stern, Leslie Lewis, Kathy George, Michael Green, Chris McLaran, and Shelley Halleman.

**Staff:** Laura Tschabold, Chuck Vesper, John Krawczyk, Becky Weaver, Silas Halloran-Steiner, Paul Kushner, Margaret Jarmer, Keith Urban, Kim Cota, Krisan Pendleton, Lindsey Manfrin, Craig Hinrichs, Marie McDaniel-Bellisario, and David Manitsas.

**Guests:** Hannah Hoffman, News-Register.

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Kathy George called the meeting to order.

Election of Officers - Leslie Lewis nominated Mary P. Stern as chair and Chris McLaran as secretary; Mike Green seconded the motion. The motion passed unanimously.

Adoption of Minutes - Kathy moved approval of the minutes from May 5-7, 2010; Chris seconded the motion. The motion passed unanimously.

Kathy moved approval of the minutes from November 30, 2010; Leslie seconded the motion. The motion passed unanimously.

Budget Overview - John Krawczyk noted that the table in the budget message showing revenues and expenditures is out of balance, but the numbers in the budget are correct. He reviewed the charts and graphs in the budget binders, pointing out that most of the county's growth has been within the cities. He said that as the federal government looks for ways to trim the federal deficit, some of the federal revenues to the county will be reduced, and the county is not in a position to make up the difference with discretionary dollars. He projected little or no growth in discretionary revenue for the next two to three years at least. The group discussed the increase in the percentage of total discretionary dollars allocated to the criminal justice team over the years (Figure 5).

John K stated that the largest component of the county's benefits package is medical insurance, which has seen a significant increase over the years. He said that this will be the second year with no cost of living increase in salaries, with the exception of the Teamsters bargaining unit.

He explained that the reason for the overall increasing trend in fund balances (Figure 7) is that department heads are taking the issue seriously and looking for ways to save when things are difficult.

He compared Yamhill County's budget for selected services to other counties (Figure 14), pointing out that Yamhill County spends more than the comparable counties in the area of mental health, which includes chemical dependency. He explained that the county has been successful in getting grants and has also put discretionary resources into the chemical dependency programs because that has a direct impact on the criminal justice system and reduces the number of people in jail.

The meeting recessed at 9:55 a.m. and reconvened at 10:00 a.m.

## HEALTH & HUMAN SERVICES TEAM

Overview of Fiscal Changes for 2011-12 - Silas Halloran-Steiner discussed the concept of managed health care and noted the potential of losing Mid-Valley Behavioral Care Network, or at least what it currently looks like, which could be a significant change for the second year of the biennium. He said that the Early Learning Council, a new state agency, is included in the Governor's Balanced Budget for the second year of the biennium.

He stated that growth in OHP enrollment has allowed him to reduce the expected use of fund balance, but with that growth comes the duty to serve more people, so staff is being increased accordingly. He said that other factors that have changed the ending balance for 2010-11 have included the increase of Adult Mental Health Initiative dollars and Children's Wrap-Around Initiative dollars, PERS savings, and the elimination of a full-time assistant director position.

He reported that the combined HHS programs served a total of 6995 unduplicated clients in 2010, which is about 7% of the county's population.

Division Review - Silas reviewed the new management structure in **Public Health**, stating that 3327 individuals were served in 2010. He said that he is looking at how to manage the division with fewer state funds and noted that most of the cuts have been to the two school-based health centers. He said that much work has gone into preparing for the possibility of providing dental services to the indigent population, although no program is in place at this time. He said that he is looking for grants for this program, but does not feel that general fund dollars should be used for it.

He reported that 559 unduplicated clients were served by **Developmental Disabilities** in 2010. He said that this division is facing a funding level of 85%, but is seeing case load growth, so overall revenue and staffing levels will be unchanged. He noted that a quality assurance position and the Family Support Program were eliminated last fall.

He stated that 1665 unduplicated clients were served by **Adult Mental Health** in 2010. He said that the projections are for a 9% reduction in service elements and a 19% cut to OHP reimbursement rates. He stated that he is adding more nurse practitioner time to this team and has budgeted for a .5 FTE qualified medical professional position in case he gets a grant.

He said that the **Abacus** program served 157 people in 2010 and is also expecting a 9% reduction in service elements and a 19% cut to OHP reimbursement rates. He stated that he has allocated about \$62,000 of fund balance to this program and feels that it is a good investment because it will help get more people out into the workforce. He said that now that the program is essentially fully staffed, it should be able to bill more and increase revenue. Craig Hinrichs stated that there are challenges because of the recession, but he is still seeing success in getting people back to work, and this is also happening across the state.

Silas reported that 1189 clients were served by **Family & Youth** in 2010, and the division has seen steady growth due to Healthy Kids and the Children's Wrap-Around Initiative. He said that the Parent-Child Interaction Therapy grant has not been lost so far, and he is adding a .5 FTE skills trainer

position as well as a half-day of nurse practitioner time. He said that he is holding \$35,000 of fund balance to build family support advocates more formally into the support system, either internally or through a contract with Oregon Family Support Network.

He stated that **Chemical Dependency**, which served 964 people in 2010, is not experiencing the same level of cuts as the other divisions. He said that people are realizing the connection between treating chemical dependencies and the criminal justice system. He said that because of the reduction in the SAMHSA grant, there is a .3 FTE position being laid off and a vacant full-time position that will not be filled. He said that he is trying to keep the program sustainable and moving forward as best as he can. He noted that Eusebio Herreras is being reclassified from HS Specialist 1 to HS Specialist 2.

He reviewed the shifting of duties with Paul Kushner and Margaret Jarmer in **Administrative Services**. He said that 82,181 service tickets were processed by the team in 2010 and there are 120 unique contracts in place. Paul explained that the money budgeted for software is to enhance the existing Raintree software and utilize electronic medical records, some of which is encouraged by HIPAA. Laura suggested adding a budget footnote to explain that.

Silas stated that 118 people were served by the **Enhanced Care Facility/Residential Treatment Facility** program. He said that this program is not part of the Oregon Health Plan, but a significant amount of fund balance is going to the residential programs this year. He explained that when the rate was first adjusted, it was higher than the actual costs, so surplus money was contributed to the fund balance during those years. He said that costs have now climbed higher than the rates and the state will be doing a new rate study.

Threats and Opportunities - Silas stated that the threats include the 19% reduction in OHP funding along with higher enrollment, as well as the transformation of the health system and associated changes to the way the county contracts and delivers services.

He said that opportunities include building health collaboratives; the possibility of mental health, addictions, and behavioral health becoming more prominent as factors in reducing health care costs; and an Adult Mental Health initiative that would move county residents out of the state hospital to live in the community, which would ultimately result in cost savings, but would also bring challenges.

In response to a question from Mike G about the fund balance, Paul reviewed the portions that are tied to federal or state grants and are thereby restricted in use. He said that only a small portion of the fund balance is not restricted.

The meeting recessed at 11:55 a.m.

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May 4, 2011 1:30 p.m.

Room 32, Courthouse

PRESENT: Budget Committee members Mary P. Stern, Leslie Lewis, Kathy George, Michael Green, Chris McLaran, and Shelley Halleman.

Staff: Laura Tschabold, Chuck Vesper, John Krawczyk, Becky Weaver, Al Westhoff, Ken Huffer, Ted Smietana, Vicki Wood, Dan Linscheid, Mike Brandt, John Phelan, Bill Gille, Russ Heath, and LouAnn Schenk.

Guests: Hannah Hoffman, News-Register.

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The meeting reconvened at 1:32 p.m.

### CULTURE & RECREATION TEAM

Fair (20-80) / Fair Event Center (20-82) - Al Westhoff stated that no changes have been made to his budget since it was presented in April. He stated that the former Rodeo Court is now called the Ambassador Program and it involves all of the high schools in the county. Leslie explained that because the rodeo is so specialized, it was rare for any young ladies from Yamhill County to even apply for the Rodeo Court, and the Fair Board wanted to have county residents representing the fair. Al noted that both of the new ambassadors are from Dayton this year. He reported that ticket sales are going well and he has been very fortunate in getting sponsorships. He added that he is getting ready to do a paving project as soon as the weather permits.

In response to questions from Mike G about the sustainability of the fair and funding needs for capital improvements, Al stated that he believes the fair should be able to pay all expenses except capital improvements, and said he is getting very close to achieving that. He said that a well-run fair is break-even at best. He stated that capital improvement needs vary from year to year, but \$50,000 to \$100,000 per year would help the county have a good facility. He said that the facility is getting to be in good shape and its interim usage puts Yamhill County in the top five counties in the state.

Parks (10-81) - Ken Huffer stated that this is a basic budget that addresses maintenance and operations for the 17 park properties in the system. He said that he has budgeted \$100,000 as a placeholder for grant revenue and expense, but has nothing lined up yet. He noted that Tom Genco, a work crew supervisor, will be retiring on June 30, which will have no impact on the budget but will be a great loss of institutional knowledge. He said that he is working on a conditional use permit for the 97-acre Whiteson property, which would almost double the park system and could be a revenue source with a campground. He reported that public interest is still high for the Tangleboxing program and said he would be adding GPS coordinates to the Tangleboxing sites, as well as partnering with city and state parks to showcase some of their sites as well.

Mike G stated that at the current run rate, the beginning balance would be higher than budgeted. Ken explained that he is in his busy season right now and would incur a lot of expenses in the last quarter.

**LAND USE TEAM**

Surveyor (10-21) / Corner Restoration (27-37) - Dan Linscheid stated that there are no major changes in these budgets. He said that he is trying to be conservative in his proposed revenue and expenses. He noted that he needs to move \$2000 from 10-21-683.01 to 10-21-513.06 for one of the AutoCAD seats. Mary said that the same change should be made in 27-37.

Dan reported that the contract services for corner restoration are still going well and the project is over halfway completed. He said that he is working with Christian Boenisch to create a rotating list of the local contractors so the work can be spread out among them.

The meeting recessed at 2:28 p.m. and reconvened at 2:36 p.m.

Planning (10-20) - Mike Brandt stated that part of the reason for the increase in revenue is a fee increase recently approved by the Board of Commissioners. He said that business is picking up and his budget is conservative, but not overly so. He stated that approximately \$4000 would be added to the budget from the A&T Grant and suggested that go into the ending balance. Mary noted that Mike B had reduced the GIS analyst position from full-time to .8 FTE after reviewing the workload.

Solid Waste (17-28) - Mike B stated that the solid waste dollars tend to somewhat reflect what's going on in the economy, and they are starting to pick up.

**PUBLIC WORKS TEAM (Funds 11, 41, and 45)**

Motor Vehicles (11-29) - Russ Heath stated that he has increased the fuel budget to accommodate rising prices. John Phelan stated that he is seeing some improvements as a result of efforts to get the workers' compensation claims under control. He said that he has decided to start an incentive program whereby employees would receive a gift award of up to \$50 value whenever a quarter is completed with no lost-time incidents. He said that he expects to see substantial savings in workers' compensation by the third year.

Road Fund (11-60) - John K stated that the 2011-12 federal forest funds should be increased by \$23,000. John P said that the contingency line would be increased by the same amount. He said that the ending balance could end up being reduced by at least \$248,000 if the downward trend in revenue continues, and he would consider reducing some FTE in that case. He stated that he had accepted a bid for the annual Maintenance Improvement Program (MIP) contract overlays. He said that the county accepted the bid for a base list of projects plus the first alternate, but could re-evaluate the list of MIP projects to add a second alternate project if gas tax revenue goes up. LouAnn Schenk reviewed the personnel changes, noting two reclassifications: one Utility Worker moving to Medium Equipment Operator, and one Medium Equipment Operator moving to Heavy Equipment Operator.

Bicycle Footpath Fund (41-30) - Bill Gille stated that no projects have been selected yet, but he is looking for candidates. Leslie stated that they would be looking at a request for Worden Hill Road. John P added that he has also contacted local bicycle clubs to submit project requests. He said that any projects selected would be done in the late fall.

Motor Vehicle Reserve (45-29) - Russ reviewed a handout showing a revised budget (Exhibit A). John P stated that his team has worked hard since the last budget meeting with the Board to make this

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budget more transparent. Mary suggested separating the pool car line into two lines: one as a reserve for future years and one for the money expected to be spent during that fiscal year. Leslie pointed out that any money budgeted in the reserve line could not be accessed if needed.

Mike G said that if Russ is being overly conservative in this reserve, he could reduce the rate and free up some discretionary resources that departments could use elsewhere. Russ stated that he plans to start replacing vehicles sooner to bring the average mileage of the fleet down, so he will be more aggressive in his spending starting next year. He said that the Sheriff's Office is looking for a source of money to replace the mobile data terminals in its patrol cars, and one option would be to use some of the motor pool reserve or reduce the Sheriff's Office contribution for a year or so. He agreed to provide the group with a five-year capital improvement plan showing the revenue and the vehicle replacement schedule.

The meeting recessed at 4:20 p.m. and reconvened at 7:03 p.m.

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May 4, 2011 7:00 p.m. Room 32, Courthouse

PRESENT: Budget Committee members Mary P. Stern, Leslie Lewis, Kathy George, Michael Green, Chris McLaran, and Shelley Halleman.

Staff: Laura Tschabold, Chuck Vesper, and John Krawczyk.

Guests: Mike Ragsdale, Newberg Downtown Coalition; Sandi Colvin, McMinnville Downtown Association; Kelly McDonald and Phil Hutchinson, McMinnville Economic Development Partnership; Bart Rierson, Newberg City Council; Ted Crawford, Mayor of Dundee; Renee Vorm and Rod Kilcup, Your Community Mediators; Dawn Witt, Homeward Bound Director; John J. Collins, Dayton Community Development Association; Rick Fleming, General Manager of Petco; Antoinette Marcel, and Jay Disbrow.

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### PUBLIC HEARING

Bart Rierson and Ted Crawford presented a request for \$10,000 to assist in starting up the **Chehalem Paddle Launch** program, which would thereafter be self-supporting. Mr. Rierson stated that it would provide a full-time job for one employee, part-time work for high school students, and recreational opportunities for county citizens and visitors. He said that the Chehalem Parks & Recreation District would run the facility and has been asked to use profits to help fund the trail between Newberg and Dundee. Mr. Crawford stated that the location in Dundee was selected because it has a slower-flowing channel, not much boat traffic, and access to many great locations for paddling.

Sandi Colvin presented a request for \$5000 for the **McMinnville Downtown Association** (MDA). She said that MDA contributes to the growth of the county and brings visitors to the downtown area, the farmers' market, wine-tasting, and restaurants. She said that MDA has recently added permanency to several art pieces in the downtown area, in keeping with its goal to keep the area viable

and livable. She said that she is not sure what the overall budget is, but MDA receives funding from promotions and from the Economic Improvement District. Ms. Stern stated that she could get the budget information the following day.

Kelly McDonald and Phil Hutchinson presented a request for \$20,000 for the **McMinnville Economic Development Partnership (MEDP)** and distributed a handout with additional information about MEDP. Mr. McDonald reviewed the past accomplishments of MEDP and stated that the overall budget is about \$109,000. Mr. Hutchinson listed MEDP's partners and discussed the new levels of service being developed, including the addition of a VISTA volunteer position.

John J. Collins, **Dayton Community Development Association (DCDA)**, presented a request for \$2500 to go into DCDA's general fund, with a commitment to leverage the money. He said that he anticipates the overall budget to be \$5000 to \$6000. He said that the organization had a very good first year and achieved its goals for the year. He stated that revitalizing the downtown area would have an overflow effect on the entire community, so DCDA is working on increasing the cultural and aesthetic aspects of the downtown area.

Mike Ragsdale endorsed the Chehalem Paddle Launch project and presented a request for \$10,000 for the **Newberg Downtown Coalition**, which he said is looking to form a Business Improvement District or an Economic Improvement District. He reviewed past activities and accomplishments of the coalition and said that the goal is to portray Newberg as a destination and bring the downtown area to people's attention. He said that the coalition is operating on a shoestring budget of \$80,000.

Renee Vorm presented a request for \$10,000 for **Your Community Mediators**, explaining that the budget covers a computer, cell phone, and the director's salary, and office space is donated by the Mennonite Church. Rod Kilcup, Board Chair, stated that a \$50 intake fee, charged for mediation services after the first session, helps participants to be more responsible with their use of time. He noted that the fee is waived for indigent participants. He said that the mediators do a great deal of prevention work that keeps costs down elsewhere, so it is in the interest of the county to support the program. Chuck Vesper stated that Juvenile Corrections staff appreciates the work done by YCM with the Juvenile Victim Offender Program.

Dawn Witt, director of Homeward Bound pet shelter, presented a request for \$10,000 for the **Yamhill County Cat Coalition (Y3C)**, which she said has identified over a dozen feral cat colonies in the county and is working to spay and neuter the cats, get them healthy, and find homes for them. She stated that one cat roaming free for ten years can produce over 1,398,000 offspring. She said that Pet Over-Population Prevention Advocates (POPPA) has also donated \$10,000. She requested that Commissioner Stern and Captain Ken Summers oversee the program, and stated that if the \$2000 fine for abandoning cats were enforced, it would help with the problem and provide revenue, a portion of which could go toward educating the community to take care of the problem itself.

Rick Fleming expressed support for Y3C and presented a letter from Sharon Smith, who has been working on the feral cat problem at the fairgrounds. He said that with the coalition now in place, individuals are working together in the same direction.

Jay Disbrow also expressed support for the Y3C funding request. He said that cats are being

dumped in rural areas and many of the people who have to deal with the problem are low-income residents. He said that the City of Yamhill is considering this as a budget item for next year and is looking to see if any funding is available for this year. Mary noted that Jay has held meetings in the Yamhill-Carlton area to see if others are interested in helping.

Antoinette Marcel stated that she has tried to help animals throughout her life, and has never seen a problem as bad as this one in Yamhill County. She said that the economy is likely a contributing factor because people are not spaying and neutering their animals and are abandoning cats at an alarming rate. She explained that the reason POPPA decided to help Yamhill County is that this county has one of the biggest problems. She urged the county to support an organization that could make a difference and make things better in the community.

Leslie stated that she would like to find a way to contribute funds to the Chehalem Paddle Launch project and other organizations, with the amounts to be discussed during deliberations. She said that she would also like to discuss the feral cat problem, but as a general fund expense.

The meeting recessed at 8:16 p.m.

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**May 5, 2011**    9:00 a.m.    Room 32, Courthouse

**PRESENT:**    Budget Committee members Mary P. Stern, Leslie Lewis, Kathy George, Michael Green, Chris McLaran, and Shelley Halleman.

**Staff:**        Laura Tschabold, Chuck Vesper, John Krawczyk, Becky Weaver, Ted Smietana, Vicki Wood, Brad Berry, Chris Osterhoudt, Tim Loewen, Scott Paasch, Lisa Hanes, Jack Crabtree, Kellye Fetters, and Ron Huber.

**Guests:**        Hannah Hoffman, News-Register.

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The meeting reconvened at 9:02 a.m.

**CRIMINAL JUSTICE TEAM**

District Attorney's Office (10-18 and 10-22) - Brad Berry stated that two of his senior lawyers were hired away from his office last year, leaving quite a hole, but by replacing topped-out staff and leaving some positions vacant, he has seen some personnel savings, giving him a healthy fund balance coming into the 2011-12 budget. He reported that misdemeanor filings are down about 2.5% from 2009 to 2010, but felony filings are up 17.5%.

He said that he is very happy with the new case management software and there are benefits to having many other Oregon counties using the same software. He projected that his office would be shifting to exclusively electronic discovery for defense counsel within the next month, and said that he doesn't expect the overall in-house cost for discovery to change, but there may be some collection challenges at first. He said that he would look into options for automatic payment mechanisms that would eliminate the need for collections.

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He stated that one of the VOCA grants would be ending September 30, but he has enough funds to cover it if it isn't renewed in 2011-12 or 2012-13. He said that there is currently a bill in the legislature that would provide for restitution specialists for pilot projects in four counties, and he would be applying for that if it passes. He reported that negotiations are still underway with YCDDAA and arbitration is set for June. Laura noted that, according to Diana Moffat, more and more arbitration rulings are being made in favor of employers due to the economy.

Community Corrections (Fund 21) - Ted Smietana said that he is still waiting for news from the state as to the total state budget and Yamhill County's workload percentage. He said that the proposed budget was based on an estimate of 2% of \$200 million, plus Measure 57 funds. He said that despite the significant increase in felony filings in Yamhill County, statewide crime rates are decreasing. He stated that there is quite a bit of pending legislation, some of which would be beneficial to corrections and some of which would result in cuts. He reported that recent legislative changes have had no negative impact on recidivism so far, but that is based on only 1.5 years of data.

He reviewed his proposed budgets, noting that the Jail budget (21-41) has been reduced from three positions to one. He said that in the Corrections budget (21-44), the workload has been cut by about 40% in order to give more supervision to high-risk cases and follow best correctional practices. He stated that he is in the early stages of negotiation with the union for the next collective bargaining agreement.

He stated that in State Enhancement (21-45), the Byrne Grant positions would be phased out as they reach the two-year point. He said that he plans to leave the Community Corrections Manager position vacant due to budget hardships.

He discussed a new community service fee in Work Release (21-63) for offenders. He said that the new software program has had tremendous results in scheduling and managing work crews, and with the extra time and money invested in the program, it is important for offenders to contribute.

He stated that all of his budgets combined would be using about 45% of the fund balance, which is not prudent in the first year of the biennium, so he will be considering some additional cuts after he gets final numbers from the state. He said that it would be optimistic to expect the fund balance to last for the next two years and it would take substantial cuts to make it last for three years.

Juvenile Department (10-74) - Tim Loewen reported that juvenile crime rates have gone down as well, and recidivism has seen a significant drop from 37% to 30% over the last 12 years. He stated that if it weren't for the added workload from taking on Peer Court about two years ago, he probably would have reduced staffing. He reviewed a handout detailing the budgeted revenue for 10-74 and 10-77 (Exhibit B) and said that he would double-check the beginning balance calculation. He explained that his department used to make an annual transfer of about \$42,000 to HHS to help cover prevention programs and Janet Jones' position, but when she retired, the transfer was discontinued because the funds were needed for core services.

In response to a question from Chris about the pool car line item (802.02), Tim explained that he keeps \$5000 in that line to supplement his replacement balance in the Motor Vehicle Reserve Fund. He said that he would check with Russ about that balance because \$104,000 sounds high. He said that he generally replaces pool cars when they reach 100,000 miles.

Juvenile Detention (10-77) - Scott Paasch discussed the community service program and the new vocational program. He said that he plans to have the youth remodel a house in Amity to learn trade skills, after which the house could be sold to generate revenue. He noted that he has applied for a mentoring initiative grant that needs to be added to the budget. He said that it has been a great year for bed rental revenue, primarily from Polk County, and that should continue into 2011-12. He said that he would monitor the rental revenue closely and make adjustments to the budget if necessary. Mary suggested listing the rentals separately from other contracts in order to make it easier to track revenue.

Mary stated that Your Community Mediators (YCM) has requested \$10,000, and \$6000 is allocated from the Non-Departmental Fund (10-39). She suggested that, since the mediation program is so valuable to the Juvenile Department, Tim consider what he could allocate to YCM out of his budget. Leslie noted that, according to YCM's budget, the Juvenile Department accounts for about 30% of YCM's total expenses.

The meeting recessed at 10:46 a.m. and reconvened at 10:55 a.m.

Sheriff's Office - Jack Crabtree reviewed the accomplishments of the Sheriff's Office, Budget Committee, and Board of Commissioners over the past few years. He said that he continues to be committed to not spending any more money than he has and to looking for ways to mitigate future reductions. He said that the county has to agree on a minimum standard of services and find a way to pay for them. He distributed handouts showing FTE details and 10-41 budget changes (Exhibit C).

He said that the budgeted figures for bed rental contracts reflect the true operational cost, and if the contract were eliminated, the associated cost would be eliminated as well. He stated that he is having to use funds from the jail budget in order to balance the patrol budget. He said that he would be eliminating the GED program in the jail to save \$8000 and help the fund balance. He explained that although he can afford to stay fully staffed for now, he has to make cuts now to help mitigate cuts in future. He said that all of the services are important, but he has to decide what is most critical, and keeping deputies on the road to respond to emergencies is a core mission. He said that with food prices going up and donations of food going down, he may end up outsourcing those services in order to reduce costs, and he is making some changes in the meantime to save money.

Shelley suggested comparing the number of deputies and other staff to the average inmates per day to get a sense over the years of whether those employees are being effectively utilized. She said that the same comparison could be done with call volumes and staffing levels. Jack agreed, but pointed out that there are other factors to consider besides call volume, since there is more to policing than just answering calls, and other tasks are harder to track.

He said that he would be looking at the fee schedule in the Sheriff's Office to see if the fees are in line with other counties, and would continue to make any adjustments possible to get the ending balance in 10-43 as high as possible. Mike G suggested that he re-examine his budget balance for 10-43, which looks to be way off, and also look at Materials & Services to see if that is over-budgeted. Kellye Fetters pointed out that there would be a lot of big expenses coming in May.

Jack stated that a long-term goal for the Courthouse Campus Security Fund (10-86) is getting the courts to increase their contribution to the program. He reviewed the Dog Control Fund (13-47) and provided an update on discussions with the City of Newberg about transitioning its dog control program back to the county. Leslie stated that the issue of the county receiving part of the fee revenue needs to be part of the conversations. Mike G suggested that the revenue and expenses for the city either be footnoted or shown in a separate line. Leslie suggested looking at what other counties and cities do to

control the feral cat population and having a longer conversation about the issue later.

The meeting recessed at 12:25 p.m.

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**May 5, 2011** 1:30 p.m. Room 32, Courthouse

**PRESENT:** Budget Committee members Mary P. Stern, Leslie Lewis, Kathy George, Michael Green, Chris McLaran, and Shelley Halleman.

**Staff:** Laura Tschabold, Chuck Vesper, John Krawczyk, Becky Weaver, Marilyn Kennelly, Caren Anderson, Tonya Saunders, Bridget Lavin, Brian Dunn, Doug McGillivray, Scott Maytubby, Becky Stern Doll, Gayle Jensen, Murray Paolo, Rick Sanai, Claudia Godinez, and Debbie Gill.

**Guests:** Hannah Hoffman, News-Register.

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The meeting reconvened at 1:37 p.m.

**COMMUNITY SERVICES TEAM**

Commission on Children & Families (CCF) (18-64) - Marilyn Kennelly reported that the state's general fund allocation to CCF is being cut by at least 19% and the county could be losing some federal funding as well. She said that her proposed budget is based on the 2009-11 biennial allocation, but she won't know anything until the legislature is through. She stated that the biggest changes to her budget are in staffing. She reviewed a handout detailing these changes (Exhibit D), noting that a .5 FTE Program Coordinator position is on hold for now and isn't reflected in the handout, but is budgeted in contingency. She said that even in the worst-case scenario, local commissions would continue through June 2012, with the state commission ending June 2011.

Transit (25-33) - Tonya Saunders stated that the changes in her budget are mainly due to a change in how the transit district is reimbursing its provider contracts. She noted that the equivalent of half of the Business Energy Tax Credit (BETC) funds has been budgeted in the fuel contingency line. She reviewed a handout of budget changes (Exhibit E). Leslie said that payments to Abacus should be a 780 line. Laura said that she would work with Tonya on the footnotes to make sure that the STF payments add up correctly.

Law Library (14-26) - Laura stated that Marilyn Westfall has retired and this is Bridget Lavin's fourth day on the job. Bridget stated that Marilyn had prepared the proposed budget before she left, and the only difference from last year is that her salary is a little less than Marilyn's was. She said that her goal is to transition to more electronic materials, which would save some money in publications and dues.

John K reviewed the budgets for Mediation Services (10-59) and County Schools (15-85).

**GENERAL GOVERNMENT TEAM**

Assessor (10-12) - Scott Maytubby stated that he is going out for two ORMAP grants per year now, so that line has doubled. He reviewed the personnel changes, including the reclassification of Janet Davidson from Office Specialist 2 to Senior Office Specialist and Christopher Lanegan from Appraiser 1 to Appraiser 2. He said that he may need to hire a temporary employee for a week in November during tax collection time. He agreed to move \$1000 from Other Earnings into an Extra Help line to cover that. Laura said that she had discussed with Scott the possibility of needing to use some of his software maintenance reserve funds for the purchase of his software. Leslie said that his budget authority should be sufficient for that, since the purchase price is paid in increments.

Scott said that his future needs include hiring two to three new positions for the reappraisal project, which hasn't been done since 1996, about eight tablet PCs to enable appraisers to do data entry in the field, and more office space. He explained that there is no room to add another appraiser with the current office configuration. He said that technology is changing quickly, so he will wait and see what becomes available for the tablet PCs.

Clerk (10-15, 12-15, and 40-15) - Becky Stern Doll reviewed a handout showing the decline of document recordings over the last five years (Exhibit F) and stated that this trend has had a big impact on her revenue. She said that the only significant change in 10-15 is personnel. She said that the office has been struggling with the redistribution of workload since cutting two positions and an office audit is currently underway. She said that she has budgeted an allowance for the possible reclassification of staff and the addition of an Office Specialist 2 position, based on what the audit results show. She clarified that she is not asking for those changes now, but wanted her budget to allow for flexibility. She said that she may need to bring in some extra help at times as a result of a legislative bill that would put parameters around her office's responses to public records requests.

She said that she has been careful with her expenses and will probably end up better than anticipated and not need to use as many reserves as expected. She said that she would continue to be careful in spending.

She stated that the budgeted expenses in the Clerk's Record Fund (12-15) include additional shelving in the archival building, file space for plat maps, and more microfilm. She said that the amount she is budgeting in Election Equipment (40-15) is consistent with what Jan Coleman, the previous County Clerk, was putting in each year, and while the amount is small since her budget is so tight, she wants to keep putting something in while she works on getting an idea of future needs. She said that she needs to do more research and may adjust the amount next year.

County Counsel (10-25) - Rick Sanai reviewed the savings in his budget from previous personnel changes and said that he has budgeted \$10,000 for outside legal services from his predecessor, John Gray, and attorneys at the Local Government Personnel Institute (LGPI). Chuck stated that the county counsel fee structure is being left unchanged this year while Rick tracks his hours and evaluates the fees. Rick said that he wants the fee structure to be fair and he may end up changing it after consultation with department heads. Becky W noted that Cove Orchard Sewer Service District should be listed as a separate entity like the Yamhill Communications Agency (YCOM) rather than in Internal Revenue.

LT  MS  LL  KG 

Commissioners (10-13) - Chuck stated that this budget is relatively unchanged except that the Budget Officer no longer has any FTE in 10-13. Laura explained that John K's time would be budgeted in Administrative Services.

Veterans (10-24) - Debbie Gill reviewed her budget, noting that Claudia Godinez's position is back to full-time. She said that she is still unsure of the state funding and has cut travel expenses. She said that her budget had a shortfall for the first time and other departments were gracious enough to give from their ending balances to make her whole. Mary stated that if there are shortages in this budget, the committee needs to make that a priority.

Debbie reported that the \$10,000 allocated last year by the Budget Committee for outreach was a complete success and she has gotten a lot of positive feedback from veterans on the new office location. She said that new client appointments have increased well above what the office had last year. She requested future consideration of a part-time employee to help with outreach presentations. In response to a question from Mike G about continuing the outreach funding, John K explained that a portion of the \$10,000 was used for one-time expenses such as getting set up in the new house and printing brochures.

Facilities Maintenance (40-16) - Brian Dunn reviewed his budget and thanked the Board for the increase in his allocation of discretionary revenue. Chuck stated that Brian has been invaluable in the ongoing courthouse remodel project.

Emergency Services (10-40) - Doug McGillivray said that there is little change in his budget from last year, and he is still unsure as to what level of Emergency Management Performance Grant funding the county will receive. He reviewed projects and accomplishments from the past year and revised plans and policies in his office. Mike G suggested moving the money that isn't being spent from Emergency Expenses and Professional Expenses into a capital fund so it could accumulate over the years and build up a reserve. Laura stated that Doug would need quick access to the money in the event of an emergency and she doesn't see a need to build up a reserve. Mary agreed, adding that the Board could authorize a transfer of funds if needed.

Information Services (10-17) / Telecomm (48-14) - Murray Paolo reviewed his proposed budgets (Exhibit G). He said that he has taken another look at his fund balance and believes that the projected ending balance is accurate because there are still some planned expenditures to come before the end of the fiscal year. He reported that the simulcast system is mostly completed and is working reliably, with some minor fine-tuning still to be done. Kathy stated that because of Murray's work with Oregon Wireless Interoperability Network, Yamhill County is one of the few counties still getting a microwave link.

Laura said that she has asked Murray to put together a 5-year to 10-year county-wide strategic plan and will be talking with him about the scope of work.

911/Dispatch (10-48) - Laura recommended that the extra \$11,000 from YCOM dues be put into Contract Services in the Administrative Services budget and used to develop a maintenance plan for the radio system. She said that it was never the intent for the county to own the radio system, as it should be owned by public safety users. She encouraged the Board to work with the YCOM Board to have the YCOM Board ultimately take responsibility for maintenance of the system, with all of the users paying into YCOM. She said that the county may need to spend some money for an outside firm to help with

developing the maintenance plan, and the \$11,000 could go towards that. The committee agreed with her recommendation.

Administrative Services (10-10) - Laura stated that the treasurer position has been absorbed into this budget for 2011-12 with the appointment of Chuck as county treasurer. She said that the budget also includes the addition of a full-time Human Resources Assistant and funding for John K to provide consulting services for the next year. Chuck stated that Becky W is the deputy treasurer and all treasurer duties related to cash receipts, tax turnover, etc., have been moved into Accounting. Becky said that staff is working toward automating everything, so tasks that probably took Nancy Reed a couple of days can now be done in 15 minutes with less risk for error.

Chuck said that he would be working to strengthen internal controls around the county's accounting system and software (called GEMS) in the coming year, as well as making the process for bank reconciliations more efficient. He said that he would like to do a banking Request For Proposals (RFP) this summer to see if the county can get more for its money and reduce the number of banks it deals with. He said that he would also like to convene the Investment Committee this summer.

Laura stated that she has budgeted \$1 for the treasurer's salary for now, and will be fine-tuning the responsibilities, but the Compensation Committee will need to make a recommendation for the future treasurer's salary. Mary pointed out that the salary will need to be set soon because candidates will be filing to run for that position. John K said that most county treasurers in Oregon also serve as finance officers, tax collectors, or other roles. He said the treasurer position has been made obsolete by computer systems and the existence of the county accountant position, so the language in the statute doesn't make sense anymore. He said that the state's constitution would have to be amended to change the language and make the treasurer position optional. After further discussion, the group agreed to have the Compensation Committee discuss the issue the following day.

### INTERNAL SERVICES TEAM

Air Support (10-165) - John K said that this budget still exists because some routine maintenance has to be performed throughout the year. He said that the county is waiting on disposition of the helicopter and related equipment and hopes to be able to transfer it to another county.

Economic Development (26-34) - John K stated that an opportunity to help a business expand in Yamhill County would be part of the following day's deliberations and would have an impact on the beginning balance of this fund if the committee decides to allocate any funding. He said that most of the allocations to departments have been reduced by half and some have been eliminated altogether.

Mike G expressed concern about reacting to a single opportunity while continuing to automatically fund recurring requests every year without any metrics to show that the investment has done any good or created any jobs. Leslie stated that she would rather give the money to organizations involved in economic development activities rather than picking a few individual businesses, since there isn't enough money to give to every business. She pointed out that McMinnville Economic Development Partnership provided facts and figures on its accomplishments, and the Newberg Downtown Coalition has a defined strategy.

Chris stated that he would like the group to come up with a definition of economic development and then form a citizen committee to make recommendations on the allocation of funds. Mike G said

that there are some funds reserved for this process, so the group could pick a couple of pilot projects and test them to refine the process. He said that the process could have been in place to present to the committee by now if he and Chris had gotten any kind of positive feedback at the last discussion in November.

Maintenance Reserve (40-83) - John K explained that this money is set aside for maintenance and replacement of the county's postage machine and the facilities that house it. In response to a question from Kathy, he said that the money could be used for asbestos removal in that area of the courthouse.

The meeting recessed at 5:13 p.m.

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May 6, 2011 10:00 a.m. Room 32, Courthouse

PRESENT: Budget Committee members Mary P. Stern, Leslie Lewis, Kathy George, Michael Green, Chris McLaran, and Shelley Halleman.

Staff: Laura Tschabold, Chuck Vesper, John Krawczyk, Becky Weaver, John Phelan, Russ Heath, Silas Halloran-Steiner, Paul Kushner, Jack Crabtree, Ken Summers, Ron Huber, Kellye Fetters, Tim Loewen, Scott Maytubby, and Murray Paolo.

Guests: Hannah Hoffman, News-Register.

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The meeting reconvened at 10:15 a.m.

### DELIBERATIONS

Laura distributed copies of the housekeeping items and deliberation list (Exhibit H), noting that the list of housekeeping items needs to be amended to include the correction of the surveyor's salary if necessary to keep the total status quo, as pointed out by Leslie during the Compensation Committee meeting.

Kathy requested that the deliberation list be amended to include the use of postage machine reserve funds for the asbestos project. Mary requested a discussion about looking into a county-wide workers comp safety incentive program, based on the model used by Public Works. She also suggested that the Budget Committee schedule tours of the entire campus.

1) Compensation Committee Recommendations - Mike moved to leave the salaries for elected officials at status quo with the following exceptions:

- a. Increase the sheriff's salary as needed to meet statutory requirements;
- b. Set the treasurer's salary at \$1 for now, with future salary to be decided separately;
- c. Decision on clerk's salary to be deferred to a later time.

Chris seconded the motion. The motion passed unanimously.

2) Treasurer/Clerk Salaries - Laura recommended setting another meeting for this discussion in

order to allow her and Chuck to prepare a list of key functions of the treasurer for the committee's consideration. Mary emphasized the importance of moving forward on the treasurer position because of the election next May. She said that the treasurer's duties need to be clearly defined and a salary set well before the filing deadline. The group agreed to check their calendars and set a date for the meeting during the lunch break.

3) IS Adjustments - Laura explained that she included this on the deliberation list because it adds money to the budget for software license and support. Leslie moved approval of the adjustments; Mike seconded the motion. The motion passed unanimously.

4) Public Works (11-60) - Adjust amount for federal forest funds - Leslie moved approval of the changes; the motion was seconded. The motion passed unanimously.

5) Juvenile Detention (10-77) - Add \$80,000 to beginning balance - Tim stated that the Board had approved the Amity House Project to bill against some detention reserves in 10-77, and he anticipates using some of that in the current fiscal year. Shelley moved approval of increasing the 10-77 beginning balance by \$80,000; Kathy seconded the motion. The motion passed unanimously.

11) Juvenile Detention contribution to YCM - Mary said that the committee had talked about Tim making a contribution to Your Community Mediators, but Chuck is concerned about that coming out of this budget and suggested that it come out of 10-39 instead. Chuck explained that he is concerned about setting a precedent for paying for a volunteer service. Leslie said that some additional funding was found after putting the budget instructions together, so she would agree with taking the entire YCM allocation out of 10-39.

6) Planning - Add A&T Grant revenue of \$4345 - Kathy moved to add the grant revenue and increase the ending balance by the same amount; Leslie seconded the motion. The motion passed unanimously.

7) HHS general fund - Silas reviewed a handout showing the HHS fund balance detail (Exhibit D). He said that it is important to keep some flexible funds in the fund balance. John K raised the possibility of using some HHS funds to set up a program to deal with the feral cat problem, since it is a public health issue. Silas said that, generally speaking, when the Board has wanted to start a new program, it has been generous in providing money to seed the program or provide a local grant match. Mary expressed doubt that the feral cat issue would fit into the parameters for public health funding. Leslie suggested that the county take a broader look at the issue and see if the data that has been presented is accurate, and if so, why Yamhill County's problem is worse than most other counties'. The group agreed to table the issue and study it further.

Leslie asked if, given the substantial fund balance in HHS, Silas could absorb the proposed \$25,000 cut from the Sheriff's Office and still continue its mental health program in the jail. Silas said that he could do that in the short term to help out, but he would be concerned about using fund balance for long-term ongoing operations. He added that it would be better to keep the expense in the jail budget so that it reflects the true cost of operating the jail. Mary agreed. Leslie stated that the sheriff has increased his use of mental health professionals because of the Board's joint initiative to do so, and the Board should look at reallocating some general fund dollars to cover that. She suggested taking \$25,000 from the HHS general fund allocation and giving it to the jail, which would mean Silas would probably

have to draw down \$25,000 from his fund balance for 2011-12. Paul suggested that a one-time transfer of funds be made for now, and that the Board consider a long-term adjustment next year if necessary after seeing what cuts are made on both sides by the state.

John K stated that the bigger problem is that at some point in the future, given the current staffing levels and trends, the criminal justice team will consume all of the county's discretionary resources. He said that the county will either have to develop new revenue sources or reduce services. Mike said that now is the time for a serious discussion to take place about the criminal justice system, and the only prudent way to deal with the issue is through staff reduction. Mary stated that the sheriff has asked for that discussion and the group needs to sit down after this budget process and discuss the issue. She said that the Evidence-Based Decision Making Initiative will hopefully lead to reduced costs across the criminal justice team, but the county needs to be as cost-effective as possible with the dollars it's spending.

8) Motor Vehicle Reserve Fund - Russ reviewed three handouts with details about the county's motor pool vehicles. He noted that in addition to mileage, the age of a vehicle is also a factor to consider for replacement. He said that he just got a new software module that will help with fleet management and allow him to provide reports for the committee. After further discussion, Mike suggested taking a look at the mileage charge during the first quarter and considering a possible reduction for next year's budget, but making no change now.

9) Transit - Add Jobs & Transportation Act (JTA) carryover revenue/expenses - Leslie moved to direct Laura and Chuck to work with Tonya to make the appropriate changes; Mike seconded the motion. The motion passed unanimously.

The meeting recessed at 12:03 p.m. and reconvened at 12:42 p.m.

12) Jail request to reduce transfer to HHS and GED programs - Leslie said that she understands the need for the records clerk position in the jail, but with the tight financial situation and Teamsters employees getting a 6% increase in compensation, she isn't sure that the county can afford to add another employee, especially with an ending fund balance of \$330 in the jail. Jack explained that in order to reduce the number of patrol deputies, he needs to have a less expensive employee doing some of that work. He said that he expects his ending fund balance to be higher than \$330 because of management decisions and reductions in spending. Ken Summers said that the clerk position could be budgeted in either 10-41 or 10-43 since many of the tasks cross over divisions, but the Jail Records Division is open longer hours and there would be more time to do the clerical work.

Leslie recommended holding off on the records clerk position for now and doing a more in-depth analysis before June as to whether or not it is really needed. Jack stated that he is looking at the jail budget to see if there are other adjustments that could be made to cover the cost of the new position.

He stated that his 2011-12 budgets are balanced and it would be a good strategy to process those balanced budgets and then discuss what reductions to make next year to mitigate losses. He said that he plans to reduce his patrol division by about 14% by not filling two positions, for a savings of about \$179,658, and then he would only need to cut 1.5 positions next year. Shelley stated that she has a hard time cutting deputies when the employees are getting a 6% salary increase. Jack agreed, but said that he has to abide by the contract.

After further discussion, Mary moved approval of the request to reduce the transfer to HHS and GED programs, with the Board to discuss other funding for the mental health services. She also moved to reduce the rural deputies and associated funding in the budget by 2 FTE, with Kellye to provide the dollar amount. Mike seconded the motion. The motion passed unanimously.

13) Dispatch - Move \$11,487 to Admin Services for Radio System Maintenance Plan development and ongoing maintenance assistance - Leslie moved approval of the budget change; Kathy seconded the motion. The motion passed unanimously.

14) Video Lottery (Economic Development) - Leslie moved to allocate \$5000 to the **Newberg Downtown Coalition**, explaining that the coalition would have a positive impact on jobs in the Newberg downtown area and the county hasn't done much for the Newberg area in terms of economic development. She also moved to allocate \$5000 for **McMinnville Downtown Association**, \$10,000 for the **Chehalem Paddle Launch** project, and \$2500 for the **Dayton Community Development Association**. Kathy seconded the motion. Mike and Chris emphasized the need for more information in the future about what the organizations plan to do with the money, as well as a way to measure the return on the county's investment. The motion passed unanimously.

Mary suggested that Chris head up an Economic Development Task Force that would make recommendations on how the county should spend its video lottery dollars. Leslie agreed, with the caveat that the Board should share its ideas and interests with Chris before he gets started on the task force. Mary's suggestion was approved by consensus. Chris stated that he would like all video lottery dollars to be appropriated to economic development. Leslie said that the remaining allocations to non-economic development functions have been reduced by half this year and would be eliminated next year.

Leslie moved to transfer \$4000 from the ending balance of 10-02 to 10-39-720.14 to bring the total contribution to **Your Community Mediators** to \$10,000; Mike seconded the motion. The motion passed unanimously. Mary said that when the money is sent, it will be made clear that the Board expects to see a show of income from the fees YCM is now charging.

**Water Master:** The group agreed to table the \$5000 request and talk about it in two weeks. Mike noted that if the program is important, somebody other than the county could provide funding.

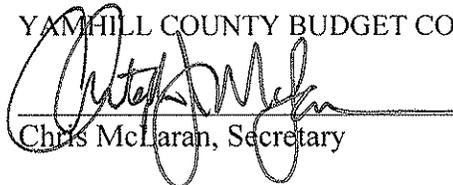
**Postage Reserve Fund:** John K stated that the asbestos costs for the portion of the courthouse that houses the postage machine can be taken from this fund. He requested that he be provided the total square footage and the cost per square foot.

Approval of budget and tax rate - Kathy moved to approve the budget as amended and set the tax rate at \$2.5775 per thousand dollars assessed value; Mike seconded the motion. The motion passed unanimously.

Mary stated that she would call the Budget Committee together for the allocation of discretionary dollars next year, since the committee should be a part of that. The meeting adjourned at 1:50 p.m.

Prepared by Anne Britt

YAMHILL COUNTY BUDGET COMMITTEE

  
Chris McLaran, Secretary

	Version 20	Version 30
	BUDGET	
045-029-301.01	\$ 1,059,434.00	\$ 1,128,845.10
045-029-301.02	\$ 296,265.09	\$ 298,125.09
045-029-301.68	\$ 295,352.71	\$ 148,163.00
045-029-346.44	\$ 300.00	\$ 300.00
045-029-349.11	\$ 1,600.00	\$ 1,600.00
045-029-361.01	\$ 20,000.00	\$ 12,500.00
045-029-362.02	\$ 25,000.00	\$ 25,000.00
045-029-362.43	\$ 2,500.00	\$ 2,500.00
045-029-380.11	\$ 249,933.00	\$ 320,173.00
045-029-380.19	\$ 49,975.00	\$ 49,975.00
045-029-380.20	\$ 1,361.00	\$ 1,321.00
045-029-380.43	\$ 33,000.00	\$ 33,000.00
045-029-380.44	\$ 35,700.00	\$ 35,700.00
045-029-380.51	\$ 122,425.00	\$ 122,425.00
TOTAL REVENUE	\$ 2,192,845.80	\$ 2,179,627.18
045-029-515.99	\$ 750.00	\$ 750.00
045-029-543.01	\$ 25,000.00	\$ 25,000.00
045-029-610.10	\$ 5,000.00	\$ 5,000.00
045-029-611.01	\$ 650.00	\$ 650.00
045-029-630-01	\$ 1,000.00	\$ 1,000.00
045-029-640.01	\$ 1,500.00	\$ 1,500.00
045-029-652.02	\$ 668.00	\$ 668.00
045-029-780.03	\$ -	\$ 50,000.00
045-029-780.05	\$ -	\$ 25,000.00
045-029-780.08	\$ -	\$ -
045-029-780.09	\$ -	\$ -

Version 20 Version 30

BUDGET

\$ 1,059,434.00 \$ 1,128,845.10

\$ 296,265.09 \$ 298,125.09

\$ 295,352.71 \$ 148,163.00

\$ 300.00 \$ 300.00

\$ 1,600.00 \$ 1,600.00

\$ 20,000.00 \$ 12,500.00

\$ 25,000.00 \$ 25,000.00

\$ 2,500.00 \$ 2,500.00

\$ 249,933.00 \$ 320,173.00

\$ 49,975.00 \$ 49,975.00

\$ 1,361.00 \$ 1,321.00

\$ 33,000.00 \$ 33,000.00

\$ 35,700.00 \$ 35,700.00

\$ 122,425.00 \$ 122,425.00

\$ 2,192,845.80 \$ 2,179,627.18

\$ 750.00 \$ 750.00

\$ 25,000.00 \$ 25,000.00

\$ 5,000.00 \$ 5,000.00

\$ 650.00 \$ 650.00

\$ 1,000.00 \$ 1,000.00

\$ 1,500.00 \$ 1,500.00

\$ 668.00 \$ 668.00

\$ - \$ 50,000.00

\$ - \$ 25,000.00

\$ - \$ -

\$ - \$ -

BEGINNING BALANCE  
COLLISION INSURANCE AND POOL CARS  
BB RESERVED UST  
UNDERGROUND FUEL TANK REPLACEMENT.  
BB RESERVED P.W.  
GRADER AND P.W. BUILDING REPLACE  
COLLISION INSURANCE  
VEHICLE MAIN  
RADIO VEHICLE  
POOL INTEREST  
RENTAL/SALE EQUIP/PR  
PROJECT RESERVE UST  
UST COLLECTIONS FROM OUTSIDE AGENCIES  
INTERNAL VEHICLE MAINT (REPLACEMENT)  
124,553 FROM P.W. AND .19 PER MILE FROM POOL VEHICLES  
INTERFUND LOAN TO PW  
LOAN INTEREST  
INT PROJECT RESERVE UST  
17,000.00 FROM P.W. 1.5 CENTS PER MILE FROM MOTOR POOL  
INT COLLISION INSURANCE  
.03 CENTS PER MILE FROM MOTOR POOL  
INT. TRANSFER PW RESERVE  
6  
MISC.  
DEPT EQUIPMENT  
COLLISION PROPERTY DAMAGE  
AUDIT  
TRAVEL EXPENSE  
ADVERTISING  
EQUIPMENT RENT  
ADMIN OVERHEAD  
MOTOR POOL  
OUTFIT PATROL CARS AND FLEET VEHICLES LIGHT BARS ETC.  
INTERNAL COLLISION PROPERTY DAMAGE  
SELF INSURANCE REPAIRS PAID TO 11-29 FLEET  
MANUAL CHECK CHARGE

Exhibit A 1/2

045-029-780.34	CO INTERNAL PRINC PAYMENT	\$	-	\$	-
TOTAL MATERIAL/SERVICES		\$	34,568.00	\$	109,568.00
045-029-800.81	P.W. EQUIPMENT	\$	78,386.93	\$	202,200.00
	GRADER REPLACEMENT ACCUMALATIONS	\$		\$	
	POOL CARS	\$	1,413,441.00	\$	1,463,646.10
045-029-802.02	PURCHASE REPLACEMENT VEHICLES AND EQUIPMENT	\$	1,491,827.93	\$	1,665,846.10
	TOTAL FOR CAPITAL	\$		\$	
045-029-990.01	ENDING BALANCE	\$	-	\$	-
045-029-990.04	RESTRICTED RESERVE BALANCE	\$	-	\$	-
045-029-990.05	RESERVE FOR FUTURE UST	\$	331,765.09	\$	333,625.09
	UST REPLACEMENT ACCUMULATIONS	\$		\$	
045-029-990.06	RESERVE PW	\$	334,685.00	\$	70,588.00
	PW BUILDING RESERVE ACCUMALATIONS	\$		\$	
	TOTAL FOR 900-999	\$	666,450.09	\$	404,213.09
TOTAL EXPENDITURES		\$	2,192,846.00	\$	2,179,627.18
		\$		\$	2,070,059.18

Exhibit A 2/2

## 2011-12 Juvenile Revenue Detail

	10-74	10-77
301.01 Beginning Balance	39,481	166,843
<b>334.11 State Health Grant</b>		
JCP-Basic	0	
JCP-Prevention*	63,939	
OYA-Diversion	140,290	
OYA-Individual Services	8,786	
<b>Total State Health Grant</b>	<b>213,015</b>	<b>0</b>
<b>334.72 CDFA State Grant</b>		
Juvenile Accountability Block Grant	10,000	
<b>Total CDFA State Grant</b>	<b>10,000</b>	<b>0</b>
<b>342.05 Supervision/Probation Fees</b>		
Probation Supervision Fees	10,000	
Juvenile Violations Court Fees	6,250	
Community Service Crew Fees		3,000
Detention Use Fees		3,750
Functional Family Therapy Fees	2,500	
Legal Document Fees	300	
Urinalysis Fees	750	
<b>Total Supervision/Probation Fees</b>	<b>19,800</b>	<b>6,750</b>
<b>342.24 Juvenile Work Crew</b>		
Wood Sales - Com. Service Contracts		12,000
<b>Total Juvenile Work Crew</b>	<b>0</b>	<b>12,000</b>
<b>346.13 Local Contracts</b>		
Detention Bed Sales		195,055
OYA Rent	9,000	
OYCC/Summer Job Program		11,111
Peer Court Fees	10,000	
McMinnville PD - Peer Court	22,000	
Newberg-Dundee PD - Peer Court	17,000	
<b>Total Local Contracts</b>	<b>58,000</b>	<b>206,166</b>
<b>350.06 Court Corrections Assessment</b>		
	10,000	0
<b>380.13 County Internal Contract Revenue</b>		
DDA-Dependency Contract	25,815	
<b>Total County Internal Contract Revenue</b>	<b>25,815</b>	
<b>Totals</b>	<b>376,111</b>	<b>391,759</b>

Exhibit B 1/1

**2011-12 FTE's**

Red= changes in fte from 2010-11 to 2011-12 proposed; Green is position fte in other Division

JAIL	2010-11 FTE	2011-12 FTE	+/-	Added/ Reallocated/ Reduced	2010-11 to 2011-12 Loc	2011-12 Position Split between Div	2011-12 Position 2nd Split between Div	Split + Div allocation equals
010-041-400.04	0.5	0.50				.5 Patrol 10-43		1
010-041-401.14	5	4.80			from here to Ct	2 Ct. Sec 10-86		5
010-041-401.25	1	1.00						
010-041-401.27	1	1.00						
010-041-404.01	2	2.00						
010-041-404.05	2	2.00						
010-041-404.09	18	20.00	+2	Added	From 21-41	Add'l 1 deputy in Fund 21-41, for total 21		21
010-041-404.14	2	3.00	+1	Added				
010-041-404.21	2	2.00						
010-041-406.08	1.9	2.00	+1	Added				
	35.4	38.30						
<b>MARINE</b>								
010-042-401.08	0	0.30		Reallocated	.3 From Patrol to here	.5 Patrol 10-43	2 Dog Cntrl 13-47	1
010-042-404.02	0	0.20		Reallocated	.2 From Patrol to here	.8 Patrol 10-43		1
	0	0.50						

Exhibit C 1/3

2011-12 FTE's

PATROL							
010-043-400.04	SHERIFF	0.5	0.50				
010-043-401.02	ADMIN OFFICE SPECIALIST	1	1.00			.5 Jail 10-41	1
010-043-401.08	SERGEANT (.5 Contract here, plus .3 Marine grant,=.8contract-grnt, 1 YCINIT, 4.2 Rural) total 6 sgts, counting Marine, Dogs, YCINT	6	4.50		.5 From here to Marine (.3) & Dog (.2)	.3 Marine 10-42	.2 Dog Cntl 13-47
010-043-401.08-SYCT	SERGEANT- YCINT		1.00				
010-043-401.27	CAPTAIN	0.75	0.75				
010-043-402.06	ADMIN SUPPORT PROGR	1	1.00			.25 Dog Cntl 13-47	1
010-043-404.02	DEPUTY SHERIFF (10.78 contract here, plus .2 in Marine= 10.98 contract/Rural=15.02) total 26 deputies, counting Marine	28	25.80		.2 From here to Marine	.2 Marine 10-42	26
010-043-404.04	CIVIL DEPUTY	1	1.00				
010-043-404.05	RECORDS CLERK	2.5	3.00	+5	Added		
010-043-404.08	DETECTIVE	4	3.00				
010-043-404.08-	DETECTIVE-CRT		1.00				
010-043-404.14	SR. RECORDS CLERK	2	1.00	-1	Reduced		
010-043-404.16	PROPERTY EVID TECH	0.5	0.50				
		<b>47.25</b>	<b>44.05</b>				

COURT SECURITY							
010-086-401.14	CORRECTIONS SERGEANT	0	0.20				
010-086-404.09	CORRECTIONS DEPUTY	1	1.00			.2 From Jail to here	.8 Jail 10-41
		<b>1</b>	<b>1.20</b>				

DOG CONTROL							
013-047-401.27	CAPTAIN	0.25	0.25			.75 Patrol 10-43	1
013-047-401.08	SERGEANT	0	0.20				
013-047-404.05	RECORDS CLERK	1	1.00			.2 From patrol to here	.5 Patrol 10-43
013-047-404.07	DOG CNTRL OFFICER	2	2.00				
		<b>3.25</b>	<b>3.45</b>				

Ex. C  
2/3

Acct number	Desc.	Currently In Budget	Add/Subtract	What budget should be
10-41-482.00	Extra Help	25,000.00	-8,000.00	17,000.00
10-41-990.01	Ending Balance	330.00	8,000.00	8,330.00
			0.00	
Elimate GED Program				
10-41-780.52	Internal Transfer to HHS	51,277.00	-25,639.00	25,638.00
10-41-990.01	Ending Balance	8,330.00	25,639.00	33,969.00
			0.00	
Reduce Mental Health Svcs Contract				
	<b>Fund 10-41 net change</b>		<b>33,689.00</b>	

Exhibit C 3/3  
5/4/2011/15:37

Remove Footnote  
 ① 331.99, Healthy Kids - #20,000  
 ② 402.01, Healthy Kids 2, 20 FTE application, assistants

BUDGET CHANGES 11-12  
 4/18/2011

Account	Line Item	Current Budget	Plus/Minus	Revised Budget	Comments
<b>Remove Caren's Position</b>					
018-064-401.26	Office Administrator	40309	-40309		0 Remove .8 FTE
018-064-475.00	Longevity	224	-224		0
018-064-490.00	Medicare	2359	-584	1775	
018-064-491.00	Social Security	10085	-2499	7586	
018-064-492.00	Retirement	10713	-5796	4917	
018-06-493.31	Disability Insurance	1494	-466	1028	
018-064-493.10	Medical	39353	-10856	28497	
018-064-493.20	Dental	4968	-1370	3598	
018-064-493.40	Life Insurance	90	-25	65	
018-064-493.15	VEBA	3480	-960	2520	
018-064-494	Accident Insurance/Workers Comp	651	-161	490	
018-064-496.00	Workers Comp Assessment	117	-30	87	
018-064-495.00	Unemployment	325	-81	244	
018-064-494.80	Time Loss Reserve	325	-81	244	
<b>TOTAL</b>		<b>114493</b>	<b>-63442</b>	<b>51051</b>	

Add \$2,000 to position for summer  
 018-064-402.01

Office Specialist 1	4032	2000	6032
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**Remove Parkway Hours**  
 018-064-380.01 CONT  
 BOC Budget  
 018-064-480.00 CONT  
 018-064-301.01 CONT

Co Internal Revenue	1500	-1500	0
Remove transfer to CCF			
Extra Hours	2294	-2294	0
Beginning Balance	794	-794	0
<b>TOTAL</b>	<b>4588</b>	<b>-4588</b>	<b>0</b>

**Add Office Specialist TECH**

018-064-	Office Specialist Tech	0	18066	18066	Add .6 FTE
018-064-490.00	Medicare	1775	262	2037	
018-064-491.00	Social Security	7586	1120	8706	
018-064-492.00	Retirement	4917	2598	7515	
018-064-492.01	Disability Insurance	1028	361	1389	
018-064-493.10	Medical	28497	8142	36639	
018-064-493.20	Dental	3598	1028	4626	
018-064-493.40	Life Insurance	65	19	84	
018-064-493.15	VEBA	2520	720	3240	
018-064-494	Accident Insurance/Workers Comp	490	72	562	
018-064-496.00	Workers Comp Assessment	87	22	109	
018-064-495.00	Unemployment	244	36	280	
018-064-494.80	Time Loss Reserve	244	36	280	
<b>TOTAL</b>		<b>51051</b>	<b>32482</b>	<b>83533</b>	

Exhibit D VI

Contingency 950.01

To go to Program Coordinator when approved

33548

## Proposed Changes to FY 11-12 Transit Budget

		<u>Current</u>	<u>Proposed</u>
<u>REVENUE-</u>			
025-033-331.33	Federal Transportation <i>JTA \$146,712</i>	\$567,132	\$713,844
<u>EXPENSE-</u>			
025-033-543.01	Department Equipment		\$123,503
025-033-611.02	Contract Services		\$ 35,892
025-033-950.01	Contingency needs to be reduced by \$12,683 to cover match expense		

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Capital Items to be purchased with JTA funds include – On-board Security Cameras, Surveillance Security Cameras, Waste Basket and Schedule Holders for Passenger Waiting Shelters, Bus Wraps, Transit Center Study.

Exhibit E 1/1

# Yamhill County Clerk

## Document Recording Log

	2010/2011	2009/2010	2008/2009	2007/2008	2006/2007	2005/2006	2004/2005	2003/2004	2002/2003	2001/2002	2000/2001
Jan	1,503	1,464	1,327	1,707	2,518	2,151	2,180	1,724	2,563	2,342	1,381
Feb	1,392	1,239	1,426	1,869	2,159	2,303	2,076	1,916	2,326	1,993	1,430
Mar	1,469	1,519	1,792	2,059	2,479	2,715	2,407	2,372	2,526	2,259	1,866
Apr	1,209	1,308	1,868	1,924	2,217	2,383	2,320	2,410	2,706	2,166	1,935
May		1,424	1,775	1,853	2,559	2,651	2,364	2,224	2,734	2,007	1,985
June		1,493	1,990	1,849	2,391	2,584	2,552	2,485	2,879	1,986	2,103
July	2,018	2,395	2,080	2,822	2,877	2,622	2,654	3,462	2,536	2,646	1,827
Aug	1,637	1,620	1,574	2,533	2,623	2,808	2,316	3,003	1,945	2,134	1,744
Sept	1,590	1,632	1,696	1,942	2,344	2,522	2,025	2,978	1,988	1,713	1,596
Oct	1,502	1,428	1,470	2,122	2,352	2,622	2,062	2,830	2,330	2,198	1,567
Nov	1,494	1,375	1,160	1,801	2,339	2,732	2,203	2,245	2,205	1,955	3,025
Dec	1,607	1,656	1,269	1,917	2,426	2,521	2,089	2,461	2,291	1,929	1,300
<b>Total</b>	<b>15,421</b>	<b>18,553</b>	<b>19,427</b>	<b>24,398</b>	<b>29,284</b>	<b>30,614</b>	<b>27,248</b>	<b>30,110</b>	<b>29,029</b>	<b>25,328</b>	<b>21,759</b>

Exhibit F 1/1

**Budget Committee Overview**  
**IS and Telecomm Departments**  
**FY 2011/12**

**Information Systems, 010-017:**

- Revenue: Network charges increased by 2%. City of McMinnville revenue will increase by 2%. The communications tower revenue is being shifted to the YCOM budget.
- Personnel: Nancy Keim is retiring this year in September. She'd like to continue to work two days a week for about three years. Plan is to see if we can hire someone to fill the other three days per week. Overlap would be good. The budget reflects a full-time position in the event that we can't find someone who will work the three day a week schedule. Good transition plan.
- Expenses: Reflect that we no longer have a contract employee. Also, reflect that with some turnover, we will likely have increased training and travel costs.
- Capital: Servers, expansion of SQL server system, network wide version control and maintenance software.
- Initiatives: Continuity of operations, increased security and update of server hardware and software, expansion of virtual machine technology (and internal cloud computing), working closely with the Assessor's office on their software project, and supporting the EBDM initiative with the public safety team. Mobile computing and access via wireless devices. RADIO PROJECT, which is not reflected in this budget.

**Computer Replacement, 040-017:**

- \$350 per P/C, consistent for several years.
- Used for targeted 3 – 5 year roll out of Desktop Platforms.
- This is a tremendous program, and has resulted in a substantial reduction in the need for support of aging equipment.

**Telecomm, 048-014:**

- Revenue: No change in phone charges. Slight increase in BFB due to the reserve for the new phone system building.
- Personnel: No changes.
- Expenses: No significant changes.
- Capital: Anticipation of a major purchase in the coming fiscal year.
- Initiatives: New technology, (Voice over IP), we continue to explore what our alternatives are and anticipate the work on either an RFI or RFP in the coming months.

Yamhill County Budget Committee Meeting

May 5, 2011

Staff Housekeeping Items

1. HHS changes to FTE add footnote to 16-79
2. Surveyor and Corner Restoration Changes
3. Road Budget – Beginning Balance Footnotes
4. 11-29; 11-55 – Move amount in Employee Recognition to Workers Comp Incentive.
5. Add footnote to 11-60-610.01
6. 45-29 – see handout
  - a. Discuss Capital Improvement program for 5 year plan during deliberations
7. Community Corrections – FTE changes for Community Services Supervisor – reduce to .50 FTE
8. Add footnotes to Juvenile Probation and Detention – see handout and notes
9. Juvenile Detention – Create new line for Bed Rentals; separate line for Local Contracts
10. Dog Control – footnote dog license fee split with Newberg/Dundee; Kellye to provide language
11. Make Transit corrections and correct footnotes
12. County School fund change
13. Add Extra Help to Assessor Budget; \$1,000 from Other Earnings
14. County Counsel – fix FTE
15. County Counsel – add line for Cove Orchard (\$2,900)
16. Emergency Management – fix FTE

Exhibit H 1/2

Yamhill County Budget Committee Meeting

May 5, 2011

Deliberation List

1. Compensation Committee Recommendations
2. Treasurer Discussion / Clerk
3. Information Systems: 010-017-683.07 change amount to \$86,500 (increase of \$15,000); 010-017-990.01 change amount to \$268,808 (decrease of \$15,000)
4. 11-60 – Increase 332.02 to \$176,000; add balance to contingency
5. Juvenile Detention – Add \$80,000 – see handout
6. Planning – add A & T Grant Revenue of \$4,345 – put balance in Ending Fund Balance
7. HHS General Fund Discussion
8. Motor Vehicle Fund Capital Improvement Fund Discussion
9. Transit - Add JTA Carryover/Revenue – amount \$?
10. Juvenile Department Beginning Balances review
11. Juvenile Detention contribution to Your Community Mediators
12. Discuss Jail request to reduce transfer to HHS and GED Programs
13. Dispatch; Move \$11,487 to Admin Services for Radio System Maintenance Plan development and ongoing maintenance assistance
14. Video Lottery (Economic Development) Discussion

Final Action: Budget Approval and set tax rate

Exhibit H: 2/2



**HEALTH AND HUMAN SERVICES DEPARTMENT**  
**ADMINISTRATION**

627 N.E. Evans – McMinnville, OR 97128 – Phone 503-434-7523 – Fax 503-434-9846 – TTY 1-800-735-2900

May 6, 2011

To: Budget Committee  
 From: Silas Halloran-Steiner  
 CC: Paul Kushner

Re: Budget Committee Request for HHS Fund Balance Detail

The Budget Committee asked a question about the HHS dedicated versus flexible fund balance. On the spreadsheet below you will see a detailed summary of our entire fund balance, as well as an estimate of how much of each category of funds is reserved for future efforts. As of 7/1/11, \$ 1,060,004 of our funds are not statutorily reserved, but we plan to spend \$ 315,155 of these funds in FY 11-12 and project to have \$ 744,849 on 6/30/12. At this point these funds have been identified for contingency. The bottom table suggests possible uses. It is important to note that these funds allow us to be most effective at leveraging other funds and responding to unforeseen business changes.

Source of Fund Balance	Projected 7/1/11 Beg Bal	Planned use of FB in 2011-12	6/30/12 End Balance	Notes
<b>Funds Statutorily Reserved</b>				
16-71 Developmentally Disabled State Funds	65,547	0	65,547	General State awarded funds reserved for DD services such as case management or for specific clients
16-72,73,75,79 Oregon Health Plan Funds	1,159,443		1,075,140	OHP funds received for serving mental health needs of Yamhill OHP clients
16-72 Adult MH Outpatient		(22,589)		General State awarded funds reserved for MH services such as crisis and indigent
16-72 Adult MH Initiative services		(61,714)		State awarded funds reserved for high risk MH clients to be served in non hospital setting
16-72,73,75,79 Mental Health State Funds	780,789		595,594	State funds in SE 20,22,25 and Gero Psych
16-172 ECF/RTF		(95,424)		
16-73 Supported Employment		(36,913)		
16-73 Project Able		(25,858)		MH dollars already committed for use with consumer run services
16-75 F&Y Oregon Family Support Network		(35,000)		MH dollars already committed for use for Oregon Family Support Network
16-72 Regional Acute one time	10,753		10,753	Funds awarded to HHS to manage for regional partners for hospital diversion.
16-76 CD TCE reserve	28,664	(28,664)	0	County General Fund and Fees generated for TCE
16-76 CD	9,418	(9,418)	0	Alcohol and Drug dedicated outpatient funds.
Reserved sub total	2,054,614	(317,580)	1,737,034	
<b>Local Fund Balance - Limited Use</b>				
16-70 Dental		(6,069)		PH staff time to coordinate local volunteer efforts and continue coordination and planning efforts
16-70 Healthy Start		(77,529)		Supports Healthy Start costs beyond State funded level, but necessary to meet State targets
16-70 School Based Health Centers		(38,436)		
16-72 BJA match		(25,000)		Federal Grant application pending approval requires this local match
HHS Capital, Equipment Replacement		(88,122)		HHS has historically funded large purchases as copy machines, printers, facility improvements (such as panic buttons and secure email) with fund balance
HHS Billing software: Electronic Medical Record software, licenses, server		(80,000)		Continued movement toward EMR and CCHIT certification for Medicare and Medicaid compliance
Limited Use sub total	1,060,004	(315,155)	744,849	
<b>TOTAL</b>	<b>3,114,618</b>	<b>(632,735)</b>	<b>2,481,883</b>	
<b>Other Contingencies or Considerations for Long Term Use of Fund Balance</b>				
Grant matching			(125,000)	Intended for future projects if needed.
Future Building			(250,000)	Intended for future projects if needed.
Flexible Reserve			(369,849)	Intended to off-set mid-year reductions and unforeseen budget difficulties and economic downturns. FY 10-11, for example, brought cuts to Developmental Disabilities, Adult Mental Health, and Family & Youth programs mid-year that required a re-allocation of matching funds and use of fund balance - not all of which was dedicated.
Contingency Sub total			(744,849)	