

MINUTES
BUDGET COMMITTEE MEETING
May 5, 2010 9:00 a.m.

Room 32, Courthouse

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

Staff: Laura Tschabold, John Krawczyk, Nancy Reed, Becky Weaver, Chris Johnson, Silas Halloran-Steiner, Paul Kushner, Keith Urban, Kim Cota, Krisan Pendleton, Mike McNickle, Craig Hinrichs, Marie McDaniel-Bellisario, and Dawn Cottrell.

Guests: Shelley Halleman, Budget Committee member-to-be; Hannah Hoffman, News-Register.

Kathy called the meeting to order.

Mary Stern moved to elect Kathy George as chair and Chris McLaran as secretary. The motion passed unanimously.

Budget Overview - John Krawczyk reviewed the charts and graphs in the budget binders. He stated that Fund 49 (Courthouse Campus Security) has been moved into the general fund (10-86) and the amount previously transferred from the Jail budget is now shown as an allocation of discretionary resources instead. He said that the county generally sees a lag of about a year in the effect of a recession because the assessed values are calculated by January 31, but property taxes aren't collected until November. He added that revenue from building and recording fees has decreased over the last several years due to the recession. He pointed out the significance of the fact that the cost for employees' benefits is about half of the cost of actual wages.

He stated that contingency funds are high because the budgets have been prepared conservatively, estimating the revenue on the low side and the expenses on the high side. He said that the budgeted beginning balances are fairly realistic this year and, if revenue and expenditures end up as budgeted, the county's fund balances will be reduced by about two-thirds, or \$6 million. He explained that, even though assessed values can increase up to 3% a year, the Board only budgeted a 1.5% increase in property tax collections because of concern over several large appeals. He added that there are also some areas in the county where the assessed values are approaching the actual real property values.

The meeting recessed at 9:45 a.m. and reconvened at 9:58 a.m. After further discussion about Figure 9, the meeting recessed at 10:08 a.m. and reconvened at 10:17 a.m.

HEALTH & HUMAN SERVICES TEAM

Chris Johnson reviewed significant changes in his department's organization with Silas Halloran-Steiner taking over the director position on June 16. He said that he would continue through the end of the calendar year as assistant director and there would be continued funding for an administrative position of some kind through the remainder of the fiscal year, with the utilization of that position to be determined by Silas. He said that an analyst position has also been added in HHS Central Services to help manage the extra workload created by adding six Oregon Health Plan positions over the last three

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years as well as other grant positions and programs.

He reviewed the major financial changes in his budget, as outlined in the supplemental information. He thanked the Board for recognizing the significant meth problem in the community and for allocating some discretionary funding toward continuing the services provided by the Targeted Capacity Expansion grant.

He reported that Public Health staff members are making themselves available to Newberg and McMinnville schools and said that he would like to adopt the state's goal to have a school-based health center at every high school. He stated that since the loss of grant funds leaves only one full-time employee in the Prevention Office, that person will serve as more of a community resource to help other agencies with tasks such as grant-writing, rather than serving as a direct resource.

He said that, despite staffing changes, this budget is relatively stable and most of the revenue is intact and predictable. He said that the state would be making some changes in funding for 2011-12 that will likely result in reductions to the county, so the next budget cycle will be a challenge for Silas. He predicted that the county would start to see some impact from the decisions about national health care in 2012-13, including an increase in insurance funds, and said that HHS would probably need to use some fund balance in 2011-12 to keep strategic positions in place until the revenue picks up.

Chris explained that, although he is adding six new employees to the budget, a large part of the increase in personnel costs is due to increased health insurance costs and step increases. Ken stated that in the private sector, many companies are deciding to not give employees merit increases or cost of living increases. Chris explained that the budget instructions were to budget step increases, but no cost of living increase. Laura stated that the county is currently in negotiations with the unions and will look at step increases as part of the total economic package. After some discussion about specific personnel lines in the budget, Chris agreed to analyze the overall \$700,000 increase in personnel costs to determine how much is due to step increases and how much is due to medical increases.

Chris stated that it is difficult to plan for office space when staff increases are done gradually over the years, but he would be discussing all of the options with Silas. He mentioned the possibilities of the Stark Building, partnering with George Fox University for some space in Newberg, and locating some county staff at the Department of Human Services and at the school-based health centers.

In response to a question from Ken, Chris discussed the idea of having some of the HHS programs be privately operated. He pointed out that all of the county's alcohol and drug services were privately operated when he started with the county, but that provider went bankrupt and there are currently no non-profit providers in the community with the sophistication that the county has developed. He discussed the pros and cons of using private providers and stated that he feels very strongly that government should be the bottom line in providing services to those at the lowest levels of income. Kathy stated that the county does use a blend of public and private providers for its services, but she agreed that there is a shortage of private providers in the area. Chris pointed out that the concept of a federally-qualified behavioral health center was included in the national healthcare bill and might create the option to move to a private provider for those services.

Leslie expressed appreciation to Chris for his passion towards those he serves and for bringing that passion to life when talking to elected officials. Mary stated that Chris has also done a great job in

lobbying state legislators and will be missed when he retires. Kathy stated that as the commissioners talk to folks from other counties, they realize that there is something very unique about the way Yamhill County's HHS department works together and in the communities, and that is due in large part to the extraordinary team built under Chris' leadership. She stated that the Board is very proud of the people who serve in HHS and appreciates all that Chris has accomplished.

The meeting recessed at 11:41 a.m.

**MINUTES
BUDGET COMMITTEE MEETING**

May 5, 2010 1:30 p.m.

Room 32, Courthouse

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

Staff: Laura Tschabold, John Krawczyk, Nancy Reed, Becky Weaver, Al Westhoff, Ken Huffer, Dan Linscheid, Mike Brandt, Murray Paolo, Rick Sanai, John Phelan, LouAnn Schenk, Bill Gille, and Russ Heath.

Guests: Shelley Halleman, Budget Committee member-to-be; Hannah Hoffman, News-Register; Kris Bledsoe, 3500 SW Redmond Hill Rd, McMinnville.

Kathy reconvened the meeting.

CULTURE & RECREATION TEAM

Fairgrounds (20-80) / Fair Event Center (20-82) - Al Westhoff stated that his budget shows reductions in state grant revenue and sponsorships as well in expenses. He reported that 2009 was not a good year for the Fair due to the hot weather. He said that his projected balances are fairly accurate and any extra balance will go into capital improvements. He discussed donations received and plans for capital improvement projects. He reported that the fairgrounds hosts 27 horse shows throughout the year and the revenue from interim usage is very good for a facility this size. He expressed appreciation for all of the help provided by the inmate crew.

In response to a question by Michael Green, John K explained that the Fair budget is being subsidized with video lottery funds, but it operates within the budget and no longer needs to request county general funds to cover over-expenditures. Leslie added that since Al has taken over management, the video lottery funds have not been a necessity for operating expenses, but have been used for capital improvements.

Parks (10-81) - Ken Huffer stated that it has been another productive year for county parks. He stated that he has an excellent Parks Board that looks at the long-term needs and the master plan for the parks. He stated that his goal since taking this position five years ago has been to improve the aesthetics of the parks, look for recreational opportunities, and expand the parks system as a whole, and he feels good about the direction in which the parks system is going.

Ken Austin raised the possibility of increasing fees at Rogers Landing. Ken H stated that the county would lose more of its grant funding if the fees were raised, and, while raising the fees might bring in more net revenue, the grant revenue is dependable income that isn't subject to the weather, economy, or other factors.

Michael said that it looks like the Parks budget will have a beginning balance that is \$30,000 higher than budgeted. Ken H explained that he tries to budget conservatively and launch fees, as stated, are variable and hard to forecast.

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The meeting recessed at 2:07 p.m. and reconvened at 2:14 p.m.

LAND USE TEAM

Surveyor (10-21) / Corner Restoration (Fund 27) - Dan Linscheid stated that changes in Public Works have required him to make adjustments in his staff due to the exercising of bumping rights. He noted that 10-21-403.17 should be \$5039. John K noted some other minor changes that need to be made. Dan stated that contracting out services in Corner Restoration has been very successful and he will be contracting at the same level for the next few year. He encouraged the committee to consider the future possibility of lowering the \$10 fee to \$7 or even less as his office reaches maintenance level.

Leslie stated that for years Dan had been paid a \$7200/year stipend from Public Works for services provided, but Public Works would now like to pay the actual cost of services as they are performed. She said that she doesn't want his salary to be affected, so he will be discussing a proposal to pay the \$7200 out of his own budget with the Compensation Committee on Friday. Michael suggested putting an estimate in both the Public Works and the Surveyor budgets for the revenue from Public Works to offset the increased expense for salary. Laura said that Dan should also include the \$600 coming from IS/Telecom for the locating services he provides for them.

Planning (10-20) / GIS (10-65) / Solid Waste (Fund 17) - Mike Brandt reviewed his proposed budgets, noting that Planning personnel has been reduced by 33% since 2008-09. John K instructed him to add \$10,000 in Title 3 funding for Firewise Communities. In response to a question from Michael about the future need to allocate general funds to this department in order to provide essential services, Mike stated that he doesn't plan to advocate for that, but it's up to the Budget Committee and the Board of Commissioners. He said that he doesn't think the situation is going to get much worse and he can make cuts next year if he needs to. He supported a suggestion from Michael to provide discretionary funds as a loan if necessary, which would keep the department autonomous. John K stated that it would make more sense to simply allow Planning to run a deficit up to a certain amount, since it's in the general fund and the deficit would be balanced out by other departments. The committee agreed to add the issue to the deliberations list.

Mike stated that the GIS program, which he has inherited for the next fiscal year, has been reduced by one employee. He thanked Murray Paolo for preparing the budget and for his professional assistance in easing this transition.

He reviewed the Solid Waste budget, explaining that the Solid Waste Fund had been repaid by the general fund for an interfund loan. He stated that 17-28-780.03 (Administrative Overhead) includes a one-time payment of about \$25,000 to the Planning budget to make up for past charges that were never made.

He addressed questions raised at a landfill hearing about the allocation of his time between the Planning and Solid Waste budgets, the opportunity for the Solid Waste Advisory Committee (SWAC) to review the budget, and whether or not he has been "double dipping" from the Solid Waste Fund. He stated that he takes responsibility for the presentation of the budget to SWAC being overlooked this year, but it has always been done in the past and SWAC has never had any input. He listed many examples of using his own time and resources for work-related activities and stated that it offends him that someone

would think he was "double-dipping" when he isn't even "single-dipping."

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

John Phelan stated that there are major budget changes this year with the separation of 11-60 as the road budget and 11-29 as the fleet and shop budget. He said that all shop personnel, including mechanics, have been moved from 11-60 to 11-29. He said that he would only be establishing a system for tracking the true cost of equipment during 2010-11, but the goal for 2011-12 is to set up rental charges from 11-29 to 11-60 for any equipment used. He stated that the proposed budget includes the reclassification of an Office Specialist 2 position to Senior Office Specialist.

Russ Heath reviewed the 11-29 budget. John K stated that Russ needs to increase the revenue to match the \$99,959 in motor pool payments budgeted by other departments.

Bill Gille reviewed the 11-55 budget, noting that an Engineering Tech 2 position has been cut. Laura stated that the Building Reserve line should be renamed so as not to confuse it with the building reserve charge made to other departments by the county. Leslie suggested adding a footnote to clarify that the Public Works building reserve funds are being transferred to Fund 45.

LouAnn Schenk reviewed the 11-60 budget. She stated that Public Works would be working on a bike path on Old Sheridan Road in McMinnville as well as the Laughlin Bridge project. John P stated that if House Bill 2001 is rescinded by the voters, the \$451,000 already received and spent during this fiscal year may have to be returned. He stated that the funding for 2010-11 from this bill is budgeted in contingency. He discussed the Habitat Conservation Plan grant for mitigation of the Fenders Blue Butterfly. He also discussed the Maintenance Improvement Projects List and said that the bidding environment is extremely competitive, so the Board has allowed him to take all three alternate projects on the list and finance the work with an interfund loan from Fund 45, as suggested by the Budget Committee last year.

Bill reviewed Fund 41, stating that \$100,000 is committed to each of the Tice Park and Newberg 2nd Street projects, and \$40,000 is allocated for a bridge on Old Sheridan Road. Mary raised the possibility of using some of this fund toward painting the Sheridan Green Bridge, since there is a lot of bicycle and foot traffic over the bridge. John K stated that there would actually have to be a bicycle/foot path to justify using the funds. John P stated that officials are currently in talks for grant funding and the prospects are good.

Russ reviewed the Fund 45 budget. John K stated that some changes need to be made to this budget for the interfund loan to 11-60. He said that he would add them to the deliberations list.

Mary stated that John P needs to get together with Dan Linscheid and come up with a number to budget for surveyor services.

The meeting recessed at 4:12 p.m.

MINUTES
BUDGET COMMITTEE MEETING
May 5, 2010 7:00 p.m.

Room 32, Courthouse

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

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

Guests: Shelley Halleman, Budget Committee member-to-be; Hannah Hoffman, News-Register; Kris Bledsoe, 3500 SW Redmond Hill Rd, McMinnville; Jody Christensen, 417 NW Adams St, McMinnville; John J. Collins, 309 Main St, Dayton; Mike Sullivan, 1727 NE 18th St, McMinnville; Mary Ann Stoller, 18215 SE Webfoot Rd, Dayton; Rod Kilcup, 1330 NE Ford St, McMinnville.

Kathy reconvened the meeting and opened the public hearing.

PUBLIC HEARING

John Collins, representing the Dayton Community Development Association, discussed a request for \$2500 for the Dayton Main Street Program to increase the quality of life for everyone in the Dayton community by enhancing the downtown area, only a small percentage of which is currently developed. He said that any investment made by the county would be heavily leveraged. Mary Ann Stoller stated that possible projects include a kiosk, signs and presentation, and the development of guidelines for new businesses in order to create a cohesive feel. John added that the association also wants to do a feasibility study for the downtown area. Kathy said that she would provide the association with information about the MERIT program, which provides help for new businesses. Mary added that the McMinnville Economic Development Partnership is another great resource.

Marlena Bertram and Rod Kilcup presented a request for \$6000 to support Your Community Mediators (YCM). Rod stated that most of the operating budget covers Marlena's salary. He said that YCM relies on about 30 trained volunteers to provide mediation services and training to new mediators, and any cut in the budget would result in curtailed services. Marlena reviewed the types of cases handled by YCM and pointed out that the organization works closely with the county's Juvenile Department and Sheriff's Office and gets cases referred by other county departments as well. John K noted that the proposed budget currently has \$4000 budgeted in 10-39 for YCM.

Kris Bledsoe presented a request to temporarily increase funding for Veterans Services to allow the county to serve the returning troops. She stated that the commissioners have more experience with the needs of the office and the amount of money needed, but it would be great to provide enough funding to increase the staff to 2.7 FTE for 2010-11. She said that if returning veterans don't get the services they need to help them re-enter the community, the county could end up paying higher expenses overall for the use of drug and alcohol programs and the jail system. Michael Green pointed out that many surviving family members of veterans aren't aware that they can also receive benefits, so there needs to be some education provided.

John K stated that the total number of veterans served by the county so far this year is 295, and that number has, surprisingly, been declining. He said that Debbie Gill had been spending one day a week in a Newberg office, but terminated that effort because nobody would show up. He said that it takes a year or more to train a County Veterans Service Officer and noted that Debbie's clerical assistant has not received this training. He added that there are also space constraints to take into consideration.

Jody Christensen, Executive Director of McMinnville Economic Development Partnership (MEDP), thanked the commissioners for budgeting \$10,000 as an investment in MEDP. She handed out information giving a performance snapshot of the organization. She said that she is the only staff member of MEDP and her job is to have just enough knowledge about a lot of things in order to quickly connect people with the right resources. She stated that MEDP provides a high return for the money invested. She emphasized the need to bring more businesses to the county and to support the ones already here by creating opportunities, such as the Economic Development Forum, for business owners to speak frankly and by really listening to what they say.

There being no further comments, the public hearing was closed.

The meeting recessed at 8:00 p.m.

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**MINUTES
BUDGET COMMITTEE MEETING**

May 6, 2010 8:00 a.m.

Room 32, Courthouse

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

Staff: Laura Tschabold, John Krawczyk, Nancy Reed, Becky Weaver, Brad Berry, Chris Osterhoudt, Ted Smietana, Barb Paladeni, Vicki Wood, Scott Paasch, Jack Crabtree, Kellye Fetters, Ron Huber, Ken Summers, Marilyn Kennelly, Caren Anderson, Tonya Saunders, and Marilyn Westfall.

Guests: Shelley Halleman, Budget Committee member-to-be; Hannah Hoffman, News-Register; Kris Bledsoe, 3500 SW Redmond Hill Rd, McMinnville.

Kathy reconvened the meeting at 8:04 a.m.

CRIMINAL JUSTICE TEAM

District Attorney's Office (10-18 and 10-22) - Brad Berry stated that his office is short one attorney, but that will be remedied on Monday. He said that the delay in filling the position, along with other personnel changes, has made up for what would have been a \$20,000 budget shortfall.

He stated that the rate of case filings remains flat despite the downturn in economy and the increase in law enforcement personnel, which he expected to lead to an increase in filings. He said that the felony team has broadened out to handle all felonies except child sex abuse and domestic filings, which have specialized teams. He stated that he has two murder trials pending, which affects his budget significantly, but he expects to make it through the current fiscal year without requesting any backfill.

He stated that his current case management software (DACMS) continues to pose challenges to the office, as it is insufficient for the increased reporting mandates being placed on his office by the legislature.

He stated that the Support Enforcement office has collected about \$5.4 million for families in Yamhill County in the past year. He pointed out that collections in the coming year will be challenged by the continued unemployment rate along with a change in the rules to allow rapid modifications to support orders if there is a change in employment, but changes in how support is calculated were made as of January 1 that are resulting in higher support orders than with the previous model. He stated that he has budgeted sufficient local match funds in 10-22 because he is not sure if the stimulus package that temporarily reinstated the ability to use federal money for match funds will be renewed and there is no state backfill planned.

He said that the Chief Deputy District Attorney (DDA) position has been left unfilled for several years to help with the budget, but with Chris Osterhoudt spending 20% of his time in Support Enforcement, there is a management vacancy and he hopes to fill the Chief DDA position in the future.

He stated that the DDAs have withdrawn from YCEA representation and are currently in negotiation for their own contract. He said that most of the issues are monetary in nature and he won't know until June or July what the budgetary impact will be. He said that he believes the DDAs are mindful of the fact that resources are limited. Laura stated that the county will begin to see the impact of these separate bargaining units, as the increasing amount of time spent in negotiations is beginning to take its toll. John K explained that the legislature continues to add different kinds of positions to the no-strike category, which results in those groups separating from the union in order to prevent the entire union from becoming a non-strike unit.

Leslie stated that the Board had set aside some funds in April for software replacement in the District Attorney's Office. Brad stated that the new system will improve work efficiency and the ability to do more of the paperwork electronically. He said that training will be included in the purchase price and the maintenance fee will probably be about \$10,000 per year, depending on the number of licenses. He added that the software vendor would probably write the interface modules for OJIN and VisionAir so the county won't have to do it in-house.

Community Corrections (Fund 21) - Ted Smietana stated that he is very nervous about a projected \$2.5 billion shortfall in the state's next biennial budget. He said that all agencies are being asked to prepare a budget with a 25% reduction. He provided an overview of his proposed budget, noting that there are no significant changes from last year. He stated that the Benton County bed rental revenue is expected to continue into the foreseeable future, so there should be resources available to put into the reserve fund for future capital improvements in the jail after the loan is paid in March 2011. Mary noted that the balance earned from bed rentals in 2010-11 after the loan is paid off would be less than the \$17.50 per bed per day to be allocated to operations. Kathy clarified that the allocation would not be for ongoing operations, but for the costs of operating the extra beds, not including staffing costs.

Ted stated that funds from the Byrne grant allowed him to hire three new positions and retain two existing positions, but he doesn't foresee the ability to continue those positions in the next biennium after the two-year grant expires. Laura stated that when the county accepts grant dollars, there can be no expectations that the positions can be maintained after the grant expires.

Ted stated that he is in the process of revamping the community service program to professionalize it and provide better service, and that change includes the possible implementation of a nominal fee to community service clients. He said that the proposed 21-63 budget includes a line item for future fee revenue.

He said that he expects to spend about \$400,000 of his \$700,000 fund balance in the next fiscal year as a result of the increased cost of doing business, although he will try to conserve funds throughout the year. He said that he would like to have more than \$300,000 going into the next biennium because of the major cuts that are expected. Michael stated that he is concerned about departments being too conservative in projecting beginning balances. He asked Ted to re-examine his balance and make sure it's realistic.

The meeting recessed at 9:40 a.m. and reconvened at 9:56 a.m.

Juvenile Department (10-74 and 10-77) - Tim Loewen stated that he had been directed to separate the Juvenile Detention portion into a separate budget (10-77). He reviewed the supplemental

information about juvenile crime statistics and trends and stated that the projected state budget shortfall for the next biennium would have an impact on his department.

He proposed the reclassification of one Probation Officer 1 position to Probation Officer 2. Kathy suggested reassigning caseloads so that the complex cases go to existing PO2s and the lower-level cases go to the PO1s, thereby reducing the need to reclassify positions. Laura suggested that Tim address that issue philosophically for his department going forward. Mary stated that this particular reclassification is definitely warranted, although a budget correction needs to be made to have the dollars follow the FTE.

Mary discussed the request from Your Community Mediators for an additional \$2000 above the \$4000 already budgeted in the Non-Departmental Fund, 10-39, and noted that Marlana Bertram had mentioned the work that the mediators do with the Juvenile Detention program. Scott Paasch stated that the youth and the staff all like the mediation program and the department would do more of it if it were possible. John K said that there should be enough money in 10-39 to fund the additional \$2000 if the Board wants to, rather than taking it out of 10-77.

In response to questions from Leslie, Tim stated that he would find out why the department is so far behind in the collection of year-to-date supervision/probation fees compared to what was budgeted and why there is \$27,000 budgeted in Reimbursement (10-74-362.12).

Sheriff's Office - Sheriff Jack Crabtree stated that the annual report distributed in advance shows everything that the Sheriff's Office does. He reviewed his proposed budgets, stating that the 21st deputy, which was added for the last day of the 2009-10 budget, will be covered in 2010-11 out of fund balance. He said that because he won't have the ending balance that he has had in previous years, he won't have the ability to carry through the difficult budget years ahead. He said that 10-43 has been reduced by one deputy position because Dayton and Willamina are each reducing their contracts by .5 FTE, and if Dayton's levy is unsuccessful in the May election, that will eliminate funding for another deputy.

He stated that the patrol division is funding several corrections deputy positions out of savings, even though it appears in the budget that they are being funded by Senate Bill 1145. Leslie stated that the Board needs to have a discussion before the next fiscal year about the split of SB1145 funding. She said that \$300,000 is going to jail maintenance, which is much more than its share, yet Jack is paying for SB1145 deputies out of his budget.

Jack stated that the reclassification of Karen Rogers from Administrative Office Specialist to Jail Program Supervisor is included in the budget. After some discussion about the \$67,816 budgeted in 10-41-699.01 (Other Expense), the group agreed to add it to the deliberations list.

Jack stated that he would be taking one of his sergeants out of patrol and assigning him to the YCINT team to manage a county-wide task force. He said that he would also be forming a county-wide drug team to go after criminal activity related to drugs, and the deputy assigned to that team would work closely with both YCINT and the patrol division to fill the current gap from medium-level crimes down to livability issues. He expressed optimism that the county would see some good results from these efforts.

COMMUNITY SERVICES TEAM

Commission on Children & Families (Fund 18) - Marilyn Kennelly stated that CCF funding from the state was cut by 16% in the 2009-11 biennium and the governor has requested that agencies prepare budgets based on a 25% reduction for the 2011-13 biennium. She reviewed her proposed budget, noting that the focus has been on community mobilization and system development functions. She said that the commission has been aggressive about pursuing grants, with the biggest focus being on the partnership with Oregon Community Foundation to develop the Reading For All program. She discussed collaborative efforts with Chemeketa Community College over the last three years through the Early Childhood Coordination Council. She reviewed the details of her budget, noting that the county can no longer draw down a year's worth of funds at a time from the state, so the funds will be disbursed quarterly and the county will no longer benefit from interest earnings.

Transportation (10-33) - Tonya Saunders stated that the transit budget is almost \$2 million lower than last year due to the stimulus funds that were received last year, but the reduction will have no real impact on the operating budget. She noted that Special Transportation Fund revenue is actually up about \$48,000 this year, which is the first increase she has seen since working for the county. She reviewed two new grant programs and transit accomplishments over the past year, including larger buses, expanded Newberg routes, increasing ridership, Saturday service to the West Valley area, and extended link service to Tigard. She explained that fare revenue is not reflected in the county's budget because it is collected by the transit providers and goes directly into their budgets.

Michael raised the issue of consistency among departments in the use of contingency accounts and the Other Expense line. The group discussed the possibility of moving the transit budget out of the general fund to its own fund or to the transit district. Leslie stated that it makes sense because a large part of the transit revenue comes from federal and state funding, and Oregon Department of Transportation has said that the transit budget needs to have a contingency account. John K agreed that it clearly meets the criteria for being outside of the general fund. The consensus was to add to the deliberations list the question of what to do with general fund departments that need some kind of operating contingency, since there can only be one contingency account per fund.

Law Library (Fund 14) - Marilyn Westfall stated that revenues are fairly stable and she has gradually accumulated about \$20,000 in contingency to cover unplanned expenses such as price increases.

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

The meeting recessed at 11:55 a.m.

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

Staff: Laura Tschabold, John Krawczyk, Chuck Vesper, Nancy Reed, Becky Weaver, John M. Gray, Jr., Becky Stern Doll, Gayle Jensen, Scott Maytubby, Murray Paolo, Brian Dunn, Debbie Gill, and Doug McGillivray.

Guests: Shelley Halleman, Budget Committee member-to-be; Hannah Hoffman, News-Register; and Kris Bledsoe, 3500 SW Redmond Hill Rd, McMinnville.

Kathy reconvened the meeting at 1:30 p.m.

GENERAL GOVERNMENT TEAM

County Counsel (10-25) - John Gray reviewed his budget and the interfund charges, explaining that he doesn't charge departments outside the general fund more than what they can pay. He agreed to have Rick Sanai review the allocation of his time to ensure that it is reflected accurately in the budget.

Assessor (10-12) - Scott Maytubby stated that one part-time position remains unfilled in his department, but he would like to hire a temporary part-time employee during the three months that tax payments are received and during the data entry conversion project. He stated that the Board has approved a \$550,000 interfund loan to purchase new software and he hopes to have a vendor selected by the end of the calendar year.

Clerk (10-15 and Fund 12) - Becky Stern Doll reviewed her proposed budgets, stating that recordings, her major source of revenue, are at their lowest point in over ten years and show no sign of improvement. She said that she anticipates this to be an expensive election year, but she has not budgeted for any additional help. She stated that she has budgeted a large expense in Fund 12 for the treatment of microfilm to protect against mold and mildew, but that expense will be offset over the next few years by greatly reduced storage costs.

In response to a question from Michael Green, she confirmed that she would be drawing down about \$450,000 of her fund balance in 2010-11 and, if the economy doesn't turn around, she would need to request about \$250,000 in discretionary dollars for 2011-12. She noted that the Clerk's Office has received discretionary dollars in past years and her current staffing level is at the bare minimum.

Treasurer (10-23) - Nancy Reed stated that she had earned the county about \$130,000 in investment income from a 90-day CD and a 13-month CD; however, her budget was still cut to a level where she will have to reduce her hours to .725 FTE. She said that she has the same duties as the previous treasurer plus additional duties, including YCOM, credit card payments, e-permits, ATM management, increased direct deposits, and change funds. She stated that she doesn't believe that 29 hours/week is enough time to perform all of these duties.

Board of Commissioners (10-13) - John K stated that there is no salary increase budgeted for the commissioners. He said that he would be decreasing his time from .15 to .14 FTE both in this budget and in Administrative Services.

Administrative Services (10-10) - John K reviewed the personnel changes and the new administrative structure of County Administrator and Deputy County Administrator.

Veterans (10-24) - Debbie Gill distributed handouts of information requested by the Budget Committee at the public hearing (see Exhibit A). She stated that with a reduction of the Office Specialist 2 position to .7 FTE, she will be the only full-time employee in the office and will have to rely more on work study volunteers. She said that her beginning balance is much lower than it's ever been and she is making some budget cuts to try to bring that back up a bit.

She stated that most of the veterans returning from National Guard deployment are already back and the majority of veterans coming in are older, so she hopes to be able to still provide service without being stretched too thin. She said that Diane Cilenti put in a lot of personal time to do after-hours community outreach, and the caseload numbers were higher in the first quarter of 2007-08 because of carryover from that effort. In response to questions from Michael, she stated that the funding she's been given should be sufficient to handle the caseload, and although she could do more outreach with more resources, it's hard to say if that would bring in any additional cases.

Kathy suggested that Debbie let the Board know if things get busier and the current staff is not able to keep up with the inflow. Michael suggested adding to the deliberations list a proposal to budget \$10,000 in Other Expenses so it would be there if necessary. Leslie pointed out that the general fund has a contingency fund for that reason. Laura stated that the Veterans budget has been tightened up considerably and it would be good to allow a little extra room for travel and training expenses.

Facilities Maintenance (40-16) - Brian Dunn reviewed his budget, noting that most of the changes are in personnel. John K pointed out that 40-16-780.03 should be reduced by \$1120 to match other departments and that amount should go into Department Equipment.

Emergency Management (10-40) - Doug McGillivray stated that he has budgeted money to meet a federal requirement regarding testing exercises for new and revised plans. He said that he has expanded the outreach and education program immensely and now has 160 volunteers in the Citizen Emergency Response Team (CERT) program. He reported that CERT teams are used for the fair and were activated during the 2008 snowstorm. John K stated that an additional \$10,541 from Title 3 Fire Prevention Planning funds should be added to Professional Services.

Information Services (10-17) / Telecom (Fund 48) - Murray Paolo reviewed the highlights of his budgets (see Exhibit B). John K stated that \$600 needs be deducted from the ending balance and budgeted in 10-17-780.16. Laura suggested that the VisionJAIL software be added to the deliberations list. Murray stated that although the county radio project is not reflected in the IS budget, it will continue to be a high-gear project for years to come. John K said that he would work with Murray to budget for local match dollars.

Michael expressed concern about the ability of the limited IS staff to handle the implementation of the many proposed software purchases in other departments. Murray stated that the assessor's new

LT *[Signature]* KG *[Signature]* MS *[Signature]* LL *[Signature]*

software would result in an offload of duties to one of his staff members, so that employee's role would change. He said that the key to leveraging limited human resources is making sure he has high-caliber staff and that his staff has good tools and adequate training.

John K stated that in the Telecom budget, Internal Revenue needs to be increased by \$1025 and Building Reserve needs to be reduced by \$33, with the net gain of \$1058 to budgeted in Reserve for Future.

Murray stated that he is facilitating the transition of GIS to the Planning Department. He said that he is extremely proud of the division that's been built over the years and the value that's been added to the services provided by the county to many different entities. He said that the reduction in force will result in the loss of Tom Adams, a 17-year county employee, and he would like to recognize Tom as well as John Caputo for their contributions in building the GIS system.

The meeting recessed at 3:33 p.m. and reconvened at 3:49 p.m.

INTERNAL SERVICES TEAM

John K reviewed the Internal Services budgets. He stated that after 2010-11, the continued O&C revenue from the federal government will become uncertain. He said that the Non-Departmental budget (10-39) carries a deficit balance as a result of the purchase of the YCAP building several years ago. He stated that \$40,000 needs to be moved from Contingency (10-92) back to the Jail budget (10-41), from which he had inadvertently taken it.

Air Support (10-165) - John K stated that the county is planning to move the Air Support program to another county, in exchange for which the sheriff would be able to utilize the helicopter as needed. He explained that the negative balance of \$62,958 represents money spent on Air Support projects by the GIS and IS divisions that should have been budgeted in this account, and in exchange, the Board has added money to the beginning balances of those divisions. He stated that the negative balance would be erased when the hangar is sold and any surplus proceeds would belong to IS. Leslie noted for the record that the hangar would be sold for real market value, which is about \$110,000, not \$60,000 as indicated in the newspaper.

Economic Development (Fund 26) - John K recommended increasing the video lottery beginning balance to \$35,000 and adding \$31,994 to Other Expenses, which would improve the Board's ability to grant funding requests from outside agencies. Ken Austin stated that the Budget Committee had discussed a suggestion the previous year to avoid using economic development funds to balance other departments' budgets, and he would like to discuss that again during deliberations. Leslie noted that the funds are no longer used for Abacus, Forest Patrol, the Grant Writer position, and Public Works. Kathy suggested also looking at the county's practice of subsidizing restaurant inspections for community events and establishing some parameters if necessary, since that use is increasing.

Capital Improvement (Fund 40) - John K explained that the negative beginning balance is due to three large interfund loans, the largest portion of which is from HHS. He noted that HHS is also the largest contributor to this budget's revenue. Laura stated that money needs to be added to this budget for a large state grant the county is hoping to get for improvements to the courthouse.

Maintenance Reserve (40-83) - John K stated that these funds are restricted in use since a portion is collected from the courts. Kathy suggested separating that portion from the funds collected from county departments in order to have some money that is less restricted.

O&C Reserve (Fund 50) - John K suggested putting the money to be spent on the DA's software into a new Capital Software Purchase line and adding a Capital Improvement category to this budget. The group agreed that departmental contributions to a software reserve account should be added to the deliberations list.

Laura stated that the county was granted an AmeriCorps position for one year to help the Green Team look for energy savings initiatives within the county, but there is a match requirement of \$11,900. She said that the Budget Committee needs to discuss this during deliberations before the county accepts the grant.

The meeting recessed at 4:52 p.m.

MINUTES
BUDGET COMMITTEE MEETING
May 7, 2010 10:43 a.m.

Room 32, Courthouse

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

Staff: Laura Tschabold, John Krawczyk, Chuck Vesper, Nancy Reed, Becky Weaver, Brad Berry, Jack Crabtree, Kellye Fetters, Tim Svenson, Ted Smietana, and Vicki Wood.

Guests: Shelley Halleman, Budget Committee member-to-be; Hannah Hoffman, News-Register; and Kris Bledsoe, 3500 SW Redmond Hill Rd, McMinnville.

Kathy reconvened the meeting at 10:43 a.m.

DELIBERATIONS

Elected Officials' Salaries - John K presented the following recommendation from the Compensation Committee: Reduce the treasurer's salary to the amount budgeted, increase the surveyor's salary to compensate for no longer receiving a stipend from Public Works (no net change) and make no changes to the salaries for the other elected officials, with the understanding that if the captains' wages are adjusted in labor negotiations, the Budget Committee will convene to reconsider the sheriff's salary. John K stated that it was his understanding that the surveyor's salary would continue at the same level for 2010-11 and would be re-evaluated each year by the Budget Committee.

Mary moved approval of the Compensation Committee's recommendation; Ken seconded the motion.

Mary stated that the Compensation Committee can be convened at any time, and any changes to the surveyor or treasurer salaries due to retirement can be made at that time. She said that the Board kept the surveyor as an elected position for now to honor Dan Linscheid's wishes and would prefer that the position be appointed in the future, but that decision will be up to a future Board. Michael recommended that in the future, the job description be broadened and any special skill sets be considered in establishing the base pay rather than providing a stipend, especially if the surveyor position becomes an appointed one.

Leslie stated that the Compensation Committee is free to make those decisions in the future on a case-by-case basis. She listed historical examples of when an assessor's salary was increased significantly upon taking on the tax collection duties and when an incoming assessor's salary was reduced because that person didn't have the same knowledge and experience as the previous assessor.

The motion passed unanimously.

Kathy thanked Ken for his service on the Budget Committee and expressed appreciation for his insight and perspective. John K pointed out that Ken is the longest-serving lay member the committee has had, including the two terms he served a number of years ago. Ken stated that he has enjoyed

learning how county government works and being able to give something back.

Leslie stated that Pat Anderson did a great job on the elected officials' compensation survey. Mary stated that it was interesting to find out that the district attorney gets a different benefits package than the other elected officials since it comes through the state. Leslie suggested that in next year's survey, Pat ask the other counties if they provide any benefits in addition to the state's package.

The meeting recessed at 10:56 a.m. and reconvened at 1:08 p.m.

Housekeeping Items (see Exhibit C)

Page 1: Ken moved approval of the items on page 1 with the exception of the YC Mediators increase, which was reserved for further discussion; Leslie seconded the motion. The motion passed unanimously.

Page 2: Mary moved approval of the items on page 2 with the exception of the video lottery items, which were reserved for further discussion; Ken seconded the motion. The motion passed unanimously.

Page 3: Ken moved approval of the items on page 3; Chris seconded the motion. The motion passed unanimously.

Page 4: Nancy stated that she had changed her budgeted salary to \$41,983 and deleted the Other Earnings line, with the remaining \$270 to go into the Schools & Conferences expense line. She asked for clarification of whether the Budget Committee's intent was to approve those changes as presented or to leave the budget the way it appeared originally. Michael stated that his intent was to go with the \$40,535 salary, with the change in FTE to be discussed separately. Laura stated that her understanding of the Budget Committee's action was to go with \$40,535. Leslie and Mary stated that their intent was to approve \$41,983. Leslie stated that if the Budget Committee changes the FTE, the hourly rate would stay the same and the intent of the Compensation Committee would be honored. John K noted that this would be cost-neutral in the budget.

Ken moved approval of the items on page 4 with the exception of the Veterans Services items, which were reserved for further discussion; Chris seconded the motion. The motion passed unanimously.

Page 5: Mary moved approval of the items on page 5; Ken seconded the motion. Leslie made a friendly amendment to add a budget footnote explaining that the \$600 is for surveyor services. The motion passed unanimously.

Page 6: Leslie suggested adding a footnote in 10-40-380.01 to explain that the money is coming from Title 3 for fire prevention planning activities. Ken moved approval of the items on page 6; Mary seconded the motion. The motion passed unanimously.

Page 7: Regarding the last item on page 7, John K stated that Tonya Saunders would like to see Other Vehicles reduced to zero, with the income in 10-33-331.33 reduced by \$890,000 to balance. Leslie explained that Transit is spending the stimulus funds in the current fiscal year rather than in 2010-11. Ken moved approval of the items on page 7; Leslie seconded the motion. The motion passed

MINUTES **Budget Committee Meeting**
Page 2 **May 7, 2010** 10:43 a.m.

LT  KG  MS  LL 

unanimously.

Page 8: John K stated that the first two items need to be deferred until the budget adoption process because he doesn't have all of the data yet. On the third item, he recommended budgeting \$1 as a placeholder for any additional revenue that comes in after the loan is paid off. Kellye Fetters explained that the \$500 in 10-43-380.01 is for Search & Rescue Services. John K suggested that it be left in for now and fixed later. He suggested that the last line on page 8 be reduced by \$39,690, most of which would go back to contingency. Leslie requested that the issue of where the money should go be added to the discussion list. Mary moved approval of the items on page 8 with the exception of the first two items and the last item, which were reserved for further discussion; Michael seconded the motion. The motion passed unanimously.

Page 9*: John K amended the first item to add \$97,959 to Internal Vehicle Maintenance in 45-29 and also into the ending balance in 45-29. He stated that he had forgotten to get the information for the last two items, but they aren't substantive and can be done at the budget adoption. He said that he hasn't received the appropriate income from Bill Gille to support an increase of expenses in Internal Contract Services, so that discussion will have to be deferred. Leslie moved approval of the items on page 9 with the exception of the last two items, which were deferred until June; Ken seconded the motion. The motion passed unanimously.

Page 10: Ken moved approval of the items on page 10; Mary seconded the motion. The motion passed unanimously.

Pages 11-12: Leslie moved approval of the items on page 11 and 12; Mary seconded the motion. The motion passed unanimously. Laura stated that next year the budget staff will meet with departments before this process to catch as many of these minor changes as possible.

The meeting recessed at 2:11 p.m. and reconvened at 2:21 p.m.

***Page 9 (continued):** John K stated that the solution proposed by Public Works to do an internal interfund loan was actually correct. He explained that he had mistakenly read the revenue line as an expense line. Leslie moved approval of an interfund loan from 45-29 to 11-60 in the amount of \$252,643; Michael seconded the motion. The motion passed unanimously.

Deliberation Discussion Items (see Exhibit D)

AmeriCorps Volunteer[†]: Mary clarified that the requested amount should be \$11,200. She stated that this person would work on conservation objectives for the county and would be a one-year commitment with a possible option to renew. She said that there is room in the Planning Department to house the person. She reviewed the application, noting that it shows in great detail what the county expects to be accomplished within the year, including assessment, a plan for improvement, and community and county outreach. She added that the focus would be internal at first (i.e. county buildings) and could then branch out. Ken stated that the focus needs to be on limited issues, such as county use of water and energy, in order to see any results. Mary confirmed that the main focus would be water issues. Leslie stated that \$39,690 is available as a result of reducing dispatch, but the county would hopefully save enough through energy conservation measures to fund the position. Ken stated that if those savings aren't realized, the position should not be renewed for another year. Chris agreed,

emphasizing the need to show tangible results.

Clerk's Chief Deputy Incentive Pay: Mary stated that Gayle Jensen has been doing many of the duties normally done by the clerk since Becky Stern Doll is new, and she should be paid for this out-of-class work. She said it would hopefully only be necessary through the end of December. Laura stated that YCEA provides an 11% incentive for employees working more than two ranges out of class, and although Gayle is a non-bargaining employee, Pat believes that Gayle merits that incentive pay. She suggested that Pat work with Becky and Gayle to identify the tasks that merit out-of-class pay and track them to see if those tasks are going back to the clerk over time. She said that Becky believes she has enough budgeted in Extra Help to cover the incentive pay. Mary added that Becky also thinks the incentive pay is fair and would be good for morale.

Michael stated that the incentive pay should extend only through the end of the calendar year. He added that if the issue were to come up for discussion again next year, he would recommend that the clerk's salary be offset by this amount for not being able to do her job. Mary said that would be appropriate. Ken suggested opening up a discussion about the clerk's compensation, since a person should hopefully be able to do her job by the second year.

Michael moved approval of the 11% incentive pay, retroactive to January 1, 2010, through December 31, 2010, with the funds to come out the clerk's budget but not from ending balance or contingency; Ken seconded the motion. Chris stated that in the private sector, an employee would not be given incentive pay, but would be expected to perform other duties as assigned. He added that if an employee was not able to do the job by the second year, he or she would not be there anymore. Mary pointed out that that isn't an option with elected officials. Laura stated that if a deputy clerk hadn't stepped up to fill the gap, Yamhill County would be facing issues similar to those currently being faced by another county. The motion passed with Kathy, Mary, Leslie, Ken, and Michael voting aye and Chris voting no.

Veterans Outreach Funding[†]: Michael stated that he was disappointed in the discussion with Debbie Gill the previous day about funding. He said that Debbie was basically offered more money and responded that nothing more could be done to serve veterans. He said that the county has an opportunity to do better. He suggested budgeting extra help in Administrative Services under Laura's supervision with the proviso that it be used, maybe through outreach, to quickly discover whether Debbie's perception is correct. He said that if the county can create some momentum, funds could be put into additional staff next year rather in extra help.

Leslie stated that Debbie has tried a number of different venues and people just aren't stopping by. Chuck stated that the vast majority of veterans are not injured or traumatized and know how to get their education benefits without contacting a CVSO. He said that outreach might be a good idea, however. Michael pointed out that the Veterans Administration doesn't do any outreach to surviving spouses and children. Kathy suggested contracting with service organizations that have the ability to do outreach in senior care facilities.

John K suggested the following low-cost outreach efforts: placing information in the newspaper every few weeks; updating the website to be more eye-catching; asking service organizations for the names of those who might need help; placing brochures in facilities such as nursing homes, senior centers, and hospitals; advertising; and working with the HHS director to reach homeless veterans. He

said that if this outreach does not create any more volume, then no changes need to be made, but if it does, he would suggest investing some seed money to bring in auxiliary officers to the county office, including representatives from the service clubs and Oregon Department of Veterans' Affairs and VSO retirees. He said that with GIS moving to the Planning Department, the GIS house would be a good location for the Veterans Services office and would only need about \$5000 for furnishings and amenities. He suggested initiating that move if and when the client volume starts to increase. Laura added that the clerical person in Veterans Services should be restored to full-time status if that happens. Leslie pointed out that, based on the numbers, Debbie has the capacity to see more clients herself.

Economic Development: Ken stated that the committee needs to discuss the philosophy behind how economic development money is allocated. He expressed appreciation for the direction taken by the Board to use the money more for true economic development purposes, but said he still has questions about uses such as the Support Enforcement Division (SED), Veterans, and the McMinnville Downtown Association, which is already indirectly supported by the county as a result of the county offices being located in the downtown area. Mary stated that SED brought \$5.4 million back into the community last year, which then gets spent in the community, and Veterans Services also brings money into the community, and that has been the Board's philosophy. Michael agreed with Ken that economic development funds ought to be used as seed money to create new opportunities rather than as a continued funding source. Ken added that some of it should be used to develop tourism, which has great potential because of all the local wineries and other operations.

Leslie stated that the fair used to use economic development funds for operations, but now uses it only for deferred maintenance and capital improvements. She said that Al Westhoff has told her that there will be a point at which the fair will no longer need any video lottery money. John K pointed out that the state recognizes fairs as a legitimate use of video lottery funds and provides grant funding to the fair.

Leslie agreed with Michael and Ken that services benefitting the general public, such as those provided by Veterans, SED, Parks, and Marine Patrol, should be paid for out of the general fund, but said that the question is where to find the \$105,000 to cover them. Michael pointed out that there is enough padding in fund balances to cover that amount. He said that he would like to see the video lottery money treated as dedicated money, like the O&C funds, rather than as general fund money. Ken suggested increasing the launch fees at Rogers Landing to fund Marine Patrol. Kathy stated that Ken Huffer wants to wait on that decision because the state may raise the fee cap for receiving state grant funds.

Michael proposed that the Board come up with a viable transition plan over the next year to start weaning county departments off video lottery funding and onto the general fund, leaving the video lottery money for short-term economic development opportunities. He agreed to work with Chris on an analysis of fund balances, a definition of economic development, and how the Board should go about accepting requests for those funds.

John K stated that the last four items on the deliberations list are important policy items, but are not necessary for adopting the budget. He suggested holding a Budget Committee meeting in late June to hear policy recommendations in these areas, which would allow time to make changes to the budget before its adoption if the Board so chooses.

Mary moved approval of moving \$2500 from Other Expenses in 10-39 into expense lines for

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CASA and Your Community Mediators as requested; Leslie seconded the motion. The motion passed unanimously. John K stated that there is enough money to cover the other economic development funding requests and the budget can be footnoted to earmark the money for those projects. He said that no motion is necessary for this action.

†AmeriCorps/Veterans (continued): Leslie moved to allocate \$11,200 from the general fund dispatch money for the AmeriCorps position and \$10,000 for Veterans Services outreach, with the \$18,498 balance to go into contingency; Michael seconded the motion. The motion passed unanimously.

Transit: Leslie suggested setting up a contingency account for Transit once it is moved out of the general fund. John K stated that the fund could be set up now and deleted later if the decision is made to move the transit budget under the direction of the YCTA Board of Directors. Leslie moved to move the transit budget from 10-33 to a separate fund, show a transfer from the general fund (10-90) for discretionary resources, and add a contingency line in the transit budget; Mary seconded the motion. The motion passed unanimously.

Next Meeting - The group scheduled another formal Budget Committee meeting for 9:00 a.m. on June 28 to discuss future budget policies. John K encouraged Michael and Chris to present their findings at the budget hearing on June 23.

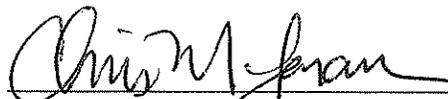
Budget Approval - Mary moved approval of the 2010-11 budget as amended, adopting a tax rate of \$2.5775 per thousand dollars assessed value and authorizing the Budget Officer to make any necessary corrections to the budget as long as they do not constitute a substantial change to the budget; Ken seconded the motion. The motion passed unanimously.

Minutes - Leslie moved approval of the Budget Committee minutes from May 4-6, 2009, with a correction to page 1; Mary seconded the motion. The motion passed unanimously.

The meeting adjourned at 4:05 p.m.

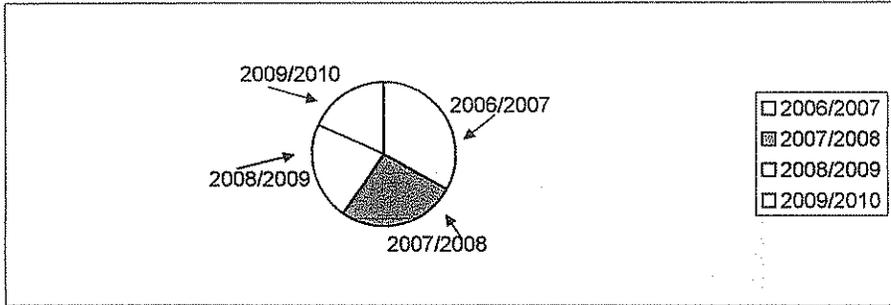
Prepared by Anne Britt

YAMHILL COUNTY BUDGET COMMITTEE


Chris McLaran, Secretary

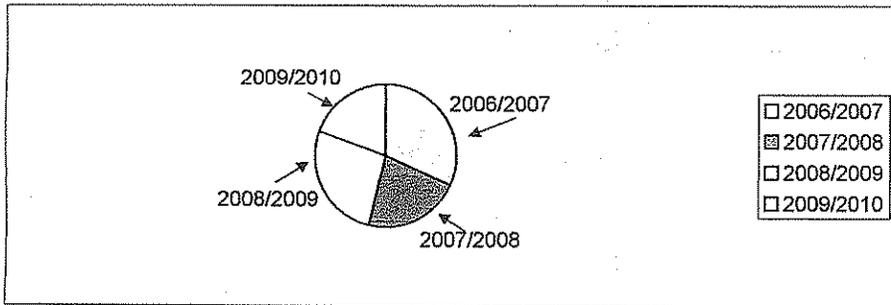
Number of Veterans Seen

Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
2006/2007	117	107	206	104	534
2007/2008	176	79	85	92	432
2008/2009	91	80	99	83	353
2009/2010	100	98	97		295
Total Number of Veterans Seen from 7/1/2006 to 3/31/2010					1614



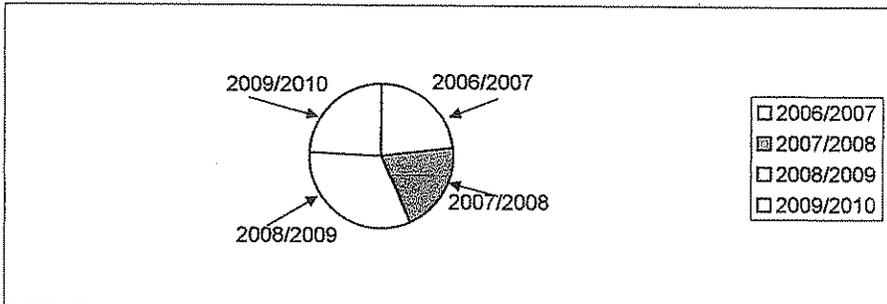
Retro Amounts Paid to Veterans

Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
2006/2007	\$136,587.00	\$136,571.00	\$134,162.00	\$111,541.00	\$518,861.00
2007/2008	\$113,727.00	\$40,607.68	\$102,763.00	\$105,249.00	\$362,346.68
2008/2009	\$88,822.00	\$172,379.60	\$67,495.70	\$107,657.93	\$436,355.23
2009/2010	\$161,680.47	\$126,226.00	\$29,775.62		\$317,682.09
Total of Retro from 7/1/2006 to 3/31/2010					\$1,635,245.00



Funds brought into County from Monthly Payments to Veterans

Year	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
2006/2007	\$15,644.00	\$29,037.00	\$26,395.00	\$19,823.00	\$90,899.00
2007/2008	\$29,673.69	\$15,864.38	\$22,653.62	\$12,985.00	\$81,176.69
2008/2009	\$11,357.00	\$58,678.00	\$20,183.05	\$38,610.00	\$128,828.05
2009/2010	\$30,317.00	\$50,963.00	\$13,895.00		\$95,175.00
Total of Retro from 7/1/2006 to 3/31/2010					\$396,078.74



Ex. A 1/2

41 IBCT OIF 2009-2010 DEPLOYMENT

OR COUNTY DEMOGRAPHIC

AS OF JAN 2010

Baker	3	Gilliam	9	Lincoln	70	Wasco	9
Benton	99	Grant	2	Linn	74	Washington	370
Clackamas	287	Harney	12	Malheur	3	Yamhill	88
Clatsop	14	Hood River	6	Marion	226	Union	12
Columbia	52	Jackson	301	Morrow	1	Wallowa	0
Coos	78	Jefferson	8	Multnomah	445	Wheeler	8
Crook	7	Josephine	107	Polk	40		
Curry	4	Klamath	92	Sherman	1		
Deschutes	86	Lake	3	Tillamook	18		
Douglas	145	Lane	306	Umatilla	15		

State of Washington: 244

Budget Committee Presentation Overview
IS, and Telecomm Departments
FY 2010/11

Information Systems, 010-017:

- **Revenue**, increase in dedicated revenue, significant decrease in initial discretionary allocation(\$108,173). Network charges are in the final year of implementation, and increased by \$53,633. City of McMinnville revenue is projected to increase by 3%. All COM revenue now comes to IS. Reflect transfer of discretionary allocation from GIS in the amount of \$39,032.
- **Personnel**, there is the proposed addition of a Programmer/Analyst to support Public Safety systems as has been previously discussed. The only other significant change is the reduction in salary for my position.
- **Expenses**. Reduction of a number of lines to bring the amounts more in line with historical expenditures. Also, there was a potential grant contained in last year's budget that did not materialize. The Professional services line is reduced to reflect that.
- **Capital**, server room switch, server management software, virtual machine software upgrade, and additional Storage Area network nodes.
- **Initiatives**: Increased security and update of server software, increase Internet bandwidth connection, website development and updating,
 - o RFP and software acquisition for the Assessor's office
 - o SNTF project, addressing services to Special Needs individuals.
 - o Automated Personnel Action Form project.
 - o Vision Jail software project.
 - o County RADIO PROJECT, which is not reflected in this budget.

Computer Replacement Fund, 040-017:

- \$350 per P/C, consistent for several years.
- Used for targeted 3 – 4 year roll out of Desktop Platforms.
- Also used to upgrade network specific age replacements.
- Have made provisions to reduce fund balance that has built over the years.

Geographic Information Systems, 010-065:

- Facilitating the transition of this department to the Planning Department.
- Proud of what has been built, and the value that it has added to our delivery of services at the county. Recognize the staff members that have made this development a success – Tom Adams and John Caputo.

Telecomm, 048-014:

- **Revenue**, no change in phone charges. Increase in BFB due to the reserve for the new phone system building.
- **Personnel**, no changes.
- **Expenses**, no changes with the exception of an increase in Admin Services and Building Reserve.
- **Capital**, moved the balance for new switch technology to an expenditure line in anticipation of a purchase in the coming fiscal year.
- **Initiatives**: New technology, (Voice over IP), some recent advances in the "open systems" area which could have a positive affect on our acquisition, ongoing moves, adds, and changes.

EXB 1/1

INTERNAL SERVICES 2010-11

Dept	Fund	Account	Account Name	FIE	2010-11 Proposed	Notes/Changes
10	2		DISCRETIONARY REVENUES			
10	2	301.01	BB		494,200	Item for discussion Balances in general
10	2	311.01	CURRENT TAXES		15,723,000	
10	2	311.02	PRIOR YR TAXES		500,000	
10	2	332.01	O&C FUNDS		285,000	
10	2	332.05	IN LIEU OF TAXES		8,000	
10	2	335.01	AMUSEMENT TAX		20,000	
10	2	335.02	CIGARETTE TAX		100,000	
10	2	335.03	LIQUOR TAX		367,000	
10	2	361.01	POOL INTEREST			Add loan interest here in the amount of \$6,567 (Account 380.20). Reduce
10	2	362.99	MISC		60,000	Pool interest by same amount. Budget \$53,433 in Pool Interest.
10	2	380.18	TRANSFER FROM INS RESERVE		0	0 Add line for internal principal income in the amount of \$76,136.
10	2	380.23	INT TRANSFER		0	
10	2	390.06	TRANSFER FROM SOLID WAS		78,800	
			REVENUE		17,636,000	
10	2	NEW	NEW			Add a Reserved EFB here to offset loan principal income. Budget \$76,136
10	39	610.01	PROFESSION SERVI		75,000	(Footnote) Newberg Bypass lobby expenses
10	39	612.01	MISC TRAINING		5,000	(Footnote) Funds available for general county training
10	39	640.01	ADVERTISING		32,000	(Footnote) Job Advertising
10	39	652.01	BUILDING RENT		7,500	(Footnote) Stanard Building
10	39	670.02	HEAT/LIGHTS/WATER		1,000	(Footnote) Utilities for Stanard Building
10	39	691.01	ASSOC MEMBERSHIPS		29,000	(Footnote) AOC, NACCO, Association of O&C Counties
10	39	695.99	OUTSIDE LEG SERVI		18,250	(Footnote) Misc legal services and employment of outside negotiator
10	39	720.14	YC MEDIATORS		4,000	Increase to \$6,000?? *
10	39	900.07	TRF TO HHS		2,000	(Footnote) Maintenance of effort payment for HHS CD program
10	92		CONTINGENCY			
10	92	301.01	BEGINNING BANCE		889,530	

EX. C 1/13

TOTAL		REVENUE		889,530	
	10	92	950.01 CONTINGENCY		1,011,597 Reduce by \$40,000 to \$971,597 and move that amount to Jail
TOTAL			BALANCE		1,011,597
===	===	=====	EXPENSES CONTINGENCY		1,011,597
10	165	336.08	AGENCY CONTRIBUTIONS		65,000 (Footnote) Anticipated revenue from transfer of program and sale of hanger
26	34	301.48	VIDEO LOTTERY BEG B		3,006 Increase to \$35,000
26	34	699.01	OTHER EXPENSE		26,056 Add \$31,994 for a total of \$58,050
26	34	780.18	CO INT EXPENSE		3,250 Discuss use of funds for County Programs
26	34	780.28	INT VET/VIDEO LOTTERY		25,000 Discuss use of funds for County Programs
26	34	780.29	INT SUPPORT ENFORCEMENT		35,000 Discuss use of funds for County Programs
26	34	780.30	CO INT ABACUS		0 Discuss use of funds for County Programs
26	34	780.31	INT VIDEO LTRY FAIR/EVE		47,000 Discuss use of funds for County Programs
26	34	780.41	INT TRANSFER		0 Discuss use of funds for County Programs
26	34	780.42	INT MARINE/VIDEO LOTTER		35,000 Discuss use of funds for County Programs
26	34	780.46	INT FRST PTRL/VIDEO LTRY		0 Discuss use of funds for County Programs
26	34	780.47	INT GRANT WRITER		0 Discuss use of funds for County Programs
26	34	780.48	INT PUBLIC WORKS		0 Discuss use of funds for County Programs
26	34	780.52	INTERN TFR TO HHS		0 Discuss use of funds for County Programs
26	34	780.81	CO INT PARKS		10,000 Discuss use of funds for County Programs
30	52	780.50	INTERN FIRE PREVENTIO		10,541 (Footnote) Payment to Emrg Mgt
40	27	331.19	FED ENERGY EFF & CONSERV		400,000 Add \$1,178,000 for State Funds - Budget \$1,578,000
40	27	380.14	INT BUILDING RESERVE		553,686 Reduce by \$11,155 to \$542,531
40	27	780.20	INTERN INTEREST		12,093 Reduce to \$10,301
40	27	780.34	CO INT PRINCIP PAYMEN		145,678 Reduce to \$133,788
40	27	820.01	MISC BLDG REMODELING		Add \$2,527 for a total of \$442,880 (Footnote) Includes grant funded energy project.

Add 40-41 Jail (Footnote) Jail Maintenance Reserve - Budget ???

50	52	699.01	OTHER EXPENSE	1,318,554	Reduce to \$1,258,554
50	50	New	New		Acid to Capital - Software \$60,000 (Footnote) DA Software
80	38	780.18	INTERN EXPENSE	13,337	(Footnote) PERS Staff Expenses

Dept Fund Account Account Name FTE 2010-11 Proposed Notes/Changes

10	15	341.04	RECORDING		325,000	Increase by \$360 to \$325,360.
10	15	341.07	CO LIENS		5,000	Add \$3,000 for a total of \$8,000
10	15	380.24	CO INT RECORDING		10	Delete and move income to recording. BUDGET \$0
10	15	380.25	CO INT LEINS		3,000	Delete and move income to recording. BUDGET \$0
10	15	380.26	INT A&T FEE COUNTY PART		350	Delete and move income to co. liens. BUDGET \$0
10	15	780.16	INTERNAL CONTRACT SERVI		10,727	(Footnote) Network Charge
10	23	400.06	TREASURER	0.70	40,535	Increase FTE to .725. BUDGET \$43,069
10	23	479.00	OTHER EARNINGS		2,534	Delete - Budget \$0
10	13	401.51	BUDGET OFFICER	0.15	19,500	Reduce FTE to .14
10	10	380.01	CO INT REVENUE		20,337	(Footnote) PERS Staff Costs & PEL
10	10	401.51	BUDGET OFFICER	0.15	19,500	Reduce FTE to .14
10	10	401.54	DEPUTY COUNTY ADMINISTR	0.90	66,814	Reduce to .8. Reduce amount \$60,281
10	10	990.01	ENDING BALANCE ADMINIST		7,369	Add \$6,355 to EB - Budget \$13,902
10	24	403.20	VETERANS CLAIM REP	1.00	42,864	Add additional resources ??
10	24	482.00	EXTRA HELP		0	
10	24	485.00	CERTIFICATION/EDUCATION		0	
10	24	490.00	MEDICARE TAX		952	
10	24	491.00	SOCIAL SECURITY		4,069	
10	24	492.00	RETIREMENT		5,060	
10	24	492.01	RETIREMENT RESERVE		3,359	
10	24	493.10	MEDICAL INSURANCE		21,522	
10	24	493.12	EMPLOYEE ASSISTANCE PRO		0	
10	24	493.15	VEBA		0	
10	24	493.20	DENTAL INSURANCE		2,695	
10	24	493.31	SHORT TERM DISABILITY		190	
10	24	493.40	LIFE INSURANCE		46	
10	24	493.91	YCEA MEDICAL		0	
10	24	494.00	ACCIDENT INSURANCE		171	
10	24	494.80	TIME LOSS RESERVE		164	
10	24	495.00	UNEMPLOYMENT		66	

Ex.C 4/13.

40	17	380.21	INT COMPUTER REPLACEMENT	185,948	This line is underbudgeted by \$700. Should be \$186,684
40	17	513.06	SOFTWARE	15,000	Add \$700 here. Budget \$15,700
40	117	390.01	SOFTWARE RESERVE INTERNAL TFR FROM GENER	100,000	
TOTAL		REVENUE		100,000	
40	117	800.06	DP SOFTWARE	100,000	
TOTAL		CAPIT	AL	100,000	
48	14	380.01	CO INT REVENUE	362,341	This line is underbudgeted by \$1,025. Should be \$363,366
48	14	780.01	BUILDING RESERVE	8,700	Reduce by \$33. Budget \$8,677
48	14	990.03	RESERVE FOR FUTURE EXPE	93,024	Add \$1,025. Budget \$94,033
40	16	511.09	MAINT SUPPLIES	36,000	Budget \$4,920 in Dept. Equipment.
40	16	780.03	INT JANITORIAL CONTRACT	61,000	This line is overbudgeted by \$1,120. Reduce to \$59,880
40	16	780.06	EQUIPMENT REPLACEMENT	4,500	Reduce to \$700. Move remainder to dept equipment. 543.81
10	40	380.01	CO INT REVENUE	0	Budget \$10,541
10	40	610.01	PROFESSIONAL SERVICES	10,000	Add \$10,541 for a total of \$20,541

Ex. C 6/13

<u>Dept</u>	<u>Fund</u>	<u>Account</u>	<u>Account Name</u>	<u>FTE</u>	<u>2010-11 Proposed</u>	<u>Notes/Changes</u>
18	64	780.16	INTERN EXPENSE		222,468	(Footnote) Healthy Start
10	33	720.10	STF PAYMENTS		198,029	Reduce by \$11,900. Budget \$186,129
10	33	780.18	INTERN EXPENSE		0	Increase to \$11,900. (Footnote) STF payment of ABACUS
10	33	802.03	OTHER VEHICLES		890,000	Reduce BY ???

Ex.C 7/13

<u>Dept</u>	<u>Fund</u>	<u>Account</u>	<u>Account Name</u>	<u>FTE</u>	<u>2010-11 Proposed</u>	<u>Notes/Changes</u>
10	74	403.30	JUV PROB OFFICER 1	1.00	85,603 Correct	
10	74	403.31	JUV PROB OFFICER 2	6.55	291,179 Correct	
21	41	301.72	BB BED RENTALS		-210,000	Create a new dept (40-41) for jail capital improvement reserve. Budget ??
21	45	380.20	CO INT LOAN INTEREST		13,601	Delete; Budget \$0
21	63	380.09	CO INT INMATE WORKCREW		3,500	From County Fair Add \$500 to the line for a total of \$4000
21	63	510.01	CENTRAL SUPPLIES		1,445	Add \$500 for a total of \$1,945.
10	41	380.12	INT REIMBURSEMENT			(Add footnote here) - The Jail discretionary revenue was increased by \$50,000 for 0 services supplied to Juvenile Detention
10	41	613.01	MEDICAL TREATMENT		80,000	Increase to \$100,000
10	41	699.01	OTHER EXPENSE		67,816	Reduce by \$20,000; New total \$47,816 discuss this
10	41	780.52	INTERNAL XFER TO HHS		0	Add \$40,000 here. New line. Reduce contingency
10	43	380.01	CO INT REVENUE		500	What is this for?
10	43	780.09	MANUAL CHECK CHARGE		50	Delete from this line. Add to ending balance.
10	43	780.18	INTERNAL EXPENSE		50	Delete from this line. Add to ending balance.
10	69	780.16	INTERNAL CONTRACT SERVI		500	Delete this line. Add to Ending Balance
13	47	699.01	OTHER EXPENSE		44,074	Delete - Move to Fund 13 Contingency
13	47	780.05	MOTOR POOL		25,000	Is this under budgeted? No
13	92	950.01	CONTINGENCY			Add contingency from other expense \$44,074?
10	48	620.02	CENTR DISPATCH		566,174	This is overbudgeted REDUCE BY ?? X

EX. C 8/13

<u>Dept</u>	<u>Fund</u>	<u>Account</u>	<u>Account Name</u>	<u>FTE</u>	<u>2010-11 Propose</u>	<u>Notes/Changes</u>
11	29	380.11	INT VEHICLE MAINT		440,000	Internal Motor Pool expenses exceed revenue by \$97,959. Add this number here and to ending balance.
11	29	780.01	BUILDING RESERVE		5,500	Change code - (Footnote) Paid to PW Building Reserve
						Add ending balance here of \$103,459
11	55	380.01	CO INT REVENUE		23,000	(Add Footnote) Cove Orchard Revenue
11	55	780.01	BUILDING RESERVE		3,800	Change code - (Footnote) Paid to PW Building Reserve
11	60	380.01	MISC		2,000	Signs bought by county departments
11	60	780.02	INTERN PROPERTY INSUR		3,250	Change code - (Footnote) Paid to PW Building Reserve
45	29	380.11	INT VEHICLE MAINT		156,207	Internal Motor Pool expenses exceed revenue by \$97,959 - See above
45	29	NEW	NEW			Add Internal Loan Principal \$
45	29	NEW	NEW			Add Res. Ending Balance to match loan principal income \$

Ex. C 9/13

LAND USE 2010-11

Dept	Fund	Account	Account Name	F.T.E.	2010-11 Proposed	Notes/Changes
			Planning			
10	20	380.01	CO INT REVENUE			Budget \$10,000. (Footnote) Internal Firewise Communities
10	20	652.01	BUILDING RENT		0	Revenue from Title 3
10	20	780.01	BUILDING RESERVE		18,170	Move \$18,170 to Bldg Reserve. Budget \$0
10	20	990.01	ENDING BANCE PLANNING		12,000	Add \$18,170 from rent. Budget \$30,170
17	28	301.01	SOLID WASTE BEGINNING BANCE		0	Add \$10,000 here from firewise title 3 funds
17	28	380.20	INT LOAN INTEREST		3,147,000	Increase to \$3,400,000
17	28	652.01	BUILDING RENT		44,200	Delete - Reduce amount to \$0
17	28	780.01	BUILDING RESERVE		5,950	Move \$5950 to Building Reserve. Budget \$0
17	28	950.01	CONTINGENCY		32,400	Move \$5950 from rent. Budget \$38,350.
10	21	380.01	CO INT REVENUE		2,892,603	Increase to \$3,101,403
10	21	403.17	ENGINEER TECH 1	0.1	3,670	Increase to \$5,039
10	21	780.01	SURVEYOR BUILDING RESERVE		596	(Footnote) - Paid to Public Works
10	21	950.01	CONTINGENCY		500	Delete - Add to balance
10	21	990.01	ENDING BANCE SURVEYOR		44,210	Add \$500 making new total of \$43,341
27	37	380.01	CORNER RESTORATION CO INT REVENUE		600	Reduce to \$0
27	37	380.20	INT LOAN INTEREST		8,200	Reduce to \$3,734
						Add Internal Principal account here. Budget \$57,652.
27	37	403.17	CORNER RESTORATION (CONTINUED) ENGINEER TECH 1	2.9	45,599	Reduce personnel count to .9
27	37	780.01	BUILDING RESERVE		5,363	(Footnote) - Paid to Public Works

Ex. C 10/13

Add reserved ending balance here. Budget \$57,652.

UNAPPROPRIATED BANCE

480,828 Reduce to \$476,362

94 990.02 UNAPPROPRIATED BANCE

94

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CULTURE & RECREATION 2010-11

<u>Dept</u>	<u>Fund</u>	<u>Account</u>	<u>Account Name</u>	<u>FTE</u>	<u>2010-11 Proposed</u>	<u>Notes/Changes</u>
20	82	780.16	FAIR INTERN CONTRACT SERVI		51,682	(Footnote) Payment to Corrections for work crew supervisor.

<u>Dept</u>	<u>Fund</u>	<u>Account</u>	<u>Account Name</u>	<u>FTE</u>	<u>2010-11 Proposed</u>	<u>Notes/Changes</u>
16	70	380.01	CO INT REVENUE		225,718	(Add footnote) Healthy Start (Fund 17) & Rest. Inspection Subsidy from fund 26.
16	72	380.13	INT CONTRACT REVENUE		42,000	(Footnote) Contracts with Jail, CC
16	73	380.17	INT VOCATIONAL INCOME		59,880	(Footnote) Janitorial Contracts from 40-16
16	76	380.13	INT CONTRACT REVENUE		239,749	(Footnote) Contracts with Jail, Juvenile, & Corrections

2010-11 BUDGET DELIBERATIONS

- 10-10 Admin Services – Request for 11,900² for Americorps volunteer
- 10-15 Clerk – add funds for chief deputy incentive
- 10-24 Veterans – discuss adding funds for outreach
- 10-33 Transit – consider moving transit to a separate fund
- 10-30 Economic Development – use of video/lottery funds in county budgets
- 10-39 Econ Dev – video lottery requests:
 - Dayton Community Development (\$2,500)
 - CASA (\$2,500)
 - Chehalem Cultural Center (\$2,500)
 - Your Community Mediators (\$6,000)
 - Watermaster (\$5,700) (in proposed budget at \$5,000).
 - McMinnville Economic Dev Partnership (in proposed budget at \$10,000)
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- Self funded departments and revenue reductions in slow economy – solutions to bridge the gap?
- Mechanisms to build the software reserve
- “Other expense” category, operating contingencies discussion
- Budget balances
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