

**MINUTES
BUDGET COMMITTEE MEETING**

May 4, 2009 8:00 a.m.

Room 32, Courthouse

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

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Becky Weaver, Brad Berry, Ladd Wiles, Tim Loewen, Chuck Vesper, Kellye Fetters, Jack Crabtree, Ron Huber, Ted Smietana, Vicki Woods, Barb Paladeni, and Scott Maytubby.

Guests: None.

Mary called the meeting to order.

Dennis Goecks moved to appoint Leslie Lewis as chair. The motion passed unanimously. Leslie moved to appoint Dennis as secretary. The motion passed unanimously.

Budget Overview - John Krawczyk reviewed the charts and graphs in the budget binders. He stated that the increase in projected property tax collections was budgeted at only 2% due to the anticipation that as some people are laid off, they won't be able to pay their property taxes on time. He said that department heads were asked to budget based on the Governor's Recommended Budget (GRB) level or their best estimate. He said that the GRB represents about a 10% overall cut in state monies and the cuts will likely be even higher, so a number of departments have gone out and applied for grants to help cope with the cuts. He explained that because of these grant applications, the total budgeted intergovernmental revenue is higher in 2009-10 than it was in 2008-09.

He reported that the county will receive a significant decrease in its PERS rate this year, but anticipates a large increase in employer contributions in 2011, based on stock market decline, so a significant portion of the savings this year (\$400,000 to \$500,000) will be put in reserves. He projected a continued difficult budget year in 2010-11 because the state is on a biennium and because property tax collections tend to lag the recession.

He provided an overview of proposed changes to the county's service teams. He stated that the O&C funds play a much less significant role in the county's budget than in previous years. He said that if the state is going to continue to cut dollars in future years, he would recommend cutting services rather than trying to backfill programs.

Recess at 9:05 a.m.; reconvene at 9:10 a.m.

CRIMINAL JUSTICE TEAM

District Attorney - Brad Berry stated that although the state is facing significant budget problems, his office receives very little state money. He said that the DDA supplemental money that he received last year will likely be gone this year and revenue from criminal fines and assessments may be cut by as much as 40%. He reported that felony filings have been relatively flat, but misdemeanor filings

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continue to increase. He projected that the workload will continue to increase across the criminal justice team as sentences are likely to be shortened in order to deal with state budget shortfalls, resulting in fewer staff trying to supervise more people.

He reviewed his two budgets, noting that a portion of Chris Osterhoudt's FTE was shifted from 10-18 to 10-22 to provide more onsite management and address budget issues. He said that in the last biennium, the state backfilled monies for match requirements because federal incentive money could no longer be used for that, but now that that ability has been reinstated, he is confident that the state will take away the backfill.

He stated that the proposed budget shows the elimination of an Office Specialist 2 position and noted that the original budget showed two positions being cut, but a transfer from Public Works reinstated one position. He expressed hope that the committee would find a way to fund the remaining receptionist position in the amount of approximately \$45,000. He explained that without a receptionist, those critical duties would somehow have to be performed by other staff.

He stated that he has encouraged the Board to negotiate with the union to give department heads the ability to have discussions with staff regarding alternative solutions to cutting positions. Dennis requested that this item be added to the list of topics for deliberations. Following an update by Brad on the criminal justice data flow project, Dennis requested that the committee also discuss this issue in deliberations and what commitments could be made by the county to get the system to where it should be in one year.

Community Corrections (Fund 21) - Ted Smietana reviewed his budgets, stating that the vast majority of his budget comes from state funding and there are many factors that could affect the proposed budget. He said that the proposal is based on the GRB and includes a layoff package of 5.5 FTE, although that would be reduced to 2.5 FTE if he gets the Byrne Grant. He stated that his goal is to maintain real misdemeanor supervision despite the cuts.

He projected that under Measure 57, only 15 offenders per year would stay in the community rather than going to prison. He added that a PO has been identified to provide supervision for those offenders as well as for other high-risk offenders.

Recess at 10:42 a.m.; reconvene at 10:51 a.m.

Juvenile (10-74) - Tim Loewen stated that there has been a consistent decrease in juvenile criminal referrals over the last ten years, although the monthly referral rate has recently increased. He reviewed his proposed budget, explaining that a total of 2.24 FTE were cut to deal with a budget shortfall of over \$150,000 due to reductions in state revenue and the loss of one Polk County bed rental contract. He outlined his efforts over the past year to solicit bed rental agreements and explained that nobody has funds available right now.

He requested the reclassification of a Senior Office Specialist position to Legal Assistant. He explained that this position has been assigned to help the DDA with dependency cases and her workload now includes at least 60% Legal Assistant duties. He said that he has budgeted out-of-class pay for her, which is approximately the same cost as the reclassification. Mary noted that it wouldn't make sense to do a reclassification if the grant funding for that DDA position goes away and the need for those duties is

reduced. Tim stated that the reclassification request would be contingent on Brad's budget continuing to provide the same level of service to DHS for dependency cases.

He stated that he has received a stimulus grant of up to \$30,000 through OYCC to fund additional youth at minimum wage for summer work programs, which may enable him to increase the number of summer work crews from one to three. Laura instructed Tim to provide Nancy with the exact figures for the budget, including roll-up costs.

Recess at 10:08 a.m.; reconvene at 10:22 a.m.

Sheriff's Office - Jack Crabtree provided an overview of his six budgets. He stated that the jail does not currently have a bed rental contract with Jackson County because of Jackson County's budget situation, but the contract with Benton County should continue as long as Yamhill County needs it and he hopes to pick up some additional beds from ICE to help cover the jail expansion. He noted that the video conferencing unit in the jail has been upgraded with an Internet-based unit, which saves his department about \$600/month in phone costs. He added that meals in the jail average \$1.32/meal, which saves the county \$252,000/year compared to the statewide average of at least \$2.32/meal.

He stated that the 21st deputy position was added for one day in the 2009-10 budget and it will be necessary to increase discretionary revenue by just over \$70,000 in 2010-11 to cover that position. He said that \$41,920 should be added to 10-43 in both revenue expenses to reflect the Homeland Security Grant that his office has applied for. The committee requested that Jack provide a complete budget spreadsheet showing different scenarios depending on whether or not the various grants are received.

Jack stated that the Evidence Tech position in 10-43 needs to be a full-time position for a county this size, but he doesn't have the funds for that. He said that the jail funds about 50.3% of the Court Security budget (49-86), but only 26.22% of the tasks performed are related to the jail. He suggested that the county look at ways to make the funding equitable.

The meeting recessed at 12:26 p.m.

**MINUTES
BUDGET COMMITTEE MEETING**

May 4, 2009 1:30 p.m.

Room 32, Courthouse

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

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Becky Weaver, Dan Linscheid, John Phelan, Bill Gille, Ken Huffer, Ted Smietana, Al Westhoff, Russ Health, and Mike Brandt.

Guests: None.

Leslie reconvened the meeting at 1:34 p.m.

LAND USE & TRANSPORTATION TEAM

Fair (Fund 20) - Al Westhoff, Fair Manager, reviewed the proposed budget, noting that sponsorships are down and there is minimal increase in the budget from last year. He reviewed the entertainment planned for the 2009 Fair & Rodeo.

Surveyor (10-21 and Fund 27) - Dan Linscheid stated that because funds have been accumulated in the Corner Restoration Fund (Fund 27), he is able to move .4 FTE to that budget and not lay anybody off in 10-21. Michael noted that Dan is only using \$50,000 of his \$800,000 fund balance. He suggested using more of the balance to accelerate the corner restoration project and do a sort of internal stimulus package, either contracting the work out or saving a position from being eliminated in another department. Dan agreed to go through some numbers with John K.

Planning (10-20) - Mike Brandt stated that the proposed budget is a conservative one and reflects the 4.6 FTE cuts already made in the current fiscal year. He said that his department seems to be in good shape now, although he will have consumed most of his fund balance by the end of this fiscal year. He stated that he is working on a fee increase proposal that he will be bringing to the Board and that isn't reflected in the proposed budget.

Solid Waste (Fund 17) - Mike stated that this budget is similar to last year's budget, although an unfilled position was eliminated. He said that a citizen has recently questioned the staffing level for this program. He reviewed the history of the program and the requirements added over the years and said that he has taken on more responsibilities in this area since Dyke Mace passed away. Leslie expressed her appreciation to Mike for his good work in managing the county's liability and said that she has no concerns about the staffing level.

Parks (10-81) - Ken Huffer presented his budget, stating that it is a very bare-bones budget with few changes from last year. He reported that the lighting improvement project at Rogers Landing should be finished up in the next few weeks and he will be looking for more grant opportunities. He said that he has seen an increase in the number of annual passes purchased this year and Tangleboxing will be expanded this year to include McMinnville city parks, with the goal to expand even further in the future

to include Chehalem Valley and state parks.

Public Works - John Phelan provided an overview of his four budgets, noting that the Roadmaster position will be eliminated in 11-60 and staff has already been reduced through early retirement incentives. He explained that although the Road Fund appears to have increased since last year, it has actually decreased if you take out the FEMA disaster funding and match requirement. He stated that the FTE reduction in 11-60 is due mainly to the reallocation of FTE to more accurately reflect where the time is spent.

Bill Gille stated that the last bridge of the OTIA III projects should be finished up very soon. John P said that he is looking for an appropriate reason to keep the unused funds for other county projects, as he has heard that other counties have been able to do so.

Leslie reported that the state has set aside a portion of its federal stimulus package for local governments to use for roads. She said that the Road Department has decided to use its own funds to get the required preconstruction engineering done right away so that the overlay projects can go out to bid this summer while prices are lower. Michael suggested borrowing money against future funding to get even more road projects done this summer, since it would save the county 20-30% in costs and help stimulate the local economy. He asked John P to bring a list of potential projects to deliberations on Wednesday. John K stated that the easiest place to borrow money from would be the Motor Vehicle Fund.

The meeting recessed at 3:17 p.m. and reconvened at 3:47 p.m.

NON-DEPARTMENTAL TEAM (Part 1)

John K reviewed the non-departmental budgets. He stated that the increase in property tax collections is due to the fact that last year's collections were significantly underestimated. He said that the state may take away some or all of the county's portion of the amusement, cigarette, and liquor taxes, which would create a hole in the budget of up to \$500,000. He recommended not making any allocations of economic development funds to community agencies until the state's decision is made. Ken said that some of the funding requests don't seem to fit under economic development.

The group discussed the possibility of charging administrative fees for the pass-through mediation funding (Fund 10-59).

Laura stated that \$400,000 in stimulus funding needs to be added to the Capital Improvement Fund (40-27) for the Energy Efficiency Block Grant.

John K stated that the county's insurance broker has recommended doing self-insurance for dental in order to save money, so that has been set up in the Insurance Reserve Fund (Fund 80).

The group discussed the possibility of a possible bio-mass project on federal forest land. John K suggested talking to other counties about the idea at the next Association of Oregon Counties (AOC) meeting.

The meeting recessed at 4:40 p.m.

**MINUTES
BUDGET COMMITTEE MEETING**

May 4, 2009 7:00 p.m.

Room 32, Courthouse

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

Staff: John Krawczyk, Laura Tschabold, Sheriff Jack Crabtree, and Captain Ron Huber.

Guests: Kelly Haverkate, 523 Ash St, Dayton; Judy Gerrers, 305 Main St, Dayton; Renee Vorm, PO Box 444, McMinnville; and Rod Kilcop, 1330 NE Ford St, McMinnville.

Leslie reconvened the meeting at 7:00 p.m. and opened the public hearing.

PUBLIC HEARING

Dayton Chamber - Kelly Haverkate stated that the Dayton Chamber has applied to participate in the Oregon Main Street: Transforming Downtown Program and has requested \$5000 from Yamhill County to help implement the program. She distributed copies of the application and explained that even if it isn't approved, the chamber plans to proceed as though it were part of the program, working to improve the downtown area and recruiting new businesses. She said that the \$5000 could be used as match funds to open up grant possibilities.

Leslie suggested having Ray Teasley come talk to the chambers about the \$192,000 revolving economic development loan fund, which hardly ever gets used. Mary agreed to e-mail Ray and Kelly with the information.

Your Community Mediators - Renee Vorm presented a request from Your Community Mediators (YCM) for \$10,000 to help with costs such as basic office supplies and an executive director. She stated that YCM is also looking for funding from Spirit Mountain, United Way, and the state. She presented a certificate of recognition to Yamhill County from the YCM Board of Directors.

Rod Kilcop stated that YCM not only has support from the county, but also has growing support from the towns within the county. He said that YCM has recently been reaching out to find other areas where they might be of service, such as providing mediation training to police officers and bringing on two bilingual mediators to serve the Hispanic community. He said that YCM is trying to get external funding to bring a Victim Offender Mediation program to the county because it tends to help diminish the legal and police sides of such situations.

Leslie closed the public hearing and the meeting recessed at 7:28 p.m.

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**MINUTES
BUDGET COMMITTEE MEETING**

May 5, 2009 9:00 a.m.

Room 32, Courthouse

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

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Becky Weaver, Chris Johnson, Paul Kushner, Mike McNickle, Allan Mandell, Krisan Pendleton, Marie McDaniel-Bellisario, Craig Hinrichs, and Dawn Cottrell.

Guests: None.

Leslie reconvened the meeting.

HEALTH & HUMAN SERVICES TEAM (Fund 16)

Overview - Chris Johnson stated that 75% of his budget relies on state and federal funding and revenue is difficult to predict at this point, so the Governor's Recommended Budget was used as the basis for this proposed budget. He pointed out that the federal stimulus package will help soften the state budget cuts to about 15%. He said that 3.6 FTE will be cut overall, primarily in Abacus and Chemical Dependency, and \$385,000 will be used from the fund balance to prevent deeper cuts. He noted that Chemical Dependency might get its lost positions back through grant opportunities.

He discussed the early mortality rate seen in mental health clients and a proposed legislative bill that would combine physical and mental health care into a single entity. He said that he believes a more focused health care partnership would be a better solution.

He stated that his department is considering the possibility of forging a partnership between Developmental Disabilities and Adult Mental Health leadership to address unique clients that have needs in both areas.

He reviewed the HHS programs that use general fund dollars to provide services not covered by state or federal money, noting that most of the HHS general fund dollars go to Public Health and Chemical Dependency. The committee requested a list showing the allocation of both discretionary revenue and fund balance to each of his divisions.

Public Health - Mike McNickle stated that the recent swine flu is a good example of what happens when attention is drawn away from everything else. He said that he would be more concerned if it were a pandemic, but it is more of a seasonal outbreak. He stated that his top three areas of focus are maintaining activities in preventing communicable disease, paying more attention to chronic disease, and being prepared for a true pandemic with a high fatality rate

He said that there are enough funds in the budget to meet the standards for restaurant inspections, but the biggest emphasis should be on ongoing education to restaurant managers and he doesn't have the staff to do that. He said that foodborne illness is a more likely situation than a pandemic flu and he

would get better participation from restaurants if the education could be offered at no charge.

Abacus - Dennis stated that the county has made a major investment in this program and he would like to discuss in deliberations the possibility of restoring the proposed cuts. Chris said that the cost to do so would be about \$62,000, or about \$200,000 over three years with rollup costs. He stated that he is projecting the fund balance to be about \$200,000 higher than the budgeted amount and using that money for the Abacus program would be a good strategy. Leslie stated that she wants to make the program whole, but it might be best to wait until the co-chairs decide what they are going to do with the state budget.

The meeting recessed at 10:40 a.m.

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**MINUTES
BUDGET COMMITTEE MEETING**

May 5, 2009 10:45 a.m.

Room 32, Courthouse

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

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Becky Weaver, Marilyn Kennelly, Caren Anderson, Tonya Saunders, and Marilyn Westfall.

Guests: None.

Leslie reconvened the meeting at 10:49 a.m.

NON-DEPARTMENTAL TEAM (Part 2)

Commission on Children & Families (18-64) - Marilyn Kennelly reviewed the mission of CCF and the budget cuts made to compensate for the anticipated 25% reduction in revenue. She stated that a new Comprehensive Plan has been completed with three focus issues that will be used to determine which services are retained once the funding level is known for sure. She noted that the dollar amounts on lines 18-64-331.63 and 18-64-334.77 need to be switched. Kathy stated that Marilyn and Caren have done an excellent job of re-energizing CCF into a vital organization and engaging the public to get feedback and make the program work for this community.

Transportation (10-33) - Tonya Saunders reported that the county will be receiving \$1.1 million in stimulus funds and \$1.8 million in federal appropriations, which is much more than normal. She stated that she will be purchasing some large transit vehicles with the money and hopefully putting in a transit mall within the next few years. She said that Chehalem Valley Transit will be focusing on the Newberg city route in the coming year to make it more effective for local riders.

Ken stated that some of the buses are traveling long distances and providing a real service to those using them as true commuter buses. He said that the rates ought to be higher for the longer routes, with some of the revenue being put into a replacement fund. Tonya stated that the district has tried to make a standardized system so as not to confuse people, but it has recently increased the Dial-a-Ride rates and can certainly talk about increasing commuter rates. Leslie suggested bringing up Ken's suggestion at the next provider meeting.

Dennis expressed his hope that additional runs can be added at some point to tie into the MAX system for convenient access to the airport. Tonya agreed that the need definitely exists for additional runs to Salem as well as Hillsboro, but the district would need to get another funding source to make that possible.

Law Library (14-26) - Marilyn Westfall stated that court fees have been very stable and the apparent increase in revenue is due to the remainder from prior years. She reported that there have been some attempts in the legislature to take away a major portion of revenue from law libraries, so there may be major changes in the future. She said that she has increased her contingency fund as a precaution.

She said that use of the library has decreased substantially, with only about four people per week coming in. She said that she has the technology to be completely online now, although she still uses the books quite a bit when providing reference help. She said that the reference help is valuable because she can find information faster than users can on their own. The group had further discussion about the law library and the jail kiosk and Dennis requested that the issue be added to the list for deliberations. Laura stated that she would like to see the Facilities Committee take a more active role in determining the future of the law library. Leslie agreed, adding that if the county is going to provide the service, it should do something to make the public more aware of it.

Criminal Justice Data Flow - John K stated that Dennis had approached him about the data flow project and he had spoken to the commissioners about it. He explained that there are a number of pieces to that system that the county has no control over and the state can change its mind at any time, making anything that the county has done useless. He said that there is no way to give a cost estimate before talking with the four criminal justice managers and IS to determine the scope of the project. After further discussion, Leslie suggested holding a work session with the criminal justice group about the goals and about what is happening statewide.

The committee agreed to attend a future work session with the Board of Commissioners to discuss items raised during this meeting, including the data flow project, the future of the law library, and the transit program.

The meeting recessed at 12:13 p.m.

**MINUTES
BUDGET COMMITTEE MEETING**

May 5, 2009 1:30 p.m.

Room 32, Courthouse

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

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

Guests: None.

Leslie reconvened the meeting.

GENERAL GOVERNMENT TEAM

County Counsel (10-25) - John Gray stated that he has budgeted a mid-year reclassification of Rick Sanai from Assistant County Counsel to Senior Assistant County Counsel.

Assessor (10-12) - Scott Maytubby reviewed the changes to his budget and the reduction of grant funding. He discussed the ORMAP project and stated that the Department of Revenue has backed off its oversight of counties in the last ten years.

Clerk (10-15 and Fund 12) - Becky Stern Doll stated that fee revenue has been declining rapidly and she has cut two positions as a result, as well as using up some fund balance. She said that most fees are controlled and expenses, such as postage, continue to rise, but cutting staff any further would jeopardize services to the county. She projected that revenue will continue to decline for the next few years and said that she is budgeting conservatively. She added that she is setting aside some funds because of a proposed legislative bill that would require her to redact personal information from archived records, which would likely be a costly process.

Dennis expressed concern about the drastic reduction in fund balance. Mary stated that the Board took general funds away from this department and whether or not any general fund money should be allocated to the Clerk's Office this year is a question for the Budget Committee to decide.

Treasurer (10-23) - Nancy Reed reviewed her proposed budget. She stated that the county has a \$3 million CD that matures in November and the basic investing philosophy right now is "safety first." John K discussed a legislative bill that would create an intermediate investment term, giving the county an opportunity to use some of its reserve funds to generate extra revenue that way. Leslie stated that Nancy and the Local Investment Advisory Committee are doing a good job.

Information Services (10-17) - Murray Paolo reviewed the IS, GIS, Telecom, and Air Support budgets. He also provided a recap of accomplishments during 2008-09 and goals for the coming year. He said that he plans to look at how his time is split between the budgets because he doesn't think it is accurately reflected.

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He requested the addition of a Programmer Analyst position to the IS budget. He said that with the additional \$20,000 coming from the Sheriff's Office along with some internal savings, he would need \$47,000 to pay for the position. He said that he believes that the revenue to his department from the City of McMinnville for his services as IS Director is adequate for now. Michael expressed concern about the cut in discretionary dollars to IS. He said that this department is overlooked and the county is at risk.

Murray expressed concern about the costs involved with pagers. Laura reviewed the contract language regarding pager pay.

Dennis expressed disappointment with the slow progress being made toward getting a single entry system for the criminal justice departments. John K recommended forming a task group, including members of the criminal justice team, Murray, and the Board, to go over the issue and find out what opportunities are available. He noted that three systems are out of the county's control. He said that the Board is interested in going ahead with replacing the Eagle system with Vision and it might make sense to borrow the money against bed rentals. Murray cautioned that it would take significant money to replace the systems or expand Vision further and said that he is also concerned about his staff's ability to support this. Dennis said that the county would save money by improving access and it is important to get the different people together and figure out what can be done and what steps to take.

Murray said he would be making a proposal to the Board that the Air Support program be moved under the oversight of the Sheriff's Office because it fits better with the public safety realm. He said that his priority right now is to get the Memorandums of Understanding in place and get paying customers in order for the program to survive. John K noted that anytime Murray flies over federal forest land for air support, that portion can be billed to the Title 3 budget.

Administrative Services (10-10) - Laura reviewed the budget, noting that she had transferred some funds to the Treasurer's budget to reflect Nancy's work on the YCOM payroll. Mary stated that Laura is being overworked now that John K is no longer working full-time and suggested that the group discuss at deliberations the possibility of adding a .5 FTE support position. Kathy added that the Board had expected Tonya Saunders to be available to help Laura with special projects, but the transit program is taking most of her time. Laura stated that there are a lot of energy grants available, but she doesn't have the time to go after them. She added that she is looking at ways to streamline the Personnel Action process to make it more efficient.

Veterans Services (10-24) - Debbie Gill reviewed her budget, stating that it has been stripped down to the bare basics. Laura said that the state enhancement funds can no longer be carried over from year to year, so staff will have to be reduced at some point in the future.

Maintenance (40-16) - Brian Dunn stated that a \$12,000 revenue loss was offset by internal reductions in Materials & Services, no personnel had to be cut. He noted that the county is saving a lot of money with the new courthouse chiller. He said the campus is growing and his staff now takes care of about eleven buildings and the grounds.

Emergency Management (10-40) - Doug McGillivray said that he had made some minor changes in his budget to bring it in line with the actual expenses. He noted that his state funding was recently increased by \$21,206 and said that he would like to apply some of this revenue to purchasing radios, uniforms for volunteers, department equipment, and professional services. He said that he is developing a private sector Emergency Management group.

John K stated that the Board has defined the criteria for use of economic development dollars as something that stimulates economic development within Yamhill County by bringing in tourists, additional dollars, or development. Ken requested that the group discuss the issue at deliberations and possibly redefine the criteria.

John K distributed copies of the monthly balance report through the end of April.

The meeting recessed at 4:02 p.m.

MINUTES
BUDGET COMMITTEE MEETING
May 6, 2009 8:15 a.m.

Room 32, Courthouse

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

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Becky Weaver, Dan Linscheid, Brad Berry, Chris Johnson, Jack Crabtree, Kellye Fetters, and Ron Huber.

Guests: David Bates, News-Register.

Leslie reconvened the meeting.

DELIBERATIONS

Housekeeping - After some discussion, Dennis moved approval of the Housekeeping items with the changes noted (see Exhibit A); Ken seconded the motion. Michael made a friendly amendment to add a footnote to the Sheriff's budget stating that the additional revenue is from the CERT grant. The motion passed unanimously.

Juvenile Reclassification - Brad stated that his office would continue to pay for a portion of the dependency case work in Juvenile if the state dependency funding continues, which he expects to be the case.

DA Receptionist Position - John stated that this position is certainly needed, but he would recommend deferring the allocation of discretionary resources for this position or the requested positions in IS and Administrative Services until later in the budget process when the county's funding is better known. He added that other funding sources might be identified by then as well. Michael stated that he supports the recommendation and that all additional positions should be considered at the same time. He said that if this position is restored, the discretionary allocation should be increased to cover the position for future years. John emphasized the importance of keeping a balance in the criminal justice system and not creating a workload that staff can't handle. Later in the meeting, Michael made a recommendation that funding for the receptionist position be taken from the Sheriff's budget, which has the most "wiggle room."

Surveyor - Dan stated that he would like to have an additional crew for corner restoration, but he wants to budget conservatively and maintain a fund reserve. Leslie stated that he needs to find out if contracting the work out is feasible. Dennis moved to authorize the expenditure of \$209,864 in Fund 27 to increase the crew doing corner restoration, with the unappropriated ending balance to be reduced by the same amount; Michael seconded the motion. The motion passed unanimously.

The meeting recessed at 9:06 a.m. and reconvened at 9:26 a.m.

HHS Abacus Position - Chris reviewed a handout showing his discretionary and fund balance allocations listed by division and by program (see Exhibit B). He explained that he had added \$200,000

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to his beginning balance and used a portion of that to restore about .75 FTE in Abacus, with the rest going into the ending balance. Kathy moved approval of the changes; Dennis seconded the motion. The motion passed unanimously.

Sheriff - Jack reviewed a handout showing the four different budget scenarios. Michael stated that more deputies on patrol doesn't necessarily lead to more workload for others in the criminal justice system, but it does help prevent crime and allow the department to do higher quality investigation work, which is beneficial to the system. Jack said that he does not intend to hire new deputies if that would leave him with no fund balance. He said that he needs a minimum of 28 deputies to effectively run the patrol and 21 deputies in the jail. He said that is unlikely that he'd get to 28 deputies without the COPS grant, so he would be on the light blue scenario in that case. Leslie suggested staying with the white scenario as budgeted.

Dennis moved to stay with the budgeted white scenario; Mary seconded the motion. Michael said that the budget doesn't reflect the exactness of the intention, so he would rather see hiring authority for 25 deputies and a line item for grant income that shows the three or four additional positions. Mary explained that the budget has traditionally included hiring authority for grant-funded positions so the positions can be filled if the department gets the grant. John suggested leaving the personnel count as is but adding the dollar amount in the footnote for the COPS grant in order to fully disclose the amount attributable to the grant.

Dennis moved to incorporate John's suggestion as a friendly amendment to the motion, with similar footnotes to be added for other grant-specific positions throughout the budget as appropriate; Mary seconded the motion. Michael clarified that this budget would be approved with the understanding that if the grant funding doesn't come in, those positions would be reevaluated. The motion passed unanimously.

The meeting recessed at 10:35 a.m. and reconvened at 10:48 a.m.

Jail FTE (housekeeping item)- Mary moved to change 10-41-404.21 (Med Tech) to reflect 2 FTE and 10-41-406.08 (Reg Nurse 3) to reflect 1 FTE, with the dollar amounts to be provided by Kellye Fetters and any extra balance to go into Extra Help; Kathy seconded the motion. The motion passed unanimously.

Economic Development - Mary distributed copies of a letter from McMinnville Economic Development Partnership requesting \$15,000 and said that she believes the Budget Committee had allocated \$10,000 to MEDP for the last two years. John recommended that this item be deferred until he has information from the state as to how much of this program will be funded in 2009-10.

Ken stated that this funding ought to be used for true economic development and promoting tourism, not for filling budget gaps. He said that there are good requests on the list that are not being funded because the county is backfilling some of its own departments. Leslie said that it might be good for the county to work on a plan to wean those departments off video lottery funds and back onto the general fund, although it may need to be a long-term plan. Ken suggested announcing to departments that no video lottery funds would be automatically allocated next year and that departments should fill the gap with other resources or justify their need to the Board. Leslie said that she doesn't think it can be done all in one fiscal year.

Ken moved that no video lottery funds be included in the 2010-11 budget. Michael seconded the motion, rephrasing it to state that video lottery funds should not be considered as a revenue source in 2010-11, which would cause everybody to reassess their needs, and that, should the revenue exist next year, it would be allocated at the discretion of the Budget Committee. The motion passed unanimously.

Dennis suggested that the Budget Committee reconvene in June when more is known about funding, since so many items are being deferred. John pointed out that, due to notice requirements and time constraints, the Budget Committee would only be able to act in an advisory capacity to the Board.

Mary moved to defer the economic development requests to a meeting to be held the afternoon of June 17, 2009, with the Budget Committee acting in an advisory role; Michael seconded the motion. Dennis recommended that CASA and Your Community Mediators be at least funded at the current levels because of their effect on law enforcement. He suggested that the Board encourage the Dayton Chamber to show that they have matching pledges or are using the money for a grant match in order to show other communities that the economic development funds are not just free money. The motion passed unanimously.

Public Works - Kathy stated that she would like to see Public Works have the goal to create shovel-ready projects in order to be ready for grant opportunities. Dennis said that his interpretation of the item was that the county should take advantage of lower materials and contractor costs by doing several years' worth of projects now and none later. Leslie agreed, stating that if a source for an interfund loan can be identified, the department could pay back the loan with what would've been spent in subsequent years. John stated that Public Works has a \$300,000 contingency fund that could be spent right now. He suggested budgeting a \$500,000 interfund loan.

Leslie moved to increase the revenue in 11-60 by \$500,000 for an interfund loan and to increase 11-60-811.02 by the same amount for the pavement improvement program. Ken seconded the motion. The motion passed unanimously. Dennis challenged the department to put together a good program and see if it can double that amount. Michael supported the suggestion, noting that the opportunity will be gone next year. Leslie said that she would talk to Public Works about using the contingency fund since that can be rebuilt.

Other - John suggested that the remaining items be deferred. He noted that the Mediation item can be done by the Board. The consensus of the committee was that the Board should charge the administrative fee.

Approval of Budget - Dennis moved to approve the 2009-10 budget with the modifications discussed and to set the tax rate at \$2.5775 per thousand dollars assessed value; Michael seconded the motion. The motion passed unanimously.

Elected Officials' Salary - Mary moved to adopt the recommendation of the Compensation Committee that all elected officials take a salary freeze with the exception of the Sheriff, who would receive a base salary of \$81,725 and be eligible to receive the same incentive and longevity pay available to other members of his management team that he is qualified for; Kathy seconded the motion. The motion passed unanimously. Leslie thanked Dennis for all his service on the Budget Committee.

The meeting adjourned at 11:52 a.m.

Leslie A. Dennis, Chair
for Dennis Goecks, Secretary

MINUTES Budget Committee Meeting
Page 3 May 6, 2009 8:15 a.m.

JK ___ LT ___ LL ___ KGG ___ MS ___

09-10 Budget Deliberation List

5/6/09

District Attorney

10-18-402.02 - Add back of receptionist position - \$45,299

Juvenile Dept

Reclassification of SOS to Legal Assistant – conditional on DA providing continuing level of work

Sheriff's Office

10-43 Show four different budget scenarios for COPS Grant; School Resource Officer

Surveyor

Fund 27 Corner Restoration – increase pace of work? See Surveyor's memo.

Public Works

Should Public Works escalate future projects to take advantage of lower bidding environment?

Non Departmental

Should the budget committee include revenue from the Land Conservation Grant? (Grant budget outlines \$20,067 to Public Works for meetings, development of practices, and mileage)

Mediation

Should the Mediation budget be charged an administrative fee = \$771?

Economic Development:

Community Requests:

Dayton Chamber Oregon Main Street Contribution - \$5,000

[CASA - \$2,500 – Currently funded at \$2,000 (in 10-39)]

Gallery Players - \$3,160

MERIT - \$25,000

[Your Community Mediators - \$10,000 – Funded at \$4,000 (in 10-39)]

Chehalem Valley Strategic Planning Survey - \$10,000

HHS

Abacus – Add 1 FTE Support Employment Position = \$62,000 (Use HHS fund balance)

Non Departmental

Transit – discussion about raising fares – referred to YCTA Board.

General Government 10-15-493.10

Clerk – Reduce medical insurance by 45,038; increase ending balance. → Housekeeping

I.S. – Add back of data analyst = \$47,000 in additional revenue needed above \$20,000 projected from Sheriff's office

Admin Services – extra help for Admin Services (part time management analyst)

Other Discussion Items:

Use of video lottery – redefinition of economic development

Housekeeping Items

Community Corrections

21-45-331.15 Revised Amount \$317,268 (+2953)
21-45-660.01 Travel add 2,953
402.10 FTE Change +2.00 = 3.00
403.25 FTE Change + 1.00 = 1.00
403.36 FTE Change + 2.00 = 10.5

Juvenile Department

+ 30,000 OYCC Funds – Need offsetting expenses

Sheriff's Office

Jail Budget ~~FTE changes for nursing staff~~
10-43 Add 41,920 for CERT Grant; offsetting expense in Other Expense
10-43 ~~Police Clerk FTE for 08-09~~

Road Fund

11-29 ~~Motor Vehicle FTE add .01 to Director for 08-09~~
11-55 Engineering – add .01 to Director Position
45-29 Revenue Adjustments made for 362.44
Add additional capital line and move funds from Reserve for Future PW

Economic Development 26-34

720.24 Add \$5,000 to Water Study with note "From Lafayette"
699.01 Decrease by \$5,000

Capital Improvement 40-27

Add \$400,000 revenue from Federal Energy Efficiency & Conservation Block Grant; offsetting expense Misc Building Remodel – 820.01

CCF

Two revenue lines are transposed and need correcting.

Transit 21,952

Add 57,000 to 334.76; offsetting expense 720.44
New numbers for capital expenditures related to federal funds to be adjusted.

Emergency Management

Increase revenue 331.40 – by \$21,206
Offsetting expenses –
510.03 + 8,600
510.02 + 250
543.01 + 7,500
610.01 + 4,856

Clerk (from other side)

10-15-402.20 move \$5000 to ending balance
(office Spec Tech)



ADMINISTRATION
ADULT PROGRAMS
HEALTH PROGRAMS
FAMILY AND YOUTH PROGRAMS

HEALTH AND HUMAN SERVICES DEPARTMENT

ADMINISTRATIVE SERVICES DIVISION- 503-434-7523

627 N.E. Evans - McMinnville, OR 97128 - TTY 1-800-735-2900

HHS Budget Proposed Modification

Tuesday, May 05, 2009

016-001-301.01 Beginning Balance	\$1,608,210	to	\$1,808,210
016-073-406.22-HS Specialist I	2.13 FTE	to	2.89 FTE
	\$ 96,405	to	\$ 158,428
016-093-990.01 Ending Balance	\$1,608,210	to	\$1,746,187

Exhibit B 1/3

Discretionary and Fund Balance Allocation by Department

DESCRIPTION	County Discretionary Fund	Beg Bal Operations
16-70 Public Health	612,602	59,163
16-71 Developmental Disabilities	-	-
16-72 Adult Mental Health	63,110	90,529
16-73 Abacus	20,661	58,975
16-75 Family and Youth	190,401	-
16-76 Chemical Dependency	362,403	82,141
16-79 HHS Administration *	66,363	94,065
16-172 Extended Care Facilites	-	-
Fund 16 -HHS Total	1,315,540	384,873

* Does not include Ending Balance

Discretionary and Fund Balance Allocation by Program

DESCRIPTION	County Discretionary Fund	Beg Bal Operations
Communicable Disease	165,572	0
Environmental Health	685	0
Maternal Child Health	313,509	59,163
Prevention and Education	34,129	0
Family Planning	98,707	0
16-70 Public Health	612,602	59,163
16-71 Developmental Disabilities	-	-
Adult Mental Health Outpatient	63,110	39,339
Adult Mental Health Residential	0	51,190
16-72 Adult Mental Health	63,110	90,529
Illness Management and Recovery	4,286	27,985
Supported Employment	16,375	30,990
16-73 Abacus	20,661	58,975
Family and Youth Outpatient	3,921	0
Juvenile Crime Alternatives	186,480	0
16-75 Family and Youth	190,401	-
Chemical Dependency Outpatient	107,030	22,297
Chemical Dependency Prevention	0	8,257
TCE Methamphetamine Intensive	206,477	
Reflections House	2,460	51,587
Byrne Family Drug Court	46,436	
16-76 Chemical Dependency	362,403	82,141
Administration	66,363	94,065
16-79 HHS Administration *	66,363	94,065
16-172 Extended Care Facilities	-	-
Fund 16 -HHS Total	1,315,540	384,873

* Does not include Ending Balance

Exhibit B 3/3