

**MINUTES**  
**INFORMAL WORK SESSION**  
**April 7, 2008 9:00 a.m.**

**Service Team Budget Presentations**  
Oval Office, Fenton House

**PRESENT:** Mary P. Stern, Leslie Lewis, and Kathy George.

**Staff:** John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Richard Sly, Barb Paladeni, Vicki Woods, Tim Loewen, Chuck Vesper, Kellye Fetters, Ron Huber, Ken Summers, and Jack Crabtree.

**Guests:** Michael Green, Budget Committee member; Kris Bledsoe and Donna Nelson, candidates for Commissioner.

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Mary called the meeting to order.

John K reviewed three charts describing the 2008-09 budget: Yamhill County Revenue, Service Team Budgets, and Budget by Object of Expenditure. He stated that the Board should be proud that Yamhill County is one of the few counties in Oregon that doesn't have any general obligation debt. He then added that the draft results from a new study show that Yamhill County is the third lowest county in the state for per capita revenue. He referred to the Governor's Task Force budget recommendations and stated that he would provide a handout of the pertinent sections to each department head.

**CRIMINAL JUSTICE TEAM**

Sheriff's Office - Sheriff Jack Crabtree presented his six budgets and discussed his goals for the upcoming year in each division. He stated that several of his budgets have higher than average ending balances because he is trying to plan ahead for unexpected expenses in order to be responsible to the taxpayers and to the Board. He explained that his office sometimes sees financial surprises in the range of \$25,000 to \$100,000 and a \$100,000 balance provides only about a five-day cushion for payroll expenses alone. He noted that one of the techniques used to build up balances is the delaying of filling vacant positions throughout the year.

He stated that a portion of the Jail bed rental income would be used toward the Jail remodel projects. He said that the addition of 3.0 FTE in the patrol budget is a huge step forward in his department's attempts to increase service to the citizens of the county and added that statistics from 2007, such as the number of arrests made, show signs of progress.

He reported that the Bureau of Land Management has indicated a potential reduction in funding for the forest patrol deputy position, which would result in a decrease of service. The group discussed suggestions for finding alternative funding for this position.

He explained that the beginning balance in the YCINT budget 10-69 is due to the unanticipated disbursement of forfeitures from previous years. He said that since no more forfeiture revenue will be coming in, this may be the last year that this budget is fully funded.

He discussed the percentages of the Courthouse Security budget 49-86 contributed by the Jail,

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the court system, and the county and compared that to the percentages of Courthouse Security services used by each. He added that Kelly Fetters would provide a handout of these figures later.

District Attorney's Office - Mary noted that Brad Berry is out of town at a conference, but he had discussed his budget with each of the commissioners previously.

Juvenile Department (10-74) - Tim Loewen reviewed a handout highlighting the changes from last year's budget (see Exhibit A). He reported that his department has received a gang grant award of \$61,717 that was not included in the handout, but will be added to the budget. He requested that the Board restore the Corrections Technician and Office Specialist positions to full-time. He said that he has made a conscious effort to increase his department's bilingual resources, which has had a positive effect in dealing with the Hispanic population. Mary stated that the budget should reflect the actual FTE in the Parole Officer positions to avoid confusion.

The meeting recessed at 10:40 a.m. and reconvened at 10:53 a.m.

Community Corrections (Fund 21) - Richard Sly provided an overview of his proposed budget (see Exhibit B). He noted that he had received a modest grant for the National Institute of Corrections to come and do an evaluation of his department and help improve the delivery of services. The group discussed suggestions for more accurately reflecting the revenue and expenses for budgets 21-44 and 21-45. John K suggested looking at increasing fees in this area.

The meeting recessed at 11:37 a.m.

Anne Britt  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
7/6/09 by Board Order  
# 09-354

JK MS <sup>MS</sup> LL <sup>JK</sup> KG <sup>JK</sup>

## JUVENILE

The Yamhill County Juvenile Department continues to provide a wide range of services to Yamhill County. Services include: intake assessment, court support services, diversion programs, victim coordination, probation supervision, community service work, detention, referral for treatment and out-of-home placement. These services intercede in the lives of youth to provide community protection, hold youth accountable and give youth skills to deter them from further criminal activity.

### **2008-2009 Budget**

**\$2,848,803**

Increasing personnel costs have impacted this years budgeting:

|                           |                    |
|---------------------------|--------------------|
| • Step Increases          | + \$30,740         |
| • Cost of Living Increase | + \$56,760         |
| • Medical Insurance       | + \$9,737          |
| • Dental                  | + \$2,183          |
| • VEBA                    | + \$8,852          |
| • Retirement (PERS)       | + \$6,616          |
| • Workers Comp            | - \$6,667          |
| • Rent Increase           | + \$ 2,074         |
| • Phones                  | + \$840            |
| • <u>Motor Pool</u>       | + \$3,412          |
| <b>Expense Increases</b>  | <b>+ \$114,547</b> |

General Fund allocation to the department increased 3.75 %

**+ \$72,102**

Roll-up costs less discretionary allocation leaves a deficit of:

**- \$42,445**

Juvenile Department anticipates a beginning balance for 2008-09 of \$29,707. There is no ending balance budgeted for 2008-09.

### **Collected Fees**

The Juvenile Department was authorized to begin collecting fees for services this current fiscal year. We anticipated collecting \$27,500 in 2007-08. We got off to a late start in getting the county accounting system set up and didn't begin invoicing services to parents until January 2008. In the first two months we had invoiced \$5,500 in services and received \$3,000 back in revenue. We anticipate that revenue will come in at the projected monthly rate of \$2,300, but due to our late start, we predict that only half of the projected income will be received by fiscal years end.

### **DHS Contract for Legal Services**

Beginning in January 2008 the District Attorney (DA) received a contract from the Oregon Department of Justice to provide legal assistance to the local branch of the Department of Human Service in dependency cases. The DA utilized the Deputy District Attorney (DDA) assigned to the Juvenile Department to provide these services. That DDA is paid for in the Juvenile Department budget. The DA has agreed to transfer any reimbursed funding from this contract to the Juvenile Department. Juvenile Department has included \$32,000 in the 2008-09

budget for this purpose. There is some allowance in these funds for legal assistance duties related to this service that may be provided by administrative support.

**2007-08 Budget Modifications**

The Juvenile Department ended 2006-07 with a deficit of \$62,105. This deficit was a carryover from the Detention Remodel project. The Board of Commissioners (BOC) transferred \$62,105 to Juvenile in 2007-08 to bring the beginning balance to 0 for this fiscal year.

**Peer Court Transfer**

The Juvenile Department anticipates taking over the Peer Court from McMinnville Police Department in 2008-09. The department proposes the following positions to staff this program:

|                                   | <u>Range</u> | <u>FTE</u>  | <u>Salary/Benefits</u> |
|-----------------------------------|--------------|-------------|------------------------|
| ▪ Juvenile Probation Officer 2    | 18           | 1.0         | \$62,061               |
| ▪ Juvenile Corrections Tech       | 12           | .48         | \$17,559               |
| ▪ Juvenile Probation Officer Aide | 10           | .48         | \$15,789               |
| ▪ <u>Office Specialist 2</u>      | 7            | <u>.48</u>  | <u>\$13,438</u>        |
| <b>Total Personnel</b>            |              | <b>2.44</b> | <b>\$108,847</b>       |

Materials & Supplies Total \$9,596

**Total Program Expenditures \$118,443**

Revenue formerly transferred to McMinnville PD would be retained by the department. Furthermore, McMinnville and Newberg PD's would transfer proceeds from traffic citations dedicated to the Peer Court to the Juvenile Department in continued support of this program. Revenue sources are listed below:

|   |                  |
|---|------------------|
| ▪ Juvenile Department discretionary funds   | \$35,000         |
| ▪ JCP Prevention funds                      | \$28,920         |
| ▪ Juvenile Accountability Block Grant funds | \$10,000         |
| ▪ McMinnville PD Traffic Cite Revenue       | \$22,000         |
| ▪ Newberg PD Traffic Cite Revenue           | \$17,000         |
| ▪ Peer Court Fees                           | <u>\$10,000</u>  |
| <b>Total Program Revenue</b>                | <b>\$123,920</b> |

**Staffing**

Reclassifications

|  |                |
|--|----------------|
| ▪ PO 3 is 12% below comparables – Range adjustment from 20 to 24 | \$2,667        |
| ▪ Senior Accounting Clerk to Accounting Tech – Range 12 to 14    | <u>\$3,210</u> |
| <b>Total Reclass Costs</b>                                       | <b>\$5,877</b> |

FTE

|  |                            |
|--|----------------------------|
| ▪ The 2007-2008 Juvenile Department's total employee count | <b>FTE</b><br><b>30.41</b> |
| ▪ Reduction of the two positions listed below              | -.96                       |
| <b>Subtotal</b>  | <b>29.45</b>               |
| ▪ Peer Court transferred – additional department staffing  | <u>+2.44</u>               |
| <b>New Subtotal</b>  | <b>31.89</b>               |

In 1998-1999 the department's FTE was 37.35.

### **Bottom Line**

After accounting for the deficit from roll-up costs less discretionary allocation, some minor revenue increase from grant funds, some minor increase from taking on the Peer Court, and costs related to reclassifications, the department still has a shortfall of \$33,537.

As a result of the department's financial situation, the Juvenile Department will layoff both a Corrections Technician (.48 FTE) at \$18,939, and an Office Specialist (.48 FTE) at \$14,598.

The loss of the Corrections Tech position will reduce our community service work crew supervision, limiting crews to those that are paid, i.e. OYCC crew and Peer Court. Many of our youth that would normally work off their restitution obligations during the summer will not be able to in the coming fiscal year.

The loss of the Office Specialist position will eliminate our part-time receptionist position. This will require us to rotate our other administrative support staff through this position reducing the time they would normally work in support of court hearing functions and legal document preparation.

Additionally, should the federal timber revenue fail to be reauthorized, Polk County has informed us that they will reduce their detention bed rental contract from four to three beds resulting in an added deficit of \$61,685.

### **Juvenile Crime Trends**

Juvenile crime referrals decreased 17% from 2006 to 2007 in Yamhill County. Total juvenile crime across the state increased less than 4% during the same time period.

**Budget Overview**  
Yamhill County Community Corrections  
Monday, April 7, 2008

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Community Corrections provides community supervision, services and sanctions to convicted people residing in the county. The current caseload count is 1580-1600 misdemeanor and felony offenders. State enhancement funding provides a grant-in-aid allocation share to the county to provide community supervision to felony offenders. The county provides funding through a general fund allocation for supervision of misdemeanant cases, primarily domestic violence and the drinking and impaired driver.

State funding for community corrections is authorized through legislative action, determined by Ways & Means following budget approval of Department of Corrections operations. The county budgeting cycle prepared March 2007 proceeded with assumptions the allocation of state dollars would be allocated 46% in 07-08 and 54% 08-09. However DOC distributed revenue in eight equal payments.

**Beginning Balance**

|   |         |
|---|---------|
| Beginning balance 08-09 .....   | 885,459 |
| <i>The following excludes County general fund, 21-41 &amp; 21-116</i> |         |
| Budget ending balance 07-08 .....                                     | 429,430 |
| Revenue allocation received in Y1 for Y2 .....                        | 135,566 |
| Over collection of fees .....   | 173,400 |
| Expense under budget .....  | 147,063 |

Refer to bar graph chart handout; 6 year experience for BB

**Ending Balance 08-09**

Scheduled at 420,000 annually, a safeguard against interruption in release of state allocation.

**Fund 21 - Community Corrections Programs**

21 - 41: Combined funding to YCCF from Bed Rentals & (state funding) Local Control

See handout for 21-41 reflecting revenue & expense division for rental bed activity and state local control (SB1145) monies to jail

21-44: County allocation for misdemeanor services (5.6% of total probation & parole budget) no changes

21-45: State Grant in Aid funding

- Collective bargaining with PPO association
- Possible adjustment to state allocation through initiative process; Measure 40
- No other changes

21-50: Fee based: Victim Impact Panel, no changes

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21-63: State Grant-in-Aid funding. Reduction of 1 FTE, restored to Public Works.

21-67: State funds for Local Control: Part time position converted to full time position

21-116: Jail Facilities Maintenance funded by county general fund allocation (46%) and local control (54%) – temporary extra help will be incorporated in this budget to backfill construction coordination

### **Accomplishments 07-08**

- Adoption of Use of Force Policy – officer safety training enhancements
- Full implementation of Optional Arming; to include quarterly qualifications
- Incremental development of legislatively mandated Evidence Based Practices soft skills
- Coordination of treatment and service provider quality assurance through Corrections Program Checklist (CPC)
- Introduction of comprehensive offender assessment instruments for domestic violence offenders – and inauguration of automated LSCMI for HI & MED risk felony offenders
- Design and assignment of a restitution PPO position in collaboration with District Attorney & the Court
- Institutional transition improvements – ‘reach-in’ or pre-release planning
- Increased availability and subsidy of housing options – Thugz Off Drugz & Oxford House

### **Challenges FY 08-09**

- Adequate funding for expanding caseload and diminishing reserve resources
- Legislative budgeting in 2009 session to fund possible passage of I-40 directing current presumptive probation cases to mandatory prison term
- Ongoing training and skill development of evidence based practices across caseloads
- Caseload distribution to ‘right-size’ high and medium risk offenders to fulfill intergovernmental agreement outcomes to achieve reduction in criminal reoffense
- Post Incarceration Transition planning and strategic identification of resource gaps
- Access to treatment for alcohol & drug addiction, mental health and more
- Housing for sex offender population

End of Report

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**MINUTES**  
**INFORMAL WORK SESSION**  
**April 7, 2008 1:30 p.m.**

**Service Team Budget Presentations**  
Oval Office, Fenton House

**PRESENT:** Mary P. Stern, Leslie Lewis, and Kathy George.

**Staff:** John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Richard Sly, Barb Paladeni, Vicki Woods, Dan Linscheid, Mike Brandt, Russ Heath, Susan Mundy, and Murray Paolo.

**Guests:** Michael Green, Budget Committee member; Kris Bledsoe and Donna Nelson, candidates for Commissioner; Al Westhoff, Fair Manager.

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Mary reconvened the meeting.

**LAND USE & TRANSPORTATION TEAM**

Fairgrounds (20-80) / Fair Event Center (20-82) - Al Westhoff thanked the Board and Community Corrections for their past support. He reviewed the projects for the current year, which total about \$87,000, and stated that the facilities are getting to be in decent shape. He said that the proposed budget includes funding for a replacement roof for a portion of one of the buildings as well as premiums for 4-H youth and judging fees. He discussed changes to the upcoming Fair & Rodeo and stated that the Fair is in great financial shape and has positive support from the community.

Mary stated that she would like to have a discussion about the possibility of moving to a smaller and newer Fairgrounds facility as the existing building deteriorate in quality and require more money for improvements. Al stated that there are many issues to consider and, because of the expense of constructing new buildings, it would have to be almost a turnkey operation in order to be feasible.

Surveyor (10-21) / Corner Restoration (Fund 27) - Dan Linscheid reviewed his proposed budgets and said that he may need to adjust survey filing fees and plat check fees as well as the deposit amounts. Becky stated that deposit refunds don't need Board approval because the money is not considered revenue. John K suggested that the Board draft an order clarifying that these refunds are exempt from the existing refund policy. He said that when Dan's budget has a sufficient ending balance, the Board can talk about making his department completely fee-based.

Planning (10-20) / Solid Waste (Fund 17) - Mike Brandt stated that this has probably been the most difficult year he's had for projecting revenue. He reviewed his proposed budget and discussed the reclassification requests of Stephanie Armstrong to Associate Planner and Alicia Lisle to Senior Office Specialist. He noted that the post-closure reserve fund in Solid Waste is slightly less than the required amount, but he has acquired insurance that will fill the gap.

Parks (10-81) - Richard Sly explained that Ken Huffer is attending a mandatory meeting with the Marine Board for grant applicants. He stated that the beginning balance is a result of a citizen donation, Tangleboxing revenue, and FEMA reimbursements. Leslie suggested adding footnotes to the budget to explain that. Richard presented a request for \$10,000 from the Economic Development Fund to restore

cut funding in the Parks budget (see Exhibit A). Kathy stated that the request is fair and it is important for Ken to have a summer intern during the busy summer months. John K stated that there is \$64,500 in unallocated Economic Development funds for 2008-09. He added that the ending balance of almost \$50,000 could also be utilized for this request.

Richard reviewed the accomplishments of the past year and the goals for 2008-09. Vicki Woods stated that the projected 2007-08 revenue from Rogers Landing is \$21,000, which is less than the previous year because of weather-related issues and the fact that the fee station was not operational for a while.

Public Works - Russ Heath and Susan Mundy reviewed the proposed budgets. Susan stated that she has budgeted funds for a summer intern. She distributed copies of the Capital Improvements Project List with dollar amounts included.

The meeting recessed at 3:30 p.m.

Anne Britt  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
7/6/09 by Board Order  
# 09-355

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JK MS LL JKG



# Yamhill County Parks

*Unique natural, cultural, and historic places where people can enjoy outdoor activities and educational activities.*

615 E. Sixth Street. McMinnville. Oregon 97128 · Phone: 503-434-7463 · Fax: 503-472-5216

## Inter-Office Memorandum

Date: April 1, 2008  
To: Yamhill County Board of Commissioners & John Krawczyk  
From: Ken Huffer, Parks Coordinator and Richard Sly, Director *SH*  
Subject: Parks request for Economic Development Funds for Budget Year 2008-2009

For the Parks Division's 2008-2009 Budget, Parks has a shortfall of \$10,000. In order to present a balanced budget, staff cut funding in the following areas: 10-081-482.00 "Extra Help" (\$3,500), 10-081-511.07 "Parks Supplies" (\$4,500), and 10-081-543.01 "Department Equipment" (\$2,000).

Extra Help monies provide necessary funds for the hiring of a summer seasonal student intern (June through September), which helps provide support in the administration of several parks programs (Rogers Landing Launch Fees, Tangleboxing, Forest Education, and Reservations), as well as assist parks staff with asset inventories, site inspections, and public outreach activities. Over the last several years, parks staffing levels have been reduced from 2.48 employees (Budget Year 2004-2005; 1.0 Parks Coordinator, 1.0 Work Crew Supervisor, and 0.48 FREP Coordinator) to the current level of 1.5 employees (Parks Coordinator 0.5 and Work Crew Supervisor 1.0). This summer intern position is a cost-effective and efficient means to address several operational and administrative needs during the busiest time of the year for parks and recreation.

Parks Supplies is a major component for parks operations and maintenance, 25% of the Parks Division's Materials and Supplies portion of the budget. This fund is utilized to purchase basic maintenance items, such as toilet paper, cleaning products, paper towels, garbage bags, signs, locks, paint, lumber, and hardware, and larger replacement items, such as tables, grills, garbage cans, kiosks, plumbing fixtures, lights, and gates. Many times small portions of this fund are utilized to cover non-eligible portions of improvement projects that are paid for by Parks System Development Funds, and together utilized as matching contributions for soliciting grants.

Department Equipment is utilized for purchasing replacement equipment (mowers, weed-eaters, blowers, chainsaws, shovels, and other miscellaneous hand tools) and equipment maintenance items (filters, plugs, blades, fluids, and repair items), essential in keeping the parks in a safe, clean, and usable condition.

As per County Service Team budgeting procedures and the direction of Commissioner George (Parks Liaison), Parks staff met with other Land Use and Transportation Team members and inquired about the possibility of assistance to address this current shortfall. Unfortunately, the other team members' departments were unable to assist; therefore, after discussions with Commissioner George and John Krawczyk, Parks is seeking approval for the use of Economic Development Funds (\$10,000) to address the 2008-2009 shortfall. During the 2008-2009 Budget Year, Parks staff will continue to research other potential revenue sources to address future potential budget shortfalls and anticipated roll-up costs, and in turn keep pace with the increasing parks and recreational needs of the county.

**MINUTES**  
**INFORMAL WORK SESSION**  
**April 8, 2008 9:00 a.m.**

**Service Team Budget Presentations**  
Oval Office, Fenton House

**PRESENT:** Mary P. Stern, Leslie Lewis, and Kathy George.

**Staff:** John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Chris Johnson, Paul Kushner, Marie McDaniel-Bellisario, and Craig Hinrichs.

**Guests:** Michael Green, Budget Committee member; Kris Bledsoe and Donna Nelson, candidates for Commissioner.

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Mary reconvened the meeting at 9:05 a.m.

**HEALTH & HUMAN SERVICES TEAM (Fund 16)**

Chris Johnson stated that his department is busy doing a lot of catching up from the cuts that were made during the 2002-03 recession. He reported substantial increases in Oregon Health Plan and state grant funding during the past year and discussed the complexities of meeting the state's performance standards, noting that six of his eight divisions have increased staff due to an unusually broad increase in funding. He said that the overall personnel count in his proposed budget has increased by ten positions since 2007-08, one of which is dependent on receiving a grant.

He stated that the Evans Street Building is expected to be ready in July. He requested that the Board allow an interfund transfer from the HHS fund balance to the Facilities budget to enable the Public Health remodel to be completed in one year instead of two in order to minimize disruption to services. He also requested that the electronic key card system be installed in the Moore and Abacus buildings as well as in the Public Health building as part of the remodel project.

He reviewed four reclassification requests (see Exhibit A).

He said that it is difficult to estimate his ending fund balance for the current year because of late contracting from the state and position vacancies, but it will probably be between \$1.4 and \$1.6 million. He discussed a recent Medicaid audit and said that he would probably be getting \$100,000 or more refunded out of the \$140,000 bill that had to be paid to Medicaid out of the fund balance because of services that were disallowed.

He stated that because the Virginia Garcia Clinic will be closing its doors on June 30, 2008, the proposed budget includes 2.5 positions needed for the county to resume being the Title 10 provider, along with continuing the clinic's Medicaid Family Planning Entitlement Program (FPEP). He said that the existing building should be sufficient with a little remodeling. Mary expressed her support of the proposal, noting that Yamhill County has been the only county in Oregon to not provide family planning services to women.

Chris reviewed the changes to the remaining budgets. He stated that the legislature has approved the reopening of Support Employment and Craig Hinrichs was able to get funding to add 1.5 FTE in the

Abacus program. He discussed the possibility of a large health-related state initiative for people with disabilities.

The meeting recessed at 10:20 a.m. and reconvened at 10:32 a.m. Chris emphasized the need to somehow balance the auditor's request to track everything in Fiscal Focus with the complexities that his department faces because of so many different programs and tracking requirements.

The meeting recessed at 11:05 a.m.

Anne Britt  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
7/6/09 by Board Order  
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| LIST OF RECLASSIFICATIONS IN 089 HHS BUDGET |                             |                               |  |               |
|---|-----------------------------|-------------------------------|--|---------------|
| Staff                                       | Account in 078              | Account in 089                | Reason   | Budget Impact |
| Margaret Jarmer                             | 401.32 Management Analyst   | 401.30 Sr. Management Analyst | Employee duties exceeded those in Management Analyst and more closely resemble the Sr. Mgmt Analyst.                             | \$ 2,727      |
| Aaron Landvik (Recent Hire)                 | 402.04 Accounting Clerk     | 402.14 Sr. Acctg Clerk        | Requirements of position and workload more accurately reflect the complexity and independence found in the Sr. Accounting clerk. | \$ 1,813      |
| Aaron Chayanan                              | 406.03 Env. Health Spec III | 406.02 Env. Health Spec II    | Duties specific to the EH III will be now be performed by Division manager who possesses a background in Env. Hlth.              | \$ (15,077)   |
| Robert Morris                               | 406.24 HS Spec III          | 406.23 HS Spec II             | Specialist III duties will be shared by existing III's who will reduce direct service duties accordingly                         | \$ (20,898)   |

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Ex. A 1/1

**MINUTES  
INFORMAL WORK SESSION  
April 9, 2008 9:00 a.m.**

**Service Team Budget Presentations  
Oval Office, Fenton House**

**PRESENT:** Mary P. Stern, Leslie Lewis, and Kathy George.

**Staff:** John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Murray Paolo, Dave Lawson, Eileen Slater, Jan Coleman, Gayle Jensen, Brian Dunn, John M. Gray, Jr., Debbie Gill, John Boynton, Karen McFaddin, Marilyn Kennelly, Caren Anderson, Marilyn Westfall, and Tonya Saunders.

**Guests:** Michael Green, Budget Committee member; Donna Nelson, candidate for Commissioner; David Devine, candidate for Assessor.

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Mary reconvened the meeting at 9:04 a.m.

**GENERAL GOVERNMENT TEAM**

County Counsel (10-25) - John Gray proposed a mid-year reclassification of Carol White from Management Analyst to Senior Management Analyst. John K noted that part of her salary should be included on each line.

Veterans (10-24) - Debbie Gill stated that her budget is balanced and there are no changes from the previous year. She stated that she is looking for potential new office space. Mary suggested talking to Richard Sly and Chris Johnson to see if they have any space available.

Facilities Maintenance (40-16) - Brian Dunn stated that there are no personnel changes in his budget, but adjustments have been made to compensate for the increased costs of doing business. He reported that the energy-saving measures the county has taken have helped reduce expenses and switching from Verizon to Nextel for cell phone service has resulted in a significant rate savings, although the coverage is not as good. He stated that he may ask for funds to hire an engineer to design a new water heating system for the courthouse and to do plumbing upgrades at the same time. He added that he would like to purchase a second vehicle to avoid the wear and tear on his personal vehicle.

Assessor (10-12) - Dave Lawson presented his balanced budget and reviewed the 2.2 FTE personnel increases. He stated that his replacement would try to recruit a Chief Appraiser starting January 1, 2009 and until that position is filled, the acting Chief Appraiser would receive out-of-class pay. He requested the reclassification of Jodi Bradley from Appraiser 1 to Appraiser 2.

He stated that the number of recordings and permits has decreased substantially since last year and the foreclosure rate will probably increase in the near future. He said that he appreciates the increase in discretionary funds, but is concerned about the timing of these staffing increases with the changing market. He said that his replacement will have to make some tough decisions on how to prioritize funds. The commissioners agreed with his concerns and expressed frustration that the law requires these staffing changes to be made, even though it won't make much difference in revenue. Leslie stated that the issue needs be addressed with the legislature during the next session.

JK MS LL JG K

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Clerk (10-15) - Jan Coleman reviewed her proposed budget, stating that she had boosted her beginning balance as requested, although it makes her nervous to do so because fee revenue has decreased by 26% since the previous year. She reported that the federal government has also increased its percentage of the recording fee revenue and decreased the percentage that the county gets to keep. Mary requested additional information from Jan about this change so the commissioners can contact the congress people and express their disapproval.

The group discussed the funding for the parking lot project and agreed that a new line should be set up in the Facilities Maintenance Fund to track it separately from other general fund dollars.

The meeting recessed at 10:03 a.m. and reconvened at 10:14 a.m.

Treasurer (10-23) - Nancy Reed stated that her budget was prepared according to budget instructions and there are no unusual changes. Leslie expressed her appreciation to Nancy for agreeing to take over the YCOM payroll, which will be a big load off the Finance Division.

Information Services (10-17) - Murray Paolo reviewed his proposed budget (see Exhibit A). He stated that he has seen an increase in the number of vendors approaching departments and departments are often making purchasing decisions on their own or waiting to contact IS until they are almost ready to make the decision. Mary stated that the county already has a computer policy in place. She suggested reviewing this policy with department heads at the next Management Roundtable.

Kathy suggested that Murray talk to John Boynton about the contracts he's putting in place for Emergency Management and discuss the possibility of coordinating with shared vendors.

Administrative Services (10-10) - Laura reviewed the personnel changes, including the reclassification of Sonja Olheiser to Data Analyst.

### NON-DEPARTMENTAL TEAM

Commission on Children and Families (Fund 18) - Marilyn Kennelly reviewed the proposed budget, noting that grant revenues and expenditures have both increased because of a couple of potential grants coming to the county through Oregon Commission on Children & Families.

Transportation (10-33) - Tonya Saunders stated that the hospital is now making pass-through payments to the county instead of straight to YCAP. She said that video lottery revenue has increased and all of her time is now included in this budget.

Law Library (Fund 14) - Marilyn Westfall stated that court fees are up 16% from last year. She said that she has increased the contingency fund because costs for books and online services are still fluctuating. She proposed increasing her hours from nine to twelve per week, which would allow her to keep the library open to the public more and work on some county projects during that time. John K noted the possibility of having Marilyn provide writing support to the Business Continuation Plan task force. Kathy stated that the courts are concerned about that issue as well and may be willing to contribute some funding.

Emergency Management (10-10) - John Boynton stated that he had budgeted to receive \$10,000 in supplemental funds from the state, although he is planning to ask for more. He reviewed a handout of 2007 supplemental funding for Oregon counties (see Exhibit B). The Board expressed interest in attending a meeting with the state people to discuss the supplemental funding. John B stated that he had increased Karen McFaddin's hours to .75 FTE in the budget, but he would like to increase her to full-time if the Board would grant the additional funding. The Board agreed to put the request on hold until after the discussion with the state.

John K stated that the Emergency Management vehicle needs to be replaced. He said that a portion of the replacement funds assigned to this vehicle are still in the Sheriff's Office budget, but they need to follow the vehicle. John B invited the Board to visit the new Emergency Operations Center.

Non-Departmental - John K reviewed the remaining non-departmental budgets. He referred to two charts showing how discretionary revenue has grown over the years. He projected a 4% growth in property tax revenue next year, down from the 4.6% growth in the current year. He stated that the impacts of the recession will likely be felt beginning in fiscal year 2009-10 and cautioned the Board not to grant funding requests to departments if the funding can't be continued long-term. He added that he no longer feels secure with the budgeted amount of \$279,000 for Pool Interest and believes that should be reduced to \$200,000.

Mary pointed out that if the majority of people are learning about county job openings online, the county could save newspaper advertising costs. John K agreed to compile that information from Steve Mikami and Carol White.

The meeting recessed at 11:46 a.m. and reconvened at 1:10 p.m.

Following the lunch break, John K concluded his review of the non-departmental budgets. He stated that if the Board wants to grant the Parks funding request, he would suggest that it come from the ending balance in line 26-34-990.01.

The meeting recessed at 1:40 p.m.

Anne Britt  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
7/6/09 by Board Order  
# 09-357

**Commissioner's Budget Overview**  
**IS, GIS, Telecomm, Air Support Departments**  
**FY 2008/09**

**Information Systems, 010-017:**

- Revenue, increase in dedicated and discretionary revenue. BFB due to delayed payment from H&HS and employee on medical leave.
- Personnel, additional Programmer/Analyst for Public Safety.
- Expenses, no substantial changes. Major upgrade of county-wide e-mail system.
- Capital, software for automated Timesheet entry, forms development.
- Initiatives: Security, Imaging, Web development, continue application implementations – MDTs and Raintree(H&HS), complete data flow project for Criminal Justice team. RADIO PROJECT.

**Geographic Information Systems, 010-065:**

- Revenue, still absorbing loss of Title III revenue – direct and indirect, (\$47,000). Increased discretionary, plus COM dedicated revenue.
- Personnel, no changes.
- Expenses, no substantial changes.
- Capital, no changes. None.
- Initiatives: Emergency management, mobile mapping, dispatch support, implementation of additional control points, outside agency support and interface, new technologies, completion of 2010 census project.

**Telecomm, 048-014:**

- Revenue, phone charges increased by 3%. BFB building for major technology change.
- Personnel, no net changes. Elvira leaving us soon.
- Expenses, slight changes due to increase in cost of services but otherwise no changes. Reserve placed in Central supplies.
- Capital, no changes. None.
- Initiatives: New technology reserve, (Voice over IP), new facilities and moves.

**Computer Replacement, 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.

**Air Support, 010-165:**

- No Personnel, dedicated revenue only. Loss of Title III, (\$15,000), replaced with COM dedicated revenue for hangar payoff.
- Expenses, based on grant and operations proceeds.
- Initiatives: Parts sales to generate revenue, administrative charge for surplus items (amount to be determined), re-start operations with state OEM, surrounding counties and cities. Aggressively seek grants.
- Will continue surplus acquisitions on behalf of county departments, and other agencies. Have now topped \$1,000,000 in surplus acquisitions. GSA pricing has saved the radio project approximately \$100,000.

Ex. A 1/1  
B0.09-357

| EMPG PROGRAM<br>JURISDICTION | FFY07<br>Actual        | FY07<br>SUPPLEMENTAL | FY07<br>FINAL SPLIT  | TOTAL<br>SUPP/SPLIT  |
|------------------------------|------------------------|----------------------|----------------------|----------------------|
| BAKER COUNTY                 | \$ 30,200.00           | \$ 11,457.00         | \$ 3,918.03          | \$ 15,375.03         |
| BEAVERTON, CITY OF           | \$ 59,389.00           | \$ 22,530.00         | \$ 7,704.89          | \$ 30,234.89         |
| BENTON COUNTY                | \$ 86,513.00           | \$ 32,820.00         | \$ 11,223.85         | \$ 44,043.85         |
| CLACKAMAS COUNTY             | \$ 121,034.00          | \$ 45,916.00         | \$ 15,702.47         | \$ 61,618.47         |
| CLATSOP COUNTY               | \$ 40,036.00           | \$ 15,188.00         | \$ 5,194.10          | \$ 20,382.10         |
| COLUMBIA COUNTY              | \$ 41,002.00           | \$ 15,555.00         | \$ 5,319.43          | \$ 20,874.43         |
| COOS COUNTY                  | \$ 66,274.00           | \$ 25,142.00         | \$ 8,598.12          | \$ 33,740.12         |
| CROOK COUNTY                 | \$ 37,197.00           | \$ 14,111.00         | \$ 4,825.79          | \$ 18,936.79         |
| CURRY COUNTY                 | \$ 47,060.00           | \$ 17,853.00         | \$ 6,105.38          | \$ 23,958.38         |
| DESCHUTES COUNTY             | \$ 49,526.00           | \$ 18,788.00         | \$ 6,425.30          | \$ 25,213.30         |
| DOUGLAS COUNTY               | \$ 59,040.00           | \$ 22,397.00         | \$ 7,659.60          | \$ 30,056.60         |
| GILLIAM COUNTY               | \$ 29,620.00           | \$ 11,237.00         | \$ 3,842.78          | \$ 15,079.78         |
| GRESHAM, CITY OF             | \$ 76,747.00           | \$ 29,115.00         | \$ 9,956.85          | \$ 39,071.85         |
| HOOD RIVER COUNTY            | \$ 21,946.00           | \$ 8,325.00          | \$ 2,847.19          | \$ 11,172.19         |
| JACKSON COUNTY               | \$ 66,787.00           | \$ 25,336.00         | \$ 8,664.68          | \$ 34,000.68         |
| JEFFERSON COUNTY             | \$ 21,946.00           | \$ 8,325.00          | \$ 2,847.19          | \$ 11,172.19         |
| JOSEPHINE COUNTY             | \$ 32,909.00           | \$ 12,484.00         | \$ 4,269.48          | \$ 16,753.48         |
| KLAMATH COUNTY               | \$ 44,593.00           | \$ 16,917.00         | \$ 5,785.32          | \$ 22,702.32         |
| LANE COUNTY                  | \$ 98,840.00           | \$ 37,496.00         | \$ 12,823.10         | \$ 50,319.10         |
| LINCOLN COUNTY               | \$ 81,310.00           | \$ 30,846.00         | \$ 10,548.83         | \$ 41,394.83         |
| LINN COUNTY                  | \$ 42,128.00           | \$ 15,982.00         | \$ 5,465.52          | \$ 21,447.52         |
| MALHEUR COUNTY               | \$ 38,970.00           | \$ 14,784.00         | \$ 5,055.81          | \$ 19,839.81         |
| MARION COUNTY                | \$ 91,443.00           | \$ 34,690.00         | \$ 11,863.45         | \$ 46,553.45         |
| MULTNOMAH COUNTY             | \$ 121,034.00          | \$ 45,916.00         | \$ 15,702.47         | \$ 61,618.47         |
| POLK COUNTY                  | \$ 44,593.00           | \$ 16,917.00         | \$ 5,785.32          | \$ 22,702.32         |
| PORTLAND, CITY OF            | \$ 108,010.00          | \$ 40,975.00         | \$ 14,012.78         | \$ 54,987.78         |
| SHERMAN COUNTY               | \$ 24,000.00           | \$ 9,105.00          | \$ 3,113.66          | \$ 12,218.66         |
| TILLAMOOK COUNTY             | \$ 54,456.00           | \$ 20,658.00         | \$ 7,064.90          | \$ 27,722.90         |
| UMATILLA COUNTY              | \$ 42,128.00           | \$ 15,982.00         | \$ 5,465.52          | \$ 21,447.52         |
| UNION COUNTY                 | \$ 31,414.00           | \$ 11,917.00         | \$ 4,075.53          | \$ 15,992.53         |
| WALLOWA COUNTY               | \$ 27,428.00           | \$ 10,405.00         | \$ 3,558.40          | \$ 13,963.40         |
| WASCO COUNTY                 | \$ 28,000.00           | \$ 10,622.00         | \$ 3,632.61          | \$ 14,254.61         |
| WASHINGTON COUNTY            | \$ 121,034.00          | \$ 45,916.00         | \$ 15,702.47         | \$ 61,618.47         |
| WHEELER COUNTY               | \$ 16,464.00           | \$ 6,246.00          | \$ 2,135.97          | \$ 8,381.97          |
| YAMHILL COUNTY               | \$ 32,910.00           | \$ 12,485.00         | \$ 4,269.61          | \$ 16,754.61         |
| <b>TOTAL: LOCALS</b>         | <b>\$ 1,935,981.00</b> | <b>\$ 734,438.00</b> | <b>\$ 251,166.40</b> | <b>\$ 985,604.40</b> |

Ex. B 1/1  
B0.09-357

**MINUTES**  
**INFORMAL WORK SESSION**  
**April 9, 2008 1:40 p.m.**

**Service Team Budget Presentations**  
Oval Office, Fenton House

**PRESENT:** Mary P. Stern, Leslie Lewis, and Kathy George.

**Staff:** John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Chris Johnson, Tim Loewen, Jack Crabtree, Kellye Fetters, and Richard Sly.

**Guests:** Michael Green, Budget Committee member; and Donna Nelson, candidate for Commissioner.

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Mary reconvened the meeting.

**DELIBERATIONS**

Laura distributed copies of the items to be discussed. Some changes and additions were noted. The meeting recessed at 11:46 a.m. for the changes to be made and the meeting reconvened at 1:10 p.m. (See Exhibit A for updated list). John K stated that if the county sees a 3% increase in property taxes next year, approving the requests made by the District Attorney, Sheriff's Office, and HHS would result in a negative fund balance. He recommended not funding the requests. Mary suggested adding the District Attorney's request to reinstate a receptionist position to the list, but postponing any discussion on it until the Budget Committee meeting.

Juvenile - At John K's suggestion, the Board agreed to fund the .48 FTE Corrections Technician position from the contingency fund and removed the bed rental earmark from the remaining contingency funds, since the Juvenile budget has ending balance available for that. Mary suggested that Tim work on marketing bed rentals to help boost his ending balance.

Parks - The Board agreed to approve Ken Huffer's \$10,000 request out of Economic Development (Fund 26-34).

HHS - John K stated that there would probably be enough money to do the Public Health remodel in one year and install the electronic key card system in the Moore and Abacus buildings, depending on how the bids for the parking lot project turn out. He recommended reconsidering the request at that time. He said that if there isn't enough money, it might be better to just buy the key locks and defer the installation for another year.

Emergency Management - The Board agreed to postpone discussion of the request to increase Karen McFaddin's position to full-time until after the meeting with the state. Laura stated that a total of \$7100 has been paid into the vehicle replacement fund for the Emergency Management vehicle. Jack Crabtree noted that the Sheriff's Office has a decent Chevy Malibu that they would sell for about \$7000.

Interest Earnings - John K stated that he needs to decrease the interest earnings by \$97,000 from what he had originally projected. The commissioners agreed to give the Sheriff's Office \$47,000 from Communications Equipment for Forest Patrol in exchange for \$47,000 in discretionary funding to be

**MINUTES**      **Service Team Budget Presentations**  
Page 1      **April 9, 2008**      1:40 p.m.

JK MS LL KG

B.0-09-358

used for the grant match. They also agreed to reduce the contingency fund by \$27,000, since those funds are no longer earmarked for bed rentals. John K stated that the remaining \$23,000 deficit in interest earnings could be discussed with the Budget Committee. He stated that the county should lock in short-term CDs if it can get an interest rate of at least 2.3%.

Mary emphasized the need to look at other sources of funding, such as the possibility of using beginning balances from the Clerk's Office and Planning and the possibility of a room tax. She said that she would not support a road bond on county citizens before looking at a room tax on tourists. The group discussed the idea of a room tax and the importance of developing a plan and polling public opinion.

The meeting recessed to executive session at 2:44 p.m. pursuant to ORS 192.660(2)(h) to discuss ongoing or potential litigation. The meeting reconvened at 3:40 p.m. with no final decisions made.

The Board directed John K to modify the Public Works budget to include a Road Director position at \$82,464 and a County Engineer position at Range 27, with the contingency fund being decreased by \$115,000. Steve Mikami was directed to come back to the Board on Monday with job classifications so recruitment could begin immediately.

Mary suggested that it might be useful to have Steve take a look at benefits providers and brokers before he retires. Steve stated that that would fall under the Benefits Committee. He noted that it would be nice to have continuity and the existing providers would help his replacement.

The meeting adjourned at 3:53 p.m.

Anne Britt  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
7/6/09 by Board Order  
# 09-358

JK MS *[initials]* LL *[initials]* KG *[initials]*

|                                      | <u>Adds</u> | <u>Deletes</u> | <u>Requests</u> | <u>Notes</u>  |
|--------------------------------------|-------------|----------------|-----------------|---|
| <b>CRIMINAL JUSTICE</b>              |             |                |                 |   |
| 10-41 Jail                           |             |                |                 |   |
| 10-42 Marine                         |             |                |                 |   |
| 10-43 Sheriff                        | 3,388       | 3,388          |                 | Reduce 010-043-402.06 Admin Support Prog Manager - \$3,388 reduction to \$58,575<br>Move 3,388 to ending balance 10-41-990.01 |
| 10-69 Narco                          | 3,388       |                |                 |   |
| 13-47 Dog                            |             |                |                 |   |
| 49-86 Crthse Sec                     |             |                |                 | Move 1.0 fte from Corrections SGT to Corrections officer. Add FTE to Court Sec. Corr. Officer                                 |
| 10-22 Supp Enf                       |             |                |                 |   |
| 10-18 DA                             |             |                |                 | Check FTE of Juv Correc Specialist; Check FTE of Juv Corr Tech  |
| 10-74 Juvie                          |             |                |                 | Put in FTE for accounting technician and senior off specialist  |
|                                      |             |                |                 | Change PO FTEs; other various FTEs  |
|                                      |             |                | 18,939          | Restore .48 Corr Tech   |
|                                      |             |                | 14,598          | Restore Office Specialist .48 (currently vacant)  |
|                                      |             |                | ???             | Discuss bed rental dependency   |
|                                      | 61,717      |                |                 | Gang Grant - will be added to 10-074-362.99; and selected expense lines   |
| 21-01 Beg Bal                        |             |                |                 |   |
| 21-41 Jail Bed Rental                |             |                |                 | Move \$\$\$ from 21-41-820.06 (building maintenance) to capital contract services line  |
| 21-44 CC- Misdemeanants              |             |                |                 |   |
| 21-45 State Enhance                  |             |                |                 |   |
| 21-50 Victims Panel                  |             |                |                 |   |
| 21-63 Work Release                   |             |                |                 | Comm Serv Super position should be 3 FTE  |
| 21-67 Senate Bill 1145               |             |                |                 | PO Aide needs to be changed to 1.00 FTE   |
| 21-92 Contingency                    |             |                |                 |   |
| 21 116 Jail Fac Maint                |             |                |                 |   |
|                                      |             |                |                 |   |
| <b>LAND USE &amp; TRANSPORTATION</b> |             |                |                 |   |
| 20-80 County Fair                    |             |                |                 |   |
| 20-82 Event Center                   |             |                |                 |   |
| 20-92 Contingency                    |             |                |                 |   |
| 10-21 Surveyor                       |             |                |                 |   |
| 27-37 Corner Restoration             |             |                |                 |   |
| 27-94 Balance                        |             |                |                 |   |
| 10-20 Planning                       |             |                |                 |   |
| 17-28 Solid Waste                    |             |                |                 |   |
| 10-81 Parks                          |             |                | 10,000          | Request from Video-Lottery for extra help (\$3,500), Supplies (\$4,500), Dept Equip (\$2,000)                                 |
| 11-29 Motor Vehicle                  |             |                |                 |   |
| 45-29 MV Replacement Fund            |             |                |                 |   |
| 11-55 Engineering                    |             |                |                 |   |
| 11-60 Road Fund                      |             |                |                 | Various FET changes - Add FTE 1.0 for Comm Services Supervisor; Engineering Tech - .5 for summer months                       |
| 31-61 Capital Projects - Bridge      |             |                |                 | Delete .75 Laborer 2; Move money to PW Director line  |
| 41-30 Bicycle Footpath               |             |                |                 |   |

2009-358  
EX. 7 1/3



|        |                         |            |         |  |         |        |  |  |   |
|--------|-------------------------|------------|---------|--|---------|--------|--|--|---|
| 10-33  | Tran                    | ation      |         |  |         |        |  |  |   |
| 14-26  | Law                     | Laboratory |         |  |         |        |  |  |   |
| 10-40  | Emergency Managen       |            | 5,100   |  | 5,100   |        |  |  | Move 380.27 from "Transfer from Surveyor"<br>Move to a new line that references the Clerk Transfer<br>Increase Office Specialist Tech to full time<br>Discuss Interest Earnings Strategy<br>Delete .32 FTE for Director ; Add .40 FTE Budget Officer<br>Delete from 380.20<br>Add to 380.19 |
| 10-002 | Discretionary           |            |         |  |         | 10,000 |  |  |   |
| 10-13  | Commissioners           |            |         |  |         | ???    |  |  |   |
| 10-39  | Non Departmental        |            |         |  | 327,300 |        |  |  |   |
| 10-48  | 911/Dispatch Services   |            | 327,300 |  |         |        |  |  |   |
| 10-59  | Mediation               |            |         |  |         |        |  |  |   |
| 10-90  | Transfers               |            |         |  |         |        |  |  |   |
| 10-92  | Contingency             |            |         |  |         |        |  |  |   |
| 15-85  | County Schools          |            |         |  |         |        |  |  |   |
| 24-48  | 911 - dispatch services |            |         |  |         |        |  |  |   |
| 26-34  | Economic Development    |            |         |  |         |        |  |  | Delete all personnel counts<br>Discuss: Parks transfer - 10,000; Water Study \$10,000   |
| 29-39  | Non Depar SDC           |            |         |  |         | 20,000 |  |  |   |
| 29-80  | Fair SDC                |            |         |  |         |        |  |  |   |
| 29-81  | Chehalem Parks SDC      |            |         |  |         |        |  |  |   |
| 29-181 | County Parks SDC        |            |         |  |         |        |  |  |   |
| 30-052 | Federal Forest          |            |         |  |         |        |  |  |   |
| 40-27  | Capital Improvement     |            |         |  |         |        |  |  |   |
| 40-83  | Maint Reserve - Postage |            |         |  |         |        |  |  |   |
| 40-161 | Capital Projects        |            |         |  |         |        |  |  |   |
| 44-49  | Communication Levy      |            |         |  |         |        |  |  |   |
| 80-38  | Insurance Reserve       |            |         |  |         |        |  |  |   |
| 80-92  | Contingency             |            |         |  |         |        |  |  |   |
| 80-094 | Unappropriated Balance  |            |         |  |         |        |  |  |   |
| 50-52  | Federal Funds           |            |         |  |         |        |  |  |   |

B.O.09-358  
Ex.A 3/3