

**MINUTES
BUDGET COMMITTEE MEETING
May 1, 2006 8:00 a.m.**

Room 32, Courthouse

- PRESENT:** Budget Committee members Leslie Lewis, Kathy George, Mary P. Stern, Dennis Goecks, Ken Austin, and Michael Green.
- Staff:** John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Brad Berry, Tim Loewen, Chuck Vesper, Dave Lawson, Kellye Fetters, Jack Crabtree, Paul May, Ken Summers, Ron Huber, Richard Sly, Vicki Woods, and Barb Paladeni.
- Guests:** Wanda McAllister, News-Register; Larry Bohnsack, KLYC; and Cassie Sollars, candidate for Commisisoner.
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Leslie called the meeting to order.

Election of Officers - Dennis moved to appoint Leslie Lewis as Chair; Mary seconded the motion. The motion carried unanimously.

Leslie moved to appoint Dennis Goecks as Secretary; Mary seconded the motion. The motion carried unanimously. Leslie introduced Michael Green as the new Budget Committee member.

Budget Overview - John Krawczyk provided an overview of the proposed 2006-07 budget, noting that the overall budget reflects a significant decrease from the 2005-06 budget, mostly due to spending down the large bridge construction grant received in 2004-05. He reviewed the charts and graphs in the budget binders.

Dennis noted that although he will be absent during the afternoon sessions on Monday and Tuesday, he had previously attended the team budget meetings.

Recess at 8:50 a.m.; reconvene at 9:03 a.m.

CRIMINAL JUSTICE TEAM

District Attorney - Brad Berry stated that he continues to have concerns about the future because of his budget's dependence on beginning balance. He said that there is strong sentiment in the Senate Budget leadership to not fund DA's offices because they feel it is a county function, and although he is still working hard to get prosecution funding restored, he is not optimistic. He reported that last year's restructuring of the Support Enforcement Division has been successful and is saving the taxpayers money. He noted that beginning in 2007-08, the ability to leverage federal incentive dollars as part of the county's match payment will end.

He stated that in order to make the DA's budget (10-18) balance, Cynthia Easterday's position will be increased to .75 FTE rather than full-time as originally planned. He discussed the increasing need for expert witnesses, resulting in higher trial costs.

JK KLL MS
KG MS MS

adopted April 30, 2007

Dennis expressed his disappointment in the overall level of contributions from other counties for Cal Tichenor's legal expenses and suggested that Brad work on putting into place a way to share the costs of such major state-wide issues between the counties. Brad agreed and added that his office is disappointed in the message that is being sent by the county's decision not to reimburse Cal for the total amount. He explained that supplemental insurance for district attorneys is fairly expensive and doesn't cover much, but may be an option in the future if he can get a discount at the state level. Mary stated that involving the county in the decision-making process from the beginning is very important if an employee expects to be reimbursed by the county.

Juvenile (10-74) - Tim concurred with Brad's initial comments and stated that although 2006-07 will be a pretty tight year, he anticipates that 2007-08 will be even tighter. He discussed the reduction of grant funds and said that the initial cuts he had been considering were lessened by a one-time contribution from Community Corrections and through the Board's add-back process. Dennis noted that the capacity for in-county usage of Juvenile Detention beds has increased significantly over recent years.

Community Corrections (Fund 21) - Richard Sly reviewed changes to his budget, noting that all jail-related expenses have been consolidated into the Jail budget (21-34). He stated that the arbitrator has just ruled in favor of the union regarding optional arming, so his department will be making the necessary changes. He said that in addition to arming, upcoming challenges will include caseload size and space needs in the Annex. He discussed plans to develop supervised housing for the county's population of high-risk sex offenders.

Recess at 10:20 a.m.; reconvene at 10:30 a.m.

Sheriff's Office - Jack Crabtree expressed appreciation for the support of the Board of Commissioners and the Budget Committee in making his budget balance. Ken Summers read a detailed description of the past weekend's events from the perspective of the patrol deputies, emphasizing the county's dependence on contract deputies and reserves.

Jack reviewed the supplemental information in the binders about his seven budgets. He reported that major strides have been made toward getting the ability to write reports in the field with the mobile data terminals. He stated that the City of Willamina has recently decided to add a .5 FTE contract deputy to assist in code enforcement, which is not included in the budget. He requested that if the Spirit Mountain Community Fund grant doesn't come through, one of those positions be assigned as a traffic deputy because of the recent dramatic increase in traffic fatalities. He discussed the concept of a Justice Court and stated that he has been working with the Board to develop a viable plan. Leslie requested that Kellye provide a list of deputies and their program codes.

Paul May provided an overview of the Dog Control budget (13-47). He discussed steps taken to reduce overhead, a plan to increase licensing sales, and work on changes to the Dog Control Ordinance.

The meeting recessed for lunch at 12:07 p.m.

Administrative Services (10-10) - John K explained how administrative fees are assessed to departments. He reviewed the reclassification of two positions and the coordination of his schedule with Julia's in order to provide office coverage on Fridays throughout the year.

Information Services (10-17) - Murray Paolo presented a PowerPoint summary of his four budgets (see slides in budget binders). He stated that his request to the Board for reclassifications is pending, but will be taken care of before the end of the fiscal year. Leslie noted that the department will be looking at other models for IS charges and looking for ways to avoid spending down beginning balances.

The meeting recessed at 3:04 p.m. and reconvened at 3:27 p.m.

NON-DEPARTMENTAL TEAM (Part 1)

Discretionary Revenues (10-02) - John K stated that if this budget can get to some level of predictability, he would like to go back to the philosophy of using beginning balances to build up the contingency fund or some other reserve fund. He said that the 2006-07 budget is based on the worst case scenario with the SP Newsprint appeal. The group discussed the impacts of the appeal and Measure 37.

Commissioners (10-13) - Leslie stated that the Board did not budget any cost of living increases because of the SP Newsprint situation and other elected officials were also instructed by the Board not to do so.

Non-Departmental (10-39) - Laura stated that the water study grant should be included under the Rural Investment Program. John K suggested that since Murray won't be spending any more in Police Equipment this fiscal year, the committee could consider increasing that line and the beginning balance by \$51,000. He also suggested discussing funding for Your Community Mediators.

Justice Court (10-78) - John K stated that the best way to get this program going would be to assign a deputy to traffic and see if the number of citations generated would make a Justice Court feasible. He recommended going ahead with the plan whether or not the Spirit Mountain grant is received.

Economic Development (26-34) - John K stated that there is \$64,944 remaining in unallocated funds. Mary stated that a few requests have been received, although the money doesn't all have to be allocated during the budget process.

Capital Improvements (40-27) - John K stated that the three main projects for the upcoming year are the HHS Building, the courthouse main floor, and the chiller. Dennis suggested including prevailing wages as an issue for discussion during deliberations. John K noted that inmate labor cannot be used for grant projects.

Self-Insurance (80-38) - John K suggested that the Compensation Committee consider a policy to extend to elected officials the same PEL sell-back program currently offered to county employees, which allows them to cash out their PEL at the current salary rate when they retire. He suggested four options to consider for situations in which an employee becomes an elected official.

The meeting recessed at 5:20 p.m.

MINUTES
BUDGET COMMITTEE MEETING
May 1, 2006 7:00 p.m.

Room 32, Courthouse

- PRESENT:** Budget Committee members Leslie Lewis, Kathy George, Mary P. Stern, Dennis Goecks, Ken Austin, and Michael Green.
- Staff:** John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Jack Crabtree, Kellye Fetters, Ron Huber, and Ken Summers.
- Guests:** David Bates, News-Register; Renee Vorm, 935 N. Cows, McMinnville; Lea New, 2420 Crimson Court, McMinnville; and Marlena Bertram, 621 SE Rummel, McMinnville.
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The meeting reconvened at 7:00 p.m.

PUBLIC HEARING

Leslie opened the public hearing.

Marlena Bertram, Executive Director of Your Community Mediators, presented a request for \$6000 for program funding, stating that the number of mediation cases has been increasing each year and the Manufactured Dwelling Parks Grant Program is decreasing this year. She reviewed the statistical breakdown of cases by jurisdiction and said that 85% of the cases are resolved with a positive agreement, which is a more lasting resolution than one ordered by the courts. Renee Vorm, Vice Chair of Your Community Mediators, expressed her hope that someday the county and cities will see mediation as an essential service, like fire protection.

Lea New, Gallery Players, presented a request for \$5000 and stated that whatever contribution the county could make would be greatly appreciated. She discussed the benefits provided by the Gallery Players and said that she is very close to paying off the debt on the theater. John Krawczyk stated that this would be a legitimate use of economic development funds because of the tourism aspect.

John K stated that these two requests, along with the others previously received, should be discussed and decided during deliberations. Dennis suggested that the county contribute \$7000 to Your Community Mediators if they agree to reduce their request to the City of Newberg from \$3000 to \$2000. Mary suggested sending the city a letter in support of the mediation program and urging them to contribute as well.

Leslie closed the public hearing and recessed the meeting at 7:44 p.m.

**MINUTES
BUDGET COMMITTEE MEETING**

May 2, 2006 9:00 a.m.

Room 32, Courthouse

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

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Chris Johnson, Paul Kushner, Nancy Nunley, Keith Urban, Craig Hinrichs, Dawn Cottrell, Krisan Pendleton, Sarah Jane Owens, Marie McDaniel-Bellisario, Caren Anderson, Marilyn Kennelly, and Diane Cilenti.

Guests: Cassie Sollars, candidate for Commisisoner.

Leslie reconvened the meeting.

HEALTH & HUMAN SERVICES TEAM

Chris Johnson presented a PowerPoint summary of issues common to his nine divisions. He discussed budget challenges, such as categorical program requirements, variable revenue, the continuous refinement of mission/practice guidelines, personnel changes, continuous funding changes, and the cost of living gap. He also discussed staffing levels, bridging opportunities for his fund balance, the distribution of fund balance by project, the distribution of general funds within the department, and drug court grants. He reviewed the timeline of his budget process, noting that efforts are being made to track mid-year changes better.

Paul Kushner provided an update on the Raintree project. Dennis suggested that Chris provide the committee with some options for improving the county's pandemic flu preparedness. Mary suggested seeking funding from the local Cancer Foundation in order to prevent the Breast and Cervical Cancer Program from closing in November.

Recess 10:45 a.m.; reconvene 11:10 a.m.

NON-DEPARTMENTAL TEAM (Part 2)

Commission on Children and Families (Fund 18) - Laura stated that she would be filling in for Allison Musillami today, who is on medical leave. She reported that the commission currently has nineteen enthusiastic, involved members who are being taken through retreats by acting director Marilyn Kennelly. Caren Anderson reviewed the details of the budget and noted that she is being reclassified from Office Manager to Administrative Office Specialist because of reductions in staff.

Laura stated that state funding has decreased over the last ten years and remaining funds are targeted to specific services, so commission members now play more of a coordinating role in organizing initiatives.

Transportation (10-33) - Diane stated that the twelve members of the Special Transportation Advisory Commission were able to come to a consensus on the allocation of funds. She added that providers now have annual contracts and quarterly reports to encourage better accountability, and grant funds have been received for a .65 FTE Management Analyst position. She discussed the concept of a commuter rail system which would use the existing heavy rail with improvements.

Sheriff Patrol Deputies - John K reviewed a spreadsheet showing the allocation of patrol deputy positions and stated that although the budget lists 25.0 FTE positions, there is a .5 FTE position which is undesignated and unfunded. Ken Austin suggested using contingency funds to fill that position and assign it to traffic. Leslie said that the budget authority should reflect the positions that are actually funded.

The meeting recessed at 12:00 p.m.

**MINUTES
BUDGET COMMITTEE MEETING**

May 2, 2006 1:30 p.m.

Room 32, Courthouse

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

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Richard Sly, Ken Huffer, Dan Linscheid, Bill Gille, Russ Heath, and Mike Brandt.

Guests: Cassie Sollars, candidate for Commisisoner; David Bates, News-Register; and Wendy Crawford, Fair Board.

Leslie reconvened the meeting.

LAND USE & TRANSPORTATION TEAM

Fair (20-80) - Wendy Crawford noted that Fair Manager Al Westhoff is out of town. She discussed changes being made to the Fair this year and reported that a \$10,000 sponsorship has already been received. She noted that the Fairgrounds has also received a huge donation of supplies for the Adec Building.

Surveyor (10-21) - Dan Linscheid stated that his goal is to determine the actual cost for plat checks and adjust fees to cover the costs, eliminating the need for discretionary revenue. He agreed that his \$34,000 ending balance could be used for other departments if necessary. He stated that he could honestly budget 50% instead of 17% of his time in the Corner Restoration Fund (27-37). John K noted that the shift in Dan's time would free up an additional \$30,665 in 10-21.

Dennis suggested that Dan formulate a plan to have a crew dedicated to corner restoration and present the plan to the Board and the Budget Committee next year. Dan agreed with the concept.

Planning (10-20) - Mike Brandt stated that 179 Measure 37 applications have been taken in so far and there is still the potential for more. He reported that the subsequent land use applications are starting to come in, some of which have been approved and some of which are still pending. He stated that he can't deny a subdivision application because of water issues, but that would prevent financial institutions from approving a loan.

Solid Waste (17-28) - Mike stated that Dyke Mace has been irreplaceable because of his duties and his historical knowledge, but some of those duties have been taken over by himself and by new clerical and Environmental Specialist positions, resulting in an overall decrease in personnel costs. He said that once the \$700,000 loan from the Solid Waste Fund is paid back over time, he will be satisfied with the level of the fund. He noted that selling methane gas from the closed landfills may be a possibility down the road.

Parks (10-81) - Ken Huffer discussed changes to his budget from last year, reporting that Rogers Landing boat launch fees will have brought in at least \$18,000 by the end of this fiscal year. He discussed a proposed grant project for improvements to Lafayette Locks and Deer Creek Parks and said that the

September Parks event will celebrate past accomplishments and bring more attention to the county's fifteen parks. He stated that many of the parks need updating to improve aesthetics, user-friendliness, and family-friendliness, and noted that Blackwell Park will be finished within the next two weeks.

Dennis discussed concerns about the silt level in Rainbow Lake and suggested that Ken check into the current conditions so that the clean-out process can be incorporated into long-range plans.

Recess 3:04 p.m.; reconvene 3:13 p.m.

Public Works - Bill Gille reviewed his budgets. He stated that the county's Pavement Condition Index has been increasing over the last five years or so, but will probably start declining because the Road Division will not meet its goal for this year and possibly not next year, either. He said that he has had to spend his beginning balance down lower than it should be for a department this size, which should be addressed in future years.

He discussed potential projects for the Bicycle/Footpath Fund (41-30) and noted that funds must be spent within ten years.

Recess 3:44 p.m. for the Compensation Committee meeting; reconvene 5:37 p.m.

Law Library (Fund 14) - Marilyn Westfall noted that the only change in her budget is a slight increase because of the increase in court fees.

The meeting recessed at 5:39 p.m.

**MINUTES
BUDGET COMMITTEE MEETING
May 3, 2006 8:15 a.m.**

Room 32, Courthouse

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

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Jack Crabtree, Kellye Fetters, and Richard Sly.

Guests: Cassie Sollars, candidate for Commisisoner..

Leslie reconvened the meeting.

DELIBERATIONS

John Krawczyk apologized to Mary for comments made to her following yesterday's Compensation Committee meeting. He stated that the elected officials are all extremely competent in their jobs and listed some of their accomplishments. He expressed concern about the first presentation made to the Compensation Committee yesterday, which was done in an accusatory, critical manner and was disrespectful to the hardworking, compassionate Board of Commissioners trying to craft a budget under difficult circumstances. He urged the Budget Committee not to overlook the courteous, calm statements made by the other elected officials. He presented the following recommendations from the Compensation Committee:

Policy on Elected Official Leave - John K noted that the proposed policy (see attachment) is still in draft form, to be finalized by John Gray. The group discussed the proposal and made some minor wording changes. Dennis moved approval of the policy in concept as modified, subject to drafting by John Gray; Ken seconded the motion. The motion passed unanimously.

Cost of Living Adjustments

3.1% for Assessor, Clerk (see below for change), Commissioners, District Attorney, and Surveyor;
3.1% for Treasurer plus \$200/month for budget services;
2.6% for Sheriff.

Dennis moved approval of the recommended COLAs; Michael seconded the motion. Leslie expressed concern about giving increases during difficult budget times, especially since some departments' budgets aren't in good shape. She suggested make strategic increases for elected officials whose salaries are below the level of comparable counties rather than an increase across the board. Ken stated that he believes public perception will be more negative toward the Board's move to the Fenton House than toward a 3.1% salary increase. John K said that the Assessor's Office is the only budget which may not be able to cover the recommended COLA.

The motion to approve the recommended COLAs passed unanimously, with the condition that each department covers the additional cost from its own budget.

John K stated that because the Clerk has had only a 5% increase over the last five years, it would take an additional 4% increase to bring the position to roughly the same level of increases as the other elected officials. Leslie noted that this would be approximately the same salary as the Board of Commissioners. Kathy moved to give the Clerk an additional 4% increase, for a total of 7.1%. Dennis made a friendly amendment to bring the Clerk's salary to the same level as the Board of Commissioners for ease in tracking. Mary seconded the motion. The motion passed unanimously.

Dennis suggested that the Board follow up on the issues of duplication of voter registration in multiple counties and the determination of citizenship for the right to vote. Kathy stated that although a drivers' license is the standard for the right to vote, it does not determine citizenship and that issue has to be resolved legislatively.

Ken made the following recommendations regarding the remaining budget issues before leaving:

Gallery Players - No financial contribution since they're running in the black.

Mediators - The District Attorney should be responsible for contributions if he feels it is appropriate.

Reclassifications - Should only be done based on job worth, not to give raises to employees who are topped out.

Patrol Deputies - The Sheriff's Office needs more deputies and that's what citizens want.

Fair - Should be weaned of video lottery funds from the county.

Ken applauded the Board for the budget directions given to the service teams and remarked that this has been one of the smoothest budget processes in his experience with the Budget Committee.

The group agreed to have the Compensation Committee and the Budget Committee meet in January next year to discuss preliminary budget figures and make recommendations to the Board.

Surveyor - Dennis moved approval of the changes to the Surveyor's budget as shown on the attached list; Mary seconded the motion. The motion passed unanimously.

Marine - Dennis moved to add \$30,000 for New State Grants revenue and expenses; Michael seconded the motion. The motion passed unanimously.

Police Equipment - John K explained that there is \$51,000 to the Mobile Data Terminals project which won't be spent during the current fiscal year. Mary moved approval of the additional \$51,000; Kathy seconded the motion. The motion passed unanimously.

Other Expenses - John K stated that \$2700 is needed for the current Transportation Grant match. Leslie moved approval of the transfer; Kathy seconded the motion. The motion passed unanimously.

The group discussed the additional match needed for the new earmark. Leslie moved to decrease Other Expenses in 26-34 by \$4200, increase Bus Shelter in 26-34 by \$4200, and increase Federal Transportation Grant revenue and expense in 10-33 by \$21,000 each; Michael seconded the motion. The motion passed unanimously.

The meeting recessed at 9:42 a.m. and reconvened at 10:01 a.m. following a brief meeting of the Compensation Committee.

Minutes - Mary moved approval of Budget Committee minutes from May 2-4, 2005; Kathy seconded the motion. The motion passed 4-0-1, with Michael Green abstaining and Ken Austin excused. Kathy moved approval of minutes from June 15, 2005. The motion passed 4-0-1, with Michael abstaining and Ken excused.

Spirit Mountain Grant vs. Patrol Deputy - Jack Crabtree stated that although the Spirit Mountain Community Fund currently funds two deputy positions, he recently received a letter instructing him to submit the request for only one position. He said he is working hard to get that number back up to two. Mary added that the Highway 18 accident statistics might help in getting them to buy into a one-year startup plan for a Justice Court.

Leslie suggested moving contingency funds into the Sheriff's budget for another patrol deputy, regardless of the Spirit Mountain grant outcome, and assigning the deputy to traffic to see if the additional coverage has any impact on the number of traffic accidents. John K suggested including a budget note to describe how the deputies are allocated (see attachment) rather than splitting them into different line items.

Mary moved to transfer \$84,894 from Contingency (10-92-950.01) to the Sheriff's Office and reduce Internal Transfer (10-43-380.23) by the same amount; Kathy seconded the motion. John K noted that Justice Court Transfer to Sheriff (10-78-780.43) would be reduced to \$103,168 and Fines (10-78-350.01) would be adjusted as necessary to balance that budget. The motion passed unanimously.

John K stated that Jack and Kellye would need to start keeping a log now of the number of traffic citations issued and the dollar amounts in order to make a comparison when the new deputy starts.

Leslie stated that since only 24.5 deputies are funded right now, the budget position authority should reflect that, rather than 25.0. Mary moved to reduce the total FTE on 10-43-404.02 to 24.5; Dennis seconded the motion. The motion passed unanimously.

Fair - Leslie moved to add \$13,000 to Facility Fees (20-80-347.17), \$12,000 to Entertainment (20-80-692.02), and \$1000 to Contingency (20-92-950.01); Dennis seconded the motion. The motion passed unanimously. Leslie stated that Al Westhoff believes this Bull-A-Rama event will help Fair sponsorship in the future.

Planning - Mary moved approval of the two \$5000 transfers from Planning to Contingency; Michael seconded the motion. The motion passed unanimously.

Pandemic Flu Plan - The group discussed a memo from Chris Johnson and Nancy Nunley regarding recommendations for improving the county's pandemic flu infrastructure (see attachment). Dennis stated that some portions of the proposal could be removed to bring the total cost down to about \$33,000, which would be a reasonable amount. He moved to set aside \$33,000 for Public Health with a specific commitment to be ready within a set time frame. Mary suggested looking for a way to find the full amount listed, since Chris had put careful thought into what would be necessary.

After further discussion, Kathy suggested funding the second and third phases now and considering the first phase later, when funding becomes available. John K stated that the second and third phases would cost \$28,640. Dennis stated that the overriding issue is to get a commitment that Chris can do the job with the funds given to him. He amended his motion to set aside \$28,640 for Phases 2 and 3 of the proposal and place a very high priority on funding Phase 1 through the budget adoption process. The motion passed unanimously

Mediators / CASA - John K stated that he could reduce the Postage and Advertising lines in 10-39 by \$3000 each to cover the \$6000 request from Your Community Mediators. Dennis stated that he would like to see the county contribute \$7000 to the Mediators to allow them to reduce their request to the City of Newberg to \$2000. Leslie stated that the program is used mostly by city residents and fundraising would actually help to raise the awareness level. Mary suggested that the county approve the request as submitted and write a letter to the city to encourage participation.

Dennis moved to transfer \$2273 of discretionary resources from 10-21 (Surveyor) to Non-Departmental (10-39), to be allocated as follows: add \$1400 to 10-39-700.26 (CASA) and \$6000 to a new line item for Mediators, reduce 10-39-621.01 (Postage) and 10-39-640.01 (Advertising) by \$3000 each, with the balance going to 10-39-699.01 (Other Expenses); Mary seconded the motion. The motion passed unanimously.

Gallery Players - Dennis moved to contribute \$5000 from Economic Development (Fund 26) to the Gallery Players; there was no second. Leslie stated that the Board's goal has been to use economic development funds to help jumpstart programs and Gallery Players has been doing very well. Mary stated that the county should continue supporting the organization because of the huge contribution it makes to the downtown area. She moved to contribute \$2000; Kathy seconded the motion. The motion passed unanimously.

Water Master - Mary said she would like to approve the entire \$5700 in light of all the development being considered in the county. She moved approval of the request; Kathy seconded the motion. The motion passed unanimously. The committee agreed to also send a letter requesting that the funds be targeted to economic development activities and asking for a statistical report in six months regarding those activities. The committee agreed to leave the remaining \$53,044 in Economic Development for future proposals.

Water Needs Analysis - Dennis moved to add \$50,000 revenue to 10-39-334.70 (RIF Grant) and \$50,000 expenses to a new line item called Water Study; Michael seconded the motion. The motion passed unanimously.

Planning - Michael expressed concerns that the Planning Director has significantly underestimated his revenue while spending \$670,000 of his beginning balance. He pointed out that if the new personnel is justified by increased work load, then the increased revenue will support the positions. John K reviewed the current budget numbers and stated that Planning could reasonably assume a minimum beginning balance of \$900,000 rather than the budgeted \$693,000. Michael moved to increase both the beginning and ending balances by \$207,000; Kathy seconded the motion. The motion passed unanimously.

Housekeeping Items - Dennis moved approval of the two housekeeping items on the agenda, with the first budget code being amended to 21-45-401.36; Mary seconded the motion. The motion passed unanimously.

Sheriff's Office - John K stated that the Sheriff has budgeted \$269,028 in Other Expenses, most of which is actually ending balance and should be budgeted accordingly. Julia emphasized the importance of following internal control policies and making county spending transparent to the public. Michael moved to place \$25,000 in a capital expense line item and add \$224,028 to the ending balance (10-43-990.01), leaving \$10,000 in Other Expenses (10-43-699.01). Leslie seconded the motion and noted that Kellye could come back to the Board to adjust the numbers if necessary before the budget is adopted. The motion passed unanimously.

Tax Rate / Budget Approval - Kathy moved to approve the 2006-07 budget as amended and to set the tax rate at \$2.5775 per \$1000 assessed value; Mary seconded the motion. The motion passed unanimously.

The meeting adjourned at 12:15 p.m.

Anne Britt
Secretary

YAMHILL COUNTY BUDGET COMMITTEE


Secretary

Dennis Goecks

MINUTES
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Budget Committee Meeting
May 3, 2006 8:15 a.m.

JK  MS 

Budget Deliberations

May 3, 2006

- Discussion of Compensation Committee Recommendation
- Surveyor – change personnel (50/50 between Surveyor and Corner Restoration) – 30,913 available in General Fund (reference JKs sheet for account changes)
- 10-42 Marine – add amount equal amounts in revenue and expense in new state grants of \$30,000
- 10-39-908.01 (Police Equipment)– Add \$51,000 and increase beginning balance deficit by same amount
- 10-30-699.01 – Other Expense – move to 10-33 (27,000) – discuss additional match need for new earmark
- Discuss Spirit Mountain Grant vs. patrol deputy
- Notes in the budget regarding deputy allocations
- 20-82-347.17 (Fair) – add \$13,000 for additional revenue
 - Move into expense 12,000 and Contingency \$1,000
- 10-20 670.02 (Heat, water, lights) – move \$5,000 to General Fund Contingency
- 10-20-611.03 (janitorial) – move \$5,000 to General Fund Contingency
- Public requests (Economic Development Funds available: \$64,944):
 - Mediators - \$6,000
 - Gallery Players - \$5,000
 - CASA - \$1,400 additional
 - Water Master - \$5,700
- Future meeting for Budget committee to discuss longer range budget policy issues

Housekeeping

- ~~210~~-45-401.36 - Change position name to Community Corrections Deputy Director
- Add revenue line to 10-165 (Air Support) for revenue from outside agencies

Compensation Committee Policy on Elected Official Leave

When a county employee is elected or appointed to the offices of Assessor, ~~Commissioners~~ Clerk, District Attorney, Sheriff, Surveyor, or Treasurer, all accrued Flexible Earned Time (FET) or vacation held by the employee, shall be paid off at the employee's current rate of pay immediately before assuming the elected office.

- ~~Any sick leave or Personal Extended Leave accrued by the employee, assuming the elected office shall be forfeited unless the employee elects to be covered by the optional elected official pension plan in lieu of PERS. Such election shall be made at the time the employee takes office. If the employee chooses the optional pension plan, the leave shall remain in the elected official's leave account and be eligible to be paid off in the same fashion as any other management employee in a similar position. (or)~~
- Any sick leave or PEL shall be paid off at the time ^{the employee takes office} at the rate of pay earned immediately prior to taking office at 50% of the cash value of the leave, ~~provided the employee is at least 51 years old at the time of taking office.~~

This policy shall be effective for all employees who assume an elected office for the first time after the effective date of this policy. *This policy does not apply to interim appointments*

Persons holding an elected office prior to the effective date of this policy shall be eligible to sell back Vacation, FET, PEL or sick leave in the same manner as any other management employee in a similar position.

COLA's - Same as bargaining unit

Treasurer - Supplement of \$200/month

Change to Surveyor Department

Surveyor

	<u>Approved</u>	<u>FTE</u>
Change to 50%		
010-021-400.05 SURVEYOR	31,503	0.5
010-021-402.02 OFFICE SPECIALIST 2		
010-021-403.17 ENGINEER TECH 1	11,616	0.3
010-021-403.18 ENGINEER TECH 2	13,387	0.3
010-021-403.19 ENGINEER TECH 3		
010-021-475.00 LONGEVITY PAY		
010-021-479.00 OTHER EARNINGS		
010-021-483.00 IN LEIU OF INSURANCE PREMIUM		
010-021-490.00 MEDICARE TAX	819	
010-021-491.00 SOCIAL SECURITY	3,503	
010-021-492.00 RETIREMENT	11,957	
010-021-493.00 HEALTH INSURANCE	13,585	
010-021-494.00 ACCIDENT INSURANCE	684	
010-021-494.80 TIME LOSS RESERVE	283	
010-021-495.00 UNEMPLOYMENT	452	
010-021-496.00 WORKERS COMP ASSESSMENT	41	
010-021-499.00 FET/VACATION/SICK		
010-021-499.99 VACATION LIAB. ADJUSTMENT		
TOTAL FOR PERSONNEL	87,829	30,913

Corner Restoration

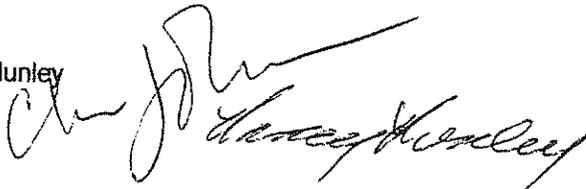
Change to 50%		
027-037-400.05 SURVEYOR	31,503	0.5
027-037-402.02 OFFICE SPECIALIST 2		
027-037-403.17 ENGINEER TECH 1	27,103	0.7
027-037-403.18 ENGINEER TECH 2	32,356	0.7
027-037-403.19 ENGINEER TECH 3		
027-037-475.00 LONGEVITY PAY		
027-037-479.00 OTHER EARNINGS		
027-037-483.00 IN LEIU OF INSURANCE PREMIUM		
027-037-490.00 MEDICARE TAX	1,319	
027-037-491.00 SOCIAL SECURITY	5,640	
027-037-492.00 RETIREMENT	19,247	
027-037-493.00 HEALTH INSURANCE	23,465	
027-037-494.00 ACCIDENT INSURANCE	1,101	
027-037-494.80 TIME LOSS RESERVE	455	
027-037-495.00 UNEMPLOYMENT	728	
027-037-496.00 WORKERS COMP ASSESSMENT	70	
027-037-498.00 COMP TIME	11	
027-037-499.00 FET/VACATION/SICK	10	
027-037-499.98 COMP TIME LIABILITY ADJUSTMENT	11	
027-037-499.99 VACATION LIAB. ADJUSTMENT	10	
TOTAL FOR PERSONNEL	143,028	34,767
027-094-990.02 UNAPPROPRIATED BALANCE	535,888	

YCSO Patrol - Allocation of Deputy Positions

<u>City Contracts</u>	<u>Deputy</u>	<u>Sergeant</u>
Sheridan	3.00	0.5
Willamina	1.50	
Lafayette	1.50	
Dayton (Proposed)	1.00	
 <u>School Resource Officers</u>		
Sheridan SMCF	1.00	
Willamina SMCF	1.00	
Dayton Grant/City	1.00	
 Forest Patrol (Title 3)	 1.00	
 Justice Court (Proposed)	 2.00	
 Rural Deputies	 <u>11.50</u>	
 Total	 24.50	
 Unfunded & Undesignated	 0.50	
 Total in Budget	 25.00	

Yamhill County HHS

To: Budget Committee
From: Chris Johnson; Nancy Nunley
CC: John Krawczyk
Date: May 2, 2006
Re: YCHHS Pandemic Flu infrastructure improvement recommendation:



Center for Disease Control (CDC) is providing limited funding to both the state health division and local health departments to write and exercise a Pandemic Flu Plan. Homeland Security and the Health Resources and Services Administration (HRSA) are providing funds to plan for medical surge capacity and to develop a volunteer medical corps, some of which might be willing to be trained in epidemiological investigation and response practices. However, several specific issues should be addressed in order to prepare for a credible epidemiologic response. We do think that some modest investments would greatly enhance current capacity, but it is entirely possible that the scope could be such that a staff twice our size could be overwhelmed.

We would recommend improvements in the following three areas:

- Assign a Lead Communicable Disease Investigator that has both responsibility and authority to direct and track investigations.
- Increase Dedicated Communicable Disease Response Capacity.
- Provide intensive Epidemiology (EPI) cross training to Maternal-Child Health (MCH) nursing staff.

To assign a lead investigator would require relieving the staff of current responsibilities for one day per week. As compensation for added responsibility it is recommended that this person be given "lead worker" designation. Personnel cost for the one day is \$16,064. Lead worker designation adds \$3,434. Total for the lead investigator is \$19,498.

Increasing dedicated EPI investigative response to 2 FTE which would have two nurses all five days. Currently we have three nurses each working .6 FTE for a total of 1.8 FTE. Our recommendation is to add .2 FTE or one additional day of EPI. One of the part time nurses has expressed a willingness to add time. Personnel cost for this option for FY 2006-07 is \$15,528. We would further recommend \$5,000 to cover overtime costs for two weekend outbreak investigations/responses per year. Total for this effort \$20,528.

The state Health Division puts on an educational series to train local EPI nurses (Epidemiology 101, 202, 303, and 800). We propose that we send three current MCH nurses to this training series. These staff are scheduled to have a productivity that brings in \$288 per day in Medicaid fee-for-service. So three nurses each taking 8 days of training would result in an under collection of budgeted revenue in the amount of \$6,912. While tuition is free, nurses would have to travel to attend the courses and this would add an average of \$50 per training day. Total travel would be \$1,200. Total to afford intensive cross training would be \$8,112.

The above three recommendations would work well as a coordinated approach. However, each of the three would result in improving current capacity and could be considered individually for implementation.