

**MINUTES
BUDGET COMMITTEE PRESENTATIONS**

May 3, 2004 8:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Kathy George, Mary P. Stern, Leslie Lewis, Lee Vasquez, Robert "Bob" Johnstone, and Dennis Goecks.

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Sonja Olheiser, Brad Berry, Tim Loewen, Chuck Vesper, Richard Sly, Vicki Wood, Barbara Paladeni, Kellye Fetters, Ron Huber, Jack Crabtree, Chris Schlegel, Ken Summers, Paul May, Murray Paolo, and David Lawson.

Guests: None.

Kathy called the meeting to order.

Election of Officers - Lee Vasquez moved to appoint Kathy George as Chair; Mary seconded the motion. The motion carried unanimously.

Leslie moved to appoint Lee Vasquez as Secretary; Dennis Goecks seconded the motion. The motion carried unanimously.

Budget Overview - John Krawczyk provided an overview of the proposed budget to the committee, noting that the operational budget is equivalent to previous years, although the total budget is significantly higher due to a \$14,643,000 bridge grant.

John K stated that all increases in discretionary resources went to the Jail to help with the loss of bed rental income. He pointed out that Yamhill County operates at a very low level of discretionary resources per capita compared to other Oregon counties, although the services provided are equivalent to those in other counties. He stated that almost half of the county's revenue comes from intergovernmental sources, while taxes make up the third largest revenue source, contrary to what the public might think.

He stated that a huge portion of payroll costs is taken by retirement and medical insurance costs. He explained that recent PERS reforms have caused a dramatic increase in costs to the county because most Yamhill County employees are on Tier 2 and will retire on full formula.

Recess at 8:53 a.m.; reconvene at 9:05 a.m.

Criminal Justice Team

District Attorney - Brad Berry stated that although staff levels have remained constant since 1998, caseloads are increasing due to a steady increase over the last ten years in overall felony convictions, personal and property offenses, drug cases, and other crimes. He said the department is expecting a 15% increase in misdemeanor cases no longer being handled by the city of Newberg. He stated that the 10-18 budget cuts one DDA1 position, and his staff is currently putting in about 95 hours per month in non-compensated DDA time. He stated that as a result of the position cut, he will need to cut about 500 cases

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KG MS LL JST

Approved 5/4/05

per year, which will still mean an increased caseload per attorney.

He requested that the committee restore the DDA position, which would cost about \$55,000, and approve the reclassification of two Office Specialist 2 positions to Senior Office Specialist.

He stated that the increase in felony cases is due to several reasons, including increased travel through the county, the economic downturn, and significant loss of the ability to treat alcohol and drug abuse, which drives property crimes. There was some discussion about the use of interns in the office. Bob stated that a government's first duty is to protect its citizens, and cutting DA staff would not be prudent because it would result in the escalation of crime.

Juvenile - Tim Loewen read the purpose of the juvenile justice system as stated in statute, pointing out that the system is not just for dealing with kids, but also for protecting the community. He made available a handout summarizing department reductions over the last four years (see attachment) and stated that although the state is seeing an overall drop in juvenile crime, Yamhill County's first-time offender rate is rising, possibly due to a reduction in Juvenile Crime Prevention funding and the economy slump. He said that although he believes our county has a higher rate of non-citizens, it is not a major factor in the crime rate increase. He stated that it would be possible to combine the Victim Services program with the DA's Office, but it may be inefficient.

Tim distributed a six-page handout (see attachment) showing the results of a time study conducted in the consideration of a reclassification of five Office Specialists (range 7) to Senior Office Specialists (range 12). He noted that the week of the study turned out to be shorter than a typical week, so the numbers are low. He recommended four out of the five staff be reclassified.

Dennis suggested reclassifying the two staff with the highest percentage of time spent on Senior Office Specialist duties (columns A and E) and reassigning responsibilities to lower the percentage of the other two.

Steve Mikami stated that while no specific threshold requirement exists for determining reclassification, he believes it should be higher than 51%. He said he supports the reclassification of two of the four recommended by Tim, and stated that the others should be paid for their time spent working out of class. Sonja Olheiser stated that traditionally anything over 50% would be considered, but she would recommend reclassification to range 10 instead of 12. Tim stated that reassigning duties might actually put the two people into a higher class than requested, which would create a gap in his staff and cause inefficiencies.

Recess at 11:04 a.m.; reconvene at 11:13 a.m.

Community Corrections - Richard Sly, Vicki Wood, and Barb Paladeni presented the Community Corrections budget. Barb reviewed the department's program reductions. Richard stated that caseload size continues to be oversized, but the department is managing with existing resources. He reported that the purchase of the Oxford House is coming to a close.

Lee stated that it would be helpful to track the rate of first-time offenders. He said that 80-90 cases per officer is too much to supervise effectively and probably leads to recidivism.

Sheriff's Office - Jack Crabtree stated that like the other departments, his department's caseload continues to increase as well. He said the budget is based on a realistic figure of fifteen bed rentals, although he is actively pursuing additional rentals to help with costs. He stated that the Sheriff's budget has lost 31 FTE from 1997 to 2004, and he will have to eliminate at least one sergeant and two deputies this year. He requested that authority for these three positions be added back to the budget in case grant funding is approved. He said he is not optimistic about getting the Spirit Mountain grant or the ATV grant, and in addition, the city of Lafayette may not be able to continue funding its .5 FTE deputy. He compared the situation in 1989, when four deputies on shift allowed quick response time, to the situation now, when some shifts only have two deputies covering the entire county, leading to delayed response time and increased deputy injuries.

Bob stated that a significant decrease in the Sheriff's area of law enforcement doesn't make sense since government's first duty is to protect its citizens, and will lead to catastrophic consequences. Lee stated that the number of deputies currently available for patrol is less than the law enforcement levy had in place before it was brought into the general fund in 1986-87. Kathy said she would like to know how many deputies have been lost in the 10-43 budget since 1997.

John K stated that while protecting citizens is important, sometimes state mandates interfere with that duty, which has to be balanced with other government functions. He said that substantial grant money has dried up since 1997 and costs are exceeding revenues. Lee commended Jack and Richard for taking control of their budgets and not spending what they don't have.

In clarifying other matters, John K stated that O&C funds (not to be confused with federal forest funds) going to Public Works dropped from \$253,500 in 1984 to \$0 in 1991. In response to a newspaper article, he said the ratio of workers to managers was portrayed incorrectly and is actually 5.39:1 averaged across the county, although the ratio differs vastly from department to department.

The meeting recessed for lunch at 12:43 p.m.

Anne Britt
Secretary

YAMHILL COUNTY BUDGET COMMITTEE


Secretary Lee Vasquez

Juvenile Department Reductions

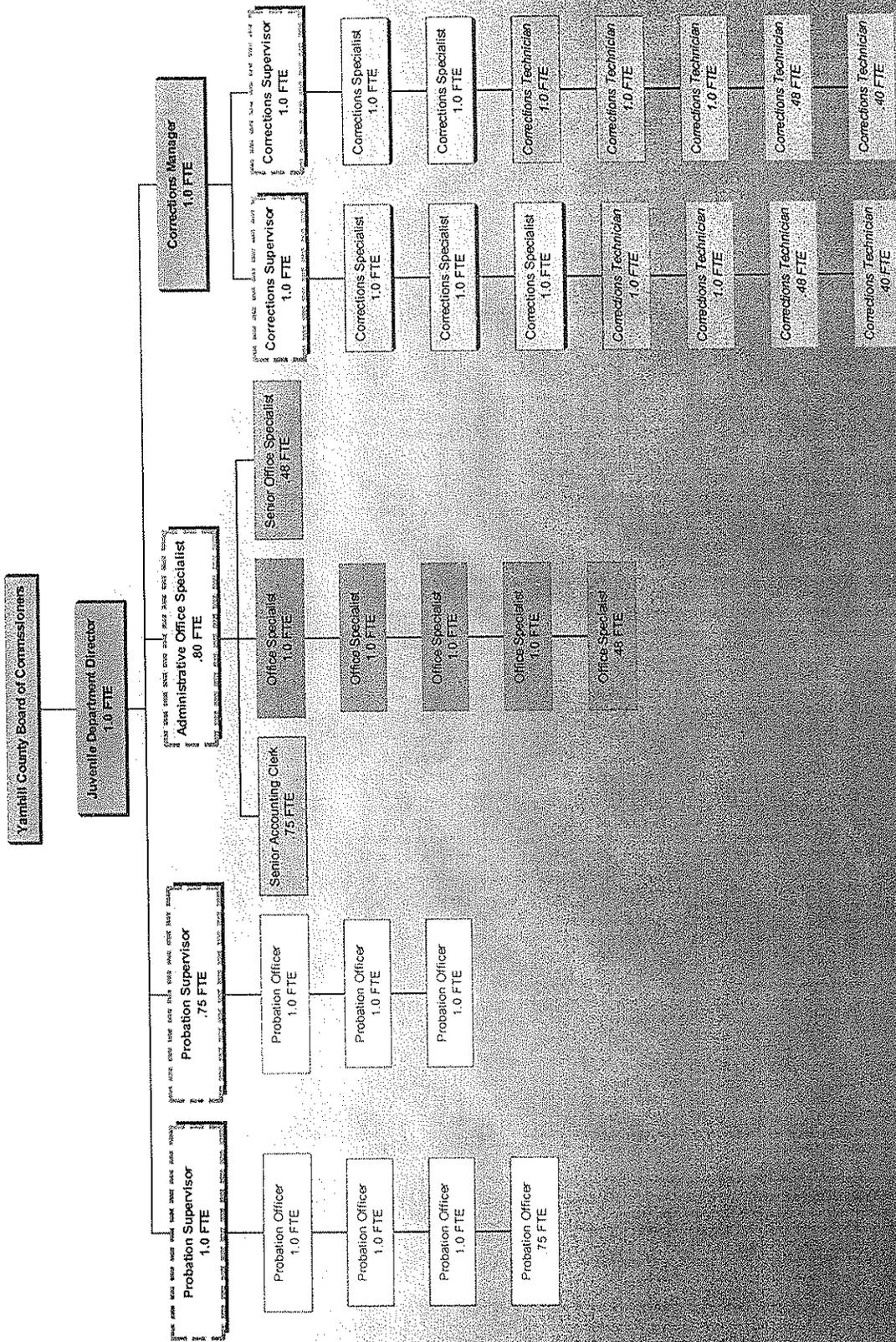
	2001-02	2002-03	2003-04	2004-05
County GF				
Reduce Peer Court Funding		(20,000)		
Reduce PO Supervisor		(6,822)	(10,651)	
Reduce Admin. OS		(5,103)	(5,516)	
Reduce/Eliminate Probation Officer		(1,415)	(9,949)	(18,251)
Reduce Position Authority for SOS		(28,377)	(57,615)	
Reduce/Eliminate Court School Funding		(11,564)		
Close Newberg Offices		(13,312)		
Discontinue Victim Offender Mediation		(4,000)		
Reduce Electronic Monitoring		(6,300)		
Reduce Urine Analysis in Detention		(1,000)		
Reduce Witness Fees			(5,000)	
Reduce Pool Car Replacement			(37,000)	(6,000)
Transfer \$ to the Criminal Justice Team	(54,000)	0		
Reduce Corrections Specialist			0	
Reduce/Eliminate Corrections Tech			0	
	(54,000)	(97,893)	(125,731)	(24,251)
State/Fed Grants				
Reduce/Eliminate JCP-Youth Services Team Funds		(6,386)	(74,214)	
Eliminate JCP Basic A & D Services		(20,000)		
Eliminate JCP Basic Shelter Program		(17,500)		
Eliminate JCP Basic Anger Management Program		(10,800)		
Reduce JCP Functional Family Therapy Program			(12,710)	
Reduce JCP Peer Court Funding			(5,000)	
Reduce/Eliminate JCP Truancy Programs			(32,862)	
Reduce/Eliminate JCP Cultural Truancy Program			(15,375)	
Reduce/Eliminate JCP Assessments			(5,750)	
Reduce JCP Prevention Coordinator			(9,250)	
Reduce JCP Administration Costs			(17,000)	
		(54,686)	(172,161)	

Reclassification

Recommendation

- Formal request by Juvenile Department staff and YCEA to reclassify 5 staff from range 7 to range 12
- Considerations: External, Internal, and Time study
- Recommendation of a Compromise

Juvenile Department Organizational Chart



External Comparisons

PRIMARY COUNTIES	CLASS/POSITION	PREP. OF ORDERS	RANGE	STEPS	SALARY
BENTON	Office Specialist I	Most of orders on NCR	9	5	\$2,034 - \$2,473
	Office Assistant III	Counselors fill out	8	5	\$1,997 - \$2,427
COLUMBIA	Office Specialist	no	16	6	\$2,087 - \$2,506
	Legal Secretary	yes	20	6	\$2,410 - \$2,901
JOSEPHINE	Department Specialist	no	10	8	\$1,866 - \$2,572
	Legal Secretary	yes	12	8	\$2,092 - \$2,882
LINN	Office Specialist I	no	5	6	\$1,830 - \$2,281
	Office Specialist II	no	7	6	\$1,910 - \$2,438
	Office Manager III	knowledge of pertinent laws	15	6	\$2,863 - \$2,998
MARION	Department Specialist I	yes	10	6	\$1,631 - \$2,216
	Department Specialist II	yes	11		\$1,940 - \$2,870
	Department Specialist III	yes	12		\$2,110 - \$2,691
POLK	Office Specialist III	no	3	6	\$2,059 - \$2,506
	Human Serv. Administrator	no	18	6	\$2,261 - \$2,752
YAMHILL	Office Specialist II	yes	7	8	\$1,611 - \$2,321
	Senior Office Specialist	no	10	8	\$1,894 - \$2,686
	Administrative Off. Spec.	yes	14	8	\$2,321 - \$3,082
Average Entry					
Average Second					

Factors to Consider

- Majority of duties are of an advanced level of skill and specialization requiring knowledge of laws and procedures related to the position –or–
- Primary program responsibility –or–
- Requires limited supervision/work is performed independently

Time Study

Staff Name:	A	B	C	D	E
	Full	Full	Full	Full	Half
Major Functional Areas: Data Entry					
Duties					
JJIS Entry					
Excel Database Entry					
Document Design					
Data Entry SubTotal	16%	31%	5%	37%	27%
Major Functional Areas: Clerical Support					
Duties					
Type and Distribute Correspondence for Probation Staff					
Receive and Distribute phones calls to staff					
Reception					
Meeting Minutes					
Filing/Mail					
Clerical Support SubTotal	14%	14%	71%	8%	10%
Major Functional Areas: Legal					
Duties					
Prepare and send out Petitions, Notices, Summons, and Subpoenas.					
Prepare and distribute all juvenile judgments					
Legal SubTotal	39%	35%	7%	38%	44%
Major Functional Areas: Court					
Duties					
Victim Contact/Correspondence/Restitution					
Serve as the Court's Clerk during Juvenile Hearings					
Docketing for Juvenile Hearings					
Coordinate Judicial Representation at Juvenile Hearings					
Court SubTotal	11%	2%	10%	16%	17%
Major Functional Areas: Department Representation					
Duties					
JJIS Liaison					
Phone/Pager					
Peer Court Coordination					
Department Representation SubTotal	21%	18%	0%	0%	0%
	70%	55%	17%	55%	61%

percent of
bottom 3 categ

changes
Spec. Office

Recommendation:
Reclassify 4 of 5 Office Specialists to
Senior Office Specialists

- Effected Staff would receive a one step increase July 1
- Cost: \$5500 for 2004-05
- Juvenile would pay out of remaining budgeted fund balance

**MINUTES
BUDGET COMMITTEE PRESENTATIONS**

May 3, 2004 1:30 p.m.

Room 32, Courthouse

PRESENT: Budget Committee members Kathy George, Mary P. Stern, Leslie Lewis, Lee Vasquez, Robert "Bob" Johnstone, and Dennis Goecks.

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, John Gray, Jan Coleman, Murray Paolo, Brian Dunn, Diane Cilenti, Dave Lawson, Ruthella Hughes, and Joe Shipley.

Guests: None.

Kathy reconvened the meeting at 1:38 p.m..

General Government Team

County Counsel - John Gray stated that he had budgeted a 3% increase for himself, explaining that he is the only county employee on an annual salary contract which is evaluated each year. In response to a question from Bob about the ongoing PERS case, he said he believes the plaintiffs might be successful in their challenge, which could benefit the county. He said Yamhill County is one of three Oregon counties that were hurt by the PERS changes rather than helped.

He stated that the number of lawyers in his department hasn't changed since he started in 1983, and it would be impractical for his office to be able to help with DA lawyer functions, except as backup for extreme emergencies.

Assessor - Dave Lawson stated that he balanced his budget by spending down his rainy-day fund as instructed. He reviewed personnel changes, including reclassifications already approved. In addition, he requested the reclassification of Brian Hansberry from Cartographer to Senior Cartographer, based on an increase in his duties. He stated that he doesn't expect any other reclassification requests in the next four years, and that his department does a great job with less staff than other comparable counties. He said the Department of Revenue is concerned with his staffing level, but he is confident he can do the job with what he has.

Dennis raised the possibility of the Assessor's Office merging with GIS for some functions in order to save money. Dave stated that it may not be cost effective and it would have to merge from GIS to his office because of statutes for elected officials, but from his perspective it could be done. He explained the statewide ORMAP project, stating that the deadline to finish is 2008.

Clerk - Jan Coleman stated that 6000 more documents were recorded last year than any other year, which is a dramatic increase. She said that while fees haven't gone up in years based on legislative ruling, the increased number of pages in mortgage documents has helped her office, which is dependent on recording fees for revenue. She explained that \$560,000 of her fund balance will be used for the purchase of the Stern building (the old post office), which will be remodeled by Brian.

IS/GIS/Telecomm/Air Support - Murray reviewed what has been accomplished this year in his departments, his goals for the upcoming year, and budget implications. He said his personnel overall is the same as last year. He recognized Jill Olsen for saving the county \$24,000 by doing the PERS reporting project herself. He noted that Telecomm used its disaster recovery plan after the lightning storm and it worked well.

He stated that the Records Management System project is going well, and having the county work together with the city of McMinnville keeps everyone on the same page technologically. He said the prospects of a long-term deal are not clear yet because of so many changes made by the city over the past year. He also mentioned that Governor Kulongoski has written a letter to the congressional delegation in support of an appropriation request for a hangar if no other funding sources are available.

There was further discussion about the possibility of merging functions with the Assessor's Office to eliminate a cartographer position. Bob stated that the GIS layering model is important in reducing the costs of government and increasing efficiency, and he asked Murray and Dave to discuss the issue and come up with a recommendation.

Facilities Maintenance - Brian reviewed the maintenance budget, stating that he reduced his maintenance supplies by one third and dropped training down to the minimum requirements in order to cover increased personnel costs. He stated that his department is grossly under-compensated for what they do. He discussed the costs and services of the janitorial contract and reviewed upcoming projects, including the Moore building, the courthouse generator upgrade, the Stern building, and the juvenile detention expansion. He emphasized the need to start putting some money away for the courthouse chilling system and elevator controls, which will have catastrophic failures in the next several years and will cost at least \$500,000 combined.

Recess at 4:31 p.m.; reconvene at 4:37 p.m.

Veterans' Services - Diane stated that the office serves about 3500 clients per year, brings in about \$7 million per year, and does its best to be HIPPA-compliant. Bob declared Diane to be a national treasure.

Treasurer - Nancy stated that her assistant's .25 FTE will now be covered by the Planning Department, and that \$9000 will go to the Jail. She said about \$5000 in corresponding benefits costs is still left in the budget. Lee recommended leaving that amount open for discussion.

Administrative Services - John K stated that some departments have said they're the most important part of the county government. He emphasized that all departments are very much interconnected and no department is more important than the others.

Julia described this year as the year of unfortunate events, explaining that new reporting requirements, massive PERS changes, a change in auditors, and personnel issues have combined to cause a delay in the completion of the audit. John K stated that as a result, the department has developed a better network of resources for similar needs in the future.

Other Issues - Lee stated that when three people were transferred from the Maintenance budget to the Jail, Brian's pay should have been adjusted to reflect his decreased supervision duties, and said that he hopes that will be a consideration from now on. John K stated that Brian more than pays for himself with the designing and remodeling projects he's able to do, and he pointed out that many of the county's managers are supervisors over more than one department.

There was a discussion of ideas to reduce the janitorial contract, including the possibility of using an inmate crew and cleaning every other day instead of daily.

John K distributed copies of a handout showing discretionary resource allocations for criminal justice team members. He said that Brad Berry reported the total increase to the budget for his two reclassification requests and the restoration of the DDA1 position would be \$68,267. John K asked Richard to find out how many positions in Community Corrections are under direct supervision of the Sheriff's Office. He reviewed other counties' statistics about the number of deputies with respect to rural population and the number of beds per officer.

The meeting recessed until 7:00 p.m.

Anne Britt
Secretary

YAMHILL COUNTY BUDGET COMMITTEE


Secretary Lee Vasquez

MINUTES
BUDGET COMMITTEE PUBLIC HEARING
May 3, 2004 7:00 p.m.

Room 32, Courthouse

PRESENT: Budget Committee members Kathy George, Mary P. Stern, Leslie Lewis, Lee Vasquez, Robert "Bob" Johnstone, and Dennis Goecks.

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Jack Crabtree, Paul May, and Joe Shipley.

Guests: David Bates, News-Register; Lisa Kreder, Dayton High School; Danita Libby and Michael VanSlyke, 707 Ash Street, Dayton.

Kathy reconvened the meeting and opened the public hearing.

Danita Libby read a letter into the record. She said she has recently been the victim of two daytime burglaries in less than twelve days and is concerned that it may happen again and somebody may get hurt next time. She expressed her appreciation of Deputies Brian Ramsey and Mike LaRue and their performance. She stated that because sometimes there are only two deputies patrolling approximately 700 square miles, response time is not great and she won't always be lucky enough to get the attention she got this time. She said the Sheriff's Office is understaffed and more deputies are needed for the public to feel safe in their own homes.

Joe Shipley stated that he has been a deputy since 1992 and is serving as the union representative for the Teamsters Union. He stated that Sheriff Crabtree has done an excellent job in trying to keep the department whole, but the continual stretching of staff is having a negative effect on employees and citizens. He said it is important to protect the sizeable fluid population that travels through the county as well. He reviewed population and personnel figures for other Oregon counties and expressed his frustration as a taxpayer that 21 Yamhill County deputies have been lost since the law enforcement levy was rolled into the general fund in 1996-97. He stated that it is past time for a plan to be put into place to bring the number of deputies back up and increase public safety.

There was some discussion of the time spent by deputies in responding to calls from cities. Bob stated that the Budget Committee will give the Sheriff's Office every tool necessary to fight the war on crime, but the union should recognize the need for compromise since a higher level of pay reduces the number of deputies. Joe stated that his goal is just to maintain the current level and be comparable to other counties.

Lee stated that past administrations have not managed the budget well, and now that it is being brought under control, it will take some time to recover. He said it is ridiculous to have two deputies on a shift to cover a county this size, but he doesn't know where the money can

come from in such a tight budget. He said having a law enforcement levy every three years provided a good opportunity to get a report card from the public and make adjustments for inflation, although it would not be as easy to sell today as it was in the 1990's.

Bob emphasized the need for the Sheriff to work with the District Attorney to articulate law enforcement needs to the community and explain the importance of passing a levy. He said that the Sheriff's Office has actually lost 31 positions since 1987.

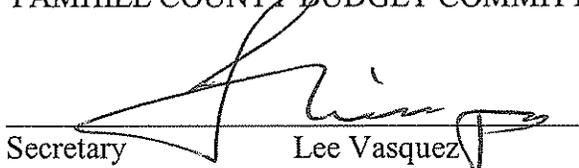
Sheriff Crabtree mentioned that with current terrorism issues and military fighting wars outside the country, sheriffs are responsible for homeland security and adequate staffing is more critical than ever. He explained the reasons why sometimes only two deputies are on shift at a time, even though there are 20 sworn deputies. Bob asked him to work on an estimate of how many additional deputies would be needed to reach a satisfactory level.

Mary noted that only \$1 was budgeted to hold the deputy positions and asked for the actual figures to be presented tomorrow.

Kathy closed the public hearing, and the meeting recessed at 8:00 p.m.

Anne Britt
Secretary

YAMHILL COUNTY BUDGET COMMITTEE


Secretary Lee Vasquez

**MINUTES
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May 4, 2004 8:30 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Kathy George, Mary P. Stern, Leslie Lewis, Lee Vasquez, Robert "Bob" Johnstone, and Dennis Goecks.

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Chris Johnson, Margaret Jarmer, Nancy Nunley, Sarah Jane Owens, Craig Hinrichs, Dawn Cottrell, Keith Urban, Marie McDaniel Bellisario, Jack Crabtree, Murray Paolo, and Allison Musillami.

Guests: Lisa Kreder, Dayton High School and Lisa Woodhead, Western Oregon University.

Kathy reconvened the meeting at 8:30 a.m.

HHS

Chris reviewed HHS funding sources, stating that this is the first year in which county discretionary resources account for less than 10% of the total. He said that the state is downsizing and closing institutions, which is changing the way services are provided. He stated that this is a good change because local programs cost less per person, state dollars can be matched with federal dollars, and individuals thrive in smaller, home-like settings. He said the new, higher-cost state programs are directed toward serving fewer, high-need clients.

He stated that if the primary mission of local government is public safety, then the discretionary resources are being spent appropriately because public health is the other side of public safety. He explained the Juvenile Alternative Program and stated that kids without an alternative level of support would be repeat offenders. He pointed out that the county spends significantly less than comparable counties for public health, and because the growth in discretionary resources has not kept up with the growth in personnel costs, the department has reduced its staff in order to keep the same programs.

Bob discussed the importance of a united approach to punishment and treatment programs in achieving the objective of a drug-free community. There was also a discussion of the financial impact of illegal aliens in the county.

Chris summarized Fund 16 highlights from 2003-2004. Keith discussed grant opportunities for meth intervention, treatment, and law enforcement as well as proposals for a meth summit similar to one held by Marion County and an ongoing oversight committee to prioritize and oversee treatment. Mary suggested continuing to work towards getting the county

designated as a High Impact Drug Traffic Area (HIDTA).

Chris addressed the challenges for the upcoming year, including the loss of OHP standard and medication benefits for Medicaid, flat funding, and the loss of flexibility in the use of grant resources. Bob emphasized the importance of making known the department's mission statement and need for resources. He said that although Chris is a small fish from a small county, he can be a piranha and make things happen.

Recess at 9:48 a.m.; reconvene at 9:59 a.m.

Chris summarized the planned use of carry over funds. He discussed the auditor's recommendation to retain a minimum 90-day supply of cash in reserves, or about 25%, and stated that his budget has well below the advised amount. He reviewed late-breaking programs, including the new Enhanced Care Facility, the Oregon Children's Plan, and the Intensive Assertive Community Treatment (ACT) Team.

Bob presented Chris with a statue of a piranha and said he thinks Chris is more than a small fish. Mary stated that since June 2003, nineteen babies have been born drug-free in this county as a result of the chemical dependency staff, and she and the other committee members applauded them for their efforts.

Non-Departmental

John K reviewed the Board of Commissioners budget and stated that last year, Commissioners George and Stern elected to opt out of PERS. Laura listed some of the grants she has been involved with, stating that quite a bit of her time is taken up in the administration of grants written by others. There was further discussion of the meth grant and summit, and the possibility of getting HIDTA status.

Leslie stated that the county is the fiscal agent for the bypass project, which is funded by cities, chambers, and private businesses as well as the county. She stressed the importance of the county's lobbyist in Washington D.C. in getting funding for the project.

John K stated that the 10-59 Mediation Services budget has been brought out of its deficit. Bob suggested talking with the congressional delegation about amending the restrictions on these funds to allow some to be appropriately diverted to family abuse prevention.

John K stated that the Justice Court budget was put together loosely as a placeholder and would require some staffing and startup costs. He noted that it would need to have the right balance between being a deterrent and a revenue-raising device. Kathy stated that a lot of work needs to be done before a decision can be made. Lee said it was worth exploring, but the consequences need to be carefully examined to determine if any money can be made for law enforcement after so many agencies take a piece of the proceeds.

John K stated that the Contingency Fund beginning balance should be reduced by \$112,826 to reflect a one-time allocation to the Jail. He suggested that the Board hear presentations from department heads in December and make decisions about next year's cuts before the budget process starts.

In reviewing the Economic Development Fund, there was some discussion about long-term plans for the fairgrounds, including the possibilities of building a nicer facility outside city limits or combining with the Polk County Fair on their grounds. Leslie stated that progress is being made at reducing the fair's deficit and eventually the \$57,000 from Economic Development could be used for facility maintenance instead of operations.

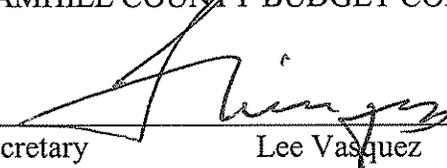
John K stated that the Title III budget will have more projects than funds for a change. He said GIS will probably use all of its allocated Title III funding from 2003-04 and 2004-05 to purchase radios for airborne support instead of a bucket for the helicopter. Bob suggested having the fire district pay for a bucket since it would be available to help them.

The meeting recessed at 12:00 p.m.

Anne Britt
Secretary

YAMHILL COUNTY BUDGET COMMITTEE

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Lee Vasquez

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Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Allison Musillami, Caren Anderson, Richard Sly, Vicki Wood, Mike Brandt, Dyke Mace, Becky Blanchard, Jeff Gottfried, Dave Lawson, Bill Gille, Susan Mundy, Dan Linscheid, Russ Heath, Diane Cilenti, Marilyn Westfall, and Maxine Haines-Barber.

Guests: Wendy Crawford, Fair Board.

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

Land Use / Transportation

Fair Board - Wendy reviewed last year's successful fair and reported that the event center has been booked almost every weekend. She stated that almost all outstanding receivables have been collected and the Board is now actually billing people and receiving payments. She said that because this year marks the fair's 150th anniversary, they are projecting greater attendance and increased expenses for more entertainment and higher quality acts. She said the budget is conservative and any variances in revenue will go first to pay back the interfund loan, and second to pay for acts. There was some discussion about building maintenance and repairs. Dennis suggested contacting ADEC about a possible grant to re-roof their building. Leslie mentioned the possibility of a horse barn with an area for Tim Loewen's wood program, and stated that the Fair Board has done an outstanding job with tremendous help from the finance department.

Planning - Mike stated that last year was one of the busiest years he's seen since working for the county, and this year so far is even busier. He said he's seeing much bigger homes and a lot of replacement dwellings. When asked about the fairgrounds, he stated that it would be better for light industrial use, but the county has no jurisdiction since it is within McMinnville city limits. He said the fairgrounds cannot be declared as agriculture use, but there are other options such as conditional use or rezoning.

He expressed pride in his staff for being able to handle an increasing workload every year with the same level of personnel. He stated that Extra Help shows an increase to cover the busy months and upcoming projects such as the new hospital and school remodeling in Newberg. He noted that his budget includes a \$54,000 payment to the Jail. When asked about the water inter-tie concept, he stated that his department would be on board if funds were set aside for additional staffing, since his current staff is finding it hard to get just the day-to-day work done.

He explained that the .6 FTE increase in Solid Waste personnel is a temporary change to allow the department to implement the DocuWare software purchased from the Solid Waste Fund several years ago. John K stated that the Senior Accounting Clerk position would be more appropriate as a Senior Office Specialist, which has the same range.

Mike and Dyke provided an update on the landfills. Mike stated that an analysis by Parametrix recommended a \$3.5 million reserve fund as a self-insurance policy to cover post-closure costs of the Newberg and Whiteson landfills, and the Board recently adopted a resolution stating its intent to maintain those funds. Dyke discussed future plans for the use of the land. Mike stated that Riverbend Landfill can function for at least ten more years, and the protections currently in place for post-closure issues will be adequate.

He explained that the R-R-R Education Program funds the household hazardous waste education program, and \$66,000 was transferred to the general fund for the Jail. He noted that after taking out post-closure and R-R-R costs, 35% of the remaining budget goes to help other departments.

Surveyor - Dan summarized where the department has been in the past year, planned activities for the upcoming year, and proposed personnel reductions, and gave an update on the corner restoration program. He said that capital improvements include a new Suburban, which will cost about \$35,000. He stated that improved technology allows the department to survey quicker and more accurately with fewer people now.

Public Works - Bill stated that a steady increase in the pavement condition index, which models the entire paved road system in the county, indicates good progress in maintaining and improving road conditions. He said the economy is a better indicator of Road Fund revenue than gas prices, because people will drive when the economy is good. He stated that his goal for the year is 38 miles of paved road restoration. Leslie pointed out that the department's total contribution to the Jail is \$113,000, counting the \$50,000 transferred in January.

Bill explained that the huge increase in the Capital Projects budget is due to a \$14.5 million ODOT grant for bridge projects. There was some discussion about investment possibilities. He also reported that the county is entering into the third lease cycle of its graders, and by the end of the third cycle, new graders will be able to be purchased with cash.

Ten-minute recess at 3:40 p.m.

Parks - Becky summarized the benefits of parks to the public, and Jeff pointed out that the work they do with youth is really crime prevention. There was a discussion about the pros and cons of removing a dam to provide spawning access up the creek to Rainbow Lake.

Becky stated that fewer funds are available for park basics such as supplies and equipment replacement, and the beginning fund balance was depleted to make the budget balance. Bob offered some suggestions for contacting foundations to donate funds for park enhancements. He also suggested giving some kind of acknowledgment to inmates who work on parks and add value to them.

Non-Departmental, part 2

CCF - Allison gave a brief background of CCF and its goal to promote the health, safety, and well-being of children and families. She reviewed successes and challenges from the past year and stated that the key change this year is the reduction to Healthy Start funds. She outlined a one-year program to sustain Healthy Start by redirecting some Great Start funds, reducing staff hours, eliminating programs, and using volunteers. She stated that CCF will work over the next year to find more permanent funding

options to sustain the Healthy Start program. John K noted that both Allison and Caren have made personal sacrifices in cutting back hours and should be recognized.

Transportation - Diane reviewed the Transportation budget, noting that the STF grant should be corrected to read \$167,474. John K stated that the county has to come up with a match for the bus stop grant money and suggested discussing the issue during deliberations.

Law Library - Marilyn stated that her budget is funded almost completely by court filing fees. She reported that a new library board has been appointed, and she has been able to cancel some legal subscriptions now that the office is using Lexis Online. She stated that it is difficult to keep up with anything but the day-to-day needs, and no new documents have been purchased in the seven years that she has been here. Bob suggested that some of these filing fees could be used for family abuse cases.

John K distributed handouts detailing staffing levels in the Sheriff's Office since 1997-98 and the costs of restoring the two deputies and sergeant positions to the Sheriff's Office.

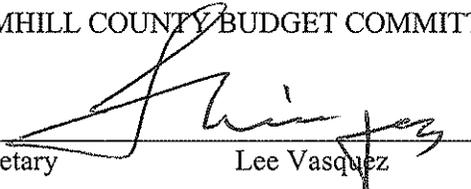
Cartographer Position - Dave stated that the grant document submitted by his office could be put at risk by eliminating a cartographer position. He said that if it is decided to share a cartographer between GIS and the Assessor's Office, the position should stay in the Assessor's Office to meet his elected responsibilities, and he stated that the Department of Revenue has staffing requirements that he must follow. He noted that he has previously suggested bringing a GIS person into his office, eliminating a cartographer, and freeing up the GIS house.

Kathy stated that not all counties structure their Assessor and GIS departments like Yamhill County does, and there may be some flexibility in how mapping is handled. She suggested further discussion of the issue during deliberations.

The meeting recessed at 5:20 p.m.

Anne Britt
Secretary

YAMHILL COUNTY BUDGET COMMITTEE


Secretary Lee Vasquez

**MINUTES
BUDGET COMMITTEE PRESENTATIONS**

May 5, 2004 9:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Kathy George, Mary P. Stern, Leslie Lewis, Lee Vasquez, Robert "Bob" Johnstone, and Dennis Goecks.

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Steve Mikami, Dave Lawson, and Murray Paolo.

Guests: David Bates, News-Register.

Kathy reconvened the meeting at 9:00 a.m.

Assessor/GIS Cartographer Position - John K reopened discussion of the issue by stating that the best solutions are those reached collaboratively, and forcing a solution on people is not the best idea right now. Dave distributed a handout showing a matrix of other Oregon counties and stated that a county this size should have two cartographers. He said he and Murray have been working together for four years toward the goal of a uniform mapping software, and his cartographer is taking some GIS classes and working with people in Murray's department. He explained that the grant document has been submitted with two cartographers and cannot be changed at this point.

Kathy stated that the budget committee would like to see if the functions of the two departments could be handled by fewer people. Dave and Murray each described the functions of their departments and how they are currently handled. There was some discussion of the possibility of merging from ArcInfo and Intergraph into one mapping software. The consensus of the committee was for Dave and Murray to come back before the committee in June with suggestions for ways to save money, after which the committee would give direction to the Board of Commissioners and defer to them for final action.

Recess at 10:29 a.m. for Compensation Committee meeting; reconvene at 11:40 a.m.

Non-Departmental, part 3

John K stated that the 40-27 Capital Improvement budget is funded by departments paying based on the square footage they occupy, except for the Jail, which has its own capital improvement fund. He outlined upcoming property acquisitions, remodeling projects, and plans for a new building to house Planning and IS, with an unfinished basement for a possible future YCOM/Emergency Management Center.

Dennis encouraged the Board to look at the concept of a county annex in Newberg to serve people outside McMinnville, referring to the banking industry as a good model of satellite

offices. Kathy stated that the expansion of e-government is moving forward rapidly, allowing more and more county functions to be accessed through the Internet. John K mentioned that Veterans' Services has a satellite office in the Sheridan/Willamina area one day a week.

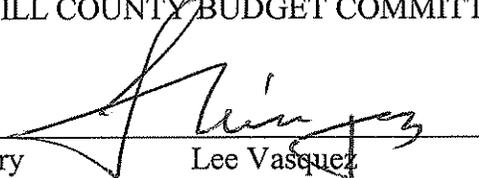
John K stated that some of the Retirement Reserve resources in the Self-Insurance Fund will be drawn down next year to offset PERS costs, which were higher than projected. He said the beginning balance of this budget was bigger than anticipated and is not shown, but assessed property values didn't rise as planned, so he is holding about half of that balance back as a means to correct the deficit in property tax collections. He proposed using the remaining balance as bridge funding for the DDA position. Due to the uncertainty of exact property tax figures, he recommended budgeting the position with \$1 and funding it later with these dollars if they become available, or with contingency funds otherwise.

The meeting recessed at 12:13 p.m.

Anne Britt
Secretary

YAMHILL COUNTY BUDGET COMMITTEE

Secretary


Lee Vasquez

**MINUTES
BUDGET COMMITTEE DELIBERATIONS**

May 6, 2004 8:30 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Kathy George, Mary P. Stern, Leslie Lewis, Lee Vasquez, Robert "Bob" Johnstone, and Dennis Goecks.

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Steve Mikami, Dave Lawson, Murray Paolo, Bill Gille, Dan Linscheid, Ron Huber, Richard Sly, Vicki Wood, Mike Brandt, Ruthella Hughes, Brad Berry, Ken Summers, Paul May, Jack Crabtree, Tim Loewen, and Cheryl Anderson.

Guests: Lisa Kreder, Dayton High School.

Kathy reconvened the meeting at 8:34 a.m.

Assessor/GIS Cartographer Position - Dave stated that he had met with Murray and would like the budget committee to fund two cartographers and two GIS specialists. He said his office will switch to the ArcInfo mapping software as soon as possible and will hopefully be live within a year. He said he will send Brian to training classes as necessary and will also go to the ORMAD Advisory Committee for grant money to use in the transition. He stated that he is prepared to make a concession with the reclassification he requested, although it represents minute savings to the county.

John K suggested that Dave and Murray come back with staffing recommendations mid-year so appropriate adjustments can be made. Leslie stated that she is not convinced that a GIS position is more critical than a DDA position, and the need for two GIS specialists should be examined in December when next year's program cuts are being discussed. Mary stated that since other departments receive GIS services, she would like to hear from those department heads as well. Dave stated that across-the-board program cuts would be more appropriate than targeted cuts. Mary pointed out that to some extent, across-the-board cuts were essentially made in this budget by requiring departments to grant step and COLA increases with no increase in revenue.

Kathy stated that approving the reclassification from Cartographer to Senior Cartographer while downsizing in that area would send a mixed message. The consensus was that it would be appropriate to postpone the decision until after Brian completes his training.

Lee moved to deny the reclassification; Dennis seconded. The motion passed unanimously. Dennis noted for the record that he had listened to the tape of Monday night's public hearing.

Non-Controversial Issues - Mary moved to approve items 1-8 on the discussion list (see attachment); Lee seconded. The motion passed unanimously.

DA Reclassifications - John K mentioned the possibility of funding the reclassifications with benefit costs saved by cutting the .25 FTE from the Treasurer's budget. Lee moved to approve the reclassification of two DA positions from Office Specialist 2 (OS2) to Senior Office Specialist (SOS); Mary seconded. The motion passed unanimously.

Juvenile Reclassifications - Lee stated that he would be comfortable with approving two of the four reclassifications and realigning the duties of the other two. Tim stated that it would be difficult to reassign all OS2 duties to two people because some data entry has to be done by all staff. He pointed out that realigning the duties may push the two SOS employees into an even higher classification level, causing a two-step gap among his office staff and making management more difficult.

After further discussion, Leslie moved to approve the reclassification of two OS2 staff in the Juvenile department to SOS, leaving the assignment of work duties to the discretion of the department head with the understanding that the other two positions will be paid for out-of-class duties. Lee seconded the motion. The motion passed, Kathy, Leslie, Lee, Bob, and Dennis voting aye and Mary voting no.

DA Intern Position - Brad stated that an intern would be available full-time in the summer and part-time the rest of the year and would cost \$15/hour or about \$21,700/year, although the federal program pays for about half of the cost, making it a cost-effective option to help absorb increasing caseloads. He said the deadline has passed to apply for federal funding for this year but it could be available starting next summer. The consensus was to re-examine funding possibilities for the position in December, which would give Brad enough advance notice to solicit applicants for the summer.

Recess at 9:49 a.m.; reconvene at 10:09 a.m.

Bus Shelter Grant Match - Leslie moved to transfer \$2099 from Transportation's ending balance to Contract Services to pay a portion of the bus shelter grant match; Bob seconded. The motion passed unanimously.

City IS Services - Kathy stated that Murray has been doing a great job providing IS services to the city of McMinnville and she said there has been discussion of providing this service to other small cities who can't afford their own Information Services. She suggested adding a line item in Murray's IS budget in order to track this project better. John K stated that creating a placeholder would show the budget committee's support of the idea and he suggested that Murray give presentations to let other county entities know what services he can offer.

Dennis moved to create a placeholder in the IS budget for the contracting of services to

cities and other entities; Bob seconded. The motion passed unanimously.

Computer Games - Lee stated that having games available on county computers invites abuse and he asked the Board to instruct Murray to remove them. Murray said that would need to be addressed in the county policy for use of computers. Leslie noted that employees who are in contact with the public could create a negative perception by playing games, even if they are doing so on break time. Lee moved that the budget committee recommend to the Board of Commissioners that games be removed from county computers; Leslie seconded. The motion passed unanimously.

DDA Position - John K stated that the current fiscal year fund balance is greater than budgeted and although some will be needed to offset lower-than-anticipated tax collections, the remainder could serve as a one-time source of funding for the DDA1 position. He proposed budgeting \$1 as a placeholder until June, when the actual tax collections figures will be better known. Dennis stated that he would rather see the money allocated now since the consensus is to fund the position. He moved to restore the DDA1 position now with contingency funds, and later transfer any leftover fund balance back to contingency; Bob seconded. The motion passed unanimously.

There was a brief discussion on county investment policies and past return rates.

Kathy recessed to executive session pursuant to ORS 192.660(1)(d) for the purpose of discussing labor negotiations. The meeting resumed at 12:06 p.m. with no decisions made and the general sense of the committee conveyed.

The meeting recessed for lunch at 12:06 p.m. and reconvened at 1:04 p.m.

Sheriff's Office Deputy Positions - Lee moved to create three placeholder deputy positions in the Sheriff's budget with \$1 budgeted in each, pending the outcome of labor negotiations and other matters in order to seek funding; Bob seconded. The motion passed unanimously.

Leslie requested that the issue of Fairgrounds building improvements be removed from the agenda because another use for the remaining Farmworkers Housing funds has been identified.

Elevator/HVAC Upgrade - John K stated that there is no question that something needs to be done about the elevator and HVAC systems. He said the status of this year's capital improvement fund can be examined and possibly some temporary repairs can be made until an upgrade can be done. He suggested talking with McMinnville Water and Light about grant opportunities for energy-efficient improvements. He recommended that no action be taken at this time, but he will continue to keep the Board informed and work with the Facilities Committee.

Water Intertie - Dennis stated that over the last seven years, all three commissioners have talked about the importance of an intertie approach to water facilities, and he referred to a November 1998 report which detailed a recommendation for such a system. He moved that \$5000-10,000 be set aside for bringing a specific implementation plan to the community in the next twelve months; Bob seconded. Mary stated that this would be a good way to use any economic development money left after grants are awarded to cities. John K recommended transferring the unallocated \$2800 from Fund 26 Other Expenses to a historical line item called Water Study to get the project started, since it clearly meets the criteria of economic development.

Lee made a friendly amendment to Dennis' motion to reflect the \$2800 transfer; Bob seconded. The motion passed unanimously. Dennis stated that the first step would be to get Ken Friday involved and oriented to the 1998 study.

Assessor FTE Correction - Dennis moved to correct the FTE for the Management Analyst 2 and Appraiser 2 in the Assessor's budget; Leslie seconded. The motion passed unanimously.

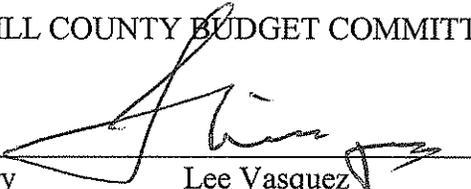
Tax Rate / Budget Approval - Lee moved to set the 2004-05 tax rate at \$2.5775/thousand, to approve the budget as amended, and to grant John K the authority to fix minor balance issues out of contingency, with any major issues to be discussed with the Board; Bob seconded. The motion passed unanimously.

Dennis moved to adjourn; Mary seconded. The motion passed and the meeting adjourned.

Anne Britt
Secretary

YAMHILL COUNTY BUDGET COMMITTEE

Secretary


Lee Vasquez

Issues for Further Budget Discussion

Dept	Item	Description	Amount	Decision	Notes
Assessor	Sr Cart	Reclass Cartographer to Senior Cartographer	\$ -		
Assessor	Cartographer	Delete one cartographer position (Note est. 40% grant funded) Net Savings equals	\$ 33,482		
Assessor	Personnel Count	Correct FTE For Mgt Analyst & Appraiser 2	No Cost		
1. Clerk	BB 40-15	Reduce Beginning Balance From \$54,464 to \$51,004 and reduce ending balance in a like manner	(\$3,460)		
2. IS	IS Mgr	Adjust salary in IS & Telecomm	No Cost		
3. Contingency	Contingency	Reduce for one time shift to the Jail	\$ 112,826		
4. Planning	Sr Actg Clerk	Change to OS Tech	No Cost		
5. Bridge	Interfund Chgs	Move dollars from ending balance to interfund charges	\$ 50,000		
6. Parks	Personnel	Move Parks Assistant position from Xtra Help to Parks Asst (-48 FTE)	No Cost		
7. Transportation	STF Grant	Increase revenue and expenditures (less \$2,000) to -	\$ 167,474		
8. Phone Acct	Phone BB	Reduce Phone Account deficit to \$9,484 and reduce transfer from Telecomm in a like manner.	\$ 10,000		
DA	OS 2	Reclass 2 positions to Sr OS	\$ 4,796		
DA	DDA 1	Restore cut positions DDA 1 Position	\$ 63,471		
DA	Intern	Funding for intern position	? 21,700		
Juvi	OS 2	Reclass 4 OS 2 to Sr. OS	\$ 10,000		
Maint	Upgrades	Upgrade elevator & HVAC System	\$ 500,000		
Treas	Benefits	Transfer excess benefit funds to DA	\$ 5,000		
SO	Deputies	Add additional deputy positions(s)	?		
Fair	Building Impv	Repairs to Fair Buildings from Farmworking housing remainder	Up to \$80,000		
Transportation	Ending Balance	Move \$2,099 from ending balance to Contract Services to pay portion of bus shelter grant match.	\$ 2,099		