

**MINUTES  
INFORMAL WORK SESSION  
April 6, 2004 9:00 a.m.**

**Service Team Budget Presentations  
Room 108, Courthouse**

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

**Staff:** John Krawczyk, Tim Loewen, Chuck Vesper, Nancy Reed, Laura Tschabold, Kellye Fetters, Cheryl Anderson, Jack Crabtree, Richard Sly, Vicki Wood, Brad Berry, David Lawson, Julia Staigers, Barbara Paladeni, and Ron Huber.

**Guests:** David Bates, News-Register, Lisa Kreder, Dayton High School.

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Kathy called the meeting to order at 9:03 a.m.

**CRIMINAL JUSTICE TEAM**

Sheriff Crabtree stated that since 1997, the county has received \$6,200,000 in bed rental revenue, which has benefitted the entire county. He stated that now the jail population is high and although not yet used, a forced release policy was developed a year ago. He said it is an opportune time to work towards eliminating the dependency on bed rental revenue. He provided a handout (see attachment) detailing a four-year plan to eliminate the fifteen current bed rentals and stated that by the fourth year, the county's contract with Benton County for bed rentals will have ended. He stated if this plan is adopted, the Board of Commissioners will need to develop some sort of policy on the distribution of remaining rental revenues, and what portion should go to the jail.

District Attorney's Office - Brad Berry stated that the SED budget looks better than it has in several years because of \$30,000 federal incentive revenue. He said that aside from slight modifications in order to balance, there are no changes to the budget. John K pointed out that \$3000 in video lottery revenue was not budgeted, and said that it was his error that it was not listed.

Brad stated that the 10-18 budget is at a critical juncture this year for three reasons. First, the department had to cut a Deputy D/A 1 position from the budget, yet the deputy caseload will continue to increase because Newberg Municipal Court will no longer be handling criminal cases. He stated that this will have a significant impact on the community and he hopes the position will be re-funded. Second, the 04-05 budget is built on a carry-forward that will not be available for 05-06. Third, whereas previously a county/state partnership existed to share prosecution costs, now the county will get almost no funding from the state to share in these costs. He stated that due to a loss in grant funding, an additional position was lost earlier in the fiscal year. John K directed Nancy to strike a full-time position to reflect this loss.

Juvenile Department - Tim Loewen distributed and reviewed a handout showing the hierarchy of the juvenile justice system (see attachment). He explained that the majority of general and grant funds go to the 500 level of the hierarchy, which is Probation Supervision. He stated that he cut close to \$150,000 from the 10-74 budget. He said he eliminated a part-time PO position and bought the rainy-day balance down from \$270,906 to \$10,013. In addition, the department lost approximately 50% of its juvenile crime prevention grant funding. He mentioned that five of his office staff has requested reclassification, but he will be looking into that further before making a request.

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KG/SMS/LL *[Signature]*

B.O. 05-15

Community Corrections - Richard Sly stated that while many counties supervise only felony offenders, Yamhill County has followed the lead of the District Attorney and courts in providing supervision to misdemeanor offenders as well, which is carried by the 21-44 budget. He said there is not adequate funding in this budget for a third full-time PO, so half of the position was moved to the larger 21-45 budget.

Richard reviewed the 21-45 State Enhancement budget. He estimated that the county's share of \$10,000,000 other state grants to be received in the second biennium may be \$100,000, although the budget does not rely on this revenue. He explained that some counties with populations smaller than ours receive higher state funding because distribution is based not on population, but on the number of felony convictions and the county's percentage of statewide felony offenders. John K stated that this policy rewards less-efficient counties. Brad stated that Yamhill County tries to make policy decisions which will have the most positive community impact, even though they may not be the easiest or least expensive.

Richard stated that the 21-50 Capital Projects budget will likely see significant reduction in consideration of Sheriff Crabtree's proposal for eliminating bed rentals. In reviewing the 21-67 budget, John K suggested that the Board isolate jail costs into a new budget in order to better track them. Richard stated that if the \$50,000 in other state grants came through, some of it would be available to help offset the loss of bed rental revenue.

Sheriff's Office - Sheriff Crabtree stated that the 10-43 Sheriff's budget, which now includes the old 10-07 budget, has suffered an overall personnel loss equal to one patrol shift due to reduced revenue and increased expenses, including increased YCOM costs which are beyond his control. He requested a budget increase to reinstate the eliminated positions of one sergeant and two deputies. He reviewed the new grants applied for, which John K pointed out would be helpful to list in the budget message. Leslie requested information detailing which grants are expected to be approved and which are uncertain.

Jack stated that the 10-41 Jail budget is mostly unchanged and emphasized the need to actively pursue funding to replace lost bed rental revenue. Vicki Wood explained that although non-bed rental income for next year is projected to be \$355,000, the handout lists the amount as \$345,000 to be conservative. John K requested that since other departments will be asked to sacrifice to assist the jail budget, the figures be adjusted to reflect the \$355,000.

Jack stated that the beginning deficit in the 10-42 Marine budget will be resolved by the end of next fiscal year. In reviewing the 10-69 Narcotics Investigation budget, there was a discussion about the possibility of going after criminal forfeitures. John K stated that for a high-value forfeiture, some of the DA's costs could be reimbursed.

The meeting adjourned at 11:04 a.m.

Anne Britt  
Secretary

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Jack/  
Richard

Anne Britt

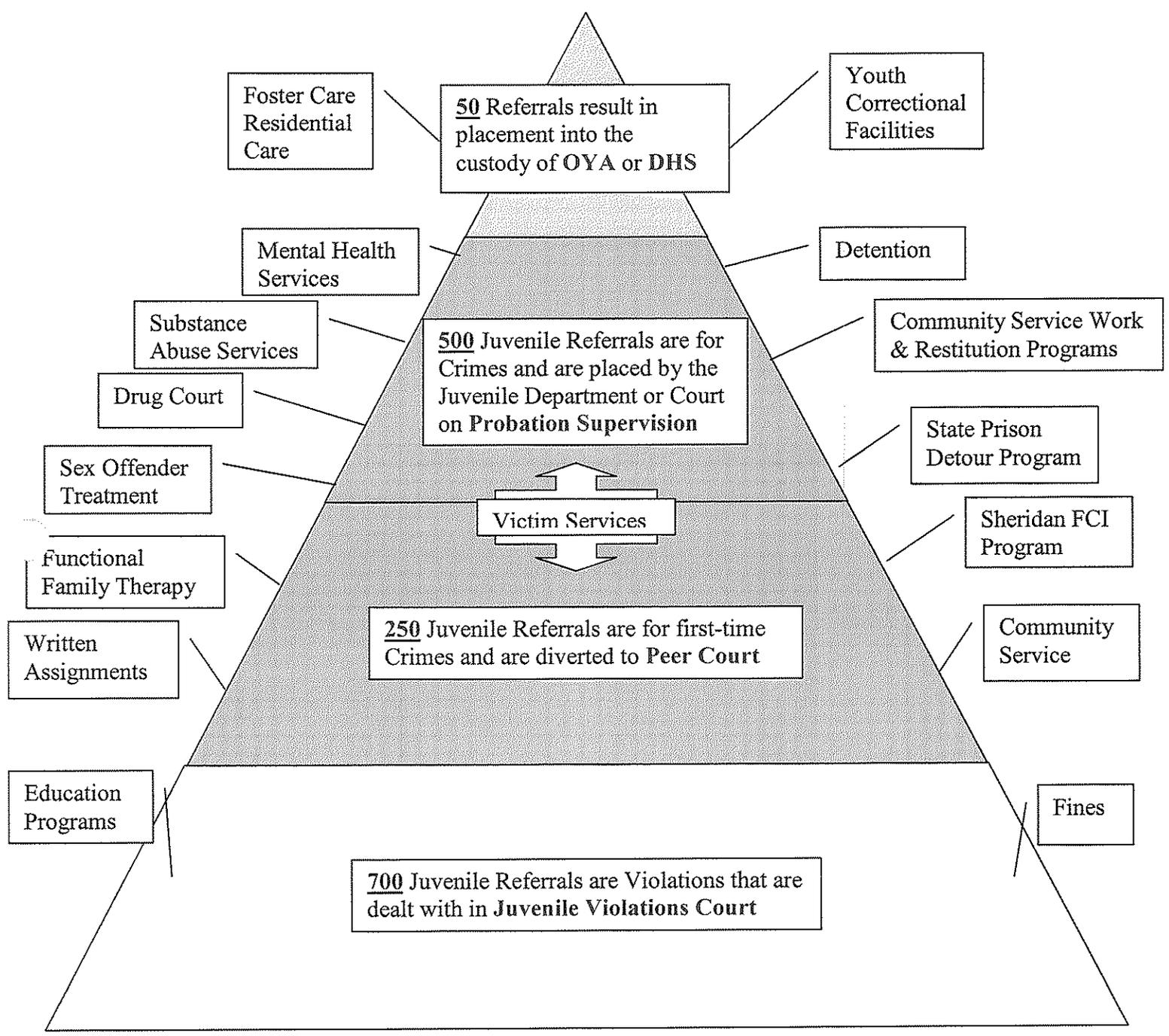
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	Year 1 15 Beds	Year 2 15 Beds	Year 3 15 Beds	Year 4 0 Beds
Jail Expenses (add 5% yr)	3,407,350	3,577,718	3,756,603	3,944,434
Less Discretionary \$\$	2,046,324	2,475,324	2,833,518	3,012,403
Non Bed Rental Income	345,000	345,000	345,000	345,000
Balance Required	1,016,026	757,394	578,086	587,030
Rental Revenue	336,700	336,700	336,700	-
Current Jail Fund Balance	62,500	62,500	62,500	62,500
New Discret Rev Needed	616,826	358,194	178,886	524,530
Discretionary Rev Growth	218,000	200,000	200,000	200,000
Program Cuts	211,000	158,194	(21,114)	324,530
One Time Money	187,826			
				Total
				1,678,436

# The Yamhill County Juvenile Justice System



On the average the Juvenile Department receives **1500** police referrals each year for crimes and violations. The graph above shows the relative dispersal of these referrals throughout our local juvenile justice system.

MINUTES  
INFORMAL WORK SESSION  
April 6, 2004 2:00 p.m.

Service Team Budget Presentations  
Room 108, Courthouse

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

Staff: John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Diane Cilenti, Allison Musillami, Caren Anderson, and Marilyn Westfall.

Guests: None.

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Kathy called the meeting to order.

**NON-DEPARTMENTAL TEAM**

Commission on Children and Families - Allison Musillami stated that CCF is funded 54% from state grants, 26% from federal grants, and the balance from miscellaneous funds. She said that because of Measure 30, Healthy Start has suffered a 10% cut in funding. She reviewed the program's history and stated that because CCF feels Healthy Start is vital to the county, they are trying to find ways to bridge the funding gap. These changes include redirecting funds from Great Start for one year, replacing a .25 FTE Program Coordinator position with volunteers, eliminating Boot Camp for Dads, and reducing the Office Administrator and Program Manager hours for four months. She distributed a handout (see attachment) detailing budget changes made since the initial submission.

Transportation - Diane Cilenti reviewed the transportation budget. She said part of the federal transportation funds came through after all. She also stated that the STF Grant revenue line should be increased to \$169,474.

Law Library - Marilyn Westfall stated that the rent deficit has finally been made up. She is increasing her hours from 9 to 10 per week to catch up on changes needed to accommodate the changing needs of library patrons, such as the gathering and organizing of commonly requested forms. She reported that Judge Collins has appointed a new library board which should work out well.

John K reviewed the remaining non-departmental budgets. He noted that discretionary accounts have been added in 10-13 for each of the three commissioners. He also explained that the Systems Development Charge budget has been broken out into individual budgets for each of the participants (Audit, Parks, and Fair). He stated that the 80-38 Self-Insurance budget, which consists mainly of reserves against workers' comp and liability deductibles and PERS, now includes the beginning balances formerly in 80-001, and he explained the deficit in the Catastrophic Self-Insurance (CSI) beginning balance. He ended with a summary of the growth in the 04-05 budget totals and discretionary resources.

The meeting adjourned at 3:34 p.m.

Anne Britt  
Secretary

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KG/KMS LL *[initials]*

B.O. 05-16

Yamhill County Commission on Children and Families  
Budget Revisions Fiscal Year 2004 -2005

To be submitted if CCF and HHS' request to use savings to support program is approved

REVENUE	04-05 Initial Budget	04-05 Revised Budget
Beginning Balance	25,000	25,000
Youth Investment	76,708	76,708
Youth Investment Basic Capacity	8,908	8,908
Child Care Development Funds	54,870	54,870
Child Care Development Funds Basic Capacity	2,537	2,537
Family Preservation and Support	23,894	26,189
Healthy Start (Medicaid)	3,200	3,200
Great Start	32,522	32,522
CASA	13,802	13,802
Basic Capacity	133,831	133,831
Children, Youth and Family Flexible Fund	33,844	35,800
Healthy Start (General Fund)	144,224	144,224
Misc	-	-
County Internal Revenue (PERS)	687	687
Other State Grants	100,000	100,000
Interest	3,000	3,000
<b>TOTAL REVENUE</b>	<b>657,027</b>	<b>661,278</b>

EXPENDITURE	04-05 Initial Budget	Initial FTE	04-05 Revised Budget	Revised FTE
<b>Personnel</b>				
Director (JK)	1,730	0.02	1,730	0.02
Sr. Management Analyst	2,729	0.05	2,729	0.05
Management Analyst	-	0	-	-
Program Manager	41,504	1	37,995	1 - .75
Office Manager	37,875	1	36,602	1 - .90
Program Coordinator	8,877	0.25	-	-
Office Specialist 2	11,344	0.5	11,344	0.5
Progress Team Coordinator	-	0	-	-
Extra Help	9,268	-	9,268	-
Medicare	1,600	-	1,402	-
Social Security	6,841	-	5,993	-
Retirement	21,115	-	18,342	-
Health Insurance	22,275	-	22,275	-
Time Loss Reserve	110	-	97	-
Accident Insurance	253	-	222	-
Unemployment	1,655	-	1,450	-
Workers Comp	114	-	165	-
<b>TOTAL PERSONNEL</b>	<b>167,290</b>	<b>2.82</b>	<b>149,614</b>	<b>2.57 - 2.22 FTE</b>
Avg. FTE = 2.395				

**Material and Services**

Central Supplies	7,000	7,000
Audit	500	500
Telephone (Fax)	800	800
Postage	1,500	1,500
Travel	350	350
Insurance	2,426	2,426
Copy Machines/Maintenance	600	600
Other State Grants	100,000	100,000
Building Reserve	17,631	17,631
Internal Property Insurance	-	-
Admin Charges	13,500	13,500
Telecommunications (Internal lines and charges)	4,000	4,000
Equipment Replacement	2,100	2,100
Internal Postage Charge	-	-
Information Services	500	500
Contract Services	206,385	218,185
Dayton CPT	788	788
Community Mobilization	18,207	14,912
<b>TOTAL MATERIAL AND SERVICES</b>	<b>376,287</b>	<b>384,792</b>

**Other 900 - 999 Accounts**

Interdepartmental transfers (Healthy Start) - GF	99,283	114,726
Ending Balance	14,167	12,146
<b>TOTAL for 900-999 ACCOUNTS</b>	<b>113,450</b>	<b>126,872</b>

<b>TOTAL EXPENSES</b>	<b>657,027</b>	<b>661,278</b>
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Revisions made to the proposed budget in yellow

05 JAN -6 P1:45

**MINUTES  
INFORMAL WORK SESSION  
April 7, 2004 9:00 a.m.**

**Service Team Budget Presentations  
Room 108, Courthouse**

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

**Staff:** John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Chris Johnson, Nancy Nunley, Keith Urban, Sarah Jane Owens, Marie McDaniel Bellisario, Craig Hinrichs, Paul Kushner, and Dawn Cottrell.

**Guests:** Lee Vasquez.

Kathy called the meeting to order at 9:02 a.m.

**HEALTH & HUMAN SERVICES**

Overview - Chris Johnson opened with an overview of budgeting issues. He reviewed the decision made last year to eliminate about fifteen positions and have remaining staff work part-time for a portion of the year. In addition, he said the shuffling of personnel in the proposed budget is hard to track in the budget documents. To clarify the changes, he offered to provide the revised 03-04 budget as well as a copy of the spreadsheet used in developing the 04-05 budget.

Chris stated that the department has been approached by the state to provide mental services in an Enhanced Care Facility (ECF) for patients with severe mental illness and a concurrent medical condition who could not be accommodated by other facilities. A residential provider would build the facility and provide nursing services and county-provided mental services would be funded by the state. He proposed going ahead with the plan and explained that a new line item for the grant is in the submitted budget as a placeholder to avoid doing a supplemental budget later, and with the Board's concurrence, the proposed staffing can be placed in the budget as well.

Chris requested a reclassification of Krisan Pendleton from Mental Health Specialist 3 to Program Manager 1 to serve as the on-site manager at the new ECF and oversee the hiring of new staff. He said the additional staff will be more than the existing manager can supervise, and an in-house hiring manager will be necessary to provide behavioral health expertise and access to psychiatrists.

John K expressed concerns about increased personnel costs and the risk of getting into a program that could later face funding difficulties, as has happened before with the state. Chris recommended forming a small study group to research existing models of ECFs which are co-partnered by private and county providers. He said this model has the best of both worlds and tends to keep the governmental sense of responsibility in providing services. He listed other

KGK MS LL *[Signature]*

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reasons for accepting the state's proposal, including the county's responsibility to provide better service which is more economical to the state, and increased ability to negotiate with other counties in the region and with the state for placement of ECF residents. Leslie stated that getting people out of the state hospital into community-based facilities is an important move in the right direction.

Chris reviewed a one-page handout explaining how the department's fund balance went from a beginning balance of 1.75 million to an ending balance of 1.2 million.

Paul Kushner and Chris summarized the current status of the Raintree project and explained why it has taken so much longer than originally planned. Paul stated that the project is on budget at this point, personnel issues have been resolved, and a solid product will be coming soon.

Recess at 10:15. The meeting reconvened at 10:35.

Community Health - Nancy Nunley summarized changes in technology, public health accreditation and skill requirements, and increased bilingual requirements. She reported that new programs have been added, although a number of programs have been lost and others have seen significant reductions in funding. She said the department is trying to integrate programs to avoid duplication and is working to cover their needs with existing staff.

Developmental Disabilities - Sarah Jane Owens reviewed minor changes in the 16-71 budget. She stated there is a high amount of contractual work as people move from one service element to another as well as a need to conduct licensing visits to ensure that providers are in compliance with Oregon administrative rules. Chris noted that the 1.9 FTE for Program Supervisor is missing from the 03-04 budget column.

Mental Health - Chris pointed out that some of the staff from this budget will be moved to the budget for the new ECF. He said a significant restoration from the state, about \$350,000, is mostly taken up by cost of living increases. Marie stated that the \$14,000 increase in medical coverage is a reinstatement of last year's cuts, but it is still not enough to cover consultation requests from community providers.

Abacus - Craig Hinrichs stated that Abacus is facing a 3.6% reduction in revenue and increased expenses. He requested a reclassification of his position from Program Manager 2 to Program Manager 1 to place him back in direct service work and allow the restoration of lost services. Chris commented that this request has nothing to do with Craig's performance, which is exemplary, but that it is important to adjust management to reflect staffing patterns. He said he anticipates Abacus will have the necessary resources in the future to move Craig back up to Program Manager 2.

Family and Youth - Dawn Cottrell reviewed the 16-75 budget. She said she hopes to learn tomorrow if the state will release another million dollars for Oregon Children's Plan. Paul pointed out an error in last year's FTE total.

Chemical Dependency - Keith Urban stated that improvements have been made in providing individual and motivational counseling, maintaining a drug court, and developing a strong prevention program, which brings grant funding to the county. He said budgetary restraints usually limit the department's focus to criminal justice, but if the proposal for Oregon Children's Plan funding is granted, more work with parents would be possible and the general fund balance may not all be needed. He requested the reclassification of Blanca Marquez from Senior Office Specialist to Administrative Office Assistant. He listed her duties and stated that she has been with the county for twelve years.

John K reviewed the three reclassification requests from HHS. He closed by reporting that due to a new level of PERS, the county rate will gradually sink as new people are hired, although the savings won't be able to be passed on to individual departments.

The meeting adjourned at 11:52 a.m.

Anne Britt  
Secretary

'05 JAN -6 P1:45

**MINUTES  
INFORMAL WORK SESSION  
April 7, 2004 1:30 p.m.**

**Service Team Budget Presentations  
Room 108, Courthouse**

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

**Staff:** John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, Richard Sly, Becky Blanchard, Mike Brandt, Dan Linscheid, Susan Mundy, Bill Gille, Russ Heath, and Dyke Mace.

**Guests:** Wendy Crawford, Larry Collver, and Lee Vasquez.

Kathy called the meeting to order at 1:32 p.m.

**LAND USE / TRANSPORTATION TEAM**

Fairgrounds - Wendy Crawford and Larry Collver presented the County Fair and Fair Event Center budgets. Larry stated that some administrative changes were made and they are still looking for ways to cut costs in many other areas to free up money for building maintenance. Wendy said she and Larry decided to share the Fair Manager responsibilities this year instead of hiring a manager. She reported that most line items are higher than last year because they are trying to get more attractions in honor of the fair's 150<sup>th</sup> anniversary. Leslie raised the question of whether to use next year's profits to retire the \$28,000 loan balance to the county or for facility maintenance and expansion.

Planning - Mike Brandt reviewed the highlights of the Planning budget, including a new revenue line for ODOT's reimbursement for bypass work. He said the extra help line shows a significant increase due to the new hospital in Newberg and new schools being built. He said \$54,000 of his ending balance is from discretionary resources and his budget wouldn't be affected if the Board were to use that money to help another department. He stated that because some planning application fees do not accurately reflect the costs involved, the department had about \$105,000 in expenses this year that were not compensated. He mentioned the possibility of basing fees on acreage like Marion County does.

Solid Waste - Mike stated that the Solid Waste budget includes a .6 FTE increase to allow the Management Analyst to begin utilizing the Docuware software previously purchased by the department for the county's use. He estimated that after a year or two, the FTE would return to its previous level. There was a discussion about where to best budget post-closure landfill costs. He mentioned that 30% of the Solid Waste budget goes to help the general fund and other departments.

Surveyor - Dan Linscheid stated that because of the recent decrease in refinancing activity, recording fees may be less than projected. He said that so far, filing fees and plat checks are adequately covering the costs. He reported that no new state grants are included in the proposed budget because the ORMAD advisory board thought the department was using the funds to survey the county and decided to shut down the program. John K suggested that maybe the GIS department could apply for the grant instead.

KG/MS/LL *[Handwritten initials]*

Parks - Becky Blanchard reviewed the Parks budget, stating that both Title 3 funds and park fees revenue show a significant decrease. There was some discussion about the possibility of charging fees for the use of Rogers Landing boat launch, although Becky pointed out that would reduce the amount of Marine Board funding. She said the transportation expense line was reduced by \$3000 to make the budget balance, and Leslie stated that maybe the \$2000 offered by Murray's department should go to help restore that.

Public Works - Bill reviewed the six Public Works budgets. He stated that \$63,000 of the \$73,000 O&C revenue funds in 11-60 will be transferred to the general fund. Leslie expressed her appreciation and her desire to maintain a paper trail showing the donation of these funds. Bill stated that Wheatland Ferry is running at or below projected costs and Marion County has done an excellent job in bringing overhead charges under control. He explained that the 31-61 Capital Projects budget, which includes the ODOT grant for bridge projects, has significant funds reserved for the future which can be used for long-term investments. Leslie noted that the 45-29 Motor Vehicle budget includes no new equipment other than the new graders, and she mentioned other needs such as replacing high-mileage trucks and a new peanut roller.

Five minute recess; reconvened at 3:35.

Jail Funding Gap - John K stated that changes made to fill the gap in the jail's budget will be permanent. There was a discussion about possible ways to track and give recognition to departments making sacrifices. Suggestions included starting a manual of budget decisions, keeping budget messages together, and explaining in memo form decisions made and future expectations.

John K stated that 2/3 of the jail's budget gap has been covered, and the remainder will have to come from three possible sources: discretionary revenue growth, program cuts, and one-time money. Lee Vasquez suggested approaching Newberg Municipal Court for some funding in return for the criminal cases they will no longer be handling.

John K emphasized the need to reduce the volume of paperwork being processed by the Criminal Justice team and increase efficiency. It was agreed that conducting a paper flow study is a high priority which needs to be started right away.

The meeting adjourned at 4:08 p.m.

Anne Britt  
Secretary

05 JAN -6 P 1:45

**MINUTES**  
**INFORMAL WORK SESSION**  
**April 8, 2004 9:00 a.m.**

**Service Team Budget Presentations**  
**Room 108, Courthouse**

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

**Staff:** John Krawczyk, John Gray, Jr., Nancy Reed, Laura Tschabold, Julia Staigers, David Lawson, Eileen Slater, Ruthella Hughes, Diane Cilenti, Jan Coleman, Murray Paolo, Brian Dunn, Richard Sly.

**Guests:** Wendy Crawford, Larry Collver, and Lee Vasquez.

Kathy called the meeting to order at 9:04 a.m.

**GENERAL GOVERNMENT TEAM**

County Counsel - John Gray presented the County Counsel budget. He stated that 1/3 of his funding comes from special fund assessments and 2/3 comes from non-general fund assessments.

Assessor - David Lawson said he was fortunate to inherit a sizeable beginning fund balance from his predecessor and has complied with budget instructions to spend down the rainy-day fund, leaving almost no beginning balance for the 2005-2006 fiscal year. He stated it is irresponsible to use so much of the beginning balance this year and expressed concern about having sufficient funding next year to cover the increased workload demand from taking on the processing of DMV manufactured home titles and trip permits. He said none of the projected growth in county revenue is reflected in his budget. John K explained that although 3.5% growth in county revenue is budgeted this year, last year's growth was overestimated at 4% and was actually only about 2%.

David requested the following reclassifications: Appraiser 2 to Appraiser 3; Appraiser Trainee to Appraiser 1; Office Specialist 2 to Senior Office Specialist; Senior Office Specialist to Office Specialist Technician; and Chief Deputy Tax Collector to Management Analyst. He stated that Program Manager Ruthella Hughes will be retiring in December and if a replacement is brought on, it will be at a lower classification.

Clerk - Jan Coleman stated that the tremendous increase in the Clerk's budget is due to the upcoming purchase of the Housing Authority Building for \$560,000. She said that in the past, the Clerk's Office has seen increased revenue as a result of the housing boom from low interest rates, but now that the growth has halted, she has adjusted the revenue downward accordingly. She said the increase in elections reimbursement will be offset by costs from the PUD election that weren't reimbursed. She stated that the 12-15 Records Fund has been sitting for three years and now she would like to use some of the funds for a project to update the Commissioners' Journal Index. She said she also wants to replace the outdated Board of Property Tax Appeals program since it is no longer supported. John K suggested she talk to Laura about looking into grant funding for that project.

Recess at 10:00. Reconvene at 10:10.

**MINUTES**      **Service Team Budget Presentations**  
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KG/MS/LL 

B.O. 05-19

Information Services - Murray Paolo began by applauding David for his idea of having appraisers use laptops in the field and said he recently heard from Verizon Wireless that Yamhill County is the first organization of any kind in the state to successfully use this technology. He also said Jill Olson was able to make the necessary programming changes for new PERS reporting requirements and saved the county \$24,000 by not having to contract out the work. He reviewed a two-page handout (see attachment) which summarized his five budgets and provided a sample GIS model.

Murray discussed the department's income from the city of McMinnville and explained that the county's license agreement for the Gems program allows cities to use it as well without additional license fees. John K stated that this could be a great opportunity to become the IS entity over cities throughout the county and he directed Nancy and Murray to create a new budget line called Intergovernmental Revenue. Kathy suggested tracking the department's costs to be able to let other entities know what it would cost to come onboard. Mary stated that Murray should include a portion of his FTE hours in the GIS budget to reflect the time he spends there.

Recess at 10:40. Reconvene at 10:50.

Murray reported that the Army has canceled their Comanche project and Bell has frozen their inventory of OH-58 helicopters, which means the asset value of the county's OH-58's will increase substantially. He also noted that he was able to get a crew cab pickup for Public Works on the military surplus website for just the cost of going to pick it up. John K asked for a directory of types of items available on the surplus sites.

Treasurer - Nancy stated there are only minor changes in her budget and no personnel changes. Mary raised the possibility of Nancy returning to a five-day work schedule to eliminate the .25 FTE employee and cut costs.

Veterans' Services - Diane presented the Veterans' budget. John K complimented her on her creative use of work study volunteers, which together are the equivalent of almost one full-time employee.

Facilities Maintenance - Brian stated that he faces more stringent budgeting restraints than many departments because he has no beginning balance every year. He said rental income from new buildings is less than was anticipated and his four personnel will be stretched thin with all the remodeling next year. John K stated that a fifth person will be paid out of bond proceeds but will have to be made part of the regular budget in the future to help maintain all the new buildings. He mentioned that Brian makes good use of inmate labor for remodeling work and building and grounds maintenance.

Administrative Services - John summarized the 10-10 budget, noting an error in Julia's FTE total. He thanked other departments for their cooperation in making budget cuts.

The meeting adjourned at 11:30 a.m.

Anne Britt  
Secretary

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KG/MS/LL *[Signature]*

B.O. 05-19

**Commissioner's Budget Overview**  
**IS, GIS, Telecomm, Air Support Departments**  
**FY 2004/05**

**Information Systems, 010-017:**

- Personnel, status quo. Slight increase in my allocation, .10.
- Expenses, status quo.
- Capital, status quo.
- Initiatives: Security, Imaging, Web development, application implementations – Finance, Visionair, MDTs. Server upgrade for Assessor, Planning, Dog Control.

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

- Personnel, status quo.
- Expenses, status quo.
- Capital, status quo.
- Initiatives: Implementation of more control points, emergency management, land use data, centerline project, outside agency support.

**Telecomm, 048-014:**

- Personnel, status quo. Slight decrease in my allocation, .10.
- Expenses, slight changes due to maintenance reduction.
- Capital, status quo.
- Initiatives: New technology, rate reduction possible Long Distance changes.

**Air Support, 010-165:**

- Personnel, none.
- Expenses, no changes.
- Capital, no changes.
- Initiatives: Hangar, regional focus depending upon radio grant.

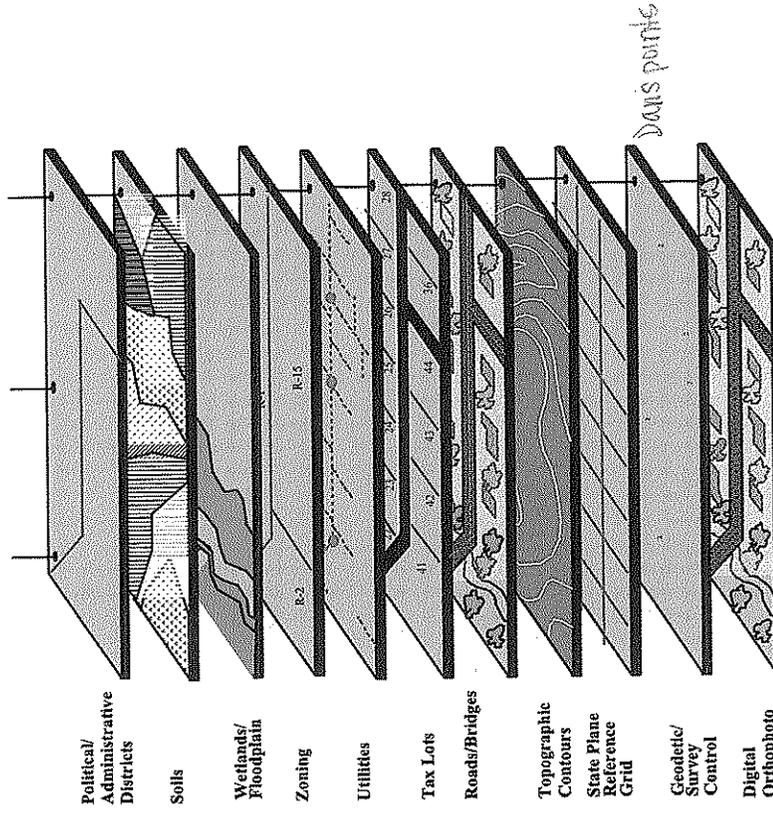
**Computer Replacement, 040-017:**

- \$350 per P/C, consistent for several years.
- Used for targeted 3 – 5 year roll out of Desktop Platforms.
- Also used to upgrade network specific age replacements.

**Personnel History and Proposed Changes**

Fund/Dept #	Department/Division	2001-02 Adopted FTE	2002-03 Adopted FTE	2003-04 Adopted FTE	2004-05 Proposed FTE
010-017	Information Systems	7.00	6.75	6.75	6.85
010-065	Geographic Info Systems	2.00	2.00	3.00	3.00
048-014	Telecomm Division	3.65	2.40	2.25	2.15
	<b>Totals, net FTE</b>	<b>12.65</b>	<b>11.15</b>	<b>12.00</b>	<b>12.00</b>

# Yamhill County GIS Sample Data Layers



**MINUTES**  
**INFORMAL WORK SESSION**  
**April 8, 2004 1:30 p.m.**

**Service Team Budget Presentations**  
 Room 108, Courthouse

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

**Staff:** John Krawczyk, Nancy Reed, Laura Tschabold, Julia Staigers, David Lawson, Sheriff Crabtree, Tim Loewen, Paul May, Ken Summers, Cheryl Anderson, and Richard Sly (phone).

**Guests:** David Bates, News-Register and Lee Vasquez.

Kathy called the meeting to order at 1:35 p.m.

**BUDGET TEAM DELIBERATIONS**

\$54,000 Jail Budget Gap - Julia Staigers presented a revised handout of the Jail budget requirements for phasing out bed rental income, along with Richard Sly's explanatory e-mail message (see attachments). There was some uncertainty as to how the non-bed rental income figures were reached. Leslie stated that the \$65,000 is a six-month restoration, so the annual figure should probably be \$130,000. John K stated it would be prudent to make the full \$211,000 in program cuts this year to avoid the need for worse cuts next year.

Three-minute recess at 2:00 while waiting for personnel to be contacted.

Richard confirmed via telephone that the restoration amount should be about \$130,000. He said that he was relying on the restored money to equalize his caseload, but he would be willing to forego an unfilled position in the 21-63 budget and give that \$26,000 plus roll-up costs to the Jail. After the phone call ended, John calculated the position plus roll-up costs would provide \$43,600 of the needed \$54,000.

David Lawson stated that his staff could cover Juanita Pridemore's .25 FTE position in the Treasurer's Office, leaving her at .75 FTE in Planning. Kathy stated that this cut, along with roll-up costs, would provide the balance needed to fill the gap in the Jail budget.

Potential Juvenile Reclassification - Tim Loewen reported that juvenile crime in the county is up 18% from last year. He summarized the impact of revenue cuts on his department in the last year and a half. Mary pointed out that some department heads have commented that it doesn't appear that the receptionist and clerical staff in Juvenile are working very hard, and she suggested that Tim look into the issue and report back when he makes his reclassification request. Kathy mentioned that Tim and Brad Berry are checking into the possibility of sharing some of Tim's clerical staff.

**MINUTES**      **Service Team Budget Presentations**  
 Page 1          **April 8, 2004**          1:30 p.m.

KG MS LL *[Signature]*

Reclassification Requests - There were no comments from the Board regarding the following requested reclassifications:

Assessor's Office:

- Appraiser 2 to Appraiser 3
- Appraiser Trainee to Appraiser 1
- Office Specialist 2 to Senior Office Specialist
- Senior Office Specialist to Office Specialist Technician
- Chief Deputy Tax Collector to Management Analyst

HHS:

- Mental Health Specialist 3 to Program Manager 1
- Program Manager 2 to Program Manager 1
- Senior Office Specialist to Administrative Office Specialist

Healthy Start - CCF's request to temporarily divert funds from staffing to the Healthy Start program - Consensus: make the recommended changes.

Title III Funds - Allocation of remaining \$2000 in the 10-81 budget - Consensus: leave it alone.

Enhanced Care Facility (ECF) - Mary stated that the county should support the state's effort to provide an alternative to expensive solutions. She said the county will benefit from the sharing of beds and increased trading stock. Kathy stated that even if grant money is reduced or eliminated in the future, many people will be helped for now and this is a good opportunity to model a private/governmental partnership for the rest of the state. Leslie stated that the state's reduced mental health costs will mean higher quality of care for recipients, and that Chris Johnson is good about not asking for additional funding to maintain programs when grants go away. Consensus: accept the state's grant proposal for providing specialized mental health care in a new ECF.

Basin Council Request - Mary stated that Jeff offered to make a presentation to the Board at informal session regarding his request for the county to provide the Basin Council with rent-free space. Consensus: invite him to come and make a presentation before making a decision.

Woodland Tour Request - John K presented a request from the Soil and Water Conservation District for \$2450 to help with expenses in conducting their 43<sup>rd</sup> annual Woodland Tour this year. Consensus: write back and explain that funds are allocated through the budget process and there are no additional funds available now.

Water Master Request - The Board discussed the Water Master's persistent request for funding for a summertime assistant. Mary stated that maybe some funds could be used from the small pool set aside for economic development grants to cities. Consensus: let him know that grants will be awarded in late June and funds dispersed after November 1, 2004.

Criminal Justice Team Flow Study - Kathy stated that the information flow study could bring possible savings to the whole team, and that Lou Chandler would be a good candidate to conduct the study since he already understands the system. Cheryl Anderson stated that many people are entering the same information and the redundancy in the system eats all their time. She said 1.5 people are dedicated solely to data entry, which covers 3100 new incident reports and 1500-2000 cases closed each year. Paul May stated that the Sheriff's Office could devote some resources to the study, which would benefit them as well.

Future Budgeting Crisis - Mary stated that many departments are having to use up their beginning balances, which won't be available to them in future years. She said that cutting positions such as deputies will not allow the county to provide needed services, and at some point the public will need to be informed of the need for additional funding and involved in the decision-making processes. Kathy stated that the Board has already been demonstrating its accountability by involving the public with goal-setting sessions and asking for their priorities.

Allocation of Jail Bed Rental Income - Sheriff Crabtree stated that his department would live within the budget outlined in the four-year plan, with the exception of contingency funding requests for facilities issues. John K stated that if bed rental income is to become discretionary resources for next year, he recommends the jail be paid commission as incentive to rent beds. He said the criminal justice team had suggested 30% commission. Jack suggested 50%, stating that he would have to come to the Board for the money for upcoming facilities repair projects anyway and is trying to establish some independence so the department doesn't appear to always be asking for money.

David expressed his concern about future years' budgets with no beginning balance remaining, stating that personnel cuts represent an immediate, permanent savings. He said that although cuts are being made, public perception will be skewed when they see the county involved in activities such as buying additional buildings and starting a new mental health program.

Consensus: leave the bed rental income alone for the coming year to see how much it will be, then make the decision next year about how much should go to the Jail and how much to other departments.

Deputy Patrol Positions - Leslie reported receiving an e-mail indicating that the county's chances of receiving the Spirit Mountain Community Fund are not good. Jack stated that funding for one of his deputies is dependent on this fund, so if it doesn't come through, he would then be losing three deputies and one sergeant. He said letters could be sent from the commissioners and from his department requesting at least the funding for the deputy, after which a joint visit could be requested. Kathy stated she is in favor of a placeholder for the deputy positions at very least, and maybe in a year they can be reinstated.

Deputy D/A Position - Leslie suggested going after the city of Newberg for some money to compensate for the misdemeanor cases they will no longer be handling, even though it isn't promising.

The meeting adjourned at 4:03 p.m.

Anne Britt  
Secretary

	Year 1	Year 2	Year 3	Year 4
	15 Beds	15 Beds	15 Beds	0 Beds
Jail Expenses (add 5% yr)	3,407,350	3,577,718 #	3,756,603 #	3,944,434
Less Discretionary \$\$	2,046,324	2,475,324	2,786,518	2,966,903
Ls Non Bed Rental Income	420,000	392,000	390,500	389,000
Balance Required	941,026	710,394	579,586	588,530
Ls Rental Revenue	336,700	336,700	336,700	-
Ls Current Jail Fund Balance	62,500	62,500	62,500	62,500
New Discret Rev Needed	541,826	311,194	180,386	526,030
Discretionary Rev Growth	218,000	200,000	200,000	200,000
Program Cuts	211,000	111,194	(19,614)	326,030
One Time Money	112,826	-	-	-
Rev Grth+Prog Cts+1 Time	541,826	311,194	180,386	526,030
				Total New Discretionary Revenue Needed
				1,559,436

Note: Discretionary dollars for Year 2 = Yr 1 Discretionary dollars plus Yr 1 discretionary revenue growth plus program cuts.  
 Discretionary dollars for Year 3 = Yr 2 Discretionary dollars plus Yr 2 new discretionary revenue needed.  
 Discretionary dollars for Year 4 = Yr 3 Discretionary dollars plus Yr 3 new discretionary revenue needed.

Non-Bed Rental Income Yr 2 = \$355,000 + \$37,000  
 Non-Bed Rental Income Yr 3 = \$355,000 + \$35,500  
 Non-Bed Rental Income Yr 4 = \$355,000 + \$34,000

See notes on R Sly's email to J Staigers

000518

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**Richard Sly**

**From:** Richard Sly  
**Sent:** Thursday, April 08, 2004 8:59 AM  
**To:** Julia Staigers; John Krawczyk  
**Cc:** Vicki Wood; Richard Sly  
**Subject:** Revised version of CJT spreadsheet

Julia and John:

I was able to reach Vicki last night and we worked for about 30 minutes on the spreadsheet attached with this message.

A couple of notes:

- On line 6 NON RENTAL BED INCOME of the tab: 'Julia Staigers' Year 1 adds \$10,000 + \$65,000 our calculation for the amount to the jail as a result of new money expected to be restored by the E-Board action today and tomorrow \$8.9 million. These are funds added to the second part of the biennium 03-05.
- Years 2, 3 & 4 on the same line: Non-Bed Rental Income is the full restoration (an estimate) at \$183 million. Vicki used the local control figures (21-67) for those subsequent years and included a 5% inflation factor (roll up costs) subtracting that amount and adding in the \$65,000 additional for the restoration. This is the direct payment amount to the jail.

Hope this gets you started for the discussion this afternoon. Vicki will return tomorrow morning to work at 8:00 am

*Richard Sly*, Director  
Yamhill County Community Corrections  
615 East Sixth Street  
McMinnville, Oregon 97128  
e-mail: slyr@co.yamhill.or.us  
phone: 503.434.7513 x (1) 4466  
fax: 503.472.5216

*Sly's Pager*  
*434 8780*

	Year 1 15 Beds	Year 2 15 Beds	Year 3 15 Beds	Year 4 0 Beds
Jail Expenses (add 5% yr)	3,407,350	3,577,718	3,756,603	3,944,434
Less Discretionary \$\$	2,046,324	2,475,324	2,786,518	2,966,903
Non Bed Rental Income	420,000	392,000	390,500	389,000
Balance Required	941,026	710,394	579,586	588,530
Rental Revenue	336,700	336,700	336,700	-
Current Jail Fund Balance	62,500	62,500	62,500	62,500
New Discret Rev Needed	541,826	311,194	180,386	526,030
Discretionary Rev Growth	218,000	200,000	200,000	200,000
Program Cuts	211,000	111,194	(19,614)	326,030
One Time Money	112,826			
				Total
				1,559,436

Original

000519

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