

PRESENT: Commissioners Mary Starrett, Stan Primozych, and Allen Springer.

Staff: Laura Tschabold, Chuck Vesper, Ken Huffer, Becky Weaver, Brian Rucker, Ted Smietana, Vicki Wood, Jessica Beach, Mike Brandt, Ken Friday, Al Westhoff, Brett Henry, Tim Svenson, Brad Berry, Debra Bridges, Scott Paasch, Jeff Hindley, Amanda Broome, Amy Kemper, Dana Carelle, Lisa Hanes, John Phelan, Russ Heath, and Catherine Lindberg.

Guests: Nicole Montesano, News-Register.

Commissioner Starrett called the meeting to order at 9:00 a.m.

CRIMINAL JUSTICE TEAM

District Attorney's Office (10-18 and 10-22) - Brad Berry and Debra Bridges presented changes to the district attorney's budget for fiscal year 2016-17. Mr. Berry noted that 90% of the budget is personnel and reviewed a few changes that occurred during the year with the leave of senior staff and an office manager resulting in some personnel savings (see Exhibit A). Mr. Berry pointed out that support enforcement (10-22) is stable and anticipates it to remain that way in the future.

Community Corrections (Fund 21) - Ted Smietana noted a large beginning balance in this fund. He stated that there has been a shift in this budget regarding jail maintenance being moved to the facilities maintenance budget. No other significant changes are expected and anticipates a 2% increase in the next biennium but won't know until the numbers are received.

Juvenile Department (10-74) - Ted Smietana stated that there are no substantial changes with some minor changes in personnel. Mr. Smietana explained that the Evidence Based Decision Making Initiative Program is proving to have better results than expected in reducing jail population.

Juvenile Detention (10-77) - Ted Smietana anticipates an increase due to the increase in the contract with Polk County bed rental increasing to 5 beds.

The meeting recessed at 10:14 a.m. and reconvened at 10:27 a.m.

Sheriff's Office - Sheriff Tim Svenson gave a brief overview of the Sheriff's office and the staff restructuring in 2016. He stated that when he took office in 2015 his first assignment was to review the budget and look for ways to save money. The restructuring has resulted in the elimination of two office positions with the addition of an additional Records Clerk and an Executive Office Specialist resulting in \$80,000 savings per year. However, after further review of the overall budget he did find some minor errors that had been made in previous years that ended up having significant impacts resulting in the need for additional discretionary dollars.

Jail (10-41) - Sheriff Svenson explained the decision to move the jail maintenance budget to the facilities maintenance budget. He discussed the change of allocations for revenue during the 2016-17 fiscal year that are needed in order to balance the budget. Personnel in the jail division are all top step which leaves this budget at a higher personnel cost. Sheriff Svenson noted the FET/Vacation/Sick leave which has traditionally had a zero balance in past years but around \$100,000 is spent from this account each year. This has affected previous ending balances since this expense was not accounted for.

Jail Capital (40-41) - Sheriff Svenson reviewed the 2016-17 Jail Capital Improvement list (see Exhibit B). He pointed out the Benton County contract has been based off of a 10 inmate minimum and traditionally they have averaged a higher inmate count there is the possibility of an inmate increase in this contract. However, this contract is also dependent upon bed availability. Sheriff Svenson explained that they have budgeted in past years so as to not depend on this contract to operate the jail.

Marine Patrol (10-42) - Sheriff Svenson is anticipating an increase in revenue from the marine board resulting in a healthy budget.

Sheriff's Patrol (10-43) - Sheriff Svenson noted some minor errors found that affected the projected ending balances in the 2015-16 budget resulting in a decrease of \$300,000 in the ending balance figure for this year. Sheriff Svenson stated that the patrol contracts with each individual city has been reviewed and the same levels of service are anticipated. He noted the adjustment of the civil fee schedule that was approved by the board recently and has resulted in being able to charge the true cost of those services. Personnel changes include the proposed addition of the executive office specialist position and increasing a records clerk to full time. A replacement schedule has been implemented for the mobile data terminals (MDT) and there is an increase in the equipment replacement line for the next year to allow for the replacement and refurbishment of some older terminals.

Narcotics Investigation (10-69) - Sheriff Svenson noted significant changes in this budget and noted that the way it stand now is the correct way it should be budgeted. Recently there was a forfeiture of a vehicle and it was sold and they have been researching where the revenue should be allocated to. The Sheriff's office found out from the state that there are specific regulations regarding these types of dollars. One of the items that forfeiture dollars cannot be used for is personnel, thus the zero balances in the personnel section.

Courthouse Campus Security (10-86) - Sheriff Svenson pointed out that this year is the first year in a long time that the Corrections Deputy line in personnel is the true cost of the base pay. In the past an amount was placed here and was filled with a higher step deputy but charged back at a lower step because the fund could not support it. Sheriff Svenson stated that he is looking to hire part-time reserves to offset overtime and to keep the hours of operation adequately staffed.

Radio System (10-163) - Sheriff Svenson noted the partnership with YCOM and their contribution to the county-wide radio system. Currently, the radio system is fairly new as this is year 2 of a 10 year cycle.

Dog Control (13-47) - Sheriff Svenson noted the reduction of one full time staff member and pointed out that the revenue comes from dog licensing. For the last six years the total revenue continues to decrease and the ending balances continue to go down. Last year partnering with an outside vendor for kenneling has decreased staff time being spent at the kennel allowing them to focus on being out in

the field which has proven to be a better use of staff time. Sheriff Svenson stated that currently there are 15,352 licensed dogs in the system and of that number 3,700 are not licensed at the moment. Using this figure the expected revenue would be \$307,000 if every dog was licensed but even with that figure the budget would not break even. Sheriff Svenson stated that in the coming year there will need to be discussion regarding the philosophy of this program and future plans. Sheriff Svenson pointed out the donation of \$300,00 that was recently received from an estate. There are specific restrictions as to how this money is to be spent per the donor's request and it cannot be used for personnel costs.

911/Dispatch Services (10-48) - Chuck Vesper explained that this is the county's payment of dues to YCOM. The exact amount has not been received yet so this is a placeholder until that can be confirmed.

The meeting recessed at 11:43 a.m. and reconvened at 1:30 p.m.

LAND USE TEAM

Planning (10-20) - Mike Brandt stated that he is taking a somewhat cautious approach in projecting but projected revenue is expected to increase. He noted personnel changes that reflect an addition of a clerical position and a reclassification of an office administrator to a senior office administrator.

Solid Waste (17-28) - Mike Brandt stated that there aren't any changes to this budget, it remains status quo.

Surveyor (10-21) / Corner Restoration (37-37) - Mike Brandt reviewed this budget and stated that it is status quo.

CULTURE & RECREATION TEAM

Parks (10-81) - Brett Henry reviewed this budget noting no significant changes to personnel or material and services. He stated that there has been positive feedback regarding the new off leash dog park. Tangleboxing continues to be a popular activity and due to rising printing costs the fee for the passports will be increasing from \$3.00 to \$5.00.

Fair (20-80) / Fair Event Center (20-82) - Al Westhoff stated that there aren't any significant changes to the budget. He also reviewed the 2016-17 Capital Improvement list for the fairgrounds (see Exhibit C).

Systems Development Charges (Fund 29) - Chuck Vesper pointed out a slight increase in the county fair line. He reminded everyone that these funds can only be used for specific capital improvements.

GENERAL GOVERNMENT TEAM

Commissioners (10-13) - Chuck Vesper noted that this budget continues to be healthy and status quo. He stated that personnel and materials and services remain static.

Administrative Services (10-10) - Chuck Vesper pointed out a slight increase in revenue resulting from an increase in overhead charges. The biggest change to personnel is the retirement of himself and the training of Ken Huffer as the new Deputy County Administrator, also included is a reclassification of an Accounting Clerk II to a Senior Account Clerk.

Capital Improvements (40-27) - Chuck Vesper stated that the beginning balance may grow due to projects that may get carried over to the next fiscal year. He also noted the bond and interest payment for the state loan which is for the HHS Abacus building. He said that this budget has come a long ways and commended the board, administration and facilities maintenance for all of the hard work that has been put into this budget. Ms. Tschabold stated that Mike Green is recommending that the loan for the HHS building be paid off, it is scheduled to be paid off in 2028. The loan payoff is listed as a request on the deliberation list but we would also need to receive permission from the State for an early payoff.

Software Reserve (40-117) - Laura Tschabold stated that this fund is for future finance software needs. This fund has also been used to purchase the new assessment and tax software and the remainder is for HHS software purchases.

Capital Projects (40-161) - Laura Tschabold explained that this budget is for homeland security grants to pay for the radio system infrastructure upgrades. In this fiscal year the third grant that was received will be completed and no other grants have been applied for so no other revenue is anticipated.

Non-departmental (10-39) - Laura Tschabold said that this budget continues to run at a deficit mainly because the advertising costs and expenses continue to exceed the amount of general fund money that goes into this budget. After doing an analysis of the advertising costs for this year it was found that Health & Human Services has the majority of job postings due to the size of that department and they have agreed to transfer \$20,000 to help offset advertising costs. Ms. Tschabold recommended that at the end of the year staff complete another analysis and request a contingency draw to make up the shortfall in this budget. Moving forward in fiscal year 2016-17 Human Resources would track advertising costs by department and in fiscal year 2017-18 ask general fund departments to pay their own advertising costs and also give them a small amount of discretionary funds to help cover costs.

Federal Funds (30-52 and 50-52) - Becky Weaver stated that this fund has placeholders for federal funds that could be received, the Title III funds currently listed here are restricted funds. Ms. Tschabold stated that she has received a request from the fire defense board for fire prevention and asked for a proposal to be submitted in time for the May budget meetings.

The meeting recessed at 2:44 p.m. and reconvened at 2:57 p.m.

Discretionary Revenues (10-02) - Chuck Vesper reviewed the total expenses and transfers in this fund.

Transfers (10-90) - Chuck Vesper noted that this is strictly for transfers from the general fund to other departments as listed.

Contingency (10-92) - Chuck Vesper noted the contribution from the general fund to this fund which raises the beginning balance. Ms. Tschabold stated that this fund has been used in the past for asbestos mitigation and there may be the need to make the non-departmental fund whole by using

public health nursing activities and home visits. The personnel line will remain fairly flat with a few reclassifications to allow a better distribution of responsibilities and have better management coverage. There are some nursing market adjustments being made as well.

DD & Veterans Services (16-71) - Silas Halloran-Steiner noted that this is a newly combined budget including Developmental Disabilities and Veterans Services and is being managed by one manager as well. There are not any significant changes to this budget.

Community Support Services (16-73) - Silas Halloran-Steiner noted no significant changes in this budget. He reviewed the new master lease transitional housing project and noted the rental income is budgeted at 80% occupancy. There are a combination of funds that support this project.

Family & Youth (16-75) - Silas Halloran-Steiner noted that this budget will remain fairly flat for the next fiscal year. He anticipates school based service contracts to increase. There are some minor changes to personnel and noted that the manager position has been vacant for 6 months.

Central Services (16-79) - Silas Halloran-Steiner pointed out the public health insurance line and anticipates increased revenue. He stated that the proposed administrative budget shows an increase in their allowable budget from the state. He noted some changes to personnel and the current budget request for a deputy director position. He stated that this is due to the retirement of a long-time employee who essentially has already been filling this role, but now it has become apparent that this position needs to be implemented.

Contingency (16-92) - Silas Halloran-Steiner stated that the intent is to grow this fund in the future due to contractual requirements.

Enhanced Care Facilities (16-172) - Silas Halloran-Steiner stated that this budget is stable with no anticipated changes.

Adult Behavioral Health/Veterans (16-174) - Silas Halloran-Steiner pointed out some changes to the federal grant revenue. There are some reclassifications in personnel due to some positions completing activities that are similar to counselors and this will provide consistency overall across the program.

Threats and Opportunities - Silas Halloran-Steiner explained the anticipated succession plan with the retirement of Craig Hinrichs and Margaret Jarmer. He does not anticipate any overlap at this time. There are challenges with workforce development and the ability to retain staff. This is true with psychiatric nurses and it is not just a challenge in behavioral care it is a statewide challenge for Oregon right now overall. Provoking Hope is one of the more recent investments that HHS has partnered with to continue to build relationships with core community partners to provide resources and build a safe and stable environment for clients who are more vulnerable.

The meeting recessed at 10:13 a.m. and reconvened at 10:25 a.m.

COMMUNITY SERVICES TEAM

Transit (10-33) - Cynthia Thompson reviewed the ridership statistics which have remained stable. The bus fleet is still being looked at with the purchase of four buses, and two of them are currently in service. ODOT compliance has been a very big priority over the last year since the site review that occurred in May 2015 and all major priorities should be resolved by June. Ms. Thompson reviewed the grants that are in the process of being secured. She also will be focusing on YCTA's image so that people recognize the buses and enhance the website for ease of finding current bus routes. Ms. Thompson stated that the radio system for the buses is outdated due to it being analog instead of digital. There is a grant that she is working on to enhance the radio system, improve customer service with real time information, and have better resources available to riders. Ms. Thompson anticipates hearing sometime in July whether the county will receive this grant. There are other state and federal grants that are being applied for as well. The federal transportation grant is a slow process but this will allow YCTA to purchase the larger buses that are needed. Expenses are budgeted a little higher due to anticipated increases in printing expenses but will not all be spent unless the grant is received. Capital expenses include a new radio system which will not be spent unless the grant is received. Most of this budget is reliant on state and federal grants. Commissioner Primozych also stated that they have been in discussion with the City of Newberg and are confident that they will begin contributing again to transit services. It was explained to the City of Newberg that the transit service would not be able to continue without their support.

Law Library (14-26) - Chuck Vesper presented this budget and explained that the court filing fees is a small amount of revenue that this fund receives. The most significant change in materials and services is subscription dues and Lucy Huffine, Law Librarian is working very hard to eliminate hard copies and maintain only electronic subscriptions as much as possible. The county is required to provide a law library but it is not necessarily required to staff it.

County School (15-85) - Becky Weaver noted that this is budget is a placeholder for forest revenue based on enrollment in the schools. This year additional funds are expected from the most recent federal forest sales.

The meeting recessed at 10:54 a.m. and reconvened at 1:15 p.m.

GENERAL GOVERNMENT TEAM (continued)

Assessor (10-12) - Scott Maytubby and Derrick Wharff presented the budget and explained the vacant positions that they have not been able to fill. Mr. Wharff explained that there is a filing fee being appealed and this could result in a refund if the appeal is approved. There is an anticipated decrease expected this next year in regards to the portion of money they receive from recordings at the Clerk's office. There is no change in personnel with additional dollars being designated for extra help in the professional services line to balance out the clerical workload as needed throughout the year. He explained the software licenses portion of the budget which will cover the maintenance costs of the Thomson-Reuter project that will go live this year in July. Mr. Wharff pointed out the reserve fund which they are continuing to build up for the aerial photography project that they plan to implement once there is enough money built up in the reserve fund.

Treasurer (10-23) - Laura Tschabold presented this budget with no changes to this budget. The treasurer could not be here today but asked that it be pointed out that he is requesting the retirement of the HHS building loan which will be on the deliberation list for further discussion.

County Counsel (10-25) - Christian Boenisch stated that there are no major changes in his budget, he is anticipating a smaller ending balance next year.

Clerk (10-15, 12-15, and 40-15) - Brian Van Bergen stated that there are no significant changes in this budget. Mr. Van Bergen explained the aging equipment in the Clerk's office and the plans for the future. There has also been the implementation of motor voter and current trends are showing that 7 - 9 % are choosing to opt out. General funds have been contributed towards the purchase of new voting equipment and this will happen again in the next fiscal year and continue until enough has been saved to pay for it in full. There is still the need for sorting equipment that is on hold and is yet to be funded.

Facilities Maintenance (40-16) - Joe Moore presented the budget and noted a few changes in the budget. Most significant change in personnel is increasing the Office Specialist Tech position to full-time, along with creating an additional Maintenance III position. Mr. Vesper noted the 3% increase in the janitorial contracts with ABM and Abacus. Ms. Tschabold also pointed out request for joining the jail and facilities maintenance group along with a revised org chart showing these changes.

Emergency Management (10-40) - Sue Lamb stated that there aren't any significant changes to this budget.

Maintenance Reserve (40-83) - Chuck explained that this reserve account is no longer collecting revenue because it has enough funds, and will be used when it becomes necessary to replace the postage machine.

Information Systems (10-17) / Computer Replacement (40-17) / Software Reserve (40-117) / Telecommunications (48-14) - Chuck Vesper and Shane Hoffman presented this budget. The beginning balance is expected to fluctuate due to the fact that equipment is still being purchased to replace the current aging equipment. Mr. Vesper pointed out that the City of McMinnville contract terminated last September. He also wanted the Commissioners to know that as we have moved forward to restore IT systems and equipment we have come a long way. The systems and equipment that are being built and installed now are second to none which is what we should have had all along. Mr. Hoffman gave a brief report of the state of where we are at now and long range goals moving forward. Mr. Vesper pointed out the main changes in personnel which consist of one re-classification of Mark Rodgers and the newly created position of Systems Administrator. He explained the process for the replacement reserve which all departments contribute to for replacement of computers, laptops, tablets and MDT's. The Sheriff's office has contributed additional funds for the jump start of the MDT replacements. He noted the successful implementation of the new phone system and hope to make some more changes to the functionality of it to make it easier for citizens calling in to find the department they are looking for. Commissioner Springer asked if there was an estimate of how much has been spent on disaster recovery from the crash that happened last summer. Mr. Vesper stated that we have spent around \$407,000 so far on professional services and equipment to help recover from the crash. The goal is to have a disaster recovery plan in place in the event of anything catastrophic ever happening again.

The meeting recessed at 2:39 p.m. and reconvened at 3:32 p.m.

