

MINUTES
INFORMAL WORK SESSION
April 2, 2007 9:00 a.m.

Service Team Budget Presentations
Room 32, Courthouse

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Brad Berry, Richard Sly, Barb Paladeni, Vicki Woods, Tim Loewen, Chuck Vesper, Kellye Fetters, Ron Huber, Sheriff Crabtree, and Dave Lawson.

Guests: Michael Green, Budget Committee member; and Katie Paysinger, Dayton High School.

Kathy called the meeting to order at 9:06 a.m.

John K stated that the 2007-08 budget will be reduced from the current year's budget because of the loss of federal forest and O&C funds and because the bridge fund is being spent down. He pointed out that personnel expenses comprise the single largest category in the budget. He reviewed two handouts (see attachments).

CRIMINAL JUSTICE TEAM

Sheriff's Office - Sheriff Jack Crabtree presented his six budgets, noting that Emergency Management is now under the Commissioners' direction. He explained steps taken to keep expenses down and remain true to his mission statement. He emphasized the need to maintain 24-hour patrol coverage to the county and discussed the dilemma arising from cities wishing to increase their number of contract deputies beginning July 1st and the length of time required in training new deputies.

He stated that his goals for the upcoming year include getting his office accredited through the state, starting a reserve academy, using records staff to help free up deputies to spend more time on the road, and implementing an alarm ordinance with penalties for false alarms to encourage the proper use of alarm systems and reduce the unnecessary demand on deputies' time.

He discussed the ongoing struggle to procure sufficient funding from the State Marine Board for the operation of the Marine Patrol program and requested that the Board consider allocating a portion of the Rogers Landing launch fees to this budget. Mary stated that the Board would be better able to make that decision once the automated fee machine is in place.

He stated that the forest patrol deputy in 10-43 has been reduced to half-time status and requested that if O&C funding is restored, this position be restored to full-time. John K supported the request. Leslie requested additional information regarding the number of calls handled by the Sheriff's Office for the forest land.

He provided data on the number of traffic citations issued during a short time period in which one deputy was assigned to focus on traffic and requested that a serious discussion be held about the development of a Justice Court, which would need \$179,000 in start-up funds for two deputies. He also requested \$14,000 for Search & Rescue, \$13,000/year to continue using the air card system, and an

assurance that any bed rental income left after reimbursing departments who contributed in previous years be dedicated to capital improvement expenses in the Sheriff's Office.

The meeting recessed at 10:39 a.m. and reconvened at 10:45 a.m.

District Attorney's Office - Brad Berry stated that because of a \$90,000 revenue shortfall in the Support Enforcement program (10-22), he had to cut two Senior Office Specialist positions in order to present a balanced budget. He said that if the \$28,808 for these two positions cannot be restored, he would recommend discontinuing the program because it cannot function without the staff. He discussed the value of the program in promoting family stability and crime prevention. Leslie stated that video lottery funds might be a potential source of funding to restore the two positions.

Brad stated that a \$70,000 shortfall in the 10-18 budget was resolved by eliminating a transfer to the Sheriff's Office, a receptionist position, overtime, and by not filling the Chief Deputy DA position. He requested \$45,489 to restore the receptionist position and noted that he may have \$20,000 more in his beginning balance than currently projected, which would reduce the amount needed.

Juvenile Department (10-74) - Tim Loewen reviewed his department's budget and his plans to deal with a \$122,147 deficit (see attachment). He requested authorization to implement a fee schedule along with a half-time accounting position to handle the fees. He also requested \$75,000 in contingency funds to assist in maintaining much of the present level of resources. John K expressed his support of transferring at least \$50,000 to the Juvenile budget right away.

Community Corrections (Fund 21) - Richard Sly reviewed a handout clarifying the funds going to the Jail from Fund 21 (see attachment). He stated that if the governor's proposed budget is reduced, positions would be reduced accordingly in the 21-45 budget. He reviewed the remaining budgets in Fund 21.

John K discussed the need to evaluate the distribution of utilities charges across departments, since the Corrections facility has showers and uses more water than the rest of the county buildings. He suggested looking at how the City of McMinnville handles the issue.

Emergency Management (10-40) - John K reviewed the proposed budget, noting that the new Emergency Manager should be in place by the beginning of the fiscal year.

The meeting recessed at 12:07 p.m.

Anne Britt
Secretary

Summary Budget Report for the Month of February 2007

Department Normal Month	Total Discret Alloc.	Department Resources to 2/28/07	Revenue Budget	Percent Collected 66.7%	Discretionary 2/28/07	Resources to Date	Expense to Date	Difference	Appropriation	% Exp. 66.7%
Discretionary	256,554	14,301,153	15,125,092	94.6%	-	14,301,153	10,083,395	4,217,758	-	60.8%
Admin Services	835,019	225,736	394,900	57.2%	171,036	396,772	396,249	523	651,454	62.9%
Assessor (2)	314,427	418,328	631,014	66.3%	556,679	975,007	867,422	107,585	1,378,319	63.6%
Commissioners	35,000	123,021	178,500	68.9%	209,618	332,639	313,718	18,921	492,927	41.3%
Clerk (2)	668,944	1,808,199	1,364,226	132.5%	23,333	1,831,532	504,693	1,326,839	1,221,483	53.9%
Info Sys	1,219,576	444,259	429,029	103.5%	445,963	890,222	592,168	298,054	1,097,973	59.0%
Dist Attorney	-	382,208	380,004	103.2%	813,051	1,205,259	944,321	260,938	1,599,580	50.8%
Planning	69,180	2,083,891	1,994,393	104.5%	-	2,083,891	896,303	1,187,588	1,766,114	67.7%
Surveyor	42,930	82,698	86,000	96.2%	46,120	128,818	81,412	47,406	120,292	58.4%
Support Enforcement	79,502	222,581	315,448	70.6%	28,620	251,201	209,319	41,882	358,378	61.4%
Treasurer	44,616	26,838	19,110	140.4%	53,001	79,839	58,349	21,490	95,042	50.2%
Veterans	158,379	60,044	95,188	63.1%	29,744	89,788	69,765	20,023	139,032	64.1%
County Counsel	420,228	200,342	191,792	104.5%	105,586	305,928	224,600	81,328	350,171	27.1%
Transportation	57,206	354,606	1,917,498	18.5%	156,542	511,148	582,506	(71,358)	2,152,311	62.2%
Non Departmental (1)	3,009,484	7,552	45,155	16.7%	38,137	45,689	63,663	(17,974)	102,361	60.1%
Emrg Mgt	-	422,366	508,173	83.1%	2,006,323	2,428,689	2,114,127	314,562	3,517,657	56.7%
Jail	3,585,398	19,549	127,200	15.4%	-	19,549	72,165	(52,616)	127,200	26.8%
Sheriff	-	1,121,657	1,846,179	60.8%	2,390,265	3,511,922	2,992,442	519,480	5,230,029	48.6%
Mediation	120,205	84,185	103,500	81.3%	-	84,185	27,729	56,456	103,500	29.5%
GIS	-	136,795	144,338	94.8%	80,137	216,932	128,501	88,431	264,543	60.0%
Narco Inves	-	151,685	86,033	176.3%	-	151,685	25,349	126,336	86,033	60.0%
Juvenile	-	337,854	868,197	38.9%	1,174,347	1,512,201	1,577,819	(65,618)	2,629,718	0.0%
Justice Court	79,676	111,888	293,368	0.0%	-	-	24	(24)	293,368	41.8%
Parks	2,048,425	13,501	276,875	40.4%	53,117	165,005	149,251	15,754	356,651	50.3%
Transfers	84,009	763,858	770,543	99.1%	1,365,617	1,379,118	1,030,418	348,700	2,048,425	0.0%
Contingency	-	(26,163)	83,200	-31.4%	56,006	819,864	18,830	(44,993)	854,552	22.6%
Air Support	-	23,894,495	29,204,156	-	-	(26,163)	18,830	(44,993)	83,200	22.6%
Total	15,125,092	23,894,495	29,204,156		19,676,737	14,580,778	9,313,717	28,469,742		

(1) Deficit is covered by interfund loan.
 (2) Assessor discretionary includes the \$87,714 transferred from the Clerk's budget.

TOTALS ACQUIRED AS OF: APR0107

MONTH ENDING: 03/31/07

FUND	REVENUE	EXPENSES	BALANCE
010 GENERAL FUND	25097687.78-	16899050.06	8198637.72
011 PUBLIC WORKS	5131543.31-	4680258.96	451284.35
012 COUNTY CLERK'S RECORD FUND	166082.18-	12532.90	153549.28
013 DOG CONTROL	318957.10-	177521.33	141435.77
014 LAW LIBRARY	73573.56-	52150.34	21423.22
015 COUNTY SCHOOL	170110.20-	169729.49	386.71
016 HEALTH & HUMAN SERVICES	11465730.20-	10376053.59	1089676.61
017 SOLID WASTE	2855392.34-	436739.49	2418652.85
018 COMMISSION ON CHILDREN & FAM	529213.30-	339544.11	189669.19
020 FAIRGROUNDS	371434.88-	308564.49	62870.39
021 COMMUNITY CORRECTIONS	4886754.79-	2954928.39	1931826.40
024 911 SYSTEM FUND	126802.96-	116320.65	10482.31
026 ECONOMIC DEVELOPMENT FUND	540258.46-	199551.47	340706.99
027 CORNER RESTORATION FUND	848294.59-	110465.39	737829.20
029 PARK SYSTEM DEVELOPMENT FUND	112220.15-	42918.99	69301.16
030 TITLE 3	283354.89-	28749.99	254609.90
031 BRIDGE FUND	10209721.52-	2216475.59	7993248.93
040 CAPITAL IMPROVEMENT FUND	1075194.54-	2005872.74	930673.20-
041 BICYCLE FOOTPATH FUND	315167.48-	1262.38	313905.10
044 COMMUNICATIONS LEVY FUND	26761.70-	4418.93	22342.77
045 MOTOR VEHICLE REPLACEMENT FUND	1033572.77-	114314.35	919258.42
048 TELECOMMUNICATIONS FUND	500414.45-	225492.66	274921.79
049 COURTHOUSE CAMPUS SECURITY	62456.47-	98619.09	36162.62-
080 SELF INSURANCE FUND	1931436.77-	1113543.71	817893.06
081 COVE ORCHARD	129695.70-	29486.75	100208.95
082 EXTENSION SERVICE	265011.90-	187132.50	78479.40
303 YAMHILL EMERGENCY COMM DISTRICT	218229.31-	191395.67	26863.64

http://yam-heat/fiscalfocus/CUSTOMFILES/balreport3.TXT

Juvenile Department

2006-07	2,629,718
Roll Up (COLA & Steps)	125,000
Workers Comp	74,500
Health	40,700
No Com. Corr. \$	25,000
Pers Rate Benefit	(26,998)
Unemployment Benefit	(9,791)
GF Increase	(26,408)
Juvenile Fees	(27,100)
Fund Balance	(86,202)
Time-Loss Reserve Error	6,346
Excess Expenses	95,047
Add Accounting (.5)	27,100
Overbudget 2007-08	122,147

Underfill PO w/ .48	40,832
Layoff Reception .48	12,095
Retire/New PO-Savings	20,000
Layoff Corr Tech 1.0	44,679
Reduce Corrections Div. Relief	3,064
	120,670

2007-08 Budget 3-16-07 **2,616,586**

Additional Possible Changes

Polk may reduce Beds by One	(64,000)
Co-Chair Budget Reduces Grants	(19,502)
	(83,502)

EXHIBIT B 1/1

