

MINUTES
INFORMAL WORK SESSION
April 4, 2007 1:00 p.m.

Service Team Budget Presentations
Oval Office, White House

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Tim Loewen, Brad Berry, Kellye Fetters, Ron Huber, Jack Crabtree, and Richard Sly.

Guests: Michael Green, Budget Committee member.

Kathy reconvened the meeting at 1:15 p.m.

DELIBERATIONS

John K distributed a list of items to be considered (see attachment). The Board discussed and agreed to the minor changes requiring no additional funding.

Launch Fees - The Board agreed that there is insufficient revenue from launch fees at this time to grant the Sheriff's request to allocate a portion to support Marine Patrol.

Search & Rescue / Air Cards - The Board agreed to move \$14,000 from Jail (10-41) reserve unemployment costs, which was over-budgeted by about \$18,000, to Search & Rescue (10-43), leaving the rest in 10-41. No additional funding was granted for air cards because the cost was already included in the proposed budget.

Leslie suggested taking \$3000 of the \$76,000 currently budgeted for data radio equipment at the Mountain Top and Eagle Crest sites and granting a request from Chief Butler to assist three small cities with MDT installations. John K stated that since the money would come out of the current budget, the issue could be discussed at a regular informal session.

Justice Court - The group discussed this item at length and agreed to defer it to the Budget Committee.

DA Clerical Position - The Board agreed that the District Attorney's beginning balance could be increased by \$45,000 to cover the cost of restoring the receptionist position.

Parks - The Board agreed to allocate \$4000 to the Parks budget from the Economic Development Fund to be used for picnic tables or other needs as determined by the Parks Coordinator.

Funding Requests - John K stated that there is about \$165,000 available in the Contingency Fund. He did not recommend using any of the \$160,000 in the PEL/Self-Insurance Fund. The Board discussed the following requests for additional funding:

\$ 6,300	Juvenile time loss reserve
\$ 1,500	DA Chief Deputy position
\$ 5,000	DA overtime
\$ 12,095	Juvenile receptionist position
\$ 44,679	Juvenile Corrections Tech position
\$ 3,064	Juvenile Corrections relief staff
\$ 31,769	Juvenile backfill state support
\$ 64,000	Juvenile bed rentals from Polk County
\$ 58,200	HHS lost funds for Public Health
\$ 30,872	HHS .4 FTE nurse position
<u>\$ 28,000</u>	<u>HHS Babies First - restore cuts</u>
\$298,979	Total

John K pointed out that Chris Johnson could fund all of his requests from the HHS beginning balance. After further discussion, the Board agreed to fund the Juvenile time loss reserve and the Juvenile Corrections Tech position out of the Contingency Fund and defer the remaining requests to the Budget Committee.

Budget Committee Recommendations - Michael Green shared his observations as a returning member of the Budget Committee. He recommended that, if the Board appoints new members to the Budget Committee who have no prior experience, new committee members should be required to attend all department planning sessions the first year as an orientation. He pointed out that after the first year, it isn't necessary to hear the budget line item details at the Budget Committee level. He said that he would prefer to hear an overview of the county's financial position, including key assumptions and issues, a report on the outcome or impact of requests approved by the Budget Committee the previous year, and year-to-date budget information.

The meeting adjourned at 3:20 p.m.

Anne Britt
Secretary

Budget Discussion of April 2-3 2007 (Revised)

1. Update architect study jail improvements to get updated cost of improvements ASAP.
2. Sheriff requests a portion of Ord. 770 (launch fees) to support marine Patrol.
3. In the Jail (10-41) unemployment costs are over budgeted by about \$18,000.
4. Budget notes are needed to list the allocation of deputies. Delete "ghost positions".
5. Can O&C dollars (if received) provide new deputy position(s) to work traffic to begin Justice Court program?
6. Sheriff requests an additional \$14,000 for SAR and \$13,000 for air card costs.
7. In Fund 13, change Lieutenant to Captain
8. In Fund 49, change Corrections officer to Sergeant
9. Move dollars being spent in Jail to the Court Security Budget to reflect actual court security expenses.
10. In 10-22 (SED) an additional \$28,808 is needed from Video Lottery to match federal funds and restore two positions (d) change FET history to reflect actual.
11. Requests for 10-18: (a) \$15,000 for Senior DA position, (b) \$45,489 to restore clerical (receptionist) position, (c) \$4,000 for overtime.
12. Add \$6,300 to workers comp reserve in 10-74
13. Increase fee income and adopt new fee schedule in Juvenile adding \$27,100 to revenue. Add a half time accounting clerk costing \$27,100.
14. Restore the following in 10-74: (a) Under fill vacant PO position at .48 costing \$40,832 (b) Restore receptionist position for a cost of

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\$12,095, (c) Restore corrections tech position (restitution program) for \$44,679, (d) corrections division relief staff at \$3,064: (e) add \$6,000 to "Time Loss Reserve" (494.80).

15. Change reimbursement line in 21-41 to pool interest.
16. Should we budget grant income in Fund 41 at the level proposed by the governor or the co-chair's budget?
17. Add video lottery and contributions income to 10-33.
18. Add amounts budgeted in 10-39 for accounts 720.02, 720.06, and 720.07 and place in a single account titled "Provider Payments".
19. Move the ending balance budgeted in 10-33 to 699.01 "other Expense".
20. Move \$5,000 from the Fund 14 (Law Library) contingency (950.01) to 513.03 (Publications and Dues).
21. Change FET counts in Commissioners. Delete .52 for Sr. Management Analyst and add .32 for Director.
22. In Fund 26 (Economic Development): (a) change the title of Sr. Management Analyst to Deputy Director, (b) Increase funding in Professional Services (Newberg Bypass Lobbyist) from \$18,000 to \$20,000: (c) Move \$5,000 from "Other Expense" line to a "Downtown Association" line: (d) transfer \$28,808 from "Other Expense" to 780.29 (Internal Transfer SED): (e) footnote County Internal Expense (780.18) to read "Community festivals"
23. In 40-27 move revenue from line 390.23 (Inter fund Loan) to 391.04 (Loan Proceeds)
24. Self insurance fund should consolidate the FEMA Balance (301.75) with Property Insurance Balance (301.45) and the Unemployment Balance (301.55) with the CSI Balance (301.49).
25. Changes recommended for Fund 16: (a) replace lost state funds for Community Health in the amount of \$58,200: (b) Add a .4 Supervising Nurse position for a total cost of \$30,872: (c) Restore the cuts in the Babies First program in the amount of \$28,000. Consider increasing the amounts transferred from the General Fund or reducing Juvenile Program Services provided by HHS in the amount of \$58,000.
26. Budget a time loss reserve in all HHS programs.

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27. Fair Budget: (a) Change title of account name in 20-80-347.17 to "Event center fees": (b) Change title of account name in 20-80-347.18 to "Special Events" (c) Develop a list of footnotes for accounts as appropriate.
28. Does Surveyor still need to budget \$5,000 for GIS in 10-21? (Note: the income is not shown in the GIS budget.
29. Parks budget (10-81) requests an allocation of Video Lottery dollars for picnic table replacement .
30. Should \$10,000 in internal Revenue be added to the Road Fund budget (11-60-380.01) from solid waste?
31. In 11-60 move \$47,150 from 610.07 to 780.27 (adjustment of insurance expenses)
32. Make budget changes per Assessor's memo.
33. Change account name for 615.02 to BOPTA
34. Show capital purchase expense and loan proceeds income in 10-17 as required by GASB
35. Add the .5 Switchboard Operator to the FTE count for OS 2. Total count for OS 2 should be 1.0 FTE and Switchboard Operator 0.
36. Change title of 10-165-990.01 to Ending Balance
37. In 10-10, add .55 to the FTE count for Asst. Director (401.16). Delete the 1.0 FTE count for Sr. Management Analyst.
38. Make changes to Director Salary and associated benefits lines in Fund 17 per Mike Brandt e-mail.

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