

MINUTES
INFORMAL WORK SESSION
April 7, 2008 1:30 p.m.

Service Team Budget Presentations
Oval Office, Fenton House

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

Staff: John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Richard Sly, Barb Paladeni, Vicki Woods, Dan Linscheid, Mike Brandt, Russ Heath, Susan Mundy, and Murray Paolo.

Guests: Michael Green, Budget Committee member; Kris Bledsoe and Donna Nelson, candidates for Commissioner; Al Westhoff, Fair Manager.

Mary reconvened the meeting.

LAND USE & TRANSPORTATION TEAM

Fairgrounds (20-80) / Fair Event Center (20-82) - Al Westhoff thanked the Board and Community Corrections for their past support. He reviewed the projects for the current year, which total about \$87,000, and stated that the facilities are getting to be in decent shape. He said that the proposed budget includes funding for a replacement roof for a portion of one of the buildings as well as premiums for 4-H youth and judging fees. He discussed changes to the upcoming Fair & Rodeo and stated that the Fair is in great financial shape and has positive support from the community.

Mary stated that she would like to have a discussion about the possibility of moving to a smaller and newer Fairgrounds facility as the existing building deteriorate in quality and require more money for improvements. Al stated that there are many issues to consider and, because of the expense of constructing new buildings, it would have to be almost a turnkey operation in order to be feasible.

Surveyor (10-21) / Corner Restoration (Fund 27) - Dan Linscheid reviewed his proposed budgets and said that he may need to adjust survey filing fees and plat check fees as well as the deposit amounts. Becky stated that deposit refunds don't need Board approval because the money is not considered revenue. John K suggested that the Board draft an order clarifying that these refunds are exempt from the existing refund policy. He said that when Dan's budget has a sufficient ending balance, the Board can talk about making his department completely fee-based.

Planning (10-20) / Solid Waste (Fund 17) - Mike Brandt stated that this has probably been the most difficult year he's had for projecting revenue. He reviewed his proposed budget and discussed the reclassification requests of Stephanie Armstrong to Associate Planner and Alicia Lisle to Senior Office Specialist. He noted that the post-closure reserve fund in Solid Waste is slightly less than the required amount, but he has acquired insurance that will fill the gap.

Parks (10-81) - Richard Sly explained that Ken Huffer is attending a mandatory meeting with the Marine Board for grant applicants. He stated that the beginning balance is a result of a citizen donation, Tangleboxing revenue, and FEMA reimbursements. Leslie suggested adding footnotes to the budget to explain that. Richard presented a request for \$10,000 from the Economic Development Fund to restore cut funding in the Parks budget (see Exhibit A). Kathy stated that the request is fair and it is important

for Ken to have a summer intern during the busy summer months. John K stated that there is \$64,500 in unallocated Economic Development funds for 2008-09. He added that the ending balance of almost \$50,000 could also be utilized for this request.

Richard reviewed the accomplishments of the past year and the goals for 2008-09. Vicki Woods stated that the projected 2007-08 revenue from Rogers Landing is \$21,000, which is less than the previous year because of weather-related issues and the fact that the fee station was not operational for a while.

Public Works - Russ Heath and Susan Mundy reviewed the proposed budgets. Susan stated that she has budgeted funds for a summer intern. She distributed copies of the Capital Improvements Project List with dollar amounts included.

The meeting recessed at 3:30 p.m.

Anne Britt
Secretary



Yamhill County Parks

Unique natural, cultural, and historic places where people can enjoy outdoor activities and educational activities.

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Inter-Office Memorandum

Date: April 1, 2008

To: Yamhill County Board of Commissioners & John Krawczyk

From: Ken Buffer, Parks Coordinator and Richard Sly, Director *RS*

Subject: Parks request for Economic Development Funds for Budget Year 2008-2009

For the Parks Division's 2008-2009 Budget, Parks has a shortfall of \$10,000. In order to present a balanced budget, staff cut funding in the following areas: 10-081-482.00 "Extra Help" (\$2,500), 10-081-511.07 "Parks Supplies" (\$4,500), and 10-081-543.01 "Department Equipment" (\$2,000).

Extra Help monies provide necessary funds for the hiring of a summer seasonal student intern (June through September), which helps provide support in the administration of several parks programs (Rogers Landing Launch Fees, Tangleboxing, Forest Education, and Reservations), as well as assist parks staff with asset inventories, site inspections, and public outreach activities. Over the last several years, parks staffing levels have been reduced from 2.48 employees (Budget Year 2004-2005; 1.0 Parks Coordinator, 1.0 Work Crew Supervisor, and 0.48 FREP Coordinator) to the current level of 1.5 employees (Parks Coordinator 0.5 and Work Crew Supervisor 1.0). This summer intern position is a cost-effective and efficient means to address several operational and administrative needs during the busiest time of the year for parks and recreation.

Parks Supplies is a major component for parks operations and maintenance, 25% of the Parks Division's Materials and Supplies portion of the budget. This fund is utilized to purchase basic maintenance items, such as toilet paper, cleaning products, paper towels, garbage bags, signs, locks, paint, lumber, and hardware, and larger replacement items, such as tables, grills, garbage cans, kiosks, plumbing fixtures, lights, and gates. Many times small portions of this fund are utilized to cover non-eligible portions of improvement projects that are paid for by Parks System Development Funds, and together utilized as matching contributions for soliciting grants.

Department Equipment is utilized for purchasing replacement equipment (mowers, weed-eaters, blowers, chainsaws, shovels, and other miscellaneous hand tools) and equipment maintenance items (filters, plugs, blades, fluids, and repair items), essential in keeping the parks in a safe, clean, and usable condition.

As per County Service Team budgeting procedures and the direction of Commissioner George (Parks Division), Parks staff met with other Land Use and Transportation Team members and inquired about the possibility of assistance to address this current shortfall. Unfortunately, the other team members' departments were unable to assist; therefore, after discussions with Commissioner George and John Krawczyk, Parks is seeking approval for the use of Economic Development Funds (\$10,000) to address the 2008-2009 shortfall. During the 2008-2009 Budget Year, Parks staff will continue to research other potential revenue sources to address future potential budget shortfalls and anticipated roll-up costs, and in turn keep pace with the increasing parks and recreational needs of the county.