

MINUTES
INFORMAL WORK SESSION
April 9, 2008 9:00 a.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, Murray Paolo, Dave Lawson, Eileen Slater, Jan Coleman, Gayle Jensen, Brian Dunn, John M. Gray, Jr., Debbie Gill, John Boynton, Karen McFaddin, Marilyn Kennelly, Caren Anderson, Marilyn Westfall, and Tonya Saunders.

Guests: Michael Green, Budget Committee member; Donna Nelson, candidate for Commissioner; David Devine, candidate for Assessor.

Mary reconvened the meeting at 9:04 a.m.

GENERAL GOVERNMENT TEAM

County Counsel (10-25) - John Gray proposed a mid-year reclassification of Carol White from Management Analyst to Senior Management Analyst. John K noted that part of her salary should be included on each line.

Veterans (10-24) - Debbie Gill stated that her budget is balanced and there are no changes from the previous year. She stated that she is looking for potential new office space. Mary suggested talking to Richard Sly and Chris Johnson to see if they have any space available.

Facilities Maintenance (40-16) - Brian Dunn stated that there are no personnel changes in his budget, but adjustments have been made to compensate for the increased costs of doing business. He reported that the energy-saving measures the county has taken have helped reduce expenses and switching from Verizon to Nextel for cell phone service has resulted in a significant rate savings, although the coverage is not as good. He stated that he may ask for funds to hire an engineer to design a new water heating system for the courthouse and to do plumbing upgrades at the same time. He added that he would like to purchase a second vehicle to avoid the wear and tear on his personal vehicle.

Assessor (10-12) - Dave Lawson presented his balanced budget and reviewed the 2.2 FTE personnel increases. He stated that his replacement would try to recruit a Chief Appraiser starting January 1, 2009 and until that position is filled, the acting Chief Appraiser would receive out-of-class pay. He requested the reclassification of Jodi Bradley from Appraiser 1 to Appraiser 2.

He stated that the number of recordings and permits has decreased substantially since last year and the foreclosure rate will probably increase in the near future. He said that he appreciates the increase in discretionary funds, but is concerned about the timing of these staffing increases with the changing market. He said that his replacement will have to make some tough decisions on how to prioritize funds. The commissioners agreed with his concerns and expressed frustration that the law requires these staffing changes to be made, even though it won't make much difference in revenue. Leslie stated that the issue needs be addressed with the legislature during the next session.

Clerk (10-15) - Jan Coleman reviewed her proposed budget, stating that she had boosted her beginning balance as requested, although it makes her nervous to do so because fee revenue has decreased by 26% since the previous year. She reported that the federal government has also increased its percentage of the recording fee revenue and decreased the percentage that the county gets to keep. Mary requested additional information from Jan about this change so the commissioners can contact the congress people and express their disapproval.

The group discussed the funding for the parking lot project and agreed that a new line should be set up in the Facilities Maintenance Fund to track it separately from other general fund dollars.

The meeting recessed at 10:03 a.m. and reconvened at 10:14 a.m.

Treasurer (10-23) - Nancy Reed stated that her budget was prepared according to budget instructions and there are no unusual changes. Leslie expressed her appreciation to Nancy for agreeing to take over the YCOM payroll, which will be a big load off the Finance Division.

Information Services (10-17) - Murray Paolo reviewed his proposed budget (see Exhibit A). He stated that he has seen an increase in the number of vendors approaching departments and departments are often making purchasing decisions on their own or waiting to contact IS until they are almost ready to make the decision. Mary stated that the county already has a computer policy in place. She suggested reviewing this policy with department heads at the next Management Roundtable.

Kathy suggested that Murray talk to John Boynton about the contracts he's putting in place for Emergency Management and discuss the possibility of coordinating with shared vendors.

Administrative Services (10-10) - Laura reviewed the personnel changes, including the reclassification of Sonja Olheiser to Data Analyst.

NON-DEPARTMENTAL TEAM

Commission on Children and Families (Fund 18) - Marilyn Kennelly reviewed the proposed budget, noting that grant revenues and expenditures have both increased because of a couple of potential grants coming to the county through Oregon Commission on Children & Families.

Transportation (10-33) - Tonya Saunders stated that the hospital is now making pass-through payments to the county instead of straight to YCAP. She said that video lottery revenue has increased and all of her time is now included in this budget.

Law Library (Fund 14) - Marilyn Westfall stated that court fees are up 16% from last year. She said that she has increased the contingency fund because costs for books and online services are still fluctuating. She proposed increasing her hours from nine to twelve per week, which would allow her to keep the library open to the public more and work on some county projects during that time. John K noted the possibility of having Marilyn provide writing support to the Business Continuation Plan task force. Kathy stated that the courts are concerned about that issue as well and may be willing to contribute some funding.

Emergency Management (10-10) - John Boynton stated that he had budgeted to receive \$10,000

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JK___MS___LL___KG___

in supplemental funds from the state, although he is planning to ask for more. He reviewed a handout of 2007 supplemental funding for Oregon counties (see Exhibit B). The Board expressed interest in attending a meeting with the state people to discuss the supplemental funding. John B stated that he had increased Karen McFaddin's hours to .75 FTE in the budget, but he would like to increase her to full-time if the Board would grant the additional funding. The Board agreed to put the request on hold until after the discussion with the state.

John K stated that the Emergency Management vehicle needs to be replaced. He said that a portion of the replacement funds assigned to this vehicle are still in the Sheriff's Office budget, but they need to follow the vehicle. John B invited the Board to visit the new Emergency Operations Center.

Non-Departmental - John K reviewed the remaining non-departmental budgets. He referred to two charts showing how discretionary revenue has grown over the years. He projected a 4% growth in property tax revenue next year, down from the 4.6% growth in the current year. He stated that the impacts of the recession will likely be felt beginning in fiscal year 2009-10 and cautioned the Board not to grant funding requests to departments if the funding can't be continued long-term. He added that he no longer feels secure with the budgeted amount of \$279,000 for Pool Interest and believes that should be reduced to \$200,000.

Mary pointed out that if the majority of people are learning about county job openings online, the county could save newspaper advertising costs. John K agreed to compile that information from Steve Mikami and Carol White.

The meeting recessed at 11:46 a.m. and reconvened at 1:10 p.m.

Following the lunch break, John K concluded his review of the non-departmental budgets. He stated that if the Board wants to grant the Parks funding request, he would suggest that it come from the ending balance in line 26-34-990.01.

The meeting recessed at 1:40 p.m.

Anne Britt
Secretary

Commissioner's Budget Overview
IS, GIS, Telecomm, Air Support Departments
FY 2008/09

Information Systems, 010-017:

- Revenue, increase in dedicated and discretionary revenue. BFB due to delayed payment from H&HS and employee on medical leave.
- Personnel, additional Programmer/Analyst for Public Safety.
- Expenses, no substantial changes. Major upgrade of county-wide e-mail system.
- Capital, software for automated Timesheet entry, forms development.
- Initiatives: Security, Imaging, Web development, continue application implementations – MDTs and Raintree(H&HS), complete data flow project for Criminal Justice team. RADIO PROJECT.

Geographic Information Systems, 010-065:

- Revenue, still absorbing loss of Title III revenue – direct and indirect, (\$47,000). Increased discretionary, plus COM dedicated revenue.
- Personnel, no changes.
- Expenses, no substantial changes.
- Capital, no changes. None.
- Initiatives: Emergency management, mobile mapping, dispatch support, implementation of additional control points, outside agency support and interface, new technologies, completion of 2010 census project.

Telecomm, 048-014:

- Revenue, phone charges increased by 3%. BFB building for major technology change.
- Personnel, no net changes. Elvira leaving us soon.
- Expenses, slight changes due to increase in cost of services but otherwise no changes. Reserve placed in Central supplies.
- Capital, no changes. None.
- Initiatives: New technology reserve, (Voice over IP), new facilities and moves.

Computer Replacement, 040-017:

- \$350 per P/C, consistent for several years.
- Used for targeted 3 – 4 year roll out of Desktop Platforms.
- Also used to upgrade network specific age replacements.

Air Support, 010-165:

- No Personnel, dedicated revenue only. Loss of Title III, (\$15,000), replaced with COM dedicated revenue for hangar payoff.
- Expenses, based on grant and operations proceeds.
- Initiatives: Parts sales to generate revenue, administrative charge for surplus items (amount to be determined), re-start operations with state OEM, surrounding counties and cities. Aggressively seek grants.
- Will continue surplus acquisitions on behalf of county departments, and other agencies. Have now topped \$1,000,000 in surplus acquisitions. GSA pricing has saved the radio project approximately \$100,000.

EMPG PROGRAM JURISDICTION	FFY07 Actual	FY07 SUPPLEMENTAL	FY07 FINAL SPLIT	TOTAL SUPP/SPLIT
BAKER COUNTY	\$ 30,200.00	\$ 11,457.00	\$ 3,918.03	\$ 15,575.03
BEAVERTON, CITY OF	\$ 58,389.00	\$ 22,530.00	\$ 7,704.88	\$ 30,234.88
BENTON COUNTY	\$ 86,513.00	\$ 32,820.00	\$ 11,223.85	\$ 44,043.85
CLACKAMAS COUNTY	\$ 121,034.00	\$ 45,918.00	\$ 15,702.47	\$ 61,618.47
CLATSOP COUNTY	\$ 40,036.00	\$ 15,188.00	\$ 5,194.10	\$ 20,382.10
COLUMBIA COUNTY	\$ 41,002.00	\$ 25,555.00	\$ 8,319.43	\$ 20,374.43
COOS COUNTY	\$ 65,274.00	\$ 26,142.00	\$ 8,588.12	\$ 33,740.12
CROOK COUNTY	\$ 37,197.00	\$ 14,111.00	\$ 4,825.79	\$ 18,833.79
CURRY COUNTY	\$ 47,060.00	\$ 17,853.00	\$ 5,105.38	\$ 23,958.38
DESCHUTES COUNTY	\$ 49,525.00	\$ 18,788.00	\$ 6,425.30	\$ 25,213.30
DOUGLAS COUNTY	\$ 59,040.00	\$ 22,397.00	\$ 7,659.60	\$ 30,056.60
GILLIAM COUNTY	\$ 29,820.00	\$ 11,237.00	\$ 3,842.78	\$ 15,079.78
GRESHAM, CITY OF	\$ 76,747.00	\$ 29,115.00	\$ 9,968.85	\$ 39,071.85
HOOD RIVER COUNTY	\$ 21,946.00	\$ 8,325.00	\$ 2,847.19	\$ 11,172.19
JACKSON COUNTY	\$ 55,787.00	\$ 25,336.00	\$ 8,664.68	\$ 34,000.68
JEFFERSON COUNTY	\$ 21,846.00	\$ 9,326.00	\$ 2,847.19	\$ 11,172.19
JOSEPHINE COUNTY	\$ 32,905.00	\$ 12,484.00	\$ 4,289.48	\$ 16,753.48
KLAMATH COUNTY	\$ 44,583.00	\$ 18,917.00	\$ 5,785.32	\$ 22,702.32
LANE COUNTY	\$ 88,640.00	\$ 37,486.00	\$ 12,823.10	\$ 50,319.10
LINCOLN COUNTY	\$ 61,310.00	\$ 30,846.00	\$ 10,548.83	\$ 41,394.83
LINN COUNTY	\$ 42,128.00	\$ 15,982.00	\$ 5,465.52	\$ 21,447.52
MALHEUR COUNTY	\$ 38,970.00	\$ 14,784.00	\$ 5,055.81	\$ 19,839.81
MARION COUNTY	\$ 81,443.00	\$ 34,690.00	\$ 11,863.45	\$ 48,653.45
MULTNOMAH COUNTY	\$ 121,034.00	\$ 45,816.00	\$ 15,702.47	\$ 61,616.47
POLK COUNTY	\$ 44,593.00	\$ 16,917.00	\$ 5,785.32	\$ 22,702.32
PORTLAND, CITY OF	\$ 108,010.00	\$ 40,975.00	\$ 14,012.78	\$ 54,887.78
SHERMAN COUNTY	\$ 24,000.00	\$ 9,105.00	\$ 3,113.66	\$ 12,218.66
TILLAMOOK COUNTY	\$ 54,458.00	\$ 20,858.00	\$ 7,064.90	\$ 27,722.90
UMATILLA COUNTY	\$ 42,128.00	\$ 15,982.00	\$ 5,465.52	\$ 21,447.52
UNION COUNTY	\$ 31,414.00	\$ 11,917.00	\$ 4,075.53	\$ 15,992.53
WALLOWA COUNTY	\$ 27,428.00	\$ 10,405.00	\$ 3,558.40	\$ 13,963.40
WASCO COUNTY	\$ 28,000.00	\$ 10,622.00	\$ 3,632.61	\$ 14,264.61
WASHINGTON COUNTY	\$ 121,034.00	\$ 45,918.00	\$ 15,702.47	\$ 61,618.47
WHEELER COUNTY	\$ 16,484.00	\$ 6,246.00	\$ 2,135.97	\$ 8,381.97
YAMHILL COUNTY	\$ 32,910.00	\$ 12,486.00	\$ 4,269.61	\$ 18,754.61
TOTAL: LOCALS	\$ 1,935,681.00	\$ 734,438.00	\$ 251,186.40	\$ 985,604.40

Ex-B 1/1