

**MINUTES
BUDGET COMMITTEE MEETING**

May 4, 2020 9:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Richard L. “Rick” Olson, Mary Starrett, Casey Kulla, Lindsay Berschauer, Denny Elmer, and Rick John.

Staff: Ken Huffer, Lindsey Manfrin, Christina Malae and Jason Henness. Due to current social distancing guidelines, participating department managers and staff presented budget messages via telephone or MS Teams video conferencing

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

Election of Officers – Casey Kulla moved to appoint Denny Elmer as Chair. Mary Starrett seconded the motion. The motion passed unanimously. Rick Olson moved to appoint Lindsay Berschauer as secretary. Casey Kulla seconded the motion. The motion passed unanimously.

Adoption of Minutes – Mary Starrett moved approval of the minutes from April 29, 2019. Casey Kulla seconded the motion. The motion passed unanimously.

Budget Overview – Ken Huffer acknowledged how the COVID-19 pandemic has altered the meeting procedures in order to meet current social distancing guidelines. The 2020-21 budget was prepared prior to the declared emergency and it’s uncertain what the overall impact will be to projected expenditures and revenue. Mr. Huffer reviewed the budget committee narrative slides stating the 2019-20 budget is approximately 1% smaller than the 2020-21 fiscal year and noted concern of anticipated decreases due to COVID-19. He estimated the revenue decrease to be between 3% to 4%. Mr. Huffer addressed revenue comparisons, noting a slight increase in HHS and Public Works but also cautioned against the current influx of state funding that may have an impact. He ended his overview on a positive note, reporting healthy balances in retirement and insurance reserves. He acknowledged conservative budgeting among departments.

The meeting recessed at 10:19 a.m. and reconvened at 10:30 a.m.

HEALTH & HUMAN SERVICES (HHS) TEAM

General Overview – Lindsey Manfrin stated that the HHS budget is 96% state federally funded. She reported no impact to Medicaid recipients yet due to federal program expansion, however the state is now required to increase their federal funding match by 10%. Despite the increase, she stated an \$800 million dollar gap in Medicaid services remains. Ms. Manfrin stated she is closely monitoring state legislation regarding funding from the state to draw down the federal match for community behavioral health clinics which provides a substantial funding stream to maintain several community services. Ms. Manfrin highlighted the five-year contract secured with YCCO to continue to provide services, the contract was modified to reflect the YCCO assuming the risk reserves for behavioral health plans. She reported a 1% decrease in

OHP membership but projects a potential increase due to the COVID-19 pandemic.

Public Health (Fund 16-70) – Lindsey Manfrin stated that restaurant licenses are being closely monitored due to the current economic crisis as well as other revenues.

Veterans’ and Disabilities Services (Fund 16-71) – Lindsey Manfrin noted expanding outreach services in Newberg and the west valley areas. She reported personnel is being trained to assist veteran service officers. She noted the addition of two HS Specialist I positions for service coordination needs.

Community Support Services (Fund 16-73) – Lindsey Manfrin noted staff changes and relocations into other program services.

Family and Youth (Fund 16-75) – Lindsey Manfrin introduced Jason Henness as the new Behavioral Health Director; Mr. Henness is currently supporting Family & Youth until the supervisory position is filled. She noted state health grant revenues remain flat. School counseling contracts have been added for the Newberg and McMinnville school districts, increasing the total to seven school districts that HHS participates in for student behavioral health support programs.

Administration (Fund 16-79) – Lindsey Manfrin reported no personnel changes but noted increased OHP subcontracted services. The OHP expansion line remains flat with a slight 1% decrease in OHP membership but will continue to be monitored pending changes due to the COVID-19 pandemic.

Contingency (Fund 16-92) – Contingency funds will be removed due to YCCO contractual taking over of risk reserves.

Enhanced Residential/Outreach (Fund 16-172) – Lindsay Manfrin noted this program was renamed OASIS with no significant changes.

Housing and Recovery Supports (Fund 16-173) – Lindsay Manfrin reported this division was created to provide oversight to the increasing number of supportive housing programs. Revenue for this fund is largely state grant funded.

Adult Behavioral Health (Fund 16-174) – Lindsay Manfrin addressed concerns about pending significant impacts to the HHS budget due to substantial increases in costs and COVID-19. CCBHC match funding wasn’t received this current fiscal year but will continue to monitor legislation. Ms. Manfrin recognized the Public Health Division for its immediate and ongoing response to the pandemic and addressed the utilization of telehealth which provided behavioral health staff the means to continue services, noting that although the implementation of it was sudden, the program has proven its value. Funding sources are being sought to continue its use long term.

The meeting recessed at 11:56 a.m. and reconvened at 1:30 p.m.

PRESENT: Budget Committee members Richard L. “Rick” Olson, Mary Starrett, Casey Kulla, Lindsey Berschauer, Denny Elmer, and Rick John.

Staff: Ken Huffer, Michael Barnhart, Jennifer Elkins, Gary Wertz, Jessica Beach, Jarod Logsdon, Shane Hoffman, Ken Friday, Mark Lago, Catherine Lindberg and Russ Heath. Due to current social distancing guidelines, participating department managers and staff presented budget messages via telephone or MS Teams video conferencing

CULTURE & RECREATION TEAM

Fair (20-80) Fair Event Center (20-82) – Gary Wertz commented on the changes of the separation of the Fair and the Event Center. Ken Huffer noted the expenses have been split to clearly delineate the expenses for each. Mr. Wertz noted 75% of the 2020 scheduled events through June have been moved to the fall season in response to the pandemic. He was unsure if a fair was going to be held this year and has been working on budget models based on different scenarios and monitoring expenses. Fair concert acts have not been cancelled but contract provisions are in place. The Fair Board will review the contracts on June 1, 2020 if the mass gathering restrictions are still in effect.

Parks (10-81) – Jarod Logsdon stated all parks and programs have been closed due to COVID-19. The work crew program has also been suspended. Capital improvement projects are moving forward. He requested adding \$15,000 to the beginning balance as a carry over for the Ed Grenfell restroom upgrade project with the expense recorded in Park Improvements. Mr. Logsdon also noted an approved grant amount, which will be added to Other State Grants Expense. Materials and Services and Personnel remain static. Capital reflected the purchase of a radio to maintain contact with law enforcement in park areas with poor cell service and continued improvements to the Deer Creek well. Ken Huffer noted a memorandum related to a follow up request on economic development grant awards for both Parks and the Fair.

SDC (29-39) – Ken Huffer noted that this fund is divided between the Fair (60%) and the Parks (40%). SDC’s are restricted funds and can only be used on capital projects for the impacted systems. He noted the beginning balance decrease was due to current park projects.

911/Dispatch Services (10-48) – Ken Huffer noted the revenue received is the YCOM dues.

Mediation Services (10-59) – Ken Huffer stated this is a pass through from the state for funds that have specific allocations for domestic court mediation and is a not-to-exceed fund.

County Schools (15-85) – Ken Huffer stated this is a pass through from the state for funds that have specific allocations.

LAND USE TEAM

Planning (10-20) – Ken Friday explained why he has not adjusted his proposed budget

numbers from January. He stated there is a buffer to anticipate revenue losses. He addressed planner personnel requests. There are additional funds to purchase an additional vehicle for inspections.

Solid Waste (17-28) – Ken Friday stated staffing levels remain unchanged. He noted the tipping fees are divided between in-county and out-of-county fees received from Riverbend Landfill; he anticipates only receiving the monthly base minimum fees of \$20,000 and expressed concern about the possibility of not receiving those funds if Riverbend closes, which is the reason he did not add additional staff to the solid waste department. Roadside garbage pick-up was increased due to an uptick in RV solid waste and vehicle clean-up/disposal. Mr. Friday addressed the reserve for future request of \$200,000 to retain available funding for future clean-up costs in the event Riverbend Landfill does close.

Landfill License Reserve (38-56) – Ken Huffer stated the whole beginning balance has been moved to the ending balance for awarding one-time community grants/projects and in anticipation of Riverbend Landfill closure to ensure continued active operations or programs.

Surveyor (10-21) / Corner Restoration (27-37) – Ken Friday noted the County Surveyor, Bill Gille is going to retire and has increased the extra help line in anticipation of this event.

The meeting recessed at 3:27 p.m. and reconvened at 3:36 p.m.

PUBLIC WORKS TEAM

Chehalem & North Valley Intersection Reserve (11-01) – Mark Lago noted no significant changes to this fund.

Fleet Maintenance (11-29) – Russ Heath reported a slight increase to highway funds however anticipated seeing a decline due to COVID-19. Materials and services reflect a decrease in gas costs. He said the savings would help to balance any lost unprojected revenue.

Engineering (11-55) – Mark Lago reported the current replacement process to replace the outgoing county engineer which has been suspended due to COVID-19.

Road Fund (11-60) – Mark Lago stated the Public Works parking lot project end date has been extended to August. Capital contract services was approved with the Board and RIAC. The MIP list reflects more emphasis on bridge repairs and road paving. Bike path repairs are 1% of collected gas taxes.

Bicycle Footpath (41-30) – Mark Lago reported no significant changes.

Motor Vehicle Replacement (45-29) – Russ Heath highlighted the split interfund loan line reflecting the loan for the purchase of jail security cameras. The fuel line reserve continues to collect fund for this project; contributions will be reviewed next year.

Habitat Conservation (52-62) – Mark Lago reported the fund reflects a higher

beginning balance due to the Planning Director being out of office for a period of time.

GENERAL GOV'T TEAM

Economic Development (26-34) – Ken Huffer noted video lottery is an optimistic amount and will be updated after May 20th when video lottery forecasting is known.

Commissioners (10-13) – Ken Huffer noted the administrative overhead fund helps to support this fund. He noted no significant changes to personnel and materials and services. Casey Kulla expressed interest in decreasing the Commissioners travel expense line. Mary Starrett would like to see identifying parameters put into place for the expenditure of their discretionary funds. She would also like to set policy restrictions on the travel expenditures as well.

Administrative Services (10-10) – Ken Huffer addressed an additional FTE request for an HR Analyst. This is due in part to an increase of leave and benefits. A reclassification request for the finance department was also addressed for an Accounting Clerk II to a Senior Accounting Clerk. He noted a slight change to FTE's to cover the additional position for the HR Risk Manager. Mr. Huffer stated that the project of implementing the NEOGOV recruiting software has been delayed due to COVID-19 and the funds earmarked for this will be moved to the next fiscal year beginning balance.

Non-Departmental (10-39) – Ken Huffer stated this is a discretionary revenue pass through fund to pay for the Newberg bypass lobbyists. The largest portions are for the county medical examiners and internal property/liability insurance expenses.

Federal Fund (30-52) – Ken Huffer stated this restrictive fund is used for Title III government items such as wildfire funding, search and rescue on federal lands and community wildfire protection plans.

O&C Fund (50-52) – Ken Huffer noted this fund is for one-time grant awards and are held for deliberation allocations.

Insurance Reserve (80-38) – Ken Huffer stated this fund reflects insurance and risk protection for the county. He noted changes in risk management personnel but no other significant changes.

Dental Self Insurance (80-88) – Ken Huffer said the county is self-insured; this fund provides coverage claims for all non-Teamster employees. He anticipates an increase on the beginning balance.

Contingency (80-92) – Ken Huffer said this fund maintains a healthy balance in the event of unforeseen expenses.

Unappropriated Balance (80-94) – Ken Huffer said the balance has remained high due to the move to SAIF and the avoidance of loss claims.

PEL Reserve (80-133) – Ken Huffer stated this fund is for personal extended leave (PEL) reserve.

Property Damage Account (80-134) – Ken Huffer explained that this fund is for the county's property insurance. Individual departments pay into this fund to help cover costs which may not be covered such as flood or seismic damages.

PERS Reserve (80-135) – Ken Huffer stated this fund carries an interfund loan.

Time Loss Reserve (80-136) – Ken Huffer stated this fund is related to workers compensation which helps departments cover short term hiring personnel expenses. This fund is not utilized regularly and will be reviewed for its necessity.

Workers Comp Reserve (80-137) – This fund maintains a healthy balance to cover workplace ergonomic expenses and risk prevention assessments. Last year a return dividend was received.

Liability Reserve (80-138) – Ken Huffer stated this fund is for the purpose of appropriation for smaller claims. He noted premiums are subject to change pending insurance renewals. Internal Legal Services for County Counsel is also part of this fund as part of the county's risk management prevention.

Medical Insurance Reserve (80-139) – Ken Huffer stated this is a reserve fund that he is considering transferring back to departments.

The meeting recessed at 4:23 p.m. and reconvened at 5:30 p.m.

PUBLIC HEARING

Chair Denny Elmer opened the public hearing at 5:30 p.m. There were no general public comments received regarding the budget; funding requests were received via email due to COVID-19 social distancing meeting restrictions.

CASA – Funding request in the amount of \$6,000.

Homeward Bound Pets – Funding request in the amount of \$10,000 to assist with veterinary and medical expenses.

Juliette's House – Funding request in the amount of \$22,120 to assist with child abuse intervention services.

Yamhill County Gospel Rescue Mission – Funding request in the amount of \$150,000 for Phase 3 of the Women's and Children's shelter.

Comfort K9's – Funding request in the amount of \$58,000 for two (2) fully-trained Comfort K-9's to be utilized by law enforcement agencies within Yamhill County.

A Family Place – \$100,000 to expand program in Newberg

Your County Mediators – YCM is currently funded at \$12,000. The additional funding amount request was \$3,000.

Parkway Committee – Funding request was to increase the county’s commitment in the amount of \$10,000. Currently the county contributes \$40,000 to support the Bypass.

Fifth Corner Academy – Funding request in the amount of \$50,000 for the Therapeutic Charter School Project.

The public hearing closed, and the meeting recessed at 5:47 p.m. with no final decisions made.

BUDGET COMMITTEE MEETING

May 5, 2020

9:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Richard L. “Rick” Olson, Mary Starrett, Casey Kulla, Lindsey Berschauer, Denny Elmer and Rick Johns.

Staff: Ken Huffer

The meeting reconvened at 9:00 a.m.

CRIMINAL JUSTICE TEAM

District Attorney Brad Berry stated it’s been an interesting year so far with pending homicide cases and continues to increase. Domestic violence and commercial burglaries have increased during the shutdown. He anticipated an influx of cases when the lockdown is over.

District Attorney (Fund 10-18) – Brad Berry said another grant received from the state enhancement. 695.03 is under budget due to homicide cases bring great expenses. He also pointed out an increase of expenditures in Capital for upcoming office upgrades. Personnel and FTE remain static.

Support Enforcement (Fund 10-22) – Brad Berry said there is an ad back request from county general funding to balance this fund. Ken Huffer said the current 10-22 budget is balanced even though it’s on the deliberation list for Wednesday. The aback is already built into the proposed budget. Brad contributes a drop in state child collections due to the implementation of ORIGINS which required significant training time in which collections were not done.

Community Justice (Fund 21) – Jessica Beach reviewed a transfer of county funds was made between the Jail maintenance fund and the SB1145 grant funds. Currently the incarceration general population is 5-7. No significant changes in personnel or materials and services.

State Enhancement (21-45) – Jessica Beach stated that there is no loss in revenue showing due to COVID-19, but she does anticipate losses later in the year. The capital line does show expenses for two field radios to communicate with city law enforcement.

Work Release (21-63) – Jessica Beach stated that revenues increased due to service fees being raised in the current fiscal year. Personnel reflected the addition of 1.00 FTE which is part of Public Works but is paid from this fund. The capital line reflects the purchase of three radios for work crew supervisors due to county cell phones having limited range.

Senate Bill 1145-Case Management (21-67) – Jessica Beach said revenue may change due to the anticipation of state budget cuts later in the year.

Juvenile Department (10-74) – Jessica Beach requested an increase to the beginning balance due to unforeseen costs related to professional services for psychological evaluations for Measure 11 waiver hearings reflected in materials and services. She noted a modification to the ending balance to reflect the beginning balance increase.

Juvenile Detention (10-77) – Jessica Beach noted this is funded by 99% county allocation and contract services and 1% state grant funding. No significant changes in personnel but there is a slight increase in extra help due to staff leave. Childcare resources in materials and services reflected expenses to house two youth co-defendants last year.

Jail (10-41) – Sheriff Tim Svenson said they are in the process of filling the last four deputy positions. He proposed moving \$135,000 of the beginning balance to restricted beginning balance with the balance of the beginning balance to materials and services.

Marine Patrol (10-42) – Sheriff Tim Svenson said this budget had significant carry over from last year. He asked to add dollars into a new capital line for a vehicle purchase which will reduce the ending balance.

Sheriff (10-43) – Sheriff Tim Svenson said some of the contract cities are undecided about the continued deputy expenses. All personnel numbers are set to receive the 8% raises as negotiated. He reported a savings because of hiring pretrained officers from other agencies even though the agencies do receive payment for invested training. The other expense line in materials and services will receive 35% of the sale price for a property on Meadowlark Rd. This is a placeholder line pending the forfeiture revenue from the state.

YCINT (10-69) – Sheriff Tim Svenson said state narcotic funds are forfeited to the county and are maintained in this fund. He noted a property forfeiture award of a Carlton property which is under appeal and may take up to a year before any decisions are made.

Court Security (10-86) – Sheriff Tim Svenson moved additional patrol FTE to this fund which now makes 2 court security officers and one sergeant in this fund. The DePaul Security System contract has had significant increases and after July 1, 2020 expenses will increase as a result. He recommends that the county maintain this contract to assist with continued court security operations.

Radio System (10-163) – Sheriff Tim Svenson said this is still in process of negotiating a contract for this project; the MOU agreement has been extended.

Dog Control (13-47) – Sheriff Tim Svenson said the dog control program is still on track to transition to Homeward Bound. He noted their clerical service staff are training with his staff to learn the Helion software system and procedures. The revenue sharing is continuing to process license revenues and those are being distributed to contracted cities. The trust requirements have been maintained and he does not anticipate having to spend any of those funds. The Angel Fund has not been utilized for dogs in the Sheriff’s possession and any medical expenses have been charged to the trust. The Angel Fund is used for dogs that are released back to Homeward Bound.

Jail Capital (40-41) – Sheriff Tim Svenson stated Phase I of the camera install is scheduled for the end of May 2020. Ken Huffer explained that if this project is anticipated to continue into the next fiscal year, it may require budget adjustments. Mr. Huffer reviewed the transfers into this fund to support this project and said the repayment of the interfund loan is reflected in the budget with the total project amount not-to-exceed \$1.67 million dollars.

Emergency Management (10-40) – Sheriff Tim Svenson addressed a memo for additional discretionary allocation for an FTE. He anticipates FEMA reimbursements which has been absent for the last couple of fiscal years but said that he anticipates that most of the funding will go to Public Health. He reported no other significant changes to this budget but noted an 8% increase in personnel costs.

The meeting recessed at 11:56 a.m. and reconvened at 1:30 p.m.

PRESENT: Budget Committee members Richard L. “Rick” Olson, Mary Starrett, Casey Kulla, Lindsey Berschauer, Denny Elmer, and Rick Johns.

Staff: Ken Huffer

COMMUNITY SERVICES TEAM

Transit (10-33) – Cynthia Thompson noted that Transit is considered an essential service during the COVID-19 pandemic; it has cut a few routes but is still providing some door-to-door service and not taking monetary fares which has affected revenues. She reviewed state grant amounts, of which is providing funding for two new buses and payroll protection. Personnel expenses reflect the addition of a Program Coordinator position. This is a proposed position for additional Transit staffing to support service growth. Due to COVID-19, ridership has dropped by 25%. She reported no additional significant changes. First Transit is contracted to pay building rent which compensates Facilities for county maintenance and janitorial services. She said 22 fleet vehicles out of 36 have been replaced over the last five years.

Law Library (14-26) – Justin Hogue noted modest changes to this fund. There was a

reduction to publications and dues.

GENERAL GOVERNMENT TEAM (cont.)

Assessor (10-12) – Derrick Wharff started with revenue which is primarily from the general fund and CAFFA grant which assists counties with administrative costs associated with tax assessments. Personnel noted significant employee retention over the last few years; expenses have increased as a result for personnel. The tax base has increased over 140 million. Mr. Wharff highlighted the drop in beginning balance for getting fully staffed over the last couple of years. 334.29 CAFFA grant is forecasted to anticipate a 4% downturn. 350.13 Tax Warrants. Ken Huffer noted that the Assessor’s Office employees are AFSCME members which is currently in bargaining for a new contract. The reserve for future software licensing still has a couple of years left on it for Harris and the aerial photo project through 2021.

Clerk (Fund 10-15, 12-15, 40-15) – Brian Van Bergen stated there were not any significant changes to his budget. He noted the decline in marriage licenses and passports due to the office being closed because of COVID-19 but property recordings have increased. A majority of the 2020 presidential primary election is paid for by recording revenues. The Real ID Act will help passports increase in revenues next year. Mr. Van Bergen stated that next year the Clerk’s Office will receive reimbursements for special district elections. The postage paid ballot return envelopes are state funded and will not affect county election expenses. Mr. Van Bergen does not anticipate any significant changes to Fund 40 in the coming year unless the feds and state receive security election funds, but he was not optimistic.

County Counsel (10-25) – Christian Boenisch noted an ad back request for professional services for outside counsel in the amount of \$25,000 associated with a specialized litigation bill; he also anticipates costs in central supplies and publications and dues to be similar to costs in 2019-20 and asked they be funded the same for 2020-21.

Treasurer (10-23) – Lindsay Berschauer expressed her disappointment in Mike Green’s lack of attendance to the budget meetings the last two years. Ken Huffer reported this is a status quo budget but there is an increase in department equipment and travel expenses to build in some appropriations for the incoming Treasurer. He said that Mr. Green has recommended cutting the pool and bond interests in half.

The meeting recessed at 3:13 p.m. and reconvened at 3:22 p.m.

GENERAL GOVERNMENT TEAM, CONT.

Capital Improvement Fund (40-27) – Justin Hogue reported the revenue is collected from internal charges to departments for major remodel projects in existing county buildings and expenses remain status quo. The Capital Improvement Project List which will be proposed in June. Ken Huffer noted one of the major projects included the space needs analysis project that was just completed.

Facilities Division Fund (40-16) – Joe Moore noted revenue funds being moved around to cover Jail improvement costs. He reported a slight change in personnel with portions of

personnel being moved to the Jail Facilities budget. Materials and services remain static with the exception of slight increases to sanitary and utility expenses.

Jail Facilities Fund (40-116) – Sources of revenue are transferred from general funds and community corrections.

Postage Machine (40-83) – Ken Huffer noted no significant changes with no planned expenditures.

TELECOMMUNICATIONS

Information Technology (10-17) – Shane Hoffman noted no significant changes. He addressed a reclassification for the Senior Systems Administrator. The department continues to focus on the disaster recovery site and replacement as well as security upgrades.

Communications (48-14) - Shane Hoffman said revenue reflects a \$5 decrease per extension and will be reviewed in the next budget cycle. IT also provides telecom support for the City of McMinnville, YCOM offices and the Courthouse. He noted that in personnel an Office Specialist II position has been eliminated and will not be filled which has resulted in a decrease of FTE overall. The contract services line reflects a decrease due to moving certain costs to the software license and maintenance fee line. He pointed out a placeholder for a potential communication equipment upgrade.

Computer Replacement Fund (40-17) – Shane Hoffman stated this fund is revenue paid into by other departments to cycle out computers. He noted department equipment was moved to reserve for future capital expenses for future replacements.

Software Reserve 40-117 – Ken Huffer reported this fund has been used for major software capital projects. The fund is marked for a HHS software purchase and Finance software replacement.

Capital Projects (40-161) – Ken Huffer stated this is a placeholder for approved grant funds not yet received but intended for large non-department specific grants. No additional grants have been applied for pending the completion of the Yamhelas Westsider trail project. He addressed the fund management for the Yamhill Valley Vineyard road improvement project.

Discretionary (10-02) – Ken Huffer stated this fund holds property taxes and lesser taxes; he noted no significant changes but anticipates certain revenues will see a decrease. The pool & bond interests are budgeted to decrease but he anticipates them dropping further due to the current pandemic. He addressed current and forecasted property taxed revenues, noting that impacts may not be seen until FY 2021-22. Cuts to intergovernmental agreements should be known sooner when the state legislation holds budgetary sessions; fee impacts would be reflected in revenue generating areas. He stressed that the intent to withhold funds in reserve for the future are specifically put in reserves to cover departmental shortfalls. He cautioned that the unknown end date of the declared emergency could impact operational funding across the board and expressed the need for conservative spending.

Transfers (10-90) – Ken Huffer stated this fund is for transferring from discretionary to non-general fund departments within the budget.

Contingency (10-92) – Ken Huffer stated this fund is for unanticipated emergency expenses not budgeted through the year.

The meeting recessed at 4:39 p.m. and reconvened at 10:18 a.m.

BUDGET COMMITTEE MEETING

May 6, 2020 9:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Richard L. “Rick” Olson, Mary Starrett, Casey Kulla, Lindsay Berschauer, Denny Elmer, and Rick John.

Staff: Ken Huffer

Chair Denny called the meeting to order at 10:18 a.m.

Compensation Committee Recommendations

Treasurer – Casey Kulla moved approval of the Compensation Committee’s recommendation to keep the Treasurer at the same compensation rate. Rick John seconded the motion. The motion passed unanimously.

Sheriff - Rick Olson moved approval of the Compensation Committee’s recommendation to increase the Sheriff’s salary by 8.5% concurrent with the funding formula of the CBA. Rick John seconded the motion. The motion passed unanimously.

District Attorney - Rick John moved approval of the Compensation Committee’s recommendation to increase the District Attorney’s county stipend salary by \$6,000. Casey Kulla seconded the motion. The motion passed unanimously.

Clerk – Mary Starrett moved approval of the Compensation Committee’s recommendation to keep the Clerk’s salary at the same compensation rate. Casey Kulla seconded the motion. The motion passed unanimously.

Assessor – Rick John moved approval of the Compensation Committee’s recommendation to keep the Assessor’s salary at the same compensation rate. Casey Kulla seconded the motion. The motion passed unanimously.

Commissioners - Mary Starrett moved approval of the Compensation Committee’s recommendation to keep the Commissioners’ salary at the same compensation rate. Rick Olson seconded the motion. The motion passed unanimously.

The meeting recessed at 10:30 a.m. and reconvened at 10:40 a.m.

Deliberation

The Budget Committee Deliberation List was reviewed (see Exhibit A) with the requests funded as listed below. Ken Huffer explained the purpose of each fund reserve as presented on the deliberation list.

Departmental Requests

Fairgrounds – Ken Huffer noted the budget revenues go towards facility maintenance and upkeep. Casey Kulla moved approval to transfer \$70,000 from the video lottery fund (10-26) to the Fairgrounds fund for economic development. Mary Starrett seconded the motion. The motion passed unanimously.

Parks – Mary Starrett moved approval of transferring \$20,000 from the video lottery fund to Parks for economic development. Casey Kulla seconded the motion. The motion passed unanimously.

District Attorney (SED) – Rick Olson moved approval of a one-time transfer from the general fund in the amount of \$74,468 to the DA's Office. Mary Starrett seconded the motion. The motion passed unanimously.

Sheriff's Office – (Emergency Management) – Mary Starrett moved approval of a one-time transfer from the general fund in the amount of \$43,731 to the Sheriff's Office for Emergency Management. Lindsay Berschauer seconded the motion. The motion passed unanimously.

Assessor's Office – Lindsay Berschauer moved approval of a one-time transfer from the general fund in the amount of \$429,338 to the Assessor's Office. Rick John seconded the motion. The motion passed unanimously.

Administration – Rick Olson moved approval of a one-time transfer to the general fund in the amount of \$50,000 and adding 1.0 FTE for an HR Analyst in Administration. Rick John seconded the motion. The motion passed unanimously.

County Counsel – Casey Kulla moved approval of a one-time transfer from the general fund to County Counsel professional services in the amount of \$28,500. Rick Olson seconded the motion. The motion passed 5 -1 with Mary Starrett voting nay.

Reserve for Future – Ken Huffer discussed transferring cost savings from Fund 80 back to departments maintaining a reserve balance of \$1-\$1.5 million. Rick John cautioned a more conservative amount pending unforeseen expenses. Mr. Huffer recommended a motion by the Budget Committee since this will alter the amount. Rick Olson moved approval to maintain insurance reserves at \$2 million dollars. Ms. Starrett seconded the motion. Mr. Olson amended his motion to clarify this was for reserve for future. Ms. Starrett seconded the amended motion. The motion passed unanimously.

Surveyor – Ken Huffer requested \$80,000 from the general fund to be moved to Planning/Corner Restoration discretionary for Surveyor extra help and recruitment of a new licensed surveyor.

Mary Starrett moved approval of the general fund transfer in the amount of \$80,000. Casey Kulla seconded the motion. The motion passed unanimously.

The meeting recessed at 1:40 p.m. and reconvened at 2:13 p.m.

Sheriff's Office – (Jail) – Based on a budget modification request, Sheriff Svenson proposed a modification to reduce the beginning balance to \$100,000 in addition to the request for general funds in the amount of \$131,345. After discussion, Mr. Kulla moved approval of a one-time transfer from the general fund in the amount of \$131,345. Mary Starrett seconded the motion. The motion passed unanimously.

Sheriff's Office – (Patrol) – Ken Huffer noted this is a revised beginning balance with no additional changes. Rick John moved approval of the one-time transfer from the general fund in the amount of \$570,781. Lindsay Berschauer seconded the motion. The motion passed unanimously.

Community Requests

Ken Huffer stated this is a public budget meeting and community requests are not formal grant program requests.

[Denied] Parkway Committee, additional \$10,000 – Casey Kulla expressed his concern about the requested increase for Parkway lobbyist costs. After discussion, Rick John moved to deny the request. Mary Starrett seconded the motion. The motion passed 5 -1, with Rick Olson voting nay.

[Approved] CASA, additional \$2,000 – Ken Huffer noted a correction to CASA's beginning balance which should be \$6,000. Rick Olson moved approval to continue funding at \$6,000. Casey Kulla seconded the motion. The motion passed unanimously.

Lindsay Berschauer left the meeting at this point, however, for the record she stated she would not be in favor of supporting the remaining community requests due to the uncertainty of future budget constraints.

[Approved] Your Community Mediators, additional \$3,000 - Casey Kulla moved to deny the increase of \$3,000 for Your Community Mediators but approve the current amount of \$12,000. Rick John seconded the motion. The motion passed unanimously with Lindsay Berschauer absent for the vote.

Given the uncertainty of state and federal budgets, Casey Kulla moved to postpone deliberation on the additional funding requests. The motion passed unanimously with Lindsay Berschauer absent for the vote.

[Tabled] Homeward Bound Pets - \$20,000

[Tabled] Juliette's House - \$22,120

[Tabled] Union Gospel Rescue Mission - \$200,000

[Tabled] Comfort K9's - \$58,000

[Tabled] A Family Place - \$150,000
[Tabled] Fifth Corner Academy - \$50,000

Transfer of funds from Landfill License Reserve to Other Expense - Ken Huffer asked the committee to consider the approval of the transfer of \$369,112 from the Landfill License Reserve to Other Expense, dropping the Landfill License Reserve balance to \$350,000. Rick Olson moved approval of the transfer. Rick John seconded the motion. The motion passed unanimously with Lindsay Berschauer absent for the vote.

Personnel Requests as listed on the deliberation list – Rick Olson moved approval of the personnel requests as presented. Casey Kulla seconded the motion. The motion passed unanimously.

Approval of budget and tax rate – Lindsay Berschauer moved approval of the budget as amended and set the tax rate at \$2.5775 per thousand dollars of assessed value. Casey Kulla seconded the motion. The motion passed unanimously.

The meeting adjourned at 2:30 p.m.

Minutes prepared by Carolina Rook

YAMHILL COUNTY BUDGET COMMITTEE

Secretary

Budget Committee Deliberation List - May 4 - 6

Department	Request	REQUEST	G.F.		ACTION	APPROVED	Landfill Reserve	O & C Reserve	Video Lottery	Contingency	Notes
			Request	OTHER		AMOUNT					
1	Fairgrounds	Economic Development Funds	70,000		70,000	APPROVED					
2	Parks	Economic Development Funds	20,000		20,000	APPROVED					
3	District Attorney	GF allocation increase for SED (010-022)	74,468	74,468		APPROVED					
4	Sheriff's Office	GF allocation increase for Jail (010-041)	131,345	131,345		APPROVED					
5	Sheriff's Office	GF allocation increase for Patrol (010-043)	570,781	570,781		APPROVED					
6	Sheriff's Office	GF allocation increase for Emergency Management	43,731	43,731		APPROVED					
7	Assessor's Office	GF allocation increase	429,338	429,338		APPROVED					
8	Administration	GF allocation increase and add FTE for additional HR Analyst	50,000	50,000		APPROVED					
9	County Counsel	GF allocation increase (add back) for cut to professional services	28,500	28,500		APPROVED					
10	Inurance	Consideration of crediting liability funds back to departments	TBD	0		APPROVED					\$1,700,333 to be transferred to Funds subject to G/L charges
12	Surveyor	Consideration of GF increase for surveyor	80,000	80,000		APPROVED					Request approved for funding to hire Surveyor
13	Landfill License Reserve	Move all but 250,000 from Ending Balance and place amount in Other Expense				APPROVED					\$529,267 moved to Other Expense
Community Requests											
1	CASA	Additional Funding Request (currently funded at \$4,000)	2,000	2000		APPROVED					
2	Homeward Bound Pets	Shelter medical expenses	10,000	0	10,000	DENIED					REQUESTS MAY BE CONSIDERED AGAIN AT LATER DATE
3	Juliette's House	Operational support	22,120	0	22,120	DENIED					REQUESTS MAY BE CONSIDERED AGAIN AT LATER DATE
4	Union Gospel Rescue Mission	Women and Children's Facility (Phase 3)	150,000	0	150,000	DENIED					REQUESTS MAY BE CONSIDERED AGAIN AT LATER DATE
5	Your Community Mediators	Additional Funding Request (currently funded at \$12,000)	13,000	0	3,000	DENIED					REQUESTS MAY BE CONSIDERED AGAIN AT LATER DATE
6	Parkway Committee	Increase County commitment from \$40,000 to \$50,000	10,000	0	10,000	DENIED					REQUESTS MAY BE CONSIDERED AGAIN AT LATER DATE
7	Comfort K9's	Request for funding for comfort dogs for law enforcement	58,000	0	58,000	DENIED					REQUESTS MAY BE CONSIDERED AGAIN AT LATER DATE
8	A Family Place	Request for funding for Releif Nursery	100,000	0	100,000	DENIED					REQUESTS MAY BE CONSIDERED AGAIN AT LATER DATE
9	Fifth Corner Academy	Therapeutic Charter School Project	50,000	0	50,000	DENIED					REQUESTS MAY BE CONSIDERED AGAIN AT LATER DATE
Personnel Requests											
1	HHS	Multiple reclasses (see memo)				APPROVED					
2	Planning	Senior Planner				APPROVED					
3	Planning	Senior Planner				APPROVED					
4	Planning	Senior Building Inspector Assistant				APPROVED					
5	Public Works	Multiple reclasses (see memo)				APPROVED					
6	IT	Senior Systems Administrator				APPROVED					
7	Administration	Senior Accounting Clerk				APPROVED					
8	Assessor	Appraiser 2				APPROVED					
All other requests not listed, but in proposed budget were approved with proposed budget											
TOTALS			1,913,283	1,410,163	493,120						
						2,000	708,037	-	-	90,000	-
						\$3,022,750	\$781,238	\$432,904	\$90,615	\$500,000	Available
						\$2,314,713	\$781,238	\$432,904	\$615	\$500,000	Remaining