

MINUTES
BUDGET COMMITTEE MEETING
May 4, 2015 9:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Allen Springer, Mary Starrett, Stan Primozych, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura Tschabold, Becky Weaver, Silas Halloran-Steiner, Craig Hinrichs, Margaret Jarmer, Christina Malae, Krisan Pendleton, Lindsey Manfrin, David Manitsas, Paul Partridge, Blanca Marquez, and Emily Piper.

Guests: Nicole Montesano, News-Register.

Commissioner Springer called the meeting to order at 9:01 a.m.

Election of Officers - Commissioner Primozych moved to appoint Chris McLaran as chair; Shelley Halleman seconded the motion, passed unanimously. Commissioner Primozych moved to appoint Angel Aguiar as secretary; Chris seconded the motion, passed unanimously.

Adoption of Minutes - Chris moved approval of the minutes from May 5-7, 2014, Commissioner Springer seconded the motion, passed unanimously.

Budget Overview - Laura Tschabold provided a summary of the budget and schedule for the next two days following the budget narratives and service team summaries submitted by each department. She said that this year's proposed budget for 2015-16 is \$114,215,813 which is about 10% larger than 2014-15. She stated that the growth in the budget is primarily due to state and federal revenue additions from Adult Behavioral Health services which has resulted from expanded insurance coverage for residents with significant health challenges. She added that the large number of Sheriff's sales of foreclosed properties that were processed through the circuit court also factored to the growth in the budget.

Laura stated that while some departments have drawn down on their reserves over the last 2-3 years most departments have remained healthy. Laura pointed out that some of the one time reserves are actually larger than they have been in the past and that is due to the budget committee and the commissioners wanting to save for a rainy day.

Laura reviewed the slides included in the budget information showing an overview of the budget and trends. She also thanked the budget committee members for their service on the committee.

The meeting recessed at 9:35 a.m. and reconvened at 10:16 a.m.

HEALTH & HUMAN SERVICES TEAM

General Overview - Silas Halloran-Steiner stated that as health care services have expanded, there have also been increases in department staffing. Adding 12.8 FTE full-time positions an increase from 211.11 FTE to 223.97 FTE.

Silas explained that the Healthy Start program has transitioned to a community provider who will contract through the newly established Early Learning Hub of the local coordinated care organization (YCCO). Revenue losses due to grants ending in health promotion and prevention resulted in a loss of 2.08 FTE in **Public Health**.

Silas noted that the **Development Disabilities** program manager, Paul Partridge, is managing the Veteran's Office with minor personnel changes and only adding a new Office Specialist II position.

Silas stated that there have been some challenges in **Community Support Services** programs because of the difficulty getting clients to engage voluntarily rather than being referred by criminal justice. They are currently working with Provoking Hope to engage people in services. He discussed the supported employment program and its successes, three additional staff have been budgeted and will be managed by Emily Piper. The Abacus House remodel is progressing and anticipates the purchase of three additional vehicles.

Silas commented that school-based services continue to evolve as the **Family & Youth** division finds ways to support students and families in their communities.

Silas discussed the revenue changes in **HHS Administration** due to the medicaid expansion and prior years savings adding that he anticipates additional monies.

Silas noted that Krisan Pendleton reduced the residential facility rate in the **Enhanced Care Facility**.

Silas explained the personnel changes in **Adult Behavioral Health** have resulted in savings due to vacancies that have been difficult to fill. He said materials and services have increased by \$40,000 to add psychiatry services. Overall Adult Behavioral Health has seen growth due to the Affordable Care Act (ACA) and Oregon Health expansion and continued growth is anticipated.

Paul Partridge said that the county supports the **Veterans' Services** through general funds with two state health grants and has held flat this year. He said that he will continue to look into ways to expand and support veterans within the community.

Angel Aguiar expressed his appreciation for Silas' thorough presentation and the work he does adding that Health and Human Services is the most challenging area of the county.

The meeting recessed at 11:52 a.m. and reconvened at 1:30 p.m.

PRESENT: Budget Committee members Allen Springer, Mary Starrett, Stan Primozych, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura Tschabold, Becky Weaver, Brett Henry, Al Westhoff, Lana Drew, Ted Smietana, Mike Brandt, John Phelan, Russ Heath and Catherine Lindberg.

Guests: Nicole Montesano, News-Register.

CULTURAL & RECREATION TEAM

Fair (20-80) / Fair Event Center (20/82) - Al Westhoff provided a brief overview of upcoming event. He also stated that the fairgrounds continues to be staffed by one full-time employee and a part-time Fair Manager that manages the year-round Event Center as well as the Annual Fair and Rodeo.

Parks (10-81) - Brett Henry stated that the Park's beginning balance is a bit higher this budget cycle; \$45,000 more than the previous cycle primarily due to the division manager position being vacant for approximately three months. He said that for other state grants there is a grant placeholder that allows for expenditure authority for any potential grant funds received in this budget cycle. He stated that the state parks allocation went up from 35% to 40% leaving an additional \$7,000 in revenue. There are no significant changes in personnel anticipated. For materials and services this is for the maintenance and operation of 16 parks and facilities. He said that funds from department equipment will be used to replace or repair any landscaping or equipment for maintenance of the parks. He added that expenses for the Whiteson master plan will be funded from contract services. Brett announced that the parks are starting their 9th year of Tangleboxing and encouraged everyone to try it out to explore and appreciate our parks.

Systems Development Fund - Laura Tschabold reviewed the Non-Departmental (29-39) budget stating that these funds pay for audit and administration charges.

Laura explained that the SDC portion of the **County Fair (29-80)** comes into the division for the fair and is used for new capital projects.

For **Parks (29-81)**, she noted that this is basically money in and money out adding that once money comes in, it goes to Chehalem Parks and Recreation. She explained that the previous Parks manager Ken Huffer, and current manager Brett Henry, have been saving up for major projects in the **Parks System Development (29-181)** budget. The funds come from the collection of building permits and are split 40% Parks and 60% Fair.

There was further discussion regarding the fair budget and it was agreed that a supplemental schedule or more detailed information defining the event center would give the reader more information.

LAND USE TEAM

Planning (10-20) - Mike Brandt stated that this remains a status quo budget as far as revenue goes and that it's up 21% with the anticipation of it increasing up to 30%. He said that he would like to change the beginning balance from \$605,000 to \$705,000 noting the offset in extra help increases the amount from \$55,000 to \$155,000 for potential inspectors or planners. He noted the change in personnel; an Environmental Health Specialist III increased from .60 to 1.0 FTE. He said that overall revenue projections are fairly conservative.

Solid Waste (17-28) - Mike Brandt stated that this budget has also remained status quo and the only change is .40 FTE for the Environmental Health Specialist III that is being eliminated and reducing the Solid Waste position from 3.1 to 2.7 FTE with an overall reduction in personnel expenses.

Landfill License (38-56) - Mike Brandt noted that \$485,804 comes from the Solid Waste fund. Laura Tschabold explained that this fund is used for one time purposes. She said that there are two current projects that are budgeted for next year including the continuation of the Yamhelas Westsider Trail match and year two of a three year grant for the SEDCOR project that started in 2014. She stated that these funds are made available for the Budget Committee or the Commissioners to use during the year for projects that benefit the entire community with no restrictions other than it has to be a legal use of the fund.

Laura provided the example of the proposal made by the Commissioners to YCOM to purchase the Zetron system because it would benefit the entire county. She said that this project could potentially come out of this fund but no decision has been made yet as to which fiscal year to begin making the payments; therefore it is not budgeted for this year.

Surveyor (10-21) / Corner Restoration (27-37) - Mike Brandt explained that years ago the **Surveyor** used to be a stand-alone budget that had its own elected official. The Planning Department inherited this budget when Dan Linscheid retired and the decision was made to the office and personnel to Planning. He stated that it has actually resulted in savings and better customer service because of this change. In addition, he added that in 2012-13 when there was an elected official the budget was about \$106,948 and accounted for 2.0 FTE. Currently it is \$64,000-\$65,000 and consists of 1.1 FTE. He stated that he didn't feel comfortable making a recommendation at this point but an adjustment in fees would need to be considered because it barely covers the reduction in staff. Mike stated that the **Corner Restoration** budget is the other half of the Surveyor budget and it remains a status quo budget. He provided a brief history of the budget.

Commissioners (10-13) - Laura Tschabold stated that this budget pays for all three Commissioner's salaries in addition to 1.6 FTE support staff and it has remained status quo as there have been no major changes in terms of revenue or expense. She said that there was a line added in materials and services for the Commissioner's discretionary accounts to distinguish expenses and noted that each commissioner is allocated \$1,500 a year for projects that they feel are appropriate.

County Counsel - Laura Tschabold noted the only major change in County Counsel was in personnel with the retirement of Carol White who had been a long time Senior Management Analyst and the hiring of a Paralegal. She added that this budget pays for a Senior County Counsel, Assistant County Counsel, and Paralegal.

Administrative Services (10-10) - Laura Tschabold stated that revenue sources are about the same as the current year. She addressed personnel which pays for the Accounting Department, Human Resources and her salary, as well as Chuck Vesper, Deputy Administrator. She noted the changes in personnel other than the budgeted COLAS with the union contracts is the reclassification of the Human Resources Assistant to an Executive Office Assistant. So as to mirror the same classification that Keri Hinton and Lucy Flores-Mendez are at, in part due to Carol White's retirement. The Human Resources Assistant position has changed to a higher level of responsibilities and could technically be considered as working out of class now that she has taken over the Human Resource duties that Carol White used to be responsible for.

Non-Departmental (10-39) - Laura Tschabold noted that this budget pays for a variety of things that cannot be assigned to any other specific budget or pertain to any county wide types of issues. Unfortunately, it is currently in a deficit position this budget cycle and has been for a number of years. She said that years ago this budget used to carry some inter-fund loans which complicated the budget even more so the loans were removed from this budget but it is still in a deficit position. She explained that it could be primarily because discretionary revenue is not being increased enough to keep up with the expenses and/or the cost of advertising for job postings has increased to such a degree that it continues to complicate the budget. She said that she is prepared to ask for more discretionary funds but will wait until budget adoption time in June because of the changes made in the past two months to the way jobs are being advertised. In a another month or two we will have a better estimate of advertising costs and have an analysis completed before asking the board to fix the budget.

The meeting recessed at 2:30 p.m. and reconvened at 2:45 p.m.

PUBLIC WORKS TEAM

Road Fund (11-60) - John Phelan said that historically the Road Fund has received a share of the Federal Forest Funds that are also dedicated to roads. He stated that a decrease in projects completed in a given year results in a bigger beginning balance the following year but can also be impacted by a dry or wet spring.

Bicycle/Footpath Fund (41-30) - John Phelan noted that the Bicycle Fund's revenue is 1% of the gas tax/weight miles fees and is constitutionally guaranteed for the use of building bicycle paths in public right of ways.

Insurance Reserve (80-38) -Laura Tschabold provided a brief overview of each individual category. Becky provided additional information as requested.

Economic Development (26-34) - Laura Tschabold discussed the beginning balances stating that she anticipates a revenue of \$250,000 from economic development.

The meeting recessed at 4:45 p.m. and reconvened at 6:30 p.m.

PUBLIC HEARING

Chris McLaran opened the public hearing at 6:30 p.m.

Marlena Bertram presented a request for \$17,243 from **Your Community Mediators (YCM)**, expressing her appreciation for the Board's contributions over the years. She provided a brief description of the program stating that it is a non-profit organization that has served residents in Yamhill County since 1991. She stated that YCM receives funding from cities all over Yamhill County adding that law enforcement is one of the highest referral sources and asked for an increase in the request to provide training for law enforcement in Yamhill County. She stated that currently McMinnville is one of the biggest supporters and added that Newberg and Willamina will not be making any contributions to YCM this year.

Jay Disbrow presented a request in the amount of \$6,000 on behalf of the Cat Coalition for **Homeward Bound Pets** to continue to help operate the spay and neuter clinic. Jay explained that they are striving to stop the reproduction of unwanted cats in Yamhill County and the impact it has had so far is that 3,550 cats have been neutered over the past 4 years. He stated that the requested funds will go towards Homeward Bound Pets Adoption Shelter and will be used strictly for the community's stray, abandoned, homeless cats as well as low income cat owners.

Wendy Hackman presented a request from the **Community Emergency Response Team (CERT)** in the amount of \$3,000 for a storage unit, preferably a shipping container to store supplies. She stated that currently CERT shares a storage unit with Red Cross and the Fair but would like to have their own.

The public hearing closed and the meeting recessed at 7:14 p.m.

May 5, 2015 9:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Allen Springer, Mary Starrett, Stan Primozych, Chris McLaran, Shelley Halleman and Angel Aguiar.

Staff: Laura Tschabold, Becky Weaver, Brad Berry, Chris Osterhoudt Debra Bridges, Ted Smietana, Vicki Wood, Jessica Beach, Brian Rucker, Lisa Hanes, Scott Paasch, Cliff Toney, Tim Svenson, Kellye Fetters and Murray Paolo.

Guests: Nicole Montesano, News-Register.

The meeting reconvened at 9:00 a.m.

CRIMINAL JUSTICE TEAM

District Attorney's Office (10-18 and 10-22) - Brad Berry noted that the DA's budget (10-18) is flat and reflects the 2014-15 budget with the expectation of FTE changes in steps and other costs for personnel. He provided an overview of the significant challenges with docketing and personnel to cover court rooms, adding that the DA's office has gone from centralized to decentralized docketing which has placed extra pressure on the team, but they have been adjusting. He said that overall his budget is in a position of being whole with no significant changes. He noted that the reclassifications in personnel and increase in caseloads has caused the numbers to go up and down, but it is hard to say if they will remain consistent. The Support Enforcement budget (10-22) is funded by general funds, child support case expenses, and incentive monies based on child support benchmarks. Otherwise, there are no changes in this budget.

Community Justice (Fund 21) - Ted Smietana provided a brief history and description of each division in Community Justice.

Juvenile Department (10-74) - Ted Smietana noted that the only change for Juvenile personnel is eliminating an Office Specialist position and creating a Senior Office Specialist position resulting in savings and putting those savings back into personnel.

Juvenile Detention (10-77) - Ted Smietana noted that the bed rental is anticipated to increase by at least \$50,000 due to the renewal of a contract with Polk County for additional beds.

The meeting recessed at 9:55 a.m. and reconvened at 10:00 a.m.

Sheriff's Office - Tim Svenson reviewed the 2015-16 Jail Capital Improvement Projects.

Jail (10-41) - Tim Svenson stated that the Jail facility will continue to generate revenue

by renting inmate beds to Benton County.

Jail Capital (40-41) - Tim Svenson explained that this fund is derived from bed rental contract dollars and are set aside to cover the ongoing capital expenditures and remodeling needs of the jail.

Marine Patrol (10-42) - Tim Svenson stated that he anticipates the purchase of a jet ski wave runner that requires low maintenance and has gas savings.

Patrol (10-43) - Tim Svenson stated that the patrol deputies are in need of new uniforms and may even change it up a bit and has also budgeted for additional expenses such as jackets, rain gear, and computers in vehicles.

Courthouse Campus Security (10-86) - Tim Svenson discussed the possibility of having a private company manage courthouse security rather than using existing staff adding that the judges are supportive of trying to find a way to secure the courthouse.

Dog Control (13-47) - Tim Svenson said that the revenue for Dog Control has increased due to licensing and added that it is a self-funded program with 100% of the revenue coming in from licenses, citations, pet adoptions, and donations.

911/Dispatch (10-48) - Laura Tschabold reviewed the beginning balance of the 911/Dispatch budget and noted a 3.4% increase for central services.

Radio (24-48) - Tim Svenson presented the radio system proposal. Laura Tschabold stated that any required routine expenses are to be provided by Yamhill County. Commissioner Springer added that he is in support of the new system and appreciates the cooperation from the Sheriff's Office. It was agreed to continue discussion regarding the proposal at deliberations. Tim discussed the replacement of the Zetron interface system at a cost of \$120,000. Tim suggested establishing a capital reserve fund in the YCOM budget in the amount of \$40,000 a year for the Tritech Computer Aided Dispatch (CAD). The county will also apply for available grants to help cover replacement costs.

PRESENT: Budget Committee members Allen Springer, Mary Starrett, Stan Primozych, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura Tschabold, Becky Weaver, Lucy Levine, Scott Maytubby, Brian Van Bergen, Gayle Jensen, Mike Green, Joe Moore, Sue Lamb and Murray Paolo.

Guests: Nicole Montesano, News-Register.

COMMUNITY SERVICES TEAM

Transit (10-33) - Laura Tschabold stated that Becky Weaver has been working with Cynthia Thompson to determine what the budget will be for this year. She said that Cynthia still has some fine tuning that needs to be made and will be working on the budget throughout the adoption period. Becky added that they are trying to project where Transit will be by the end of this year with two pending grants. The projection will be based on whether they receive full funding. Personnel is as is and any changes will be brought forward for adoption. Laura noted that they would like to use an outside contractor for management services for marketing and to update plans which could cause the budget to look completely different by the time of adoption.

Law Library (14-26) - Lucy Huffine presented her first budget as the Law Librarian. She said that the budget remains a status quo budget with no changes being made to it. She added that the library is mostly used by attorneys. Commissioner Starrett asked for more clarification on the \$75,000 in court filing fees. Laura stated that this is where the revenue comes from.

Mediation Services (10-59) - Laura stated that these funds come through the court system and it is different than community mediators. She added that Chuck works closely with the Court Administrator to manage the budget.

GENERAL GOVERNMENT TEAM

Assessor (10-12) - Scott Maytubby said that his office is currently in the process of converting to a new tax and assessment software with the final stages taking place over the next nine months with the anticipation of going live February 1, 2016. He noted that the only change in personnel is the elimination of a cartographer position and adding back an Office Administrator position that had been eliminated in the 2009 budget.

Clerk (10-15, 12-15, and 40-15) - Brian Van Bergen noted that there are no huge changes in this year's budget. He said that the new voters registration is now in place and they are in partnership with DMV. He explained that you will have to contact the Clerk's office if opting out of being a registered voter; he projects 7,600 new voters and expects to get an increase of 32% unregistered voters.

Treasurer (10-23) - Mike Green stated that there are no major changes to his budget. Shelley Halleman asked if he has seen any improvement on county monies. Mike explained that year-to-date the majority of the bonds are agencies and have been very volatile, but the overall interest rates have gone down. He said the goal is to double the total earnings of the county.

Facilities Maintenance (40-16) - Joe Moore stated that his budget is pretty much the same as last year with no changes in personnel as well as supplies and equipment, noting that the only significant change was the increase in motor pool where he has budgeted to purchase a service van.

Emergency Management (10-40) - Sue Lamb stated that her budget is not much different than last year adding that there were no changes in FTE. She said that her only request is for additional funding to apply for an OSSC AmeriCorps Community Preparedness Specialist to provide professional services as needed.

Information Services (10-17) / Telecom (48-14) - Murray Paolo discussed personnel changes in **Information Technology** with the retirement of Nancy Keim and Jane Beals. New staff that has been added are Diane Van Dyke and Anne Britt at the Help Desk; Travis Ward as the Network Administrator who replaced David Bousquet. He reviewed large expenditure items for the upcoming fiscal year.

Murray discussed the new phone system project that **Telecom** has been working hard to complete on time and said that he expects it to be under budget. Angel Aguiar inquired as to the maintenance costs for the new phone system. Murray stated that the maintenance for the new phone system is significantly less at \$22,000 per year compared to the old system at \$30,000 per year. The new phone system includes the court system and they will be billed for their portion.

The meeting recessed at 3:34 p.m.

May 6, 2015 9:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Allen Springer, Mary Starrett, Stan Primozych, Chris McLaran, Shelley Halleman and Angel Aguiar.

Staff: Laura Tschabold, Becky Weaver, Brian Van Bergen, Scott Maytubby and Tim Svenson.

Guests: Nicole Montesano, News-Register.

The meeting reconvened at 10:30 a.m.

DELIBERATIONS

Compensation Committee Recommendations

Commissioners - Angel Aguiar moved to keep the Commissioner's salary at the current rate. Shelley Halleman seconded the motion, passed unanimously.

Assessor - Angel Aguiar made reference to last year's minutes and stated that holding the Assessor's salary flat should not be an option. He expressed his appreciation for all the work the Assessor has done and would like to consider incremental increases, such as an increase in the

range of 3% - 5%. Chris stated that he would be more in agreement with a COLA increase rather than a 3% - 5% salary increase, but that he could support a 1.5% salary increase; Angel's motion was not seconded. Chris moved to increase the **Assessor's** salary by 1.5%, which would result in a total salary of \$77,696. Shelley Halleman seconded the motion, passed unanimously.

Treasurer - Chris McLaran moved to increase the Treasurer's salary to \$28,000. Angel Aguiar seconded the motion, passed unanimously.

Clerk - Angel Aguiar moved to maintain the Clerk's salary flat. Chris McLaran seconded the motion, passed unanimously.

Sheriff - Chris McLaran moved to increase the Sheriff's salary to stay in compliance with ORS 204.112(4) and a salary of \$89,930 beginning January 1, 2016. Angel Aguiar seconded the motion, passed unanimously.

Departmental Requests

Laura distributed copies of the deliberation list.

[Approved] Office Specialist 2 position .5 FTE **District Attorney's Office**, \$25,719.

[Approved] New Adult Parole & Probation Officer position and shift \$92,000 in general funds from **Probation** (10-74) to **Detention** (10-77). Also approved were the reclassifications of a Juvenile Probation Officer II to a Juvenile Probation Officer III as well as the Administrative Office Specialist to a Senior Office Specialist.

[Approved] Shift \$7,000 in general funds from **Planning** (10-20) to **Surveyor** (10-21).

[Approved] **Public Works** (11-55) adding a Senior Office Administrator position.

[Approved] Various new positions in **Health & Human Services** to be funded from Fund 16.

[Approved] **Assessor's Office** (10-12) adding an Office Administrator position and approving a request in the amount of \$32,500 for temporary workers.

[Approved] **Clerk's Office** in the amount of \$54,128 adding a Senior Office Specialist.

[Partially Approved] Replacement of voting equipment for the **Clerk's Office**, \$500,000.

[Approved] Reclassification in **Administration** of a Human Resources Assistant to an Executive Office Specialist.

The meeting recessed at 11:40 a.m. and reconvened at 11:43 a.m.

Agency Requests

[Denied] Provoking Hope - The consensus was for the agency to continue to provide services through Health and Human Services therefore, denying the request for \$10,000.

[Denied] Your Community Mediators - The consensus was to keep the allocation static at \$12,000 therefore, denying the additional request of \$5,000 for a total requested amount of \$17,000.

[Approved] Homeward Bound for spay and neuter clinics, awarding \$6,000.

[Approved] CERT for secure equipment storage, awarding \$3,000.

Housekeeping and Other Items - Laura Tschabold listed the following housekeeping items adding that there is no need to vote as these are strictly notes to staff. She said that Becky Weaver would be in discussion with Health and Human Services in regards to how their bilingual pay is represented in the budget but depending on time lines this may not be corrected until the next fiscal year. She added that Commissioner Primozich and herself will be in discussion with the Fair board about the concept of segregating their two budgets to have a distinct revenue and expense budget. Also, asking the Fair manager to provide more data to show economic development in the community from events that take place at the Fair. She added that Becky will work with Kellye Fetters on the reclassifying in the Marine Board revenue as well as setting up a new general ledger code in revenue and expense for Sheriff's sales. She noted that there are also FTE changes in Corrections that need to be made. Laura stated that with the changes that the committee approved, the total amount added to the budget is \$1,059,526.

Approval of budget and tax rate - Commissioner Springer moved to approve the amended budget and set the tax rate at \$2.5775 per thousand dollars assessed value. Angel Aguiar seconded the motion; passed unanimously. The Commissioners thanked the Budget Committee members for their time and commitment to the Budget Committee.

The meeting adjourned at 12:40 p.m.

Prepared by Lucy Flores Mendez

YAMHILL COUNTY BUDGET
COMMITTEE

Secretary