

MINUTES
BUDGET COMMITTEE MEETING
April 28, 2025 9:00 a.m.

Room 32, Courthouse
Meeting via Zoom

PRESENT: Budget Committee members Kit Johnston, Mary Starrett, David "Bubba" King, Anton Bakker, Gregory Thorsgard, and Jason Fields.

STAFF: Ken Huffer, Paulette Alexandria, Lindsey Manfrin, Jason Hennes, Layne Pendleton-Baker, Travis Pease, Mark Lago, Ken Friday, Alicia Lisle, Steve Sims, Michelle Hubbard, Kira McClure, Carolina Rook, and Bailey Barnhart. Justin Hogue attended via Zoom.

GUESTS: None.

Budget Committee Chair Johnston called the meeting to order at 9:00 a.m.

Election of Officers - Mary Starrett moved to appoint Kit Johnston as Chair. Jason Fields seconded the motion. The motion passed unanimously. Jason Fields moved to appoint Gregory Thorsgard as Secretary. Mary Starrett seconded the motion. The motion passed unanimously.

Adoption of Minutes - Mary Starrett moved approval of the minutes from April 29 - May 1, 2024. Jason Fields seconded the motion. The motion passed unanimously.

Budget Overview – County Administrator/Budget Officer, Ken Huffer, summarized the culmination of efforts achieved to present the FY 2025-26 Yamhill County Proposed Budget. He estimated the proposed 2025-26 budget to be greater than \$200 million with operating costs remaining similarly static to FY 2024-25. A 3% discretionary allocation increase was set for departments to compensate for increasing economic expenses. He highlighted department budget spending trends, noting a significant decrease in Public Works budgeting due to completion of projects, and increases in HHS and Internal Services. Mr. Huffer noted tax revenues represented 15% of the budget, with intergovernmental agreements and fee revenues carrying most of the revenues. Current to new fiscal year projections showed an anticipated decrease in balances reflected in sunsetting federal grant funds (i.e. ARPA) and reserve spending related to the OMI purchase. Assessment & Tax expected higher than anticipated tax revenues, with a 3% tax revenue increase for the next year.

Discretionary revenue represented 15% of the overall budget. An estimated 70% of general fund revenues would be allocated to Criminal Justice which he said would be slightly lower in 25-26 than in 24-25 due to more discretionary funds being allocated to Internal Services to help with financing for the new campus.

More than 50% of the operating budget expenses were attributed to personnel costs for a current total of 696 FTE positions. FTE totals remained static but benefit costs, collective bargaining agreements, longevities, vacancies, and PERS were identified as examples of expense drivers. Mr. Huffer expressed concern that expenses were outpacing revenue growth based on the 10-year revenue to expense data.

In comparison to other counties, Yamhill County was 3rd in population growth, and mid-range per capita in revenue and expenses compared to other counties. Yamhill County's revenues exceeded expenses faring better than timber reliant counties.

Looking ahead, Mr. Huffer noted concerns about demands on discretionary revenues and noting fewer, but larger, addback requests in this proposed budget. He added that the pending outcome of state legislation would also determine impacts to workloads and funding. Concluding on good notes, Mr. Huffer said retirement and insurance reserves remained healthy and highlighted conservative budgeting and fiscal management among departments.

Kit Johnston requested that Mr. Huffer include a 10 or 20-year historical overview of tax revenue to his presentation for FY 2026-27.

The meeting recessed at 10:14 a.m. and reconvened at 10:21 a.m.

HEALTH & HUMAN SERVICES (HHS) TEAM

General Overview – Lindsey Manfrin projected the beginning fund balance for HHS at \$23 million dollars with a projected ending balance of approximately \$8 million dollars. The current budget was operating with 372.7 FTE's and projected to slightly increase to 374.74 in FY 2025-26. The budget was 98% state and federally funded with the remaining 2% covered by county general funds which she noted was critical due to federal and state funding spending restrictions. Ms. Manfrin addressed the personnel memo requesting 3 additional supervisors and reclassifications for staff receiving licensure, as well as a request for position management authority. A breakdown of the 2% general fund allocation was provided reflecting its distribution among personnel positions and divisions. She noted updated allocation splits for the YCCO contract utilizations which manages Medicaid state funding. Additionally, Ms. Manfrin noted the budget would reflect increases for trainings and conferences, as well as a reallocation of capital expenses among divisions.

Administration (Fund 16-79) – Ms. Manfrin highlighted that Health Related Social Needs (HRSN) funds received from the State were a new budget line item intended for Medicaid open card recipients unassigned to a CCO that would support individuals with social needs (housing, food security). Funds in the amount of \$350,000 would be drawn down with any remaining funds being returned to the State at the end of the year.

There was discussion regarding potential funding impacts in the event of federal funding cuts based on the county's response to compliance of federal mandates to discontinue DEI and transgender care services. Ms. Manfrin stated that HHS was obligated per OAR statute to continue healthcare services regardless of federal funding losses. She said she would continue to monitor state legislation and federal funding influx.

Ms. Manfrin addressed a personnel request to add four positions to this budget, and future budgets, which she stressed were much needed despite the fiscal uncertainty. She explained that one of the proposed positions was a fidelity model requirement to continue program funding. Two positions would be deleted, and position authority was requested to hold 12 vacant positions for further programmatic need review.

Public Health (Fund 16-70) – Lindsey Manfrin addressed a decrease in one-time funds for tobacco prevention. In Personnel, 11 FTE's would be reclassified to lower classifications based on the county's wage & compensation study related to AFSCME's collective bargaining negotiations. A separate classification was created for these positions and would be modified

from Management Analysts to Community Health Analysts. Additional personnel positions were addressed related to operational needs. Publications and Dues reflected an increase due to an error of not being reported in last fiscal year's budget.

Community Support Services (Fund 16-73) – The funding for this program required specific deliverables and fidelity requirements which reflected an additional supervisor position. A replacement vehicle was factored into the budget as recommended by Motor Pool. Ms. Manfrin explained that Health Related Services (HRS) funds were contracted CCO funds (flex dollars). An estimated 60% were used for housing support with the remainder utilized for other support needs.

Continuing with an explanation of increased Publications and Dues in the Administration fund, Ms. Manfrin clarified that this included dues for the Association of Oregon Community Mental Health Programs (AOCMHP) that was missed last year and added back in this year. Tara Williams added the Publications and Dues actuals were much higher than budgeted for this fiscal year. Across Fund 216, Publications & Dues were previously budgeted in different lines and were corrected in this proposed budget.

Family and Youth (Fund 16-75) – Lindsey Manfrin stated this budget was mostly static but called out a decrease in Behavioral Health clinicians and a subsequent reclass increase in Advanced Behavioral Health clinicians due to new licensures. There were no other significant changes.

Enhanced Residential/Outreach (Fund 16-172) – Ms. Manfrin reported one FTE reclassification as part of the county's wage & compensation study. She reported a significant decrease to Public Insurance (OHP) due to rate adjustments by the State.

Housing and Recovery Supports (Fund 16-173) – One HS Specialist 1 FTE was deleted and modified to an HS Associate. There was a decrease to Miscellaneous Supplies with a matching increase to Building Maintenance due to a change in coding. Ms. Manfrin clarified there was a change in allocation but no change to the amount. There was a request to purchase/replace a vehicle with 4-wheel drive for inclement weather. The HRS team operates 24-7/365 days a year to deliver daily dosed medications to their clients.

Adult Behavioral Health (Fund 16-174) – This budget represents clinic services in McMinnville and Newberg. Ms. Manfrin noted an increase to the Local Contracts line related to a contract with the City of McMinnville that was built into the budget, but she was uncertain if the City would continue the contract. Personnel reflected licensure reclassifications mentioned in Ms. Manfrin's opening remarks. A decrease to the OHP Subcontracted Services line reflected the removal of a program element within a Provoking Hope contract that was transferred to CCO oversight. The Overtime line increase was due to additional hours worked by the Crisis Team.

Veterans and Disabilities Services (Fund 16-71) – A partial amount of Veterans Services funds are received from the State with the balance coming from the county's general fund. Most of the Developmental Disabilities Services funding came from the State and heavily restricted to cover high-cost care. A workload model provided by the State helps to allocate FTE staffing with only 85% of funding assistance. Ms. Manfrin added that these programs were highly dependent upon biennium legislative session outcomes. She noted this would be the biggest HHS division moving to the new county facility.

In closing, Ms. Manfrin noted of the \$8 million current fund balance, most funds were restricted from reallocating to other areas.

The meeting was recessed at 12:14 p.m. and reconvened at 1:30 p.m.

CULTURE & RECREATION TEAM

Fair (20-80) Fair Event Center (20-82) - Gary Wertz stated this will be the 171st year since the county fair was founded. Mr. Wertz estimated the current Fair budget in excess of \$500,000. Last year's Fair attendance was 34,936 which was slightly lower than the previous year which he contributed to a new ticketing service which tracks daily attendance sales. Last year's ticket revenues were more than \$348,000 which was almost \$100,000 higher than last year. Concession fees yielded an 18% gross revenue return from concession vendors to the fairgrounds and carnival gross revenues were \$189,000. Golden Circle fees were not reflected in the 24-25 budget due to being combined in the Admission Fees budget line. Parking fees remained static despite adding a 4-acre parking area, and pending review of associated contracted security and FFA donation expenses. Mr. Wertz noted that sponsorship goals fell short last year and would be rebuilt with focus on generating sponsorships via more frequent solicitations. Contract Services reflected an increase that Mr. Wertz contributed to a decreasing volunteer pool. The Professional Services line reflected costs associated with the ticketing services which ~~he said~~ has simplified sales tracking and provided onsite technical support. The projected expenses for Security & Safety, and Commissions Paid were more than doubled from last year due to the estimated attendance numbers and covered Sheriff's overtime and contracted security expenses. Mr. Wertz said that half of the expense went to the Sheriff's Office.

Event Center: Mr. Wertz said beginning balance revenues were directed towards event center/fair maintenance, labor and utility costs. He noted a budget placeholder pending legislative outcomes regarding State grants to help fund Capital Improvement repairs. Mr. Wertz noted an increased use of the event center and increased maintenance costs which consequently resulted in increased Event Center Facility Fees to maintain site repairs. Personnel reflected a 3% increase for Labor. In Materials & Services, Mr. Wertz identified utilities as the biggest expense that continued to rise. An AKC dog show was added for June 2025 which he hoped to add as a long-term annual event.

Parks (10-81) – Mark Lago outlined that with the transfer of Parks from Community Justice to Public Works, the workforce once provided under an Adults in Custody (AIC) program ~~has~~ was now being ~~en~~ staffed by Parks. Travis Pease added that when this workforce transition happened, costs increased from 1.5 FTE to the current 3 FTE's in the Parks budget which was reflected in the Parks lower beginning balance. Mr. Lago noted that the Marine Board revenues were now being received on a biannual cycle. In Capital, Mr. Lago noted that most funds ~~will~~ would be used for Parks projects.

SDC (29-39) – Justin Hogue stated System Development Charges are one-time fees collected at the Planning Department when building permits are paid for to compensate for impacts that new development has on public infrastructure. Qualifying projects are identified in system master plans which the SDC's are improving. SDC's are disbursed in the Fair and Parks budgets. Mr. Hogue noted that 60% of SDC's were distributed to the Fairgrounds for projects

that expand capacity, with the remaining 40% applied to other county parks in the Parks system for enhancement or added capacity. SDC's are restricted funds and can only be used on capital projects for the impacted systems.

LAND USE TEAM

Planning (10-20) – Ken Friday stated the beginning balance was down to provide funding assistance for the OMI building purchase. In Personnel, he noted a reduction of FTE for one OS II, and a reduction of an Assistant Planner and the addition of an on-contract Senior Planner position. Tara Williams noted an HHS Director budget line was added due to a system conversion error and made no impact to the budgets the line was added to. Mr. Friday clarified that the System Development Surcharge line amount of \$42,000 was an error and should be \$4,200. He addressed his request to add a Building Inspector III position to overlap an outgoing Building Inspector III for training purposes. GIS Services reflected general funds which Mr. Friday offered to shift to the Assessor's Office for computer mapping services before the next fiscal year. Building Rent was reduced to zero but moved to a building reserve transfer line and would be reapplied as more departments fill square footage in the new building.

Surveyor (10-21) / Corner Restoration (27-37) – Ken Friday said the beginning fund balance was down partly due to lower recording numbers and fees which hadn't been updated since 2007. Personnel reflected a change to an Engineering Technician II position to create a Management Analyst position.

The Corner Restoration beginning fund balance reflected a significantly lower amount than in past years which Mr. Friday attributed to deed recording fees being reduced since 2010. Mr. Friday said he would submit a request to the Board of Commissioners to increase the fees soon.

Solid Waste (17-28) – Ken Friday highlighted that the revenue fees received for in and out of county Riverbend Landfill Licensing was divided between the two funds. The reduction of the beginning fund balance was partially due to funding contribution towards the OMI building purchase. Referencing the Roadside Garbage Pick-Up line, Mr. Friday noted RV disposal requests by the Sheriff's Office and Road Department increased resulting in increased contract service expenses. He lastly reported the RRR Education Program costs were rising. The fund many need to be reviewed for future budgetary increases.

The meeting was recessed at 2:40 p.m. and reconvened at 2:48 p.m.

PUBLIC WORKS TEAM

Chehalem & North Valley Intersection Reserve (11-01) – Mark Lago noted no significant changes and said there were no immediate plans to expend the funds; the fund is money held in reserve for project improvements.

PW Motor Vehicle (Fleet) (11-29) - Mark Lago reported a percentage of the State Highway Funds goes towards balancing the Public Works budget. In Personnel, Mr. Lago reported the Fleet Specialist position (1 FTE) was changed to a Program Supervisor position. The Fuel Island Program (insurance) line was increased in anticipation of an upcoming payment. In Contract Services, the Software License/Maintenance Fee line reflected expense for repair

diagnostic software and scanners. Capital reflected savings for anticipated upgrades to vehicle lifts.

Engineering (11-55) - Mark Lago reported an increase in road use permit revenues. Mr. Lago noted the funding previously in the Solid Waste Environmental Health Supervisor line was moved to the Extra Help line in Personnel to pay for a contracted COSSD Operations Manager. There were no significant changes to this budget.

Road Fund (11-60) – Mark Lago noted a significant decrease in the beginning fund balance resulted from doing projects. In Personnel, Mr. Lago noted 2 FTE vacancies for Medium and Heavy Equipment Operator positions and added that the positions would remain vacant for the fiscal year. In Materials & Services, he noted significant decreases in Asphalt Hot Mix and Rock expenses by contracting out services and reusing materials. Conversely, Bridge Materials and Vegetation expenses increase due to these projects being done by inhouse employees. Transfers Out for Motor Pool reflected a significant decrease in vehicle purchases.

Habitat Conservation (52-62) - Mark Lago said rates were charged to HCP, Fish & Wildlife, and CPI adjustments per policy depending on the year. The revenues go to personnel salaries to manage the program. There were no significant changes to this budget.

Bicycle Footpath (41-30) - Mark Lago reported no significant changes to this budget. He noted the beginning balance could be held for ten years prior to a project. The funds could be used for bike paths in a right-of-way on county roads.

Motor Pool Vehicle Replacement (45-29) – Mark Lago explained the reduction in the Transfer In for Vehicle Maintenance Replacements was due to Public Works reducing their contribution to create savings that would be applied to capital projects. The beginning fund balance was decreased due to vehicles preordered in 2021 being paid for in 24-25 upon receipt.

The meeting was recessed at 3:32 p.m. and reconvened at 3:39 p.m.

ADMINISTRATIVE SERVICES TEAM

Administrative Services (10-10) – Ken Huffer reported no significant changes in Revenues. In Personnel, Justin Hogue reported 1 FTE reclassification from Executive Office Specialist to a Management Analyst, and an OS II position reclassified to a fulltime Senior Office Specialist.

General Transfers (10-90) - Ken Huffer said this fund allocates discretionary funds from the general fund into non-general fund budgets. Capital Projects reflected an \$800,000 increase from the general fund allocation towards the OMI building purchase.

Commissioners (10-13) - Ken Huffer reviewed budget lines reflecting no significant changes. There was discussion regarding tracking of travel expenses and discretionary funds for each commissioner.

INTERNAL SERVICES TEAM

Discretionary Revenue (10-02) – Ken Huffer highlighted a high beginning balance partially due to higher than estimated tax revenues. He stated the Current Taxes line projected a conservative 3-4% increase of revenue from property taxes. Mr. Huffer reviewed the placeholder revenue lines that are conservatively projected based on federal and legislative changes, lottery proceeds, cigarette tax, liquor tax, etc. ARPA transfer funds reflected a decline due to federal funds being allocated out to general fund departments. Mr. Huffer expressed concerns regarding sustaining general fund department addback requests while maintaining at least a \$1 million dollar balance reserve for unanticipated expenses. Kit Johnston recommended considering an addback request on this fund in future budget years to maintain a prudent future reserve balance.

Non-Departmental (10-39) - Ken Huffer stated this general fund account is utilized for general expenses and covers all 110 departments. The fund acts as a passthrough for received revenues from contributing jurisdictions for bypass lobbyists, as well as economic development revenues which pays for lobbyist professional services.

Landfill License Agreement (38-56) - This fund holds its portion of remaining Riverbend Landfill tipping fees as a reserve for one-time projects. Mr. Huffer added that this fund generates revenues from interfund loans as well as pool/bond investment earnings but no longer collects tipping fees. He cautioned that while the funds are unrestricted, it would be best not to use them for one-time operational cost requests because it wouldn't solve long-term departmental budgetary shortfalls, as these funds are non-renewable. A small amount was used from this fund as portion of the cash down payment towards the OMI building purchase.

O&C Reserve (50-52) - This fund collects discretionary revenue from federal forest payments and are fully appropriated to be used for one-time projects, not operational costs.

Title III (30-53) – Ken Huffer reported a smaller beginning balance. This restrictive fund's beginning balance consists of unspent Title III funds from previous fiscal years and can only be spent on Firewise Communities programs or to reimburse county search and rescue operations carried out on federal lands. The funds are fully appropriated but can only be released after a lengthy public hearing and committee process.

ARPA (32-54) – Ken Huffer said this budget was spent down to a small remaining amount (\$50,000) that was obligated to the Clerk's Office for a records software project. Mr. Huffer said he will transfer the funds from the fund's beginning balance to the Clerk for the project scheduled to happen in FY 26.

Opioid Settlement Funds (33-55) – Ken Huffer said the funding was intended for opioid treatment and prevention that was created resulting from opioid settlements. He added that it was difficult to predict the revenues, as payments and terms varied depending on the organizations and settlement schedules. This fund has steadily accumulated since first being added to the budget in 2022 but has been projected conservatively as settlements continue to be received.

INTERNAL SERVICES TEAM, (cont.)

Risk Administration (80-38) – This fund reflected personnel expenses associated with insurance and risk protection for the county. Ken Huffer noted a reclassification of a Risk Manager position to an Assistant HR Manager.

Dental Self Insurance (80-88) – Ken Huffer said the county is self-insured; this fund provided coverage claims for all non-Teamster employees. There were no significant changes.

Contingency – (80-92) – This fund is budgeted for unanticipated emergency insurance and risk reserve operational needs that cannot be accessed without Board action. There were no changes to this fund.

Fund Balance (80-94) – Ken Huffer reported a strong beginning balance with funds in the Reserve for Future line resulting from managing risk claims.

Property Insurance (80-134) – Ken Huffer said this fund was 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.

PEL Reserve (80-133) – This liability fund is the Personal Extended Leave (PEL) reserve which employees can only access upon retirement or after an extended medical absence has ended.

PERS Retirement Reserve (80-135) – The Reserve for Future line reflected held funds which can be used as a discretionary one-time transfer to departments covering rising PERS costs. This fund carried an interfund loan which is in the final year with no additional revenue streams. Mr. Huffer recommended the funds remain in risk reserve. The only expenses from this fund were to cover costs for a GASB report and for PERS administration.

Time Loss Reserve (80-136) – This fund was inactive and zeroed out.

Workers Comp Reserve (80-137) – Mr. Huffer said SAIF manages the county’s workers compensation insurance coverage. Funds collected from departments cover premium expenses. Funds for smaller reimbursable claims are also held in this fund.

General Liability Insurance (80-138) – Ken Huffer said this fund maintained healthy balances which cover liability insurance premium renewal and miscellaneous claims. Justin Hogue added that this fund would also cover open claims from prior years.

The meeting was recessed at 5:00 p.m.

PUBLIC HEARING

April 28, 2025

5:00 p.m.

Room 32, Courthouse
Virtual meeting via Zoom

PRESENT: Budget Committee members Kit Johnston, Mary Starrett, David "Bubba" King, Anton Bakker, Gregory Thorsgard, and Jason Fields.

STAFF: Ken Huffer

GUESTS: None.

Chair Kit Johnston opened the public hearing at 5:08 p.m.

North Willamette Research and Extension Center (NWREC) submitted a funding request in the amount of \$26,600 for operational expenses.

The public hearing closed, and the meeting recessed at 5:09 p.m. with no final decisions.

BUDGET COMMITTEE MEETING

April 29, 2025

9:00 a.m.

Courthouse

Room 32,

Virtual meeting via Zoom

PRESENT: Budget Committee members Kit Johnston, Mary Starrett, David "Bubba" King, Anton Bakker, Gregory Thorsgard, and Jason Fields.

STAFF: Ken Huffer, Carolina Rook, Bailey Barnhart, Tara Williams, Mike Barnhart, Paulette Alexandria, Kate Lynch, Cecilia Martinez, Jessica Beach, Laurie Lago, John Lynch, Cliff Toney, Sam Elliott, Emily Williams, Jackie Loos, Mike Browne, and Derrick Wharff. Justin Hogue attended via Zoom.

GUESTS: None.

The meeting reconvened at 9:00 a.m.

CRIMINAL JUSTICE TEAM –

Kate Lynch expressed continuous concerns regarding the passage of HB4002 which recriminalized possession of controlled substances previously decriminalized in Measure 110. Measure 110 removed the state's ability to hold those accountable with controlled substances. HB4002 would require counties to create deflection programs that would offer people a way to get out of the criminal justice system prior to arraignment. It would shift resources and increase workloads to the DA's Office, law enforcement, and behavioral health. It increased overdose

fatalities and increased controlled substance usage with no repercussions and made it more difficult to prosecute these specific cases.

Support Enforcement (Fund 10-22) – Kate Lynch reported a healthy beginning balance in part due to some personnel vacancy savings. The department collected more than \$5 million dollars in child support, similarly to the 2024 fiscal year. Mr. Johnston questioned a variation between the 24-25 adopted budget and the 25-26 beginning balance, to which Mr. Huffer justified was likely due to mis-anticipated balance projections. 24-25’s audited balance better reflected projections for this year’s beginning budgeted balance. Cecilia Martinez commented that the increase to Travel Expenses was due to an uptick in training participation by SED staff.

District Attorney (Fund 10-18) – Kate Lynch reported a decrease in grant funding than in prior years. Most costs were personnel related which exceeded the 3% increase allotted by the county. While the DA’s Office is not an income generating department, the department’s primary source of revenue is through discovery process fees. In Personnel, Ms. Lynch noted two DDA1 vacancies which covered misdemeanor caseloads due to budgetary cuts. An addback memo was submitted for consideration to restore the two positions. She said that while the department staff has done their best to absorb the cuts and additional workloads, the situation was not sustainable long-term. It was clarified that the reason for the DDA1 benefits costs exceeding the base salary was due to the change in rates from OPSRP to Police & Fire which increased retirement costs by 5-6%.

Community Justice (Fund 21) - Jessica Beach reported unprecedented staff turnover due to recent career transitions. The Adult Division alone experienced an estimated 1/3rd turnover in staff in an 18-month period. Participation in the adult recovery court program increased, specifically in the female population. Ms. Beach added that the program was generating successful participant outcomes. The pretrial justice program has also been successful and returned to the county’s Community Justice supervision partly due to funding received resulting from the passage of SB 48. The beginning balance reflected funding uncertainties as 94-96% of its budget relied on state funding. Ms. Beach explained that this budget’s funding was based on a statewide population forecast and this budget was created using the Governor’s recommended budget. She added that the April population forecast reflected a decrease to the county’s community corrections supervision population levels resulting in a significant funding decrease which was \$33 million dollars lower than the Governor’s recommended budget statewide.

Jail/Work Center-Incarceration (21-41) – This fund supports the portion of jail operations dedicated to housing local control Adults in Custody (AIC) per SB 1145. This fund decreased significantly (50%) due to the pandemic and various legislative changes between 2019-2023. A \$150 daily cost allocation totaling \$550,000 for the total fiscal year based on 10 beds would be transferred to the Sheriff’s budget to fund this program. Ms. Beach noted the 25-26 proposed budget lines were left blank indicating that whatever amount was agreed to, it would be a direct transfer to the Sheriff’s Jail budget as mentioned.

Community Corrections (21-44) – Jessica Beach noted a slight increase to Training and Development expenses for new employee training lasting 18-24 months. Transfers from motor pool reflected a car in the budget that wasn’t being utilized which was returned to the fleet.

State Enhancement (21-45) – In Personnel, Ms. Beach proposed trading a vacant Senior Office Specialist position to replace an Office Specialist II position. She also requested adding 1 FTE Parole Probation Officer position (not an addback request) due to legislative changes requiring county adherence to completing risk assessments and case plans, software coding training and other required measurements. The Pretrial Service Officer FTE line was eliminated as the position was transitioned back to the State. The Extra Help line reflected budgeted temporary position assisting with grants and special projects not to exceed 19 hours per week. The Software Licenses line in Contracted Services showed a significant decrease due to no longer paying for AutoMon pretrial software.

Ms. Starrett asked if the Mental Health counseling transfer out to HHS could be paid for out of HHS funding instead of Community Justice’s budget. Mr. Huffer noted that this transfer was to cover HHS expenses associated with dedicating services to parole and probation clients.

Work Release (21-63) – Jessica Beach stated that this budget was previously supported by a contract with Chehalis Parks and Recreation but as of July 1, 2025, the contract was terminated. Ms. Beach added that there was difficulty filling the grant with eligible adult-in-custody candidates. She noted however that the out of custody work crew continued at the Fairgrounds and Juvenile continued their work program as well.

Senate Bill 1145-Case Management (21-67) – This fund remained static with no significant changes.

Juvenile Probation (10-74) – Ms. Beach highlighted the successes of YCPP’s 122 participants, noting only 3 recidivated with new crimes. This program was to divert kids from the criminal justice system upon their first referral. The Juvenile Recovery Court received their CJC grant for the first time last biennium. Ms. Beach added that the county’s juvenile recovery courts have a 67% success rate, which was best of four juvenile recovery drug courts in the state. Ms. Beach presented a memo requesting position authority to add 1 FTE Juvenile Probation Officer II (Bilingual and incentive pay) to work with high-risk youth, and to replace 1 FTE Legal Assistant for 1 FTE Senior Office Specialist.

Juvenile Detention (10-77) – Room and Board reflected a significant decrease in Revenues with the anticipation of Washington County terminating their bed rental contract which would reduce this line’s revenues by \$150,000. Polk, Tillamook, and Clatsop County bed rental contracts remained in place and there may be an opportunity to recontract with Washington County for as-needed beds in the future. In Personnel, Ms. Beach noted eliminating 1 FTE Juvenile Corrections Specialist position due to the loss of the Washington County bed rental contract and would rely on on-call staff to fill on duties typically handled by this vacant position. Contracted Services was increased to reflect staffing for the body scanner, fingerprinting and a training contract with Lexipol. Ms. Beach added that the Schools and Conferences line was increased to provide defensive tactics training to staff for two-year certifications. Licensing and Software reflected an increase due to the addition of the body scanner. Transfers reflected a transfer to Jail Operations for food and medical service contracts which Ms. Beach forecasted would increase 5% annually. In Capital, Ms. Beach said there were no funds budgeted for Department Equipment in 25-26 as there were still outstanding projects to address using appropriated funds from the current fiscal year.

The meeting was recessed at 10:48 a.m. and reconvened at 11:02 a.m.

Sheriff Sam Elliott began his presentation reviewing that since 2018-19, there has been an estimated 36% discretionary allocation increase to the Jail but have also recorded an increase of 44% to budgeted expenses and an estimated 50% increase to Jail personnel costs. Sheriff Elliott continued citing budgetary impacts including an almost 32% increase to Jail materials, a 69% increase to Patrol's discretionary allocation offset by almost 55% budgeted expenses, 20% increases to Patrol Materials & Services, and a 77% increase to Patrol personnel costs. Admittedly, expenses and costs continued to outpace any revenues or allocations, and the budget had little to no vacancy savings remaining to absorb unexpected costs or over expenditures. In Personnel, the Sheriff stated that the Deputy's collective bargaining agreement was finalized in 2024 through June 30, 2027. He added that salary adjustments through the last two bargaining contracts were effective in attracting applicants, and he anticipated that all divisions would be fully staffed by the end of the current fiscal for the first time since 2020. Sheriff Elliott noted that varying division ending balances were less than \$15,000 and addressed the fact of a need for long-term sustainability.

Emergency Management (10-40) – Sheriff Elliott projected a slightly higher FEMA/OEM grant award budget for the year based on revised EMPG funds received. In Miscellaneous Expenses, the mobile EOC grant was received which he anticipated to be expended in the current fiscal year. In Contracted Services, unspent funds in the Professional Services line were expected to be carried forward to the next fiscal year for the hazard mitigation grant project based on the progression timeline. There were no other significant changes.

Marine Patrol (10-42) – The beginning balance reflected 800 boat patrol hours for 110 days. The State Marine Board allocation funds were generated from boat rental revenues in the state. Sheriff Elliott noted a significant increase of non-motorized watercraft as well as an increase of property owner complaints which the Marine Patrol responds to. A river response plan coordinated with Marion County has provided coverage both during high season and off season which has alleviated overtime during off season deployment.

Sheriff Patrol (10-43) – Sheriff Elliott anticipated five city patrol contracts to remain static. The contracts fund 10 FTE Deputy positions which the Sheriff has standardized FTE's into the city contracts based on call volumes and population. Proposed cuts in the City of McMinnville's budget included 5 FTE officer positions which would further impact the current 55% increase to the Sheriff's Office call activity for officer assists in the city. The mileage rate was adjusted to .75/mile and costs associated with maintenance, insurance, and vehicle replacement have been amortized over a 5-year period to the contracting cities to recoup those expenses. Sheriff Elliott stated his department was awarded a CJC grant to continue an illegal marijuana market enforcement program which he expected would be funded again. He noted a \$2 million-dollar passthrough placeholder for foreclosures which have been stagnant with slight increase. He addressed possible legislation that would impact support services workloads if permits to purchase firearms were mandated. The Sheriff said it would generate extra work equal to 2.5 FTE which he estimated to cost \$490,000 for operations and personnel. Reserve for Future received a USPCA grant in the amount of \$7,500 to offset K-9 replacement costs. An addback request was submitted for additional equipment and conduct training for high-risk tactical incidents in the county.

YCINT (10-69) – Sheriff Elliott said this fund had been spent down along with any

collected marijuana forfeiture revenue. He said that there were some anticipated revenues resulting from pending forfeitures from prior marijuana cases and grant program awards from the Criminal Justice Commission. The personnel have been retained in the Patrol budget.

Radio System (10-163) – This fund contained some ARPA funding to address immediate needs. Sheriff Elliott noted that a hardware replacement was planned for 2 of 5 channels within the radio system benefitting Community Justice, fire districts and Public Works in addition to the Sheriff's Office. A federal grant was applied for to address a tower microwave system capital project which he anticipated would not be done until next year due to federal funding uncertainties. Much of this fund's revenues were generated from YCOM, as well as increased fees contracted with community agencies utilizing the radio system services.

Jail (10-41) – Sheriff Elliott reported a lower beginning balance for the current fiscal year attributed to Washington County bed rental revenues which was presenting challenges to identify individuals in Washington County custody that meet the Jail's housing criteria. While there was interest from both counties to continue the contract, Sheriff Elliott said that the Jail budget was adjusted to reflect current revenue forecasts based on usage actuals. The U.S. Marshalls bed rental agreement, which has not been updated since 2005, was being updated to intake non-immigration federally charged individuals with adjusted daily rental rates. Sheriff Elliott reported issues in recouping funds from the State for SB395 and Measure 73 reimbursements for felony DUII offenders. Reimbursements have been sporadic and exceeded \$100,000 of outstanding repayments. In Personnel, he estimated expending 46% of overtime expenses. The Sheriff addressed an addback request in the amount of \$182,500 to update a jail management software system that provided daily operation logging and data sharing with partnering agencies that was permanently disabled in 2023. The Jail was still paying \$35,000 a year for the unsupported system to continue maintaining Jail system operations.

Court Security (10-86) – The Sheriff stated that court dockets were full post-Covid. He addressed an addback request in the amount of \$40,575 to fund court security reserves which had been covered with vacancy savings after being cut from the budget last fiscal year. He added that the continued need was to assist with various transport assignments. The addback also addressed a request to maintain four screening personnel positions with DPI Security. He anticipated an increased need for court security with the expansion of the court operations.

The meeting was recessed at 12:34 p.m. and reconvened at 1:28 p.m.

Dog Control (13-47) – Sheriff Elliott reported that the Hewitt Trust fund was completely expended. The Sheriff's Office made a concerted effort to enforce dog licensing with both mailed and social media reminders for past, or soon-to expire, licenses. The amnesty period expired resulting in 627 renewed licenses. Software options were being explored to allow dog owners to process online license registration. License compliance was on the increase with 75% revenues going back to the City of McMinnville and 25% being retained for the licensing and clerical overhead associated with the Homeward Bound contract. Fines and fees were adjusted in county code contributing to 95% of projected revenue for regular licenses, and 93% for kennel licenses in the current fiscal year. Sheriff Elliott noted however, the fund would be short in both licensing and clerical contracts with Homeward Bound with the contract ending June 30, 2026, and the kennel contract ending June 30, 2025. Even with revenues, he estimated maintaining the current contract would incur a \$100,000 shortage for next fiscal year, not allowing for any

adjustment in the kenneling contract pricing or for any discretionary funds to address medical care for animals or court ordered resolutions regarding problematic dogs. He projected \$60,000 in dog license revenue for the next fiscal year, which was low compared to previous years, but saw potential in generating future revenues. It was clarified that veterinarians were under no obligation to be a fiscal agent to the county by issuing licenses. Sheriff Elliott highlighted that Homeward Bound Pets was contracted to operate a licensing program but would consider software and outreach options for better program efficiency.

911/Dispatch Services (10-48) – Ken Huffer stated this fund covered the county’s share of YCOM membership dues. The change was subject to the adoption of YCOM’s fiscal year budget.

COMMUNITY SERVICES TEAM

Transit (10-33) – Cynthia Thompson highlighted the budget was larger this year in part to several bus grants, estimated to include approximately \$4 million in capital funding and a pilot program. The new biennium STIF funding were also included in this proposed budget. Revenues reflected increased federal and state grant funds (5310, STIF, 5311. The Charge for Services line showed a slight increase of contributed funds from smaller county cities, in addition to some funds received from Washington County to augment Route 33. Ms. Thompson anticipated that a new bus fare structure would resume in the summer pending the Board of Commissioner’s decision. The proposed placeholder was based on estimated ridership and projected revenues. She anticipated that the fares would not be implemented until late summer after public outreach has been done. Ms. Thompson noted that while her office has utilized contract and professional services to assist with grant related projects, policies and plans required for federal funding, she projected that the costs will decrease and should return to a level of maintenance. In Other Expenses, STIF payments were passed through to non-profits (OMRS, MV Advancements & Mennonite Rehabilitation Services). The Provider Payments line reflected costs associated with the service provider, formerly First Transit and recently purchased by Transdev, which Ms. Thompson was anticipating a new proposal from to extend the current contract which expires in December 2025. The Other Vehicles line in Capital reflected purchased buses that are scheduled to be delivered in 2026. Additionally, Capital reflected reserves for a planned building remodel.

Law Library (14-26) – Ken Huffer reported no changes in Personnel. Publication & Dues in Materials & Services reflected costs associated with subscriptions and publications. Mr. Huffer explained that this budget did not receive general funds and was supported by court filing fees.

Economic Development (26-34) – Ken Huffer reported a healthy beginning balance. Revenues included funds generated by Video Lottery. Mr. Huffer noted that during the pandemic, the county was awarding business grants with CARES Act and ARPA related grant funding which allowed the beginning balance to build over the years. To date, there was no notification of Video Lottery decreases or reallocations anticipated by the state legislature. In Personnel, he noted a 0.1 FTE increase for a Deputy County Administrator who will oversee the Program Manager 2 position. Three strategic investment grant lines totaling \$200,000 in Other Expenses were appropriated subject to the Board of Commissioner’s decision to do a grant

program. Transfers also reflected the departments (Marine Patrol, Fairgrounds, Parks) that receive funds from video lottery dollars. There were no other significant changes to this fund.

Mediation Services (10-59) – This budget receives special revenue funds from the State identified for court ordered mediation services and serves as a pass-through account. Mr. Huffer said the high beginning balance reflected less mediation activity during the pandemic. Justin Hogue added that prior to the pandemic, this fund would be exhausted annually due to its frequent usage. Based on court’s having sufficient funds in reserve, the State’s contributions have decreased.

County Schools (15-85) – Mike Barnhart stated this was a pass-through for federal forest funds. 25% of funds are earmarked for county schools with the remaining 75% going to Public Works Road fund. This is a pass-through account with no changes.

The meeting was recessed at 2:47 p.m. and reconvened at 2:55 p.m.

PRESENT: Budget Committee members Kit Johnston, Mary Starrett, David "Bubba" King, Anton Bakker, Gregory Thorsgard, and Jason Fields.

STAFF: Christian Boenisch, Shane Hoffman, Keri Hinton, Kara Wanner, Joe Moore, Derrick Wharff and Jeff Ivie.

GUESTS: None.

GENERAL GOVERNMENT TEAM, cont.

County Counsel (10-25) – Christian Boenisch reported this department had two current attorney vacancies which would typically cover labor grievances, and personnel matters. The Extra Help line reflected a higher proposed budget than normal, as well as Professional Services which Mr. Boenisch said were exhausted in the current fiscal year. He didn’t anticipate needing to increase those lines as he said he planned to use vacancy savings in the last three months of the fiscal year. Mr. Boenisch anticipated a smaller ending balance for FY 2024-25.

Treasurer (10-23) – Ken Huffer reported a small beginning balance of general funds. The budget reflected 1 FTE for the Treasurer’s position. There were no changes to this fund.

Clerk (Fund 10-15, 12-15, 40-15) – Keri Hinton reported the budget consisted of four major areas of services, recording, passports, deeds, and licenses. Recording activity stabilized with no indication of decreasing. Since January 2025, some revenues increased, and Ms. Hinton was hopeful that those service revenues would help to meet this next fiscal year’s projections. She explained that the Election Reimbursement line fluctuated with reimbursements being received every other year. She said the county would be reimbursed next fiscal year for this past May’s special district election. Passports and marriage license revenues increased. To date, recording fee revenues were estimated at \$338,000. There were no significant changes in Personnel, however she reported a shortage of on-demand staff. Ms. Hinton reported an 8% increase in software expenses and anticipated a 5-cent postage increase in July. A bill was

presented to State legislation to increase fees which are set by statute was unsuccessful.

The County Clerk's Records fund received \$1 for each recorded document towards preservation. She planned to use restoration funds for storage and digitizing records for public use.

Assessor (10-12) – In Revenues, Derrick Wharff reported that CAFFA grant funds remained static. The proposed withholding amount from taxing districts was .3%. Mr. Wharff reported that Personnel consumed 85% of expenditures. He noted one vacancy that has provided some vacancy savings but hoped to be fully staffed by June 2025. In Contracted Services, the Professional Services line showed fluctuation since 2022-23. Mr. Wharff said personnel vacancy savings from an unfilled Appraiser III position were moved into this line to complete a sketch conversion project. An increase to Overtime in Personnel was due to an employee working on a project to redraw district boundaries. Software License and Maintenance Fees increased due to ARC ESRI and GIS consolidation projects.

Facilities Division Fund (40-16) – Joe Moore reported there was no carry over to the beginning balance which he associated with increasing costs. There were no significant changes.

Jail Facilities Maintenance (40-116) – Joe Moore noted he anticipated a tight budget but reported no significant changes. Revenues were generated via internal transfers from general funds and Community Justice. He noted three FTE's were dedicated to maintaining Jail projects such as inhouse remodels, lock system management, landscaping, and HVAC because of inmate trustees' resources no longer being available.

Capital Improvement Fund (40-27) – Ken Huffer stated this fund was utilized for major renovation projects, and property acquisitions. Revenues came from discretionary, and rent generated via internal and maintenance charges. Some revenue funds came from ARPA that were applied to the cash downpayment for the OMI building, as well as a substantial transfer from the general fund to begin making payments on the new campus which may be modified as real estate proceeds are deposited into this fund to help offset purchase costs. The Miscellaneous Building Remodel fund remained high for any unforeseen remodel expense. Proceeds earned from sales on county buildings would be applied to the OMI building acquisition. Personnel lines included FTE for a new Capital Projects Manager position. Reserve funds would not be replenished and Mr. Huffer noted that grant opportunities would be pursued for match funding to apply towards seismic retrofitting of the older OMI building. The Professional Service line reflected an increased balance for contracted architect services associated with the courthouse and the new location. The first interest payment was due this fiscal year on the 20-year fixed loan for the new campus location. Two interfund loans were close to final payoff which would release approximately \$125,000 back into Capital reserves. Approximately \$2.5 million dollars were appropriated for remodel/purchase opportunities and Reserve for Future.

Jail Capital Fund (40-41) – Mr. Huffer said the funds were fully appropriated with one interfund loan payment for a Jail security camera project.

Postage Machine (40-83) – This budget maintains funds for an anticipated postage machine replacement as designated by the U.S. Postal Service's schedule. Funds would be appropriated from Reserve for Future to a Capital expense line.

Information Technology Capital (40-15) – Shane Hoffman reported this fund generates

its revenues from county department transfers. The Reserve for Future was set aside for future device replacements which also included funds for common equipment (firewalls, servers, etc.). There were no other significant changes.

Software Reserve (40-17) – Ken Huffer stated this fund is a reserve for major software projects. No projects were anticipated but would continue to build funds for any future projects.

Special Capital Projects (40-61) – Mr. Huffer said this budget would hold any awarded grant funds to apply towards any major capital projects.

Information Technology (10-17) – The beginning balance and Revenues remained static with slight increases over last year. Shane Hoffman addressed a reclassification, requesting to promote one Desktop Support Specialist to a Senior Desktop Support Specialist. The reclass would be split between IT and Telecom, no additional funding request for this reclass was requested. Mr. Hoffman noted that FTE’s were adjusted between IT and Telecom based on evaluation of the types of task assignments. Materials & Services reflected a 10% increase to the Data Circuit line based on increasing operational expenses, as well as projecting costs associated with internet installations in the new facility. The Capital reserve reflected an increase in savings which Mr. Hoffman said was a placeholder with no immediate plans for use.

Telecommunications (48-14) – This budget represented phone services for the county, the City of McMinnville and YCOM 911 business lines. Revenues were accumulated in the form of extension costs and call costs. Mr. Hoffman noted a decreased beginning balance which he partially attributed to cutting rates by 5% in a previous fiscal year, as well as lost revenue when the courts transitioned to a State VOIP system, and increased personnel costs. He anticipated that next fiscal year’s beginning balance would decrease again but proposed increasing rates and consider a different phone system in the future that may provide savings. Personnel FTE’s decreased from 2.2 to 1.25. Software Licensing & Maintenance Fees increased in Materials & Services due to hardware/software and network switching expenses which Mr. Hoffman would hope decreased in a new phone system. The Computer Replacement Transfers reflected a decrease due to doing a direct transfer to the IT fund.

The meeting was recessed at 5:00 p.m.

BUDGET COMMITTEE MEETING

April 30, 2025

9:00 a.m.

Room 32, Courthouse
Virtual meeting via Zoom

PRESENT: Budget Committee Members Kit Johnston, Mary Starrett, David “Bubba” King, Gregory Thorsgard, Anton Bakker, and Jason Fields.

STAFF: Ken Huffer, Mike Barnhart, Tara Williams, Patricia Rojas, Mikalie Moreno, Megan Marasco, Keri Hinton, Kate Lynch, Sheriff Sam Elliott, Derrick Wharff, Mike Browne, Lindsey Manfrin, Bailey Barnhart, and Jessica Andre. Justin Hogue participated via Zoom.

GUESTS: None.

The Budget Committee Meeting reconvened at 11:29 a.m. at the point of Deliberations after Compensation Committee concluded.

Gregory Thorsgard provided comments related to a 10-year Revenue to Expense slide presented during Mr. Huffer's budget presentation. He addressed the offset percentage between revenues and expenses which was similarly 13% in the projected budget versus 14% in fiscal year 2016-17.

DELIBERATIONS-

Compensation Committee Recommendations

Commissioners – Anton Bakker moved approval to recommend a 3% increase. Gregory Thorsgard seconded the motion. The motion passed, Mr. Thorsgard and Mr. Bakker voting aye, Mr. Fields voting nay.

Assessor – Anton Bakker moved approval to recommend a 6% increase. There was no second vote. After discussion, Jason Fields moved approval to recommend a 6.5% increase. Anton Bakker seconded the motion. The motion passed, Mr. Fields and Mr. Bakker voting, Mr. Thorsgard voting nay.

Clerk – Anton Bakker moved approval to recommend a 6.5% increase, and a 10% overtime increase during presidential election years. Mr. Huffer stated that motions could not apply beyond a fiscal year cycle. Mr. Bakker asked that the 10% proposal be recorded into the minutes for future budget committee meetings that fall in presidential election years. There was no second vote. After further deliberation, Jason Fields moved approval to recommend a 6.5% salary increase, Gregory Thorsgard seconded the motion. The motion passed unanimously.

Sheriff – Gregory Thorsgard moved approval to recommend no changes to the Sheriff's salary. There was no second vote. Anton Bakker moved approval to recommend a 6.5% increase. Jason Fields seconded the motion. The motion passed, Mr. Bakker and Mr. Fields voting aye, Mr. Thorsgard voting nay.

District Attorney – Jason Fields moved approval to recommend to no changes to the District Attorney's salary. Gregory Thorsgard seconded the motion. The motion passed unanimously.

Treasurer – Gregory Thorsgard abstained from deliberation. Anton Bakker moved approval to recommend no changes to the Treasurer's salary. Jason Fields seconded the motion. The motion passed, Mr. Fields, and Mr. Bakker voting aye, Mr. Thorsgard abstained from the vote.

The Compensation Committee was adjourned at 11:22 a.m. and the Budget Committee reconvened at 11:29 a.m.

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.

Commissioners – Kit Johnston moved approval to keep the Commissioner’s salary static with no changes as recommended by the Compensation Committee. Mary Starrett seconded the motion. Ms. Starrett asked for a point of clarification that the motion was to keep the salary current with no increase, which Mr. Johnston confirmed. After discussion, the motion passed, Mr. King, Mr. Thorsgard, Mr. Johnston, and Ms. Starrett voting aye. Mr. Fields voting nay, and Mr. Bakker abstained.

Assessor – Jason Fields moved approval to increase the Assessor’s salary by 6.5% as recommended by the Compensation Committee. Anton Bakker seconded the motion. The motion would increase the Assessor’s salary from \$115,000 to \$124,175. After discussion, the motion passed, Mr. King, Mr. Johnston, Mr. Bakker, Mr. Fields, and Ms. Starrett voting aye. Mr. Thorsgard voting nay.

Clerk – The Clerk’s submitted request reflected a 5% salary increase and 1.5% longevity. The committee paused their decision pending additional discussion with the Clerk regarding staffing, and time management in her department. There was no action taken.

Sheriff – The Compensation Committee recommended a 6.5% salary increase despite Sheriff Elliott not making any compensation requests. Ken Huffer reminded the committee about navigating the statutory requirement of maintaining the Sheriff’s salary above the next highest paid employee salary range.

The Sheriff’s salary discussion was paused to continue discussion with the Clerk.

Clerk – Discussion between the Clerk and the committee continued around time management, staff training, and organizational options to alleviate the Clerk’s excessive workload. After discussion, Jason Fields restated his motion to approve a 6.5% salary increase to the Clerk. Anton Bakker seconded the motion. The motion failed, Mr. Fields, and Mr. Bakker voting aye. Mr. King, Mr. Thorsgard, Mr. Johnston, and Ms. Starrett voting nay. Anton Bakker made a new motion to increase the Clerk’s salary by 4%. Mary Starrett seconded the motion. The motion passed, Ms. Starrett, Mr. Johnston, and Mr. King, Mr. Bakker voting aye. Mr. Johnston, and Mr. Thorsgard voting nay.

The meeting was recessed at 12:40 p.m. and reconvened at 1:00 p.m.

Sheriff – Based on the Compensation Committee’s recommendation to increase his salary by 6.5%, Sheriff Sam Elliott made a recommendation to utilize funding in a Lieutenant personnel line to support the proposed salary increase without impacting any of his other budgets. The system that the Lieutenant’s line managed had been absorbed into the Sheriff’s duties and there was no FTE associated with the fund.

After discussion, Mr. Johnston redirected the conversation back to the Compensation Committee recommendations. Jason Fields moved approval to increase the Sheriff’s salary by 6.5% as recommended by the Compensation Committee. Mary Starrett seconded the motion. In deliberation, Mr. Thorsgard commented that the Sheriff’s salary should be higher than any other law enforcement position in the city/county and recommended a pay scale survey be done to compare against city law enforcement agencies. Since the Sheriff was the only elected official to have salary incentives, Ken Huffer asked that the committee clarify the motion to include whether

the 6.5% would be applied to the base salary or the total comp package. After discussion, Jason Fields amended his motion to add a 6.5% increase to the Sheriff's base salary. The motion passed, Mr. Fields, Ms. Starrett, Mr. Bakker, Mr. King, and Mr. Johnston voting aye, Mr. Thorsgard voting nay.

District Attorney – Kit Johnston moved approval to keep the District Attorney's salary static with no changes as recommended by the Compensation Committee. Mary Starrett seconded the motion. The motion passed unanimously.

Treasurer – Ken Huffer presented the Treasurer's budget. He reported that he built a \$5,000 salary increase into the Treasurer's budget at the direction of Paulette Alexandria. Mary Starrett moved to deny the request. Kit Johnston seconded the motion. After discussion, the motion passed, Ms. Starrett, Mr. Johnston, Mr. Fields, Mr. King, and Mr. Bakker voting aye. Mr. Thorsgard abstained from the vote.

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

[Approved] Marine Patrol –

Gregory Thorsgard moved approval of a transfer from Video Lottery to Marine Patrol in the amount of \$50,000. There was no second.

After discussion, Kit Johnston moved approval of a transfer from Video Lottery to Marine Patrol in the amount of \$10,000. Jason Fields seconded the motion. The motion passed, Mr. King, Mr. Johnston, Mr. Bakker, Mr. Fields, and Ms. Starrett voting aye. Gregory Thorsgard was absent from the vote.

Community Requests

[Approved] OSU Extension Services, 26,600 –

Kit Johnston moved to approve \$26,600. Mary Starrett seconded the motion. After further review, Mr. Johnston rescinded his motion and restated his motion to approve a one-time funding to NWREC in the amount of \$6,500 from Video Lottery. Jason Fields seconded the motion. The motion passed, Ms. Starrett, Mr. Fields, Mr. Johnston, Mr. Bakker, and Mr. King voting aye. Gregory Thorsgard was absent from the vote.

Departmental Requests, cont.

[Denied] Fairgrounds –

Kit Johnston made a motion to not increase funds from Economic Development or Video Lottery. Mary Starrett seconded the motion. The motion passed unanimously.

[Approved] Assessor and Planning –

Kit Johnston moved to approve reallocating general funds from Planning to the Assessor's budget in the amount of \$50,670 for GIS. Mary Starrett seconded the motion. The motion passed unanimously.

Personnel Requests as listed on the Deliberation List

Mary Starrett moved approval to reclass a desktop support position to a senior desktop support position for Information Technology. After discussion, Ms. Starrett rescinded her motion and restated his motion to approve all personnel requests as presented. David King seconded the motion. The motion passed unanimously.

[Approved] Information Technology personnel reclassification as presented.

[Approved] Administration personnel reclassifications as presented.

[Approved] Assessor personnel reclassification as presented.

[Approved] Planning personnel addition of 1.0 FTE as presented.

[Approved] HHS personnel reclassifications as presented.

After the vote to approve all Personnel requests, the Chair stated that further discussion was needed regarding the HHS reclassifications. Mary Starrett moved to rescind her previous motion; Jason Fields seconded the motion to rescind. The motion passed unanimously.

Mary Starrett restated her motion to approve Personnel request items #1-6, David King seconded the motion. Hearing no further discussion, the motion passed unanimously.

The committee engaged in further discussion with Lindsey Manfrin regarding the HHS personnel requests. Ms. Manfrin stated that there was no additional funding requested for the HHS reclassifications, and added that many were being decreased in classifications, providing some cost savings. State issued program changes to be implemented by 2026 required adding a supervisor position to Community Support Services. Two supervisors and one HS Specialist 1 were being added in Adult Behavioral Health. She clarified that general funds were not being used for the 4.0 FTE new positions and added they would be funded by Medicaid/CCO carryover. Ms. Manfrin later added that only one reclassification contained some general funds, however added that any cost savings would have been reallocated in other parts of the budget and not put back into the general fund. She estimated that this vacant position contained 60% of general funds and was included in the proposed budget. Lastly, Ms. Manfrin addressed the request to retain position management authority to retain fulltime FTE's for positions that had reduced hours. Mary Starrett moved approval of HHS requests for new FTE's, reclassifications, and preservation of position management authority. David King seconded the motion. The motion passed unanimously.

Department Requests, cont.

[Consensus] Sheriff's Office Jail Camera one-time addback as presented - \$56,000

Ken Huffer stated that funds could be appropriated from Fund 680 if the request was related to safety or risk which would only require consensus instead of a motion. The addback request was approved by consensus.

[No Action] Sheriff's Office Patrol Server one-time addback as requested - \$70,000

Sheriff Elliott stated the server was intended to be a redundant backup to cameras in the Jail and the Sheriff's Office. Ken Huffer recommended that because of the low dollar amount, this item would not require committee action. He suggested it be brought to the Board of Commissioners

and paid for with appropriated funds after a vendor was selected. There was no action taken.

[Approved] Sheriff's Office ATIMS one-time addback as presented - \$182,500

Ken Huffer recommended that funds be appropriated from Landfill License Reserve or O&C Funds. After discussion, David King moved approval of the addback request in the amount of \$182,500 from O&C Funds. Gregory Thorsgard seconded the motion. The motion passed unanimously.

[Approved] Department of Community Justice position authority requests as presented. (Items 9 & 10)

Kit Johnston moved approval of items #9 & #10 on the Deliberation List. Mary Starrett seconded the motion. The motion passed unanimously.

[Approved] Sheriff's Office Tactical Response Team one-time addback request (\$70,000) and an addback increase to Discretionary as presented. (\$35,000) (Items 7 & 8)

Ken Huffer asked Sheriff Elliott if he had considered using ending balance funds. The Sheriff replied that he was uncertain of bargaining outcomes with Patrol and agreed that there was room to consider partially using ending balance funds. He also mentioned that there were potential grant funds that may support this ask in the coming fiscal year estimated at \$25,000. Mr. Huffer noted the Patrol ending balance was \$301,000 which he said would require approval to modify the ending balance. The Sheriff estimated it would be an 18-month process to stand up the program and reach proficiency once the equipment was in place. He added that grant awards would not be known until Fall 2025. After discussion, Ken Huffer recommended amending the budget to reduce the ending fund balance to Patrol for items #7 & #8 on the Deliberation List. David King moved approval as recommended. Mary Starrett seconded the motion. The motion passed unanimously.

The meeting was recessed at 3:08 p.m. and reconvened at 3:18 p.m.

[Approved] Sheriff's Office Courthouse Security addback request for funding shortfall for operations - \$61,632

Sheriff Sam Elliott stated the addback request was to fund a shortfall in the amount of \$40,574 for reserve deputy salaries and rollups. Ken Huffer added that this fund was built with a zero-ending balance in Court Security with no funds remaining. Additionally, an addback in the amount of \$21,058 was requested due to a reduction to Contract Services (DPI Security) to achieve a zero-ending balance. After discussion, Kit Johnston moved approval of the addback request for funding shortfall in the amount of \$61,632 from the General Fund. Jason Fields seconded the motion. The motion passed unanimously.

[Consensus] Sheriff's Office Dog Control addback request for funding shortfall for operations - \$107,000

Sheriff Elliott stated that the licensing and kenneling contract would expire in June 2026 and the current kenneling contract would expire at the end of June 2025. He estimated that if the renewal contracts stayed status quo, this budget would require \$107,084 to maintain them. Revenues were on the increase, but he anticipated that new contracts would include higher costs. The Sheriff estimated annual costs for the current licensing software to be about \$5,000 a year but would still require an administrative support component to process licensing.

Lindsey Manfrin joined the discussion to address the committee’s proposal to reallocate HHS funding to support the dog control program. She clarified that the funding transfer from the Sheriff’s budget to fund 2 FTE QMHP positions in the Jail was comparatively low to the actual FTE costs. Ms. Manfrin said the transfer out from the Sheriff’s budget to HHS for provided mental health services was approximately \$65,000 versus actual personnel costs of \$380,000. She added that some state crisis funding was being used for Jail services based on 60% of Jail mental health services falling under the category of crisis outreach. Medicaid funds were restricted from being used for these services. Ms. Manfrin also clarified that Oregon Health Authority dedicated funds for communicable disease and immunization programs were not transferrable for animal control purposes. She stressed that the biggest challenge in the HHS budget was that unused funds could not be reallocated due to contract restrictions and unfilled vacancies. Ms. Manfrin noted that general funds were the only funding stream available to fill cost gaps in their budget that would otherwise be uncovered by restricted contracted funding. After discussions, the consensus of the committee was for Lindsey Manfrin to review her HHS budget and Mr. Huffer to review general fund ending balances to look for cost savings in the amount of \$107,084 in discretionary funds to be reallocated to the Sheriff’s Dog Control budget for funding shortfall for operations.

[Approved] District Attorney addback request for two (2) DDA1 positions - \$365,734

Kate Lynch stated one position was filled but was on leave status July - December 2024. It became vacant at the end of December 2024. The second position resulted from a vacancy created from a promotion. Ken Huffer stated this request was to restore two positions and cautioned using general funds for ongoing personnel costs. Ms. Lynch responded that without restoration of the positions, prosecution resources would have to be reallocated to compensate for the reduced staffing levels and provided examples of crimes that may see delayed prosecution. After discussion, Kit Johnston moved to approve the addback request for two DDA1 positions in the amount of \$365,734 from the general fund. Jason Fields seconded the motion. The motion passed, Mr. King, Mr. Thorsgard, Mr. Johnston, Mr. Fields, and Ms. Starrett voting aye. Mr. Bakker voting nay.

Approval of budget and tax rate – Kit Johnston moved approval of the budget as amended and set the tax rate at \$2.5775 per thousand dollars of assessed value. Mary Starrett seconded the motion. The motion passed unanimously.

The meeting adjourned at 5:05 p.m.

Minutes prepared by:

Carolina Rook
Secretary

YAMHILL COUNTY BUDGET COMMITTEE

Chair

Budget Committee Deliberation List - April 28 -April 30, 2025

Department	Request	REQUEST	G.F.		ACTION	APPROVED AMOUNT	GF	Retirement Reserve	Landfill Reserve	O & C Reserve	Video Lottery	Insurance Reserve	Reduce	Notes
			Request	OTHER									Ending Fund Balance in Dept	
1	District Attorney	Add back request for two (2) DDA1 positions	365,734	365,734	Approved	365,734	365,734							
2	SO - Dog Control	Add back request for funding shortfall for operations	107,000	107,000	Concensus to find cost savings in GF and HHS to support	107,000								TBD
3	SO - CH Security	Add back request for funding shortfall for operations	61,632	61,632	Approved	61,632	61,632							
4	SO - ATIMS	Add back request (one-time) for ATIMS	182,500	0	182,500	Approved	182,500			182,500				
5	SO - Jail Cameras	Add back request (one-time) for Jail cameras	56,000	0	Consensus to pay via Fund 680	56,000						56,000		
6	SO - Patrol	Add back request (one-time) for server	11,000	0	No action/deferred	-								
7	SO - Patrol	Add back request (one-time) for funding to stand up Tactical Response Team	70,000	70,000	Amend 4310043 to cover costs with EB	70,000							70,000	
8	SO - Patrol	Add back request (increase to discretionary) for Tactical Reponse Team	35,000	35,000	Amend 4310043 to cover costs with EB	35,000							35,000	
9	DCJ - Add 1 FTE to Juv. Probation Officer 2	Add position authority (will be funded by reducing ending balance)	125,778	0	Approved	-							125,778	
10	DCJ - Change FTE for Legal Asst to SOS position	Shift position authority (vacancy savings from shifting one position to another)	-38,809	0	Approved	-							(38,809)	
11	Marine Patrol	Increase of economic development	10,000	0	10,000	Approved	10,000				10,000			
12	Fairgrounds	Increase of economic development	0	0	0	No increase approved	-							
13	Assessor	Move 50,670 of GF from Planning to A&T for GIS	50,670	50,670	50,670	Approved	50,670	50,670						
14	Planning	Move 50,670 of GF from Planning to A&T for GIS	-50,670	-50,670	-50,670	Approved	(50,670)	(50,670)						
Community Requests														
1	OSU Ext NWREC	NWREC research and extension activities funding	26,600		6,600	Approved					6,600			
Personnel Requests														
1	Admin	Sr HR Analyst to Deputy HR Manager				Approved								
2	Admin	HR Specialist (EOS) to HR Analyst (Mgt Analyst)				Approved								
3	Admin	Office Specialist 2 to Senior Office Specialist for HR				Approved								
4	IT	Reclass Desktop Support to Senior Desktop Support				Approved								
5	Assessor	Reclass Office Administrator to Senior Management Analyst				Approved								
6	Planning	Add 1.0 FTE Building Inspector III				Approved								
7	HHS	Multiple see memo				Approved								
8														
9														
10														
All other requests not listed, included in proposed budget and approved with proposed budget														
TOTALS			1,012,435	639,366	199,100		887,866	427,366	-	-	182,500	16,600	56,000	

<u>Compensation Committee</u>	<u>Request</u>	<u>Recommendation</u>	<u>Action</u>
Commissioner	None	3.00%	No increase approved
Assessor	Increase salary from current \$115,000 to \$140,000	6.50%	Approved
Clerk	5% plus 1.5%	6.50%	Approved 4%
Sheriff	None	6.50%	Approved 6.5% to base salary
DA	None	None	No increase approved
Treasurer	Increase salary from \$30,000 to \$35,000	None	No increase approved