

MINUTES
INFORMAL WORK SESSION
April 2, 2007 9:00 a.m.

Service Team Budget Presentations
Room 32, Courthouse

- PRESENT:** Kathy George, Mary P. Stern, and Leslie Lewis.
- Staff:** John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Brad Berry, Richard Sly, Barb Paladeni, Vicki Woods, Tim Loewen, Chuck Vesper, Kellye Fetters, Ron Huber, Sheriff Crabtree, and Dave Lawson.
- Guests:** Michael Green, Budget Committee member; and Katie Paysinger, Dayton High School.
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Kathy called the meeting to order at 9:06 a.m.

John K stated that the 2007-08 budget will be reduced from the current year's budget because of the loss of federal forest and O&C funds and because the bridge fund is being spent down. He pointed out that personnel expenses comprise the single largest category in the budget. He reviewed two handouts (see attachments).

CRIMINAL JUSTICE TEAM

Sheriff's Office - Sheriff Jack Crabtree presented his six budgets, noting that Emergency Management is now under the Commissioners' direction. He explained steps taken to keep expenses down and remain true to his mission statement. He emphasized the need to maintain 24-hour patrol coverage to the county and discussed the dilemma arising from cities wishing to increase their number of contract deputies beginning July 1st and the length of time required in training new deputies.

He stated that his goals for the upcoming year include getting his office accredited through the state, starting a reserve academy, using records staff to help free up deputies to spend more time on the road, and implementing an alarm ordinance with penalties for false alarms to encourage the proper use of alarm systems and reduce the unnecessary demand on deputies' time.

He discussed the ongoing struggle to procure sufficient funding from the State Marine Board for the operation of the Marine Patrol program and requested that the Board consider allocating a portion of the Rogers Landing launch fees to this budget. Mary stated that the Board would be better able to make that decision once the automated fee machine is in place.

He stated that the forest patrol deputy in 10-43 has been reduced to half-time status and requested that if O&C funding is restored, this position be restored to full-time. John K supported the request. Leslie requested additional information regarding the number of calls handled by the Sheriff's Office for the forest land.

He provided data on the number of traffic citations issued during a short time period in which one deputy was assigned to focus on traffic and requested that a serious discussion be held about the development of a Justice Court, which would need \$179,000 in start-up funds for two deputies. He also requested \$14,000 for Search & Rescue, \$13,000/year to continue using the air card system, and an

assurance that any bed rental income left after reimbursing departments who contributed in previous years be dedicated to capital improvement expenses in the Sheriff's Office.

The meeting recessed at 10:39 a.m. and reconvened at 10:45 a.m.

District Attorney's Office - Brad Berry stated that because of a \$90,000 revenue shortfall in the Support Enforcement program (10-22), he had to cut two Senior Office Specialist positions in order to present a balanced budget. He said that if the \$28,808 for these two positions cannot be restored, he would recommend discontinuing the program because it cannot function without the staff. He discussed the value of the program in promoting family stability and crime prevention. Leslie stated that video lottery funds might be a potential source of funding to restore the two positions.

Brad stated that a \$70,000 shortfall in the 10-18 budget was resolved by eliminating a transfer to the Sheriff's Office, a receptionist position, overtime, and by not filling the Chief Deputy DA position. He requested \$45,489 to restore the receptionist position and noted that he may have \$20,000 more in his beginning balance than currently projected, which would reduce the amount needed.

Juvenile Department (10-74) - Tim Loewen reviewed his department's budget and his plans to deal with a \$122,147 deficit (see attachment). He requested authorization to implement a fee schedule along with a half-time accounting position to handle the fees. He also requested \$75,000 in contingency funds to assist in maintaining much of the present level of resources. John K expressed his support of transferring at least \$50,000 to the Juvenile budget right away.

Community Corrections (Fund 21) - Richard Sly reviewed a handout clarifying the funds going to the Jail from Fund 21 (see attachment). He stated that if the governor's proposed budget is reduced, positions would be reduced accordingly in the 21-45 budget. He reviewed the remaining budgets in Fund 21.

John K discussed the need to evaluate the distribution of utilities charges across departments, since the Corrections facility has showers and uses more water than the rest of the county buildings. He suggested looking at how the City of McMinnville handles the issue.

Emergency Management (10-40) - John K reviewed the proposed budget, noting that the new Emergency Manager should be in place by the beginning of the fiscal year.

The meeting recessed at 12:07 p.m.

Anne Britt
Secretary

Summary Budget Report for the Month of February 2007

Department	Total Discret Alloc.	Department Resources to 2/28/07	Revenue Budget	Percent Collected	Discretionary 2/28/07	Resources to Date	Expense to Date	Difference	Appropriation	% Exp.
Normal Month				66.7%	8					66.7%
Discretionary		14,301,153	15,125,092	94.6%	-	14,301,153	10,083,395	4,217,758	-	
Admin Services	256,554	225,736	394,900	57.2%	171,036	396,772	396,249	523	651,454	60.8%
Assessor (2)	835,019	418,328	631,014	66.3%	556,679	975,007	867,422	107,585	1,378,319	62.9%
Commissioners	314,427	123,021	178,500	68.9%	209,618	332,639	313,718	18,921	492,927	63.6%
Clerk (2)	35,000	1,808,199	1,364,226	132.5%	23,333	1,831,532	504,693	1,326,839	1,221,483	41.3%
Info Sys	668,944	444,259	429,029	103.5%	445,963	890,222	592,168	298,054	1,097,973	53.9%
Dist Attorney	1,219,576	392,208	380,004	103.2%	813,051	1,205,259	944,321	260,938	1,599,580	59.0%
Planning	-	2,083,891	1,994,393	104.5%	-	2,083,891	896,303	1,187,588	1,766,114	50.8%
Surveyor	69,180	82,698	86,000	96.2%	46,120	128,818	81,412	47,406	120,292	67.7%
Support Enforcement	42,930	222,581	315,448	70.6%	28,620	251,201	209,319	41,882	358,378	58.4%
Treasurer	79,502	26,838	19,110	140.4%	53,001	79,839	58,349	21,490	95,042	61.4%
Veterans	44,616	60,044	95,188	63.1%	29,744	89,788	69,765	20,023	139,032	50.2%
County Counsel	158,379	200,342	191,792	104.5%	105,586	305,928	224,600	81,328	350,171	64.1%
Transportation	234,813	354,606	1,917,498	18.5%	156,542	511,148	582,506	(71,358)	2,152,311	27.1%
Non Departmental (1)	420,228	5,864	929,201	0.6%	280,152	286,016	639,635	(353,619)	1,349,429	47.4%
Emg Mgt	57,206	7,552	45,155	16.7%	38,137	45,689	63,663	(17,974)	102,361	62.2%
Jail	3,009,484	422,366	508,173	83.1%	2,006,323	2,428,689	2,114,127	314,562	3,517,657	60.1%
Marine	-	19,549	127,200	15.4%	-	19,549	72,165	(52,616)	127,200	56.7%
Sheriff	3,585,398	1,121,657	1,846,179	60.8%	2,390,265	3,511,922	2,992,442	519,480	5,230,029	57.2%
Mediation	-	84,185	103,500	81.3%	-	84,185	27,729	56,456	103,500	26.8%
GIS	120,205	136,795	144,338	94.8%	80,137	216,932	128,501	88,431	264,543	48.6%
Narco Inves	-	151,685	86,033	176.3%	-	151,685	25,349	126,336	86,033	29.5%
Juvenile	1,761,521	337,854	868,197	38.9%	1,174,347	1,512,201	1,577,819	(65,618)	2,629,718	60.0%
Justice Court	-	293,368	293,368	0.0%	-	-	24	(24)	293,368	0.0%
Parks	79,676	111,888	276,875	40.4%	53,117	165,005	149,251	15,754	356,651	41.8%
Transfers	2,048,425	13,501	-	0.0%	1,365,617	1,379,118	1,030,418	348,700	2,048,425	50.3%
Contingency	84,009	763,858	770,543	99.1%	56,006	819,864	819,864	819,864	854,552	0.0%
Air Support	-	(26,163)	83,200	-31.4%	-	(26,163)	18,830	(44,993)	83,200	22.6%
Total	15,125,092	23,894,495	29,204,156			19,676,737	14,580,778	9,313,717	28,469,742	

(1) Deficit is covered by interfund loan.
 (2) Assessor discretionary includes the \$87,714 transferred from the Clerk's budget.

B.07-1024

MONTH ENDING: 03/31/07 TOTALS ACQUIRED AS OF: APR0107

FUND	REVENUE	EXPENSES	BALANCE
010	25097687.78-	16899050.06	8198637.72
011	5131543.31-	4680258.96	451284.35
012	166082.18-	12532.90	153549.28
013	318957.10-	177521.33	141435.77
014	73574.56-	52150.34	21423.22
015	17011.20-	169729.49	386.71
016	11465730.20-	10376053.59	1089676.61
017	2855392.34-	436739.49	2418652.85
018	529213.30-	339544.11	189669.19
020	371434.88-	308564.49	62870.39
021	4886754.79-	2954928.39	1931826.40
024	126802.96-	116320.65	10482.31
026	540258.46-	199551.47	340706.99
027	848294.59-	110465.39	737829.20
029	112220.15-	42918.99	69301.16
030	283353.89-	28749.99	254609.90
031	10209721.52-	2216475.59	7993248.93
040	1075193.54-	2005872.74	930673.20-
041	315167.48-	1262.38	313905.10
044	26761.70-	4418.93	22342.77
045	1033572.77-	114314.35	919258.42
048	500414.45-	225492.66	274921.79
049	62456.47-	98619.09	36162.62-
080	1931436.77-	1113543.71	817893.06
081	129695.70-	29486.75	100208.95
082	265611.90-	187132.50	78479.40
303	218219.31-	191395.67	26863.64

Juvenile Department

2006-07	2,629,718
Roll Up (COLA & Steps)	125,000
Workers Comp	74,500
Health	40,700
No Com. Corr. \$	25,000
Pers Rate Benefit	(26,998)
Unemployment Benefit	(9,791)
GF Increase	(26,408)
Juvenile Fees	(27,100)
Fund Balance	(86,202)
Time-Loss Reserve Error	6,346
Excess Expenses	95,047
Add Accounting (.5)	27,100
Overbudget 2007-08	122,147

Underfill PO w/ .48	40,832
Layoff Reception .48	12,095
Retire/New PO-Savings	20,000
Layoff Corr Tech 1.0	44,679
Reduce Corrections Div. Relief	3,064
	120,670

2007-08 Budget 3-16-07 **2,616,586**

Additional Possible Changes

Polk may reduce Beds by One	(64,000)
Co-Chair Budget Reduces Grants	(19,502)
	(83,502)

Fund 21 SB1145 Budget 2007-08

Resources	Account Number	Account Name	Amount
	021-081-301.54	BB Work Center	\$ 54,923
		4-year plan (4th year)	\$ 22,500
		Jail Maintenance reserve	\$ 32,423
		Additional BB from 05-06	\$ 32,423
		(Less \$30,000 for Remodel Design)	\$ 54,923
	021-041-334.67	SB1145 Revenue	\$ 773,000
		Based on Governor's Proposed budget	
		Sub Total Revenue	\$ 773,000
		Total Resources	\$ 827,923

Expenses	Account Number	Account Name	Amount
	21-41	Personnel	\$ 343,354
	021-041-511.10	Jail Supplies	\$ 14,500
	021-041-543.01	Dept Equipment	\$ 7,000
	021-041-611.02	Contract Services	\$ 6,448
	021-041-620.01	Telephone	\$ 6,000
	021-041-780.01	Building Reserve	\$ 90,397
	021-041-780.03	Admin Overhead	\$ 18,983
	021-041-780.45	Pay to Jail Maintenance	\$ 250,290
		Sub Total Materials & Services	\$ 395,618
	021-041-800.02	Office Equipment	\$ 10,000
	021-041-800.80	Dept Equipment	\$ 10,000
	021-041-801.04	DP Equipment Purchase	\$ 10,000
	021-041-801.07	Institutional Equipment	\$ 25,000
	021-041-820.06	Building Maintenance	\$ -
		Sub Total Capital	\$ 55,000
		General Capital Expenses	\$ -
	021-041-950.05	Contingency 1145	\$ 33,951
		Sub Total Reserves & Contingency	\$ 33,951
		Total Expense	\$ 827,923

Fund 21 Bed Rental Budget 2007-08

Resources	Account Number	Account Name	Amount
	021-081-301.72	BB Bed Rentals	\$ 624,099
		4-year plan (4th year)	\$ 40,000
		Jail Maintenance reserve	\$ 190,000
		Contingency Bed Rental (04-07)	\$ 325,121
		Additional Beg Bal	\$ 108,978
			\$ 624,099
	021-041-342.02	Room & Board of Prisoners	\$ -
	021-041-342.25	Benton Room & Board	\$ 234,768
	021-041-342.33	Jackson County Rm	\$ -
	021-092-342.02	Room & Board of Prisoners	\$ -
	021-041-361.01	Pool Interest	\$ 20,000
		Sub Total Revenue	\$ 254,768
		Total Resources	\$ 878,867

Expenses	Account Number	Account Name	Amount
	21-41	Personnel	\$ -
	021-041-780.10	Payment to Jail	\$ -
	21-41	Materials and Services	\$ -
		Sub Total Materials & Services	\$ -
	021-041-800.80	Office Equipment	\$ -
	021-041-801.04	Dept Equipment	\$ -
	021-041-801.07	DP Equipment Purchase	\$ -
	021-041-801.07	Institutional Equipment	\$ -
	021-041-820.05	Building Maintenance	\$ 490,000
		Sub Total Capital	\$ 490,000
		Medical Remodel	\$ 450,000
		General Capital Exp. \$400,000	\$ -
		Jail Maint Contingency	\$ 150,000
		Interest Income	\$ 20,000
		Bed Rental Contingency	\$ 280,000
		4 year plan in Beg Bal	\$ 40,000
		Contingency Bed Rental	\$ 480,000
		Add'l Beg Bal	\$ 108,978
		Contingency Bed Rental (04-08)	\$ 31,500
		Towards Remodel	\$ 503,369
			\$ (280,000)
			\$ 332,367
		Sub Total Reserves & Contingency	\$ 332,367
		Total Expense	\$ 878,867

B-D-07-1024

**MINUTES
INFORMAL WORK SESSION
April 2, 2007 2:00 p.m.**

**Service Team Budget Presentations
Oval Office, White House**

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Caren Anderson, Marilyn Kennelly, Marilyn Westfall, and Tonya Saunders.

Guests: Michael Green, Budget Committee member.

Kathy reconvened the meeting.

NON-DEPARTMENTAL TEAM

Commission on Children and Families (Fund 18) - Marilyn Kennelly reviewed the purposes of the commission. Caren Anderson reviewed personnel changes and expenditures in the proposed budget.

Transportation (10-33) - Tonya Saunders stated that the proposed budget is very similar to the current year's budget, although many of the figures for grant revenue are based on guesswork. Mary suggested adding a revenue line for contributions from cities for the commuter train project. John K agreed and suggested using footnotes to identify federal programs and expense details. He also noted that in the future, the transit district should develop its own budget.

Leslie stated that some of the transportation providers are dropping or changing services and assuming that the money which is freed up can be used at their discretion. She suggested that the YCTA Advisory Committee be allowed to provide input on the general fund allocations before any commitments are made. John K suggested that the providers be given an assurance of 75% to 90% of the funds they are currently receiving as minimum support and then the remaining funds can be treated more like an annual grant renewal.

Law Library (Fund 14) - Marilyn Westfall stated that although revenue from court fees is up 6% from last year, expenses are up 10% and contingency funds have been utilized to cover the deficit. She emphasized the importance of retaining the print library as long as possible and discussed an incident where citizens had to be turned away because the online library was down for a significant amount of time. She said that she would like to have better communication from the Maintenance and Information Services departments in such instances regarding the possible cause and expected down time. The Board agreed that such situations need to be resolved quickly.

Non-Departmental - John K and Laura reviewed the remaining non-departmental budgets. The Board discussed the possibility of using federal forest money, if it is restored, to cover the start-up costs of a Justice Court (10-78). After further discussion, the consensus was to direct the Sheriff to get more information and wait until June to find out about the federal forest money before adding the Justice Court to the budget.

John K noted that Laura's title in Economic Development (26-34) needs to be changed from

Senior Management Analyst to Deputy Director. Leslie stated that Dave Haugeberg has requested that the lobbyist funds be increased from \$18,000 to \$20,000 and he will also be asking the cities to increase their contributions. The Board agreed to increase the internal transfer to the Support Enforcement Division to \$29,000 and to add a new line item for the McMinnville Downtown Association in the amount of \$5000.

The meeting recessed at 3:31 p.m. and reconvened at 4:20 p.m.

John K discussed the upcoming projects for Capital Improvements (40-27), including ongoing remodeling work, the possible replacement of the Stern Building roof, and the replacement of the boiler valves in the Moore Building, which will require an engineering study. He recommended making a large one-time contribution to this budget if the O&C funds are restored.

The meeting recessed at 4:51 p.m.

Anne Britt
Secretary

**MINUTES
INFORMAL WORK SESSION
April 3, 2007 9:00 a.m.**

**Service Team Budget Presentations
Oval Office, White House**

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Chris Johnson, Keith Urban, Paul Kushner, Craig Hinrichs, Nancy Nunley, Sarah Jane Owens, Krisan Pendleton, Marie McDaniel-Bellisario, and Dawn Cottrell.

Guests: Michael Green, Budget Committee member; and Katie Paysinger, Dayton High School.

Kathy reconvened the meeting at 9:05 a.m.

HEALTH & HUMAN SERVICES TEAM (Fund 16)

Chris Johnson stated that the largest changes in his budget are due to the two federal grants totaling \$550,000 garnered by Keith Urban and his team last year, as well as a significant change in the state's payment system resulting in \$3 million being paid directly to providers rather than coming through the county budget.

He discussed the differences between the governor's recommended budget and the co-chair's recommended budget and his expectations for funding to the county. He explained that his budget includes \$280,000 of the governor's recommended budget which was not included in the co-chair's recommended budget. He noted that if the co-chair's budget is approved, Public Health will see a \$58,200 reduction in funding.

He discussed the effects of two ongoing workers' compensation claims and the addition of a .5 FTE position to be spread over many programs. He noted that the budget includes a promotion for Krisan Pendleton, who will now be working directly under his supervision as Program Manager 2 instead of under Marie McDaniel-Bellisario. He reviewed the individual budgets in Fund 16, highlighting the changes from last fiscal year.

The meeting recessed at 10:44 a.m. and reconvened at 10:58 a.m.

Chris presented the following three funding requests in order of priority:

- \$58,200 to restore expected cuts to Public Health programs, either from O&C funds if they are re-authorized or from cuts to one or more of the following Juvenile programs funded by the HHS budget: the Sex Offender Treatment Program, Juvenile Corrections Mental Health and Addictions Assessments, Juvenile Drug Court, and Addictions Treatment to indigent youth.
- \$37,872 to add a .4 FTE Nurse Supervisor position in Public Health to take over responsibilities currently handled by Nancy Nunley after her retirement.
- \$28,000 to restore a .8 FTE position for the Babies First Program.

He explained that he will be using about \$290,000 of his beginning balance for some large capital purchases.

The meeting recessed at 12:25 p.m.

Anne Britt
Secretary

MINUTES
INFORMAL WORK SESSION
April 3, 2007 1:30 p.m.

Service Team Budget Presentations
Oval Office, White House

PRESENT: Mary P. Stern and Leslie Lewis, with Kathy George joining the meeting in progress.

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Ken Huffer, Dan Linscheid, Richard Sly, Mike Brandt, Bill Gille, Susan Mundy, Russ Heath, and Dave Lawson.

Guests: Michael Green, Budget Committee member, and Joe Sharp, Fair Board Vice-Chair.

Mary reconvened the meeting.

LAND USE & TRANSPORTATION TEAM

Fairgrounds (20-80) / Fair Event Center (20-82) - Leslie reviewed the Fair budgets. She noted that a new equestrian group from Mollala is now using the facilities, which provides added revenue. Joe Sharp provided an update on the A-dec Building remodel project and stated that the Fair Board is currently in negotiations with Les Schwab to rename the building after them in exchange for funding to replace the roof and provide ongoing support for facility maintenance. He added that the Fair Board is looking forward to extending this type of arrangement to other buildings on the fairgrounds if there are individuals or business willing to do so. Leslie said that the Fair Board has discussed the possibility of putting up plaques in recognition of people who have made major donations, such as the Austins.

Surveyor (10-21) / Corner Restoration (Fund 27) - Dan Linscheid reviewed changes to his budgets and distributed copies of a proposal to increase fees in his department. John K recommended making the fee increases effective as soon as possible.

Planning (10-20) / Solid Waste (Fund 17) - Mike Brandt reviewed changes to his budgets. He reported that his office is still busy with post-Measure 37 applications and will likely continue to see a high level of activity. He said that he is seeing a large number of building permit applications and land use applications are at a record pace.

Parks (10-81) - Ken Huffer stated that the biggest change in his budget is the loss of Title III revenue. He responded to the Sheriff's request for a portion of the Rogers Landing launch fees to be allocated to Marine Patrol, stating that he needs all of his revenue just to maintain status quo in his budget. He said that he is actively seeking grants for extra projects because it is a struggle to find resources for basic needs, such as replacing picnic tables at the parks. Leslie raised the possibility of using some Economic Development funds for picnic tables. Ken discussed the possibility of providing plaques for tables or benches donated by citizens.

Public Works - Russ Heath stated that the county has made some improvements in using more fuel-efficient vehicles, although there are some departments using mid-size vehicles for one person that could switch to compact cars to be more fuel-efficient. Mary noted that this would be a good topic to discuss at the next Management Roundtable meeting.

Bill Gille proposed a 25% increase in the fee schedule for his department. Leslie stated that there hasn't been an increase in a long time and the current fees do not cover market costs. She recommended including an automatic annual increase based on the CPI. John G later confirmed by telephone that public hearings would not be necessary for the Surveyor's and Public Works fee increases.

Bill stated that there are three county bridges under twenty feet in length which need repairs, but are not eligible for federal funds. He suggested that North Valley Bridge and Palmer Creek Road Bridge be repaired in the coming year and Laughlin Road Bridge be postponed for a year or two. He stated that in order to repair the two bridges, all paving projects except for Meadowlake Road would have to be removed from the projects list. Susan Mundy explained that the work crews would focus on ditching and other maintenance work instead of overlays this summer.

Leslie proposed that if the O&C funds are re-authorized, Public Works receive 40% of the funding and the other departments be gradually weaned off the revenue. The group discussed the deterioration of county roads due to logging and farming trucks. John K stated that a bond might be necessary because there wouldn't be enough revenue to keep up with road maintenance even if all of the O&C funds were given to the Road Fund. Kathy stated that a bond could also include funds for the county to use as match funds for neighborhoods willing to pave their own local access roads.

John K suggested using some of the money in the Bicycle/Footpath Fund (41-30) to clean up the county's bike paths that are becoming increasingly difficult to navigate because of gravel, branches, and other debris. He specifically mentioned Baker Creek Bridge, the hill portion of Hill Road, and Old Sheridan Road, which probably needs to have the small gravel strip between the bike path and the road paved over.

The meeting recessed at 4:14 p.m.

Anne Britt
Secretary

MINUTES
INFORMAL WORK SESSION
April 4, 2007 9:00 a.m.

Service Team Budget Presentations
Oval Office, White House

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, John M. Gray, Jr., Dave Lawson, Eileen Slater, Brian Dunn, Murray Paolo, Jan Coleman, and Gayle Jensen.

Guests: Michael Green, Budget Committee member.

Kathy reconvened the meeting at 9:00 a.m.

GENERAL GOVERNMENT TEAM

Information Services (10-17) - Murray Paolo reviewed his proposed budget. He said that he would like to add a finder's fee or surcharge in Air Support (10-165) to cover his time in finding surplus equipment for other departments. He also noted that he will be seeking some drug eradication funding to assist with operations.

Leslie informed Murray of a recent situation in the Law Library where the computers were offline for several weeks. Murray stated that he would check the call log and then talk with Brian Dunn about connectivity issues before reporting back to the Board. Leslie added that Marilyn Westfall would like to be kept better informed of the cause of such problems in the future.

Leslie expressed frustration that she has been working for years to get some of the Fair's line item descriptions changed and some of them are still showing up incorrectly.

County Counsel (10-25) - John G stated that the only changes in his budget are cost of living and step increases.

Veterans (10-24) - Laura Tschabold reviewed the proposed budget. She noted that since preparing the budget, an in-house candidate has been selected to underfill Phillip Shadden's position, which will result in a slight savings.

Facilities Maintenance (40-16) - Brian stated that one position has been transferred from 40-27 to 40-16. He provided an update on the ongoing building and remodel projects and reviewed expected capital improvements during the upcoming year. He also discussed fixes to the courthouse security system. John K noted that appropriation authority will need to be transferred to this budget to cover the recent energy efficiency retrofits, which came out of the Utilities line.

Assessor (10-12) - Dave Lawson distributed copies of his budget handout and explained that to compensate for a \$133,000 budget deficit, he plans to hire an Appraiser Trainee and not fill either the Chief Appraiser position vacated by Bruce Tindall or the Appraiser Analyst position vacated by Ruben Reyes. He stated that although the Department of Revenue will say he needs a Chief Appraiser, this staffing will allow him to meet their minimum standards.

Clerk (10-15) - Jan Coleman reviewed her proposed budget. She stated that she will need to establish a fee for copies of plats, which are purchased by title companies. Mary suggested making the change effective May 1, 2007 to coincide with new fee schedules proposed by the Surveyor and Public Works.

Treasurer (10-23) - Nancy Reed reviewed her proposed budget, stating that she has decreased her ending balance to compensate for a reduction in discretionary funding.

The meeting recessed at 10:44 a.m. and reconvened at 10:53 a.m.

Administrative Services (10-10) - John K stated that the beginning balance will be lower than estimated because the current budget does not include the cost of Julia's leave when she retires. He said that the adjustments will be made at the Budget Committee level. He added that he will be asking for contingency funds out the current budget to cover the cost of cross-training Julia's replacement.

He stated that Norma Heath is being reclassified to Accounting Clerk 2 and Alison Ticknor will be reclassified to Senior Accounting Clerk when she takes over Tammy Story's position.

Leslie discussed the commuter rail feasibility study and emphasized the need to be clear about the focus shift from a tourist train to commuter rail. She stated that discussions need to be held with Washington County and Tri-Met before deciding what should be in the feasibility study and the RFP. Kathy stated that the study should include the tourism aspect to determine if it would be feasible to do that as well as the commuter rail.

The meeting recessed at 11:30 a.m.

Anne Britt
Secretary

MINUTES
INFORMAL WORK SESSION
April 4, 2007 1:00 p.m.

Service Team Budget Presentations
Oval Office, White House

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Tim Loewen, Brad Berry, Kellye Fetters, Ron Huber, Jack Crabtree, and Richard Sly.

Guests: Michael Green, Budget Committee member.

Kathy reconvened the meeting at 1:15 p.m.

DELIBERATIONS

John K distributed a list of items to be considered (see attachment). The Board discussed and agreed to the minor changes requiring no additional funding.

Launch Fees - The Board agreed that there is insufficient revenue from launch fees at this time to grant the Sheriff's request to allocate a portion to support Marine Patrol.

Search & Rescue / Air Cards - The Board agreed to move \$14,000 from Jail (10-41) reserve unemployment costs, which was over-budgeted by about \$18,000, to Search & Rescue (10-43), leaving the rest in 10-41. No additional funding was granted for air cards because the cost was already included in the proposed budget.

Leslie suggested taking \$3000 of the \$76,000 currently budgeted for data radio equipment at the Mountain Top and Eagle Crest sites and granting a request from Chief Butler to assist three small cities with MDT installations. John K stated that since the money would come out of the current budget, the issue could be discussed at a regular informal session.

Justice Court - The group discussed this item at length and agreed to defer it to the Budget Committee.

DA Clerical Position - The Board agreed that the District Attorney's beginning balance could be increased by \$45,000 to cover the cost of restoring the receptionist position.

Parks - The Board agreed to allocate \$4000 to the Parks budget from the Economic Development Fund to be used for picnic tables or other needs as determined by the Parks Coordinator.

Funding Requests - John K stated that there is about \$165,000 available in the Contingency Fund. He did not recommend using any of the \$160,000 in the PEL/Self-Insurance Fund. The Board discussed the following requests for additional funding:

\$ 6,300	Juvenile time loss reserve
\$ 1,500	DA Chief Deputy position
\$ 5,000	DA overtime
\$ 12,095	Juvenile receptionist position
\$ 44,679	Juvenile Corrections Tech position
\$ 3,064	Juvenile Corrections relief staff
\$ 31,769	Juvenile backfill state support
\$ 64,000	Juvenile bed rentals from Polk County
\$ 58,200	HHS lost funds for Public Health
\$ 30,872	HHS .4 FTE nurse position
<u>\$ 28,000</u>	<u>HHS Babies First - restore cuts</u>
\$298,979	Total

John K pointed out that Chris Johnson could fund all of his requests from the HHS beginning balance. After further discussion, the Board agreed to fund the Juvenile time loss reserve and the Juvenile Corrections Tech position out of the Contingency Fund and defer the remaining requests to the Budget Committee.

Budget Committee Recommendations - Michael Green shared his observations as a returning member of the Budget Committee. He recommended that, if the Board appoints new members to the Budget Committee who have no prior experience, new committee members should be required to attend all department planning sessions the first year as an orientation. He pointed out that after the first year, it isn't necessary to hear the budget line item details at the Budget Committee level. He said that he would prefer to hear an overview of the county's financial position, including key assumptions and issues, a report on the outcome or impact of requests approved by the Budget Committee the previous year, and year-to-date budget information.

The meeting adjourned at 3:20 p.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
12/10/07 by Board Order
07-1024

MINUTES Service Team Budget Presentations
Page 2 April 4, 2007 1:00 p.m.

JK ___ KGJ MS ML LL AD
B.O. 07-1024

Budget Discussion of April 2-3 2007 (Revised)

1. Update architect study jail improvements to get updated cost of improvements ASAP.
2. Sheriff requests a portion of Ord. 770 (launch fees) to support marine Patrol.
3. In the Jail (10-41) unemployment costs are over budgeted by about \$18,000.
4. Budget notes are needed to list the allocation of deputies. Delete "ghost positions".
5. Can O&C dollars (if received) provide new deputy position(s) to work traffic to begin Justice Court program?
6. Sheriff requests an additional \$14,000 for SAR and \$13,000 for air card costs.
7. In Fund 13, change Lieutenant to Captain
8. In Fund 49, change Corrections officer to Sergeant
9. Move dollars being spent in Jail to the Court Security Budget to reflect actual court security expenses.
10. In 10-22 (SED) an additional \$28,808 is needed from Video Lottery to match federal funds and restore two positions (d) change FET history to reflect actual.
11. Requests for 10-18: (a) \$15,000 for Senior DA position, (b) \$45,489 to restore clerical (receptionist) position, (c) \$4,000 for overtime.
12. Add \$6,300 to workers comp reserve in 10-74
13. Increase fee income and adopt new fee schedule in Juvenile adding \$27,100 to revenue. Add a half time accounting clerk costing \$27,100.
14. Restore the following in 10-74: (a) Under fill vacant PO position at .48 costing \$40,832 (b) Restore receptionist position for a cost of

\$12,095, (c) Restore corrections tech position (restitution program) for \$44,679, (d) corrections division relief staff at \$3,064: (e) add \$6,000 to "Time Loss Reserve" (494.80).

15. Change reimbursement line in 21-41 to pool interest.
16. Should we budget grant income in Fund ²¹41 at the level proposed by the governor or the co-chair's budget?
17. Add video lottery and contributions income to 10-33.
18. Add amounts budgeted in 10-³³~~39~~ for accounts 720.02, 720.06, and 720.07 and place in a single account titled "Provider Payments".
19. Move the ending balance budgeted in 10-33 to 699.01 "other Expense".
20. Move \$5,000 from the Fund 14 (Law Library) contingency (950.01) to 513.03 (Publications and Dues).
21. Change FET counts in Commissioners. Delete .52 for Sr. Management Analyst and add .32 for Director.
22. In Fund 26 (Economic Development): (a) change the title of Sr. Management Analyst to ^{Assistant} Deputy Director, (b) Increase funding in Professional Services (Newberg Bypass Lobbyist) from \$18,000 to \$20,000: (c) Move \$5,000 from "Other Expense" line to a "Downtown Association" line: (d) transfer \$28,808 from "Other Expense" to 780.29 (Internal Transfer SED): (e) footnote County Internal Expense (780.18) to read "Community festivals"
23. In 40-27 move revenue from line 390.23 (Inter fund Loan) to 391.04 (Loan Proceeds)
24. Self insurance fund should consolidate the FEMA Balance (301.75) with Property Insurance Balance (301.45) and the Unemployment Balance (301.55) with the CSI Balance (301.49).
25. Changes recommended for Fund 16: (a) replace lost state funds for Community Health in the amount of \$58,200: (b) Add a .4 Supervising Nurse position for a total cost of \$30,872: (c) Restore the cuts in the Babies First program in the amount of \$28,000. Consider increasing the amounts transferred from the General Fund or reducing Juvenile Program Services provided by HHS in the amount of \$58,000.
26. Budget a time loss reserve in all HHS programs.

27. Fair Budget: (a) Change title of account name in 20-80-347.17 to "Event center fees": (b) Change title of account name in 20-80-347.18 to "Special Events" (c) Develop a list of footnotes for accounts as appropriate.
28. Does Surveyor still need to budget \$5,000 for GIS in 10-21? (Note: the income is not shown in the GIS budget.
29. Parks budget (10-81) requests an allocation of Video Lottery dollars for picnic table replacement .
30. Should \$10,000 in internal Revenue be added to the Road Fund budget (11-60-380.01) from solid waste?
31. In 11-60 move \$47,150 from 610.07 to 780.27 (adjustment of insurance expenses)
32. Make budget changes per Assessor's memo.
33. Change account name for 615.02 to BOPTA
34. Show capital purchase expense and loan proceeds income in 10-17 as required by GASB
35. Add the .5 Switchboard Operator to the FTE count for OS 2. Total count for OS 2 should be 1.0 FTE and Switchboard Operator 0. *Fund 78*
36. Change title of 10-165-990.01 to Ending Balance
37. In 10-10, add .55 to the FTE count for Asst. Director (401.16). Delete the 1.0 FTE count for Sr. Management Analyst.
38. Make changes to Director Salary and associated benefits lines in Fund 17 per Mike Brandt e-mail.

B.O. 07-1024