

MINUTES
INFORMAL WORK SESSION
April 3, 2006 9:00 a.m.

Service Team Budget Presentations
Room 32, Courthouse

- PRESENT:** Leslie Lewis, Kathy George, and Mary P. Stern.
- Staff:** John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Brad Berry, Tim Loewen, Chuck Vesper, Kellye Fetters, Jack Crabtree, Richard Sly, Vicki Wood, Barb Paladeni, Paul May, and Ron Huber.
- Guests:** Cassie Sollars, candidate for Commissioner; Michael Green, new Budget Committee member; David Bates, News-Register; and Aron Perez-Selsky, Linfield intern.

Leslie called the meeting to order.

CRIMINAL JUSTICE TEAM

District Attorney's Office - Brad Berry stated that although the Support Enforcement budget (10-22) shows a \$20,000 transfer to 10-18, he will be reducing the transfer to \$17,000 in order to balance 10-22. He noted that last year's personnel restructuring has worked out well

He reviewed changes to the 10-18 budget (see attached summary), and requested additional funding to restore the Office Specialist 2 position and allow Cynthia Easterday to return to full-time status as originally planned. He noted that the OS2 position would be the higher priority of the two requests. He acknowledged the contributions of other team members in balancing his budget.

Community Corrections (Fund 21) - Richard Sly reviewed changes to his budget (see attachment), explaining that the rental income is based on a guarantee of ten beds from Benton County and five beds from Jackson County. He stated that \$360,000 would be needed to continue the program of eliminating dependency on bed rentals. He said that the main challenges he will be facing are insufficient space in the Annex, the prospect of optional arming, and caseload size.

John K stated that based on a survey conducted by Steve Mikami, he would suggest that the Community Corrections Director, the Planning Director, and the Juvenile Director all be adjusted to Range 30.

The meeting recessed at 9:57 a.m. and reconvened at 10:13 a.m.

Juvenile Department (10-74) - Tim Loewen reviewed his department's budget (see attachment), stating that even after using up his entire beginning balance, it was necessary to make personnel reductions of over \$32,000 in order to balance the budget, which would eliminate the Juvenile Violations Court and significantly reduce the Community Service/Restitution program. He requested an add-back of \$32,368 to restore those cuts and an additional \$10,000 to support the Peer Court program.

He presented a proposal to reclassify four Juvenile Corrections Technicians to Juvenile Corrections Specialists if they qualify through a proficiency test, with three reclassifications taking effect

JK LL *JK* KG *MS* *MS*

B.O. 06-1032

in June 2006 and one in December 2007. He explained that this action would essentially be a promotion without pay and would not cost anything until the fourth year. Chuck Vesper noted that all current Juvenile Corrections Technicians have agreed to the proposal. John K expressed his support of requiring a proficiency test.

Sheriff's Office - Sheriff Jack Crabtree presented his budget and requests (see attached summary). The Board discussed the inequity of funding from Oregon Emergency Management between counties. Leslie noted that although Yamhill County has significantly increased its contributions since hiring Bob Maca, the funding level doesn't reflect that.

Jack stated that since HHS will not be transferring \$21,500 for court security, he would like to request that amount as an add-back. John K stated that the issue of funding for court security should be discussed at the Board level. Mary suggested meeting with Phil McCollister, Ron Huber, and others to discuss the issue.

Jack requested additional funding in the amount of \$33,698 for the balance of YCOM dues not covered by the allocated 3% increase. He also projected that the ending balance in the YCINT budget (10-69) would be used up by end of fiscal year 2006-07 due to the continual decrease of forfeiture dollars. John K suggested that the Sheriff's Office propose a Dog Control fee adjustment next year in order to keep up with the rising costs of operations.

The meeting recessed at 12:17 p.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
12/18/06 by Board Order
06-1032

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Service Team Budget Presentations
April 3, 2006 9:00 a.m.

JK LL KG MS

Significant DA Budget Changes:

Personnel:

Increasing Cynthia from 50% to 75% w/ full benefits (rather than full time as originally planned) (\$25,528)
Losing 1 OSII (\$41,388)

Revenue:

We've lost most grant money but still have the important CVA positions they were funding.

2004-05	42,418 (received)
2005-06	28,800 (budgeted but we will not be receiving \$16,800) (did not get the grant)
2006-07	16,342 (expect to receive)

CIC Penalty: Budgeted an additional \$16,000. (will be getting some that used to go to NGP.)

We budgeted for transfers from Sheriff (\$10k) and YCCC (\$25)

Material and Services:

Decreased CVA travel budget:	\$	800
Decreased Witness Fees		3,000
Decreased trial budget		4,000
Decreased investigation budget		1,000
Decreased Misc Grant budget		2,000
Decreased Equip Replacement		2,600
Decreased Office Equipment budget		<u>2,000</u>

15,400

Community Corrections – Changes 06-07

Changes listed by department #21-41: Community Corrections funds going to jail

- No changes in FTE

Changes to 21-44; County general fund allocation for misdemeanor probation supervision

- No FTE changes
- Flat revenue (5% reduction in form of transfer to general fund)
- reduction in M & S to accommodate transfer of \$25,000 to District Attorney (FY 06-07)

Changes to 21-45

- 1 FTE addition = PPO Supervisor
- Correction to be made for PPO FTE count from 8 to 9 officers (added via BOC approval in FY 05-06)
- Range adjustment for Director & (existing) Supervisor to be retiled; deputy director - 1 step increase each
- Transfer to jail (Corrections contribution to Juvenile department) \$25,000 to offset Juvenile payment to jail for food, medical and laundry services.
- Additional account added: Reserve, Ending Balance

Changes to 21-50 - Victim Impact Panel

- No changes

Changes to 21-63 - Work Release

- Contribution to additional courthouse landscaping crew supervisor for summer months \$10,000 includes payroll expenses. FTE not added.

Changes to 21-67 - SB 1145

- No FTE changes

Changes to 21-116; Facilities Maintenance

- No FTE changes
- Flat revenue (5% reduction in form of transfer to general fund)
- Additional cost being shifted to 21-41, increased expenses for payroll, heat, water & lights, etc

2006-07 Juvenile Department Budget Information

Budget 2006-2007 \$2,587,350

Increased Revenue

General Fund allocation to the department increased .64 % +\$11,014

Increased Expenses

Increasing personnel costs have impacted this year's budgeting:

Medical Insurance	+\$20,200
Rent Increase	+\$ 2,895
Retirement reduction	-\$ 9,918
3.1% Cost of Living Increase	+\$47,196
<u>Step Increases</u>	<u>+\$54,185</u>
Total Personnel Increases	+\$114,558

Some grant revenue is decreasing and/or expiring.

Juvenile Accountability Block Grant reductions	-\$12,303
McMinnville Schools Functional Family Therapy grant expiring	<u>-\$57,000</u>
Total Grant Reductions	-\$69,303

Budget Savings

The Juvenile Department has reduced expenses or increased revenue in the 2006-07 budget in the following ways:

• Increased Detention Bed Rental Revenue	10,000
• Increased Firewood Program Revenue	4,500
• Added a Probation Supervision Fee Revenue	10,000
• Reduced GF Support to Peer Court	25,000
• Eliminated Capital Office Machine Replacement	5,000
• Reduced Electronic Monitoring Program	4,000
• Under fill a vacant JC Specialist with a JC Technician	14,200
• Replace a vacant JC Technician with a new employee	<u>3,730</u>
Total Savings	\$76,430

Criminal Justice Team Assistance

Community Corrections has offered to provide up to \$25,000 to reduce the Juvenile Department's annual payment to the Jail for food, laundry, and medical services for 2006-07.

Beginning Balance

I have also increased my Beginning Balance to reflect some savings in this current year through vacancies.

- Use of relief staff to fill 2 current Juv. Corr. vacancies (4 months) 18,000
 - Increased part-time staff clerical to cover a full-time SOS position 5,900
- Total additions to Beginning Balance** **\$23,900**

Additionally, the Juvenile has carried over a fund balance of \$145,981. This year the department will use all of these funds in operations. There is **no ending balance** budgeted.

Bottom Line

With all of the changes highlighted above that impact the 2006-07 proposed budget, the department still has a substantial **deficit of over \$32,000**. In order to balance this budget personnel will have to be cut.

This year's proposed budget would see the following personnel reductions:

- | | |
|---|------------------|
| Eliminate part-time Office Specialist II (.48 FTE) | -\$11,881 |
| Eliminate part-time Corrections Tech (.40 FTE) | -\$12,679 |
| Reduce Senior Office Specialist from (.75 to .60 FTE) | <u>-\$ 7,808</u> |
| Total Personnel Reductions | -\$32,368 |

These cuts effectively eliminate the **Juvenile Violations Court** which in 2005 handled 418 referrals for status violations including MIP-Alcohol, MIP-Tobacco, Less-than-an Ounce of Marijuana, and Daytime Curfew. In addition, the department's **Community Service/Restitution program** will be cut significantly. Youth earned credits by their community service that would be used to reduce their restitution obligations to crime victims.

Add-Back Request

The Juvenile Department would request an Add-Back in the amount of \$32,368 to prevent layoffs and loss of programming. Additionally, the department would request \$10,000 more to support the Peer Court program.

Total Add-Back Request is \$42,368.



YAMHILL COUNTY SHERIFF'S OFFICE

Jack Crabtree, Sheriff

"Excellence in Service"

March 30, 2006

Dear Commissioners,

On April 3, 2006, I will present to you my 2006-2007 Yamhill County Sheriff's Office budget proposal. As a way of clarifying the requests to be made at that presentation, I am providing to you additional information for your consideration.

Enclosed herein are the following:

-Request summary and request documents

- A change to reflect .5 Evidence Technician position. This is not a new position, but has previously been paid as out-of-class pay.
- Request for \$25,000 discretionary funds to fill .5 Clerk position for Emergency Management.
- Oregon Emergency Management County Allocation chart for 2004, 2005 and 2006.
- Add Police Clerk position to reflect our new YCOM responsibilities. (Offset by \$48,000 revenue from YCOM).
- Reclassification of 2 Corporal positions to 2 Sergeant positions in the Jail
- An addition of one Deputy position (from 22 to 23) to meet contractual requirements with cities.
- The movement of .25 Sheriff (\$20,380) from 10-43 to 10-41 to more accurately reflect the requirements of jail oversight and management.
- Movement of .25 Deputy FTE to 10-43 from Marine Fund, 10-42. (We will bill OMB for actual hours provided by YCSO)
- Discretionary funds in the amount of \$163,062 to fund 2 SRO positions in the event that current funding received from Spirit Mountain Community Fund is discontinued.

I'd be happy to provide any other information that you may need.

Sincerely,

Sheriff Jack Crabtree

Cc: John Krawczyk

It is the Mission of the Yamhill County Sheriff's Office to provide our citizens with High quality law enforcement services, in an ethical and fiscally responsible manner.

Yamhill County Courthouse * 535 E. 5th Street, Room 143, McMinnville, Oregon 97128-4595

Business Office: (503) 434-7506 * Jail: (503) 434-7507 * Emergency: 911 B.O. 06-1032

'06 DEC 20 P4:35

MINUTES
INFORMAL WORK SESSION
April 3, 2006 2:00 p.m.

Service Team Budget Presentations
Room 108, Courthouse

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Allison Musillami, Diane Cilenti, Marilyn Westfall, Caren Anderson, and Murray Paolo.

Guests: Michael Green, new Budget Committee member, and Aron Perez-Selsky, Linfield intern.

The meeting reconvened at 2:15 p.m.

NON-DEPARTMENTAL TEAM

Commission on Children and Families (Fund 18) - Allison stated that the CCF budget shows a slight reduction from last year because funding is based on a biennium. She noted that the biggest changes are in staffing. She said that the Commission is currently in a goal-setting process, with the focus on comprehensive planning, community mobilization efforts, continuing accountability, and oversight programs.

Transportation (10-33) - Diane stated that she had to hold personnel harmless for the 5% cut in discretionary revenue and instead take a 6.8% cut across the agencies. She reported that her budget shows an overall increase in revenue. John K suggested that Diane submit a budget message to explain the different grants supporting her budget.

Law Library (Fund 14) - Marilyn stated that her budget has no changes from last year. She explained that her contingency fund is high because she may have to move and is not sure what rent will be. John K noted that the Stanard Building and the McMinnville Professional Building are two possible locations for the law library. Marilyn noted that Judge Collins will be appointing a new member to the Library Board to replace Alicia Eagan, who has resigned.

Information Systems (40-17) - Murray distributed a revised budget which includes the money for the computer replacement fund.

Non-Departmental - John K reviewed the remaining non-departmental budgets (see attachment). He recommended increasing the General Fund beginning balance from \$95,000 to \$192,000 due to increased interest income and prior years taxes, as well as increased pool interest and liquor tax. He suggested charging more administrative fees against Mediation Services (10-59) and dedicating the revenue to court security. He requested a one-time allocation of \$50,000 from the General Fund to Capital Improvement (Fund 40) for the courthouse remodel and security projects.

The meeting recessed at 3:30 p.m. and reconvened at 3:45 p.m.

John K completed his review of non-departmental budgets. He suggested that the Compensation Committee discuss the issue of giving elected officials the ability to sell back 40 hours of PEL.

The meeting recessed at 4:16 p.m.

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NON DEPARTMENTAL - changes 06-07

10-39 – Non Departmental – This budget includes a variety of expenses that do not belong to any single department. The funding of the bypass lobbyist (both revenue and expense) is included here. The medical examiner program has been transferred here from the commissioners budget. Also included are \$27,000 in grant match dollars, \$195,000 in insurance expenses, and the remainder of the MDT project. No additional funding is requested for this program.

10-90 Transfers – This budget moves the discretionary allocations to Community Corrections, Facilities Maintenance, Capital Improvement, HHS and Capital Improvement.

10-92 Contingency – The contingency is set at \$855,000. This assumes that there will be a beginning balance of \$770,500.

40-27 Capital Improvement – This complex program includes a variety of expenses for additions and improvements to the courthouse complex. Included are debt service for the full faith and credit obligations, inter fund loans on the various property purchases, funding on the initial phases of the major courthouse remodel and construction costs for the additions to the Romain Building for HHS. This budget continues to fund major capital improvements which will continue at a high level of activity. There is no contingency for many of these projects. A one time allocation of \$50,000 is requested for a reserve for the courthouse remodel and security projects.

'06 DEC 20 P4:35

**MINUTES
INFORMAL WORK SESSION
April 4, 2006 9:00 a.m.**

**Service Team Budget Presentations
Room 108, Courthouse**

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

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, new Budget Committee member.

Leslie reconvened the meeting.

HEALTH & HUMAN SERVICES TEAM (Fund 16)

Chris stated that his budget is complicated because of the need to budget for 36 different programs. He provided a general overview (see attachment for changes), stating that he has made cuts and used some of his fund balance to compensate for increased rent and personnel costs combined with insufficient cost of living increases. He explained that he continues to minimize administration and maximize direct service staff. Paul added that the department has become more stringent over the last couple years about allocating staff time across programs in order to meet federal requirements.

John K requested that Chris prepare an explanation to the Budget Committee of his 36 programs and how much discretionary revenue goes to each, indicating which ones are being backfilled with his fund balance.

The meeting recessed at 10:28 a.m. and reconvened at 10:48 a.m.

Chris discussed proposed budgets for the federal Byrne Grant and the state Drug Court Enhancement Grant, noting that he will find out in May if he will be receiving the grants. The Board agreed to have the budgets included as an attachment for now and incorporated into the final adopted budget once funding is assured.

Chris discussed a handout detailing the recent history of fund balances for the different programs (see attachment) and stated that he had decided to take one-time expenses out of the fund balances this year. He said that unless some changes are made, he will be facing some major restructuring in a few years.

He requested that the Board restructure funding for court security so that it is assessed to all departments based on usage.

The meeting recessed at 12:25 p.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
12/18/06 by Board Order
06-1034

JK LL KG MS

HHS Changes 06-07

HHS statement to the board. - Jk

John, you have requested an analysis of change between the FY 2005-06 adopted budget and the FY 2006-07 proposed budget. I guess when you look at nearly every line changing you might ask, does any thing really stay the same? But truly most of all this is incremental increases in rent, phone, insurance and all the other materials and services that support the efforts of our staff. As to staff our incremental increases in salary and benefits are reflected. We have also done some re-classes, both up and down that make it look like we lost one position and gained another. Ellen Ewing in 16-71 is a good example as we deleted the full time program supervisor position she held at the last budget and added her as a full time HHS Spec. I. At any rate all of this is detailed in the attached spreadsheet. I am going to make this a little easier for you all by highlighting in yellow the eight key changes for this year in terms of personnel. I will explain those in the next paragraph and then close with what I would request in the event further funding became available.

Beginning with Public Health. Two primary changes. We laid off Rosy Wyland's full time position and replaced it with Amanda at .6 FTE. Amanda's credentials called for a higher class. This was primarily due to a loss of expected revenue for prevention/health education. It is a very fluid area that depends a lot on Federal grants. You may recall that 3 years ago we laid off Greta Coe only to rehire Rosy a year later. The second major change concerns Healthy Start. As you know we have been subsidizing this woefully under funded state program. Given the dwindling balances in HHS, I made the decision to reduce by one half FTE the position vacated by Angela when she left employment for health reasons. Developmental Disabilities, 16-71, remains static. We have added some subsidy rather than lay off as the state is engaged in rate restructuring for their 2007-09 budget.

Adult Mental Health 16-72, John Budan retires, Laura Fousfos promotes to nurse (she is an RN) and her Associate position is deleted. Laura Opre resigns and we delete her part time associate. Kevin Brooks and Sue Wong add some additional hours. Net is a .92 reduction in FTE. With the large OHP reduction we still have to use carry over to balance. The good news is there is quite a lot of mental health program carry over.

Abacus 16-73 is static.

Family and Youth 16-75 adds 1.55 FTE in conjunction with Intensive Children's Services initiative funding. In reality this is over 2 FTE as we are laying off a .6 spec I position in Juvenile Alternatives due to loss of county discretionary. We did lose .6 FTE HHS Spec II. She remains employed but we sub contract her time to BCN. Like Adult MH this helps weather OHP revenue reductions.

Chemical Dependency 16-76 does not replace the .75 HHS Spec III clinical supervisor opened when Peggy Seits retired and reduces HHS Spec I positions by 1.5 FTE. .75 will be covered by retirement of Peggy Otto and the remainder will require a layoff.

Business Services 16-79 eliminates the .6 FTE Raintree support position that was budgeted but unfilled in FY 2005-06. Mostly due to having to pick up greater share of IS cost for Mark R.

Residential Treatment services 16-172 no real change. Re class and redistribution of accounting clerical.

Now that I have you worn down, lets talk what our priorities would be in the event some revenue becomes available. Chemical Dependency is in the worst shape. I am hoping to regain the lost treatment positions with the Drug Court Grant. If we do not get a grant, that would be first. The Drug Court grant adds back part of the clinical supervisor. Even if we get that grant, I would say replacing that position is first priority. Public Health did not really lose due to shifting from other areas, but as I have said for the last several budgets we should not continue to ignore the public safety implications of such a minimal epidemiology staff to population ratio. That would be my second priority. I can't imagine getting to a third priority, but if we do I would recommend that the time Carl Whitfield spends evaluating youth that

have been expelled from school on alcohol or drug related issues be restored. That is the .6 FTE in Juvenile alternatives that was deleted. Lastly, Paul's team could use help. Perhaps giving money to IS so they don't have to charge for Mark.

Fund Balances	History		CY Projection		Beg Bal		Planned allocation for FY 2006-07		
	2004-05	2005-06	2006-07	Restricted	Ending Bal	Reserved	Beg Bal		
0	End Bal Audited	Projection +/-	Estimated	Reserve	6/30/07	Operations	Special	Total	
TOTALS	2,230,752	(514,706)	1,716,046	0	1,031,073	596,784			
16-70 PH	14,354.00	(14,354)	0		-			-	
16-71 DD								-	
DD (P148 & P149) carry over	4,770	(4,770)	0	0	0	0		-	
DD 150	11,169	(11,169)	0					-	
16-172 Enhanced Care								-	
	54,558	41,198	95,756	0	84,151	11,605		95,756	
			0		0			-	
16-72	126,885	(48,255)	78,630		43,247	35,384		78,630	
			0					-	
Regional Acute Care	36,248	(22,590)	13,658		0	13,658		13,658	
MHS 20	109,058	(31,170)	77,888		42,838	35,050		77,888	
ACT allocation (MHS 20)	44,542	(20,044)	24,498		13,474	11,024		24,498	
MHS 25	47,330	(21,299)	26,031		14,317	11,714		26,031	
			0					-	
MBCN			0			0		-	
OHP	533,185	(10,000)	523,185		330,447	36,000		523,185	
						(0)		-	
						156,738		-	
			0					-	
16-73 Abacus	62,337	(33,719)	28,618		0	28,618		28,618	
								-	
16-75 F&Y					0			-	
MHS 22 HH1	9,837	20,150	29,987		16,493	13,494		29,987	
MHS 22	25,050	(15,787)	9,263	0	5,095	4,168		9,263	
OCP CD & FY	52,240	(52,240)	0					0	
OCP CD & FY								-	
16-76 CD								-	
P170			0		0			-	
P171			0		0			-	
								-	
sub total	1,131,563	(224,049)	907,514	0	550,062	357,452	0	907,514	
								-	
Unrestricted	1,099,189				391,012			391,012	
Public Health		(25,954)				0		-	
Unrestricted								-	
Jail transfer P101		(50,000)			50,000	50,000		100,000	
Court House Security P101		(21,500)			0	0		-	
Healthy Start supplement		(43,416)				31,000		31,000	
104,500=Glenn + Equipment Replacement Fund + Capital							88,188	88,188	
central admin		(47,375)				92,228		92,228	
Tax reduction		(28,509)				28,000		28,000	
Chemical Dependency						7,651		7,651	
IS Raintree and Hdw.		(41,441)						-	
.5 FTE, '2' yrs+Dale								-	
Evans Street		(58,416)			40,000			40,000	
Jarvis Contract								-	
Developmental Disabilities						30,453		30,453	
sub total	1,099,189	(290,657)	808,532					-	
TOTALS	2,230,752	(514,706)	1,716,046	0	1,031,073	596,784	88,188	1,716,046	

B-0.06-1034

MINUTES
INFORMAL WORK SESSION
April 4, 2006 1:30 p.m.

Service Team Budget Presentations
Room 108, Courthouse

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

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

Guests: Michael Green, new Budget Committee member, and Al Westhoff, Fair Manager.

Leslie reconvened the meeting.

LAND USE & TRANSPORTATION TEAM

Fairgrounds (20-80) / Fair Event Center (20-82) - Al Westhoff stated that he is trying to combine the two budgets to make it easier to read. He stated that the Yamhill County Fair has unbelievable potential and should be able to be self-supporting. He reviewed changes to the budget from last year and stated that the biggest concern is the aging facilities. He discussed entertainment and admission prices for the 2006 Fair & Rodeo. Leslie expressed her appreciation for Al's positive attitude and accomplishments.

Surveyor (10-21) / Corner Restoration (Fund 27) - Dan reviewed changes to his budgets (see attachment) and noted that he would be getting some information from other counties regarding their fee structures. He supported John K's recommendation that the Surveyor's Office become more fee-dependent in order to free up discretionary resources.

Planning (10-20) / Solid Waste (Fund 17) - Mike reviewed changes to his budgets (see attachment). He stated that the shortage of sanitarians around the state is becoming a catastrophe and he may have to hire a contractor. He said he would like to find someone who could take over some environmental responsibilities during the slower winter months. He added that he would be willing to share a sanitarian with Public Health if they don't need one full-time. John K stated that the Board had discussed the need for salary range adjustments for the directors of the Planning, Community Corrections, and Juvenile Departments.

Parks (10-81) - Ken stated that the biggest change in his budget is the revenue from Rogers Landing. He noted that there may be new property coming into the parks system in the coming year. He discussed the Parks Day event scheduled for September and stated that to increase parks users, the county needs to increase the amenities.

The meeting recessed at 2:45 p.m. and reconvened at 3:06 p.m.

Public Works - Bill discussed changes to his budget (see attachment). John K recommended that he work toward a goal of at least \$500,000 beginning balance in the Road Fund (Fund 11). Leslie agreed with Bill that there ought to be some O&C revenue in the Road Fund, although it isn't possible this year because of budget hardships. John K suggested discussing with the Association of Oregon Counties the

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B.o. 07-02

possibility of having timber severance tax go into the county road fund instead of using it to offset property taxes.

Bill stated that experiments with a new road stabilization product have had mixed results so far, possibly because of timing issues with the weather. He said that a layer of chipseal underneath the stabilization product might provide more strength to resist abrasion.

He requested that at least 25% of the O&C funds be dedicated to road maintenance and that the Board adopt some form of the safety project Capital Improvement Project list, which currently contains thirteen projects for a total of \$10 million.

John K stated that bicycle/footpath funds can only be carried over in Fund 41 for a limited time. He suggested that if no progress is made on the Grand Ronde bike path project soon, Bill look into developing a project within the coming year for a bicycle/footpath along a portion of Baker Creek Road.

The meeting recessed at 4:15 p.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
1/3/07 by Board Order
07-02

Surveyor - Changes '06-07

10-21:

- reduced central supplies based on current usage rate from \$3,000 to \$600
- increased publications & dues from \$390 to \$600 based on joining Western Federation of Professional Land Surveyors
- reduced dept. equip by \$40
- increased schools & conferences from \$275 to \$400
- increased telephone from \$215 to \$353 based on current usage
- increased travel expense from \$2,000 to \$3,000
- reduced other expense from \$1,313 to \$300 based on current usage
- increased motor pool from \$350 to \$3,000: *this needs to be corrected back to \$350*
- increased equip replacement from \$700 to \$3,000
- increased GIS from \$4,000 to \$5,000 per Murray's request
- increased county IS from \$100 to \$600 based on usage changes

10-27:

- increased central supplies from \$300 to \$500
- increased publications and dues from \$100 to \$200
- reduced contract services from \$3,000 to \$100 (placeholder)
- inserted misc. training (from \$0 to \$600)
- increased travel expense from \$1,100 to \$1,200
- increased administrative overhead from \$600 to \$3,386 based on JK budget handout
- reduced telecommunications from \$5,171 to \$800
- increased motor pool from \$3,000 to \$3,300 per Russ Heath
- reduced equipment replacement from \$700 to \$300
- increased computer services (780.15) from \$0 to \$300

Mike's April info. - Jk

1

From: Mike Brandt
Sent: Tuesday, March 21, 2006 9:49 AM
To: John Krawczyk
Subject: RE: Budget Information for the the Board

John,

Here are the changes to the planning budget:

No additional funding is requested but there are increases in the projected revenues based upon increased development activity and post M37 activity. Virtually every revenue line has been changed.

Expenses have been changed as follows:

010-020-402.02, OSII, has been increased by .5 FTE and the budget has been increased accordingly.

010-020-402.03, Sr OS, has been eliminated and reclassified to 010-020-403.13, Bld. Insp. Asst. and the budget has been increased accordingly.

010-020-403.10, Asst. Pln, has been added to replace a position in 010-020-403.11, Assoc. Pln and the budget has been decreased accordingly.

010-020-403.15, Bldg Insp II, has been increased by 1.0 FTE and the budget has been increased accordingly.

010-020-403.26, Bldg Insp. III, has been increased by .3 FTE and the budget has been increased accordingly.

010-020-406.03, Env. Hlth. Spec. III, has been increased by .5 FTE and the budget has been increased accordingly.

Other personnel expenses (i.e. retirement, health, etc.) have been increased because of the increases in FTE.

010-020-780.03, Admin, was added to expenses in the amount of \$27,619.

010-020-780.41, Co int transfer, was added to payback solid waste fund for building purchase in the amount of \$150,000.

010-020-802.02, Pool cars, \$46,000 for purchase of 2 new vehicles for new staff.

Here are the changes to the solid waste budget:

No additional funding is requested.

There has been a decrease in the beginning fund balance primarily due to the purchase of the new building. 017-028-380.41, Co int transfer, was added as a payback from planning for new building purchase in the amount of \$150,000.

Expenses have been changed as follows:

017-028-401.31, SW and Env Spec, position was cut, this was Dyke's position, and the budget has been decreased accordingly.

017-028-402.02, OSII, has been increased by .5 FTE and the budget has been increased accordingly.

017-028-402.03, Sr OS, has been eliminated and reclassified to 017-028-403.13, Bldg. Insp. Asst, and the budget has been increased accordingly.

017-028-406.03, Env. Hlth. Spec. III has been increased by .5 FTE and the budget has been increased accordingly.

Although the FTE remains the same, the change in specific FTE's has reduced the personnel expenses by \$8,139.

017-028-611.18, Post close Newberg, has been reduced from \$200,000 to \$75,000 because the main soil remediation work has been completed.

017-028-780.03, Admin, has been increased from \$67,441 to \$85,668.

017-028-780.15, Computer Srv, has been increased from \$22,000 to \$42,000.

-----Original Message-----

From: John Krawczyk

Sent: Tuesday, March 21, 2006 8:49 AM

To: Barb Paladeni; Bill Gille; Brad Berry; Chris Johnson; Dan Linscheid; Dave Lawson; Jack Crabtree; John Gray; Mike Brandt; Murray Paolo; Nancy Reed; Richard Sly; Steve Mikami; Tim Loewen

Cc: Cheryl Anderson; Carol White; Cindy Davin; Diane Cilenti; Kay Bacon; Kellye Fetters; Nancy Keim; Ruthella Hughes; Sonja Olheiser; Tammy Palen; Vicki Wood

Subject: Budget Information for the the Board

The commissioners have requested a written presentation from each department with the following information about the 2006-07 Budget;

List any changes that have been made to the budget from 2005-06 to 2006-07

Any requests for additional funding that the department wishes to make

Please provide this information to me by e-mail not later then noon on Thursday March 30th. This will give the board adequate time to review the material prior to the budget review beginning Monday April 3rd. - Jk

MEMORANDUM
March 30, 2006

To: Yamhill County Board of Commissioners
From: William A. Gille, P.E., P.L.S., Director of Public Works
Re: Budget Changes and Requests 2006-2007 Budget

FUND 11 ROAD

11-29 MOTOR VEHICLE

REVENUE – No major changes. We have budgeted revenues to show Vehicle Maint. (outside agencies) separately from Co Int VEHICLE MAINT. . The total of these two lines is very nearly the same as last year's budget that showed them both as VEHICLE MAINT..

PERSONNEL – No changes in personnel.

MATERIALS & SERVICES – No changes in materials & services.

11-55 ENGINEERING

REVENUE -- We are projecting a slight decrease in revenue for this division because of the loss of work from the Solid Waste Fund.

PERSONNEL -- No changes are forecast for this division.

MATERIALS & SERVICES -- No changes are forecast for this division.

11-60 ROAD FUND

REVENUE -- A major reduction in beginning balance is forecast. This is due in part from the carry over projects last year because of a wet June slowing our paving projects down.

Minor increases in Federal Forest Funds (last year of current authorization) and State Highway Funds are projected.

Project Reimbursement is proposed this year again as a federal highway fund exchange for state highway dollars as we have done for several years.

Pool Interest is projected to drop, primarily because of the decrease in beginning fund balance.

Reimbursement is new this year. This is the line item for revenue from emergency relief from FEMA and FHWA. These funds are only to be expended if the relief is approved.

PERSONNEL -- No changes are forecast for this division.

MATERIALS & SERVICES -- This section of the budget is typically a function of our road and bridge maintenance activities. Changes in Asphalt Hot Mix, Rock and Contract Services reflect our paved road maintenance goals. To meet available budget levels we had to cut almost \$1.4 million from these line items! These cuts amount to a decrease of almost 12 miles of paved road that will not get resurfaced this year.

This year we are proposing a small janitorial contract to deal with cleaning costs for road and shop supervisors office spaces.

Principle and Interest line items drop to zero this year as all equipment lease purchases are complete and no new pieces of equipment are proposed. By not purchasing any capital equipment this year we are pushing back expenditures that will need to be made in future years.

CONTINGENCY -- \$50K is proposed again this year.

ENDING FUND BALANCE -- A decrease to \$100K is proposed this year to help balance the budget.

REQUESTS FOR ADDITIONAL FUNDING

- The road maintenance portion of this budget has no identified funding from O&C Funds for next year. These funds are generated from logging on the O&C Trust Lands. When this logging occurs it generates a major burden on the road fund to maintain the roads and bridges that these logging trucks use to get to the mills. At least 25% of the receipts of the O&C Funds should be dedicated to road maintenance.
- A safety project CIP is maintained by this department. Currently thirteen projects reside on this list. These projects have been reviewed by the Road Improvement Advisory Committee with no official recommendation given. Planning estimates to complete all of these projects is nearly \$10,000,000. The Board should adopt this or some form of this list.

FUND 31 CAPITAL PROJECTS

31-61 CAPITAL PROJECTS

REVENUE -- No major changes for this division. No new sources of revenue are projected. Beginning balance and interest are the primary sources of revenue.

PERSONNEL -- This division has no personnel expenses.

MATERIALS & SERVICES -- The primary line items are Professional Services and Contract Services. These line items pay for the bridge engineering services and construction costs for our bridge projects.

FUND 41 BICYCLE/FOOTPATH

REVENUE -- Revenue for this fund comes from beginning balance, state highway funds and interest.

PERSONNEL -- This division has no personnel expenses.

MATERIALS & SERVICES -- The primary line item for this division is Contract Services. The only current project for this division is to reimburse a portion of the Grand Ronde Road project.

FUND 45 MOTOR VEHICLE

REVENUE -- Beginning Balances in this fund continue to grow at slightly less than projected rates. This is primarily due to lower interest returns than was originally projected.

Pool interest will be up this year because of larger balances and improving interest returns.

PERSONNEL -- This division has no personnel expenses.

MATERIALS & SERVICES -- No major changes in materials & services are projected for this year.

**MINUTES
INFORMAL WORK SESSION
April 5, 2006 9:00 a.m.**

**Service Team Budget Presentations
Room 108, Courthouse**

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

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

Guests: Michael Green and Dennis Goecks, Budget Committee members.

Leslie reconvened the meeting at 9:09 a.m.

GENERAL GOVERNMENT TEAM

County Counsel (10-25) - John G stated that the only changes in his budget are cost of living and step increases. Mary noted that the Board is considering implementing Measure 37 fees to help cover John G's costs.

Veterans (10-24) - Diane reviewed changes in her budget (see attachment). Leslie stated that she would like to reserve some video lottery funds to backfill this budget in case \$4000 is lost from the state grant.

Facilities Maintenance (40-16) - Brian stated that a generous \$40,000 transfer from other departments helped bring his budget close to balancing. He said that his crew won't be able to focus on remodeling projects until the fall because of the need to keep up on outdoor work during summer months.

Assessor (10-12) - Dave reviewed changes in his budget (see attachment), stating that he has a deficit of \$83,221 even after a transfer from the Clerk's Office, and will be at a deficit of \$220,000 next year just with roll-up costs. He noted that his office has processed its first two Measure 37 partitions, is progressing on the ORMAP project, and now has the ability to take electronic payments. Leslie stated that based on information from comparable counties, she believes the Assessor is not getting enough discretionary resources.

Dave stated that he had asked Eileen to build the A&T grant application as if his budget were fully funded, so he will need to know before the application is submitted if any portion is not funded. John K and the Board agreed that this deficit is the highest priority of the add-back requests.

Dave stated that although he doesn't feel comfortable charging a fee for his portion of Measure 37 costs, \$50 seems like a reasonable amount since that is what he charges for disqualification speculations. He projected that the 2006-07 assessed growth value would be 6% to 7%. John K noted that the tax revenue budget was based on 5% growth, so an increase to 6% would add another \$126,000.

Clerk (10-15) - Jan stated that her budget reflects a slight increase in expenses from last year because of donations to the Assessor's Office and Facilities Maintenance and because of remodeling costs. There was no objection to a request to reclassify Kent Van Cleave's position from Senior Office Specialist to

Office Specialist Technician. John K suggested that a goal of one year's worth of recording revenue, or \$400,000, would be a prudent reserve level for this department. Jan stated that having to pay 75% of the normal rental rate for a building that was purchased by her department is not equitable. John K pointed out that \$195,000 went into the Stern Building for remodeling labor and materials.

The meeting recessed at 10:45 a.m. and reconvened at 11:03 a.m.

Information Services (10-17) - Murray stated that the budget is funded with a substantial increase in one-time revenue and beginning balance. He presented six requests (see attachment). John K stated that for request #4, it would be easier to just notify the Sheriff's Office that the dedicated revenue fee will be 3% higher than last year's amount. Leslie noted that some counties have each department pay a share of the network costs. John K stated that there should be sufficient resources to fund request #5 without creating difficulties for Community Corrections.

Murray explained that the Air Support budget (10-165) reflects changes consistent with the acquisition of the hangar. He stated that GIS and Telecomm have no significant budget changes and no additional requests.

Treasurer (10-23) - Nancy stated that she will be asking the Compensation Committee for a cost of living increase and longevity pay.

Administrative Services (10-10) - See attachment for changes. John K stated that he and Julia will be trading off Friday workdays at different times of the year. He requested the following reclassifications: 1) LouAnn Schenk from Senior Accounting Clerk to Accounting Technician, and 2) Tammy Story from Accounting Clerk 2 to Senior Accounting Clerk. He said that the cost of the reclassifications would be covered by a decrease in his hours for part of the year.

Leslie suggested discussing the possibility of taking the Planning Department out of the General Fund since there are no projected discretionary revenues available for the department.

The meeting recessed at 11:56 a.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
12/18/06 by Board Order
06-1035

Describe the changes in your program for Yamhill County - 06-07

County Veteran's Service Office

Currently I am accredited by the State of Oregon Department of Veterans Affairs and the Federal Veterans Administration, having passed certification tests given by both agencies. We are required to attend semi-annual training state conferences in order to maintain those certifications thus enabling us to represent veterans. Along with the Receptionist/Switchboard operator, I oversee a flexible number of work study students who assist in day to day office operations (phones, copying, mail) and we look for opportunities to give them practical experience. This year at the end of February I was able to hire a full-time Assistant CVSO, Debbie Gill (15 years in the Navy) and begin her training process. This hiring was accomplished by utilizing the Expansion & Enhancement money from SB 1100 - Oregon state legislatures effort to offer some additional support to meet the growing needs of veterans throughout Oregon. As the CVSO, I am responsible to complete and submit quarterly activity reports to ODVA in Salem. This year I drew up an Expansion & Enhancement plan and submit to ODVA to demonstrate how Yamhill County will utilize the additional funding coming into the local service office. The dispatch of the veterans van is handled by Tom Robison, who is a good and faithful volunteer, working 3 hours a day five days a week. Recognition of volunteer drivers is something that is ongoing - they are definitely a valuable asset to the program!

Special Transportation Fund/Public Transit Program Manager

This position requires attending advisory committee meetings monthly and providing staff reports to the Commissioners on relevant issues. This position includes duties such as: invite county officials when appropriate, briefing them ahead of time on the reason(s) for the invitation i.e. election information and budget processes; notify local newspapers when needed with Public Notices and Notice of Public Hearing in a timely fashion; oversee grant application process with Oregon Department of Transportation, providing applications, participating in review process (non-voting), compile summary application to ODOT, deposit funds and write distribution requests to County accounts payable; write annual requests for distribution of other funds such as General Fund Discretionary funds that are then disbursed monthly to local providers. Keeping committee members informed on transit issues is an ongoing challenge.

Yamhill Assessment and Taxation

2006-07 Budget Information for the Board

Changes from budget year 2005-06 to 2006-07:

Revenue:

The beginning balance projects that the final grant funds, to be received in May, will be greater than the amount budgeted.

Our 2005-06 budget reflected a one-time transfer of \$91,800 from other departments. The beginning balance for 2005-06 includes revenue transfer from other departments from their 2004-05 budget.

The 2006-07 budget reflects a one-time transfer of \$117,714 from other departments in our service team.

The 2006-07 budget reflects \$65,000 anticipated ORMAP Grant money to fund a full time Cartographer position. The final award notice will be received in May.

The revenue line item, Transfer Fee, has an off setting expense line, State of Oregon, for money due the Building Code Division of the State of Oregon for their share of the manufacture home ownership fee we collect. Revenue line item, Tax Publications, has an off setting expense line, Co Int. Expense, to pay the County Clerk the lien satisfaction fee. This information doesn't reflect a change from 2005-06 budget to 2006-07 but is provided to let you know that a portion of the revenue budgeted for these two line items are not retained by our department.

Expenses

Personnel: \$1,104,460 to \$1,190,797. Percent of Change: 1.078.

3.1 % COLA for all employees except Assessor/Tax Collector.
Increase in rate for retirement 21.11% to 21.16% or 14.04% to 15.08%.
Increase in health coverage from \$11,650 to 12,350 per FTE.

Extra Help line item reduced for 2006-07 because the 2005-06 budget included part-time position funded by ORMAP Grant funds to assist Cartographer.

New position for 2006-07: Cartographer full-time position funded by ORMAP Grant funds.

.50 FTE Senior Office Specialist position reclassified to .50 Office Specialist Tech.

Appraiser Trainee position reclassified to Appraiser I.

Expenses

Material & Services: \$188,172 to \$177,523. Percent of Change: .9434%.

Increases made to Building Reserve and Telecom. for 2006-07 based on cost schedule.

Reduction made to Department Equipment, Professional Services, Travel Expenses, Postage and Motor Pool.

Capital: \$10,000 to \$10,000, no change.

Funds to help cover moving expenses.

The 2005-06 budget presented at our service team meeting in March of 2005 reflected a deficit of over \$142,000. The 2006-07 budget presented at our service team meeting on March 1 reflected a deficit of over \$194,000.

2006-2007 Commissioners Budget Considerations
Murray Paolo, 3/22/2006

Department 10-17, Information Systems:

Changes:

- 1)- The current proposed IS budget is balanced, and is a status-quo budget. No new initiatives are contained within it. No significant changes are contained in it.
- 2)- The budget is funded with a substantial increase in one-time revenue and beginning balance. Danger – dependence on the one-time revenue.

Requests:

- 1)- Reclassification of three employees is not included. I've been holding these reclassifications for at least two years. The ongoing cost of these reclassifications would be \$8,358/year.
- 2)- The main network switch replacement and upgrade is not included. The cost is approximately \$7,000. This is a one-time expense.
- 3)- We need a redundant Internet connection. This would increase network speed and provide for redundancy. The new Oregon Centralized Voter Registration system is dependent upon the Internet connection being operational during an election. An added Internet connection is not included in the proposed budget. Ongoing cost - \$11,400/year.
- 4)- (Cost Neutral request) I would like to trade off the 5% decrease in General Fund allocation to a 3% increase. A dedicated revenue fee calculation is dependent upon the GF allocation. The total amount of this change is \$46,584. I would propose a decrease in my department fund balance of this amount and an offsetting increase in GF allocation of a like amount.
- 5)- We are facing a major challenge in the application support area of the Criminal Justice departments. In addition to several existing applications, we will be either writing interfaces or looking at acquiring new software applications for the connection of the Criminal Justice team systems. Would like to add .5 FTE in Application Support, plus a starting amount for software acquisition and/or development. I am requesting \$93,000 from the Bed Rental Reserves to fund the start of this project. This would cover personnel costs and the start of software development and/or acquisition. This is not added staff, but a reallocation of current staff from H&HS to the Criminal Justice team. There will be a reduction in

revenue from H&HS in the coming year, and a replacement of this revenue will be necessary.

6)- I am requesting that if any additional General Fund revenue comes in from the SP appeal, the amount of \$46,584 be added to the General Fund allocation of Information Systems. Any other department that took a similar reduction should also be treated the same way. I would request that the priority for applying those additional funds from the appeal be made in the inverse order that the cuts were made. Those who took the largest cuts, i.e. 5% should be the first to receive any additional funds that may be realized.

Budget Narrative for Administrative Services - Changes

10-10 Administrative Services – This budget is balanced and no request is made for additional discretionary resources in FY 2006-07. The budget includes \$26,000 in new dedicated resources which will be the fee for taking over the management of financial services for the YCOM Agency. No new personnel will be added to manage the additional YCOM work. Instead, the department will maintain extra help at 2005-06 levels (it was originally planned to phase this expense out). There is a slight decrease in FTE due to the Financial Manager's request to work part time (.8) for a part of the year.

The budget includes two reclassifications. The payroll deputy (Lou Ann Schenk) has fully mastered the payroll system and is now qualified to be promoted to Accounting Technician which is the appropriate classification for payroll operations. The Accounting Clerk 2 position (Tammy Story) will be reclassified to a Senior Accounting Clerk. Like Lou Ann, Tammy has made rapid progress in learning the duties of her position and has now mastered the Fixed Assets and Accounts payable systems. Both this and the payroll position will see an increase in workload due to assumption of the YCOM dues.

There is a need to purchase a new high volume, high speed printer for printing checks and reports. The current machine dates to 1998 and is nearly worn out. The costs of a new machine are included in the budget.

It is understood that this department will begin collecting administrative charges in FY 2007-08. This additional income will be necessary to backfill the loss of some discretionary dollars in 2006-07. This loss is funded in 2006-07 by consuming the entire fund balance and the new income from YCOM.

10-24 Veterans – The Veterans Budget continues to benefit from new state grant monies that funded a new position in this fiscal year. The 5% loss of discretionary dollars is being backfilled from Video lottery monies. No additional funding requests are made for 2006-07.

18-64 Commission on Children & Families – This budget is fully funded by state grants. No funding is requested from county dollars.

40-16 Maintenance - As in the current year, remodeling projects will continue to dominate the effort of this division. A quarter time Accounting Clerk position was added mid year on a trial basis to relieve the manager of many paperwork and purchasing responsibilities. This position is continued in the 2006-07 Budget.

At the end of the current fiscal year, all of buildings purchased in the Stern Block will be occupied. The Maintenance Budget is responsible for paying all utility and janitorial costs which accounts for most of the increase in materials and services expenses. While the Planning department and the Clerk's office will be making substantial contributions to these costs, there is still a \$13,501 gap in this budget. This department respectfully requests additional discretionary dollars in the amount of \$13,501 to fully fund the Maintenance Budget.

MINUTES
INFORMAL WORK SESSION
April 5, 2006 1:30 p.m.

Service Team Budget Presentations
Room 108, Courthouse

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

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

Guests: Michael Green, new Budget Committee member.

Leslie reconvened the meeting.

DELIBERATIONS

Jail Bed Rentals - The group discussed a spreadsheet from Vicki summarizing the bed rental budget. Based on a report from Jack that circumstances in Benton and Jackson Counties could change with new elected officials, John K recommended leaving the bed rental reserve untouched for now. The Board agreed that Community Corrections should construct a budget which contains all of the bed rental income and SB 1145 grant funds, with operational expenses covered by these two sources listed on separate lines. Vicki confirmed that the projected surplus bed rental income is \$53,320.

The meeting recessed at 2:10 p.m. and reconvene at 2:28 p.m.

Budget Requests - John K stated that there is \$380,722 ongoing funding and \$146,000 one-time funding available to grant the requests submitted, which include \$615,558 in ongoing expenses and \$167,000 in one-time expenses.

The Board discussed the list of requests and came to a consensus regarding allocation of the funds (see attachments for details).

Court Security - John K stated that assessing court security charges based on the number of calls would not be feasible because of the difficulty in tracking calls. He suggested considering a charge system for 2007-08 based on FTE or the number of panic buttons in each department.

Economic Development - The Board agreed to the following allocation of economic development funds:

\$5,000	Parks
\$17,000	Bus shelter
\$4,000	Veterans (reserve in case of grant reduction)
\$5,000	Sedcor
<u>\$64,000</u>	<u>Unallocated</u>
\$95,000	Total

Non-Financial Requests - The Board approved the following requests: range adjustment for Community Corrections, Juvenile, and Planning Directors, Juvenile reclassification, directed increment

JK LL *[initials]* KG *[initials]* MS *[initials]*

payment from the Sheriff's Office to IS, placeholder for Homeland Security Grant, and Water Study Grant. They agreed to discuss Measure 37 fees and HHS' request for video lottery funds at a later time.

The Board agreed to have Nancy make minor budget changes as discussed during service team presentations.

The meeting adjourned at 4:00 p.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
12/18/06 by Board Order
06-1036

Deliberation

District Attorney

- Office Specialist II Position add back (\$41,338) - Add discretionary dollars to budget
- Increase Cynthia's position back to full time - \$25,528

Community Corrections

- Range Adjustment for CC Director's position. Move to Range 30.
- Look at options for clarifying bed rental contingency budget line items.

Juvenile Department

- Clarify local contracts
- Juvenile Director Range change
- 42,368 -- add back request -- (OSII, Corr. Tech, SOS, Peer Court support)
- Reclassification request

Sheriff

- Part time clerk - \$25,000
- Court Security add back - \$21,500 (Economic Development?)
- Spirit Mountain Grant positions - \$163,062 add back request
- YCOM Dues increase above 3% - \$33,698

Transportation

- Transportation Grant Match needed:
 1. Bus Shelters - \$17,000 (based on \$82,000 FTA funds remaining)
 2. ~~Public Pupil Feasibility Study - \$-?? (In Transportation BB?)~~
 3. ~~STF Planning Grant - \$17,030~~

Economic Development

- Economic Development Funds Allocation Decisions

Capital Improvement Fund

- Transfer additional \$50,000
- Add Extra Help for remodeling costs

HHS

- Use Video-Lottery funds instead of ABACUS fund balance
- Don't make HHS Transfer of \$40,000
- ~~Other? See JK's list~~

Parks

- \$5,000 – Rainbow Lodge

Planning

- Range change for Planning Director

Veterans

- Reserve \$4,000 from Video Lottery in case of reduction in state grant

Maintenance

- Needs additional \$13,500 – Fenton House utilities & janitorial

Assessor

- \$83,221 Deficit – Increase discretionary allocation?
- Eliminate Clerk & Counsel Transfer – \$117,714

Information Services

- Three Reclassifications – \$8,358
- Network Switch - \$7,000 (one time expense)
- Redundant Internet Connection - \$11,400 per year
- Consider directed increment payment from S.O. (\$15,000 plus 3%) – or, request for increase in discretionary allocation
- Criminal Justice Application Support - \$93,000 (From Bed Rental Reserves)
- Restore discretionary allocation in case of a reduction in SP appeal - \$46,584

Other

- Compensation Committee – Elected officials sell back up to 40 hours of PEL per year
- Fees for M37 – Planning, Assessor and County Counsel
- Transportation Impact Fees
- Add placeholder for Homeland Security Grant
- Water Study Grant added (\$50,000)

Budget Requests Funded 4/04/06

Department	Item	Amt Needed Disc	Amt Needed 1 Time	Action	Discretionary	One Time	Video Lottery	Implementation
	Modifications to Discretionary Revenue							
								Add \$97,000 to 10-02-301.01
								Add \$120,500 to 10-02-311.02
								Add \$5,000 to 10-02-335.03
								Add \$75,000 to 10-02-361.01
								Add \$93,000 to new line 10-02-380.xx Payment from Self Ins
								Add \$55,000 to 10-02-380.63
Dist Atty	OS 2	\$ 41,338		Funded	\$ 41,338			Contact Brad Berry or Cheryl Anderson
	GDDA Full Time	\$ 25,528		None				Contact Tim Lowen
Juvenile	OS 2, Corr Tech, SOS, Peer Court	\$ 42,368		Funded	\$ 42,368			Contact Keliye Featers
Sheriff	PT Clerk for EM	\$ 25,000		Funded	\$ 25,000			Add to 10-90-900.49
	Court Security	\$ 21,500		Funded	\$ 21,500			Add to 10-92-950.01
	Deputy	\$ 163,062		To Contingency pending grant approval	\$ 84,894			
	YCOM Dues	\$ 33,698		None				
	Geo Mapping Software	\$ 24,035		Search!!! Top Priority of unfunded items				
Transportation	Bus Shelter Match (1 Time)	\$	\$ 17,000	\$17,000 From Econ Dev		\$ 17,000		Add to New Act in 26-34. Reduce 26-34-689.01
Capital Impv Fund	Transfer to Cap Impv Fund (1 Time)	\$	\$ 50,000	Funded		\$ 50,000		Add to 10-90-900.04 and 40-27-380.91
								Add \$25,000 to 40-27-482.00
								Add \$350 to 40-27-490.00
								Add \$1,613 to 40-27-491.00
								Add \$3,750 to 40-27-492.00
								Add \$750 to 40-27-494.00
								Add \$125 to 40-27-495.00
								Add \$97 to 40-27-496.00
								Add \$16,375 to 40-27-990.03
HHS	Eliminate Xfer to General	\$ 40,000		Partial Funding - Use toward grant match	\$ 24,500			Reduce 10-02-380.23 Contact Chris Johnson for changes to Fund 16
Parks	Rainbow Lodge Maint	\$ 5,000		Video Lottery to Parks \$5k			\$ 5,000	Add to New Act in 26-34. Reduce 26-34-689.01
								Place \$5,000 in new act 10-81-380.xx
								Contact Richard Sly for expense details
Fac Maint	Utilities	\$ 13,501		Funded	\$ 13,501			Add to 10-90-900.04 and 40-16-380.91
Assessor	Assessor Deficit	\$ 83,221		Funded	\$ 83,221			No entry necessary
	Partial Xfer Elimination from Clerk	\$ 55,000		Partial Funding	\$ 25,000			Delete from 10-12-380.23 & 10-15-900.12. Add to 10-15-990.01
Video lottery	Additional for Vets (in case grant is reduced)			Funded			\$ 4,000	Add to 26-34-780.26. Reduce 26-34-689.01
	Fund SEDCOR Request			Funded			\$ 5,000	Add to New Act in 26-34. Reduce 26-34-689.01
Info Systems	Reclass	\$ 8,358		Add To Contingency pending study	\$ 8,000			Add to 10-90-900.49
	Network Switch (1 Time)	\$	\$ 7,000	Funded		\$ 7,000		Contact Murray
	Redundant Internet Connect	\$ 11,400		Funded	\$ 11,400			Contact Murray
	Criminal Justice IS System (1 Time)	\$	\$ 93,000	Partial Funding		\$ 89,000		Contact Murray
	Replace 6% lost from mill appeal	\$ 46,584		No Action				
	Total	\$ 639,593	\$ 167,000		\$ 380,722	\$ 146,000	\$ 31,000	
	Remainder Available	\$ 380,722	\$ 146,000		\$	\$	\$ 64,000	
							\$ 95,000	

B.O.06-1036