

**MINUTES**  
**BUDGET COMMITTEE MEETING**  
**May 1, 2023 9:00 a.m.**

Room 32, Courthouse  
Meeting via Zoom

**PRESENT:** Budget Committee members Lindsay Berschauer, Kit Johnston, Mary Starrett, Denny Elmer, and Jason Fields. Doreen App participated via Zoom.

**STAFF:** Ken Huffer, Justin Hogue, Lindsey Manfrin, Layne Pendleton-Baker, Jason Hennes, Mike Barnhart, Mark Lago, Travis Pease, Justin Frantz, Ken Friday, Gary Wertz, Patricia Rojas, Michelle Hubbard, Nicole Necas, and Megan Marasco.

**GUESTS:** None.

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Commissioner Berschauer called the meeting to order at 9:09 a.m. The meeting was delayed due to technical difficulties.

**Election of Officers** – Mary Starrett moved to appoint Jason Fields as Chair. Denny Elmer seconded the motion. The motion passed unanimously. Lindsay Berschauer moved to appoint Kit Johnston as Secretary. Mary Starrett seconded the motion. The motion passed unanimously.

**Adoption of Minutes** – Lindsay Berschauer moved approval of the minutes from May 2-4, 2022. The motion passed unanimously.

**Budget Overview** – Ken Huffer briefly summarized the culmination of efforts achieved to present the budget process using the new Oracle Cloud ERP. Mr. Huffer noted tax and fee revenue increases with decreases to revenue sources in Intergovernmental and Internal Charges funds. The proposed 23-24 budget, estimated at \$189,116,160, reflected a significant increase to the Internal Services (Revenue) budget due to received federal and state funds and will reflect as a decrease in the next fiscal year after departmental distributions. Expenses reflected an anticipated 6% overall increase in personnel costs due to added positions in several departments. Departments were instructed to budget a 2% reduction to annual base allocations to offset previous fiscal year discretionary allocation expenses. Looking ahead, Mr. Huffer reviewed a multitude of county budgetary challenges keeping an eye on long term facility and space needs, navigating the negotiations of four union collective bargaining agreements, demands of budgetary discretion allocation requests and county infrastructure modifications to ensure continued continuity in deliverable services.

The meeting recessed at 10:30 a.m. and reconvened at 10:44 a.m.

**HEALTH & HUMAN SERVICES (HHS) TEAM**

**General Overview** – Lindsey Manfrin stated that the HHS budget is 97% state and federally funded of which, a significant amount is applied to Medicaid funding for behavioral health services. Ms. Manfrin stated she is closely monitoring legislation regarding funding from the state which provides a substantial funding stream to maintain several community services.

Ms. Manfrin noted that a larger beginning fund balance resulted from state legislated allocated funds; she said a request for proposal process is in the works for the purpose of building additional TTRS housing.

**Administration (Fund 16-79)** – Ms. Manfrin highlighted the biggest change to the division was to the adjustment to the allocation of the utilization management team which was previously under behavioral health network through YCCO oversight. She explained the significant increase to department equipment maintenance expenses in Materials & Services was related to consultation expenses for the selection of a new electronic health record system as updates will no longer be available for the current system.

**Public Health (Fund 16-70)** – Ms. Manfrin stated restaurant license revenues increased, vital records remained flat, and federal grant funding for public health programs remain stable. Patient fees in Revenues were adjusted upwards by \$5,000. There were no significant changes in Personnel. Increases for small equipment purchases and building rent in Materials & Services were attributed to anticipated needs related to moving Public Health services and staff to a new leased location. The building remodel has been moved to a capital expense line. Overall COVID-19 response expense lines are trending downwards.

**Community Support Services (Fund 16-73)** – Lindsey Manfrin reported that the program funding remained flat with no significant changes but noted an increase to state health grant revenues related to received BERN funding which are split among several health programs/divisions. The Public Insurance line (OHP) reflected an increase due to the increased investments from the last negotiated YCCO contract.

**Family and Youth (Fund 16-75)** – The department budget remains relatively static. Ms. Manfrin noted that she anticipated meeting with some school partners to increase contracted FTE staff to provide on-site supports and services to students and families.

**Enhanced Residential/Outreach (Fund 16-172)** – Lindsey Manfrin noted no significant changes to this program. She outlined federal and grant fund revenues and reviewed personnel changes. Ms. Manfrin noted a formula error in the 22-23 budget for Parkside invoices which has been corrected and will be reflected as an expected overall increase in Other Expenses. Lastly, capital expenses reflected funds held for a vehicle replacement.

**Housing and Recovery Supports (Fund 16-173)** – Lindsey Manfrin reported this division was created to provide oversight to the increasing number of supportive/transitional housing programs and is largely state grant funded. She highlighted the most recent housing project located in Sheridan noting that 163 total beds/units will be available once the project is complete. State health grant funding reflected a decrease related to one-time behavioral health housing and BERN funding. The grant expense line in Contract Services reflected a high balance due to the 22-23 housing grant funds received which are applied to housing projects and associated contracted service supports. Capital expenses reflected allocated funds held for the future purchase of a property to be renovated for another program housing project.

**Adult Behavioral Health (Fund 16-174)** – Ms. Manfrin stated the federal and state grant lines remained stable with a decrease to the beer and wine tax which she attributed to current market trends. Beeper Pay reflected a significant increase which Jason Henness partially attributed to a new on-call clinician rotation to provide 24/7 crisis phone coaching to clients. This service was previously contracted through Lines for Life. Ms. Manfrin added that their analyst team will review the reclassification process to verify its accuracy. Retirement and the Medical Insurance lines reflected climbing increases since 2021-22 which were attributed to the compounding of increased FTE's, paid wages and the PERS percentage. Ms. Manfrin added that the HHS proposed budgeted growth is 3% in medical and 4% in PERS. In Materials & Services, the Professional Services expense line reflected an increase per a contract with TeleHealth services.

**Veterans' and Disabilities Services (Fund 16-71)** – Lindsey Manfrin noted that this budget is focused on peer outreach service connections. Base funding remained stable pending state legislature funding outcomes. In Personnel, Ms. Manfrin noted that she and two program supervisors are overseeing the department due to a department manager's vacant position. She addressed some small equipment cubicle station purchases to accommodate staff reflected in Materials & Services and an increase to interpreter services in Contract Services. She noted a veteran's grant was accidentally missed in the 2022-23 Grant Expenses budget line but will be added back in 2023-24.

The meeting was recessed at 12:30 p.m. and reconvened at 1:43 p.m.

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## **CULTURE & RECREATION TEAM**

**Fair (20-80) Fair Event Center (20-82)** – Gary Wertz expressed confidence that the 169<sup>th</sup> fair would be close to pre-COVID admissions. As expenses have increased, he noted that he would not be using contract services but instead would make donations to eight different agencies in trade for volunteers and is working with the Sheriff's Office to oversee the security portion with overtime paid out of the Event Center personnel budget. Mr. Wertz said having a deputy present was more effective in deterring incidents than contracted security. He attributed the higher beginning balance of the event center to frugality and hoped to hold on to any savings to offset any capital repair expenses throughout the year. Mr. Huffer added that the beginning balance also included a 2022-23 ARPA transfer for revenue replacement.

**Parks (10-81)** – Mark Lago noted a change to the Community Justice Supervisor to Park Maintenance Specialist. He identified a transfer error in Contract Services noting that rental fees were incorrectly charged during the transition of Parks from Community Justice to Public Works. Capital Expenses reflected partial funds correlating with an addback vehicle request; the truck would service two FTE's and be added to the county fleet. Mr. Lago and Mr. Pease agreed to research the cost of a used vehicle after the budget committee expressed concern about the proposed expense. Mr. Lago will review noted decreases in Personnel employee benefits.

**SDC (29-39)** – Justin Hogue stated System Development Charges are one-time fees collected at the Planning Department at the time building permits are paid for. Collected SDC fees account for new structures with impact upon public systems or infrastructure. He noted that 60% are distributed to the Fairgrounds with the remaining 40% applied to other county parks in the Parks system for enhancement or added capacity. SDC's are restricted funds and can only be

used on capital projects for the impacted systems.

## **LAND USE TEAM**

**Planning (10-20)** – Ken Friday stated 2022 presented supply issues and early 2023 brought challenges with structural damage to their existing building. Mr. Friday highlighted a surge in ADU building permits which he attributed to an increased popularity of people wanting to move into the county. State Surcharges reflected a significant increase which Mr. Friday said are surcharges for permits that he projects based on the previous year. He addressed the reclassifications and made a correction in Personnel requesting that the Building Inspector II be removed and add a Building Inspector III for a total of 4.1 FTE's. Lastly, Mr. Friday expected to see an increase to the GIS contract services and said Copy Machine/Maintenance expenses were related to increased use of color printing.

**Surveyor (10-21) / Corner Restoration (27-37)** – Ken Friday addressed a wage adjustment request for Surveyor Jason Foose in recognition of his increased management duties of tax foreclosed properties. Mr. Friday noted an expense request in Contract Services for electronic storage of county survey records. In Corner Restoration, Mr. Friday explained that funding in Small Equipment Purchases was not spent in 2022-23 but expects to use it in 2023-24 for new surveyor marker location equipment.

**Solid Waste (17-28)** – Ken Friday explained the Solid Waste budget covers the monitoring costs for the closing of Whiteson and Newberg landfills as required by DEQ. Personnel remained static and he noted the License Fees In/Out of County lines reflected reduced tipping fees revenues from River Bend Landfill per the contract. Mr. Friday is watching this fund closely to avoid any overspending. Mr. Friday stated the roadside garbage pickup fund was increased due to an uptick in RV solid waste and vehicle clean-up/disposal. The RRR Program line remained static from 2022-23 with only one event happening.

The meeting was recessed at 3:36 p.m. and reconvened at 3:50 p.m.

## **PUBLIC WORKS TEAM**

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

**Fleet Maintenance (11-29)** – Mark Lago reported a percentage of the State Highway Funds goes towards balancing the Public Works budget. Justin Frantz addressed increasing the mileage rate to meet the federal rate. Mr. Lago reported slight increases for gas, diesel, and parts in Materials & Services. He noted a new line item for mechanics to acquire their CDL trainings for licensure. There were no other significant changes.

**Engineering (11-55)** – There were no significant changes in this budget. Mark Lago reported a percentage of the State Highway Funds goes towards balancing the Public Works budget. He said the internal charge from County Counsel (Transfers out for Legal Services) reflected 70-80% of legal services being applied to the review of contracts, RFP's, and engineering design contracts. Mr. Huffer added the allocation from Engineering was a more

appropriate fit to manage environmental services than in Roads.

**Road Fund (11-60)** – Mark Lago stated the beginning balance was high due to no overlays and limited bridge projects in 2022. This is another fund that a percentage of the State Highway Funds goes towards balancing the Public Works budget. The Project Reimbursement line reflected the ODOT state transportation block grant fund exchange and bridge reimbursements for the Dundee/Newberg Bypass project. In Revenues, the miscellaneous line reflected Park funds that will pay for inhouse material deconstruction from an old Deer Creek Park bridge to utilize in the installation of a new bridge at Metzger Park. Mr. Lago reviewed personnel changes including reclassifications and a new position of Vegetation Management Supervisor. Much of the Professional Services expenses were moved into Engineering as part of the transparency redistributions.

**Habitat Conservation (52-62)** – Mark Lago said rates are charged to HCP, Fish & Wildlife, and CPI adjustments per policy depending on the year. The revenues go to personnel salaries to manage the program. The question was raised why this fund cannot be absorbed into the Parks budget; Mr. Huffer said the mitigation site where Kinkaid Lupine butterflies are found is at Deer Creek Park which is maintained by Public Works’ vegetation program in the right of ways. There were no significant changes to this budget.

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

**Motor Vehicle Replacement (45-29)** – Mark Lago noted a higher beginning balance due to ordered vehicles that will not be received until later in the new budget year. There were no other significant changes.

The meeting was adjourned at 4:50 p.m.

**PUBLIC HEARING**

**May 1, 2023**                      5:30 p.m.

Room 32, Courthouse  
Virtual meeting via Zoom

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PRESENT: Budget Committee members Lindsay Berschauer, Kit Johnston, Mary Starrett, Denny Elmer, and Jason Fields. Doreen App participated via Zoom.

STAFF: Ken Huffer, Mike Barnhart, Justin Hogue, Nicole Necas, and Megan Marasco.

GUESTS: None.

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Chair Jason Fields opened the public hearing at 5:37 p.m.

Ken Huffer presented an overview of the received community funding requests. There was no one from the public in attendance and no public comments were received regarding the budget.

The public hearing closed, and the meeting recessed at 5:41 p.m. with no final decisions.

**BUDGET COMMITTEE MEETING**

**May 2, 2023**

9:00 a.m.

Room 32, Courthouse  
Virtual meeting via Zoom

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**PRESENT:** Budget Committee members Lindsay Berschauer, Kit Johnston, Mary Starrett, Denny Elmer, and Jason Fields. Doreen App participated via Zoom.

**STAFF:** Ken Huffer, Brad Berry, Sam Elliot Jessica Beach, Cassy Polen, Scott Paasch, Sheriff Tim Svenson, Emily Williams, Jackie Loos, Brandon Bowdle, Mike Barnhart, and Nicole Necas.

**GUESTS:** None.

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The meeting reconvened at 9:02 a.m.

**CRIMINAL JUSTICE TEAM**

**Support Enforcement (Fund 10-22)** – Brad Berry reported a strong beginning balance with budgeted funds for anticipated office equipment expenses. He reported that the department is fully staffed. Mr. Berry reported the office has collected more than \$5 million in child support funding in the 2022-23 fiscal year.

**District Attorney (Fund 10-18)** – This budget consists of approximately 85% personnel costs with annual increased costs estimated between 5-6%. This fiscal year’s 2% reduction to annual base allocations resulted in Mr. Berry cutting an OSII position to present a balanced budget, otherwise the overall budget remains relatively unchanged. One-time expenses for office furniture remodels have now been expended but the space remodel continues to be delayed. Mr. Berry commented that bodycam footage from several county agencies will add to support staff’s current workload, reinforcing his add back request to reinstate one OSII personnel position.

**Juvenile Department (10-74)** – Jessica Beach noted this budget is 77% supported by county allocation and the Oregon Youth Authority; she added it has a healthy beginning balance despite the -2% county allocation and state grant funding uncertainties. She noted title changes in Personnel due to Oracle. There were no other significant changes.

**Juvenile Detention (10-77)** – Jessica Beach noted an increase in bed rental revenues post-COVID as well as increased contracted costs. There were no other significant changes. Ms. Beach addressed personnel corrections and title changes related to Oracle. Ken Huffer noted the YCJDWA contract is currently under negotiation and may alter this budget pending bargaining outcomes.

**Community Justice (Fund 21)** – Jessica Beach stated the beginning balance is comprised of 94.5% state funded dollars with a 5.5% county allocation for the supervision of unfunded misdemeanors. There were no significant changes to this fund.

**Jail/Work Center-Incarceration (21-41)** – Ms. Beach said this budget represents the SB1145 funding to support the Jail. She clarified that the beginning balance is budgeted to the fund to support anticipated overall budget deficits. Ms. Beach noted a personnel reduction of 1.0 FTE. Reserved for Future was rolled back into the Fund 21 beginning balance. Materials and Services was decreased due to less usage.

**Community Corrections (21-44)** – Jessica Beach stated this fund receives 5.5% county allocation for the supervision of unfunded misdemeanors. Ms. Beach stated this fund supports two probation officers with no significant changes. The salary/benefit increases for the probation officer positions reflect changes per last year’s negotiated collective bargaining agreement.

**State Enhancement (21-45)** – Jessica Beach stated this budget is comprised of 94.5% Corrections grant and aid funding as well as other state grants. She noted a significant decrease in Probation Fees due to new legislation no longer allowing Corrections to charge for supervision fees. She added that revenues are still being received for Department of Revenue scenarios.

**Work Release (21-63)** – Jessica Beach noted this fund is primarily supported by a contract with Chehalem Parks Recreation District (CPRD), and a 4% CPI increase for this budget in the new fiscal year. Ms. Beach stated the CPRD contract was renegotiated last year with some difficulty, and she expressed concern that without the CPRD contract, the program would be difficult to sustain if only funded by the Department of Corrections budget. Mr. Huffer said the number of adults in custody (AIC)’s and out of custody community service persons eligible to participate in the work crew program has decreased. In Personnel, Ms. Beach noted moving the Division Manager FTE from the Work Crew budget to the Parks budget to reflect the separation of the two budgets. It was suggested that average population participation should be monitored to measure this budgets continuance. There were no other significant changes.

**Senate Bill 1145-Case Management (21-67)** – Jessica Beach reported changes in FTE’s and noted the cut of a vacant Probation Program Specialist citing legislation restrictions. There were no other significant changes.

The meeting was recessed at 10:43 a.m. and reconvened at 10:56 a.m.

Sheriff Tim Svenson began his presentation cautioning his budgets were subject to changes pending current collective bargaining agreement negotiation outcomes which are not factored into his proposed budgets. The last ratified contract accounted for approximately 31% in staff salary increases, and used any available department budget resources to accommodate those increases in the Patrol Division. He added that all budgets would reflect ending balances of less than \$70,000.

**Emergency Management (10-40)** – Sheriff Tim Svenson reported a slightly higher beginning balance due to leftover COVID-19 relief funding. He addressed a state level disconnect between the state emergency management department and local jurisdiction funding needs and he anticipated a decreased level of state funding for local agencies in the future.

**Marine Patrol (10-42)** – Sheriff Svenson stated that the discretionary allocation typically applied to this fund was transferred to the Patrol Division last fiscal year, therefore does not reflect any discretionary allocation for 2023-24 but still reflects the Oregon State Marine Board’s allocation which is enough to cover vehicle and fuel expenses with little leftover funding for personnel. He attributed the increase in Motor Pool expenses to higher fuel costs and maintenance. Sheriff Svenson cautioned that without an add back of \$63,000, the marine patrol season would likely be shortened to mid- June.

**Sheriff Patrol (10-43)** – Sheriff Svenson highlighted that a second certified K9 dog was acquired through donation for apprehension and tracking applications. He reported an increase in new CHL Fee revenues and noted projected revenue increases were based on permit renewals. The Sheriff’s Sales line reflected a significant decrease due to a lag in sales resulting from banks finding alternative means of property sales without going through the Sheriff’s Office. Sheriff Svenson reviewed reclassification requests in Personnel. He explained that some of the administrative reclassifications were to restructure the positions based on current duties. A new Building Rent expense line in Contracted Services reflected leased property for storing vehicles being held for evidentiary purposes. Lastly, he highlighted that travel expenses were now in its own expense line and a new Schools and Conferences line has been created to track the actual costs of training and conferences which he anticipates will be used more frequently post-pandemic.

**YCINT (10-69)** – Sheriff Svenson noted no significant changes to this fund; forfeiture funds continue to be spent down along with any collected marijuana forfeiture revenue.

**Radio System (10-163)** – Sheriff Svenson reported the fire paging system has been updated; next steps will be to review and prioritize the remaining components for future system upgrade consideration.

**Jail (10-41)** – Sheriff Svenson reported that HHS is working to put together a Medication Assisted Treatment (MAT) program using funds obtained through a Measure 110 grant which the Sheriff supports but is concerned about the amount of staff time it will entail. He cautioned of unanticipated costs associated with upcoming contract renewal negotiations for medical provider services between the Sheriff’s Office and Wellpath, which has asked for COLA increases up to 6.5% to retain nurse personnel. He later added that although a renewal contract would go into effect early 2024, any negotiated cost increases wouldn’t go into effect until the 2024-25 fiscal year. The Sheriff noted an increased intake of inmates with more acute medical and behavioral issues has exacerbated maintenance costs for those individuals. Sheriff Svenson addressed an add back request to restore three Corrections Deputy Sheriff positions in the Jail budget.

**Court Security (10-86)** – Sheriff Svenson said that there are now four deputies assigned to Court Security with two reserves to help with transport. He noted the two reserve positions would not be refilled upon their retirement. There were no other significant changes.

**Dog Control (13-47)** – Sheriff Svenson stated the remaining trust donation funds would not sustain a kenneling service contract going into the 2024-25 fiscal year. He presented the funding limitations of what the remaining trust fund would sustain for the 2023-24 year, noting that it would take approximately \$90,000 for the 2023-24 fiscal year thereby leaving a remainder

of approximately \$15,000 for the following year. He attributed higher fund spending due to increased kenneling service costs.

**911/Dispatch Services (10-48)** – Ken Huffer stated this fund covers YCOM membership dues. There was a cost savings resulting from a change in the way YCOM charges dues. The change is still subject to adoption of YCOM’s 2023-24 fiscal year budget.

The meeting was recessed at 1:01 p.m. and reconvened at 1:36 p.m.

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**PRESENT:** Budget Committee members Lindsay Berschauer, Kit Johnston, Mary Starrett, Denny Elmer, and Jason Fields. Doreen App participated via Zoom.

**STAFF:** Ken Huffer, Mike Barnhart, Justin Hogue, Cynthia Thompson, Mary Bonta, Christian Boenisch, Joe Moore, Derrick Wharff, Shane Hoffman, Keri Hinton, Kari Worden, and Nicole Necas. Kris Bledsoe participated via Zoom.

**GUESTS:** None.

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### **COMMUNITY SERVICES TEAM**

**Transit (10-33)** – Cynthia Thompson highlighted accomplishments and key challenges. She noted the completion and adoption of the 2023-25 STIF plan which provides significant resources for Transit. She reviewed route and bus stop improvements and touched on challenges to obtain drivers and vehicles. Ms. Thompson added there is attention being focused on acquiring a facility to house Transit administration, operations, and maintenance.

**Law Library (14-26)** – Mary Bonta stated the budget remained static. Publication updates have resumed; Ms. Bonta reported a slight increase in foot traffic but has seen a higher increase of calls and emails. She attributed Publication and Dues expenses to updating search engine websites and books. This budget’s revenues are based on court filing fees on a bi-annual basis.

**Mediation (10-59)** – Ken Huffer stated this fund is a pass-through account for court ordered mediation services. These are restricted funds.

**County Schools (15-85)** – Ken Huffer stated this is a pass-through from federal forest funds. 25% of federal forest revenue is earmarked for schools. He reported no significant changes.

**Economic Development (26-34)** – Ken Huffer reported a higher beginning balance due to a pause of distributing strategic development investment grants in lieu of CARES Act funds. Cost savings were also related to ending the SEDCOR contract at the end of February 2023. He cautioned that Video Lottery revenues will be contingent on state legislative outcomes. Mr. Huffer addressed the newly created inhouse Program Manager II position replacing the SEDCOR contract which will be funded from video lottery.

The meeting was recessed at 2:43 p.m. and reconvened at 2:52 p.m.

## **GENERAL GOVERNMENT TEAM**

**County Counsel (10-25)** – Christian Boenisch reported this fund remains static. He noted a stable beginning balance, and that full staffing has been established since January 2022. He noted Professional Services funds are used to hire outside counsel for matters of civil or more specific nature; Mr. Boenisch reported his office is currently handling several labor related issues and union contract negotiations.

**Treasurer (10-23)** – Kris Bledsoe reported no significant changes to the fund.

**Assessor (10-12)** – Derrick Wharff reported the Assessor’s Department receives revenue through discretionary funding and CAFFA grants which assist counties with administrative costs associated with tax assessments. He attributed revenues from prior year filing fees and compensated taxable interest to be the basis of a healthy beginning balance which he used to offset the 2% discretionary reduction and material and services adjustments. There was a decrease in received CAFFA grant funding which Mr. Wharff attributed to lower recordings and delinquent interest. In Materials & Services, Mr. Wharff reported that the software contract for aerial imagery will expire after the final flyover scheduled in October 2023. He aspired to continue the program in future fiscal years pending stakeholder interest. Ken Huffer verified any remaining funds in this budget are in a restricted reserve-for-future ending balance.

**Clerk (Fund 10-15, 12-15, 40-15)** – Keri Hinton reported a decrease in recordings; passports have increased with plans to resume passport photos in the future. The beginning balance reflected fee revenues and Personnel vacancy savings. Election reimbursements are up to date except for special district elections which will be reimbursed in the new fiscal year. Ms. Hinton addressed a new voting system to be implemented in the summer which will replace an outdated system that is no longer supported. In Materials & Services, she reported an approximate 6% increase for election costs but noted cost savings on contracted services expenses. There were no other significant changes.

The meeting recessed at 4:11 p.m. and reconvened at 4:20 p.m.

**Information Technology (10-17)** – Shane Hoffman reported a healthy beginning balance attributed to compounded absences adjustments, vacancy savings, and pending projects. The Assessment & Taxation Grant line reflected a decrease to this revenue received from the Assessor’s CAFFA grant. The Software line in Materials & Services showed increased revenues attributed to a CJIS compliance project. Software License and Maintenance Fees increased significantly due to increased annual Microsoft 365 licensing and Oracle licensing and maintenance costs; these costs are shared among county departments.

**Telecommunications (48-14)** – In Revenues, Shane Hoffman attributed a decreased beginning balance to reduced phones, extension and calling costs, as well as moving court phones to a state system. Reserve for Future reflected a growing fund for a future Mitel phone system upgrade or replacement. There were no significant changes.

**Information Technology Capital (40-15)** – The computer replacement fund reflected a healthy beginning balance; this fund generates its revenue from county department transfers. Shane Hoffman addressed the targeted spending totals for upcoming computer equipment

replacements in the next fiscal year. The MDT Equipment line reflected funds which the Sheriff has requested be made available to pay for the yearly MDT (Mobile Data Terminal) lease. Mr. Huffer added that the long-term budgetary impacts between owning and leasing MDT equipment were unclear but mentioned the Sheriff's Office is coordinating with IT to manage the expense.

**Facilities Division Fund (40-16)** – Joe Moore reported a lower beginning balance than last fiscal year attributed to three Maintenance I employees also covering janitorial services which were funded from this budget. In Personnel, Mr. Moore said the Extra Help line funds were transferred to help cover the inhouse staff janitorial coverage. In Capital, Mr. Moore reported the funds were redistributed back into the budget. There were no other significant changes.

**Jail Facilities Fund (40-116)** – Joe Moore reported no significant changes. Ken Huffer noted revenues are generated via internal transfers from general funds and Community Justice (Fund 21).

**Clerk Capital (40-15)** – Ken Huffer reported this fund is inactive and no longer needed. Any remaining funds that were in this line have been transferred to the Clerk's budget.

**Capital Improvement Fund (40-27)** – Justin Hogue stated this fund is utilized for acquisitions and major remodels to existing building inventory. Revenues come from discretionary and rent generated via internal and maintenance charges. Mr. Hogue said more focus has been given to building reserve and less to remodels based on long term capital need plans. Ken Huffer added that this fund also contains a large ARPA transfer intended for the facilities program. Contract Services in Materials & Services reflected held funds to be applied to the Strategic Implement Plan. This fund also houses transfers of interfund loan repayments for previous building acquisitions.

**Jail Capital Fund (40-41)** – Ken Huffer stated funds are being transferred into this account from Community Justice and the general fund specifically to build funding for capital needs within the Jail. There were no significant changes.

**Postage Machine (40-83)** – Ken Huffer noted no significant changes and no planned expenditures but holding reserves for a future equipment replacement purchase.

**Software Reserve (40-17)** – Ken Huffer stated this fund reflects the remaining balance from the Oracle conversion project.

**Special Capital Projects (40-61)** – Ken Huffer noted the bulk of these funds were allocated by state ARPA funds for a future rural broadband project. This budget also holds ConnectOregon repayment funds for a bridge project related to the Yamhelas Westsider Trail.

**Discretionary Revenues (10-02)** – Ken Huffer said most of this fund has been dispersed to departments leaving a small Reserve for Future balance. He cautioned that any add back requests or impacts related to collective bargaining agreement cost increases would come from these remaining discretionary funds leaving a smaller balance than desired.

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

**Transfers (10-90)** – This fund allocates discretionary funds from the general fund into non-general fund budgets.

**Contingency (10-92)** – This general operating contingency fund is utilized for any unanticipated or emergency operational needs.

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

**O&C Reserve (50-52)** – This fund collects discretionary revenue from federal forest payments and are fully appropriated to be used for one-time projects, not operational costs. Mr. Huffer cautioned that receipt of funds is sporadic however it does also receive pool and bond investment earnings. He added that funds were carried over from last fiscal year for incurred expenses related to the Parks master plan.

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

**ARPA (32-54)** – The beginning balance reflected remaining funds which have been designated for childcare and rural broadband projects. Mr. Huffer noted the federal one-time allocated Local Assistance and Tribal Consistency Funds are also included in this budget which can be used as discretionary funds.

The meeting was recessed at 6:13 p.m.

## **BUDGET COMMITTEE MEETING**

**May 3, 2023 10:30 a.m.**

Room 32, Courthouse  
Virtual meeting via Zoom

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**PRESENT:** Budget Committee members Lindsay Berschauer, Kit Johnston, Mary Starrett, Denny Elmer, and Jason Fields. Doreen App participated via Zoom.

**STAFF:** Ken Huffer, Justin Hogue, Mike Barnhart, and Nicole Necas. Michelle Hubbard participated via Zoom.

**GUESTS:** None.

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The meeting was reconvened at 10:30 a.m.

**SDC (29-81, 29-80)** – Ken Huffer highlighted an error between Chehalem Parks and the County Parks SDC reports noting they were reversed but were corrected in Version 20. Non-Departmental and County Fair SDC’s remained static. There were no other significant changes.

**Administrative Services (10-10)** – Justin Hogue highlighted a projected higher beginning balance due to personnel vacancy savings. Proposed Finance staff reclassifications are related to additional duties and responsibilities associated with implementation of Oracle while maintaining existing workloads. The additional duties and workloads account for increases in Overtime and Extra Help lines as well. Ken Huffer addressed a proposed placeholder for a newly created 1.0 FTE Senior Management Analyst position in Finance to be recruited once staff is adequately trained in Oracle to support a new employee.

**Commissioners (10-13)** – Ken Huffer reviewed budget lines reflecting no significant changes. There was discussion regarding carry over in the Commissioner’s discretionary balance and proposed policy designating and tracking travel expenses for transparency outside of the budget process.

#### **INTERNAL SERVICES TEAM, (cont.)**

**Risk Administration (80-38)** – This fund reflects insurance and risk protection for the county.

**Dental Self Insurance (80-88)** - Ken Huffer said the county is self-insured; this fund provides coverage claims for all non-Teamster employees.

**Contingency – (80-92)** – This fund is budgeted for unanticipated emergency insurance and risk reserve operational needs.

**Fund Balance (80-94)** – Ken Huffer reported a strong beginning balance and highlighted that there is no Reserve for Future line to ensure sufficient available funds to cover the county’s new insurance plan.

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

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

**PERS Retirement Reserve (80-135)** – This fund carries an interfund loan with no additional revenue streams. The Reserve for Future line reflects held funds which can be used as a discretionary one-time transfer to departments covering rising PERS costs.

**Time Loss Reserve (80-136)** – This fund is related to workers compensation which helps departments cover short-term hiring personnel expenses.

**Workers Comp Reserve (80-137)** – This fund maintains a healthy balance to cover workplace ergonomic expenses and risk prevention assessments.

**General Liability Insurance (80-138)** – This fund is for the purpose of appropriation for smaller claims. The Liability Insurance line reflects a forecast of rates since renewals have not been finalized. The Miscellaneous Insurance Claims line reflected an increase due to a change in coverage to have sufficient appropriation authority to cover any potential retroactive litigation cases. Justin Hogue noted that the insurance market anticipated an approximate 20% premium increase.

**Medical Insurance Reserve (80-139)** – Ken Huffer stated this reserve is in the process of being closed out; any remaining balance from previous fiscal years has been transferred back to departments.

The meeting recessed at 12:20 p.m. and reconvened at 1:03 p.m.

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PRESENT: Budget Committee members Lindsay Berschauer, Mary Starrett, Kit Johnston, Denny Elmer, and Jason Fields. Doreen App participated via Zoom.

STAFF: Ken Huffer, Justin Hogue, Mike Barnhart, Sheriff Tim Svenson, and Nicole Necas.

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**Compensation Committee Recommendations**

**Commissioners** – Lindsay Berschauer moved approval to keep the Commissioner’s salary flat with no increase as recommended by the Compensation Committee. Jason Fields seconded the motion. The motion passed unanimously.

**Clerk** – Jason Fields moved approval to increase the Clerk’s salary to \$94,000. After discussion, Mr. Fields amended his motion to approve an increase to the Clerk’s salary to \$92,000. Doreen App seconded the motion. The motion passed, Jason Fields, Denny Elmer, Doreen App, Lindsay Berschauer, and Mary Starrett voting aye. Kit Johnston voting nay.

**Assessor** – Ken Huffer reviewed salary increases from previous fiscal years. Mary Starrett moved approval to hold the Assessor’s salary flat with no increase. Doreen App seconded the motion. After discussion, Ms. Starrett amended her motion to approve a 2% increase to the Assessor’s salary. Jason Fields seconded the motion. The motion passed unanimously.

**Sheriff** – Jason Fields moved approval to increase the Sheriff’s base salary by \$1.00 more than his highest paid employee. Doreen App seconded the motion. The motion passed unanimously.

**District Attorney** – Doreen App moved approval to keep the District Attorney’s stipend flat with no increase as recommended by the Compensation Committee. Jason Fields seconded the motion. The motion passed unanimously.

**Treasurer** – Lindsay Berschauer moved approval to keep the Treasurer’s salary flat with no increase as recommended by the Compensation Committee. Mary Starrett seconded the motion. The motion passed unanimously.

The meeting was recessed at 3:21 p.m. and reconvened at 3:35 p.m.

### **Deliberation**

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

### **Departmental Requests**

**Sheriff** – Mary Starrett moved approval of a one-time ARPA allocation transfer to the Sheriff’s budget in the amount of \$125,000 to restore cut positions, to be matched or exceed by the Sheriff’s Office before the next fiscal year. After discussion, Ms. Starrett amended her motion to approve a one-time ARPA allocation in the amount of \$137,598 for the Sheriff’s add back request with the same match requirements. Lindsay Berschauer seconded the motion. The motion passed unanimously.

**District Attorney** – Lindsay Berschauer moved approval of a transfer from the general fund in the amount of \$72,280 for an add back request to restore a 1.0 FTE OS II position. Jason Fields seconded the motion. The motion passed unanimously.

**Parks** – Jason Fields moved approval of a one-time transfer from O&C Reserve in the amount of \$76,000 for the purchase of a maintenance vehicle. Kit Johnston seconded the motion. The motion passed unanimously.

**Sheriff** – Lindsay Berschauer moved approval of a one-time Video Lottery allocation transfer in the amount of \$20,000 to restore Marine Patrol personnel. Mary Starrett seconded the motion. The motion passed unanimously.

### **Community Requests**

**[Approved]** Yamhill County Gospel Rescue Mission, \$50,000 – Mary Starrett moved approval of the \$50,000 funding request for upgrades at the Women’s and Children’s facility. Denny Elmer seconded the motion. The motion passed unanimously.

**[Denied]** CASA, \$1,500 – Mary Starrett moved to deny the annual allocation increase request. Doreen App seconded the motion. The motion passed unanimously.

**[Approved]** OSU Extension Services, \$20,000 – Jason Fields moved to approve \$6,500 from Video Lottery for an NWREC allocation request, subject to annual review. Doreen App seconded the motion. The motion passed unanimously.

**[Approved]** Vietnam War Memorial Fund, \$10,000 – Lindsay Berschauer moved approval of a one-time request from O&C Reserve in the amount of \$1,000 for a Vietnam War memorial at the state capital. Mary Starrett seconded the motion. The motion passed unanimously.

**[Denied]** American Legion Post 75 (Sheridan) \$250,000 - Mary Starrett moved to deny the allocation request. Lindsay Berschauer seconded the motion. The motion passed unanimously.

Personnel Requests as listed on the deliberation list –

**[Approved]** HHS - Mary Starrett moved approval of the HHS personnel reclassification requests as presented. Doreen App seconded the motion. The motion passed unanimously.

**[Approved]** Planning – Kit Johnston moved approval of the Planning personnel requests as presented. Doreen App seconded the motion. The motion passed unanimously.

**[Denied]** Sheriff – Doreen App moved approval of the Sheriff’s personnel requests as presented. Denny Elmer seconded the motion. After discussion, Ms. App withdrew her motion. Lindsay Berschauer moved to deny the Sheriff’s personnel reclassification requests as presented. Jason Fields seconded the motion. The motion passed unanimously.

**[Approved]** Public Works – Kit Johnston moved approval of the Public Works personnel requests as presented. Jason Fields seconded the motion. The motion passed unanimously.

**[Approved]** Administration (Finance) – Lindsay Berschauer moved approval of the Administration personnel requests as presented. Jason Fields seconded the motion. The motion passed unanimously.

Approval of budget and tax rate – Denny Elmer moved approval of the budget as amended and set the tax rate at \$2.5775 per thousand dollars of assessed value. Jason Fields seconded the motion. The motion passed, Mary Starrett, Lindsay Berschauer, Jason Fields, Denny Elmer, Kit Johnston, and Doreen App voting aye.

The meeting adjourned at 5:01 p.m.

Minutes prepared by:

Carolina Rook  
Secretary

YAMHILL COUNTY BUDGET COMMITTEE

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Budget Committee Deliberation List - May 1 - 3, 2023

Department	Request	REQUEST	G.F.		ACTION	APPROVED	GF	Retirement	Landfill	O & C	Video	ARPA	Contingency	Notes
			AMOUNT	Request		Reserve		Reserve	Reserve	Lottery	LATCF			
1 Sheriff	Add back to restore positions that were cut to balance budget	428,704	428,704		Approved	137,598						137,598		
2 District Attorney	Restore OS II position to budget	72,280	72,280		Approved	72,280	72,280							
3 Parks	One-time request to purchase maintenance vehicle (includes truck and outfitted bed)	76,000		76,000	Approved	76,000				76,000				
4 Sheriff	Add back to restore Marine Patrol personnel	63,000	63,000		Approved	20,000					20,000			
5														
6														
<b>Community Requests</b>														
1 CASA	Increase allocation from 6,000 to 7,500	1,500	1,500		Not Approved									
2 OSU Extension	NWREC annual allocation	20,000		20,000	Approved	6,500					6,500			
3 Vietnam War Memorial Fund	Vietnam War Memorial at State Capital donation	10,000		10,000	Approved	1,000			1,000					
4 Yamhill County Gospel Rescue Mission	Commercial kitchen at Women's and Children's facility	50,000		50,000	Approved	50,000						50,000		
5 American Legion Post 75 (Sheridan)	West Valley Outreach and building restoration	250,000		250,000	Not Approved									
<b>Personnel Requests</b>														
1 HHS	Reclassify 3 FTE HHS2 to HHS3 (QMHP)				Approved									
2 HHS	Reclassify 1.425 FTE Peer 1 (Associate) to Peer 2 (Tech)				Approved									
3 HHS	Reclassify 1 FTE OS Tech to Senior OS Tech (Care Coordinator)				Approved									
4 HHS	Reclassify OS2 to SOS in BH 12.925 FTE				Approved									
5 HHS	Reclassify 1.0 FTE Program Manager 3 to Program Manager 4				Approved									
6 HHS	Reclassify 1.0 Admin Services Dir to Program Manager 4				Approved									
7 Planning	Surveyor Relass from Range 26 to Range 29				Approved									
8 Planning	Reclassify 1 FTE Associate Planner to Senior Planner				Approved									
9 Planning	Reclassify 1 FTE Sr Office Admin to Office Manager				Approved									
10 Planning	Reclassify Building Official to Sr Building Official				Approved									
11 Sheriff	Reclassify Sr Accounting Clerk to Sr. Management Analyst				Denied									
12 Sheriff	Reclassify Executive Office Spec to Program Manager 2				Denied									
13 Public Works	Reclassify Office Spec Tech to Sr Office Spec Tech				Approved									
14 Admin (Finance)	Reclassify Accounting Clerk 2 to Senior Accounting Clerk				Approved									
15 Admin (Finance)	Reclassify 2 Senior Accounting Clerks to Accounting Tech				Approved									
16 Admin (Finance)	Reclassify 2 Accounting Tech (Payroll) to Data Analyst (Payroll)				Approved									
All other requests not listed, included in proposed budget and approved with proposed budget														
TOTALS		971,484	565,484	406,000		363,378	72,280	-	-	77,000	26,500	187,598	-	

<b><u>Compensation Committee</u></b>	<b><u>Request</u></b>	<b><u>Recommendation</u></b>	<b><u>Action</u></b>
Commissioner	No requested increase	No increase	No increase
Assessor	10% or \$116,500	3% increase	2% Increase
Clerk	No requested increase	3% increase	Set salary at 92,000
Sheriff	No requested increase	Base annual salary \$6000 more than highest paid employee	Salary shall be \$1 more than the highest paid employee
DA	No requested increase	No increase	No increase
Treasurer	No requested increase	No increase	No increase