

BUDGET COMMITTEE MEETING MINUTES

DATE: March 20, 2023

TIME: 9:01 a.m.

Members Present: Scott W. Myers, Jim Hamsher, John Rowell, Kathy Smith, and Charlene Morris.

Members Absent: Amy Kreger will be in later in the morning.

Others Present: Budget Officer Julie Ellison, Administrative Assistant Laurie Stinnett and Recorder Laurie Cates.

General Discussion: The first order of business was to elect a Chairperson and a Secretary.

9:03 am Economic Director Tory Stinnett and Planning Director Shannon Springer entered.

Motion: Kathy Smith made a motion to elect Charlene Morris as Chairperson, Seconded by: Scott Myers. Charlene reported she does not feel comfortable being the chair since this is her first time on the budget committee.

Those in Favor: Jim Hamsher.

Those Opposed: Kathy, Scott, John and Charlene.

Charlene nominated John Rowell as Chairperson.

Seconded by: Scott.

Those in Favor: All.

Those Opposed: None.

Motion: Scott made a motion to elect Amy Kreger as Secretary, Seconded by: Jim.

Those in Favor: John, Scott, Jim and Kathy.

Those Opposed: Charlene because Amy is not in attendance.

This position will supervise the recorder taking minutes.

Budget Message Review and Discussion: Julie read the budget message to the committee. John suggested going down through the budget message and discussing each item. John questioned the difference between the cash on hand and the contingency amount. Julie explained the cash on hand is reduced by expenses and the contingency is what is left. Jim clarified the additional Local Assistance and Tribal Consistency Fund (LATCF) funding may not come in until after June. Kathy asked if the two million is a one-time payment or two payments of two million. Jim advised it is two payments. Kathy pointed out that without the LATCF money coming in the budget would have been in the red and asked if the

court had a plan moving forward with this money. Scott said they do not have specific plans at this time for the money. Kathy would like to know what the priorities are for this funding. Jim would like to see this money used for cost of living increases, inflation and personnel costs. Kathy reported her issue with the budget is that it doesn't seem like there are plans in place for the use of the LATCF funding. Julie wanted to point out that the figures in the budget message are her best guess. She added she was conservative in her estimates. Kathy said she thought animal damage control was supposed to be for a certain amount of years, but it is still ongoing. Jim said the original plan was to start a taxing district for this, but it has not made it through the legislature. Scott believes US Fish and Wildlife contributes around \$65,000 to this and the funding is distributed throughout our region.

The Community Counseling contribution is lower than it used to be, but Kathy pointed out that when Kimberly Lindsay originally came in and asked for school based health care she indicated the county would not be asked to contribute to this, but now it is being requested.

Charlene questioned where in the budget the health insurance cost was and Julie said it is reflected in each individual budget.

Kathy asked if the court was considering eliminating Justice Court as this has been mentioned in the past. Scott said there have been discussions with Judge Raschio and the District Attorney, but no decision has been made by the court at this time. Scott added this decision should include the budget committee. The current Justice of the Peace's term ends in 2024. John's understanding is the court will need to make this decision prior to the primary of 2024. Scott pointed out services to citizens, along with the added burden to Circuit Court will need to be considered.

Kathy asked if the vehicles being requested by the Sheriff are replacement vehicles or new vehicles? Jim said he isn't sure, but the Sheriff will be in and can answer that question at a later meeting.

Kathy asked if the employee being requested by Economic Development would be a county employee or city employee? Tory reported if the grant funding comes in they would be a part-time county employee and the grant has been applied for by the City of John Day. There is still a \$15,000 match that would be required of the county. Julie asked why the City of John Day couldn't hire this person and Tory said the City is hiring their own position and would simply contribute funding towards this part-time position in Economic Development. Charlene stated she doesn't like this type of thing.

Julie checked into the special road district further and reported the district has to be outside of the county budget, similar to the 4H budget, and cannot be included in the regular county budget. Charlene pointed out the formation of this district may not be that simple. Julie believes this will need to go before the voters in November.

Jim questioned the \$10,000 the Sheriff is requesting for pre-employment costs. Julie said this is to separate out what they are already paying out of other budget lines. Scott's understanding is this line will be specific to requirements for items such as pre-employment psychological evaluations.

Kathy said the 50/50 match for emergency management isn't really 50/50 any longer and the county is being asked to contribute more. She also questioned the grant monitor being requested and asked if this would be to monitor all county grants or just emergency management. Jim said he is working to try to get a list of grants that might be monitored. Kathy said historically the department with the grant has monitored the grant. John stated having a grant monitor could ensure the county is following all of the grants in place and remaining in compliance for audits. Scott agreed it makes sense to have someone to track a grant from A to Z and would save employee time.

Kathy asked about the proposed COLA of 8% and if the unions were included in this. Julie said the 8% was used for all of the proposed budgets. Kathy has a problem with the 8% because if it wasn't for the LATCF funding the county wouldn't be able to have a COLA at all and questioned the sustainability moving forward.

9:50 am The committee took a short break.

9:58 am Amy Kreger entered. 10:00 am The committee returned to session.

Amy expressed concern about putting the LATCF funds in the cash on hand and believes it should be locked down until the budget process is complete. She is also worried about all of the additional requests in the budget and the COLA and questioned the sustainability moving forward. Amy pointed out the LATCF is temporary funding and not an annual amount and she believes this money should be put away for emergency purposes to keep the county sustainable. Jim said adding the \$250,000 from the special road district will be helpful. Amy reported that last year the budget committee tasked the court with items such as a sheriff's levy and possibly eliminating justice court. She asked about the special road district and if that money would arrive for this year's budget. Jim reported the process has begun and a public hearing has been scheduled. John thanked everyone for their input. Charlene asked if there was any kind of documentation about the LATCF funding, how it came to be and how it can be used. Jim stated it can be used for anything general funds can be used for except lobbying. Amy asked what the budget would look like if the LATCF funds were not included and Julie reported the budget would be in the hole without it. Julie discussed the contingency and the fact that money will continue to decrease if the county isn't careful. John said it is very important to understand that the committee is not working just on this budget and needs to look forward for the future sustainability of the county.

Future Meeting Dates:

The Calendar's for March, April and May are in the Budget Committee's notebooks. The dates marked with X indicate days NOT available for budget meetings.

Mar 29 1 pm – 4 pm
Mar 30 1 pm – 4 pm
Apr 19 1 pm – 4 pm
Apr 24 10 am – 4 pm
May 9 1 pm – 4 pm (if needed)
May 17 1 pm – 4 pm

First run through all accounts

GENERAL FUNDS

Department: 101100 NON-DEPARTMENTAL

Page 1-2

Revenue

3030138 S.A.I.F. Dividend: Kathy asked about this reduction. There was a large claim and this may have something to do with this.

3030160 ADM Cost Reimb SP – XFER: Kathy said this figure didn't add up and asked Julie to double check this figure as it is less than the past.

3030188 Animal Damage Control: Julie placed \$20,000 in this line item just in case some revenue is received and so she will have budget authority to spend the extra funding.

Expense

5200027 Public Health Support: CCS has requested \$48,500. \$30,000 was budgeted for this last year. Julie asked if a decision would be made on this today and the committee indicated they are not ready and would like CCS to come in and present. Kathy corrected that she was in error, school based health is in the black, not in the red.

5200035 Computer Programming: Kathy asked about this. Julie said the three small general fund departments were lumped together. Kathy advised Julie to make sure and add this amount to the grant that the Assessor gets as it is included in costs.

5200048 Animal Damage Control: Julie said there will be citizens who wish to come in and present regarding this item.

5400001 Capital Outlay Equipment/Furn: Kathy questioned why \$20,000 is in this line and wanted to ask what was being requested. Julie said this is a place holder in case a general fund department needs something that wasn't budgeted for.

Department: 101412 PERSONNEL

Page 4 TA

Staff Present: Human Resource Manager Laurie Cates.

Expense

5100002 Payroll Assistant: This employee is paid an hourly rate to assist with payroll and act as a backup in case the Manager is unable to process payroll.

Department: 101413 COUNTY CLERK

Page 5 TA

Staff Present: None.

Department: 101415 COUNTY TREASURER

Page 8

Staff Present: Treasurer Julie Ellison.

Revenue

3030415 Investment Mgt. Fee: Charlene inquired about this fee. Julie explained she invests for the county and this includes CD's, and bonds along with the state pool. Kathy reported she also did this when she was the Treasurer. Kathy asked if County Counsel is reviewing whether or not money can be taken from the Road Reserve to pay the road reserve investment fee. Julie said she is still waiting to hear back from County Counsel on this. The committee agreed to not TA this until after hearing back from County Counsel.

Department: 101416 COUNTY COURT

Page 9

Staff Present: Judge Scott Myers, Commissioner Jim Hamsher, Commissioner John Rowell and Administrative Assistant Laurie Stinnett.

Expense

Discussion General: Jim would like to wait to discuss this budget until after a compensation committee is in place. Amy questioned whether or not this committee can be in place and make decisions prior to approving this budget. There is currently no committee in place. Kathy stated the compensation board only gives a suggested hourly rate of pay, not decisions regarding how many hours a position works. She also pointed out that the committee would need to look at comparable counties and this process would take some time.

Department: 101417 COUNTY ASSESSOR

Page 10 TA

Staff Present: None.

Revenue

3030173 A&T Grant Reimbursement: This grant is an annual Department of Revenue grant that funds Assessor's Offices to help with employee costs.

Department: 101418 COURTHOUSE & CO BLDGS

Page 11 TA

Staff Present: None.

Expense

5200020 Janitorial Contract: This is to contract to fill janitorial services if needed due to unavailability of staff.

Department: 101419 COUNTY CORONER

Page 12 TA

Staff Present: None.

Expense

5100001 Death Investigator: The question was asked about the increase in the cost of wages. The county used to contract with a local physician to provide this service, but there is no one interested in doing this now.

Department: 101420 DISTRICT ATTORNEY

Page 13

Staff Present: None.

Revenue

Discussion General: The DA would like to come in if there are any questions regarding this budget.

Department: 101422 COUNTY SURVEYOR

Page 14 TA

Staff Present: None.

Department: 101425 WATERMASTER

Page 15

Staff Present: None.

Expense

Discussion General: The Watermaster would like to come in.

Department: 101426 COUNTY LIBRARY

Page 16

Staff Present: None.

Revenue

Discussion General: The committee will wait for the Librarian to come in and present to discuss this budget.

Expense

Discussion General: The Librarian is requesting that the Librarian and Assistant Librarian positions be increased to full time.

Department: 101430 ELECTIONS

Page 17

Staff Present: None.

Expense

Discussion General: Julie said there is apparently some additional election costs that will need to be added to this budget based on state law changes. The committee will wait to finish this one until more is known.

Department: 101439 JUVENILE DEPT

Page 18

Staff Present: None.

Revenue

Discussion General: This department wishes to present to the committee.

**Department: 101451 RELIEF HELP
Expense**

Page 19

5100002 Special Projects/COVID 19: Julie left money in this line item in case there are additional costs for the remodel of the old road building for emergency management.

**Department: 101452 VETERAN'S SERVICE
Staff Present: None.**

Page 20 TA

Revenue

Discussion General: Julie said the county contributes the required \$7,000 each year to this fund and the remainder is funded by Veteran Services.

**Department: 101453 PLANNING DEPT
Staff Present: Planning Director Shannon Springer.**

Page 21 TA

Revenue

Discussion General: Shannon explained the majority of the revenue in her department is based upon building permits issued and the county only gets to keep 10% of this and the rest is sent to the state.

**Department: 101456 4-H & EXTENSION
Staff Present: None.**

Page 22 TA

**Department: 101458 ECONOMIC STABILIZATION
Staff Present: Economic Development Director Tory Stinnett**

Page 24

Revenue

Discussion General: Until Tory has more information regarding the part-time position the committee will wait to discuss this budget.

SPECIAL FUNDS

**Department: 103100 COUNTY SCHOOL
Staff Present: None.**

Page 29 TA

Revenue

3030305 Elec Gross Co-op: This money is received once per year and is a best guess of what the county will receive.

**Department: 104100 SCHOOL FOREST
Revenue**

Page 30 TA

3030442 Transfer – Road Funds: Kathy pointed out this amount of \$600,000 doesn't match what is in the road budget. Julie will make the correction as the road budget should indicate \$600,000 instead of \$500,000.

Department: 105100 LAW LIBRARY

Page 31 TA

Department: 109100 ECONOMIC DEVELOPMENT **Page 34 TA**

Staff Present: Economic Development Director Tory Stinnett.

Revenue

Discussion General: Julie explained this is for received lottery funds and it is distributed to the airport, fair and economic stabilization.

Department: 113100 CLERKS RECORDS **Page 39 TA**

Staff Present: None.

Revenue

Discussion General: The revenue has decreased due to someone deciding they no longer wish to receive and pay for monthly reports.

Department: 116100 EQUIPMENT RESERVE **Page 42**

Revenue

Discussion General: Amy asked if the committee should look at putting additional money into this fund. Kathy pointed out the fund has not increased and has actually decreased over the last few years. If the county needed a new computer system this fund would not have the money in it to cover the cost.

Department: 117100 CITIES-STREETS-BRIDGES **Page 43 TA**

Cities Present: None.

Revenue

Discussion General: This allocation to the Cities is based on a formula and Julie will put the exact figure in after the money is received.

Department: 118100 COMMUNITY CORRECTIONS **Page 44-45**

Staff Present: None.

Expense

Discussion General: Kathy asked if they still had a clerical position in this department. Laurie C. indicated they do not, they have a Sergeant and 2 Adult Probation Officers, but one of them may perform clerical work. The structure of the department has changed over the last year or so. Kathy suggested checking on this department to see if an investment fee can be charged because this budget is over one million dollars.

5700050 Operating Contingency: Kathy suggested this contingency amount be put into unappropriated ending balance in order to safe guard it. Charlene agreed.

Department: 119100 ROAD RESERVE **Page 46 TA**

Staff Present: None.

Revenue

Discussion General: Julie did not budget to remove any funding from this budget.

**Department: 120100 UNEMPLOYMENT RESERVE
Revenue**

Page 47 TA

Discussion General: Julie suggested charging special funds for the costs of unemployment. Currently the road and general fund contribute the bulk of money to this fund. Kathy said formulas for each department were created based on the number of employees in the department and some of the smaller departments did not historically have very much money to contribute.

**Department: 122100 SURVEYOR SPECIAL
Revenue**

Page 50 TA

Discussion General: This fund is for corner preservation as needed.

**Department: 125100 MENTAL HEALTH
Staff Present: None.
Revenue**

Page 54 TA

Discussion General: This is a pass-through fund.

**Department 126100 SOLID WASTE
Revenue**

Page 56 TA

3032608 Trans Station: Clark's Disposal pays the county this fee each year.

**Department: 127100 MATERNAL & CHILD HEALTH
Staff Present: None.**

Page 57-58 TA

**Department: 13100 COURTHOUSE RESERVE
Revenue**

Page 59

Discussion General: Amy pointed out the decrease in this fund over the last couple of years. She believes some of the LATCF funds should be placed in this account to build it back up.

Expense

Discussion General: Kathy questioned the email from Eric Bush regarding the cost of the remodel of the old road building. Julie said he is trying to get grants for the funding of phase 2 of the remodel. Kathy asked if the \$25,000 Emergency Manager Eric Bush mentioned was being requested from this budget. The committee will wait on this budget until Eric can come in and answer questions.

**Department: 133100 DOMESTIC VIOLENCE PREVENTION
Staff Present: None.
Revenue**

Page 60

Discussion General: Beth Simonsen assisted the Victim Intervention Director with this budget. Kathy would like to visit with the Director about this budget.

Department: 134100 DA REVOLVING

Page 61

Staff Present: None.

Discussion General: The committee will wait to discuss this budget until the department can be present.

Department: 135100 COURT SECURITY

Page 63 TA

Department: 143100 FAMILY DOMESTIC RELATIONS

Page 69 TA

Department: 147100 FOREST TITLE III SRS

Page 70

Staff Present: None.

Revenue

Discussion General: Jim explained last year the percentage was able to be adjusted along with the allowable uses of this funding. This is why the fund has increased.

John motioned to adjourn, Amy seconded, all in favor.

Meeting adjourned at 11:46 a.m. the next meeting will be on March 29, 2023 at 1:00 p.m.

Respectfully Submitted,

Amy Kreger
Secretary