

**MINUTES – TILLAMOOK COUNTY BUDGET COMMITTEE MEETING MINUTES**  
**April 4, 2012**  
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**FILED**  
4:00pm  
MAY 01 2012  
TASSI O'NEIL  
COUNTY CLERK

**BUDGET COMMITTEE PRESENT:**

Doug Olson, Chair  
Charles J. Hurliman  
Mark Labhart  
Tim Josi  
Shirley Kalkhoven

**ABSENT:** Geoffrey Davey

**STAFF PRESENT FOR PORTIONS OF THE MEETING:** Sara Charlton, Library Director; Michael Soots, Director, Information Services; Andy Long; Sheriff; Karen Dye, Sheriff's Office; Jana McCandless, Undersheriff; Gordon McCraw, Director, Emergency Management; Travis Porter, Interim Facilities Maintenance Manager; Deb Clark, Treasurer; Dan McNutt, Surveyor; Jon Briscoe, Sheriff's Office; Bill Hatton, County Veteran's Service Officer and Kathy Lewis, Accounting Manager.

**GUESTS:** None.

**OPENING REMARKS:** Chair Olson called the meeting to order at 1:38 p.m. in Commissioners' Meeting Rooms A and B and requested those present to sign in.

**BOARD OF COMMISSIONERS/MOTORPOOL/MISC.:** Paul Levesque said he had nine budgets to present and would begin in the general fund. As for the Board of County Commissioners' Department, there were no increases in FTEs or materials and services.

Commissioner Labhart said he was concerned about the high mileage on our two vehicles but they are running well. He suggested the one with 160,000+ miles be switched out with a replaced Sheriff's vehicle as it became available. Commissioners Labhart and Josi drive their own vehicles most of the time and do not turn in reimbursement requests for mileage.

In Land Sales (department 01160) there is a \$1,500 increase for fire patrol costs but we have no control over those costs and are required to pay them.

Mr. Levesque said in the past he has presented the maintenance budget but that will be done this year by Travis Porter as recently appointed Interim Facilities Maintenance Manager. Mr. Levesque reviewed the capital projects completed over the past year at the courthouse including the new roof, electrical system, generator and exterior sealing project.

Mr. Levesque reviewed fund 100, which except for the line item for rents, are placeholders for grants associated with the Oregon Solutions Southern Flow Corridor project. He reported on the current FEMA appeal.

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Mr. Levesque said fund 102 will see a reduction in revenues this year due to the recent sale of the remaining undeveloped portion of the Hebo property to the fire district.

There are no Community Development Block Grants (fund 103) planned for next year. We are still closing out the Cedar Creek Child Care Center project.

Mr. Levesque described the placeholder item in fund 105, Forest Timber Trust, in the event there is litigation involving the state forest trust lands. He is presently working with Ms. Clark to reimburse the general fund for our costs in NEDC v. Brown.

Mr. Levesque stated that the remaining \$130,000 in Title III (fund 106) is in the process of being allocated by the board to Public Works for fire protection along county roads that travel through federal lands and to the Sheriff for Search and Rescue.

Mr. Levesque said the Law Library (fund 109) is down \$7,000 due to Commissioner Labhart's work with the state law library committee and a negotiated state-wide contract for Lexis-Nexis to replace the over priced WestLaw. We are required to provide a law library.

As for motorpool, Ms. Clark stated everyone budgets their repair and maintenance within each departmental budget. We will have a larger discussion about vehicle replacements on Friday.

**VETERAN'S SERVICE:** Bill Hatton and Paul Levesque were present. Mr. Hatton stated that they have been told to budget the same level of state funds. He discussed the impact of the reduced beginning fund balance. Commissioner Josi said this is a problem.

Mr. Hatton stated he has applied for a Tillamook High School Charity Drive grant of \$1,500 for \$50 gift cards to provide to homeless and struggling veterans. He also talked about the struggles of scheduling use of the Disabled American Vets van since the loss of the .5 FTE who used to provide that service.

Commissioner Labhart was concerned that renewal of the current five-year levy at the current rate would still result in degraded services. Mr. Levesque said that Mr. Hatton will continue to seek other sources of revenue from service clubs and foundation grants. There was consensus that the May 15 levy will likely pass.

Mr. Hatton also discussed the line item for upgrading the current clerical person to recognize her recent accreditation as an Assistant County Veteran Service Officer (CVSO). He is working with Human Resources on that.

Mr. Hatton provided statistics on local veterans and the benefits they bring into the county. There was a discussion about what might happen if the current levy did not pass.

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**LIBRARY:** Sara Charlton provided library statistics on usage and volunteers. Their computer system has been converted and overseen by county Information Services. The new catalog system goes online May 15.

Their levy vote on May 15 is the same rate. All other items are the same. They have a beginning balance of \$1,500,000 to carry them from July 1 until taxes come in. Ms. Charlton provided an overview of expenditures and adjustments. The cost of allocation increased due to Information Service's support. Ms. Clark distinguished inter-county payments and indirect costs. They are moving \$25,000 to the building reserve fund.

Ms. Charlton said they will close June 30 if the levy fails. She discussed post employment liability costs. Commissioner Labhart reviewed those costs. It will cost \$1,000,000 to close the library. If the levy didn't pass until November there would be no levy funds until the following year. There was a discussion about the difficulty of explaining the financial information to the public. Chair Olson said most candidates don't understand it very well.

Commissioner Labhart said we need to do something about our roads.

**SURVEYOR:** Dan McNutt described the Public Land Corner Preservation (PLCP) fund and general fund revenues. He said fees have not improved much. The biggest share comes from PLCP. His only increases are in personnel. There was a discussion about a workshop concerning moving their department to the Community Development Department. Mr. McNutt felt it could be worked out. He also discussed his observations on Lommen Bridge.

Chair Olson recessed the meeting at 2:45 p.m. Chair Olson reconvened the meeting at 3:03 p.m.

**SHERIFF:** Sheriff Long has not made any large changes. He has no new positions. He sees a link between leadership and fiscal accountability. He read a prepared statement. He discussed the workload associated with the 25% increase in concealed gun licenses. Civil paper services have increased without a civil deputy. They have a lot of calls regarding mentally ill people. About 17% of the jail population has mental issues.

Jana McCandless reviewed expenditures. Fuel costs are up. They got two new vehicles last year, and five vehicles this year, one pickup and one Explorer and three Interceptors. There was a discussion about gas taxes. Many cars are at 75,000 miles and some will be at 100,000 by the end of the year. These will be purchased under the state contract. They have winnowed down the fleet. The new vehicles get 23 miles per gallon.

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In the Marine budget, the state grant has increased to address aquatic invasives and track fishing guides. The state changed the formula that helped our county. Mrs. Clark said the \$579 is the net cost of the program to the general fund.

There are no changes in the Tillamook Narcotics Team (TNT) budget in Community Corrections. Lt. McCandless said she heard yesterday the funding will remain the same. However, there is no supervisor in that budget due to last year's budget. Lt. McCandless will supervise staff but not manage a case load. Sheriff Long said they get paid for felonies but they supervise misdemeanors, many of whom plead down from felonies. They are all on active supervision. Many counties get general fund dollars. Tillamook County does not. Ms. Clark said there is no transfer to general fund from Community Corrections.

Jon Briscoe was present for the jail budget. Sheriff Long summarized minimum staffing which we maintain. After the last inspection report we were asked to review staffing. He reviewed staffing cuts in recent years, jail populations and expenditures. They are doing more by video. Jails are expensive to maintain. They have done well in defending civil suits. He discussed jail standards.

They are seeking \$60,000 in building improvements for a new shower. The facility is 14 years old. They want to get a fiberglass shower. The one they installed last year shows no wear. The parking lot needs to be resealed. A new security fence is needed around the recreation yard. The current fence is good for another year or so. Sheriff Long reviewed some cost increases. They have big savings using the Health Department for medical services. Work crew expenditures are imbedded in general line items.

The \$10,000 in 9015 should be in 9035. These are for replacement condenser coils. Chair Olson said the jail is up \$80,000 in three years and up 15% over last year. Ms. Clark will also recheck 5965 to ensure it includes the 17% in health insurance costs. Later she said the Teamsters did not have a 17% increase. This budget request is a large increase over last year.

Sheriff Long said he has included his most critical issues. They also need a lawn mover and floor buffer (6004). He said the current cook is very frugal. Law Library costs are up. Sheriff Long reviewed other increases. Pharmacy costs are down. There was a discussion about medical expenses. There is a \$20,000 increase in 7605 for HVAC.

Gordon McCraw was present for emergency management. His budget hasn't changed except for grants. Half of what he does is funded through Oregon Office of Emergency Management (OEM). Mr. McCraw reviewed his actions, including eight exercises, 22 presentations, Citizen Emergency Response Team (CERT) training, tsunami debris training, CIS training, school plans and others. Commissioner Josi said he is doing a great job. Shirley Kalkhoven agreed.

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**MAINTENANCE:** Travis Porter said his biggest increase is a new FTE that was authorized this fiscal year because two employees are out on medical leave or are on restricted duty. He is seeking a \$2,000 increase in materials and services. About \$1,400 is for storage and \$600 for uniforms. Ms. Clark said the AFSCME contract has a requirement for safety equipment. Mr. Porter described how the \$600 for uniforms would be used. Chair Olson said that makes sense.

**TREASURER'S OFFICE:** Ms. Clark said there were no significant increases. She described the recent shift in personnel. There was no change in materials and services. Commissioner Labhart noted the increases were in personnel expenses.

Tomorrow's meeting will be reconvened at 1:00 p.m.

There being no further business Chair Olson adjourned the meeting at 4:50 p.m.

**RESPECTFULLY SUBMITTED** this 1st day of May, 2012.

County Clerk: Tassi O'Neil

Susan L. Becraft  
Susan Becraft, Recording Secretary  
& Special Deputy

**APPROVED BY BUDGET COMMITTEE:**

Doug Olson  
Doug Olson, Chair

Charles J. Hurliman  
Charles J. Hurliman, Commissioner

Shirley Kalkhoven  
Shirley Kalkhoven

Tim Josi  
Tim Josi, Commissioner

Geoffrey Davey  
Geoffrey Davey

Mark Labhart  
Mark Labhart, Commissioner



# **REVISED** **AGENDA**

**2012-13 BUDGET COMMITTEE WORKSHOP**  
**WEDNESDAY, APRIL 4, 2012**  
**1:30 P.M.**  
**Commissioner's Conference Room**

The purpose of this workshop is to receive information regarding 2012-13 budget requests from County Departments and Non- Department Entities. *If you will **not** be able to attend during your appointed time, please contact Debbie in the Treasurer's Office.*

|           |   |               |
|-----------|---|---------------|
| 1:30 p.m. | BOC/Motorpool/Misc.   | Paul Levesque |
| 2:00 p.m. | Veteran's Service   | Bill Hatton   |
| 2:15 p.m. | Library   | Sara Charlton |
| 2:45 p.m. | Surveyor  | Danny McNutt  |
| 3:00 p.m. | Break   |               |
| 3:15 p.m. | Sheriff (All divisions including Emer Mngmnt,<br>Community Corrections, etc.) | Andy Long     |
| 4:00 p.m. | <del>Clerk</del><br><i>Maintenance</i>  | Tassi O'Neil  |

Adjourn (Next workshop April 5, 2012 @ 1:00 p.m.)

*Treasurer*







April 3<sup>rd</sup>, 2012

From: Gordon McCraw, Tillamook County DEM

To: Andy Long, Tillamook County Sheriff

Subj: Annual Emergency Management Activities

1. Below is a summary of this past four quarter activities related to Emergency Management in, or for, Tillamook County, that I have either directly or indirectly participated, conducted, lead or attended:

- a. Exercises including Full Scale, Tabletop, Functional, etc – 8
- b. All-Hazards Emergency Preparedness Presentations – 22
- c. Fairs participated in – 3
- d. Community Emergency Preparedness Team (CERT) training – 7
- e. Map-Your-Neighborhood Training – 5

2. In addition to the above I have attended or provided the following training:

- a. Tsunami Debris
- b. FEMA Command & General Staff IMT Course
- c. FEMA IMT Planning Section Chief
- d. FEMA Communications Leader (COML), one of only 2 certified in Tillamook County.
- e. Weather Spotter Training

3. Other noteworthy items:

- a. Coordinated Disaster Response with several school districts.
- b. Assisted County Health Department complete State required Hazard Analysis
- c. Coordinated County response to OEM request for a Cascadia Zone Annex to State Plan.
- d. Assisted McGuire Dam with EOP Update
- e. Attended OEMA Conference as part of required State Workplan
- f. Assisted with County update to Hazard Mitigation Plan
- g. Provided testimony to State Senate related to response during March Tsunami event.
- h. Completed necessary actions to have County's Tsunami and Storm Readiness renewed.
- i. Obtained SHSG Funds and purchased a new Airborne and Portable Siren/Voice Speaker System that can be used by Civil Air Patrol to warn residents of various pending hazards including a coastal distant tsunami warning.

j. Assisted DOGAMI in Outreach efforts which included 2 more Full Scale Tsunami Evacuation Drill and in the update and release of new Tsunami Inundation Maps and Brochures.

4. The above are the items I have captured. Not included is our response to several actual incidents including Storms, Floods and Snow events. Also not mentioned is the use of Social Media leading up to, during, and after these events.

Gordon McCraw, DEM  
Tillamook County