

MINUTES – TILLAMOOK COUNTY BUDGET COMMITTEE WORK SESSION
Wednesday, April 16, 2014
Page 1

BUDGET COMMITTEE PRESENT:

Doug Olson, Chair
Bill Baertlein
Tim Josi
Mark Labhart
Jon Carnahan
Shirley Kalkhoven

FILED
MAY 29 2014
TASSI O'NEIL
COUNTY CLERK

STAFF PRESENT FOR PORTIONS OF THE MEETING: Michael Soots, Director, Information Services; Karen Dye, Sheriff's Office; Tassi O'Neil, Clerk; Del Schleichert, Director, Parks Department; Joel Stevens, Justice of the Peace; Mona Hamblen, Director, Human Resources; Christine Arthur, District Attorney's Office; Barbara Billstine, Victims' Assistance Program; Marie Heimburg, Health and Human Services and Juvenile Department; Paul Levesque, Chief of Staff; Travis Porter, Facilities Maintenance Manager; Gordon McCraw, Director, Emergency Management; Andy Long, Sheriff; Jon Briscoe, Community Corrections; Holly Rico, Community Corrections; Jana McCandless, Undersheriff; Troy Jackson, Sheriff's Office; Dan Krein, Director, Juvenile Department; William Porter, District Attorney; Denise Vandecoevering, Assessor; Diane Lyda, Human Resources; MaryJo Beckstead, Human Resources; Deb Clark, Treasurer; Kathy Lewis, Deputy Treasurer; Marlene Putman, Administrator, Health and Human Services, Director, Commission on Children and Families and Bryan Pohl, Director; Community Development.

GUESTS: David Yamamoto and Clayton Rees

OPENING REMARKS: Chair Olson called the meeting to order at 1:02 p.m. in Commissioners' Meeting Rooms A and B and requested those present to sign in.

SHERIFF'S OFFICE: Andy Long said HB 4110 may change their budget midyear regarding inmates with insurance which may help. Also HB 3194 may impact their budget.

EMERGENCY MANAGEMENT: Gordon McCraw said the budget is pretty much the same. Most of what he does is grant funded. He described the three grant streams. The state grant is variable with occasional carryovers or surplus funds from other counties that benefit us. Community funding of Eight Thousand Five Hundred Dollars comes from others like Tillamook Bay Habitat & Estuary Improvement District (TBHEID) for river gauges. Expenditures for gauges have increased. A Vista Volunteer may also be a possibility for Nine Thousand Dollars over nine months for Hispanic outreach. The latter amount is not included in the current budget request. The Health and Human Services Department will put in Four Thousand Five Hundred Dollars.

MINUTES – TILLAMOOK COUNTY BUDGET COMMITTEE WORK SESSION

Wednesday, April 16, 2014

Page 2

COMMUNITY CORRECTIONS: Holly Rico said they are funded through grants and the Oregon Department of Corrections. They got a grant to hire one more deputy. We are one of the few counties that supervise misdemeanants. They are supervising 265 cases.

JAIL: Sheriff Long said the bonds were paid off this year. The fifteen-year age resulted in a number of maintenance and structural issues. Some of the former is deferred. The roof leaks, the HVAC and pneumatic locks system needs to be replaced. The latter is fifty percent effective.

There was a discussion about alternatives for funding the major issues including the use of an Energy Savings Performance Contract (ESPC). The use of this financing method involves soliciting proposals from specialty firms that bring tax credits and guarantee that the energy savings of the completed project will pay for the project. The county would also explore construction of a new state court facility at the Justice Center using an ESPC as part of a funding package.

Commissioner Labhart said we should have put money aside for these issues at the jail. Karen Dye said when the new jail was contemplated in the 1990's they looked at a pitched roof. They were limited to Seven Million Five Hundred Thousand Dollars. The bids were over budget, so the pitched roof was eliminated. Jon Carnahan reinforced the need for a building replacement fund whenever you construct a new building. If the ESPC option is not used, then other funds will have to be budgeted. The roof will have to be replaced. Sheriff Long said major leaks exist in the medical storage and evidence locker.

Sheriff Long said the jail van has 198,000 miles and needs to be replaced. The security fence is rusting and needs to be replaced. It is an evacuation area. They want to hire a part-time cook and another deputy in the jail. On the latter, there is an over budget overtime due to the shortage of personnel for each of the three shifts. Sheriff Long discussed the part time spots. Commissioner Labhart said there is no reduction in overtime reflected. Sheriff Long said that can be reduced by half if the requested positions are granted. Some overtime budget can't go away for serious court cases. Bill Porter stated that a recent appellate case limits the amount of restraints that can be placed on an in-custody defendant, thereby increasing the need for security.

Sheriff Long talked about the upcoming jail inspection. Our indirect supervision style jail requires less staff up to 96. We have 120 beds. Without additional staff we will have to eliminate agencies that pay for lodging their inmates and limit occupancy to 96.

CRIMINAL BUDGET: Jana McCandless reviewed arrest increases and property foreclosures. She described shifts in forest deputies. They are proposing an FTE

MINUTES – TILLAMOOK COUNTY BUDGET COMMITTEE WORK SESSION

Wednesday, April 16, 2014

Page 3

increase in the Civil Department. They have five new reserves. They need four new vehicles and are proposing pickup trucks (\$150,000) unless there is a lease/purchase.

MARINE BUDGET: Undersheriff McCandless described the slight increase for fuel.

SEARCH AND RESCUE: There are no changes in the budget.

NORTH COAST DRUG TASK FORCE: Arrests have increased quite a bit. Sheriff Long said the Byrne grant is gone.

Chair Olson noted that their request is up One Million Eight Hundred Thousand Dollars, half of which is capital. Commissioner Labhart talked about the difficulties in Klamath County. When asked to choose between a leaky roof or more deputies, Sheriff Long chose the capital expenditures, but discussed the implications of no new FTE's. Shirley Kalkhoven said citizens in Cave Junction are acting like vigilantes. She thanked Sheriff Long for his work.

JUSTICE COURT: Joel Stevens said his budget is the same as last year. He felt it will be one of the busiest years. They have had two of three staff turnover. They have a truancy court.

Judge Stevens' biggest concern is the accounts receivable. He has met with the current and other collection agencies. Over half comes from repeat DUII's or no insurance. He is looking at alternatives which he described. There is just over Three Million Dollars in receivables. Mr. Carnahan asked about an amnesty program. Judge Stevens said it sends the wrong message. Vehicle forfeiture was discussed.

Judge Stevens felt the adjudication of city cases is working well. He used pro tem justices very little. He is asking for a Five Hundred Dollar increase in overtime. Small claims are way up. About half are medical bills.

DISTRICT ATTORNEY: Bill Porter talked about DUII's and the costs of criminally prosecuting DUII's. If they are straight DUII's, he recommends to officers that they be cited as violations. He spoke against criminalization. His budget is essentially unchanged. With the change of attorney personnel he will have one hundred percent turnover in six months. New hires will be entry level. They are using interrogatories for increasing child support collections. He discussed the difficulties of forfeitures. They need a new copy machine. It is over eight years old. He also described gang activity.

FACILITIES: Travis Porter is requesting a 0.6 FTE maintenance person. He described the functions his department serves. He is proposing a Two Thousand Five Hundred Dollar boiler inspection and other contracted services. Under building and grounds,

MINUTES – TILLAMOOK COUNTY BUDGET COMMITTEE WORK SESSION

Wednesday, April 16, 2014

Page 4

there is an increase for the Treasurer/Personnel/State Court records relocations. The parking lot needs paving and patching.

PARKS: Del Schleichert distributed a list of accomplishments, budget changes and capital items (see attached). He reviewed revenue increases and described the proposed capital expenditures. No General Funds are requested. There was a discussion about the fluctuation in RV registration fees. There was a discussion about the Cape Kiwanda restrooms.

Chair Olson recessed the meeting at 3:13 p.m. and reconvened the meeting at 3:25 p.m.

HUMAN RESOURCES: Mona Hamblen introduced her staff. She reviewed her statistics. She is proposing a promotion of MaryJo Beckstead. MaryJo is an analyst rather than a generalist. Ms. Hamblen also wants to promote Diane Lyda, whose duties she described. She is also seeking a 19-hour week Human Resource Assistant as a permanent position. She described the rationale.

Ms. Hamblen described budget overruns from grievances; medical services (can be dropped back to Five Hundred Dollars). She is asking for new furniture for the office relocation.

Ms. Lyda distributed a handout (see attached) on wellness. We will have to offer benefits to those who work more than 30 hours per week and related tracking. She reviewed decreases. Commissioner Labhart asked whether promotions are handled in the budget. Deb Clark said "No" but it has to still be reflected in her budget.

Commissioner Labhart discussed Marie Heimburg's benefits as a mediator with internal county matters. He proposed Ten Thousand Dollars in the Personnel budget for these kinds of conflicts. Ms. Heimburg said Conflict Solutions is a 0.5 FTE that is all grant funded. She described the benefits but said procedures for implementation would be needed. Marlene Putman said cross-department issues can also be resolved. She could help develop a process. This Ten Thousand Dollars would provide about 50 mediations.

Judge Stevens talked about the effectiveness of mediation. Ms. Kalkhoven asked how it would impact her other duties. Ms. Heimburg said it is already part of her job. Ms. Heimburg said she already works two 0.5 FTE's. Ms. Kalkhoven felt if it could be worked out it is a great idea. Tassi O'Neil asked if this would pose problems with the grant streams. Ms. Putman described the grant requirement to develop additional resources. Ms. Hamblen said this reinforces the need for a part-time position.

MINUTES – TILLAMOOK COUNTY BUDGET COMMITTEE WORK SESSION

Wednesday, April 16, 2014

Page 5

COMMUNITY DEVELOPMENT: Bryan Pohl said it is mostly a flat line budget except for the Transient Lodging Tax (TLT) budget. The increases are in travel, training and mileage. He distributed a copy of a revised budget (not provided for the record) reflecting these travel and training items. No new employees are requested. Ms. Clark said TLT revenues will reimburse the TLT position. Other revenues are not coming in as anticipated. Commissioner Labhart said about half of the Seventy Thousand Dollar increase is the TLT person in his One Million Dollar plus budget. Ms. Clark said the lease/purchase was for the purchase of a vehicle.

There was a discussion about all the non-revenue producing functions performed by the department. The contract services in the building department needs to be populated with the actual contract amount (approximately Five Thousand Dollars) reflecting the recent contract for A-Level inspections.

BOCC/MOTORPOOL/MISC.: Paul Levesque began with the Commissioners' office budget. In addition to a new copy machine, he is seeking to move County Counsel from a 0.5 FTE (four hours/day) to a 0.88 FTE (seven hours/day). By emergency board action effective January 1, 2014 the board already moved county counsel to six hours per day due to increased work load. Mr. Levesque is no longer able to lend the same degree of support to assisting with legal counsel matters due to Tillamook Lightwave and the Oregon Solutions Project that he is working on. Mr. Levesque listed the additional work required of legal counsel including a codification of county ordinances; a major update to the county's public contracting rules, legal review of substantial revisions to the county's farm and forest land use ordinances and attendance at County Planning Commission meetings.

Ms. Kalkhoven stated that the city's recent ordinance codification has been invaluable. Mr. Levesque stated that both Lincoln and Clatsop counties each have two full time county legal counsels.

Mr. Levesque reviewed the landsale budget. The Five Hundred Dollars for contracted services is just a place holder for cleanup largely on tax for closed properties. He described the recently completed work on the Birch Avenue property in Garibaldi. This budget also includes an increase for training. As part of succession planning, Julie Kettner is being trained in property management and attends the twice annual Oregon Public Property Managers Association (OPPMA) training conferences.

Mr. Levesque reviewed the proposed budget for Fund 100 which provides the money for the Oregon Solutions Project known as the Southern Flow Corridor, Land Owner Preferred Alternative. It is mostly grant funded with the Port of Tillamook Bay providing an additional Four Million Three Hundred Thousand Dollars in FEMA funds and state bond monies.

MINUTES – TILLAMOOK COUNTY BUDGET COMMITTEE WORK SESSION

Wednesday, April 16, 2014

Page 6

Mr. Levesque said the final Secure Rural Schools payment has provided additional monies for Title III. We just received notice on those amounts yesterday so this budget will be adjusted to reflect that.

Mr. Levesque then presented the Forest Trust Land budget. Our Council of Forest Land Counties (CFTLC) dues are paid from this budget as well as legal defense costs. We will be incurring more of the latter for our share of intervener costs in a forthcoming lawsuit involving Endangered Species Act (ESA) claims concerning coho salmon. Also the county is seeking a legal opinion about possible litigation against the state for breach of fiduciary duty.

Commissioner Josi stated he has discussed this latter issue with the Oregon Department of Forestry (ODF) staff and Board of Forestry members. He also stated that the Center for Biological Diversity (CBD) is using its recent award of attorney fees in the Marbled Murrelet litigation to fund the coho salmon litigation for which it recently filed its Notice of Intent (NOI) to file the suit.

There being no further business Chair Olson adjourned the meeting at 4:39 p.m.

RESPECTFULLY SUBMITTED this 29th day of May, 2014.

County Clerk: Tassi O'Neil



Susan Becraft, Recording Secretary
& Special Deputy

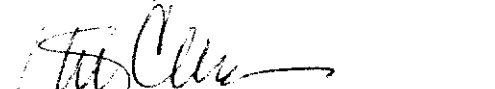
APPROVED BY BUDGET COMMITTEE:



Doug Olson, Chair



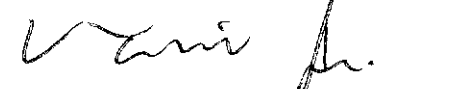
Shirley Kalkhoven



Jon Carnahan



Bill Baertlein, Commissioner



Tim Josi, Commissioner



Mark Labhart, Commissioner

REVISED
AGENDA

2014-15 BUDGET COMMITTEE WORKSHOP
WEDNESDAY, APRIL 16, 2014
1:00 P.M.
Commissioner's Conference Room

The purpose of this workshop is to receive information regarding 2014-15 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.*

1:00 p.m.	Sheriff (all divisions including Emer Mngmnt, Community Corrections, etc.)	Andy Long
2:00 p.m.	Justice Court	Joel Stevens
2:15 p.m.	District Attorney	Bill Porter
2:30 p.m.	Facilities	Travis Porter
2:45 p.m.	Parks	Del Schleichert
3:00 p.m.	Break	
3:15 p.m.	Human Resources	Mona Hamblen
3:30 p.m.	Community Development	Bryan Pohl
4:00 p.m.	BOCC/Motorpool/Misc.	Paul Levesque
	Adjourn (Next meeting April 17, 2014 @ 9:00 a.m.)	

BUDGET COMMITTEE WORKSHOP

Wednesday, April 16, 2014

PLEASE PRINT

Name Address Item of Interest

Michael Soots J.S. All

DAVID TAMAMOTO All

Karen Dye

Jason Omer All

Del Schmeckert Parks +

John Stiller All

Jacquelyn Rogers DA office

Mona L. Hamblen HR

Kristine Arthur DA's Ofc.

Bonnie Billime WATAP

Clayton Rees Health Dept.

MARIE HEIMBURG Health & H. S.

(Please use reverse if necessary)

Tillamook County Park Department

2014-2015 Budget Information

Accomplishments:

Nehalem Boat Launch – Boarding Dock Replacement
Parks, Steiner's Launch - Entrance Road Reconstruction
Trask – Purchased and Installed Potable Water Filtration System
Barview Jetty – Potable Water Line Valves And Leak Repair, Cost Savings
All Campgrounds – On-Line Computerized Registration & Reservation Prog
Barview Jetty –Site Prep For Cabins, Central Core Shelter & Play Ground
FREE F250 ¾ Ton PU With 46,000 Miles – City Of Hillsboro
Free Family Camping Weekend- 105 campsites, 337 campers \$5,554.00

Budget Changes:

Personal Services – Temporary Staffing moved to 7105 Contract Services
TLT – Transient Lodging Tax – 7015 line item major increase
RV Registration Fee / State Parks - 5% Increase in revenue approximately \$87,000
Park Fees – Anticipated revenues increase due to fee changes, TLT, plus increased use
COG – County Opportunity Grant Program – Finished Picnic Table/Fire Ring grant, Received Core Area Asphalt Surfacing Grant
LGG – Local Government Grant Program - Applied for the Core Area Community Play Ground Facility

Capital Items:

Cabins - 6 each 22'x16' structure, with 6' porch and 16'x16'interior living space, with 2 bunk beds, 1 table and 4 chairs, 1 futon/couch , 1 TV and DVD player, outside area with 1 picnic table, 1 fire ring, 1 lantern stand, 2 parking spaces – access to central potable water and short walking distance to ADA restrooms and showers.

Whalen Island Bridge – Partnership with Tillamook County Public Works Grant for Core Area Community Play Equipment Facility
Asset Management Plan – For Tillamook County Parks System properties
Doggie Bag Receptacles and Bags
Potable Water Well /Well house Security Fencing and Immediate Surrounding Area Graded And Graveled

Worksite Wellness Budget Review

- Tillamook County Wellness Team Policy Board Order signed June 26, 2013
 - Awarded CIS Wellness Grant - \$870.00
 - Establishment of Courthouse Workout Room and Release Form
- First Monthly Wellness Team Meeting, August 2013
 - Wellness Bulletin Board and monthly newsletter articles
- Health Solutions Health Screenings October 25, 2013
 - Health Solutions invoice - \$2773.43 (51 participants)
 - Awarded CIS Wellness Grant - \$1,150.00
- 2014 Wellness Calendar of Events
 - Shamrock Run-Portland
 - Tillamook YMCA Tour and Scuba/Snorkel Class
 - Health Solutions – on-site Health Screenings
 - Complete Health Improvement Program (CHIP) & CIS reimbursement arrangement
 - Relay For Life
 - Financial Friday
 - June Dairy Parade
 - 5210 Challenge
 - Tillamook Bay Run
 - On-site flu shot clinic and health fair
- Continued Education on CIS sponsored Wellness Benefits
 - Quit For Life, tobacco cessation program
 - Weight Talk, on-line weight loss program with FitBit provided
 - RBH Employee Assistant Program, wellness benefits
 - Ergonomics in the Workplace
 - Personal Finance education