

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday December 15, 2014**

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DEC 31 2014
TASSI O'NEIL
COUNTY CLERK**WORKSHOP****COMMISSIONERS PRESENT:**Bill Baertlein
Mark Labhart
Tim Josi

STAFF PRESENT: Paul Levesque, Chief of Staff; Tassi O'Neil, Clerk; Sara Charlton, Librarian; Michael Soots, Director, Information Services; Joel Stevens, Justice of the Peace; Deb Clark, Treasurer; Dan McNutt, Surveyor; Denise Vandecoevering, Assessor; Del Schleichert, Director, Parks; Bill Sargent, County Counsel; Liane Welch, Director, Public Works; Dan Krein, Director, Juvenile Department; Andy Long, Sheriff; Bryan Pohl, Director, Community Development; Mona Hamblen, Director, Human Resources; and William Porter, District Attorney.

CALL TO ORDER: By Chair O'Neil at 8:05 a.m. in Commissioners' Meeting Rooms A and B.

ITEM NO. 1: ANNOUNCEMENTS/INTRODUCTIONS: There were none.

ITEM NO. 2: DISCUSSION CONCERNING REDUCTIONS OF BUDGET APPROPRIATIONS FOR FY 2014-2015: Deb Clark thanked everyone for developing proposals. She distributed "Exhibit A" that she proposed as the exhibit to a Board Order for Wednesday (see attachment). She reduced spending authority but increased contingency. She did not get to the \$1.2 million goal. She discussed the non-departmental reductions. The big number is a \$500,000 transfer to building improvement that will not occur. The total General Fund reduction is \$850,470. It is \$407,000 short. We may either try to find that now or reduce cash.

There was a discussion about other options including personnel cuts. Mona Hamblen announced Travis Porter's new position and the savings that would occur there.

A four-hour per month reduction for General Fund employees was discussed. A one percent COLA for everyone is about \$350,000. Foregoing this would help, but it involves current negotiations. There was a discussion about tying this to timber revenues. Closing Friday afternoons was also discussed.

Commissioner Baertlein said we should create some trigger points for January 31, 2015 at which time we will have the next quarter of state forest revenues.

Joel Stevens said it is important to know how much each hour saves. Commissioner Josi felt the bigger bite we take now, the better off we will be. Del Schleichert said he

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cannot close Fridays, but would spread out the hours. Furloughs were also discussed. Commissioner Josi talked about a legislative measure that would set a minimum \$2.00 per \$1,000 permanent tax rate for counties. Most urban counties already exceed that so they would likely vote for that. Tillamook County's is presently at \$1.49/\$1000.

Ms. Clark will develop numbers for four options: 1) one furlough day per month; 2) four hours per month with no closures; 3) staggered work days of 8:30 am – 4:30 pm, closed during the lunch hour; and 4) close Friday afternoon each week.

Dan Krein suggested if furloughs were implemented it should be floating. It was suggested there be no one percent COLA in negotiations. It was suggested we offer the Teamsters one percent effective January 1, 2015 and then everyone would be equal. Also management would relinquish their one percent. Commissioners Labhart and Baertlein felt we can't take back what we have already offered.

UNSCHEDULED: Paul Levesque stated the City of Tillamook has offered the county six landscape trees for the courthouse property. Commissioner Josi, Bryan Pohl and Michael Soots will be the committee to look at this. Commissioner Josi said bare roots trees have greater survivability.

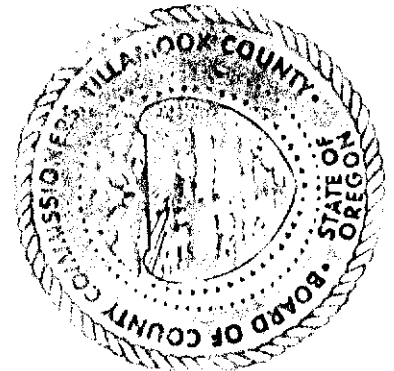
Mr. Levesque stated the city is exploring other options than courthouse rooms A and B for its evening meetings.

There being no further business Chair O'Neil adjourned the meeting at 9:20 a.m.

RESPECTFULLY SUBMITTED this 31st day of December, 2014.

County Clerk: Tassi O'Neil

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



APPROVED BY:

Bill Baertlein
Chair

[Signature]
Vice Chair

[Signature]
Commissioner

NOTICE OF LEADERSHIP TEAM MEETING

of the

TILLAMOOK COUNTY BOARD OF COMMISSIONERS

with Tillamook County Elected Officials
and Department Heads

to be held

Monday, December 15, 2014 at 8:00 a.m.

Commissioners' Meeting Rooms B

County Courthouse, 201 Laurel Avenue, Tillamook, Oregon

BOARD OF COMMISSIONERS

Bill Baertlein, Chair

E-mail: bbaertle@co.tillamook.or.us

Tim Josi, Vice Chair

E-mail: tjosi@co.tillamook.or.us

Mark Labhart, Commissioner

E-mail: mlabhart@co.tillamook.or.us

201 Laurel Avenue

Tillamook, Oregon 97141

Phone: (503) 842-3403 FAX: (503) 842-1384

ANY QUESTIONS? Contact

Paul Levesque (503) 842-1809

E-mail: plevesqu@co.tillamook.or.us

COUNTY WEBSITE: <http://www.co.tillamook.or.us>

NOTE: The Tillamook County Courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing, visual or manual impairments who wish to participate in the meeting, please contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

AGENDA

CALL TO ORDER: Monday, December 15, 2014 8:00 a.m.

1. ANNOUNCEMENTS/INTRODUCTIONS

NEW BUSINESS

OLD BUSINESS

2. Discussion Concerning Reductions of Budget Appropriations for FY 2014-2015/Deb Clark

FUTURE BUSINESS

ADJOURN

BOARD MEETINGS AND ANNOUNCEMENTS

The commissioners will hold a Special Board meeting on **Friday, December 12, 2014** at **10:00 a.m.** to consider receiving a Program Development Plan from McKinstry Essention LLC for the Tillamook County Courthouse boiler. The meeting will be held in the commissioners' meeting room B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

A Leadership Team Meeting of the County Board of Commissioners with the Tillamook County Elected Officials and Department Heads will be held on **Monday, December 15, 2014** at **8:00 a.m.** to discuss the county's budget. The meeting will be held in the commissioners' meeting Rooms B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners will hold a workshop on **Monday, December 15, 2014** at **10:00 a.m.** with John Upton for a quarterly report on Tillamook County's Retirement Plan. The workshop will be held in the commissioners' meeting Room B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners will interview applicants for the Tillamook County Futures Council on **Monday, December 15, 2015** at **2:00 p.m.** The interviews will be in the Nestucca Room in the basement of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners will hold a workshop on **Wednesday, December 17, 2014** at **3:00 p.m.** with Community Development Department and Information Services for a GIS update. The workshop will be held in the commissioners' meeting Room A in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners will hold a workshop on **Monday, December 22, 2014** at **4:00 p.m.** with the Deputy Director of the National Policy Consensus Center from Portland State University to discuss forest working landscapes. The workshop will be held in the commissioners' meeting Room B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The county's holiday schedule and the AFSCME Union Agreement designate **Wednesday, December 24, 2014** as a holiday. Therefore, the Tillamook County administrative offices in the Courthouse, jail, and justice facility, the Road Department, Community Development, Surveyor's office, Tillamook Library and Health Department and clinics and will be **closed** on **Wednesday, December 24, 2014** to allow employees this time off. There will be **no** commissioners meeting on **Wednesday, December 24, 2014**. However, the State Circuit Court will be open on Wednesday.

The Tillamook County Courthouse, administrative offices in the jail and justice facility, Tillamook County Road Department, Tillamook County Community Development Department, Surveyor's office, Tillamook Library and health department and clinics will be **closed** on **Thursday, December 25, 2014** for the Christmas holiday and on **Thursday, January 1, 2015** for the New Year's holiday.

The commissioners' evening board meeting schedule is as follows:

December 17, 2014	Kiawanda Community Center
January 21, 2015	County Courthouse
February 18, 2015	New Nehalem City Hall
March 18, 2015	Kiawanda Community Center
April 15, 2015	County Courthouse
May 20, 2015	Manzanita City Hall

The evening meetings will begin at 6:30 p.m.

**BOARD OF COMMISSIONERS'
LEADERSHIP TEAM
MEETING**

December 15, 2014

PLEASE PRINT

Name

Paul Levesque	
Jason Omeil	Clerk
Sara Charlton	Library
Michael Sools	F.S.
Joel W. Stevens	Justice Court
Deb Clark	Treasurer
Bill Baertlein	BOC
DAN MCNUTT	SURVEYOR
Denise Vanderaey	Assessor
P. L.	PACCS
B. I. S.	COUNSELL
TIM JOSE	BOC
Lane Welch	PW
Dan Green	Juv Dept
Mark Labhart	BOC
Andy Long	Sheriff

(Please use reverse if necessary)

***BOARD OF COMMISSIONERS'
LEADERSHIP TEAM
MEETING***

December 15, 2014

PLEASE PRINT

Name

<i>Bryan Paul</i>	<i>DCD</i>
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<i>Mona Hambley</i>	<i>HR</i>
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<i>William R. Carter</i>	<i>DA</i>
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(Please use reverse if necessary)

EXHIBIT "A"
December 17, 2014

GENERAL FUND

BOC Reduction:

Leave Buy Out	010-01100-5897	20,000
Office Supplies	010-01100-6001	100
Non-Capital Equipment	010-01100-6004	500
Public Relations	010-01100-7022	250
Membership & Dues	010-01100-7050	3,500
Travel/Training/Mileage	010-01100-7080	1,650
R&M/Office Equipment	010-01100-7601	200
Misc. Materials & Supplies	010-01100-7899	80
Total		26,280

Clerk/Elections Reduction:

Office Supplies	010-01110-6001	500
Non-Capital Equipment	010-01110-6004	500
Printing & Advertising	010-01110-7001	1,000
Postage & Shipping	010-01110-7005	2,900
Memberships & Dues	010-01110-7050	300
Travel/Training/Mileage	010-01110-7080	3,500
R&M/Office Equipment	010-01110-7601	700
Rebates & Refunds	010-01110-7880	200
Total		9,600

Clerk/Recording Reduction:

Office Supplies	010-01111-6001	1,500
Computer Software & Licensing	010-01111-6009	1,400
Printing & Advertising	010-01111-7001	300
Books & Publications	010-01111-7003	150
Memberships & Dues	010-01111-7050	150
Total		3,500

Assessor Reduction:

Office Supplies	010-01120-6001	750
Uniforms	010-01120-6251	1,200
Total		1,950

Tax Reduction:

Tax Foreclosures	010-01130-7830	4,105
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Surveyor Reduction:

Books & Publications	010-01140-7003	50
Membership & Dues	010-01140-7050	300
Travel/Training/Mileage	010-01140-7080	800
R&M/Vehicles	010-01140-7603	110
Total		1,260

DCD/Admin Reduction:

Office Supplies	010-01150-6001	100
Non-Capital Equipment	010-01150-6004	400
Printing & Advertising	010-01150-7001	100
Books & Publications	010-01150-7003	100
Memberships & Dues	010-01150-7050	200
Travel/Training/Mileage	010-01150-7080	500
Total		1,400

DCD/Building Reduction:

Office Supplies	010-01151-6001	100
Fuel & Lubricants	010-01151-6030	500
Uniforms	010-01151-6251	200
Books & Publications	010-01151-7003	100
Memberships & Dues	010-01151-7050	100
Travel/Training/Mileage	010-01151-7080	500
R&M/Office Equipment	010-01151-7601	500
R&M/Vehicles	010-01151-7603	2,000
Total		4,000

DCD/Planning Reduction:

Office Supplies	010-01152-6001	200
Fuel & Lubricants	010-01152-6030	800
Printing & Advertising	010-01152-7001	1,000
Memberships & Dues	010-01152-7050	100
Travel/Training/Mileage	010-01152-7080	5,000
Total		7,100

DCD/On-Site Sani Reduction:

Memberships & Dues	010-01153-7050	100
Travel/Training/Mileage	010-01153-7080	800
Total		900

Treasurer Reduction:

Books & Publications	010-01200-7003	700
Non-Capital Equipment	010-01200-6004	50
Memberships & Dues	010-01200-7050	50
Total		800

HR Reductions:

Non-Capital Equipment	010-01210-6004	1,600
Advertising	010-01210-7001	500
Telephone	010-01210-7007	300
Contracted Services	010-01210-7105	500
Employee Assistance	010-01210-7175	1,500
Medical Services	010-01210-7211	250
Total		4,650

IS/Departmental Reduction:

Operating Supplies	010-01220-6005	500
Computer Supplies	010-01220-6011	2,150
Printing & Advertising	010-01220-7001	250
Total		2,900

IS/Intercounty Reduction:

Office Supplies	010-01221-6001	500
Non-Capital Equipment	010-01221-6004	6,000
Operating Supplies	010-01221-6005	1,200
Computer Supplies	010-01221-6011	1,000
Contracted Services	010-01221-7105	27,600
R&M/Office Equipment	010-01221-7605	2,000
Computers/Office Equipment	010-01221-9020	7,000
Software	010-01221-9025	15,000
Total		60,300

Maintenance Reduction:

Non-Capital Equipment	010-01230-6004	100
Operating Supplies	010-01230-6005	500
Uniforms	010-01230-6251	1,000
Travel/Training/Mileage	010-01230-7080	800
Contracted Services	010-01230-7105	1,000
Utilities	010-01230-7410	2,000
Water Fees	010-01230-7415	500
Sewer Fees	010-01230-7416	500
Garbage Collection	010-01230-7420	1,000
Heating Fuel	010-01230-7425	2,500
R&M/Vehicles	010-01230-7603	400
R&M/Equipment	010-01230-7605	500
Total		10,800

Gen Cnty Govt Reduction:

Telephone	010-01300-7007	2,000
Memberships & Dues	010-01300-7050	2,000
Intercounty/Inkind	010-01300-8008	2,000
Total		6,000

Non-Department Reduction:

Other Payts & Distributions (Museum)	010-01400-9120	12,500
Transfer to Building Improvement	010-01400-9800	500,000
Transfer to Health Services	010-01400-9814	11,490
Transfer to CCF	010-01400-9818	2,000
Transfer to Rd Const Grant Fd	010-01400-9825	33,000
Total		558,990

Justice Court Reduction:

Office Supplies	010-01500-6001	250
Travel/Training/Mileage	010-01500-7080	200
Witnesses	010-01500-7201	160
Prosecution Expense	010-01500-7202	250
R&M Office Equipment	010-01500-7601	500
Total		1,360

Juvenile Reduction:

Non-Capital Equipment	010-01510-6004	450
Fuel & Lubricants	010-01510-6030	500
Lab Tests	010-01510-7210	250
Detention Contract	010-01510-7224	17,550
Misc. Materials & Services	010-01510-7899	250
Total		19,000

DA/General Reduction:

Books & Publications	010-01520-7003	200
Witnesses	010-01520-7201	500
R&M/Office Equipment	010-01520-7601	500
Rebates & Refunds	010-01520-7880	500
Total		1,700

DA/Child Support Reduction

Lab Tests	010-01521-7210	200
Misc. Materials & Services	010-01521-7899	100
Total		300

DA/Victims Assistance Reduction:

Office Supplies	010-01522-6001	200
Non-Capital Equipment	010-01522-6004	350
Total		550

Sheriff/Criminal Reduction:

Part-Time/Temporary	010-01530-5600	17,000
Leave Buy-Out	010-01530-5897	20,000
Fuel & Lubricants	010-01530-6030	15,000
Criminal Equipment	010-01530-6250	5,000
R&M/Vehicles	010-01530-7603	5,000
Total		62,000

Sheriff/Jail Reduction:

Leave Buy Out	010-01531-5897	10,000
Telephone	010-01531-7007	3,000
Utilities	010-01531-7410	15,000
R&M/Building & Grounds	010-01531-7450	10,000
Total		38,000

Sheriff/Marine Reduction:

Fuel & Lubricants	010-01533-6030	500
Uniforms	010-01533-6251	900
Travel/Training/Mileage	010-01533-7080	800
Total		2,200

Emergency Management Reduction:

Operating Supplies	010-01540-6005	1,000
Printing & Advertising	010-01540-7001	500
R&M/Office Equipment	010-01540-7601	400
Total		1,900

Communications Reduction:

Operating Supplies	010-01550-6030	1,100
Fuel & Lubricants	010-01550-6030	800
Contracted Services	010-01550-7105	2,000
Utilities	010-01550-7410	2,000
R&M/Building & Grounds	010-01550-7450	1,500
R&M/Vehicles	010-01550-7603	900
Total		8,300

Total General Fund Reduction:**839,845****DCD/Planning Revenue Increase**

Transfer from Video Lottery	010-01152-4811	10,625
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Contingency Increase:

Contingency	010-01410-9900	850,470 ***
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Video Lottery Fund**Video Lottery Fund Reduction:**

Futures Council	104-10400-7901	1,625
Economic Development Council	104-10400-7902	9,000
Total		10,625

Video Lottery Fund Increase:

Transfer to General Fund	104-10400-9800	10,625
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HHS Fund**HHS Fund Revenue Reduction:**

Transfer from General Fund CCF Support	170-17007-4800	667
	170-17008-4800	667
	170-17009-4800	666
		<u>2,000</u>

Transfer from General Fund Public Hlth Support	170-17000-4800	1,149
	170-17003-4800	7,469
	170-17004-4800	2,872
		<u>11,490</u>

Total**13,490****HHS Fund Expenditure Reduction:**

HHS Administration/Professional Services	170-17000-7101	11,490
HHS Youth Development/Contracted Services	170-17008-7105	2,000
Total		13,490

Road Construction Grant Project Fund**Road Construction Grant Project Fund Revenue Reduction:**

Transfer from General Fund	308-30800-4800	33,000
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Road Construction Grant Project Fund Expenditure Reduction:

Infrastructure/New Construction	308-30800-9081	33,000
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