



OREGON

MARION COUNTY BOARD OF COMMISSIONERS

# Management Update Minutes

**Monday, November 6, 2017, 9:00 a.m.**

Courthouse Square, 555 Court St. NE, Salem  
5th Floor, Suite 5232, Silverton Conference Room

## ATTENDANCE:

Commissioner Janet Carlson, Commissioner Kevin Cameron, John Lattimer, Laurie Steele, Tamra Goettsch, Lisa Trauernicht, Jeff White, Rich Minaker, Debbie Gregg, Barb Young, Michael Mustin, and Kristy Witherell as Recorder.

John Lattimer called the meeting to order at 9:02 am.

## INFORMATIONAL:

### **Introduction of the New Dog Shelter Manager**

- Tamra Goettsch & Michael Mustin

#### ***Summary of presentation:***

- Michael Mustin is the new Dog Shelter Manager;
- The shelter has been without a manager for four months;
- Mr. Mustin has been in animal welfare for 11 years; and
- From the east coast.

### **Discuss Fiscal Year 2017-18 First Supplemental Budget**

- Jeff White & Debbie Gregg

#### ***Summary of presentation:***

- 30 funds that have been modified or adjusted;
- Most have to do with Net Working Capital adjustments to actual numbers;
- Total budget increased by \$16 million;
- Seven funds of an increase or decrease of 10 percent or more have to be public noticed:
  - Capital Improvement Projects Fund;
  - Community Services Grant Fund;
  - County Schools Fund;
  - Lottery and Economic Development Fund;
  - Non-Departmental Grants Fund;
  - Rainy Day Fund; and
  - Tax Title Sales Fund.
- General Fund:
  - Received a one-time \$650,000 Marijuana Tax distribution;
  - \$4,000 Other Funds Transfers in to cover the Criminal Justice Assessment Fund that will go to the Sheriff's Office Jail Operations;

- \$9,000 Personnel Savings in the Clerk's Office has been transferred to cover some costs of the ballot sorter;
- Transfers Out:
  - Fringe benefit increase in the Board of Commissioners Officer:
    - Covering PERS costs.
  - Public Works to cover solar eclipse costs; and
  - Capital Improvement Projects fund for \$1.1 million.
- Capital Improvement Projects Fund:
  - General fund transfer of \$1.1 million;
  - \$10,000 for the GIS Imagery Project;
  - Reduction of \$16,000 from a data entry error;
  - Juvenile Grants Fund of \$92,000; and
  - \$52,000 to the Health Fund for the Her Place Renovation Project.
  - New Projects:
    - \$10,000 for Public Works radio shack remodel;
    - \$9,700 for the Clerk's Office ballot sorter;
    - \$81,000 for the Information Technology office remodel;
    - \$48,000 for the Health Department phone system upgrade;
    - \$52,000 for Her Place renovations; and
    - \$92,000 for Juvenile Department pole barn and sawmill.
- Central Service Fund:
  - General Fund transfer in for resources; and
  - \$114,000 for Information Technology Security Officer and software update.
- Community Corrections Fund:
  - \$400,000 increase for Grant in Aid and Criminal Justice Commission Justice Reinvestment Initiative Grants;
  - Charges for Service increase;
  - Small interest increase;
  - Four positions will not be filled with a net savings of \$241,000;
  - Materials and Services increased; and
  - Contingency adjusted.
- Community Services Grant Fund:
  - Adjusted Net Working Capital, which went to Materials and Services for additional contracted services for the Family Check-up Program and Everyday Parenting.
- County Clerk Records Fund:
  - Decrease in Materials and Services for unneeded expenses.
- County Fair Fund:
  - Slight increase for Net Working Capital.
- County Schools Fund:
  - Small increase in the Intergovernmental State due to the electric cooperative tax revenue.
- Criminal Justice Assessment Fund:
  - Net Working Capital adjusted to actual; and
  - Transfers Out in the amount of \$4,000.
- Debt Service Fund:
  - Net Working Capital adjusted to actual.

- District Attorney Grants Fund:
  - Reduction to Intergovernmental State due to a payment that was received in the prior year.
- Environmental Services Fund:
  - Net Working Capital adjusted to actual.
- Facilities Renovation Fund:
  - Net Working Capital adjusted to actual; and
  - Increases for Capital Outlay.
- Fleet Management Fund:
  - Capital Outlay increased by \$43,000 for the purchase for a vehicle used in contract work for the Oregon State Hospital.
- Health Fund:
  - Total fund increased to \$1.6 million;
  - Intergovernmental State increase to cover the Developmental Disabilities Program;
  - Small decrease in the WIC Program;
  - Decrease in Personnel Services;
  - Increase in Materials and Services;
  - Capital Outlay increasing for the new phone system; and
  - Increase in Transfers Out.
- Inmate Welfare:
  - Net Working Capital adjustment.
- Juvenile Grants Fund:
  - Increase in Net Working Capital; and
  - Other Funds Transfers increased for transfers from the Criminal Justice Assessment Fund.
- Lottery and Economic Development Fund:
  - Net Working Capital adjusted to actual:
    - Moved to Materials and Services consultant costs.
- Non-Departmental Grants Fund:
  - \$50,000 increase for Intergovernmental State for the new Court Care Program;
  - Materials and Services increased \$50,000 for contracted services with the YMCA; and
  - Increase Transfers Out to Sheriff Grants Fund for search and rescue.
- Parks Fund:
  - Net Working Capital adjusted to actual.
- Public Works Fund:
  - Increase to Intergovernmental Federal is a net increase due to River Road slide repair:
    - Emergency Management Grants; and
    - Decreases in the traffic signal interconnect.
  - General Funds transfer to the solar eclipse event;
  - Materials and Services increase; and
  - Capital Outlay increase.
- Rainy Day Fund:
  - Net Working Capital adjusted to actual; and
  - Increase of \$2.2 million for a special lump sum for PERS.

- Self-Insurance Fund:
  - Increase in Net Working Capital increased to allocate funds to contingency.
- Sheriff's Grants Fund:
  - Intergovernmental State increased for grants received from the Department of Public Safety Standards and Training and Criminal Justice Commission Justice reinvestment Initiative funds;
  - Increase in Other Fund Transfers is from Non-Departmental Grants for Title III Forest Patrol; and
  - Networking Capital increased to actual.
- Stormwater Management Fund:
  - Net Working Capital decreased to actual;
  - Capital Outlay increased \$22,500 for the 45<sup>th</sup> Avenue bank stabilization project;
  - Contingency decreased to cover the Capital Outlay; and
  - Unappropriated Ending Fund Balance is reduced by the amount of the decrease in Net Working Capital.
- Surveyor Fund:
  - Net Working Capital adjusted to actual.
- Tax Title Land Sales Fund:
  - Increase Net Working Capital adjusted to actual.
- Traffic Safety Team Fund:
  - Increase in Net Working Capital to actual; and
  - Increase in Personnel Services for overtime associated with the Oregon Department of Transportation Motor Carrier Safety Assistance Program.
- Total budget is now \$428,697,680.

***Board discussion:***

- The commissioners would like the department heads to go before the board at Board Session to explain the new projects in the supplemental budget.

**Review of County Administrative Fee for the Distribution of Proceeds from Timber Sales on State Lands**

- Laurie Steele

***Summary of presentation:***

- State Forestry send money to the county every quarter;
- The county is responsible for allocating the money out to the different districts that reside in the area where the timber is cut;
- The statute states that the county general fund shall be reimbursed for all costs and expenses incurred by the county in the maintenance and supervision of such lands;
- The reimbursement shall not be less than 10 percent of the total proceeds received;
- Marion County has been receiving 10 percent;
- Six receipts received from the state:
  - Four were timber cut; and
  - Two were refunds.

- The money that the county pays the school district goes into the state's general fund;
- Not benefitting the school districts, it benefits state budget;
- Linn County takes 30 percent:
  - Washington County takes 10 percent; and
  - Lincoln County takes 25 percent.

***Board discussion:***

- The commissioners need to see the workload per department associated with the distribution of proceeds;
- The commissioners have not been presented a case as to why the county should receive a larger percentage from the timber sales; and
- The commissioners would need a solid case in order to bump up the percentage.

**Discuss Notification of the Rental of the Oregon Garden by the Oregon Garden Resort from November 24<sup>th</sup> – December 31<sup>st</sup>**

- John Lattimer
  - Marion County and the City of Silverton are required to approve any notification in the change of the fee schedule to the Oregon Garden;
  - The City of Silverton has already approved the fees;
  - It is the responsibility of the city manager and chief administrative officer to approve the fee schedule; and
  - Mr. Lattimer presented the fee schedule to the board so they are aware of it.

**Commissioners' Day**

- John Lattimer
  - Commissioners' Day is a benefit that is approved every year; and
  - Commissioners' Day has to be used from November 15, 2017 – January 31, 2018.

**COMMISSIONERS' COMMITTEE ASSIGNMENTS AND UPDATE**

Janet Carlson:

- MCRI Breakfast debrief meeting:
  - \$17,000 in donations; and
  - Newsletter was distributed.
- Had first meeting of Behavioral Health Taskforce;
- Ashley Marshall completed a money map for housing and homeless services provision to help understand where the public dollars go:
  - It does not include the private dollars.

Kevin Cameron:

- Reunion with Leadership Salem class of 2014;
- Attended the Woodburn Lunch;
- Attended Regional Solutions;
- Attended the Chamber Governmental Affairs meeting;
- Name change at Incite:
  - Now named Willamette Workforce Partnership.

- Attended SOAR graduation;
- Bi-Mart Country Music Festival:
  - Jefferson would be impacted; and
  - Main issue will be farmers navigating through the streets.

Meeting dismissed at 10:38 a.m.

**Completed by:** Kristy Witherell

**Reviewed by:** Sherry Lintner