



MARION COUNTY BOARD OF COMMISSIONERS

Management Update Minutes

Monday, June 17, 2019, 9:00 a.m.

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

ATTENDANCE:

Commissioners Kevin Cameron, Sam Brentano, and Colm Willis, John Lattimer, Jan Fritz, Jason Myers, Tom Rohlfing, Jane Vetto, Jeff White, Scott Emry, Colleen Coons-Chaffins, Camber Schlag, Debbie Gregg, Daniel Adatto, Barb Young, Chad Ball, Jolene Kelley, Lisa Trauernicht, and Kristy Witherell as recorder.

John Lattimer called the meeting to order at 9:00 a.m.

INFORMATIONAL:

Review New Policy 307 and Procedure 307-A, Electronic Employee Directory

- Jason Myers, Colleen Coons-Chaffins, Scott Emry

Summary of presentation:

- The county has had problems with employee identification in the past;
- Employees go to different departments without their badges, which makes it difficult for other employees to identify them as county employees;
- Business Services established an electronic employee directory;
- This policy will establish rules for managing the directory;
- The employee directory will be accessible only on the county intranet;
- The core data already exists, but will be enhanced with employees photos;
- This will help identify employees within the county;
- The policy includes disciplinary action if the information is used for non-county business;
- Has to be approved by the union first; and
- Will go before the board for approval.

Board discussion:

- The commissioners are in support of the employee directory.

Discuss a Written Request from a Previous Property Owner to Buy Back Property Tax ID # R59638, Located at 736 Apache Ct SE, Salem

- Jeff White and Camber Schlag

Summary of presentation:

- This property went through foreclosure a year and a half ago;
- It has been vacant for years;
- Eyesore for the neighborhood;
- The title company failed to add the bank as a lien holder on the title;

- The owner was paying the mortgage;
- The credit union made a clear point that they were wronged by the title company;
- The owner moved and did not provide a forwarding address;
- The credit union is providing the funding to pay the back property taxes so the owner can re-purchase it;
- The owner wants to be able to sell the house;
- Finance recommends the board approve the request;
- The total back taxes owed is \$22,875;
- It is not required that the bank take money out for taxes; and
- The owner did not pay the property taxes separately.

Review Fiscal Year 2018-19 Third Supplemental Budget

- Debbie Gregg

Summary of presentation:

- This is the last opportunity to make any budget changes for the end of the fiscal year;
- Decreasing the budget by \$54,000;
- General Fund:
 - Clerk's Office
 - Increased .2 FTE for two part-time Department Specialist 4 positions;
 - \$22,000 savings in Personnel Services due to vacancy:
 - Moved funds to Materials and Services due to increased costs associated with the May Special Election.
 - District Attorney's Office:
 - \$55,000 savings in Personnel Services due to vacancy:
 - Moved funds to Materials and Services for the following:
 - Computers;
 - Equipment;
 - Chairs; and
 - Work orders due to restructuring offices.
 - Juvenile Department:
 - \$87,000 savings in Personnel Services due to vacancy:
 - Moved to Materials and Services for tablets for Parole and Probation Officers; and
 - Contracted services for scanning files.
 - Sheriff's Office:
 - \$400,000 savings in Personnel Services due to vacancy:
 - Moved to Materials and Services for the following:
 - Increased prescription drug costs;
 - Hospital stays for inmates;
 - Utilities; and
 - Contracted services for nursing staff.
 - Materials and Services increased by \$20,000 for costs associated with Code Enforcement circuit court case.
 - Treasurer's Office:

- Personnel Services increased by \$3,500 due to estimated costs higher than originally budgeted; and
 - Materials and Services reduced to offset the increase.
 - Transfers Out:
 - The Capital Improvement Project Fund increased \$177,000 for a new project to repair pipes at the Jail Court Annex; and
 - \$5,200 to the Juvenile Grants Fund for a stand mixer for the food program.
 - Contingency decreased to cover the increased costs for the Sheriff's Office and Transfers Out.
- Capital Improvement Projects Fund:
 - General Fund Transfers increased \$177,000 and Other Fund Transfers increased \$72,000 for the following:
 - \$51,000 from Public Works Fund;
 - \$15,000 for Lottery and Economic Development Fund;
 - \$2,300 from Juvenile Grants Fund; and
 - \$2,900 from Health and Human Services Fund.
 - Capital Outlay increased by \$349,000 for the following projects:
 - \$177,000 for a new project replacing pipes at the Jail Court Annex;
 - \$166,000 increase for Information Technology Pictometry Project;
 - \$2,300 for the Juvenile Department wood shed and mill; and
 - \$2,900 for card reader improvements at the Beverly Street Health Office.
- Central Services Fund:
 - Legal Counsel:
 - \$80,000 savings in Personnel Services due to vacancy:
 - Moved to Materials and Services for temporary contracted personnel services and legal services due to union bargaining.
 - Business Services:
 - \$41,000 savings in Personnel Services due to vacancy:
 - Moved to Materials and Services for the following:
 - Publications;
 - Replace tablets;
 - Conference and training for new employee;
 - Temporary staffing for grounds keeping; and
 - Building maintenance due to a pump replacement.
 - Information Technology:
 - \$100,000 savings in Personnel Services due to vacancy:
 - Moved to Materials and Services for the following:
 - Temporary contracted staff;
 - Interim operations;
 - Contract development;
 - Accounting support; and
 - Additional 100 Oracle E-Business licenses.
- County Clerk Records Fund:

- Personnel Services increased \$2,500 due to unanticipated costs:
 - Contingency used to cover costs.
- Dog Control Fund:
 - \$54,000 savings in Personnel Services due to vacancy:
 - Moved to Materials and Services for contracted services for an interim dog shelter manager.
- Environmental Services Fund:
 - Capital Outlay increased \$11,000 for a radiation detection system for North Marion Transfer Station;
 - Special Payments increased \$50,000 due to a loan to the Brooks Community Services District for the purchase of replacement water pump and meters; and
 - Contingency decreased \$61,000 to cover the increased costs.
- Fleet Management Fund:
 - Other Fund Transfers increased \$6,500 due to the sale of two used vehicles to the Health and Human Services Department;
 - Materials and Services increased \$66,500 for vehicle maintenance costs and radio maintenance; and
 - Contingency decreased by \$60,000 to cover the net increase in expenditures.
- Health and Human Services Fund:
 - Decrease in 15.5 positions due to decrease in Intergovernmental State Revenue;
 - Intergovernmental State is decreasing by \$510,000 due to mental health revenue not being awarded in Fiscal Year 2018-19;
 - Decrease of \$180,000 in Personnel Services;
 - \$132,000 increase in Materials and Services for software upgrades, janitorial, and security services;
 - \$69,000 increase in Capital Outlay for the Silverton Road project and the Psychiatric Crisis Center renovation, which the State of Oregon will reimburse;
 - \$9,400 increase in Fleet Management Fund for a purchase of two maintenance vehicles and to cover the cost of the card readers at the Beverly Street office; and
 - \$541,000 decrease in Contingency to cover the net loss of revenue associated with the prevention of addiction and treatment programs.
- Inmate Welfare Fund:
 - \$11,000 increase in Personnel Services due to staffing changes:
 - Contingency used to cover the increased cost.
- Juvenile Grants Fund:
 - \$10,000 increase in Intergovernmental State for Juvenile Crime Prevention (JCP) Services;
 - Other Revenues increased \$3,000 to recognize funds from the Oregon Social Learning Center (OSLC) for drug and alcohol treatment;
 - \$5,200 increase in General Fund to purchase the stand mixer for the food program;
 - \$13,000 increase in Materials and Services for the following:
 - Supplies and equipment;

- Incentives used by the Family Support Program and funded by the JCP Program; and
 - Probation incentives funded by the OSLC Contingency Management Program.
 - Capital Outlay increased \$87,000 for the following:
 - Purchasing a truck loader:
 - Wood kiln; and
 - Stand mixer.
 - Transfers Out increased \$2,300 to the CIP Fund to cover added costs of the sawmill project; and
 - Contingency decreased \$84,000 to cover the net increased costs.
- Land Use Planning Fund:
 - \$6,500 Personnel Services savings due to vacancy:
 - Moved to Materials and Services for consulting costs.
- Lottery and Economic Development Fund:
 - Transfers Out to the Capital Improvement Projects Fund increased \$15,000 for the IT Pictometry Project; and
 - Contingency is used to cover the costs.
- Non-Departmental Grants Fund:
 - \$145,000 increase in Intergovernmental Federal for reauthorized Secure Rural Schools (SRS) Title II funds; and
 - \$214,000 increase in Materials and Services that includes the SRS Title II funds and contracted services to Mid-Willamette Valley Community Action Agency.
- Public Works Fund:
 - \$91,000 savings in Personnel Services was reallocated to the following:
 - Materials and Services;
 - Interdepartmental Services; and
 - Engineering Services.
 - \$240,000 increase in Capital Outlay for the following:
 - Pavement preservation;
 - Talbot Road turn lane;
 - Salamander Road railroad crossing;
 - Silverton Shops project; and
 - Roads Operations equipment.
 - Transfers Out increased \$51,000 to the Capital Improvement Project for the IT Pictometry Project; and
 - Contingency decreased \$308,000 to cover net increases in the Capital Outlay and Transfers Out.
- Self-Insurance Fund:
 - Materials and Services increased \$100,000 to cover legal services; and
 - Contingency is used to cover the costs.
- Sheriff Grants Fund:
 - FTE increased 1.00 for a new program coordinator;
 - Intergovernmental increased \$6,500 due to two grant awards from the Department of Justice for comprehensive opioid abuse site-based programs;

- Intergovernmental State increased \$23,000 due to a contract amendment with the Oregon State Marine Board;
- Personnel Services increased \$6,700 due to the grant awards from the Department of Justice to add a program coordinator position; and
- Capital Outlay increased \$23,000 for two personal watercrafts and a trailer to be purchased with funds from the Oregon State Marine Board contract.
- Stormwater Management Fund:
 - \$15,000 savings in Personnel Services due to vacancy:
 - Moved to Materials and Services for renting equipment from Public Works due to stormwater equipment being temporarily inoperative;
 - Capital Outlay increased \$5,300 for a manhole installation on Buffalo Drive; and
 - Contingency was used to cover the costs.
- Tax Title Land Sales Fund:
 - \$100,000 increase in Materials and Services for anticipated clean up and demolition of foreclosed property projects; and
 - Contingency was used to cover the costs.
- The supplemental budget will decrease 16 full time positions;
- The supplemental budget will come before the board at Wednesday's board session;
- Looking to revise the supplemental budget packet:
 - The commissioners like the detail of the original packet.

COMMUNICATIONS

Update

- Jolene Kelley

- Ms. Kelley gave a brief update of upcoming scheduled events and communications activities.

LEGISLATIVE UPDATES

- Barb Young

Summary of presentation:

- House Bill 451:
 - Will be voting on the amendments tomorrow, June 18th, on the Senate floor:
 - Splits the energy credits into biogenic and anthropogenic.
 - May meet with Dan Jarman as late as tomorrow with the legislative delegation;
 - Sheriff Myers will be in attendance;
 - Ms. Young will provide packets that will include letters to Senator Courtney:
 - Dash six amendments; and
 - Impacts to Marion County.
 - Gershman, Brickner & Bratton, Inc. included a letter reaffirming the air quality and the state of the Covanta facility;

- Met last week with Marion County Environmental Services staff to give them a heads up about what was going on in the legislature:
 - Invited Jessica Ramey and Rachel VanWoert to present in front of the legislature and walk through the program.

OTHER

COMMISSIONERS' COMMITTEE ASSIGNMENTS AND UPDATE:

Colm Willis:

- Attended the Coordinated Care Organization Meeting.

Sam Brentano:

- Attended the Aurora-Donald public meeting regarding the I-5-Aurora/Donald Interchange.

Kevin Cameron:

- Participated in the second interview for the Economic Development Coordinator position;
- Attended North Fork Recreation Area Group Meeting;
- Attended Julie Huckestein's retirement party; and
- Marion County Public Safety Coordinating Council approved grants for the Coordinated Care Organizations.

Meeting adjourned at 9:59 a.m.

COMPLETED BY: **Kristy Witherell**

Reviewed by: *Joanna Ritchie*