



MARION COUNTY BOARD OF COMMISSIONERS

Management Update Summary Minutes

Monday, June 15, 2015, 9:00 a.m.
Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Silverton Conference Room

ATTENDANCE

Kevin Cameron, Janet Carlson, Sam Brentano, Gloria Roy, Scott Norris, Joe Fennimore, Jolene Kelley, Rich Minaker, Jeff White, Bruce Armstrong, Tamra Goetsch, Tami Amala, Warren Jackson, Justine Flora, Colene Coons-Chaffins, Pam Hutchison, and Gordean Ash as recorder.

Deputy County Administrative Officer Jan Fritz called the meeting to order at 9:00 a.m.

COMMUNICATIONS UPDATE

Jolene Kelley, Public Information Officer, gave current updates.

INFORMATIONAL

Keeping Hens in Residentially Zoned Property Inside Urban Growth Boundaries

Summary of Presentation:

- Recommendation from the May 19, 2015 Work Session was to base the number of chickens on lot size:
 - Able to keep four chickens on a lot up to 5,000 square feet;
 - Five chickens on a lot 5,000 – 7,000 square feet; and
 - Six on a lot above 7,000 square feet.
- Joe Fennimore provided the Board with maps outlining urban development properties that would allow chickens;
- City of Salem allows six chickens per property;
- Woodburn and Silverton allow three chickens per property; and
- Looking for direction from the Board on how to move forward.

Board Direction:

- Commissioner Brentano would like the issue to be simplified;
- Commissioner Carlson suggested a set amount of chickens per property to be aligned with city codes; and
- Will not hold a public comment period. If the community has comments, they can come to Board Session during public comment.

Health Savings Account (HSA) Bank Provider Changes

Summary of Presentation:

- Chase is no longer offering the service;
- Two bank finalists are Key Bank and Wells Fargo;
- Met requirements for Information Technology;
- Key Bank is the best option following interview and references:
 - Key bank is able to provide a same day turnaround for posting deposits;

- Key Bank has excellent customer service. Will meet with customers face-to-face to help set up accounts; and
 - Key Bank will offer Brown bag Lunch Trainings; and
 - Key Bank does not charge an administrative fee.
- All participants will need to open new accounts with Key Bank at no charge.

Fiscal Year (FY) 2014-2015 Fourth Supplemental Budget (See Attachment A)

Summary of Presentation:

- Rich Minaker reviewed the supplemental budget and pointed out the highlights;
- Adjustments to the budget will come before Board Session Wednesday, June 17, 2015;
- Public Works department is requesting a capital outlay of \$750,000 for land purchase in Aumsville:
 - Jan Fritz will meet with Alan Haley regarding the budget process.
- Commissioner Carlson asked for clarification on the specifics of the Fair fund:
 - The asphalt project will cost approximately \$20,000 a year.
- Commissioner Carlson asked for clarification on Juvenile Department budget:
 - The Juvenile Department identified savings; and
 - Increased money in donations.
- Commissioner Carlson asked for clarification on Central Services budget:
 - \$8,021 for the paperless project for Board Session project:
 - Laptops will be provided for the commissioners during Board Session; and
 - Only commissioners will be using the laptops.

Consider Board Designated Allocations – Lottery Fund

Summary of Presentation:

- Review the applications from the Board Designated allocation Grants from Strategic Economic Development Corporation (SEDCOR), Travel Salem and North Santiam Economic Development Corporation (Grow-EDC);
- After the last Work Session in May 2015, the application process was finalized and went back out to the applicants earlier this month and asked to submit a formal request;
 - Separated out application for the allocation increase they received in Fiscal Year 2013-14;
 - SEDCOR and Travel Salem Submitted two separate proposals for consideration;
 - All turned in their five-year financial summary:
 - Collected financial statements from the last three years; and
 - Ending fund balances from the last five years.
- Grow-EDC:
 - Requested same allocation as last year of \$60,000;
 - The activities put forward with the money requested is to launch a community business lending program and to have at least one business access the program, to launch a regional tourism planning program and for their community to be trained in the value chain methodology for the natural resource industry;
 - Researched the county perspective of potential risk for having an agency go under when the county has been investing in them for many years:
 - Summarized nonprofit health;
 - Consistency of revenue, diversification of funds; and
 - Carry a high debt compared to assets.
 - Have concerns with Grow-EDC for fear of going under:
 - Marion County has been the sole source funder the last three years; and
 - Received a \$10,000 grant from Freres Foundation in 2013.

- Commissioner Carlson suggested having a Work Session on the North Santiam Canyon Economic Development Corporation to provide history;
 - Commissioner Carlson is willing to move forward with the amount the way it is today:
 - See it as a transition year; and
 - May need additional staffing.
 - The goal is for the businesses to be successful; and
 - Need to be transparent and clear with expectations.
- SEDCOR:
 - SEDCOR is applying for a \$160,000 grant;
 - Also applied for a supplemental allocation request in 2012-13 of \$15,000 per year for three years;
 - Submitted two applications:
 - \$160,000 allocation; and
 - The final year of their \$15,000 supplemental allocation for the Make it in Willamette Valley Grant.
 - Total requested is \$170,000;
 - Continuing to provide the same services in the community;
 - Focused on retaining and expanding traded sector businesses;
 - Recruiting traded sector companies;
 - SEDCOR has very diversified revenue;
 - Have a pretty strong fundraising component implemented;
 - Surplus balance has not exceeded the amount of fundraising which means Marion County is not supplementing their reserves; and
 - Commissioner Carlson stated that SEDCOR has done a lot of work to get additional funding.
- Travel Salem:
 - Submitted an allocation request of \$75,000 and a supplemental application of an additional \$25,000:
 - Requesting this becomes their annual allocation and amount is changed to \$100,000.
 - Commissioner Carlson stated as Marion County puts in additional funding it would be good to have a discussion about other aspects of Marion County:
 - Oregon Garden;
 - Keizer Big Toy; and
 - Marion County Fair.

Board Direction

- Would like Travel Salem to provide the Board with biannual reports;
- SEDCOR will provide the Board with biannual reports as well but staggered; and
- The Board approved all three contracts to bring to Board Session for formal approval.

Consider Allowing Designated Smoking Areas at the 2015 Marion County Fair and for Transit

Summary of Presentation:

- Marion County smoking policy goes into effect July 1, 2015;
- In April 2015, an application was received for a vendor who wanted to set up a vaping booth:
 - Staff brought it before the Fair Board for consideration;
 - The Fair Board requested that for the 2015 Marion County Fair designated smoking areas identified on the fairgrounds and to be included on the policy as an exemption; and
 - The idea is to put the vaping vendor in the smoking area.
- Commissioners are concerned with allowing a vaping booth the fair and the message Marion County is sending to the community;

- Language needs to be clear for the carnival staff that remains on site and areas for smoking;
- Community Services is proposing that this revision of the ordinance is for only 2015;
- Bruce Armstrong stated that transit would like to keep their designated smoking area:
 - The revision would allow smoking areas on property owned by Marion County if the Board approves.
- Will revise the proposal and bring it to Board Session Wednesday, June 17, 2015.

Board Direction

- The Board is requesting not to allow a vaping booth at the Marion County Fair:
 - Tamra Goettsch will refund their money.
- The Board will agree on allowing designated smoking areas on Marion County property.

Request from the 2015-16 Good Neighbor Program

Summary of Presentation:

- The Board will transfer funds to the Sheriff's Office to board up a vacant foreclosed property on Center Street and Citation Street in northeast Salem:
 - Not to Exceed \$500.
- Jolene Kelley will communicate with the neighbors once the decisions are complete.

Community Development Partnership Board Alternate Representative

Summary of Presentation:

- The Council of Governments (COG) Board requested and alternate appointment to the partnership Board;
- Officially appointed Commissioner Cameron to the Board and would like a backup in case he is unable to attend for a quorum; and
- Commissioner Brentano will be designated as backup.

OTHER

Commissioner Janet Carlson

- The media printed some negative comments on the Whooping Cough outbreak in Marion County;
- Commissioner Carlson stated that there needs to be a process that loops the Board into the discussion when an outbreak happens in Marion County;
- Will work with the Health Department to craft some talking points around HIPPA instead of saying there wasn't a public health benefit;
- Will work with the Health Department to have an ongoing rapport with the reporter who wrote the column; and
- Will set up a time to discuss policy with the Health Department.

Commissioner Kevin Cameron

- Asked what the Commissioner's Office need to do to declare an emergency drought;
- Jolene stated that at the Emergency Operations Center Command meeting this was discussed:
 - Ed Flick will send out an issue brief to the Board.

COMMISSIONERS COMMITTEE ASSIGNMENTS and UPDATE

Commissioner Brentano

- Earthquakes are being very active:
 - Salem will be impacted more than other areas.
- Working to get Salem-Keizer Area Transit to complete an entire Cordon Road plan;

- Having a series of meetings with Cindy Schmitt about issues Marion County is watching:
 - City of Stayton would like to install a traffic light at Shaff Road and Wilco Road;
 - Rock Quarry outside of Sublimity is still operating and conditions have not been met:
 - Marion County identified issues that needed to be fixed with the quarry;
 - Quarry has a year left to get the issues remediated;
 - No sign of work being done; and
 - Marion County may have to get involved.
 - Farm out South River Road has been using a back hoe on county roads which has damaged the roads:
 - The back hoe has not received proper permits for weight and size to use the roads; and
 - Marion County would like to pursue the issue further.

Commissioner Kevin Cameron

- Gilgamesh Brewing is doing well;
- Need to act on the drought as soon as possible:
 - Need to make it relevant and timely.

Commissioner Janet Carlson

- Attended the Governance Forum Friday, June 12, 2015:
 - Request to talk about Sheltered Workshops, which Garten falls under the category of one;
 - New Federal rules are making it so that shelter workshops pay minimum wage for all employees;
 - Not allowing congregates of disabled people together;
 - Garten received a \$150,000 transformation grant;
 - Want to integrate people with certain employers;
 - Garten employees are not losing their jobs, they're not taking new people; and
 - Would like to have Work Session with Garten and find out their financial impact.
- At 91 percent at fundraising goal for Big Toy;
- Behavior Care Network (BCN) Contract Negotiation Meeting:
 - BCN wants the contract to align between the state and counties;
 - Wants to account for specialized services and expenditures:
 - Reportable expenditures through billing codes;
 - Ones that don't have billing codes need to be reported by accounting for people served; and
 - Suggested using case rates for specialized services.
 - Will continue operating under current contract.
- Marion County Reentry Initiative:
 - Had a meeting with a young man who was released from prison;
 - Worked at an apartment complex and lost his job;
 - He raised several number of issues:
 - Marion County Reentry Council does not include a client on the council;
 - The gentleman was incarcerated in Pendleton and there are no reach-ins over there at all;
 - Met with the Boys and Girls Club to set up an Adult Reentry program; and
 - Have an Advisory Workgroup.
 - A lot of people who come out of prison need to get on Oregon Health Plan have to wait six months in order to get a medical card:
 - Shaney Starr asked for Marion/Polk Medical Foundation and Society could help with providing medical care during the waiting period.

LEGISLATIVE UPDATE

- House Bill 2031:
 - Talked to Claudia and said the bill needs to go to a subcommittee;
 - Need to have Christina, Faye and Claudia keep it moving forward;
 - Two funding options:
 - Fund it in the bill; and
 - Need to have end of session appropriation and write a budget note that goes along with Oregon Youth Authority's budget.

Meeting adjourned at 11:34 a.m.

Attachment A

Management Update Presentation Notes June 24, 2015

The fourth supplemental budget of fiscal year 2014-15 increases the total budget by \$4,848,953. This is \$19,015 more than the total in your packet. I will address the change later. I will review budget change highlights and state amounts to the nearest thousand dollars.

p.3 A General Fund summary. Note that the total budget will increase \$532,000, which is a net of small changes in two departments and larger changes in the non-departmental part of the fund. Please turn to page 12 to begin to review the non-departmental detail.

p.12 General Fund Non-Departmental budget has Intergovernmental Federal revenue increase of \$404,000 as a result of unanticipated Secure Rural Schools Title I forestry revenue. Contingency is reduced \$34,000. \$187,000 is allocated to Transfers Out: (1) \$80,000 to the County Fair Fund; (2) \$5,000 to the Sheriff's Grant Fund; and (3) \$103,000 to the Capital Improvement Projects Fund. The Secure Rural Schools revenue of \$404,000 is allocated entirely to Ending Fund Balance.

p.14 The Capital Improvement Projects Fund budget will increase \$352,000. Increased resources and their allocations are:

(1) Charges for Services for Employer-at-Injury Program (EAIP) \$140,000 reimbursement from the Self-Insurance Fund which is allocated to Health Building elevator upgrade \$129,000 and ergonomic upgrades for the Health Methadone Clinic on Davcor, \$11,000;

(2) General Fund Transfers total \$102,000 primarily for a \$74,000 Information Technology purchase of software that detects network and application issues, \$20,000 for purchase of a tractor for Juvenile, and \$6,000 for remodel of the Victim Assistance Program waiting room at the Courthouse; and

(3) Other Fund Transfers \$110,000 comprised of a \$3,000 transfer from the Traffic Safety Team Fund for a Channel 3 repeater tower project and a \$106,000 transfer from the Courthouse Square Redevelopment Fund that is allocated to Ending Fund Balance which will carry forward for capital projects, one of which is the Courthouse Square Roof project.

p.20 The County Fair Fund budget will increase \$111,000. Charges for Services, Interest, and Other Revenues increase \$31,000 and reflect revised estimates of revenue from fair activities. General Fund Transfers of \$80,000 will be allocated to Materials and Services in an account that will record expenditure of these funds on fairgrounds paving and classify the expense as rental in trade. The paving will count as a multiple year reduction in annual rent due to the Oregon State Fair and Exposition Center. Contracted Services increases \$84,000 for consulting services, fair entertainers, advertising, and fair events and activities. Contingency is reduced \$18,000 to help cover some of the expenditure increases.

p.22 The Criminal Justice Assessment Fund budget will increase \$115,000 as the fines and forfeitures revenue estimate has been revised. Contingency is decreased by \$269,000 as revenue allocated there is now ready to be distributed to county departments. The additional revenue combined with the reduction in contingency allows a \$363,000 Transfers Out to the Sheriff's Office General Fund jail operations and Community Corrections Fund Parole and Probation activities, and the Juvenile Department grants fund for Juvenile Accountability Risk Reduction activities.

p.23 The District Attorney Grants Fund budget will increase \$69,000 due to funding increases for one federal and one state grant. Personnel Services increases \$14,000 for one position (victim assistance coordinator) for the remainder of the fiscal year. The \$55,000 balance of new revenue is allocated to Contingency.

p.25 The Health Fund budget will increase \$1,689,000. Revenue increases in four categories, with the largest being \$929,000 Intergovernmental Local from the Mid-Valley Behavioral Care Network. Personnel Services is allocated \$46,000 for additional staff hired very recently; Materials and Services is increased \$452,000 for pass-through funding for Developmental Disabilities Program activities. Capital Outlay is increased \$180,000 for renovations at the new Beverly Avenue leased facility. Contingency and Ending Fund Balance are allocated \$1,011,000 in total.

p.28 The Juvenile Grants Fund budget will increase \$259,000 to record additional federal, state and local donation revenue, and a \$128,000 transfer in from the Criminal Justice Assessment Fund. Materials and Services Contracted Services increases a total of \$115,000 for Youth Villages services (\$100,000) and Pay for Success services (\$15,000). The remaining \$144,000 is allocated to Contingency.

P30 The Lottery and Economic Development Fund budget will increase \$50,000 based on actual state revenue and revised estimates for interest and settlement revenues, all in the Lottery Distribution Program. Contingency is reduced \$40,000. The resulting \$90,000 available for allocation is budgeted in Materials and Services Contracted Services for Community Project Grant Awards.

p.31 The Non-Departmental Grants Fund budget will increase \$289,000. This amount includes the additional \$19,000 that increases the countywide budget as I mentioned at the beginning. Secure Rural Schools Title II national forest and O&C Lands forestry funds recently received totaled more than anticipated. The full amount of Title II revenue must be appropriated as this will be automatically distributed to the two Resource Advisory Councils involved and charged to Marion County this fiscal year. There is also an additional \$126,000 additional Secure Rural Schools Title III funds which are all allocated to Ending Fund Balance; they will carry forward for Sheriff's Office search and rescue services in future years.

p.32 The Public Works Fund budget will increase \$842,000 with receipt of Intergovernmental Federal revenue for additional Secure Rural Schools Title I funds. The funds are allocated to Ending Fund Balance.

p.33 The Self-Insurance Fund budget will increase \$66,000 from an increase in estimated Employer-at-Injury Program (or EAIP) reimbursements. These funds are allocated to Materials and Services Miscellaneous for EAIP safety incentive projects. The \$140,000 previously discussed as an EAIP reimbursement to the Capital Improvement Projects Fund is already budgeted in safety incentive projects account. In addition, Contingency is reduced by \$600,000 and reallocated to Insurance Liability Claims to cover current claims.

I also would like to note that at the Board Session this Wednesday an adjustment to the FY 15-16 budget will be proposed. Public Works is requesting a capital outlay of \$750,000 that involves additional revenue as well as the expenditure. This increases the Public Works Fund and the total countywide budget. A revised Board resolution and attached schedule of appropriations will be presented.

NOT DISCUSSED:

The District Attorney's General Fund budget will decrease \$6,000. General Fund Transfers and Contracted Services are reduced by this amount. The result is additional funds become available in General Fund Non-Departmental that will be allocated to a \$6,000 transfer to the Capital Improvement Projects Fund for District Attorney project.

p.11 The Juvenile Department General Fund budget will decrease \$20,000. General Fund Transfers are reduced by this amount, as is Personnel Services. These funds will revert to General Fund Non-Departmental to be allocated for a transfer to the Capital Improvement Projects Fund for a capital purchase. Personnel Services are also reduced by an additional \$40,000 and reallocated to Materials and Services for Supplies, Materials, Contracted Services and Repairs and Maintenance.

p.13 The Building Inspection Fund total budget remains unchanged. Contingency is reduced \$24,000 and re-allocated to Rentals and Transfers Out. The \$23,000 Transfer Out to the Fleet Management Fund is for an additional vehicle.

p.15 The Board of Commissioners' Office Central Services Fund budget will not change in total. There is a \$10,000 savings in Other Contracted Services that is reallocated to small office equipment including six laptops and software purchases and licenses. (re: Board Session Paperless Documents project, additional software including Adobe editing, and new licenses for ByteScribe for listening to meeting recordings.)

p16. The Finance Department's Central Services Fund budget will not change in total. A Personnel Services \$8,000 reduction derived from vacancy savings is reallocated to Materials and Services. \$6,000 will be used to purchase 2nd computer monitors for employees, a conference room computer, upgraded software and a laptop. \$2,000 is allocated to training for grant compliance and technology finance courses.

p.17 The Non-Departmental part of the Central Services Fund budget will not change in total. \$30,000 budgeted in Materials and Services Contracted Services for the MCBEE project will be shifted to Capital Outlay to purchase a new server for the Oracle Financial System.

p.21 The County Schools Fund budget will increase \$281,200, entirely from unanticipated Intergovernmental Federal Secure Rural Schools Title I forestry revenue; the full amount is allocated for distribution to school districts in accordance with statutory requirements.

p.24 The Fleet Management Fund budget will increase \$23,000 from a transfer from the Building Inspection Fund; the funds are allocated to Capital Outlay to purchase a building inspection vehicle.

p.27 The Inmate Welfare Fund total budget will remain unchanged. Contingency is reduced \$8,000 and reallocated to Personnel Services to avoid a potential over-expenditure in this category.

p.34 The Sheriff Grants Fund budget will increase \$32,000 comprised of four types of revenue, all of which are adjusted to actual amounts. Personnel Services are increased \$22,000 for overtime pay, M&S is increased \$5,000 in various categories and Contingency is increased \$5,000.

p.36 The Tax Title Land Sales total budget will remain unchanged. Special Payments is decreased \$38,000 and reallocated to Materials and Services with the major item \$35,000 to pay outstanding U.S. Internal Revenue Service liens on three properties sold at auction.

p.37 The Traffic Safety Team Fund budget is increased \$12,000. A state grant in this amount will provide funds for overtime pay for officers emphasizing traffic law enforcement in work zones.

p.18 The CH2 Redevelopment Fund budget remains the same in total. Materials and Services Contracted Services are reduced by \$116,000. Offsetting this is a \$106,000 transfer to the Capital Improvement Projects Fund as previously discussed.

p.19 The Community Corrections Fund budget will increase \$128,000 as a result of a transfer in from the Criminal Justice Assessment Fund. The funds are allocated to Contingency where they will most certainly remain unexpended and carry over to next fiscal year for Community Corrections projects.

The final item is the Attachment on the last page. This is a schedule of the history of supplemental budgets this fiscal year.