



OREGON

MARION COUNTY BOARD OF COMMISSIONERS

Management Update Minutes

Monday, December 15, 2020, 9:00 a.m.

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5231, Commissioners Boardroom

ATTENDANCE:

Commissioners Colm Willis, Kevin Cameron, and Sam Brentano, Jan Fritz, Brian Nicholas, Jane Vetto, Tamra Goettsch, Jeff White, Brandon Reich, Chris Trussell, Debbie Gregg, Daniel Adatto, Barb Young, Chad Ball, Jolene Kelley, and Kristy Witherell as recorder.

Jan Fritz called the meeting to order at 9:00 a.m.

INFORMATIONAL:

Review Re-Appointment of Marion County Fair Board Members and Key Volunteers

- Tamra Goettsch

Summary of presentation:

- The fair board did not have any concerns with the reappointment of the members or the key volunteers;
- This agenda item will be coming to Board Session this Wednesday; and
- The members up for reappointment are as follows:
 - Pam Zielinski;
 - Amy Goulter-Allen; and
 - Brandi Buxton.

Discuss Building Permit Fee Waivers for Secondary Dwellings Affected by the Recent Wildfires

- Brandon Reich, Chris Trussell

Summary of presentation:

- The board inquired about the possibility of waiving fees for secondary dwellings within the fire zone;
- There are 318 secondary dwellings in the area:
 - In a two-year time period, the total cost of fees would be \$737,760.
- Mr. Reich believes that he has the staff and resources over the next couple of years to process these permits; and
- Looking for board direction.

Board discussion:

- Public Works is not anticipating decreasing Net Working Capital in order to do this work:
 - Other work is keeping the department afloat.

- There will not be a significant impact to Net Working Capital in the foreseeable future;
- There have been 15 to 20 permits issued in the canyon; and
- The board will adopt the order at next week's Board Session.

Review Fiscal Year 2020-21 First Supplemental Budget

- Debbie Gregg, Daniel Adatto

Summary of presentation:

- Of the 35 county funds, 33 have been adjusted;
- General Fund:
 - The budget increased by \$37 million;
 - The total county budget is \$503 million;
 - The General Fund impact was an increase of \$7 million due to the Federal Revenues:
 - \$3.5 million for the Business Relief Grant Funds.
 - Net Working Capital increased by \$2.4 million due to CARES Act money and department savings:
 - Money is being partially allocated to the Assessor's Office for safety equipment and supplies:
 - Fire response work:
 - Imaging of affected area.
 - Clerk's Office increased due to the addition of two Office Specialist positions;
 - Justice Court had an increase for postage due to the COVID pandemic;
 - Sheriff's Office personnel increased:
 - Sergeant reclassification due to the Chemawa Resource Officer position being eliminated; and
 - Overtime due to the wildfire:
 - The county hopes to be reimbursed for the overtime cost.
 - Materials and Services increased by \$35,000:
 - This was due to the costs associated with the 9-1-1 Willamette Valley Communications Center that the Chemawa contract covered; the county now must pick up this cost.
 - Non-Departmental increased by \$2 million:
 - \$1 million covered COVID costs:
 - IT equipment; and
 - Increase in cleaning.
 - \$1 million covered wildfire response:
 - Security; and
 - Building rentals.
 - Recognized \$100,000 for Business Relief Grant Fund administrative services.
 - Capital Outlay:
 - \$330,000 for AV upgrades for the various conference rooms in Courthouse Square;
 - \$36,000 in upgraded materials for virtual meeting capabilities;
 - \$17,000 in Business Services for the large sanitizing cubes; and
 - \$224,000 in expenditures related to the pandemic.

- Special Payments:
 - Increased by \$3.4 million; and
 - For disbursements anticipated for the Business Relief Grants.
- Transfers Out of \$215,000:
 - \$130,000 is allocated to Capital Improvement Projects for the portable radio tower on Halls Ridge;
 - \$51,000 is being allocated to Central Services, Human Resources for personnel reclassifications; and
 - \$33,000 is being allocated to the Sheriff's Office Grants Fund for administrative costs that were charged for the Chemawa Resource Officer contract that was canceled.
- \$154,000 was added to Contingency.
- Central Services:
 - Three FTE positions were created in the Board's Office to directly support the commissioners:
 - Vacancy savings is being used from the Deputy County Administrator position.
 - One FTE position was created for the Recovery Manager that will be in the Board's Office; and
 - Information Technology is reallocating vacancy savings of \$103,000 to Materials and Services for contracted services.
- Clerk's Office:
 - Adjusting Net Working Capital to actual and placing it into Contingency.
- Community Services:
 - Community Services Grants Fund:
 - Moving Net Working Capital into Materials and Services.
 - Lottery and Economic Development:
 - Intergovernmental State increased, which was lottery revenues;
 - Net Working Capital was adjusted to actual;
 - Adding \$1.4 million into Materials and Services that will go into the Good Neighbor Program, which will go to Economic Development and Transportation:
 - Broadband; and
 - Wildfire responses.
 - Placing \$500,000 in Contingency.
 - Dog Service Fund:
 - \$41,000 in Net Working Capital that will be placed in Materials and Services for dog shelter supplies.
 - County Fair Fund:
 - Adjusted Net Working Capital to actual and reduced Materials and Services to balance the fund.
- District Attorney's Office:
 - Net Working Capital of \$31,000 has been allocated to Materials and Services and Contingency.
- Health and Human Services:
 - There was a \$14 million increase to their budget;
 - Added 35 FTE;

- Received \$8 million in Intergovernmental Federal from the Oregon Health Authority:
 - Most of the money is COVID pass-through funding.
- \$267,000 in Intergovernmental State from local public health authorities;
- \$2.4 in Intergovernmental Local funding, which is part of the returned funds from the dissolution of the Mid-Valley Behavioral Care Network;
- Charges for Services and Net Working Capital was adjusted to actual for the federal revenue received;
- Requirements increased \$2.7 million for Personnel Services to cover the 35 FTE positions;
- Materials and Services increased \$1 million for contracted services primarily related to the local monitoring for COVID-19;
- Capital Outlay increased \$20,000 for emergency radios;
- Transfers Out increased for fleet vehicles and the new public health building; and
- Remaining resources were allocated to Contingency.
- Juvenile Grants Fund:
 - Adjusting Net Working Capital to actual;
 - Moving funds to Materials and Services to purchase a wood processor; and
 - Adding \$72,000 to Contingency.
- Law Library:
 - Adjusting Net Working Capital to actual; and
 - Decrease of Materials and Services.
- Public Works:
 - Recognizing \$164,000 in Intergovernmental Federal for CARES Act reimbursement;
 - Adjusting Networking Capital to actual;
 - Adding \$9,000 to Personnel Services for part-time staffing;
 - Materials and Services increasing \$221,000:
 - \$28,000 for teleworking costs related to COVID-19;
 - \$131,000 in costs associated with Beachie Creek Fire response;
 - \$12,000 for Emergency Operation Center expenses;
 - \$107,000 for contracted services related to the Beachie Creek Fire;
 - \$11,000 for erosion control; and
 - \$62,000 for non-emergency response.
 - Capital Outlay is increasing \$1.3 million due to carry over from projects from the previous year and the following new projects:
 - \$15,000 for a new message board reader;
 - \$42,000 for a new Ford pickup truck;
 - \$100,000 for Mill Creek bridge replacement; and
 - \$21,000 for a remodeling project at the parts room building.
 - Parks Fund:
 - Adjusting Net Working Capital to actual.
 - Surveyors Fund:

- Moving \$17,000 in Net Working Capital to the Ending Fund Balance.
 - Building Inspection Fund:
 - Moving \$998,000 in Net Working Capital to Unappropriated Fund Balance:
 - Adding \$15,000 in Personnel Services; and
 - Adding \$15,000 in Materials and Services.
 - Environmental Services Fund:
 - Adjusting Net Working Capital to actual;
 - Added one FTE Program Supervisor position;
 - Increase of \$68,000 in Capital Outlay for the following:
 - Replacing the gate at the North Marion Transfer Station.
 - Remaining \$1.1 million moved into Unappropriated Ending Fund Balance.
 - Stormwater Fund:
 - Net Working Capital came in \$76,000 less than anticipated, so adjusting to actual;
 - There was a decrease in one FTE position, which was an environmental specialist; and
 - Increasing Unappropriated Ending Fund Balance.
 - Fleet Management Fund:
 - Adjusting \$1 million in Net Working Capital to actual;
 - Capital Outlay projects are as follows:
 - Outfitting Sheriff's Office vehicles;
 - Purchasing transporting vans;
 - Replacing patrol vehicle; and
 - Purchasing telehealth vehicle.
 - Remaining \$60,000 moving to Contingency; and
 - Moving \$55,000 to the Ending Fund Balance.
- Sheriff's Office:
 - Community Corrections Fund:
 - Increasing \$1 million due to Intergovernmental State Revenue;
 - Charges for Services increasing \$500,000 due to an Intergovernmental Agreement with the Oregon Health Authority to provide security at sheltering hotels;
 - Adjusting Net Working Capital increase by \$451 for various savings;
 - Materials and Services increasing for firearms purchases:
 - Contracted staff for treatment providers.
 - Remaining resources are going to Contingency.
 - East Salem Service District Fund:
 - Net Working Capital was lower than anticipated due to less vacancy savings than projected:
 - Contingency is being used to cover the cost.
 - Materials and Services increased to cover laptops.
 - Sheriff's Grant Fund:

- Two Parole and Probation Officers and one Case Aide position were added due to a Coronavirus Emergency Supplemental Funding grant that was awarded;
 - Intergovernmental Federal increased by \$235,000;
 - Intergovernmental State increased for a Parks and Recreation Grant for an ATV;
 - Charges and Services decreased due to the Salem-Keizer School District needing a school resource officer;
 - General Fund transfer to cover the cost of the expenses that were allocated;
 - Small increase to Other Fund Transfers:
 - The Traffic Safety Team was covering a match for the ATV grant.
 - Personnel Services decreased due to reduction of FTE;
 - Materials and Services increased due to pandemic related expenses; and
 - Capital Outlay increased due to the purchase of the ATV:
 - Video conference system upgrades.
- Traffic Safety Team:
 - Net Working Capital was reduced due to less traffic fines;
 - FTE reduced;
 - Increase in Materials and Services; and
 - Reduction in Contingency to balance the fund.
- Inmate Welfare Fund:
 - Reduction in Charges for Services due to a lower anticipated revenue for telephone services;
 - Net Working Capital was reduced; and
 - Reduction in Contingency to balance the fund.
- Non-Departmental Grant:
 - Reduced Intergovernmental State due to reduced revenues from the Department of Veteran's Affairs for the Veterans Services Program;
 - Increase in Other Revenues for Technology and Civic Grant that the Clerk's Office received for election security;
 - Small adjustment to Net Working Capital;
 - Materials and Services increased \$18,000 for the new security services at the Clerk's Office;
 - The Majority of the Clerk's Office Grant went to Capital Outlay for ballot scanners:
 - Ballot drop boxes; and
 - Workstations.
 - Tax Title Grant:
 - Adjusting Net Working Capital to actual;
 - Increasing Materials and Services for taxes and penalties for deferred taxes for foreclosed properties:
 - \$55,000 in survey work at a cemetery.
 - Reduction in Special Payments to balance the fund.
 - Block Grant Fund:

- Recognizes the Community Development Block Grant from Business Oregon for the Santiam Canyon Recovery;
 - The money will be allocated to Materials and Services to start the program:
 - Rental services.
 - \$177,000 will be allocated to Contracted Services for the Council of Governments for land use and strategic planning;
 - A small amount is allocated for Administrative Charges; and
 - Allocating \$134,000 to Transfers Out to the Board of Commissioners Office for the Recovery Manager Position.
- Criminal Justice Assessment Fund 185:
 - Adjusted Net Working Capital to actual.
- County Schools Fund:
 - Did not receive Chapter 530 funds that were estimated; and
 - Reduced Special Payments to balance the fund.
- Rainy Day Fund:
 - Adding \$31,000 to Net Working Capital for future expenditure.
- Self-Insurance Fund:
 - Increase in Materials and Services for liability claims; and
 - Remaining resources are going to Ending Fund Balance.
- Capital Building Equipment Fund:
 - Adjusting Net Working Capital to actual;
 - Recognizing an increase of \$737,000 in the Renovation Fund for the new Health and Human Services Public Health Building, which is the first-year cost associated with design build;
 - Capital Outlay Projects:
 - Jail parking lot paving;
 - Jail boiler replacement; and
 - Jail detention lock replacement.
 - Adjusted Contingency.
- Capital Improvement Projects Fund:
 - Recognizing an addition of \$137,000 from the General Fund for the portable radio tower in the canyon;
 - Adjusting Net Working Capital to actual at \$733,000;
 - There are new projects:
 - New elevator at the Courthouse;
 - Jail lunchroom electrical repairs;
 - Jail bunks security improvements;
 - Facilities Gator replacement; and
 - Sidewalk replacement.
 - Adjusting Contingency to balance the fund.
- Will present at a public hearing at next week's Board Session for consideration and adoption.

BEACHIE CREEK FIRE UPDATE:

- Meeting with internal teams to organize Category B, which is emergency response, to get the costs together:
 - Biggest lift is donated resources;

- The biggest effort is the payroll side; and
- Put together a schedule for FEMA to make sure that the county is using their time wisely.
- Debris removal:
 - Identified all three of the ash and trash contractors:
 - They are in the contract award execution process.
 - In the kickoff meeting, the timber removal contractor indicated that they will not cut trees until January 3rd;
 - There are two tree removal contractors; and
 - Ash and trash will be on the same schedule.
- K&E Excavation received the contracts for Lincoln, Klamath, and Douglas Counties;
- Mr. Nicholas sent out an email from The Oregon Department of Transportation (ODOT) on how they are going to communicate with property owners:
 - It will be by website;
 - Letters will be sent directly to property owners; and
 - Right-of-entry helpline is still available.
- ODOT will remove all hazard trees by all Marion County right-of-ways at no cost to the county; and
- Everything that is on county roads, with a couple of exceptions, ODOT has agreed to trim and deck the logs:
 - There will be no slash burns; and
 - Will chip the leftovers.

OTHER:

Hospitality Grant Program:

- Had 644 applications;
- Currently reviewing applications;
- Hope to have a solid number in the next couple of days;
- With the leftover dollars, would like to go back and send it out to small businesses:
 - Propose closing it at midnight Friday.
- Approximately \$2,500 per applicant available; and
- The fee for the vendor is \$53,000.

Special Session:

- There will be a special session on Monday, December 21st:
 - Foreclosure protection and landlord fund;
 - COVID-19 limited liability for schools;
 - Cocktails to go; and
 - \$800,000,000 to eBoard for CARES Act Relief.

County Funded Construction of Sidewalks in East Salem:

- The Children and Families Commission has identified an area to work together to make an impact on the community;
- The Boys and Girls Club is building a new facility in East Salem;
- There will be shared office space with non-profits on the same campus;

- Sidewalk improvements are needed;
- Sue Bloom from Boys and Girls Club asked the county for help with the sidewalks;
- The request is to spend Good Neighbor Funds developing the sidewalks;
- A 300-foot frontage of sidewalks and the construction costs will total \$90,000;
- There is \$40,000 in the Good Neighbor Fund;
- This project does not fit under the Good Neighbor Fund:
 - Usually, it is public right-of-way land.
- The program needs to change, or there needs to be another program to use funds to help with the sidewalk construction;
- This is an important project due to the number on youths in the area and there being no programs in this area;
- The state Community Development Block Grant is still open to the county, which this project would fall under for funding:
 - Ms. Trauernicht will research how long it will take to get the money on this grant.
- The Boys and Girls Club will not be up and running until late summer of 2021;
- They already have their site development permit;
- They have not applied for the building permit yet;
- They have utilities throughout the sidewalk; and
- The driveway apron is done.

Board discussion:

- The commissioners agree with helping non-profit businesses; and
- Tamra Goettsch and Lisa Trauernicht will research the project and funds that will be most appropriate to use and bring the matter back to the board.

COMMISSIONERS COMMITTEE ASSIGNMENTS AND UPDATES:

Kevin Cameron:

- Attending the Marion County Public Safety Coordinating Council/Legislative Joint Meeting; and
- Will send the video to people who were unable to attend the meeting.

Meeting adjourned at 10:55 a.m.

COMPLETED BY: **Kristy Witherell**

Reviewed by: *Joanna Ritchie*