

## JACKSON COUNTY BUDGET COMMITTEE

### Minutes

Courthouse Auditorium

April 10, 2018

8:30 a.m.

The Jackson County Budget Committee meeting was called to order by Chair Dick Rudisile at 8:45 a.m. in the Courthouse Auditorium. Roll call was taken.

Present: Mr. Dick Rudisile, Presiding Officer/Chair, Budget Committee; Mrs. April Sevcik, Budget Committee; Mr. Craig Morris, Budget Committee; Commissioner Rick Dyer; Commissioner Colleen Roberts; and Commissioner Bob Strosser

Staff: Mr. Danny Jordan, County Administrator; Mr. Harvey Bragg, Sr. Deputy County Administrator; Ms. Traci Carrier, Budget Analyst; Ms. Jennifer Drake, Recording Secretary

Guests: Interested Members of the Public and Press

### Budget Overview

Mr. Jordan explained the budget process for the public. He presented the Budget Overview (*Submission No. 1*), including a video regarding the Comprehensive Annual Financial Report by Moss Adams, LLC. He explained operating, non-operating, dedicated, and non-dedicated revenue sources, and the percentage of each in the recommended budget. The general fund reserves are approximately \$82,292,496 in the recommended budget, with the total reserves, contingency and ending fund balance at approximately \$145,950,439. He explained the need to not grow operations with non-operating funds, new staff is not hired with non-operating funds as these funds cannot be expected to continue every year. These funds are items such as one-time non-operating grants and timber payments. He noted an increase in contingency in the recommended budget for a potential buy down with the Public Employees' Retirement System (PERS) and the possibility of building a new jail, which could cost more than \$100,000,000. Having funds set aside in contingency will allow for their use moving forward. He reviewed the expenditures compared to last year and noted significant changes. These included changes for Community Justice with a 15.75 percent increase due to Justice Reinvestment funds from the State, and the Roads and Parks Department shows a 12.71 percent increase due to the passage of House Bill 2017 – The Transportation Package. He detailed the possibility of the PERS buy down and how it would be beneficial for the County. He explained that more information would be available once the PERS Board had established rules for the process.

### Airport

Mr. Jerry Brienza, Airport Director, presented the recommended budget (*Submission No. 2*) for the Airport noting it was prepared with special consideration given to the safeguarding of the Airport Authority's assets and reliability of the financial records while allowing the staff the tools to provide outstanding service. He noted the budget had been prepared with the following assumptions: enplanements would continue to increase, leased land would also see an increase, and land lease rental rates would increase by the Consumer Price Index of 2.1 percent. He then reviewed operational revenue making note of an 11 percent increase overall. Operational expenses are projected to increase slightly and no full-time equivalent (FTE) positions were added to this budget. He explained Passenger Facility Charges and the use of these funds for Airport improvement. He reviewed customer facility charges which are based on

car rentals. These funds are restricted to projects that benefit the car rental companies. Overall the Airport is in good financial standing.

### **Sheriff's Office**

Sheriff Nate Sickler began his presentation (*Submission No. 3*) by discussing the Sheriff's Office goals, which included working to provide a new jail facility for the County. He also discussed the Office accomplishments for 2017. He described the law enforcement services provided by each bureau including Corrections, Criminal, Support Services, and Administration. He made special note that three positions had been filled during fiscal year 2017-2018 and the hiring process was down to 4.69 months from application to hiring for sworn positions. Currently all positions are filled, the Corrections division will be working to maintain staffing for jail operations while trying to decrease forced overtime. The Sheriff's Office was recognized for its efforts through the Oregon State Sheriff's Association. Moving forward operations goals will be to maintain 24/7 hours of coverage, enhance rural patrols, improve succession planning, and improve collaboration with community and partner agencies. He described the future needs of the Office in terms of staff and an increase in jail capacity.

### **Justice Court**

Judge Joe Charter presented the fiscal year 2018-2019 recommended budget to the Committee (*Submission No. 4*). He reviewed traffic fatalities in 2017 and noted they were down from 2016. He then reviewed the number of cases referred to the Justice Court by the Sheriff's Office and other jurisdictions and how each category related to revenue. He noted an FTE reduction of 1.00, which leaves about 3,000 cases being handled by three clerks, which is working well, and no FTEs would need to be added in fiscal year 2018-2019.

### **Public Comment**

Chair Rudisile reminded the public that they were limited to five minutes during the public comment period and requested that anyone wishing to speak write their name and address on the sign-in sheet.

Constance Wilkerson, Ashland, Oregon, Continuum of Care Coordinator requested the Budget Committee fund the Continuum of Care in Jackson County.

William Froehlich, Central Point, Oregon, expressed appreciation for the system of government in place in Jackson County.

Chair Rudisile recessed the meeting at 10:12 a.m.

The meeting was reconvened at 10:20 a.m.

### **District Attorney**

Ms. Beth Heckert, District Attorney, presented the fiscal year 2018-2019 recommended budget (*Submission No. 5*) for the District Attorney's Office. She gave an overview of the District Attorney's Office and reviewed the various types of funding for prosecution. She reviewed the number of cases forwarded to her office from the various law enforcement jurisdictions in the County. She explained how her Office is working to alleviate some of the stress on jail capacity by conducting settlement conferences for Measure 11 crimes at a quicker rate, freeing up approximately 20 jail beds. The District Attorney's Office has also been working with the Community Justice Department to look for alternative programs for offenders using Justice Reinvestment funding to alleviate the extra expense of housing offenders in the prison system. She then reviewed the funding for Victim's Services and stated that volunteers provided 2,463 hours of service to 4,455 crime victims. Her Office prepared 1,026 restitution orders totaling

\$3,291,158 for the victims of crime. Family Support collected \$8,938,414 in child support for families and is the fourth most cost effective of 24 District Attorney's Offices that have a child support division in the State of Oregon.

### **Community Justice**

Mr. Eric Guyer, Community Justice Director, began his presentation (*Submission No. 6*) by describing the essential functions of the Community Justice Department. He reviewed the changes in FTEs and how they would be paid for from increases in State funding, which is based on the number of offenders served. He explained the three primary divisions and how the FTEs are spread throughout each division. He reviewed the number of offenders supported by the many programs of the Community Justice Department. Mr. Guyer stated the Department's recommended budget for fiscal year 2018-2019 is \$19,970,000. He identified the major revenue sources and explained various programs and how transition is available for planned reentry by offenders to start on the right track and be less likely to re-victimize the community. He emphasized how the community is working together to overcome capacity issues at the jail, but forced release is still an issue for all agencies utilizing the jail.

### **Public Comment**

No one wished to speak.

Chair Rudisile recessed the meeting at 10:59 a.m.

The meeting was reconvened at 2:00 p.m.

### **Development Services**

Mr. Ted Zuk, Development Services Director, presented the recommended budget for the Development Services Department (*Submission No. 7*), beginning with reviewing the overall Department goals and how performance measures are used to assess if goals are being met. He reviewed the accomplishments for 2017-2018, an increase of about 50 percent which caused an increased workload for each division. He reviewed Department revenue of \$4,795,101 and how the Department is 86 percent fee supported. FTEs were reviewed as well as a breakdown of how the FTEs are distributed between four divisions. A 1.00 FTE will be added, Construction Inspector, who is needed due to staff rearrangement and the increase in workload. There were 36,918 customers served by phone, email, and in-person. He went over the performance measures and results for various office functions. The budget is forecasted based on an increase in the number of customers served and fees.

### **Finance**

Ms. Shannon Bell, Finance Director, presented the recommended budget for the Finance Department (*Submission No. 8*). The projected revenue is a 4.73 percent increase over last year. Most of this will be in automatic teller machine (ATM) revenue. There was an increase in expenses of 4.73 percent over last year. This includes a 3.74 percent increase in personnel. The County continues to be honored by receiving several financial awards. Ms. Bell then reviewed the investment objectives of safety and liquidity and mentioned that the investment portfolio yield is 2.47 percent. She reviewed each of the programs in the Department and the objectives and outcomes for the past year. She noted her office had experienced some turnover due to retirements, most of these positions have been filled and there is one current open recruitment. She reviewed the objectives of the Taxation Office Program to process collections in an efficient and cost-effective manner by using best practices and modern equipment. The cost per statement to be printed and mailed is \$.49 and the Program is still processing statements for Curry County. This number may change with the full implementation of the online statements program.

**Expo**

Ms. Helen Funk, Expo Manager, and Ms. Shannon Bell, Finance Director gave the Expo budget presentation (*Submission No. 9*). Ms. Funk read the mission statement, reviewed the 2017 highlights, and asked Ms. Bell to review the financial aspects of the program. Ms. Bell gave an overview of the finances, comparing the fiscal year 2017-18 adopted budget to the fiscal year 2018-19 recommended budget. She noted the biggest difference of allowing for a \$110,000 contingency fund. Ms. Funk spoke to the challenges that the Expo was facing for 2018-2019 which included cost containment, a needed increase in attendance at the rodeo, community collaboration, and sponsorships.

**Information Technology (IT)**

Mr. Mark Decker, IT Director, presented the IT recommended budget presentation (*Submission No. 10*). He explained the two programs of this budget, the Computer Replacement Fund and Information Technology Services. The IT Department is funded by basic charges, direct charges, and fees. Basic charges are for common equipment such as phones and email and direct charges are department-specific items or applications. The fees mostly include GIS, map, and data sales. He reviewed the results of an internal survey which was sent to County employees. In the future, the IT Department will be working on GIS initiatives for greater internal coordination, an operating system upgrade, public safety record management system replacement, and transitioning the Computer Replacement Fund from a layaway model to a lease model which should be more cost effective.

**County Counsel**

Mr. Joel Benton, County Counsel, began his presentation (*Submission No. 11*) by explaining the benefits to the County of having an in-house law firm. He explained the duties of his Department and the types of cases they had worked on in fiscal year 2017-2018. He addressed the need for an additional FTE, an Assistant County Counsel, which would allow for the use of less outside attorneys thereby decreasing costs and creating a source to pay for additional personnel.

**County Administration**

Mr. Harvey Bragg, Sr. Deputy County Administrator, presented County Administration's recommended budget for fiscal year 2018-2019 (*Submission No. 12*). He explained an increase in the budget graph is due to the self-insurance fund prior years being based on actual costs, budgeted years include fund balances which are not spent. He reviewed the FTEs, which are down by 2.7 percent from years prior.

**Public Comment**

No one wished to speak and Chair Rudisile recessed the meeting at 3:31 p.m. to resume on Thursday, April 12, 2018, at 9:00 a.m.

Respectfully submitted,

/s/ Dick Rudisile

Dick Rudisile, Presiding Officer/Chair

/s/ Jennifer Drake

Jennifer Drake, Recording Secretary

Approved on: 09/06/2018