

JACKSON COUNTY BUDGET COMMITTEE

Minutes
Courthouse Auditorium
April 12, 2018
9:00 a.m.

The Jackson County Budget Committee meeting was reconvened by Chair Dick Rudisile at 9:00 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

Roads and Parks

Mr. John Vial, Roads and Parks Director, reviewed the Roads and Parks Department recommended budget for fiscal year 2018-2019 (*Submission No. 13*). He began by highlighting some of the projects of the Parks and Recreation Program for fiscal year 2017-2018. These included completing a restroom remodel at Cantrall Buckley Park, designing a new marina for Howard Prairie Resort, and being approved for a grant from PacifiCorp to install solar panels to power Cantrall Buckley Park. The Southern Oregon RV Park is exceeding projections and the loan for construction should be paid off sooner than expected. He then began presenting the recommended budget for the Roads programs for fiscal year 2018-2019. He stated that each year he begins his presentation with the priority of the Department to maintain current roads system and not build new projects. With the passage of House Bill (HB) 2017 (Transportation Package) there will be funding for some long overdue projects. He reviewed how the Roads Department budget is comprised and what the money is used for. With the passage of HB 2017, the Department will be able to address some of the roads in disrepair and improve the capital construction program. Several projects will be completed between now and 2027.

Board of Commissioners (BoC)

Mr. Harvey Bragg, Sr. Deputy County Administrator, presented the Board of Commissioners' recommended budget for fiscal year 2018-2019 (*Submission No. 14*). He stated there was an increase in personnel services due to changes in salary steps. He explained how the Board of Commissioners are positions created and directed by the Home Rule Charter of Jackson County to be the executive, quasi-judicial, and legislative governing body of the County. He stated that, in his opinion, other Counties sometimes have more Commissioners but get a lot less accomplished than the County's three full-time Commissioners.

County Clerk

Ms. Chris Walker, County Clerk, explained the purpose of the Clerk's Office as it pertains to Elections and Recording. She mentioned that, due to motor voter registration, the County's number of registered voters is up by approximately 20,000 people. She explained that although the number was up due to the motor voter policy, the next election will let us know if this was effective in getting people to vote. She requested an internal audit to review cash handling in her Office as a proactive measure. She reviewed a document (*Submission No. 15*) which showed the disbursement of recording fees, noting that the majority of fees for recording are collected for the State of Oregon and a relatively small amount of revenue stays in the County in which it is collected.

Assessor

Mr. Dave Arrasmith, Assessor, presented the recommended budget for the Assessor's Office (*Submission No. 16*). He began by reviewing the goals of the Office and gave general information on the number of accounts handled by the Office. He described the programs of the Office and the tools used to efficiently conduct business. He explained the CAFFA (County Assessment Function Funding Assistance) Grant program which provides funding to his Office from fees assessed on most recorded documents and a percentage of the interest collected on delinquent property taxes. Currently the CAFFA Grant accounts for 16.5 percent of the Assessor's budget. He noted that fees are another revenue source for the Office, but that \$3,385,702 was contributed by the General Fund.

Surveyor

Mr. Scott Fein, Surveyor, explained the different programs within the Surveyor's Office (*Submission No. 17*) and explained that it is self-supporting and based completely on fees. He reviewed the staffing of the Office and noted that there is a lack of qualified personnel available as there are under 400 licensed surveyors residing and practicing in Oregon. The Office overcomes this obstacle by investing in supporting tools to aid the staff in being as efficient as possible. He described the corner repair process noting it is for the public benefit as it ensures the accurate location and division of real property. He stated that with additional new agriculture in the valley there has been increased corner requests and damage. This increase requires staff training and investment in technology. He reviewed the rest of the achievable objectives of his Office.

Chair Rudisile recessed the meeting at 10:28 a.m.

The meeting was reconvened at 10:38 a.m.

Health and Human Services (HHS)

Mr. Mark Orndoff, Health and Human Services Director, introduced Jennifer Mylenek, Executive Director, CASA of Jackson County, Inc. to present the proposed Human Service Grant Award amounts for 2018-2019 (*Submission No. 18*). Ms. Mylenek noted that this funding made it possible for these organizations to continue helping the citizens of Jackson County. She thanked the Budget Committee for their support to these community organizations.

Mr. Orndoff presented the recommended budget for the Health and Human Services Department (*Submission No. 19*). He began with noting an increase of 9.00 FTEs from the fiscal year

2017-2018 adopted budget to the fiscal year 2018-2019 recommended budget. These new positions were added in the Developmental Disabilities Program due to a State Medicaid expansion. Veterans' Services will be adding one additional staff position to focus on improving outreach efforts and coordination with local partners, which will be paid for by State lottery funds. Animal Control continues to maintain high live release rates. Public Health was awarded three grants in the last year, resulting in the funding of 3.80 additional FTEs. The Environmental Health Program completed 100 percent of inspections of licensed facilities. The Mental Health Program has eliminated 5.00 vacant positions and continues to realign with the State and coordinated care organization contracts.

Elected Officials' Salary Committee Report

Mr. Jordan reviewed the process for affixing the salaries of Elected Officials (*Submission No. 20*). This process complies with legal requirements of Oregon Revised Statute (ORS) 204.112(3), and explains the required considerations of the Elected Officials' Salary Committee. He explained the Salary Committee felt it necessary to write down their processes and adopt a plan for how the salaries are established. The Human Resources Office prepared a recommendation for the Salary Committee to consider, which includes assigning classifications based on equivalent non-represented positions. He explained two exceptions to this classification are the District Attorney, who is an employee of the State of Oregon who receives a stipend from the County, and the Sheriff who by Oregon Revised Statute must be the highest paid position in his Office. He also reviewed the qualifications for each non-represented position and how they accounted for education and experience. He reviewed a cost of living adjustment (COLA) for the Elected Officials of 2.65 percent as it was stated on the prepared Order. He stated the Salary Committee opted to not provide a meritorious increase for the Assessor, and reviewed which positions would receive the step increase and those which would also receive the COLA increase. He stated that two of the Commissioners elected to not receive their full salary. Mr. Jordan read a draft of an Order and explained changes could be made during deliberations as directed by the Salary Committee. The Order states the contingency for resignations and new appointments. He reported the Salary Committee would like to create a blue ribbon study panel to consider if the Assessor position should be an appointed or elected position.

Public Comment

No one wished to speak. Chair Rudisile closed the public comment period at 11:40 a.m. and stated that deliberations would reconvene at 1:00 p.m.

Deliberations

Chair Rudisile reconvened the meeting at 1:00 p.m. He reviewed a list of items he wished to deliberate on, which included the Elected Officials' Salary Report, the Salary Committee recommendation of a blue ribbon study panel to review elected positions, the Continuum of Care request, and fees for the Development Services Department. The Budget Committee reviewed Proposed Order No. 73-18 in the matter of approving the 2018-2019 fiscal year Elected Officials' salaries for Jackson County, Oregon, as recommended by the Elected Officials' Salary Committee.

Ms. Sevcik made a motion to approve Order No. 73-18 in the matter of adopting the 2018-2019 fiscal year elected officials' salaries for Jackson County, Oregon, as recommended by the Elected Officials' Salary Committee. Mr. Morris seconded the motion.

Commissioner Roberts commented that she appreciated the Salary Committee's recommendation and the process, the step increase and COLA together would be about an 8 percent salary increase. She would like to entertain the possibility of keeping the step increase and COLA increase separate not in conjunction. Mr. Jordan provided some of the logic used in the past by the Salary Review Committee. If the increases are not included, the Elected Officials would not continue to be matched to their departmental counterpart. Mr. Rudisile stated the salary increase and the COLA increase are two separate issues. He reviewed some background on how the compensation plan came to be and the logic behind it. At the time, the County Clerk was making significantly more than the current Step 6. He stated that over the course of the Elected Officials' term the compensation plan now in use was less expensive compared to past salaries. Mr. Rudisile noted that only four Elected Officials would not be receiving the Step increases by the way the Order is written. Mr. Rudisile asked for further discussion and then called for a vote.

Those who voted aye: Mr. Morris, Mrs. Sevcik, Commissioner Dyer, Commissioner Strosser, and Chair Rudisile. Those who voted nay: Commissioner Roberts. Motion passed.

Mr. Rudisile stated he would like to discuss whether the position of Assessor should be an appointed or an elected position. Mr. Jordan gave a brief explanation of what was discussed in the Salary Review Committee meeting. Mr. Rudisile recommended that a committee or consultant could look into the issue for a Charter amendment. Mr. Rudisile stated that the previous attempt to have the positions changed had failed because the public did not understand the reasoning. He stated that the assessment portion is not the only qualification of the job, and that there was not an effective marketing of the ballot measure the previous time. He would like to see it looked at again. Commissioner Roberts stated that the people spoke in 2011 when they voted on the Assessor being an elected position. Commissioner Dyer stated it would not hurt to look at the idea from all angles and that since 2011 some errors during the learning process have had negative consequences as well. Commissioner Strosser stated the complexity of the job in the Assessor's Office has other aspects to be considered and that not just technical qualifications are necessary. He would also like to look into the issue a bit more. Mr. Rudisile noted that a formal motion by the Budget Committee was not needed as the Board could spend the funds from contingency if necessary and Mr. Jordan stated that each member should at least state their opinion for the record: Ms. Sevcik said not hiring someone but having a committee review would be a good idea; Mr. Morris stated that an inexpensive option would be best, but he would support it being reviewed and Mr. Rudisile was not sure how a committee would be able to find the right information to be able to understand and explain the facts.

The next item for deliberation was the request from the public to fund the Continuum of Care. Mr. Jordan gave background on how the Continuum of Care had formed, what the process for funding had been so far, and what the County assisted with. Commissioner Strosser noted he had received an email asking for funding from the County and that his concern was not having coordination between the Continuum of Care and the local non-profits. He stated it is a community wide issue, but it would be helpful to have more information prior to a request for funding being made. Commissioner Dyer noted that a formal request would be needed before the County could disburse funds and, until needs are ascertained, it is hard to recommend a funding option. Commissioner Roberts noted that there is a list of Human Services Grants already given and

more information would be needed to ascertain if the Continuum of Care fit within the County's overall priorities. Mr. Rudisile agreed with Commissioner Roberts and moved on to the next item for deliberation.

Mr. Rudisile asked Mr. Jordan to further explain a discussion about Development Services' fees as part of the budget process. Mr. Jordan explained that it was not solely a Development Services issue but it is a good example. The Budget Committee expects the Department to pay for itself and there is no way for that to happen without the fees being enough to cover costs. Each year, when the Board of Commissioners adopts the fees, there is discussion regarding the need of an increase. Mr. Jordan asked that if the Budget Committee feels that if the departments are required to meet their budget targets, the fees to allow them to do this should be adjusted accordingly to aid that process. Mr. Morris suggested that calculating fees prior to budget approval would alleviate this problem. Discussion Followed.

Mr. Morris made a motion to approve Order No. 74-18 in the matter of approving the 2018-2019 fiscal year budget for Jackson County, Oregon, as recommended by the County Administrator. Ms. Sevcik seconded the motion.

Those who voted aye: Mr. Morris, Mrs. Sevcik, Commissioner Dyer, Commissioner Strosser, Commissioner Roberts, and Chair Rudisile.

Chair Rudisile adjourned the meeting at 2:23 p.m.

Respectfully submitted,

/s/ Dick Rudisile
Dick Rudisile, Presiding Officer/Chair

/s/ Jennifer Drake
Jennifer Drake, Recording Secretary

Approved on: 09/06/2018