

JACKSON COUNTY BUDGET COMMITTEE

Minutes
Courthouse Auditorium
April 18, 2019
9:00 a.m.

The Jackson County Budget Committee meeting was reconvened by Chair Craig Morris at 9:00 a.m. in the Courthouse Auditorium, Medford, Oregon. Roll call was taken.

Present: Mr. Craig Morris, Presiding Officer/Chair, Budget Committee; Mrs. April Sevcik, Budget Committee; Mr. Dick Rudisile, 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 2019-2020 (*Submission No. 14*). He began by reviewing highlights of the Parks Program budget. The Parks Program continues to have financial stability, and the Southern Oregon RV Park is continuing to exceeding projections and the loan for construction should be paid off sooner than expected. He made note of many successful projects throughout the year, which includes continuing the Howard Prairie Utility Replacement Project to meet electrical and water regulations, a partnership with the Community Justice Department to keep the Bear Creek Greenway cleaner, and a solar array was installed at Cantrall-Buckley Park. The solar array was funded by the Blue Sky Project and provides 75 percent of the power needed for the park. He then began presenting the recommended budget for the Roads programs for fiscal year 2019-2020. 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. Capital road projects have begun and two have been completed. Lozier Lane and Table Rock Road are complete and other projects will begin to address narrow roads with poor alignments, little margin of safety, and high crash rates.

Board of Commissioners

Mr. Harvey Bragg, Sr. Deputy County Administrator, presented the Board of Commissioners' (BoC) recommended budget for fiscal year 2019-2020 (*Submission No. 15*). Cost for this

Program is charged to all County departments or all County funds. He stated there was an increase in personnel services due to changes in salary step increases, this is indicative of many departments which personnel services is the highest category. There are 5.50 full-time equivalent (FTE) positions included in the Board of Commissioners' Office: three Commissioners and support staff members. 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 explained the Board of Commissioners' budget authorizations and other authorizations given to the County Administrator by the Board. The Board is required to sign all property sales. Mr. Bragg thanked the Board for their service to the County and asked the Commissioners to speak to some of the initiatives they are working on. Commissioner Roberts spoke about a resolution written by the Board to be presented to the National Association of Counties, which will be formally adopted in July about fire policies.

Mr. Jordan noted the cost of the solar project at the Airport for comparison with Mr. Vial's presentation about the solar project at Cantrall-Buckley Park.

County Counsel

Mr. Joel Benton, County Counsel, explained the responsibilities of County Counsel serving as in-house advocates and advisors to the County's Elected and Appointed Officials and departments (*Submission No. 16*). County Counsel represents the County in all litigation matters, administrative hearings, and in labor relations. Currently there is one vacant position for an Assistant County Counsel, which will hopefully be filled after law school graduations, but finding qualified candidates can be difficult in a very competitive field. He reviewed the revenue sources with the majority of revenue coming from transfers for services provided to other departments, which are based on the percentage of use by a department. Risk Management and litigation matters are billed at an hourly rate on a case by case basis. The hourly rate is much less than would be charged by an outside firm for the same services. The Department budget is 90 percent of expenses for personnel and 10 percent for materials and services. He reviewed the cost efficiency of in-house counsel versus outside counsel compared to the Medford and Portland area's attorney fees. He reviewed new performance measures for his Department which were instituted in fiscal year 2018-2019 and which include a client satisfaction survey, having contracts reviewed within three days, and County-related litigation being handled in-house. The Department has successfully achieved the measures for one year and is expected to continue to meet these objectives. Mr. Morris thanked Mr. Benton for instituting the performance measures for his Department.

Assessor

Mr. Dave Arrasmith, Assessor, presented the recommended budget for the Assessor's Office (*Submission No. 17*). 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 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 a change in the budget due to how tax penalty fees are accounted for and reviewed the revenue and expenses for his Office. The Office has 33.50 FTEs and no additional FTE will be added through fiscal year 2019-2020.

Surveyor

Mr. Scott Fein, Surveyor, explained the different programs within the Surveyor's Office (*Submission No. 18*) 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 and stated that wildfire caused the loss of monuments increasing workload to replace these as they are found.

Chair Morris recessed the meeting at 10:37 a.m.

The meeting was reconvened at 10:45 a.m.

Human Service Agencies/Special Requests

Mr. Mark Orndoff, Health and Humans Services Director, introduced Jennifer Mylenek, Executive Director, CASA of Jackson County, Inc. to present the proposed Human Service Grant Award amounts for 2019-2020 (*Submission No. 19*). 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.

Health and Human Services

Mr. Orndoff presented the recommended budget for the Health and Human Services (HHS) Department (*Submission No. 20*). He began by reviewing the operating budget for fiscal year 2018-2019 compared to the fiscal year 2019-2020 recommended budget. He submitted the Flash Report which is sent out by the Department monthly (*Submission No. 21*). The total operating revenue is \$25,626,280 and has fewer FTEs due to a change in ownership at the Westwind Facility, which is currently staffed by County employees but under new ownership and will become a private facility. The number of staff is lower, but is in direct proportion to some changes in programming in Public Health and the closing of this facility. Animal Control continues to maintain high live release rates but is quickly spending down its endowment and will need a plan for sustainability going forward. Due to changes in the health care system, fewer people are using County reproductive health services. The State no longer requires the County to provide these direct services and the funds can be used to support other services. These funds will be shifted to target case management in maternal child health and the Nurse Family Partnership, which are services solely provided by the County that people cannot receive elsewhere. He reviewed the rest of his Department highlights noting a staffing decrease in Veterans' Services.

Elected Officials' Salary Committee Report

Mr. Jordan reviewed the process for affixing the salaries of Elected Officials (*Submission No. 22*). 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 3.53 percent consistent with the COLA that Jackson County non-represented management and confidential employees will receive. He reviewed which positions would receive the step increase and those which would also receive the COLA increase. He stated that one 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.

Public Comment

No one wished to speak.

Chair Morris closed the public comment period at 11:23 a.m. and stated that deliberations would reconvene at 1:00 p.m.

Deliberations

Chair Morris reconvened the meeting at 1:00 p.m. He called for discussion of the Sheriff's proposal for pre-hiring and staffing. He asked Mr. Jordan to explain the fund the Sheriff was asking for and how it related to budget law. Mr. Jordan stated that there were a few issues with the plan, especially if the plan did not account for the fact that training could cross over fiscal years. He explained that, currently, the Sheriff could request more money from the Budget Committee if needed and a one-time addition of a FTE could be added if necessary for hiring and training, but a fund like this would really be an operating expense that would need to be a part of the operating budget. Past policy of the Budget Committee is not to hire unless there was a vacant position. Mr. Jordan noted that law enforcement does have a longer training time, but this can be accounted for, and hiring can be adjusted accordingly; nothing prohibits hiring within the budget target. Mr. Morris thanked Mr. Jordan for the clarification and the Budget Committee members stated their reasoning for not supporting this request.

Mr. Morris asked if there were any other topics for deliberation. There were none.

Ms. Sevcik made a motion to approve Order No. 58-19 in the matter of adopting the fiscal year 2019-2020 Elected Officials' salaries for Jackson County, Oregon, as recommended by the Elected Officials' Salary Committee. Mr. Rudisile seconded the motion.

Chair Morris reviewed the process and discussion of the Elected Officials' Salary Committee and explained how the process has evolved over the years to solidify how Elected Officials' salaries are determined. Commissioner Roberts stated that the process may not be sustainable. Mr. Jordan explained that the Elected Officials' salaries have only been adjusted by inflation since 2008 and that Mr. Morris noted that the current plan pays appropriately for the position and that is evidenced by how well the County is run, due to being able to have the most qualified individuals run for office.

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

Mr. Morris clarified there were no other topics for deliberation about the recommended budget. There were none.

Mr. Rudisile made a motion to approve Order No. 59-19 in the matter of approving the 2019-2020 fiscal year budget for Jackson County, Oregon, as recommended by the County Administrator. Commissioner Strosser seconded the motion.

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

Chair Morris adjourned the meeting at 1:29 p.m.

Respectfully submitted,

/s/ Craig Morris
Craig Morris, Presiding Officer/Chair

/s/ Jennifer Drake
Jennifer Drake, Recording Secretary

Approved on: 11/19/2019