

**MINUTES FOR THE
JACKSON COUNTY BUDGET COMMITTEE MEETING**

April 13, 2021

The Jackson County Budget Committee meeting was called to order by Chair Craig Morris at 8:30 a.m. by videoconference. Roll call was taken.

Present: Craig Morris, Chair; April Sevcik, Budget Committee Member; John Rachor, Budget Committee Member; Rick Dyer, Commissioner; Dave Dotterer, Commissioner; and Colleen Roberts, Commissioner

Staff: Danny Jordan, County Administrator; Harvey Bragg, Senior Deputy County Administrator; Traci Carrier, Budget Analyst; Jennifer Drake, Recording Secretary

Members of the Public and Press

Chair Morris spoke about the videoconference format of the meeting and read a statement for the benefit of the public relaying the different ways in which to participate in the Budget Committee meetings, and the options available to provide public comment.

Airport

Mr. Jerry Brienza, Airport Director, presented the recommended budget (*Submission No. 1*) for the Airport. He reviewed the service level accomplishments and stated that, despite the COVID-19 pandemic, the Airport was able to maintain all service routes and gained four new ones. He explained that the Airport provided a program to defer hangar and advertising rents to help others affected by the pandemic, but did not waive any rents so they will eventually be collected. Phase 2 of the Taxilane Rehabilitation Project is now complete. The Airport was awarded five Federal Aviation Administration (FAA) grants totaling \$23,999,738. Mr. Jordan clarified that these grants are reimbursements for expenses. Mr. Brienza then reviewed the economic development at the Airport throughout the year, which included an expansion of the Airport footprint due to Million Air building a new fuel farm. He then reviewed revenues and expenses for the coming year. Overall, the budget has increased, but much of that will be reimbursed through FAA grant programs. The Airport fund has \$4,500,000 in reserves; passenger facility charges will be \$4.39 per person, and customer facility charges will be \$3.00 per person. He reviewed the number of passengers traveling throughout the pandemic and noted that travel is trending upward, but is not near the 2019 numbers. A few flights were lost from the Portland area, but four new destinations were gained to San Diego, Orange County, Los Angeles, and Burbank, California. Commissioner Dyer stated that the Airport budget is complex and commended Mr. Brienza on managing through many crises over the past year. Commissioner Roberts commented on the addition of a Type I Helicopter being located at the Airport for the Oregon Department of Forestry.

Sheriff

Sheriff Nathan Sickler began his presentation (*Submission No. 2*) by reviewing the Sheriff's Office Mission and Values, and how his Office utilizes them throughout the organization. He reviewed the Sheriff's Office goals that were instated when he became Sheriff, and will continue to be the main goals of the Office. He provided the highlights for 2020 and noted how challenging the year was with the COVID-19 pandemic, September fires, and many social justice issues. There were no employees seriously injured throughout the year, even during fire evacuations and two deputy-involved shootings. Jail operations were impacted by COVID-19, and the jail had to operate at 75 percent capacity to be able to follow COVID-19 protocols. He reviewed the calendar year accomplishments, which included working with community and public safety partners to minimize the loss of life during the Alameda Fire and streamlining the recruitment process to minimize the time it takes for vacancies to be filled.

Mr. Rachor asked about the increased number of full-time equivalent (FTE) positions, and Mr. Jordan explained that the projected increase was based on last year's adopted budget and anticipated revenues from the Justice Court. Current COVID-19 impacts will affect the Sheriff's ability to increase FTEs, which will be adjusted accordingly if needed. Mr. Jordan added that he anticipates some expenditures from the fund balance to support patrol coverage in the rural areas of the County, which are vital to the success of the Sheriff's Office programs. Sheriff Sickler reviewed a breakdown of staffing and noted an increase in the number of volunteers; he then reviewed the number of sworn and non-sworn personnel.

Chair Morris asked what the staffing vacancies could be attributed to Sheriff Sickler stated the vacancies are mostly created by retirements, but a workflow has been created to recruit for anticipated vacancies by maintaining hiring pools of eligible applicants. He explained the Office's use of cultural agility training, and that a consultant is developing a curriculum for cultural agility training that is more specific to law enforcement. Completing the training will possibly include overtime or, if able on-duty training. Important training will be a large portion of the budget and will be mandatory for the entire organization, beginning with sworn staff and then administrative staff. He would like to also include secondary staff. Mr. Rachor asked if more staff was needed to address the homeless situation and illegal marijuana grows. The Sheriff explained that there is always a need for additional staff, but working within the budget target is manageable and no services have lessened. Mrs. Sevcik asked how employee wellness was measured. The Sheriff explained that he utilizes surveys conducted by Ethos Consulting, LLC to ascertain employee satisfaction with their work environment. The Office also utilizes the services of CenterPoint Leadership Services to provide an interdepartmental wellness program, which helps monitor staff and keep on top of it with good communication. Commissioner Dyer asked about the partnerships that may be available to help with issues related to illegal marijuana. The Sheriff explained that there is coordination with the Oregon State Police, Josephine County Sheriff's Office, and the Medford Area Drug and Gang Enforcement (MADGE) team, which generally focuses on drug trafficking but they do aid in some marijuana cases. Homeland Security and the Federal Drug Enforcement Agency (DEA) also work on the task force when needed.

Justice Court District

Judge Damian Idiart presented the fiscal year 2021-2022 recommended budget to the Budget Committee (*Submission No. 3*) for the Justice Court District. He explained that the number of cases dropped this year due to the COVID-19 pandemic and fires; agencies were not out focusing on issuing citations. The budget will remain the same this year. He reviewed new legislation and

how it may affect the court; although, it has not so far. He then noted that Ballot Measure 110 decriminalized drug offenses, which may increase the number of cases handled by the Justice Court. There were no questions from the Budget Committee.

District Attorney

Ms. Beth Heckert, District Attorney, presented the fiscal year 2021-2022 recommended budget (*Submission No. 4*) for the District Attorney's Office. She stated that there are 54.00 FTE positions in the Office, of which 23 are attorneys. The Office is completely dependent on the General Fund. She reviewed the Office's accomplishments for 2020; 7,337 criminal cases were filed, consulted with Jackson County Health and Human Services Department (HHS) on approximately 300 cases, and completed 47 civil commitment hearings. There were 20 jury trials with an overall conviction rate of 84 percent; this number is less due to court being closed for jury trials for many months. She noted that the Chronic Failure to Appear Program is showing some overall effectiveness and should bounce back as the jail begins to have more beds available. She reviewed some legislative items and how they would affect the Office operations. She explained that Senate Bill 191 would require every person on a Measure 11 sentence to get a hearing and would increase the workload for the Victims' Assistance Program and Criminal Division. She also noted that Ballot Measure 110 would cause a case referral decrease, due to there being no possession cases; the Office will be tracking data about property crimes related to the passing of this Measure. There was an increase in domestic violence throughout the COVID-19 pandemic. Chair Morris asked if she was anticipating an increase in child abuse cases now that kids are back in school. She responded that many referrals are usually at school or youth programs and there has been a notable increase since kids have gone back to school.

Community Justice

Mr. Eric Guyer, Community Justice Director, began his presentation (*Submission No. 5*) by describing the essential functions of Community Justice. He highlighted several recent successes and provided details about the diversion program, wildland firefighting program, and juvenile peer support program. He spoke about the impacts of community-wide collaborations and how the multi-agency coordination of services has had a positive effect at many levels. He reviewed the impact of Ballot Measure 110, which will decrease the number of people on supervision; fewer people means fewer State funds. He stated that there is concern that this limits the opportunity for addicts to engage in a treatment program; as it stands, alcohol has higher punishments. There will also be a decrease in the number of work crews due to the decrease in supervision. Chair Morris noted that the Mr. Guyer had mentioned cultural agility training and wanted to state his appreciation for the active role the departments are taking in preparing their employees with this vital training. Mr. Rachor asked why there was a decrease of 8.00 FTEs. Mr. Guyer explained that these were due to retirements and not filling the vacancies due to the decrease of funding that will occur because of Ballot Measure 110.

Development Services

Mr. Ted Zuk, Development Services Director, presented the recommended budget for Development Services (*Submission No. 6*). He began by reviewing the overall Department organization, goals, and how performance measures are used to assess if goals are being met. He reviewed some accomplishments for the year, including the implementation of a new electronic plan review system which allows for submission and review of plans to be reviewed electronically. He explained the Community Development Fee, which is based on appraisal and

causes an increase to this fee. He then reviewed expenditures. The Department has 37.00 FTEs, 13 in each of the Building and Planning Programs. He noted that the number of clients served at the counter was down due to the COVID-19 pandemic; the Department has remained open but can only serve a limited number of people at a time. The number of customers helped by phone and email has increased substantially. He reviewed the Development Services budget by program, and explained a few of the more significant changes which may include Urban Growth Boundary updates for a couple of cities. He noted an expected increase in workload due to land use applications and the wildfire rebuilding in Phoenix and Talent.

Mr. Rachor said he is concerned with Code Enforcement having only 6.00 FTEs, and only 3.00 of which are Officers. He asked if that was a realistic number of staff members for hemp and marijuana cases due to the need for more enforcement. Mr. Jordan clarified that there is no way to provide the staff that is needed when the resources have been taken back by the State. Code Enforcement cannot support itself in fees. Commissioner Dyer stated that marijuana funding was cut approximately 75 percent. Hemp is regulated by the Oregon Department of Agriculture, which has no enforcement program. He also inquired if the staff would be available in the Planning Program to assist with the increase expected from the wildfire rebuilding process. Mr. Jordan explained that there is a shortage of certified planners to work in government offices due to the better payment plans afforded by private planning offices.

At 10:36 a.m. Chair Morris recessed the meeting for five minutes. At 10:41 a.m., Chair Morris reconvened the Budget Committee Meeting.

County Clerk

Ms. Chris Walker, County Clerk, began her presentation by explaining the current and upcoming activities of the Clerk's Office, including the election processes. She reviewed the revenues and expenditures for the fiscal year 2021-2022 recommended budget. She explained the various changes to Office operations based on the COVID-19 pandemic. She stated that County Internal Audit confirmed that staffing in her Office is at appropriate levels for the current workload. Document recordings have seen a steady increase and are currently exceeding last year's totals. She noted that revenue is dependent on mortgage loans, housing sales, and the general state of the economy, as well as election costs.

Finance

Ms. Shannon Bell, Finance Director, presented the recommended budget for Finance (*Submission No. 7*). She explained that the City of Phoenix lost its entire accounting staff and her staff has been helping with transactional duties. These duties have just been transferred back to newly hired staff which she has helped the City train. Now she will begin to assist the City with Federal Emergency Management Agency (FEMA) reporting and their budget.

Ms. Bell reviewed the Treasury portfolio and explained that the Taxation and Property Management Programs have been extremely busy due to tax adjustments for fire. She explained that there has been extreme turnover in the Department. Normally there is a staff of six in Taxation and, recently, they have been operating with a supervisor and 1.50 FTEs, but have been able to meet office demands. She explained that her office also processes the tax statements for Curry, Douglas, and Klamath Counties, as well as processing for Jackson County, and finding innovative ways to socially distance, such as using a drive-up window for the citizens to pay their tax bills. There were no questions for Ms. Bell from the Budget Committee.

Expo

Ms. Shannon Bell, Finance Director, provided the Expo's recommended budget presentation (*Submission No. 8*). Ms. Bell began by highlighting the key events during the previous fiscal year, which looked different due to COVID-19 and wildfire assistance. She explained that, instead of being an event center, the Expo had shifted to assist in personal protective equipment distribution, shelter for fire victims, location of a COVID-19 vaccine clinic, and FEMA staging area. These activities have sustained the Expo. This year's recommended budget includes the typical yearly events and a break-even analysis, knowing that not all events will be allowed to occur. The budget includes anticipated continued revenue from FEMA and the vaccine clinic. The budget is extremely conservative, providing for fixed expenses and for revenue as it becomes available. She reviewed the financial aspects of the Department, and gave an overview of the challenges and opportunities for fiscal year 2021-2022.

Chair Morris invited Ms. Helen Funk, Expo Director, to present some information about the FEMA community vaccination clinic. Ms. Funk described the clinic's processes and explained that every County department has worked at the EXPO this year. She stated that the Expo is financially stable and she is happy to not require assistance after being closed down for over a year.

Information Technology

Mr. Mark Decker, Information Technology (IT) Director, presented the IT recommended budget (*Submission No. 9*). He explained the two Programs of this budget; Computer Replacement Fund and Information Technology Services. He spoke about accomplishments during fiscal year 2021-2022 and gave information on the impacts of, and response to, COVID-19. He explained that, in the coming fiscal year, there will be an investment made in necessary network upgrades, and COVID-19 telecommuting support will continue. He explained his Department's contribution to the wildfire response in setting up emergency systems and providing onsite geographic information system (GIS) support. IT also built the Rogue Valley Rebuilds website and staff continues to update accordingly to help those citizens throughout the fire recovery effort. He explained a reduction in 1.00 FTE was due to a reorganization after a retirement.

Mr. Rachor asked if all computer system purchases are reviewed by IT. Mr. Decker explained that his Department reviews all significant technology purchases for compatibility, and to get better purchasing power. Chair Morris asked Mr. Decker to explain the County's personal data policy. Mr. Decker explained that the County website only provides public information and that no personal information is ever sold to other organizations. Mr. Jordan explained that there was discussion after the Administrator reviews pertaining to software upgrades in the Assessor's Office, which include GIS data that is necessary for other County departments. The use of the data by the County will need to be discussed in the future by the Budget Committee, as there will need to be a solution of how to pay for the necessary staff to provide the information to other departments, not only the Assessor's Office; and to consider the information for more broad use.

There were no additional questions from the Budget Committee; however, Commissioner Dyer spoke about the seamless transition provided by IT for the County during this challenging time, and the outstanding efficiency in setting up all of the remote access options.

County Administration

Mr. Bragg, presented the County Administration's (CAO) recommended budget for fiscal year 2021-2022 (*Submission No. 10*). He explained an increase represented on the budget graph, which is due to Ending Fund Balance and Reserves. Materials and Services are higher but some risk management budgets are included in the CAO budget. Actuarials were adjusted to make sure the County can meet its insurance payments. This budget includes the Self-Insurance Fund, which must be budgeted for, including an actuarial liability which, in most cases, is not spent. He then reviewed all of the components in the CAO budget which showed the dollar amount for each component, noting that FTEs are increasing by one in the Emergency Management Program. He explained that 3.00 FTE positions will be filled and are in the process of recruiting. He reviewed all the portions of the County Administration budget and explained that Risk Management-General and Auto liability is the largest portion of the budget. Chair Morris commended the County's use of self-insurance, which has saved the taxpayers considerable amounts of money.

Chair Morris noted that the Elected Officials' Salary Committee established by Oregon Revised Statute will meet at noon to develop a recommendation for the Budget Committee to consider during deliberations on Thursday, April 15, 2021. He explained that public comment would be accepted at 9:00 a.m., and then again at the end of department presentations, prior to deliberations.

Chair Morris recessed the meeting at 11:30 a.m., to reconvene on Thursday, April 15, 2021, at 9:00 a.m.

Respectfully submitted,

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

/s/ Jennifer Drake
Jennifer Drake, Recording Secretary

Approved on: 11/18/2021

Due to the existing novel coronavirus (COVID-19) pandemic and the need to promote physical distancing, the Jackson County Budget Committee is conducting meetings through electronic and telephonic means. On April 6, 2021, the Jackson County Budget Committee approved Order No. 49-21 authorizing the use of their electronic signatures on Orders and other documents. Following the motion and roll call vote, Chair Morris authorized the use of his electronic signature on these minutes of April 13, 2021.