



# Management Update Summary Minutes

Monday, March 16, 2015, 9:00 a.m.  
Courthouse Square, 555 Court St. NE, Salem  
5th Floor, Suite 5232, Silverton Conference Room

## ATTENDANCE

John Lattimer, Kevin Cameron, Janet Carlson, Sam Brentano, Gloria Roy, Laurie Steele, Jeff White, Jeff Bickford, Russ Dilley, Barb Young, Tamra Goettsch, Ted Schuster, Jolene Kelley, Rich Minaker, Chris Baldrige, Pam Hutchinson, Alan Haley, Caron Galvin-Price, and Gordean Ash as recorder.

## Guests

Christine Diacetis, Moonstone Hotel Properties  
Naomi Dwyer, Oregon Garden Foundation

Chief Administrative Officer John Lattimer called the meeting to order at 9:00 a.m.

## INFORMATIONAL

### **Butte and Cougar Court Pedestrian Pathway**

#### *Summary of Presentation:*

- Commissioner Carlson distributed an e-mail that had been sent to Sheriff Myers;
- Mr. Bill Thompson had requested the pathway closed. Mr. Thompson was told that this is now an enforcement issue;
- Julia Uravich informed him that the only option was a vacation application;
- Public Works received a citizen complaint from Mr. Bill Thompson;
- Closing the pathway:
  - Pros:
    - Reduce crime;
    - Reduce graffiti;
    - Officer safety; and
    - Eliminates escape routes.
  - Cons:
    - Will affect children that walk to school; and
    - Diverts walkers to State Street.
- Residents polled:
  - Use the path:
    - Four yes and 21 no.
  - Support closing the path:
    - 22 yes, one no, and two abstain.
- Hurdles:
  - \$2,500 non-refundable vacation application fee;
  - Clerk fees; and
  - May impact a future intersection and school district.

- The county will not entertain waiving the \$2,500 application fee;
- Sheriff Myers requested the possibility of using the Community Fund for the application fee;
- Commissioner Carlson would like to see Public Works and Sheriff's Office staff to have a discussion to solve the path problem and lay out options; and
- The issue will come back to Management Update.

### **Request to Reuse Ash**

#### *Summary of Presentation:*

- Public Works have received viable options from three companies to reuse the ash:
  - One company is looking to pull more metal out of the ash;
  - One company wants to use the ash in concrete projects; and
  - One company wants to use in road beds.
- All three companies will need to submit a Request for Proposal (RFP) and the timeframe will be four to six months:
  - Public Works is working with Finance to create the RFP; and
  - Once the company has the ash, liability will stay with them.

### **Building Inspection Fee Schedule Proposed Updates**

#### *Summary of Presentation:*

- Propose special permit fee for single family dwelling:
  - The fees will essentially be the same and work better with the system.
- Will schedule a work session.

### **Moonstone Hotel Properties & Oregon Garden Foundation Presentation**

#### *Summary of Presentation:*

- The Oregon Garden budget has been reviewed and approved in February 2015;
- The garden is thriving garden for those who appreciate nature;
- There has been a 20 percent increase in attendance, tours and revenue increase in all departments;
- Capital expense for repairs will be necessary in 2015;
- A positive aspect to be noted is the increase in longevity of staff;
- The volunteer program has increased to 300 volunteers;
- There are new group tours, such as the Shakespeare tour, the Bible Tour and new events;
- Marketing has increased sponsorship from \$23,000 to \$56,000;
- Christmas in the Garden has expanded from 11,000 to 22,576 guests;
- Gift shop sales increased 12.6 percent;
- Café sales increased 16.82 percent and the café is using property-grown seasonal produce;
- Creating a brochure was suggested;
- Development Director to be hired with set goals and projections; and
- A work session is scheduled the end of May 2015 to explore details.

### **Fiscal Year 2014-2015 Supplemental Budget (See Attachment A)**

#### *Summary of Presentation:*

- Jeff Minaker presented the 2014-2015 Supplemental Budget (see attachment A); and
- Will present at Board Session on Wednesday, March 25, 2015.

## LEGISLATIVE UPDATE

### **Public Health Legislative Issues**

- Regulatory bills:
  - House Bill 2546a, E-Cigarettes:
    - Treat the same as cigarettes and prohibit sale to minors.
  - Marijuana:
    - Restrict use of infants and toddlers; and
    - Treat all cigarettes the same.
  - Public Health funding for preventable diseases decreased over the last 10 years;
  - House Bill 3100/Senate Bill 663. Modernization of Health Care is a concern:
    - They ran out of time for their presentations due to the questions;
    - There are serious amendments required to this bill and funding is a concern;
    - There is a strong voice needed to address the following:
      - The membership of the public health advisory board has gone from half local and half state to one local health person, one academia person and two state people decreasing the local power of representation on the board;
      - Oregon Health Authority will have complete authority to set rules on funding formulas;
      - Opt out on mental health is now silent;
      - HB3100 was voted on at Association of Oregon Counties (AOC) in a block, it was not known what issues it included;
      - The AOC Human Services Committee would support legislation and they didn't mean the bill. The support would be to the extent that they aligned with the task force recommendations. No obligation to support otherwise.
      - There is concern that this will slide through and passing with no funding; and
      - All will check with others to speak clearly and strongly concerning the issues.

## OTHER

### **Legal Counsel Gloria Roy**

- Explained the change in policy for protected leave:
  - Did not document the return to work case; and
  - Change verbiage to state, Human resources will meet with employee.
- Changed the contact information on the Americans with Disability Act policy to Justine Flora and updated the current address.

## ACTION

### **CONVENED IN EXECUTIVE SESSION**

**MCEA Temporary Employee Negotiations  
Pursuant to ORS 192.660(2)(d)**

### **ADJOURN AND RECONVENE MANAGEMENT UPDATE**

## COMMISSIONERS COMMITTEE ASSIGNMENTS and UPDATE

### **Commissioner Kevin Cameron**

- Testified on the flashing light bill on Monday, March 9, 2015:

- Would add a flashing light at Cloverdale School.
- Met with Bill Dalton to set up a meeting with the Sheriff's Office about the jail;
- Chaired the Economic Development Advisory Board meeting; and
- Toured Oregon Ballistic Lab with Nick Harville.

**Commissioner Janet Carlson**

- Tootie Smith sent a memo wanting the county commissioners to pass a resolution supporting the repair and reopening of the Willamette Falls Locks:
  - Commissioner Cameron stated the Willamette National Heritage would include the Willamette Locks.
- Commission Carlson asked about the empty office space on the first floor of Courthouse Square:
  - The space is being used for the Clerk's Office and their election storage.

COMMUNICATIONS UPDATE

Jolene Kelley, Public Information Coordinator, gave current updates.

**Meeting adjourned at 11:30 a.m.**

## **Attachment A**

### Management Update Presentation Notes March 16, 2015

The third supplemental budget of fiscal year 2014-15 decreases the total budget by \$8,155,521. Ten funds have total budget changes, and five have only offsetting shifts between categories. Each supplemental budget this year has been unique regarding the nature of budget changes. This supplemental has primarily minor budget increases and two major budget decreases.

I will review all budget changes. I will state all amounts to the nearest thousand dollars.

p.3 A General Fund summary. Note that the total budget will increase \$9,000, which is a net of changes in two departments and the non-departmental part of the fund.

p.9 For the General Fund a notable increase is the Community Services Department budget which has \$34,000 added to Materials and Services. \$28,000 is for Rentals to cover the OSU Extension Services lease in a new location and \$1,000 is for legal notices associated with proposed Extension Service District public hearing procedures. Supporting costs for new positions include \$5,000 for computer software and hardware and supplies.

p. 11 The Sheriff's Office General Fund budget will decrease \$46,000. Other Revenues will increase \$3,000; this is earnings from recycling brass bullet casings. This revenue is allocated to Materials and Services in Supplies for replacement ammunition purchases. General Fund Transfers will decrease \$49,000. This is achieved through a like decrease in Materials and Services in Rentals for fleet leases due to a reduction in charges. The reduction in General Fund Transfers will free up funds that are utilized in the General Fund Non-Departmental budget to transfer \$44,000 funds to the Fleet Management Fund.

p.12 General Fund Non-Departmental budget will increase \$21,000. \$16,000 is the result of a reduction in transfers to General Fund departments, and \$5,000 is from a transfer from the Children and Families Fund for the purpose of reallocation to the Community Services Department General Fund. Contingency is reduced \$79,000. These funds along with the additional revenue total \$100,000 which is allocated to Transfers Out: (1) \$44,000 to the Fleet Management Fund for a pickup truck for Sheriff forest patrol services; (2) \$40,000 to the Capital Improvement Projects Fund for a Juvenile Detention Center interior wall painting project; (3) \$15,000 to the Juvenile Grants Fund for contracted services for a model for intensive in-home services for juveniles; and (4) \$1,000 to the Non-Departmental Grants Fund to balance and close out the Striking Out Meth project.

p.13 The Capital Improvement Projects Fund budget will increase \$42,000 from a \$40,000 General Fund transfer and a \$2,000 Public Works Fund transfer. The two amounts will be allocated to the Juvenile Detention Center for interior painting and to the Sheriff's Office repeater station channel 3 improvement project, respectively.

p.14 The Central Services Fund Board of Commissioners' Office portion of the budget will not change in total; there is a shift of \$33,000 from Personnel Services derived from vacancy savings to several Materials and Services sub-categories, notably \$24,000 for

contracted services mainly for strategic planning, graphic design and administrative consulting. *Commissioner Carlson asked for a rewrite in the detail about to properly identify who was / will make what trips to Washington and Baltimore.*

p.15 The Children and Families Fund budget will increase \$36,000. The increase is made up of an additional \$12,000 in Intergovernmental State Health Families Program grant funds and \$24,000 increase in Other Revenues donations. The state funds are allocated to Personnel Services to cover portions of two staff salaries. The donation funds are allocated to Materials and Services for Contracted Services for community resource database system work (\$10,000) and Miscellaneous meetings (\$1,000) and special programs for reentry client needs and services (\$13,000).

p. 17 The Community Corrections Fund budget will remain unchanged with offsetting \$21,000 shifts from Materials and Services to Personnel Services. Contracted Services with an outside provider for mental health evaluation will be reprogrammed to augment savings in temp wages in order to add one each Parole and Probation Deputy and Mental Health and Evaluation Specialist position.

p.18 The Dog Control Fund budget will increase \$6,000 due to revenue received from a fundraising event. The funds are allocated primarily to cover the cost of two mobile tablets, keyboards and air cards for dog control officers and for lease of a computer printer.

p.19 The Environmental Services Fund budget will not change. Contingency is reduced \$4,000 and re-allocated to Materials and Services Contracted Services for handling additional waste that needs to be hauled to a landfill.

p.20 The Facility Renovation Fund budget will decrease \$5,000,000 in Financing Proceeds revenue as further financing for projects is not needed at this time. Capital Outlay is reduced by \$9,495,000 as this funding is not required for current year expenditure plans. Ending Fund Balance is increased \$4,495,000 and will be carried forward to next fiscal year to continue major projects.

p.21 The Fleet Management Fund budget will increase \$44,000 from a General Fund Transfer and the funds are allocated to Capital Outlay to purchase a truck for the Sheriff's Office forest patrol. Contingency is reduced by \$7,500 and the funds re-allocated to Capital Outlay for outfitting costs of the flagger truck.

p.22 The Health Fund budget will decrease \$3,345,000. This almost entirely due to a decrease in Intergovernmental Local revenue from the Mid-Valley Behavioral Care Network ("BCN"). Management and oversight of the mental health outpatient provider panel contracts have been transferred from the Health Department to the BCN. Therefore, there is a like decrease in Materials and Services Contracted Services.

p.24 The Juvenile Grants Fund budget will increase \$15,000. An additional General Fund transfer of this amount will be allocated to Materials and Services for contracted services for technical assistance in a planned partnership with Multnomah County to develop a model for intensive in-home services for youth in the juvenile system.

p.25 The Non-Departmental Grants Fund budget will not change, there is only a shift between categories. Slightly more than \$1,000 in General Fund Transfers will backfill a shortage in special donations revenue as the Striking Out Meth as the program has move to an internal agency to manage. The General Fund transfer covers the balance of expenditures from the last public event and allow the program to be closed.

p.26 The Parks Fund budget has only a shift between categories. Contingency is reduced by \$14,000 in order to allocate additional funding to Capital Outlay to augment the \$45,000 previously appropriated for Scotts Mills playground equipment which will cost more than estimated.

p.27 The Public Works Fund budget will increase \$28,000 with receipt of Intergovernmental Federal revenue for a Homeland Security Grants. The funds will be allocated to Materials and Services Supplies (\$19,000 for field supplies) and Materials (\$6,000 computer software related).

In addition, there are major shifts between categories:

Contingency is reduced \$195,000.

Materials and Services Contracted Services is increased \$100,000 for thermo-plastic striping (this is a reclassification from Capital Outlay as the type of expense.

One Capital Outlay item is reduced \$100,000 (thermo-plastic striping move to M&S)

Other Capital Outlays are increased \$194,000:

- (1) \$150,000 for two additional air conditioning units in building #1 on the Public Works campus;
- (2) \$14,000 increase for an emergency management rapid deployment truck
- (3) \$17,000 increase for an air compressor for the striping truck
- (4) \$13,000 increase for additional outfitting for dump trailer and dump truck

p.29 The Sheriff Grants Fund budget will increase \$10,000 from a donation from an outside organization. These funds are to assist the Sheriff's Office in purchasing snowmobiles. To augment the revenue, various accounts in Materials and Services are decreased a total of \$16,000 and Contingency is decreased \$6,000. This allows \$32,000 to be allocated to:

- A \$24,000 increase in Capital Outlay for:
  - (1) a high security identification card printer \$6,000
  - (2) two snowmobiles \$18,000

An \$8,000 increase to Transfers Out to the Fleet Management Fund for purchase of two surplus vehicles.

And the final item in the Attachment on the last page. This is a schedule of the history of supplemental budgets this fiscal year.