



MARION COUNTY BOARD OF COMMISSIONERS

Management Update Minutes

Monday, November 5, 2018, 9:00 a.m.

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Silverton Conference Room

ATTENDANCE:

Commissioners Janet Carlson and Kevin Cameron, Jan Fritz, Tom Rohlfinding, Jane Vetto, Jeff White, Debbie Gregg, Daniel Adatto, Alicia Henry, Barb Young, Lisa Trauernicht, Jolene Kelley, and Joanna Ritchie as Recorder.

GUESTS:

Annie Gorski and Kristin Retherford, City of Salem

Jan Fritz called the meeting to order at 9:04 a.m.

INFORMATIONAL:

Discuss Proposed Amendment to North Gateway Urban Renewal Area (URA) Plan

- Kristin Retherford, City of Salem

Summary of presentation:

- Considering substantial amendments to the North Gateway Urban Renewal Area;
- This URA was established in 1990;
- The City of Salem has \$7.5 million left to spend in that area;
- In the last two to three years, the city has seen an uptick in activity with investment within the area;
- There is a growing need for affordable housing;
- Looking to see if the URA plan needs amending;
- Amending the URA plan at the higher threshold amount requires a concurrence vote of 75 percent of the affected taxing districts:
 - The lower threshold amount would require hiring a consulting firm.
- The project list and financials are based on the vote of concurrence;
- The URA plan is based on a project list that was developed looking at the city's existing plan:
 - The adopted action plan;
 - The city's strategic plan; and
 - Looking at other cities transportation system plans.
- Delivery timeline of implementation of plan would be 15 years or less;
- Project list would result in an increased maximum indebtedness of \$55 million;
- Beginning in 2022, the city is looking at foregone revenue for 15 years:

- Increases annually at \$711,000 per year, up to \$1.2 million; and
 - Total of \$10.8 million for the remaining life of the URA.
- In 2021, there are three options:
 - Start the path for closure and the amount would be returned to the tax rolls and come back to Marion County:
 - Would be more than \$660,000 per year, increasing by 3 percent annually.
 - If nothing is done in 2022, \$711,000 would be returned to the county; and
 - If the URA is maintained and the substantial amendment is processed, the money would continue to be deferred from receipts for the county and flow to the URA.
- The city would like feedback from county staff that may be important to the county;
- If the county is not in support of a concurrence vote, the city will cut the project back at the lower level;
- The city still needs to reach out to the school district; and
- The city would like feedback toward the end of the month stating interest one way or another.

Board discussion:

- The county is foregoing more than \$600,000;
- The county has input on where the money is spent, but doesn't have control of implementation:
 - The city council controls it.
- The project list can always be amended; and
- The time adjusted amount reflects the \$55 million project.

Review FY 2018-19 First Supplemental Budget Request

- Debbie Gregg

Summary of presentation:

- There is a big adjustment to Net Working Capital;
- Thirty funds were modified, with a \$14 million increase in the total county budget;
- Any funds that increase expenditures by more than 10 percent are required to be listed in the public notice:
 - There are four funds that meet this requirement.
- Summary of adjustments:
 - General fund increased by \$1.2 million due to Net Working Capital and adjusting numbers to actual;
 - Small transfer of \$28,000 from the Criminal Justice Assessment Fund:
 - Transferred to three different funds:
 - Sheriff's Office;
 - Community Corrections; and
 - Juvenile Department.
 - Juvenile Department is requesting an increase of \$156,000 in personnel services due to an increase of a full time employee:

- Market reviews for probation officers, alternative program worker 3, and juvenile program supervisors.
 - Non-Departmental:
 - Net decrease of \$2,000 due to offsetting areas;
 - Contracted Services decreased \$62,000:
 - Increase in the county share of the special assessment to the Association of Oregon Counties.
 - Transfers Out increased by \$1 million: (Are the CIP's separate from the transfers out? If not, need to add a : and then indent the CIP projects.)
 - Capital Improvement Projects Fund:
 - Courthouse Security Matrix;
 - Jail and Transition Center;
 - Assessor's Office Pictometry Project; and
 - Jail Camera Project.
 - Central Services:
 - Increased by \$30,000 for an accounting clerk position in Information Technology Department.
 - Public Works Fund:
 - Increased by \$21,000 for the emergency management program coordinator position that was hired at a higher step than anticipated.
 - The Community Services Grant Fund:
 - Increased by \$2,000 for the Marion County Reentry Initiative Breakfast.
- Adjustments by fund:
 - Small adjustment in the Block Grant Fund for Net Working Capital;
 - Building Inspection Fund:
 - Significant increase in Net Working Capital due to an increase in revenues; and
 - Moved to Materials and Services for:
 - An additional vehicle;
 - Contracted Services for the implementation of the Telematics (GPS) program; and
 - Increase in rental costs for the new vehicle.
 - Capital Improvement Projects Fund:
 - Resources increased for a General Fund transfer of \$996,000;
 - Other Funds transfer increase of \$314,000 for health projects; and
 - Adjusted Net Working Capital to actual.
 - Existing projects that were carried forward:
 - Public Safety Building furnishings;
 - Jail Door upgrade; and
 - Other projects.
 - IT completed one project last year.
 - New Projects:
 - Assessor's Office Pictometry Project;
 - Courthouse Security Matrix;

- Health and Human Services landscaping;
 - Jail camera increased by \$100,000;
 - Beverly Building increase for new doors;
 - Her Place increased by \$68,000; and
 - Fire alarm projects for the jail and transition center.
 - Transfer Out to Public Works for \$3,300 for the fiber optics project.
- Central Service Fund:
 - Small increase and General Fund Transfer to cover the cost for the Clerk's Office position.
- Community Corrections Fund:
 - Increase in State Intergovernmental revenue:
 - Oregon Department of Corrections Measure 57 intergovernmental agreement; and
 - ODOC Strategic Accelerate Reentry and Transition contract.
 - Small decrease in the Criminal Justice Commission Justice Reinvestment Initiative Grant of \$96,000;
 - Decrease of \$9,000 in the Community Corrections State Plan;
 - Increase for charges for services of \$12,000 due to increase of supervision fees and reimbursements from outside agencies;
 - Increase in Other Fund Transfers for \$28,000 for the Criminal Justice Assessment;
 - Personnel Services decreased due to a \$63,000 grant and a decrease in Parole and Probation administration;
 - Materials and Services increased by \$295,000 for educational supplies, victim and social services, social and consulting services, State Release Subsidy for housing, and miscellaneous training costs; and
 - Transfers Out increased by \$2,808 got the Sheriff Grants Fund and the Community Services Grants Fund.
- Community Services Grant Fund:
 - Increased General Fund Transfers by \$2,000 and Other Fund Transfers by \$1,000 to support the Marion County Reentry Initiative Breakfast; and
 - Adjusted Net Working Capital to actual.
- County Schools Fund:
 - Adjusted Net Working Capital to actual and allocated the increase to Special Payments to school districts, per statute.
- Criminal Justice Assessment Fund:
 - Adjusted Net Working Capital to actual;
 - Capital Outlay decreased due to moving the courthouse security camera matrix to the Capital Improvement Projects Fund; and
 - Transfers Out increased by \$85,000.
- Debt Service Fund:
 - Net Working Capital was adjusted to actual and increased Unappropriated Endings Fund Balance as prior year PERS assessments were higher than estimated.

- District Attorney Grants Fund:
 - Adjusting Net Working Capital to actual;
 - Personnel Services decreased due to vacancy savings in the Victims Assistance program; and
 - Materials and Services increased by \$19,000 due to contracted services in the Victims Emergency Services program.
- Dog Control Fund:
 - Net Working Capital increased to actual; and
 - Materials and Services increased by \$8,700 for additional supplies and contracted veterinarian services.
- Environmental Services Fund:
 - Increased Net Working Capital to actual;
 - Personnel Services increased by \$37,000 due to two part time scale attendants moving to full time;
 - Materials and Services increased for the following:
 - \$1,400 for fuel usage;
 - \$4,600 for lease payments for the wastewater facilities crew vehicle;
 - \$1,600 for the implementation of the GPS program installed in Public Works vehicles;
 - \$127,000 in additional transfer station expenses that are increasing as disposal tonnage increases; and
 - \$324,000 for Covanta operation and maintenance not included in the original budget.
 - Capital Outlay increased by \$230,000 to repair the North Marion concrete floors; and
 - Transfers Out to Fleet Management Fund increased for the purchase of a vehicle for the transfer station crew leader.
- Facilities Renovation Fund:
 - Net Working Capital decreased by \$1,778,000 primarily due to capital projects being completed in the prior year that were projected to carry over to FY 2018-19;
 - Capital Outlay is adjusted due to revised estimates for the following projects:
 - HVAC and roofing projects at the Transition Center increased \$217,000;
 - Juvenile Campus Constructions project increased \$32,000; and
 - Sheriff's Office campus construction project decreased \$2,051,000.
- Fleet Management Fund:
 - Charges for Services decreased by \$15,000 for a refund to Health and Human Services reducing the cost in fleet vehicles purchased;
 - Other Funds Transfer increased \$168,000 to provide for purchases of vehicles for Juvenile, Health and Human Services, Building Inspection, and Environmental Services;

- Settlements increased by \$42,000 for an insurance payment for a Sheriff's Office vehicle that was totaled;
- Net Working Capital was adjusted to actual;
- Materials and Services increased by \$2,200;
- Capital Outlay increased \$215,500 for the following:
 - Juvenile Department sedan;
 - Health and Human Services mobile unit van;
 - Building Inspection pickup;
 - Environmental Services vehicle purchase;
 - Fleet Management replacement vehicle;
 - Sheriff's Office replacement patrol vehicle; and
 - Reduction in Health and Human Services vehicles purchased due to lower vehicle costs.
- Health and Human Services Fund:
 - Intergovernmental Federal funding increased by \$85,000 due to additional WIC funding;
 - Increase in Intergovernmental State of \$62,000 due to carryover of HIV education and outreach grant funds;
 - Intergovernmental Local increase of \$39,000 and Charges for Services increase of \$114,000 are part of a new grant to provide transitional treatment and recovery services in Mt. Angel;
 - Net Working Capital increased \$2,124,000 due to the following:
 - Carryover revenue from the Addiction Treatment and Developmental Disabilities programs; and
 - State funding that was received late in the prior fiscal year for Mobile Crisis expansion services and state tax revenue for the Mental Health Alcoholism and Drug Services.
 - Increase of Personnel Services of \$121,000 due to adding new positions;
 - Increase in Materials and Services of \$80,000:
 - Increased in costs associated with flex funds in the adult wraparound program;
 - Costs for the Beverly improvement project; and
 - Costs associated with the new mental health and addiction treatment services provided in Mt. Angel.
 - Transfers Out increased for the following:
 - \$314,000 increase for the Capital Improvement Project Fund:
 - Costs associated with moving behavioral health to the Beverly suite;
 - Her Place renovations;
 - Center Street landscaping improvements; and
 - \$80,000 to the Fleet Management Fund for a clinic van to provide HIV screenings in the community.
 - Increase of \$192,000 in Contingency for potential overages related to capital projects; and

- Increase of \$1,635,000 in Unappropriated Ending Fund Balance will be carried over for use in FY 2019-20 to meet operational needs.
- Inmate Welfare Fund:
 - Net Working Capital adjusted to actual;
 - Increase in Contingency of \$7,600 for unexpected expenditures; and
 - Increase in Unappropriated Ending Fund Balance of \$68,000 due to the remaining resources being set aside for future inmate welfare services.
- Juvenile Grants Fund:
 - Intergovernmental State increased by \$19,000 due to additional Individualized Services revenue from the Oregon Youth Authority;
 - Other Funds Transfer increased by \$28,000 to reflect additional incoming Criminal Justice Assessment revenues;
 - Net Working Capital adjusted to actual;
 - Materials and Services increased by \$138,000 due to costs associated with the Social Finance contract and client assistance and transportation costs; and
 - Transfers Out increased to cover the cost of a vehicle.
- Lottery and Economic Development Fund:
 - Intergovernmental Federal increased by \$3,700 for the USDA Broadband Grant;
 - Reduction in Net Working Capital by \$169,000 is due to a contract payment made in the prior year that was not included in the original budget estimate;
 - Reduction in Materials and Services by \$165,000 due to the reductions in Net Working Capital; and
 - Projects will be postponed until next fiscal year.
- Non-Departmental Grants Fund:
 - Intergovernmental State revenue increased by \$7,400 in the Veterans Services Program:
 - Includes an increased funding allocation by Oregon Department of Veterans Affairs of \$2,700 and new funding of \$4,700 for suicide prevention services.
 - Adjusted Net Working Capital to actual;
 - Materials and Services increased by \$7,400 for the Veterans Services Program;
 - Contingency increased by \$83,000:
 - \$68,000 for the Veterans Services Program; and
 - \$15,000 for the Secure Rural Schools Title III Program for forest patrol activities.
 - Unappropriated Ending Fund Balance increased by \$105,500 for the Secure Rural Schools Title III Program.
- Parks Fund:
 - Net Working Capital was adjusted to actual;

- Materials and Services increased due to the implementation of the Telematics Program;
 - Capital Outlay increased by \$20,000 for the purchase of a maintenance utility trailer and \$6,000 to complete the Scotts Mills parking lot paving project; and
 - Unappropriated Ending Fund Balance increased for the remaining additional resources.
- Public Works Fund:
 - Intergovernmental Federal revenues increased by \$207,000 as Emergency Management received \$97,000 from the Oregon Health Authority for a satellite communications grant:
 - Several grants were extended from the prior year:
 - Oregon Military Department;
 - Oregon State Police; and
 - Oregon Department of Transportation Ferry Boat.
 - General Fund Transfers increased \$21,000 for the Emergency Management Coordinating Planner position;
 - Other Funds increased from the Capital Improvement Projects fund for the Fiber Optics Project;
 - Net Working Capital was adjusted to actual;
 - Personnel Services increased by \$99,000 for:
 - A Management Analyst 1 position;
 - Emergency Management Coordinating Planner;
 - Eliminating a Civil Engineer Associate 2 position; and
 - Adding a Project Engineer position.
 - Materials and Services increased by \$633,000 due to the following:
 - \$42,000 for the Telematics Program;
 - \$5,000 for small departmental equipment;
 - \$117,000 for Federal Ferry Boat parts;
 - \$350,000 for Public Works radio;
 - \$50,000 for mechanical and geotechnical consulting assessment for the county's radio towers; and
 - \$69,000 for consulting for Emergency Management.
 - Capital Outlay increased by \$1,211,611 for projects around the county; and
 - Contingency increased for future capital project needs.
- Rainy Day Fund:
 - Adjusted Net Working Capital to actual and allocated to Reserve for Future Expenditures.
- Self-Insurance Fund:
 - Adjusted Net Working Capital to actual and allocated funds to Contingency.
- Sheriff's Grants Fund:
 - Intergovernmental State increased due to the Criminal Justice Reinvestment Initiative 2017-19 grant agreement;
 - Charges for Services increased by \$32,000 due to additional services for the Salem-Keizer School;

- Other Revenues decreased by \$32,000 due to the Willamette Valley Community Health Law Enforcement Assisted Diversion funds being awarded in advance;
- Other Funds Transfer increased by \$2,800 for the following:
 - Community Corrections Fund; and
 - Transfer of a vehicle for the Stormwater Management Fund.
- Adjusted Net Working Capital to actual;
- Personnel Services increased by \$93,000 due to increased staffing;
- Materials and Services increased by \$12,000 for the following:
 - Janitorial and other department supplies;
 - Body cameras;
 - Contracted services increased; and
 - Various safety training.
- Capital Outlay increased \$133 for canines;
- Contingencies increased by \$6,400; and
- Unappropriated Ending Fund Balance increased by \$35,000 for the remaining balance.
- Stormwater Management Fund:
 - Net Working Capital adjusted to actual;
 - Materials and Services increased due to implementation of the Telematics Program;
 - Capital Outlay increased by \$22,000 for the following:
 - Generator; and
 - Vehicle outfitting for a new pipe camera system.
 - Transfers Out increased by \$1,000 for a van from the Sheriff's Grant Fund; and
 - Contingency decreased by \$5,150 to cover additional expenditures.
- Surveyor Fund:
 - Net Working Capital adjusted to actual;
 - Materials and Services increased for the implementation of the Telematics Program; and
 - Contingency decreased to cover the reduction in Net Working Capital and increase in Materials and Services.
- Tax Title Land Sales Fund:
 - Adjusted Net Working Capital to actual;
 - Increased Materials and Services of \$100,000 for anticipated clean up and demolition for foreclosed properties;
 - Special Payments increased by \$119,000 for anticipated distributions to taxing districts; and
 - Contingency increased by \$70,000 to cover unanticipated property cleanup and demolition costs.
- Traffic Safety Team Fund:
 - Intergovernmental State decreased by \$20,000 due to the decrease in the Oregon Department of Transportation Motor Carrier Safety Action Plan contract;

- Net Working Capital was adjusted to actual;
- Personnel Services decreased \$20,000 as a result of the Oregon Department of Transportation Motor Carrier Safety Action Plan contract;
- Materials and Services increased by \$5,100 for additional safety clothing for traffic safety staff;
- Contingency increased by \$268,000 for unexpected expenditures; and
- Unappropriated Endings Fund Balance increased for the remaining balance.

Board discussion:

- Commissioner Carlson would like to look at the reentry breakfast budget before she retires;
- The Rainy Day Fund dollars has been in there for years:
 - The addition to the fund is the interest accrued.

Commissioners Day

- John Lattimer

Summary of presentation:

- The commissioners approved Commissioners Day for the county employees.

Communications Update

- Jolene Kelley
- Ms. Kelley gave a brief update of events happening in the community that the commissioners will be attending.

COMMISSIONERS' COMMITTEE ASSIGNMENTS AND UPDATE

Janet Carlson:

- Attended Sheryl McDonald's retirement party;
- Attended Mid-Willamette Homeless Initiative Steering Committee; and
- Attended Pre-Trial Justice Workgroup.

Kevin Cameron:

- Asked Ms. Young to give monthly updates regarding the Veterans Services Program;
- Attended MWACT in place of Commissioner Brentano;
- Presented a 25-year service award certificate to Karen Hilfiker at the Dog Shelter;
- Attended Governor's Reentry Council; and
- The Marion County Reentry Breakfast was very successful.

Meeting dismissed at 10:40 a.m.

COMPLETED BY: **Kristy Witherell**

Reviewed by: Joanna Ritchie