

Union County Budget Committee Meeting

Meeting Minutes

Tuesday, May 19, 2020

Joseph Building Annex Conference Room

Present: Donna Beverage, Union County Commissioner
Paul Anderes, Union County Commissioner
R. Matthew Scarfo, Union County Commissioner
Alex McHaddad, Budget Committee Member via Teleconference
Gene Hardy, Budget Committee Member
Stacey Candlish, Budget Committee Member
Shelley Burgess, Administrative Officer and Budget Officer
Allison Moore, Senior Department Specialist

Call to Order

Budget Committee Chair, Stacey Candlish called the meeting to order at 4:00 pm and the Pledge of Allegiance was given.

Special Fund Presentations

MERA

Sean Chambers, Parks Coordinator, presented the budget proposal for Mt. Emily Recreation Area, to the budget committee.

Mr. Chambers reported major objectives for FY 2020-21 is to carry out the ATV Operation & Maintenance, and O&M Equipment grant through June 30, 2021.

Capital Requests are to purchase a Compact Track Loader and an ATV.

Revenue from Oregon Parks and Recreation Department ATV Operations and Maintenance Grant Program is anticipated to be \$114,533. The ATV O&M Equipment grant will be \$126,090. Forest Management activities anticipated at approximately \$126,000, which will help cover costs of operation and clean up. Fire break is a reimbursement grant program with a project cost of \$196,875.

Parks Fund

Doug Wright, Public Works Director and Sean Chambers, Parks Coordinator, presented the budget proposal for the Parks fund to the budget committee.

Mr. Chambers reported major objective for FY 2020-21 are to apply dust abatement, improve campgrounds, maintain boat docks, and maintain a high standard of restroom cleanliness.

Revenue from Oregon State Parks is anticipated to be \$54,000 while the Marine Board portion of the revenue is anticipated at \$9,538.

Public Works

Doug Wright, Public Works Director, presented the budget proposal for Public Works to the budget committee.

Mr. Wright reported that the state fund exchange revenue has an exchange rate of 100% federal dollars for 94% state dollars. There is an increase in gas tax revenue and Secure Rural School funding (SRS). Due to the COVID-19 pandemic, gas tax revenue is projected to be less than originally forecasted by the state.

There are several projects underway that require a 10.27% match. The Willow Creek Courtney Lane Bridge is estimated at \$444,054.00, total match is \$45,604.00. The Woodruff Catherine Creek Lane Bridge is estimated at \$2,201,382.00, total match is \$226,081.00. The North Powder River Lane is estimated at \$3,421,790.00, total match is \$351,418.00.

Chair Candlish inquired about the increase in Road Maintenance Supplies. Mrs. Burgess relayed that is the line item Mr. Wright puts the money that is used for snow plowing, etc. The number is always high, but it is usually budgeted that high if unforeseen circumstances arise.

Airport Operations

Doug Wright, Public Works Director, presented the budget proposal for Airport Operations to the budget committee.

Mr. Wright relayed that the Airport Operations budget is standard from year to year. Providing for forest fire fighting, aviation fuel sales, cargo for UPS, FedEx and Life flight. Most of the revenue is from fuel sales.

In regards to personnel, there will be one full time Maintenance & Inventory Coordinator, one full time Fueler and two part time Fuelers.

Airport Capital Improvement Fund

Shelley Burgess, Administrative Officer and Doug Wright, Public Works Director, presented the budget proposal for the Airport Capital Improvement Fund to the budget committee.

Mrs. Burgess reported major accomplishments for FY 2019-20, the completion of Rappel Base Building and long-term lease with the US Forest Service for the building. Also completed was Environmental & Design of Runway 16/34 & Taxiway D Rehabilitation project.

Major objectives for FY 2020-21 are the construction of Runway 16/34 & Taxiway D Rehabilitation project. Funding for the project will come from FAA. The total project is estimated at \$7,000,000.

Weed Control Fund

Brian Clapp, Weed Supervisor, presented the proposed budget proposal for the Weed Control Fund to the budget committee.

Mr. Clapp reported that operating revenues are estimated to remain the same as FY 2019-20. Grant revenue is expected to decrease slightly from \$63,710 to \$63,267. There is also an anticipated carryover from FY 2019-20 of \$123,523 due to carryover from FY 2018-19 and

grant and weed treatment season not aligning with county fiscal years. Total revenues for the FY 2020-1 budget are anticipated at \$386,790.

Materials and Services line items are projected to go down a little from last year, from a total of \$180,030 to \$158,111 for FY 2020-21.

Lastly, contingency funds are estimated at \$115,000 for FY 2020-21.

Community Corrections

Travis Miller, Community Corrections Manager, presented the proposed budget for the Community Corrections department to the budget committee.

Mr. Miller reported on the current revenue. With the recent pandemic, there has been a decline in supervision fees. The court has not been processing cases, and offenders are not being incarcerated. The Community Corrections department was supervising 258 offenders, and has since dropped to 238.

Community Corrections will receive funding from the Violence against Women Rural Grant, which funds .25 FTE of a PO position and allows the department to supervise misdemeanor domestic violence offenders. The 1145 money to the Sheriff's Office will remain at \$198,000 for the fiscal year.

Human Services Program

Shelley Burgess, Administrative Officer, presented the proposed budget for the Human Services program to the budget committee.

Mrs. Burgess reported that the Human Services fund is budgeted at \$3,721,957 for FY 2020-21. Union County receives funding for public health, mental health, alcohol and drugs from the state, where Union County has a contract with the Center for Human Development (CHD) as a pass through. The county is responsible for receiving the funds, and contract with CHD. Also included in this budget is the Veterans Services funding.

There is a small section in the budget that covers the CARE program. Where funding is received through a prevention grant, that covers the two Resource Coordinators in the schools. There is also a small expense line for travel and training for the CARE program.

Chair Candlish asked if the county is required to oversee how the funds are spent. Mrs. Burgess relayed that Union County has a contract with CHD that requires them to perform the services that are required in the contract that Union County has through the state. There are several program audits performed throughout the year.

The county does have a Health and Human Services Advisory Committee that meets quarterly to hear if there are any questions or concerns regarding services.

Justice Court

Shelley Burgess, Administrative Officer, presented the proposed budget for Justice Court to the budget committee.

Mrs. Burgess reported that there is an anticipated increase in office space rent this year of \$50-\$75 a month. An increase in postage was added in anticipation of increased work flow with older citations, and the cost of postage going up last year. Travel training costs will increase due to attending the OACA conference twice a year.

The budget is based on revenues received from citations issued by the Union County Sheriff's department and the Oregon State Police. Proposed fund transfers from Justice Court to the following public safety programs are \$45,000 to the Union County District Attorney's Office, and \$55,000 to the Union County Sheriff's Office.

Economic Development

Shelley Burgess, Administrative Officer, presented the proposed budget for Economic Development to the budget committee.

There are two sections in the Economic Development fund. The first part is Transient Room Tax, where funds are generated from Union County's 3% transient room tax which are utilized for tourism promotion. The fund is budgeted at \$208,000 for FY 2020-21, which is a little optimistic due to COVID-19. There are 3 new categories added to the transient room tax fund: Discretionary Grant Funds, Events and Attractions.

The second section of the economic development fund is Lottery Funds. The funds are received from the State of Oregon to be used for economic development and tourism purposes. These funds will likely be impacted by COVID-19.

Revenue of \$200,000 is budgeted for property sale proceeds in case additional land is sold at the Baum Industrial Park. An expense of \$200,000 is also shown since land sale proceeds would be used to reduce the debt. The required loan payment is \$30,000.

Funds are budgeted for transfer to Buffalo Peak Golf Course to cover the debt service for purchase of the course.

Buffalo Peak Golf Course

Shelley Burgess, Administrative Officer, presented the proposed budget for Buffalo Peak Golf Course to the budget committee.

Mrs. Burgess relayed that Commissioners made the decision after careful deliberation to change the management at the course. In January 2020, the course went from 3 regular year-round employees to two. One employee being a General Manager who oversees the entire course, and an Assistant Superintendent/Equipment Manager who works under the General Manager and is responsible for the equipment and grounds.

Salaries were adjusted to pay the General Manager position, and allow for more seasonal employment. Even after moving salaries around, the total savings would be approximately \$60,000 a year.

The Buffalo Peak Golf Course is moving in a positive direction.

Surveyor

On behalf of Rick Robinson, County Surveyor, Shelley Burgess presented the proposed budget to the budget committee.

Mrs. Burgess reported that there were not any significant changes made to the budget from last years. Mr. Robinson is proposing an approximate 5% increase in contractual request from last year's amount of \$32,000 to \$33,500. This portion of the budget is used to update the database for the surveys, subdivisions and partitions filed in the county.

Other Special Funds

Commissioner Anderes inquired about the Union County Fair budget for FY 2020-21. The budget is prepared by the Union County Fair Board, the actual funds are held in accounts under the Fair Board's control, and an actual audit is done in conjunction with the general county audit.

The Chair called a five-minute recess at 5:05 pm. The chair called the meeting back to order at 5:07 pm.

Budget Committee Discussion & Deliberation

Commissioner Beverage thanked Department Heads and Shelley Burgess for pulling together the budget balanced as presented.

Commissioner Anderes also conveyed his thanks to Department Heads and Shelley Burgess for keeping the budget in line each year.

Commissioner Scarfo also conveyed his thanks to Department Heads, Shelley Burgess and the Budget Committee.

The Chair, Stacey Candlish, inquired about the \$25,000-line item for Advertising on the Solid Waste District budget. Mrs. Candlish believes that the amount is too high for advertising, and would like to see another way of reaching out, e.g. social media, which does not involve costs.

Shelley Burgess relayed that the Solid Waste District does not have employees, so advertising has been done by the franchise operator with ads through the local media. It could be possible to contract with an advertising consultant to do Facebook and other social media advertising. The suggestion will be passed on to the Household Hazardous Waste Advisory Committee.

Gene Hardy made a motion to approve the FY2020-21 Union County proposed budget for publication. Commissioner Anderes seconded. Motion carried unanimously.

Gene Hardy made a motion to approve the FY2020-21 Solid Waste District proposed budget for publication. Commissioner Beverage seconded. Motion carried unanimously.

The Chair adjourned at 5:20 pm.