



***In the County Court of the State of Oregon for Harney County
Minutes of the Budget Committee (FY 20-21)***

May 13, 2020

The Harney County Budget Committee convened May 13, 2020 at 10:30 a.m., in the basement conference room of the Harney County Courthouse, to continue deliberations on the 2020-2021 Harney County Budget.

Members present were Judge/Budget Officer Pete Runnels, Commissioner Patty Dorroh, Commissioner Kristen Shelman, Committeepersons Terri Hellbusch, Holly Smith and Rick Paul. Also attending were County Treasurer Bobbi Jo Heany and Human Resource Manager Deanna Atwell.

Chair Terri Hellbusch called the Budget Committee meeting to order.

Judge Runnels stated Fred Flippence, representing the Library Foundation will have a report at the next meeting.

Items reviewed included the following:

101-013 Jail

Discussion: Salary line items were explained, as they include contract raises and longevity. Judge Runnels explained the Deputies contract will start the 3rd year July 1.

Treasurer Bobbi Heany presented a comparison of general fund balance from one year ago, and reviewed the balances.

Judge Runnels stated RHC received \$103,000 from the CARES Act, putting that department current into the positive.

Commissioner Dorroh asked if Parole and Probation was state funded completely, and if we transfer out. Judge Runnels stated Community Corrections will likely receive a cut from the state.

A lengthy discussion ensued regarding the state budget shortfall due to the pandemic.

Rick Paul asked to see more detail in the line item as to where transfers go. Treasurer Heany said an explanation could be created, but a full description in the budget is not possible due to character restrictions.

Holly Smith asked about a recent email from Judge Runnels as to why it was sent. She said they were only questioning year to year, ensuring no raises were given that were hidden. She believes it is their responsibility. She said that is why they would like to see the equivalent FTE, for each Department, and that would help. She said overall last year the county needed to cut 8.0 FTE.

Commissioner Shelman, expressed concern regarding the cut of 8 FTE from last year, and not seeing those cuts in this budget. She is wondering where those cuts were. Judge Runnels explained last year we did cut 5 full time, and 3 part time during the process. That was for last year's budget, so it won't reflect again in this budget.

Commissioner Shelman said her questions have not been specific about jobs or individuals, it's about balancing the budget. Terri Hellbusch expressed her concerns specifically about the hours of Justice of the Peace.

Commissioner Dorroh asked what the email meant. Judge Runnels stated discussion on statute is one thing, and reiterated salaries are not part of Budget discussion, nor is longevity, those are county court policy decisions.

Terri Hellbusch asked what the longevity per year total cost is. HR Manager Atwell stated \$23,640.00.

Judge Runnels said his email was concerning "the talk, discussions, about specific positions, the tone of the conversations."

Commissioner Shelman said "this is the healthy part of the process, it's informative."

The discussion moved on to the Fair Board decision to move forward with a local county fair this year.

Judge Runnels opened the telephone line for public to call in for questions.

Commissioner Dorroh asked about the comparison snapshot. "In the presented budget will we need to borrow from the road department again this year?" Judge Runnels stated "yes, likely, but not to the amount we did last year, simply as a gap until November. Then the General Fund balance should level that."

Holly Smith, said we transferred from various departments as well. Is that going to be paid back?" Treasurer Heany expressed, "most of the transfers were from Reserve

Funds that were created when the County Court believed there were excess General Fund dollars, so those funds were used last year to go back to the General Fund, where they originated. That was part of the problem.” She asked the committee to keep that in their minds. “It was assumed it was there, and it wasn’t.”

Terri Hellbusch asked if there has been any word on the completion of the 2018-2019 audit. Bobbi Jo Heany said No.

Commissioner Dorroh asked if they have been called. Treasurer Heany said she had contacted the partners in April, and they said it would be ready some time in May. Commissioner Dorroh asked if she wanted her to call. Treasurer Heany said “you certainly can, but it won’t do any good, it’s not done and they don’t have the staff.”

Fund 202 Road Department

Discussion- SRS Revenue, budgeted to come this year Forest Funds. Commissioner Dorroh asked if there are any misc. fees that could be generated from the Road Dept. She expressed she always asks about revenue and it is a prudent question to ask, in each department and fund. Bobbi Jo Heany, Treasurer; said revenue comes from ODOT, STP transmittal fees, like capital credits. aside from Federal and State tax funds, and public land sales, that’s about it. Commissioner Dorroh asked if the Road Dept. affected by COVID. Judge Runnels stated they are practicing social distancing, separate vehicles and on the job sites. Commissioner Dorroh stated “The general trend seems to goes down over time, since 2017. Is that stabilizing or will it continue to go down?” Judge Runnels stated “It depends on projects. The Road Dept is project based. Is there grant funding, is there a paving project, or bridge projects, it is very variable depending on project plans by the Roadmaster.”

Questions were asked about accuracy of personnel lines and the overtime line. Judge Runnels stated it is variable because of snow fall. There are 15 FTE in the Road Department and they work 40-hour weeks. It was sked if they were staggered. It has been a discussion. It was asked why that has not been achievable in order to limit over time. Judge Runnels stated it has been left to the Roadmaster to manage and schedule his Department. It was suggested the Court set a policy that they be 5-day-a-week employees. Treasure Heany discussed Indirect Cost and suggested it be increased because revenue has increased.

Weed Control-

Discussion: Increase as Harney will take on part of the State project contracts in Lake Grant and Malheur Counties. Discussion of what Cooperative Weed Management Area is, and how it is funded. Judge Runnels explained transfer of vehicles, handed down through Departments, for throughout use. This Department was tabled for further

information. Rick Paul moved to tentatively approve Road Fund 202, Holly Smith seconded, the motion carried.

Commissioner Shelman asked about salary caps and if there are any in that department. LGPI has completed the job classification the county uses. If an employee reaches the last step, they don't go up in grades, that is the end. Longevity has been the only reward for seniority. The scale was set by county court years past. Commissioner Shelman asked for a copy, Judge Runnels explained. Holly Smith asked who makes the decision on what the hours are. What determined a 37.5-hour work week, and some on 40 hours. AOC does an annual elected official salary schedule. Judge Runnels shared the original LGPI descriptions and classifications. Terri Hellbusch said that should be a public discussion, that if it is a 40-hour work week, folks should work 40 hours. Further discussion as to why 37.5 hours and 40 hours.

Vicki Clemens, Justice of the Peace appeared and addressed the committee regarding Justice Court administration. She explained her office hours. Previously the court employed 2.5 FTE. She has altered the workload to 1.7 FTE, and the office is open Monday thru Thursday, 8:00 am until 5:00 pm, 36 hours per week. She addressed issues with ex-parte contact, and that creates legal issues. This schedule works in order to avoid that issue. There is very little counter or telephone traffic on Fridays. She reiterated she has the statutory authority to set the hours and organization of her office. This arrangement has left no detriment to the operation or the public. She has measured over time the foot traffic and telephone traffic and it did not warrant staff being present on Fridays. She stated she does and has scheduled trials on Fridays, and does not schedule trials or hearings when officers are off duty, to ensure they don't have to be on overtime.

She was asked if revenue was still decreasing. She said yes, it is. It is based on the amount of citations that are written. She stated she is not a revenue collector, she is a Judge, and cares about justice, not necessarily revenue. Civil cases are increasing, criminal decreasing, and unfortunately civil matters are not very lucrative to the county.

County Clerk Dag Robinson, arrived for a moment, as requested, to address the issue of 37.5 hours vs 40-hour work weeks. Robinson explained having been here for 25 years, the salaries have been based on a 37.5-hour work week since before coming to work at the county. He did reiterate, "the office hours have been set at 8:30 a.m., to 5:00 p.m., but generally, staff are here, answering phones, and waiting on customers at 8:00. Folks are being helped, and staff have been donating that half hour a day, generally."

203- Law Library

Discussion: The District Attorney's office manages the Law Library. It is required by statute to operate a Law Library. Holly Smith moved to approve Law Library, Commissioner Dorroh seconded and the motion carried.

204- Liquor Control

Discussion: Again, managed by the District Attorney. Smith moved to approve Liquor Control. Dorroh seconded, motion carried.

205- Taylor Grazing

Discussion: Judge expects to receive 35,000, and only spending some of what is available. He explained the makeup of the Grazing committee and how these funds are used. Taylor Grazing is allowed to go into General Fund, and the County has always kept it segregated to insure it is used for its purpose. Hellbusch moved to approve Taylor Grazing, Dorroh seconded, motion carried. It was questioned as to why there are not indirect costs budgeted in this fund. Judge Runnels stated it should be treated no different than the others, and will add it in.

206-Corner Preservation

Discussion: County Surveyor, and use of funds. Revenue from this fund comes from Recording Fees. Commissioner Dorroh asked what this is, what they do. Commissioner Shelman explained it is reinforcing public corner monuments. Smith moved to approve Corner Preservation Fund 206, (not audible) seconded, motion carried.

207-Treatment Court

Discussion: Circuit Court fees, Federal funding for Drug Treatment Court. This will likely be less than normal, Dorroh moved to approve Drug Treatment Court Fund 207, Smith seconded, motion carried.

Commissioner Dorroh excused herself from the remainder of the meeting, to tend to pending matters regarding the COVID re-opening.

208, 209, 210, 211, 212- Diamond, Drewsey, Fields, Frenchglen, Riley Disposal Sites

These are funded by the residents and users in the unincorporated communities they service. Site attendants are paid minimally. Judge Runnels recommends a uniform fee schedule, and similar to what it costs to dump at C&B, as they need to be charging enough to cover their costs. Fields is the most troubling site, since there is a site in Denio, NV which is free, making Fields difficult to fund. Smith moved to approve

Diamond, Drewsey, Fields, Frenchglen and 212 Riley Disposal Sites. Hellbusch seconded, motion carried.

213 Building Program

DEQ Onsite Fund 225 has been incorporated into this fund. Onsite program person remains hourly, and now serves Grant and Wheeler County They are trending in the right direction. The most trouble is expense for commercial inspections. State program has to service that need and it would be helpful if we could keep it local. The Court would like to contract with Grant County for inspections as well. Permit Tech staff person has obtained 3 residential certificates. Committee discussed changing percent allocations for that position between GIS and Building Depts. Smith moved to approve Building Fund 213. Runnels seconded; motion carried.

214- Community Corrections

State Funded. Judge Runnels explained likely shortages and expected cuts, and wants to consult with Director before moving forward any further.

Holly Smith asked Judge Runnels to provide a list of estimated one-time revenues and expenditures related to the COVID-19 pandemic, in order to assure the public these were identified and reviewed, and were not intended to be regular or replacement revenue and expenditures.

215- Industrial Buildings Fund

These are the county-owned economic incubator buildings. The for-profit business in these buildings are responsible for property taxes. It was moved and seconded to approve Industrial Building Fund 215. Motion carried unanimously.

240- Wolf Compensation Fund

Commissioner Shelman is the liaison for this committee. Smith moved to approve Fund 240 Wolf Compensation Fund. Paul seconded; motion carried.

241- General Operating Reserve

Judge Runnels wished to table this Fund, until the end of the budget process.

242- Lottery Education

Lottery proceeds are and will be much lower. Both Commissioner Dorroh and Judge Runnels have expressed the Economic Development Office will be important coming out of the pandemic. That funding comes from here. The committee discussed several adjustments to the proposed budget. This Fund was tabled for further discussion.

243-Preditor Control

There has been no discussion regarding funding this program. Smith moved to approve Fund 243-Preditor Control. Paul seconded; the motion carried.

247 Economic Development Loans

Business Oregon has a grant program to fund businesses that did not receive assistance during the pandemic, The County has retained this funding from previous loans. It could be used as matching loan dollars. Judge Runnels does not want to grant it away, he would rather. This is different than the beautification loan program. The Committee agreed to table this fund.

248 Oregon Opportunity Grant

This fund holds the beautification loan funds. The consensus was to continue to let the fund grow, to then let the interest free loans out again. There have been several loans that have been in default, still working to collect. It was moved and seconded to approve Fund 248 Opportunity Grant. Motion carried.

249- VOCA

Victims of Crime funding is grant funding. Paul moved to approve VOCA fund 249. Shelman seconded, motion carried unanimously.

250- Road Operating Reserve

The committee reviewed the fund balance as no specific expenditures were budgeted from this fund. Paul moved to approve Fund 250-Road Operating Reserve. Smith seconded; motion carried.

251- Home Health/Hospice

Judge Runnels explained this fund is difficult to budget personnel costs. As it is split with time for Home Health, and Hospice by percentage. So far this year it is tracking fairly well. The major fundraiser did not happen this year, only a smaller on-line version. Discussion ensued regarding historical beginning and ending fund balances. Neither is supporting the other this year, unfortunately. General fund is budgeted to transfer 100,000, and hopefully that will not have to take place. Holly Smith expressed that she feels it is more prudent and transparent for the court to approve a budget resolution when necessary, rather than automatically put transfers in the budget. She feels it is

convoluted, and not transparent, as though it makes it appear the fund is healthier than it actually is. Judge Runnels explained it has to be a balanced budget. By putting a transfer in the budget, you are able to adopt a balance budget. Chair Hellbusch agreed. There was a brief discussion regarding the Memorial Fund. Smith moved to approve Fund 251- Home Health and Hospice. Hellbusch seconded, motion carried.

253-Fairboard Memorial

Revenue comes from donations. Smith moved to approve Fund 253-Fairboard Memorial, Runnels seconded, motion carried.

254-Fair Fat Stock Sale

Smith moved to approve Fund 254- Fair Fat Stock Sale, Shelman seconded and the motion carried.

256- Hospice Memorial

Revenue comes from donations. The committed adjusted the transfer amounts. Smith moved to approve as adjusted, Hellbusch seconded, motion carried.

258- State Court Security

This is Circuit Court funding, pays for court security projects in the courthouse. Hellbusch moved to approve Fund 258-State Court Security, Shelman seconded, motion carried.

259- State Court Mediation

Another Circuit Court fund, from fees. Smith moved to approve Fund 259- State Court Mediation, Runnels seconded, motion carried.

280- County School Fund

Federal School Revenue comes to this fund, and all funds are pass-thru funds. Hellbusch moved to approve County School Fund 280. Treasurer Heany asked for clarification regarding the reimbursed items. Judge Runnels clarified it will pass-thru. The motion was seconded and carried.

352- Jail Reserve

Judge Runnels has budgeted 50,000 this year. There has never been a Jail Reserve with a balance. It was planned, and the General Fund was never able to afford to transfer. It was moved and seconded to approve Fund 352- Jail reserve and the motion carried.

326- Fairgrounds Reserve

This Fund holds the designated Morgan Donation and an insurance payment. There will be expenditures from this fund. Paul moved to approve Fund 326- Fairgrounds Reserve. Shelman seconded and the motion carried.

328- Info. Systems Reserve

As discussed earlier, Judge Runnels has budgeted to begin rebuilding this fund, as it is necessary. Smith moved to approve Fund 328- Info. Systems Reserve. Hellbusch seconded and the motion carried.

329-Road Equipment Reserve

Judge Runnels mentioned the interest revenue. Judge Runnels moved to approve Fund 329- Road Equipment Reserve. Hellbusch seconded, motion carried.

340-Road Pavement Restoration Reserve

The interest revenue was mentioned. Judge Runnels moved to approve Fund 340- Road Pavement Restoration Reserve. Paul seconded and the motion carried.

350-LCAC Fund

Local Community Advisory Council, is funding from Eastern Oregon Care Organization, for minimal staffing for that committee, health and homeless related. Paul moved to approve Fund 350- LCAC, Smith seconded and the motion carried.

356-Building Fund Reserve

Rent Payments are the only revenue to this Fund. Rick Paul reiterated he would like to have a list of County owned buildings, and the status of them, as far as rent and taxes. Hellbusch moved to approve, with change in clerical error of the rent amount. Paul seconded and the motion carried.

401-Archive Building

Judge Runnels said there will be an increase in rent, 750.00 a month under the new contract. Paul moved to approve Fund 401- Archive building fund. The motion was seconded, and carried.

Judge Runnels went through his notes of topics for the next meeting, May 27th, 9:00 a.m. – 12:00 p.m.

Holly Smith asked if the committee needed to discuss the County Counsel contract as well.

The meeting adjourned at 4:00 p.m.

A handwritten signature in black ink that reads "Derrin Robinson". The signature is written in a cursive style with a long, sweeping underline.

Derrin (Dag) Robinson
Harney County Clerk