



Budget Committee Hearing April 17, 2023 ~ 9:00am ~ Room 219

4/17/2023 - Minutes

- 1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To www.klamathcounty.org**
- 2. To Join The Meeting Remotely Click The Link Below Or Call: 833-548-0276 (Meeting ID: 897 7741 1581) (Passcode: 592930)**
- 3. Call To Order & Those Present**

Commissioner DeGroot, Commissioner Minty, Commissioner Henslee, Michelle Meyer, Linda Tepper, Ernie Palmer, Sandy Cox, Haley Huffman/Admin Staff, Dale Geigle, Ric Medina/Multimedia, Vickie Noel, Susan Alexander/Finance, Amanda Van Riper/Human Resources, Nathan Bigby/Assessor, Marc Henderson/County Counsel, Leslie Barlow-Hunter/Risk Management, Jessica Chastain/Information Technology, Sheryl Hatcher/Surveyor, Aaron Hartman/Community Corrections, Glen Gregory, Molly Fitzgerald/Maintenance, Kathy Pierce/Veterans, Jessica Dale/Public Health, Derrick Rowley/Fairgrounds, Myles Maxey, Suzy Rogers/Developmentally Disabled Services, Todd Kepple/Museum, Stephanie Brown/Community Development, Erik Nobel/Planning, Allan Brown/Building, Sarah Hill/On-Site, Rick Vaughn/Code Enforcement, Tom Crist/Solid Waste - Parks.

4. Opening And General Discussion

Commissioner DeGroot thanks community members and staff for their time.

Chair Michelle Meyer opens hearing.

5. Public Comment

None present

6. Received Budget Message - Vickie Noel

Vickie Noel addresses the Committee with Budget Message.

7. Elected Officials' Compensation Board - Amanda VanRiper

Amanda Van Riper addresses the Committee with Compensation Board's (Amanda Blodgett, Patricia Baldini, Sabrina Skoog) recommendations:

Assessor - Increase of 6%

Commissioners - Increase of 4%

Treasurer - Increase of 4%

Surveyor - Increase to \$50.00 per hour

Justice of Peace - Increase of 4%

Clerk - Increase of 9%

District Attorney - Increase of 4%

Sheriff - Increase of 4%

Commissioner Minty reiterates the need to increase the Surveyor's salary.

Commissioner DeGroot asks Noel to elaborate what was already budgeted and fiscal impact if accept all recommendations.

Noel explains everyone is already budgeted at 4%, so the recommended amounts would be less than 10k but more than 5k.

Palmer asks if the standard has been 4%, then why are some more than 4%?

Meyer indicates to keep staff increases are necessary.

Further discussion that recommendations are based off comparator county's.

8. Assessor - Nathan Bigby

1. General Fund Assessor Operating

Nathan Bigby addresses the Committee with Assessor Operating budget kept relatively flat with "controllable items". The CAFFA grant has had a decrease.

Commissioner DeGroot: explains that the Commissioners have already had "budget workshops" with Department Heads so likely there wont be questions from the Commissioners.

Meyer questions the FTE increase?

Bigby responds/elaborates is remaining flat.

Meyer questions if fees are increasing?

Bigby responds not this year.

Noel asks Bigby to elaborate what would be cut if budget is not approved.

Commissioner DeGroot asks which FTE position would be cut?

Bigby responds would have to really think about it as it takes so long to train an Appraiser.

Discussion about the cycle for appraising all properties in the County, approximately a 10 year cycle.

Commissioner DeGroot explains that we depend on property assessments to keep revenue flowing.

Meyer asks what would happen if we don't appraise properties as needed.

Bigby responds/explains

2. Internal Service GIS

Nathan Bigby addresses the Committee with GIS budget, explains duties of department. Further explains was able to cut the budget a little with software cuts.

9. Human Resources - Amanda VanRiper

Amanda VanRiper addresses the Committee proposes decreased FTE by .5 by automating some services. Continue to see employee relation issues as well as recruitment. Describes "Paid Leave Oregon" program that the department wrote to manage in house. Proposes reclassification of one position and explains increased duties of that position resulting in approx. 3k annually. Further explain detailed line item increases/decreases.

Tepper questions why still having recruitment issues and are hires local?

VanRiper responds with best guess and most hires are local.

Commissioner Morris clarifies that the "Paid Leave Oregon" program is a huge task to take on.

Meyer questions estimate of how many employees will utilize the "Paid Leave Oregon" program and what reports are required to the State?

VanRiper indicates average is 50 employees a year, but believes that will double, will have to make quarterly reports to the State.

Noel clarifies that the reclassification figure is already included in the proposed budget.

10. General Administration - Vickie Noel

Vickie Noel addresses the Committee with budget, indicates that there is a reclassification of one employee which the amount is already budgeted in proposed budget. Commissioner Henslee asks 6k of his travel/training be transferred to the Gen Admin budget for their training. Cannot see any place to make cuts.

Commissioner Henslee clarifies that the travel/training is a transfer from Commissioners budget not new money.

Meyer asked what type of travel/training would be done?

Commissioner Henslee responds anything the Commissioners feel would be beneficial to the office.

11. County Counsel / Risk Management - Marc Henderson

Marc Henderson/ Leslie Barlow-Hunter addresses the Committee explaining duties of the Counsel and Risk offices.

Noel points out the revenues/expenditures are related to the fire at the Tingley Lane Transfer Station.

Meyer asks about Cyber Security piece.

Barlow-Hunter responds/elaborates.

Palmer asks about 1.3 million revenue and expenditure?

Barlow-Hunter responds/explains.

Commissioner DeGroot indicates the County should be heading towards self insuring as insurance rates are astronomical.

Discussion about how the County is moving that direction.

Palmer indicates building a reserve is key to self insuring and how is the County building that?

Barlow-Hunter responds/explains, work really hard to train employees to reduce accidents/etc., as well as departments that make their own repairs.

Palmer thinks self insuring is a great idea, but there are real needs for services

Commissioner DeGroot explains that if we are not self insured we will be spending that money on insurance premiums, but the risk pool is made up of funds collected from all

departments.

Commissioner Henslee reiterates that getting to being self insured is imperative and explains. Would like to move 100k to the self insured line item.

Meyer asks if the current level is adequate?

Barlow-Hunter responds it is satisfactory in working towards being self insured.

Meyer asks about the incurred items that aren't reported, historically is there an increase/decrease?

Barlow-Hunter indicates there has been a slow decrease, but this last year there was a slight increase, elaborates.

Commissioner DeGroot thinks 100k is a good idea, but may be a little light. Explains the changes being made with insurance carrier.

Commissioner Henslee indicates the Sheriff budgeted for fender benders, but has since been removed and the Risk Budget does not capture funds removed from Sheriff's budget, would like all "fender benders" pain from Risk, recommends moving 185k to that line item.

Commissioner DeGroot suggests moving 250k.

12. Information Technology - Jessica Chastain

1. Technology Maintenance

Jessica Chastain addresses the Committee explains that tickets are project based, have some large projects. Explains employee needs and recent salary survey. Reviews increases due to software and license increases.

Meyer questions contribution amount to reserve?

Chastain responds/explains.

Commissioner Henslee appreciates work done on this budget to keep as flat as possible, asks Chastain to discuss future "hits" we are going to take.

Chastain explains the software utilized by the Sheriff's Dept. needs to be upgraded, that change is going to be a huge increase, explains options and costs.

13. Surveyor - Sheryl Hatcher

Sheryl Hatcher addresses the Committee explains increase in budget: Internal Services, Surveyor wage increase and proposed employer hire.

Commissioner DeGroot indicates this request is reasonable. Appreciates hard work

Commissioner Henslee agrees and is supportive. Appreciates hard work

Discussion about the "Corner Restoration" project

14. Commissioners - Vickie Noel

Vickie Noel addresses the Committee.

Commissioner DeGroot explains why his line item for travel/training is considerably more.

15. Commissioners Misc. Grants / COVID Pandemic Grants - Vickie Noel

Vickie Noel addresses the Committee explains grants that are ran through this line item.

Palmer questions eligibility for Well grant funding.

Noel elaborates.

Meyer asks if we can utilize some of the grant funding we have received to fill the budget gap?

Noel explains it depends on the grant.

Palmer asks we can use some of the "obligated" money to borrow funds and solve the gap.

Noel responds no, it is all restricted. Discussion that interest income could be used.

16. State Courts - Vickie Noel

Vickie Noel addresses the Committee and explains the fund.

17. Community Corrections - Aaron Hartman

Aaron Hartman addresses the Committee with budget, explains reduction from the State Legislature. Continue to have recruitment and employee retention challenges.

Commissioner Henslee asks if the County can look at changing the "Supervisors" retirement and could that change be absorbed in this budget as well as future Union Negotiation figures.

Hartman responds yes can handle both.

Commissioner Henslee questions the JRI funding that is budgeted to be transferred to the

Sheriff's Office and if the Legislature makes changes to that funding how will that impact Klamath County?

Hartman responds/explains is prepared if those changes come.

Commissioner Henslee is concerned about our staff, wants to make sure they are protected.

Hartman states there would be a 6 month overlap if that happens and we are being told we would get 3 positions giving our employees an opportunity to apply for those positions.

18. Maintenance - Glen Gregory

1. Capitol Projects

Dan Golden and Glen Gregory address the Committee to present the Maintenance Department's Capital Project's budget. Mr. Golden explains the age of County facilities and needs for preventative maintenance, disaster recovery and continuity or operations. Mr. Golden said, I recommend to move 2 million from the LATCF fund to the Capital Projects fund so all of these maintenance and upgrade projects can be done to maintain the buildings. We promised last year, we'd come back and make recommendation and that is our recommendation. Ms. Meyer asks about business continuity plans.

Commissioner Minty said, it's been recommended that all departments do a business continuity plan which should address things like this. Commissioner DeGroot explains, the risk fund, the capital outlay funds, "the nickel per foot" estimate and the LATCF funds. Mr. Golden explains, their analysis of the "nickel per foot" and encourages the committee to look at the capital projects fund in light of preventative maintenance and disaster recovery. Ms. Meyer thanks Mr. Golden.

2. Maintenance

Glen Gregory addresses the Committee to present the Maintenance Department's budget. Two new buildings were added to the list of buildings for Maintenance to maintain. He plans to add four full-time employees to bring our janitorial services in house. Ms. Tepper asks about the cost savings by bringing the janitorial services in house. Mr. Gregory said, we are looking at doing it in house to save us money. Ms. Noel said, the four positions will cost \$264,000 and right now they have \$320,000 for the contract. Commissioner DeGroot explains, the company we currently use for janitorial doesn't meet the requirements through the State so we would have to contract with another company which would've cost us about double. Mr. Gregory said, just under \$500,000. Ms. Meyer asks, would what is budgeted under janitorial move up to personnel? Ms. Noel said, yes and further explains. Ms. Meyer thanks Mr. Gregory.

19. Justice Court - Vickie Noel

Vickie Noel addresses the Board, explains that they have cut a position from last year. Explains the major expense is rent.

Palmer asks what the Justice Court adjudicates?

Noel responds/explains.

Commissioner Henslee questions who the owner of the property is?

Noel responds.

Tepper asks about looking for different options?

DeGroot explains the location of the Court has to be in a specific location as well as we are in a long term lease.

Commissioner Henslee would like to look at different options when the lease comes up for renewal.

20. Veterans Services - Kathy Pierce

Kathy Pierce presents the Veteran's Services Department budget. There are no changes. Commissioner DeGroot asks about the amount from property taxes. Ms. Noel explains, we use the same amount year over year so that is how I calculate it, it should be 2.7% higher this year. Ms. Noel asks, is your travel and training correct? Ms. Pierce said, yes the County gives me \$7000 and I can put in a transfer for \$10,000. Ms. Pierce said, Commissioner Henslee wanted me to move that money to a different place. Ms. Noel said, it is in contingency now

21. Public Health - Jennifer Little

Jessica Dale presents the Public Health Department's budget. This budget reflects a more stable public health budget reflective of services returning to pre-pandemic levels. Ms. Noel said, they now have an LADPC sub department that used to be under Community Corrections so you'll see that. Commissioner DeGroot thanked Ms. Dale for keeping their ask from the General Fund very reasonable. Commissioner Henslee thanks Ms. Dale for the great work they've done managing grants.

22. Fairgrounds - Derrick Rowley

1. Fairgrounds Operating

Derrick Rowley addresses the Committee to present the Fairgrounds Operating Budget. There is an increase in rental income from the new RV Park. There's also an increase in grants for a grant through Business Oregon. I adjusted certain expenses based on projected income. I increased some maintenance, the utilities, but overall it is pretty close to what it normally is.

There's also a difference in our Facilities Improvement and that is the ARPA funding for the utilities shop and the RV Park and that is in the Capital. Ms. Tepper asks about the Master Plan. Mr. Rowley said, we were working with an out of town firm and then that got put on hold during COVID, but the RV Park was included in that and we are hoping to work with someone local on that now. Commissioner Henslee said, I noticed janitorial supplies didn't increase, also grounds maintenance and repairs has increased \$70,000. Mr. Rowley explains, I went that route with the extra income from the RV Park because Grounds Maintenance and Repair is normally one of our biggest expenses. Commissioner Henslee asks about public outreach. Mr. Rowley explains, the ladies in the office asked me to put some in there because we've been down at Third Thursdays and that is in there for giveaways and things at Third Thursday.

2. Fair

Derrick Rowley addresses the Committee to present the Fair budget. The Fair has really grown over the years. Last year the Fair, coming out of COVID, was huge, we probably broke every record we ever had last year. It was a huge increase in revenue and of course we had to increase our expenses but it has really paid off. Ms. Tepper asks about the advertising budget. Mr. Rowley said, the first time we partnered with someone was last year and the end result wasn't what we were looking for so this year, I approached Discover Klamath and they felt they were up to the challenge so part of that money is going to Discover Klamath For marketing. Ms. Meyer thanked Mr. Rowley.

3. Fairgrounds

See above items.

23. Mental Health - Vickie Noel

1. Administration

Vickie Noel addresses the Committee explains the fund and what is paid for from that fund.

2. Developmental Disabilities / MH Reserve - Myles Maxey

Myles Maxey and Suzy Rogers address the Committee to present the Developmental Disabilities Department budget. Dr. Maxey said, the big change is we are expecting an increase in revenue and an increase in travel and training mostly due to increased staff and an increase in trainings moving from virtual to in-person.

Dr. Maxey said, as far as our Mental Health Reserve fund, we're bringing everything out of it and putting it into public outreach. The goal is for that account to be closed. Commissioner Henslee said, when I look at your

materials and services, things you have control of, you are really flat, you've done a great job on that. You do have a little bit extra this year, but you've put that in to directly benefit your clients and I really compliment you on that.

24. Museum - Todd Kepple

1. Equipment Reserve

Todd Kepple addresses the Committee to present the Museum Department's Equipment Reserve budget. There are no major changes.

2. Museum Operating

Todd Kepple addresses the Committee to present the Museum Department's budget. There is not much change. We are in our fifth and final year of the levy. Salaries and Wages is up 14% mainly due to reclassifications. Ms. Tepper asks, are there plans on what to do after the levy expires. Mr. Kepple said, there is a committee working on that. Commissioner Minty said, I've met with them and they are actively addressing it. Commissioner Henslee said, thank whoever is doing the history posts, they are fascinating. Ms. Meyer thanks Mr. Kepple.

3. Museum Reserve

Todd Kepple addresses the Committee to present the Museum Department's Museum Reserve budget. There are no major changes.

25. Community Development

1. Planning - Stephanie Brown & Erik Nobel

Erik Nobel and Stephanie Brown address the Committee to present the Planning Department's budget. The budget is 7% higher than last year which is due to internal costs and COLAs. We are budgeting for some projects and will hire an outside consultant for that using ARPA funds. Mr. Palmer asks, are you adequately staffed to meet your needs? Mr. Nobel said, that's a good question. Currently we have three staff and our main focus is on current planning and any time that we have leftover goes to future planning. We have one staff to 21,000 population and other counties typically have one staff to about 7,000 population. Currently we do have staff to meet our needs, but we don't focus as much on future planning as other counties. Mr. Palmer asks about updating the Land Development Code. Mr. Nobel explains, I do think you will see an effort to update the Code in the future. Mr. Palmer speaks about the importance of updating the Code. Commissioner Henslee asks, about the amount for fees and permits. Mr. Nobel explains. Ms. Meyer thanks Mr. Nobel and Ms. Brown.

2. Building / Equipment Reserve - Stephanie Brown & Allan Brown

Allan Brown and Stephanie Brown address the Committee to present the Building Department's budget. There is an increase in permit revenue mostly due to solar projects and electrical inspections. There's an increase in personnel mostly due to COLA. There are currently 7 personnel vacancies. There are no other significant changes. Commissioner Henslee asks Ms. Brown to explain the credit cards fees. Ms. Brown explains, our credit cards vendor is required to go through the State. We cannot pass the user fee on to the customer. Ms. Tepper asks about the challenges in filling personnel vacancies. Mr. Brown explains it is very difficult to recruit and said he hopes to have a conversation with the Board about recruitment. Ms. Tepper asks, do you ever have an opportunity to take candidates that already work in your department and get them certified to be an inspector. Mr. Brown said, yes we do that all the time. Ms. Meyer thanks Mr. Brown and Ms. Brown.

3. On-Site / Equipment Reserve - Stephanie Brown & Sarah Hill

Sarah Hill and Stephanie Brown address the Committee to present the Onsite Department's budget. There is an additional \$80,000 in carryover due to an increase in permit volume. She has kept her expenses down. There are no significant changes in expenditures this year. Ms. Hill said, I'm still receiving community members that were in the 242 and Bootleg Fires who are rebuilding. Ms. Brown said we do an assistance program for them. Ms. Meyer thanked Ms. Hill and Ms. Brown.

4. Code Enforcement / Violations / Equipment Reserve - Stephanie Brown & Rick Vaughn

Rick Vaughn and Stephanie Brown address the Committee to present the Code Enforcement Department's budget. The department has essentially doubled in size with the benefit of the Marijuana Eradication Funds we received last year. We've gone from a complaint only to now to also responding to illegal marijuana grows in coordination with the Sheriff's Office and the State Police. Ms. Brown said, we had budgeted for four vehicles, but two were already purchased this year so there will be an amendment. Mr. Palmer asks, where is most of your effort placed, the suburbs or the truly rural parts? Mr. Vaughn said, our efforts still follow the population and some but not all of the marijuana work is outside the community. Commissioner Henslee said, I believe you are significantly understaffed. I think you could double your staff. Commissioner Henslee asks about the staff being funded by the marijuana grant. Mr. Vaughn said, it's a grant that we are pretty certain will be renewed. Commissioner Henslee asks, if it isn't renewed, is there a plan? Mr. Vaughn said, no and further discusses revenues. Commissioner DeGroot asks about the franchise fees going to Code Enforcement. Ms. Brown said, it's 2% of the 5%. Ms. Meyer thanks Mr. Vaughn and Ms. Brown.

26. Parks - Stephanie Brown / Tom Crist

1. Operating

Tom Crist and Stephanie Brown address the Committee to present the Parks Department's Operating budget. Parks is funded by the Oregon State Marine Board. It's a two year grant. There's a new transfer from General Fund to pay for the Spence Mountain Forest Patrol fees. We budgeted 6 months for a seasonal Parks Assistant which is up from 3 months. Vehicle fuel increased.

Commissioner Henslee asks if we built an RV Park at Spence Mountain and the RV Park at the Fairgrounds, could we get Parks funds for those? Mr. Crist said, I think Spence would. Ms. Brown said, we can reach out and ask. I think there is a caveat that you cannot charge fees. Mr. Tepper asks, do you have security cameras at any of the parks? Mr. Crist said, no we do not have power at the parks and they are so rural I think they would disappear. Ms. Meyer thanks Mr. Crist and Ms. Brown.

2. Equipment Reserve

Tom Crist and Stephanie Brown address the Committee to present the Parks Department's Equipment Reserve budget. There are no changes.

3. Reserve Fund

Tom Crist and Stephanie Brown address the Committee to present the Parks Department's Reserve Fund budget. There are no changes.

27. Solid Waste - Stephanie Brown & Tom Crist

1. Operating

Tom Crist and Stephanie Brown address the Committee to present the Solid Waste Department's Operating budget. Revenue has increased mainly based on volume. We have not increased our fees, but we will likely put together a package to increase fees and bring it before the Board in July. The DEQ air permit fee which is new this year. It is a tight budget this year. Mr. Palmer complimented Mr. Crist on how neat and organized the Old Fort Road facility is and how professional and courteous the staff is. Mr. Crist thanked Mr. Palmer.

2. Landfill Reserve

Tom Crist and Stephanie Brown address the Committee to present the Solid Waste Department's Landfill Reserve Fund budget.

3. Recycling

Tom Crist and Stephanie Brown address the Committee to present the Solid Waste Department's Recycling Fund budget.

4. Equipment Reserve

Tom Crist and Stephanie Brown address the Committee to present the Solid Waste Department's Reserve Fund budget. Commissioner Henslee asks about the chipper purchase. Mr. Crist explains.

5. Building Reserve



Tom Crist and Stephanie Brown address the Committee to present the Solid Waste Department's Building Reserve Fund budget.

28. General Discussion And Wrap Up

Ms. Meyer asks is there any general discussion or wrap up? Commissioner DeGroot said, I don't have any just thank you all for today. Commissioner Minty said, just a compliment to the Chair on how she is running the meeting. Ms. Meyer said, thank you.

29. Adjournment

3:08pm Ms. Meyer recesses until 9am on 4/18.

Audio recordings of all proceedings are available at the County Commissioners' office. The meeting facility is handicap accessible. Persons needing materials in alternate format or communication access, should telephone this office at 541-883-5100  (voice/TDD) or the ADA Coordinator at 541-883-4296  at least 48 hours in advance of the scheduled meeting.

Klamath County Commissioners' Weekly Calendar is subject to change without notice.
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