

Lane County Budget Committee Meeting
Thursday, April 25th
5:15- 6:30 p.m.
South Harris Hall

S U M M A R Y

Present: Karsten Rasmussen, Chair; Peter Bartel, Vice Chair; Ron Hanson and Rob Laney, citizen members; Commissioners Jerry Rust, Marie Frazier .
Commissioner Ellie Dundi joined the meeting at 5:50 p.m.

Absent: Scott Bartlett, citizen members; Commissioners Jack Roberts, Steve Cornacchia

Staff: Jim Johnson, County Administrator; Margo Drivas, Asst. County Administrator; Nancy Cameron, Jack Lindstrom, Management Analysts

NOTE: The Chair reminded committee members that all actions to approve budget segments are "tentative approvals" at this point and any member may raise issues for additional discussion prior to the vote to approve the FY 91-92 budget.

1. Report and Action on BALANCE Subcommittee Report (see written material on file)

Balance Committee members: Roberts, Dundi, Frazier, Rasmussen, Bartel)

Nancy Cameron, Management Analyst, delivered the subcommittee report. The BALANCE Committee recommended approval of the following: JTPA; RIS; Self Insurance and Benefits (General Expense portion); School Fund, Extension Fund, Capital and Capital Construction Funds; the Tourism and Affordable Housing portions of the Special Revenue Fund; and all the bonded debt funds.

The committee postponed hearing the Fair Board budget and recommended that it be scheduled for a later session before the full committee.

MOTION (Hanson/Bartel) to approve the Subcommittee recommendation CARRIED unanimously (6-0).

2. Report and Action on PUBLIC WORKS Subcommittee Report (see written material on file)

Public Works Committee members: Rust, Cornacchia, Hanson, Bartlett, Laney

Ron Hanson delivered the subcommittee report. The PUBLIC WORKS Committee recommended approval of the Corners Fund, the Fleet Fund, including the proposed reduction of 1.0 FTE mechanic, and the Covered Bridge portion of the Special Revenue fund as presented. The Committee postponed making a recommendation on the Waste Management Funds (capital and operations) because new revenue projections developed last week necessitate further review, particularly with regard to significant increases in expenditure over the last two years. The Committee will return with a recommendation on Waste Management at a later date.

The Committee recommended that the Road Fund proposed budget be increased by \$50,000 for 2 pup trailers; \$60,000 for optical storage equipment and \$50,000 for additional computer equipment. The last two adds would be appropriated by the Budget Committee with acquisition subject to review and approval by ISSC. With regard to the add for 4 additional autocad stations, the PUBLIC WORKS Committee deferred to the review and recommendation of ISSC, the Board of Commissioners' standing committee on INFORMATION SYSTEMS.

Commissioner Frazier reported that ISSC had reviewed the autocad request at its April 25th meeting and now recommends its approval.

Commissioner Rust presented the initial discussion of the Environmental Analyst policy issue and distributed information prepared by County Engineer Ollie Snowden (see material on file). Specific concerns encountered in construction projects include wetlands, storm water and completion of the same core work as is required in EIS work without the formal submission.

Discussion focused on what portion of the duties proposed in the Snowden memo are presently being done by design staff or consultants; and, secondly, how the approval of the autocad purchase which is predicted to save design staff time relates to this request. Snowden responded that until there is a reduction in the proposed CIP, now or in the future, there would not be available resource for this function.

Commissioner Rust also raised the issue of the Road Fund's potential use of the Graphic Artist position scheduled for reduction in the General Fund. After staff clarified that there are TWO graphic artist positions currently funded in Land Management, Commissioner Rust deferred the discussion until the General Fund portion is considered.

Commissioner Dumdi joined the meeting at 5:50.

Motion (Rust/Bartel) to (1) approve the subcommittee recommendation; (2) direct staff to return to full committee with alternatives for distributing the cost of the environmental analyst across funds depending on the assigned duties; and (3) approve the 4 autocads at \$120,500 CARRIED 6-0-1 with Dumdi abstaining.

3. Voluntary Furlough Program

Jim Johnson reviewed the memo distributed to the Budget Committee at the previous meeting (see written material on file). This would be a pilot program for the General Fund only in FY 91-92. Generally the committee found the program innovative and worthy of consideration.

Discussion focused on two points: Given the possible future, next year could be the only opportunity for a pilot program. Secondly, the Budget Committee was clear that no one should be misled into thinking that the furlough program offered a permanent, long-term solution.

MOTION (Rust/Dumdi) to go forward with the plan as proposed as a test CARRIED unanimously (7-0).

Margo Drivas

Margo Drivas, Recording

PUBLIC WORKS SUBCOMMITTEE

FINAL RECOMMENDATIONS

April 1991

FUND 25 ROAD FUND

BASE APPROVE

ADDS 1. approve Pup Trailers \$50,000

 2. approve appropriation with review by ISSC prior to acquisition

 a. optical storage \$60,000

 b. computer enhancement \$50,000

DEFER 4 auto cad stations \$120,500
ISSC to review entire plan and bring any recommendation to full
budget committee prior to budget approval

FUND 40 GOVERNMENT CORNERS

BASE APPROVE

FUND 19 FLEET

BASE APPROVE (includes 1.0 FTE reduction)

FUND 28 COVERED BRIDGE

BASE APPROVE

FUND 29 SOLID WASTE CAPITAL

BASE postpone until later session

FUND 30 WASTE MANAGEMENT OPERATIONS

BASE postpone until later session
(see policy issues)

POLICY ISSUES

CORNERS Staff is directed to assure that recovered old corners and bearing trees be inventoried and retained as public property

ROAD FUND Staff is directed to complete with all due diligence and haste the Long Range Financial Plan, to be presented to the Board of Commissioners in June 1991, a plan that puts the Road Fund on a sustainable course for the future

ENVIRONMENTAL ISSUES

Increasing environmental regulations have had a programmatic and financial impact on Lane County and, in particular, the Public Works Division. The issues are complex and involve significantly different areas, making it difficult to determine our best approach.

In Capital Projects we have experienced direct problems with fill permits, wetlands mitigation and endangered species. We continue to experience periodic discovery of unidentified, and therefore potentially hazardous, materials on public property (roadside right of ways, foreclosed property. Waste Management has regulations regarding landfill operations; Fleet Services is concerned about storage tank issues. As a public government, we have Community-Right-to-Know issues; as an employer, Employee Right-to-Know issues.

The policy issue is to determine how best to approach this broad set of issues, recognizing that the problems are diverse and one environmental analyst is not likely to be skilled in all areas.

SOLID WASTE

In April 1991 the Division revised its revenue projections downward by about \$400,000: \$200,000 less surplus in the current year to carry forward as a cash balance and \$200,000 less in operating revenues collected in 1991-92. The revised 5 year plan, without adjustment, predicts an operational shortfall in FY 91-92 and FY92-93. The subcommittee directed that staff revise the 5 year plan to adjust for the revenue shortfall without creating an operational deficit. The revised plan will be returned to the subcommittee for review and recommendation prior to full committee action.

PUBLIC WORKS SUBCOMMITTEE
April 18, 1991

Place: Public Safety Briefing Room

Present: Ron Hanson, Rob Laney, Commissioner Rust, Margo Drivas, Jack Lindstrom, John Goodson and staff. Absent: Scott Bartlett and Commissioner Cornacchia.

I. Subcommittee Business

The subcommittee elected Ron Hanson as the spokesperson for the group.

II. General Road Fund, Fund 25

Margo Drivas presented a brief overview of the General Road Fund to include the various adds that were listed in "Budget Options" (see attached "Overview" and Proposed Budget). Ollie Snowden, County Engineer, presented most of the General Road Fund Base Budget information. He discussed the cash balance and factors that may affect it in the coming fiscal year. The brief chart that follows illustrates that with declining operational revenues, the Road Fund will be using up its reserve for the first time in a number of years.

	Act.88/89	Act.89/90	Cur.90/91	Prop.91/92	Est.92/93
Cash Bal.	25.0 mil.	32.2 mil.	40.1 mil.	46.4 mil.	42.7 mil.
Oper.Rev.	29.3 mil.	42.3 mil.	39.0 mil.	36.5 mil.	???

Surveyor, Fund 25

The Surveyor program was discussed next by Margo Drivas using the attached "Overview" and Bob Ezell, County Surveyor. As a part of this discussion, budget and department staff included the Corners Program (Fund 40). The County Surveyor that the "corners location effort" was approximately 80% effective. Commissioner Rust believed the "historical markers" that were discovered should be retained as "public inventory" and stored/displayed in a central place.

In preparing a recommendation on the General Road Fund for the full committee, Commissioner Rust believed that it was imperative that the subcommittee make a "STATEMENT OF CONCERN" (that funding scenarios could <and most likely will> change) as part of the formal recommendation for approval. The other subcommittee members agreed and continued by urging the department to produce a long range plan that had a "SUSTAINABLE COURSE" as its foundation. Department Director Goodson stated that such a plan would be brought before the Board of County Commissioners in June (preceded by a Capital Improvement Plan in May).

Fund 25 Adds

Three adds that were listed in the Proposed Budgetwere discussed by the subcommittee: \$60,000 for an "Optical disk storage system", \$50,000 for DP Equipment, and \$50,000 for "Road Maintenance Trailers" (see attached "Public Works Road Fund Additions"). The subcommittee agreed to recommend that the full budget committee appropriate the funds for these adds. The actual ex-

pense of monies for the first two adds WILL BE CONTINGENT ON APPROVAL BY THE INFORMATION SYSTEMS STEERING COMMITTEE.

The subcommittee continued its discussion of those adds that appeared under the heading of "Policy Issues." One add would establish an Environmental Analyst position that would provide a level of expertise that does not exist within the department. The County Engineer mentioned that an environmental expert could provide assistance in several project areas. Commissioner Rust suggested that the Department should provide documentation that would show how the position could be used in several program/project areas. The documentation WOULD BE PRESENTED TO THE FULL COMMITTEE. The other "Policy Issue" item involved the "transfer of a Graphic Artist from Land Management to Engineering. This change would be addressed in more detail during Full Committee discussions of Fund 24 Reductions. Commissioner Rust believed that the position was often beneficial to the general fund units and would like to see a portion of the position CONTINUE TO BE FUNDED BY THE GENERAL FUND.

The Department also brought forward three adds that were not included in the "Budget Options" of the Proposed Budget. The adds were: \$120,500 for 4 CAD workstations; \$24,500 for two seasonal positions for the vegetation crew; and \$25,000 for two additional pickups for summer crews. The subcommittee agreed to BRING THE FIRST ADD (4 CAD workstations) TO THE FULL COMMITTEE for discussion AFTER the Information Systems Steering Committee had a chance to review the item.

III. Fleet Services (Fund 19)

The budget overview was presented by Jack Lindstrom; the department presentation was given by Phil Guyette, the Fleet Services Manager. The subcommittee was reminded that there was one reduction in this fund, the elimination of a vacant Mechanic position (\$39,583). The subcommittee RECOMMENDED APPROVAL OF THE BASE BUDGET as submitted in the Proposed Budget.

IV. Covered Bridge Fund (Fund 28)

The subcommittee recommended approval of the budget as submitted.

V. Adjourn

PUBLIC WORKS SUBCOMMITTEE

April 22, 1991

Place: Harris Hall, Main

Present: Ron Hanson, Chair; Commissioner Cornacchia; Rob Laney; Commissioner Rust; Margo Drivas; Jack Lindstrom; John Goodson; Mike Turner and staff.

Absent: Scott Bartlett

I. Subcommittee Business

Margo Drivas reviewed the subcommittee draft of "Final Recommendations" to be presented in Full Committee on Thursday. The draft was accepted as submitted.

II. Waste Management Division, Funds 29 & 30

Margo Drivas presented a summary which referred to the attached "Overview" and the "Projected 5-Year Revenues and Expenses."

Mike Turner, Division Manager, continued the discussion by calling attention to deficits within the 5 year "plan." Revenue estimates were revised downward in April 1991 by about \$400,000, based on \$200,000 less in the current year, and \$200,000 less in FY 91-92. While the operational budget would balance in FY 91-92, by FY 92-94 there is a \$20,000 deficit in operations, and a \$125,000 deficit in FY 93-94. In addition, the reduction in operational surplus to transfer to the Capital Fund will require some financing of capital projects beginning in FY 91-92. The revenue reduction is NOT based on a reduction in the waste stream, but rather a correction of earlier estimates. In addition, the current plan DOES INCLUDE the two adds that have not yet been considered and approved.

The revised 5 year plan as presented tonight addresses the capital shortage by delaying the start of the Financial Assurance Fund another year. It now also appears that the \$1 million Short Mountain landfill liner project will not be required within the current five year plan.

Commissioner Rust asked what the plan/budget would look like with the "new" information and Turner replied that additional revenue would show on the plan.

Commissioner Cornacchia insisted on a plan that would eliminate the operational deficits. Commissioner Rust agreed with this request. He also asked Turner to provide figures that would show the operational cost per yard per site.

The subcommittee agreed to postpone their discussion and recommendation until Mike Turner could return with a revised 5 year plan that would eliminate any operational deficits. If prepared by Thursday, April 25th, the subcommittee will meet following the full committee meeting to consider the revision.

PUBLIC WORKS SUBCOMMITTEE

April 25, 1991

Place: Harris Hall, South

Present: Ron Hanson, Chair; Rob Laney; Commissioner Rust; Margo Drivas; Jack Lindstrom; John Goodson; Mike Turner and staff.

Absent: Scott Bartlett and Commissioner Cornacchia

I. Subcommittee Business

Margo Drivas briefly introduced the revised 5 year plan (see attached memorandum dated April 25; Subject: FY 91/92 Budget).

II. Waste Management Division, Funds 29 & 30

Mike Turner, Division Manager, continued the discussion from Monday by correcting an omission on the previous plan. Since the history years use ACTUAL spending vs. APPROPRIATIONS, it is important to develop a "lapse" factor, much the same way as is done with the General Fund financial plan. This allows us to compare ACTUALS to ESTIMATED ACTUALS, not appropriations. The lapse factor was developed by studying the past several years and including only personal services and materials and services, not capital. Expenses for the next three fiscal years now show the "lapse rate", and consequently there will be enough revenue to cover the operational fund, including the two add requests that the division has submitted for consideration.

In concluding the discussion of revenue and expense changes, Turner mentioned those factors that have had an effect on the division's increasing "Operational Costs" over the last three years (see page 2 of the April 25 memorandum).

Under "Other Issues", Turner called attention to the installation of scales at Short Mt. and the expected increase in revenue, the potential move of the division administration from PSB, and pending legislation that might double the DEQ fee of \$.50/ton.

Commissioner Rust and Mike Turner discussed the possibilities of expanding the shredding of wood waste products for composting. They agreed that an increase of similar activities in the private sector and possible new restrictions by DEQ make current expansion unwise.

SUBCOMMITTEE ACTION

The subcommittee voted to recommend approval of the Proposed Budget, as amended to reflect the latest 5-year plan. They also agreed to recommend approval of the two adds: Field Operations Supervisor @ \$69,200, and Recycling Supervisor @ \$56,100.

"BALANCE" SUBCOMMITTEE REPORT

4/25/91

Committee members: Jack Roberts, Karsten Rasmussen, Marie Frazier, Ellie Dumdi, Peter Bartel

SUMMARY:

The subcommittee reviewed the budget of JTPA (Job Training Partnership Act) Fund 49, RIS (Regional Information System) Fund 52, Self-Insurance Fund 12 (General Expense part only), Employee Benefit Fund 14 (General Expense part only), and parts of General Expense: Debt Service Funds 10, 23, 32, 33; School Fund 41; Corrections Construction Fund 15; Capital Construction Fund 38; Capital Improvement Fund 35; Extension Services Fund 42; Parks Lane Fund 34; Affordable Housing Fund 28; and Tourism Fund 28.

Fair Board budget was postponed for full budget committee review at a later date.

The subcommittee recommends all the above budgets as presented in the Proposed Budget. Subcommittee minutes are attached.

HIGHLIGHTS:

JTPA FUND 49

- Funding is entirely from sources other than General Fund.
- 53% of revenue is from sources requiring a competitive application or a special (extra) application.
- Proposed Budget revenue and expenditures are 5.6% below current year appropriations.
- Family Support, and Dislocated Workers are the largest resources.

RIS FUND 52

- Lane County portion of RIS charges were held flat for proposed budget, accomplished by a \$85,628 reduction totally allocated to offset Lane County's share. Remaining RIS partners all took increases.
- Lane County share is 28.4% of total budget.
- Overall budget for RIS represents a 4% increase.

- Major portion of reduction is deferred acquisition of hardware and software.

SELF-INSURANCE FUND 12

- Provides accounting control for Worker Compensation Claims and General Liability Claims.
- Workers Comp budgeted at a 5% reduction.
- General Liability budgeted at a 20% reduction.
- Reserves held at \$2.9 million.
- Overall 5% increase primarily a function of personal services.

EMPLOYEE BENEFIT FUND 14

- PERS increase is deferred to July 92 by PERS board.
- Health benefits package costs budgeted at 11% increase.
- Reserves for unemployment claims budgeted at \$281,000.
- Retiree Health Benefits budgeted at \$345,000.
- Training program moved from General Fund \$20,000.
- Staffing changes are reduction of Health Promotion to .8 FTE; moving Training Coordinator, Labor Relations, and .35 Clerical Support from General Fund.

GENERAL EXPENSE

- Payments for Debt service funds are scheduled.
- School Fund is based on projected Forest Service receipts.
- Affordable Housing is the final budget year for the \$750,000 transferred to the fund at the end of last fiscal year 1989-90.
- Extension Services is a voter approved three-year levy, proposed year is year 2.
- Capital Improvements and Capital Construction provide accounting controls for board approved capital projects, such as the HVAC project.
- Detailed tourism budget will be reviewed by the board in late June.

"BALANCE" SUBCOMMITTEE MINUTES

4/18/91 5:35 pm South Harris Hall

Committee members present: Jack Roberts, Karsten Rasmussen, Marie Frazier, Ellie Dumdi (6:15)

Committee members absent: Peter Bartel

Staff: Jim Johnson, Dara Boush, Nancy Cameron (recording)

Jack Roberts was selected as spokesperson for the committee.

1. Review of JTPA budget - Laurie Swanson

Laurie highlighted the JTPA budget request. The department is more diversified than in previous years. Approximately 53% of revenue is from sources requiring a competitive application or a special (extra) funding application. Family Support and Dislocated Workers are the largest resources. JTPA is serving 2,000 client this year, and expect to serve 1,600 next year. The department was informed this week that a \$490,000 federal grant for homeless was denied.

2. Review of the RIS budget - Bill Hoyt and Mary Collier

Dara and Jack provided an overview of the REG direction for the RIS budget, and the methodology for determining a budget cut that kept Lane County's RIS expenditures level. The remaining RIS partners all took increases in the RIS charges. The RIS charges to Lane County are allocated to the departments by an internal cost allocation. Lane County has an internal work group to look at the architectural needs of the county. Bill provided an overview of the department's workload and initiatives.

3. General Expense - Nancy Cameron

Nancy reviewed the debt service funds, school fund, corrections construction, capital construction and capital improvement, extension services, park lands, affordable housing, and tourism.

Rasmussen moved that the JTPA, RIS, and General Expense budgets be recommended to the full committee as presented. Second by Frazier. Vote 4-0.

BALANCE SUBCOMMITTEE ACTION
Lane County Budget Committee
April 22, 1991

Committee Present: Jack Roberts, Karsten Rasmussen, Marie Frazier
Committee Absent: Peter Bartel, Ellie Dumdi

Staff: Margo Drivas (recording)

1. Fair Board

By agreement, the Fair Board budget was postponed and will be heard by the full committee at a later session.

2. Self Insurance Fund/ General Expense

The General Expense budget includes the purchased insurance and self-insured claims expenses for worker compensation and general liability. Staffing is found in the Departments of County Administration and Legal Counsel.

Claims are fully reserved and there has been an accumulated catastrophic loss reserve.

Rasmussen declared, and the committee members acknowledged, his potential conflict of interest because his partner is pursuing a claim against the county.

MOTION TO APPROVE the Self Insurance/General Expense budget CARRIED unanimously.

3. Employee Benefits Fund/General Expense

The General Expense budget includes the payments for statutory (FICA, PERS, Unemployment) and Negotiated (health and disability benefits). Programming for Health Promotion and Training is also included in General Expense, but staffing is providing in the Department of Human Resources.

Reserves for unemployment are now \$281,000 and charges to departments have been increased in FY 91-92 in anticipation of layoffs. Increases in negotiated benefits have been estimated by the Benefits Consultant to increase 11% to 19%. The budget is built on the 11% increase.

MOTION TO APPROVE Benefits Fund/General Expense CARRIED unanimously.