

**HOOD RIVER COUNTY**  
**BUDGET COMMITTEE MEETING #3**  
**FISCAL YEAR 2023/2024**

**May 17, 2024**  
**3:00pm**

In person at 601 State Street

**MEETING AGENDA**

- I. WELCOME**
- II. DECLARATION OF CONFLICTS OF INTEREST**
- III. PUBLIC COMMENT (Limited to 3 minutes each)**
- IV. SCHEDULE**  
Meeting #4 **Thursday**, May 30, 2024 @ 3pm Discussion of  
Public Safety Levy
- V. MINUTES**  
\*Approve May 09, 2024, Budget Committee meeting minutes
- VI. Additional Handouts:**  
Letter of Recommendations to County Administrator
- VII. REVIEW/QUESTIONS; BUDGET DOCUMENTS**  
\*Hood River County  
\*911 Communications  
\*Windmaster Sewer District  
\*Windmaster Urban Renewal District
- VIII. ACTIONS**  
\*Approve Proposed/Amended FY 24/25 Budgets and Levy  
Taxes
- IX. RECESS**

**HOOD RIVER COUNTY  
BUDGET VS ACTUAL**

**DRAFT**

UNAUDITED AT 4/30/2024

| July 1, 2023 thru April 30, 2024                                       | FY24-25 Proposed Budget | FY23-24 Budget         | FY23-24 YTD Actuals  | FY23-24 Variance       | FY22-23 Actuals      | FY21-22 Actuals      | FY20-21 Actuals      |
|--|-------------------------|------------------------|----------------------|------------------------|----------------------|----------------------|----------------------|
| <b>REVENUES</b>  |                         |                        |                      |                        |                      |                      |                      |
| LICENSES, FEES & PERMITS<br>CHARGES FOR SERVICES<br>AND REIMBURSEMENTS | 7,177,840.00            | 7,123,894.00           | 6,331,900.31         | (791,993.69)           | 7,225,046.84         | 7,036,003.28         | 7,598,452.99         |
| TAXES  | 6,960,937.00            | 6,792,687.00           | 6,823,188.73         | 30,501.73              | 6,867,034.72         | 6,559,127.95         | 6,347,213.19         |
| OTHER TAXES  | 262,000.00              | 260,533.00             | 190,018.02           | (70,514.98)            | 277,187.69           | 278,528.52           | 377,901.14           |
| INTERGOVERNMENTAL  | 6,269,254.00            | 6,789,376.00           | 10,155,928.36        | 3,366,552.36           | 6,091,029.71         | 5,776,768.30         | 7,556,766.01         |
| TIMBER SALES   | 3,305,000.00            | 3,555,000.00           | 1,350,822.84         | (2,204,177.16)         | 8,323,597.75         | 4,305,622.03         | 4,010,580.78         |
| INVESTMENT EARNINGS  | 965,939.00              | 1,047,333.00           | 444,598.98           | (602,734.02)           | 1,261,947.53         | (70,286.77)          | 330,097.19           |
| DONATIONS/CONTRIBUTIONS  | 28,800.00               | 31,120.00              | 22,236.37            | (8,883.63)             | 57,140.06            | 217,572.30           | 61,364.02            |
| OTHER REVENUE  | 943,111.00              | 737,704.00             | 821,929.12           | 84,225.12              | 942,256.59           | 716,825.70           | 945,217.67           |
| SALE OF ASSETS   | 55,315.00               | 608,510.00             | 527,295.00           | (81,215.00)            | 26,805.00            | 24,204.20            | 64,744.00            |
| TRANSFERS IN - GENERAL FUND  | 1,520,483.00            | 2,896,447.00           | 2,900,556.27         | 4,109.27               | 1,713,208.73         | 1,935,294.04         | 1,456,363.23         |
| TRANSFERS IN - OTHER FUNDS   | 6,230,170.00            | 6,255,028.00           | 6,255,028.00         | 0.00                   | 5,686,219.00         | 5,353,292.97         | 5,711,255.11         |
| <b>TOTAL REVENUE</b>   | <b>33,718,849.00</b>    | <b>36,097,632.00</b>   | <b>35,823,502.00</b> | <b>(274,130.00)</b>    | <b>38,471,473.62</b> | <b>32,132,952.52</b> | <b>34,459,955.33</b> |
| <b>EXPENDITURES</b>  |                         |                        |                      |                        |                      |                      |                      |
| PERSONNEL SERVICES   | 18,047,312.00           | 16,741,924.00          | 12,622,076.15        | 4,119,847.85           | 13,869,622.75        | 12,451,321.72        | 11,866,738.39        |
| MATERIALS & SERVICES   | 11,135,485.00           | 16,054,430.00          | 6,662,892.41         | 9,391,537.59           | 8,305,713.20         | 5,898,413.54         | 6,432,489.05         |
| CAPITAL OUTLAY   | 5,757,710.00            | 7,921,438.00           | 2,988,376.78         | 4,933,061.22           | 2,019,596.79         | 1,268,024.93         | 1,290,665.88         |
| DEBT SERVICE   | 683,482.00              | 996,856.00             | 996,856.00           | 0.00                   | 626,268.96           | 648,802.42           | 759,877.18           |
| OTHER REQUIREMENTS   | 2,993,587.00            | 2,897,484.00           | 2,188,792.23         | 708,691.77             | 2,295,648.53         | 2,213,852.66         | 2,125,810.55         |
| CONTINGENCY  | 1,341,516.00            | 1,943,782.00           | 0.00                 | 1,943,782.00           | 0.00                 | 0.00                 | 0.00                 |
| TRANSFERS OUT - GENERAL FUND   | 5,271,240.00            | 4,955,417.00           | 4,955,417.00         | 0.00                   | 4,365,919.00         | 4,248,292.97         | 4,431,062.11         |
| TRANSFERS OUT - OTHER FUNDS  | 2,479,413.00            | 4,196,058.00           | 4,200,167.27         | (4,109.27)             | 3,033,508.73         | 3,040,294.04         | 2,736,556.23         |
| FINANCING  | 0.00                    | 0.00                   | 0.00                 | 0.00                   | 0.00                 | 0.00                 | 0.00                 |
| UNAPPROPRIATED   | 1,826,224.00            | 1,623,102.00           | 1,623,102.00         | 0.00                   | 0.00                 | 0.00                 | 0.00                 |
| <b>TOTAL EXPENDITURES</b>  | <b>49,535,969.00</b>    | <b>57,330,491.00</b>   | <b>34,614,577.84</b> | <b>22,715,913.16</b>   | <b>34,516,277.96</b> | <b>29,769,002.28</b> | <b>29,643,199.39</b> |
| <b>REVENUES OVER (UNDER)<br/>EXPENDITURES</b>                          | <b>(15,817,120.00)</b>  | <b>(21,232,859.00)</b> | <b>1,208,924.16</b>  | <b>(17,026,044.16)</b> | <b>3,955,195.66</b>  | <b>2,363,950.24</b>  | <b>4,816,755.94</b>  |
| <b>FUND BALANCE JULY 1</b>   | <b>43,870,173.00</b>    | <b>47,241,739.17</b>   | <b>47,241,739.17</b> | <b>(3,371,566.17)</b>  | <b>43,294,491.01</b> | <b>40,742,123.77</b> | <b>35,876,996.83</b> |
| <b>ENDING FUND BALANCE</b>   | <b>28,053,053.00</b>    | <b>26,008,880.17</b>   | <b>48,450,663.33</b> | <b>(20,397,610.33)</b> | <b>47,249,686.67</b> | <b>43,106,074.01</b> | <b>40,693,752.77</b> |

May 13th, 2024

Matt Fullerton  
Member, Budget Advisory Committee  
6840 Cooper Spur Rd.  
Mt. Hood Parkdale, Oregon 97041

Allison Williams  
Hood River County Administrator  
601 State Street  
Hood River, Oregon 97031

Dear Mrs. Williams,

I am writing to recommend that Hood River County adopt a policy that funds and encourages the use of artificial intelligence (AI) powered tools and technologies to increase efficiency, productivity, and decision-making capabilities across various departments. This initiative aligns with the County's top strategic goal to "*Modernize the County organization, internal systems, and align services with community needs.*" It has the potential to bring significant cost savings and other benefits to County employees, operations, and ultimately, the citizens we serve.

The primary goal of this initiative is to improve the working lives of County employees by automating repetitive tasks, organizing and working with data, and enhancing their ability to focus on high-value work. By leveraging AI-powered tools, the County can streamline processes, reduce costs, and improve overall performance.

The direct financial impacts could come from:

- Maintaining current staffing levels in historically understaffed departments or leave roles empty as current staff members become more efficient.
- Increased grant submittals, award percentages, and amounts.
- Reduced costs for outside Professional Services and staff time spent drafting reports, creating training, and managing programs.

During my time on the Budget Advisory Committee I've recognized several ways AI tools could dramatically improve current processes or help build new services:

- Automate English-to-Spanish translation for all forms and printed public information.
- Assist Deputy DA's with legal research, caselaw summarization and writing briefs.
- Write and edit employee policy and procedure manuals or onboarding documents.
- Create an "IT Helpdesk" chatbot to answer employee questions and troubleshoot issues.

- Department managers could use AI for grant research, first drafts and editing.

To implement this initiative, I propose the following:

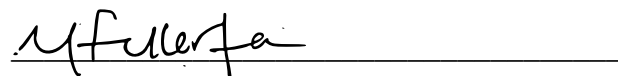
- Develop a policy for all County employees, elected officials, and volunteers with guidelines for using County data with these systems, including safeguards for Personal Identifying Information (PII), information about ongoing criminal investigations, and other sensitive data the County may have access to.
- Allow employees to use OpenAI's ChatGPT service on County electronic devices for general queries and research, enabling them to quickly access information and make informed decisions.
- Develop a phased implementation approach to roll out AI-powered tools across different departments, starting with low-risk or high-potential-impact areas.
- Allocate resources from existing technology, training, and workforce development budgets to support the implementation of AI-powered tools.

While there may be potential challenges or concerns related to AI adoption, I propose the following mitigation strategies:

- Create an AI and associated technology policy that embraces innovation and encourages employees to try emerging technologies.
- Provide training and support for employees to ensure they can effectively utilize AI-powered tools.
- Ensure data security and integrity by implementing robust measures to protect sensitive information.
- Foster collaboration between departments to integrate AI-powered tools and address any integration-related concerns.

I believe that adopting an AI-friendly policy in Hood River County has the potential to bring significant benefits to our employees, operations, and ultimately, the citizens we serve. I look forward to discussing how we can make this initiative a reality.

In service,



**Matt Fullerton**

Member, Budget Advisory Committee