

**City of Lebanon 2002/03  
Budget Committee Meeting Minutes  
May 7, 2002**

**COUNCIL PRESENT:** Mayor Scott Simpson, Councilors Mel Harrington, Ron Miller, Roger Munk, Dan Thackaberry, Ken Toombs and Stan Usinger;

**MEMBERS PRESENT:** Bob Elliott, Floyd Fisher, Ella Garboden, Shirlee Harrington, Mike Lee and Carl Schlegelmann (Ella Garboden appointed)

**STAFF PRESENT:** City Administrator/Budget Officer John Hitt, Finance Director Casey Cole, City Attorney Tom McHill, Public Works Director Jim Ruef, Police Chief Mike Healy, Library Manager Denice Lee, Sr. Center Manager Susan Tipton and Administrative Assistant Linda Kaser.

**CALL TO ORDER/ROLL CALL**

Mayor Simpson called the budget meeting to order at 6:35 p.m. and appointed Ella Garboden for a three-year appointment (thru Jan 1, 2005) to the Budget Committee. Roll call was taken with all members present with the exception of Councilor Miller who arrived at 8:07 p.m.

**ELECTION OF COMMITTEE CHAIR & SECRETARY**

Mayor Simpson nominated Shirlee Harrington and Councilor M. Harrington nominated Councilor Thackaberry to be the Budget Committee Chair. After a show of hands, Councilor Thackaberry was elected as Budget Committee Chair.

Shirlee Harrington nominated Ella Garboden to the position of Budget Committee Secretary, seconded by Councilor Harrington, the motion passed unanimously.

S. Harrington asked for clarification of how long her term was for. [Mayor Simpson had appointed her to a 3-year term ending 2004.]

**APPROVAL OF 2001/02 BUDGET MINUTES**

Garboden asked that a breakdown of the transfers within the General Fund Property Tax Reserves be added to the minutes (see Attachment "A" - Memo and Exhibits 1 & 2). There were no other revisions requested.

**PUBLIC HEARING (Possible Uses of State Revenue Sharing Funds) (by Casey Cole)**

The public hearing process was explained. The proposed budget reflects \$75,000 in State Revenue Sharing to support General Fund services.

*Chairman Thackaberry opened the public hearing at 6:39 p.m. Hearing no comments, the Public Hearing was closed at 6:40 p.m.*

**PUBLIC INPUT ON THE 2002/03 BUDGET** – *There was no public input.*

**PRESENTATION OF CITY OF LEBANON'S BUDGET** (presented by John Hitt)

A brief summary of the "Budget Deficit Correction Process" (Exhibit "B"), the changes in budget format including the addition of the "Fund Type Summary" (Pg. 4), and the "Schedule of Interfund Transfers" (Pgs. 5–7) proposed for 2002/03 was given.

An explanation was given of the departmental organizational charts and the newly designed "Personnel and Monthly Salary Schedule" (Pg. 269–272) with a total of 100.871 FTE authorized employees for 2002/03 (down from FY 01/02). Staff proposed adding an Informational Services (IS) Manager and increasing the Maintenance Secretary to a full-time position.

An overview was given of the proposed balanced budget totaling \$36,431,897 (including the Urban Renewal Districts), staffs proposed General Fund cuts, and other Funds and Departments as indicated in the 02/03 Budget Message (Page 1).

The Committee was briefed on the various sources of General Fund Revenues (Pgs 17 & 18) noting that, besides taxes, the largest revenue source is from Licenses and Permits. Total General Fund Revenue is \$5,212,841.

**GENERAL FUND**

In response to Garboden's inquiry of the need for the Bank Loan Fund (Pg 18), Cole presented an overhead of the "Lease for Equipment Purchase" (Attachment "B"). Equipment purchases were needed for several departments totaling \$218,591. After talking with the bank, staff opted for a 3-year loan split into two different funds, the General Fund and the IS Department to help balance the General Fund.

Healy responded to S. Harrington's question on what the life expectancy on the dispatch logger [7 - 8 years], records system server [5 years] and the generator [approx. 20 years] is.

In response to Simpson's question of interest rates on the loan, Cole stated that for debt service dollars out, a five-year term would save approximately \$18,000 in the annual payment, but the savings is lost by making payments for an additional two years. The interest rate is from 5.18 to 5.50%. The rates are purposely high since the equipment is not yet ready to be purchased; lower interest rates are expected.

In response to Garboden's questioning regarding the high computer expenses, Ruef explained that Computer Expenses for a majority of the funds have increased due to stricter licensing guidelines and the need for new software.

M. Harrington asked for clarification on Towing Admin Costs (impound fees) and Revenue from Rental Property (Justice Court) listed under General Fund Revenue (Page 17).

**Administration, Economic & Community Development – 110** (Pg. 19, by John Hitt)

Additional funding of \$7,437 is being requested for Meetings & Conferences, Education & Training, Computer, and Dues & Subscriptions for the new Human Resource Manager. However, there is a decrease of \$1,000 in Contract Services and Department Operating Expenses. There is also a funding increase of \$2,379 for IS Services for upgrades to the phone and computer operating systems.

**City Attorney – 120** (Pg. 22, Presented by John Hitt)

The annual stipend for the City Attorney's services remains the same as the previous year. The only proposed addition is for \$400 to cover costs of DMV Suspension Packets.

**Community Development Division – 126** (Pg. 24, Presented by Jim Ruef)

There were no proposed budget changes for this year. The department was awarded \$556,000 in grants this past year.

**Public Works/Engineering – 130** (Pg. 26, Presented by Jim Ruef)

There were no proposed budget changes for this year.

**Parks – 133** (Pg. 29, Presented by Jim Ruef)

Additional funding was proposed due to the expanded acres under the parks system to include Gill's Landing Campground development, the addition of the Santiam and Middle School properties and Walden Ponds (details listed in the budget document).

Mr. Ruef explained that there was a clerical oversight (Pg. 29) in which the two items listed below should **not** have been included under Important Highlights.

- Weldwood Park, new 52-space parking lot south of the ball diamond, recycled asphalt \$72,800.
- Gill's Landing campground improvements (\$40,000)

**Finance – 140** (Pg.31, Presented by Casey Cole)

There were no requests for additional personnel or equipment. The main increase is due to the proposed transfer of \$2,416 to Information System Services.

**Legislative – 160** (Pg.34, Presented by John Hitt)

Additional funds were requested to increase the Councilors and Mayor's stipend by \$50/month, and to fund video equipment for the new School District Board Room.

**Library – 165** (Pg.36, Presented by Denice Lee)

The library has approximately 5,700 registered patrons and has calculated the number of visits per year to be 60,000. Circulation is expected to reach 95,000 and the Internet usage at 4,100. Highlights include Information Services intrafund transfer of \$44,881, a thirty-two percent (32%) decrease in funding for purchase of reading material, and the personnel budget decrease of \$37,816 due to the retirement of the past Library Program Manager.

S. Harrington asked why the book budget was reduced. Hitt explained that the City staff had to reduce each department in the general fund as much as possible in order to balance the general fund.

S. Harrington asked about the large increase in the interfund transfer to the IS Department. Lee explained that it was due to technical support for the four additional computers (total of 15) as well as the increase in each department to cover the costs of the proposed new phone system.

There was a brief discussion about forming a library district within the county jurisdiction. As of yet the County has not shown a great deal of interest.

### **Municipal Court – 170** (Pg. 43, Presented by Casey Cole)

Highlights include \$15,000 for the department's share of the required replacement of the IBM Server; the cost is offset by the bank loan fund located in the General Fund. An increased transfer of \$3,360 is for IS Services. Additional funding in contract services is to cover employee vacations as well as a slight increase for the Municipal Judge.

Figures of April 30 indicate \$190,298 in the General Fund, \$20,384 for the traffic team, and \$ 6,192 for the parking enforcement program. The Court has collected about \$216,774.

*Chair Thackaberry requested a ten-minute recess at 8:17 p.m.*

### **Police Department – 180** (Pg. 44, Presented by Mike Healy)

The police department presented a list of accomplishments with last years budget dollars and what the department would like to accomplish this fiscal year, crime rates in Lebanon, traffic team goals, towing fees, Municipal Court collections and projections and changes in Court Efficiencies and Collections (see attachment "D").

Highlights include an increase of \$5,000 for leasing rather than buying police vehicles, the purchase replacement Dispatch Logging Recorder, Records System server and Emergency Generator for a total of \$24,616 (the cost is offset by Bank Loan Funds in General fund), and the copier replacement for \$1,500.

A summary was given on the **Traffic Unit (Intergovernmental Fund)** (Page 127), which provides two motorcycle officers. The program has been in place for approximately six months at which time has not paid for itself. During this time, the Police Department received increased public satisfaction about traffic enforcement all over town, including the school zones.

*Chair Thackaberry adjourned the meeting at 9:45 p.m.*

## **Budget Committee Meeting Minutes (Continued - May 8, 2003)**

### **CALL TO ORDER/ROLL CALL**

Chairman Thackaberry called the budget meeting to order at 6:30 p.m. Roll call was taken with Shirlee Harrington being absent (Councilor Munk arrived after roll call).

Chairman Thackaberry asked if there were any further comments regarding the Police Department's budget. Additional material was provided showing Traffic Team revenue and the effect on the General Fund (Attachment "E") and a memo regarding Municipal Court collections (Attachment "F") providing further clarification concerning questions raised at last night's meeting.

### **Senior & Disabled Services – 190** (Pg. 48, Presented by Susan Tipton)

An accounting change was made showing \$35,000 under contract services. This accompanied with the Federal Grant Funds (listed under General Fund, Page 17) of \$71,000 gives about a \$39,000 net. An additional amount for Contract Services is for a money match to Council of Governments and relief personnel. The greater match figure corresponds with the greater gross payment anticipated.

Tipton explained that the Lebanon Elks has provided the building for the Senior Center at no cost with an agreement that the City will arrange and pay for any maintenance of the building.

### **Non Departmental – 195** (Pg. 52, Presented by Casey Cole)

The main highlights include \$27,500 for the General Fund's share of six months of janitorial services, heat, and electricity for LMS buildings; an increase of 25% (\$10,000) for insurance coverage costs; and \$18,000 was added to water and sewer charges since a franchise fee is now charged to both funds.

Simpson and Garboden had been approached by citizens who were opposed to the proposed franchise fee because they felt it was an inappropriate way of transferring money to the General Fund. The citizens felt that the water and sewer money should go strictly towards water and sewer projects.

Usinger felt that if the Water Department cuts a hole in the street to repair or upgrade the water or sewer system and the Street Department has to then fix the damage then the Water Department should have to pay for it.

Cole explained that when property tax revenues are projected out into the future, the City will be faced with greater problems balancing the General Fund. Therefore, this will not be a short-term fix. Hitt agreed due to the recent League of Oregon Cities findings and explained that is why several cities (including the City of Albany) have decided to enact a Franchise Fee to their water and sewer funds. The budget committee could decide on an annual basis whether to continue with the Franchise Fee Agreement.

Chair Thackaberry stated that since the budget is balanced with the franchise fee in place, he would like to get through the significant information and then approve/disapprove the franchise fee.

**DEBT SERVICE FUNDS** (Pg. 55 – 62, by Casey Cole). No significant changes.

### **ENTERPRISE FUND** (Self Supporting Funds)

#### **Water Utility – 430** (Pg. 63, Presented by Jim Ruef)

There are no scheduled rate increases for Fiscal Year 2002/03. An error was noted on page 63, ~~A new engineering computer model for the water system~~ should not have been included; this model was already purchased.

Highlights include a facility plan update for the water treatment plan (the master plan was last updated in 1989), ODOT permit fees, repair/replace Santiam Canal Industrial Park head gates, a full-time Maintenance Division Secretary (increased from part-time), and additional funding for upgrading the Maintenance Division's lunch room.

Note: The City would pay approximately \$47,000 included in the Water Fees revenue, under the proposed Franchise Fee concept.

Ruef explained that if a project is not completed in the year it was budgeted for, the money is carried over until the next year. The money is not spent on other projects.

#### **Water Utility Capital Improvement Program – 435** (Pg. 68, Presented by Jim Ruef)

Highlights include the development of the first production well at the Back-up Wellfield, \$275,000; accelerator repairs at the Water Treatment Plant, \$258,000; and land acquisition for new water system reservoirs for \$110,929.

#### **Water Bond Debt Service – 436** (Pg. 70, Presented by Casey Cole)

The bond is scheduled to be paid off in October 2021. After several questions, Cole explained that the State reviews all refunding bond issues to make sure the municipalities are saving money.

#### **Small Waterline Replacement – 437** (Pg. 72, Presented by Jim Ruef)

There were no significant changes. The program has proven to be very cost effective.

#### **Storm Drainage Utility – 450** (Pg. 76, Presented by Jim Ruef)

There were no budget changes. Staff is currently developing the proposed utility structure, which should be presented to Council by January 2003.

#### **Wastewater Utility – 470** (Pg. 79, Presented by Jim Ruef)

There are no scheduled rate increases for FY 02/03. Highlights include limited replacement of deteriorated sewer collection piping, \$225,000; limited inflow and infiltration rehabilitation; Project Walden funding, \$120,000; and a radial view camera, \$25,000.

#### **Wastewater CIP – 475** (Pg. 84, Presented by Jim Ruef)

Highlights include Project Walden expenses totaling \$440,000 for a feasibility study, land acquisition, and city staff personnel services; wastewater treatment plant upgrades including partial funding for chlorine removal and outfall diffusion projects totaling \$1,358,275; and the Westside Interceptor, Phase 2 design and partial construction, totaling \$50,000.

#### **Wastewater Bond Debt Service – 476** (Pg. 87, Presented by Casey Cole)

An error was noted on page 87. It should read \$3, 970,000 outstanding as of June 30, 2002 rather than \$4,215,000 for the 1993 bonds. Both the 1993 and the 2000 bond matures in 2020.

#### **Santiam Railway – 480** (Pg. 89) – No significant changes

## **INTERGOVERNMENTAL FUNDS:**

### **City Facilities Repairs – 506** (Pg. 91, Presented by Casey Cole)

If sufficient funding is available, bids will be obtained for carpeting and painting the Municipal Court offices.

### **Motel Tax – 510** (Pg. 93, Presented by John Hitt)

The room tax will change from \$2.00 per night to 6% of room rental revenues and promotion of tourism will now be the responsibility of the Tourism Commission with approval of the City Council instead of the Lebanon Chamber of Commerce.

### **Santiam Travel Station – 515** (Pg. 95) – No significant changes.

### **Oregon Traffic Safety Commission – 520** (Pg. 97) – No significant changes.

### **Building Inspection Services – 527** (Pg. 99, Presented by Jim Ruef)

Funds have again been allocated for contract services to assist with building inspections. Highlights are assuming .5 FTE for the open Building Official position and additional contract services to cover the workload and contracting with Linn County to perform required plan reviews and inspections.

### **Park Enterprise Fund – 533** (Page 103, Presented by Jim Ruef)

An addition of a park host at Gill's Landing is proposed for \$837, with additional funding in Fund 133. An error was noted on page 103, 2<sup>nd</sup> sentence should be deleted. ~~This year's budget includes money for the continued . . . the newly constructed restroom/shower facility.~~ The revenue is not there to do it.

### **Environmental Services – 537** (Page 105, Presented by Jim Ruef)

This department was fully staffed in November of 2001.

### **Geographic Information System (GIS) – 540** (Page 108, Presented by Jim Ruef)

Funds are included to conduct a new color aerial flight of the city. Decided to drop the purchase of a GPS unit due to the current technology, may request it in the future.

### **Information Services (IS) – 542** (Page 111, Presented by Jim Ruef and Ginger Allen)

Highlights include hiring of an IS Manager, network operating system and telephone systems upgrades and contract services has been reduced from \$25,000 to \$8,000 due to the addition of a working manager. (See attached handouts "G", "H", "I" & "J" for further details -A correction was noted on "J", 2<sup>nd</sup> paragraph, \$42—50 should be \$42,000 - \$52,000.)

***Chairman Thackaberry adjourned for a ten-minute recess.***

*(Pages 114 – 119 were temporarily skipped while covering the funds involved with the proposed Franchise Fee.)*

**Streets – 558** (Page 120, Presented by Jim Ruef)

Ruef found out today that the revenue projections for the current fiscal year were off by \$24,000 causing the Street Fund to be out of balance. The department will probably have to cut back to ¼ time for street sweeping and just do the regulatory items, e.g., stop signs to try to make up for the shortfall. The revenue source for this fund comes from gas taxes and due to several issues has been decreasing slowly over the years; the same revenue also funds the storm drainage fund. This fund is in dire straights.

Garboden and M. Harrington asked if funds from the STP Street Project Fund (571) could be transferred into the Streets Fund (558). Mr. Ruef explained that this fund is designated for transportation projects identified in the CIP.

*Chairman Thackaberry asked the Committee to make a motion on the approval/denial of the proposed five percent (5%) "Franchise Fee" for the water and wastewater utilities.*

*Councilor Toombs moved, Mr. Elliott seconded, to support the franchise fee assessment.*

Simpson asked what the options are if the franchise fee doesn't pass. City Administrator explained that virtually all cities are facing the same General Fund shortfall. Corvallis is going out for a transportation tax levy, Albany a Police Levy, Stayton a Parks and Library Levy, some cities are imposing a transportation utility which is added to utility bills that goes to every property owner.

If we pull the franchise fee, the city has \$134,000 unbalanced General Fund. Plus the additional \$24,000 found out today in the Streets Fund, not counting any shortfalls for motorcycles or adding additional funding to the Library. Mr. Hitt stated the fee should be looked at annually along with the enterprise funds.

*After a brief discussion, the motion passed with 6 yeas (Munk, Fisher, Toombs, Elliott, Usinger with Thackaberry breaking the tie) and five nays (Miller, Garboden, Simpson, Harrington and Lee). Carl Schlegelmann abstained because he felt he did not have enough information.*

**State Foot and Bike Path – 550** (Page 114, Presented by Jim Ruef)

Highlights include pedestrian improvements to city-owned property, \$30,000; Main Street Beautification, which is a grant match of \$18,000; and 3<sup>rd</sup> Street Sidewalk improvements in conjunction with the Santiam Travel Station Phase II Project totaling \$16,000.

**Engineering Development Review – 555** (Page 117) No significant changes addressed.

**Storm Drainage – 559** (Page 124) No significant changes.

**9-1-1 Communications – 562** (Page 130, Presented by Mike Healy). No significant changes.

**Civil Forfeiture – 563** (Page 132). No significant changes.

**School Resource Officer – 564** (Page 134) No significant changes.



**Dial-A-Bus – 569** (Page 136, Presented by Susan Tipton)

Accounting changes were done to show a clearer picture of the State and Federal Grant matches. There was a small increase for relief staff, in case a backup driver is needed.

**STP Street Project** (Page 140, previously reviewed by Jim Ruef)

**Downtown Beautification Project** (Page 146, previously reviewed by Jim Ruef)

**ODOT Grant/TSP – 581** (Page 146, Presented by Jim Ruef)

No significant changes.

**Parking Enforcement – 582** (Page 147, Presented by Mike Healy).

No significant changes.

**1983/84 Housing Rehabilitation – 585** (Page 149, Presented by Casey Cole)

Outstanding loans as of June 30, 2001 are \$68,134. Repayments are used first for the City Hall Repair Debt Service. That debt totals \$132,643 with the final payment scheduled for May 2008.

**1985/86 OCD Housing Rehabilitation Grant Unrestricted – 591** (Page 151, Presented by Casey Cole)

Outstanding loans as of June 30, 2001 are \$67,546.

**Gill's Landing Boat Ramp – 593** (Page 153, Presented by Jim Ruef).

This money can only be used for maintenance of the ramp and parking area, not for the campground. No significant changes were made.

**1993/94 OCD Housing Rehabilitation Grant – 594** (Page 155, Presented by Casey Cole)

The City, as their share of the partnership, put \$9,000 in the revolving loan fund last year for program income that has not yet been loaned out. The outstanding loans as of June 30, 2001 are \$349,605. There were no significant changes.

**1996 OCD Housing Rehabilitation Grant – 595** (Page 157, Presented by Casey Cole)

Outstanding is \$262,042. If program income is received, additional loans will be done since this grant is still open. Miscellaneous income can be transferred to 83/84 Rehabilitation Grant, which would then go back to City Hall Debt Service for City Facility Repair.

**1998 Housing Rehabilitation Grant – 596** (Page 159, Presented by Casey Cole)

Currently have program income of approximately \$49,000 from last Fiscal Year to be loaned out.

**2001 Housing Rehabilitation Grant – 597** (Page 161, Presented by Casey Cole)

No activity has happened to date until the RFP for a program manager is completed. This fund will allow rehabilitation of homes for 15 to 20 families.

**SPECIAL ASSESSMENT FUNDS:**

**General Bancroft Bond – 720** (Page 163, Presented by Casey Cole)

No Significant Changes. \$110 is still outstanding on a very old loan from the early 80's.

**Walker Road Local Improvement District (LID) – 721** (Page 165, Presented by Mr. Cole)

No Significant Changes. Assessments outstanding total \$772 from 1988.

**Santiam Canal Industrial Park LID – 722** (Page 167, Presented by Casey Cole)

The City currently owes \$112,240 on the loan. The life on the loan is 10 years, which is paid by the property owners. We are holding the paid amount earning interest on the money. If the property owner doesn't pay the loan the City may opt to foreclose on the property.

**Oak Street LID – 723** (Page 169, Presented by Casey Cole)

The final payment was made on the bond in October of 2000. Property owners still owe \$795.

**Public Improvements (Administration) – 750** (Page 171, Presented by Jim Ruef) No Significant Changes.

*Councilor Harrington moved to adjourn the meeting, Councilor Thackaberry asked the Committee to continue until the Capital Project Funds have been reviewed. Councilor Harrington left the building @ 9:37 p.m. Garboden reserved the right to ask questions tomorrow evening. The committee continued with the Capital Projects funds.*

**CAPITAL PROJECTS FUNDS:**

**Equipment Acquisition and Replacement – 820** (Page 173, Presented by Jim Ruef)

No Significant Changes. Ruef showed samples from the budget to explain how this fund works in terms of equipment replacement.

**Historic Resource Commission Trust – 824** (Page 176, Presented by Casey Cole)

No Significant Changes.

**Pioneer Cemetery Restoration Trust – 825** (Page 178, Presented by Jim Ruef)

No Significant Changes.

**Local Law Enforcement Block Grant – 827** (Page 180, Presented by Mike Healy)

The present project funds will be spent by September 30, 2002. A project for 2002/03 had not yet been determined.

**D.A.R.E. Trust – 828** (Page 182, Presented by Mike Healy) - No Significant Changes.

**Police Trust – 829** (Page 184, Presented by Mike Healy).

This is a donation fund. Changes occur in this fund based on short-term projects that are unknown until the donation is made.

**Library Trust – 830** (Page 186, Presented by Denice Lee).

A donation fund with no significant Changes.

**Library/Senior Center Building Trust – 832** (Page 188, Presented by Susan Tipton).

No significant Changes.

**Senior Services Trust – 835** (Page 190, Presented by Susan Tipton).

No significant Changes.

**Snedaker Trust – 838** (Page 192, Presented by Denice Lee).

A donation fund set up for the library. No significant Changes.

**Street Capital Improvement Projects – 840** (Page 194, Presented by Jim Ruef).

This fund was set up for street preservation and includes design and construction of various overlays and crack sealing.

**Street Capital Improvement Projects (Restricted) – 841** (Page 197, Presented by Jim Ruef).

The projects have been completed and this fund will be closed out this year with the additional money (\$17,500) going to street overlays.

**Capital Improvement Projects – 842** (Page 199, Presented by Jim Ruef).

Highlights include geographic information systems software upgrade, three computer upgrades and vehicle replacement of an inspection utility vehicle.

**Infrastructure Deferral – 845** (Page 203, Presented by Jim Ruef).

A new fund for FY 2002/03 with the following project contributions budgeted to the water main extension for Heartland Subdivision (Stoltz Hill and 12<sup>th</sup> Street) and general streets, water, sewer, and drainage projects.

**SDC Storm Drainage – 850** (Page 205, Presented by Jim Ruef).

The next three Storm Drainage SDC funds (850, 851 & 852) have one specific project identified, i.e., acquisition for the "F" Street detention basin.

**SDC Parks Improvements – 862** (Page 211, Presented by Jim Ruef)

No Significant Changes.

**SDC Wastewater – 870** (Page 214, Presented by Jim Ruef)

All available project revenue is allocated to the next phase of the West Side Interceptor.

**SDC Wastewater (Restricted) – 871** (Page 216, Presented by Jim Ruef)

Significant projects identified for funds 871 and 872 are West Side Interceptor and WWTP projects identified in the Facility Plan Update.

**SDC Wastewater Reimbursement – 873** (Page 220, Presented by Jim Ruef).

No changes for FY 02/03.

**SDC Streets – 880** (Page 222, Presented by Jim Ruef).

No changes for FY 02/03.

**SDC Streets (Restricted) – 881** (Page 224, Presented by Jim Ruef).

No specific project identified for FY 02/03.

**SDC Streets Improvements – 882** (Page 226, Presented by Jim Ruef)

The Safeway Street SDC reimbursement is only project identified for funding.

**SDC Water (Restricted) – 891** (Page 228, Presented by Jim Ruef).

No changes or specific projects identified for FY 02/03.

**SDC Water Improvements – 892** (Page 231, Presented by Jim Ruef).

No changes for FY 02/03. The two projects identified are Reservoir Land Acquisition (two sites) and partial funding for the water treatment plant facility plan.

**SDC Water Reimbursement – 893** (Page 233, Presented by Jim Ruef).

No changes for FY 02/03 and no specific project identified.

## **TRUST AND AGENCY FUND:**

**Bail – 910** (Page 235, Presented by Casey Cole).

This fund is a Municipal Court collections fund.

## **ADJOURNMENT**

*Chairman Thackaberry adjourned the meeting at 10:00 p.m.*

## **Budget Committee Meeting Minutes (Continued - May 9, 2003)**

### **CALL TO ORDER/ROLL CALL**

Chairman Thackaberry called the budget meeting to order at 6:30 p.m. Roll call was taken with Shirlee Harrington absent.

Ginger Allen provided further information on the IS Department handouts supplied during last night's meeting. Explaining the breakdown of users by departments and how it relates to the inventory of hardware, software, printers and phones allocated to each department.

Lee explained that the IS portion of the computer and phone expenses for the Library is approximately \$44,881 for three years until the phone system and network upgrade is paid off. The number will be around \$1,200 for hardware per year after that. The same system is used across all departments.

Jim Ruef handed out replacement pages for the narrative and computer sheet for "Downtown Beautification Community Incentive Fund Grant" on Pages 143 and 144 (Attachment "K"). The grant for the installation of street trees, streetlights and associated infrastructure totals \$187,000.

***Toombs made a motion, seconded by Elliott, to APPROVE THE CITY OF LEBANON'S PROPOSED BUDGET AS PRESENTED.***

Ella asked if it includes the motorcycle cops and how that would be funded. Last year the Budget Committee discussed that the program would be struck if the motorcycles did not pay for themselves.

Fisher and Miller felt that a full year of operation was in mind last year. Lee felt that more time should be given to properly evaluate the program. Simpson stated that from the graph it shows that revenues are rising quickly and it would be a shame to cut it off now.

Hitt explained that the benefits aren't always a monetary value and the program should be looked at as a whole.

The Committee's consensus was to look at the entire program again next year.

Cole noted that the motorcycle program would reduce contingencies to \$76,000. Cole expressed being uncomfortable about reducing the contingencies that much, especially if the Budget

Committee decided to also take out another \$10,000 for books.

*After discussing possible cuts, Councilor Harrington moved to add \$10,000 to the Library for books, seconded by Elliott, the motion passed unanimously.*

Munk proposed holding off on Councils' salary increases. Mr. Fisher stated that it was noble but at some point you need to start increasing incrementally, since it is so low. The salaries have not been increased for years. The taxpayers would be more understanding if it had been done incrementally rather than one large increase. Hitt explained that the intent is to go to the newly elected Council in January to discuss the raise in salary.

Simpson asked for discussion on the proposed property purchase on Airport Road. Mr. Ruef explained that the property, owned by Michaels, (shown in both the Storm Drain Master Plan and Parks Master Plan) is being pursued by the City for a neighborhood park and storm water detention. The City has not yet been successful in purchasing the 12 acres. Discussion continued on how it could possibly be both a detention area and a park. It was explained that the detention is only at times of severe flooding.

*The motion to approve the City of Lebanon's Budget for FY 2002/03 as amended passed by a vote of eight yeas (Elliott, M. Harrington, Lee, Miller, Munk, Simpson, Thackaberry, Usinger) and one nay (Garboden)*

*Simpson moved, Usinger seconded, and was passed unanimously TO APPROVE TAXES FOR THE 2002/03 FISCAL YEAR AT THE RATE OF \$5.1364 PER \$1000 OF ASSESSED VALUE FOR OPERATING PURPOSES*

*Munk moved, Toombs seconded, and was passed unanimously TO LEVY \$461,717 FOR PAYMENT OF BOND PRINCIPAL AND INTEREST.*

*Chairman Thackaberry adjourned the regular order of business of the Lebanon Budget Committee and convened as the Lebanon Urban Renewal District Budget Committee at 7:30 p.m.*

Hitt explained that the urban renewal districts were historically formed with the purpose of developing infrastructure, primarily to remove blight and/or support economic development.

The three urban renewal districts' budgets combined totals have decreased by \$2,419,285. The reason for the decrease is because of the uncertainties surrounding the Oregon Supreme Court "Shilo" decision.

The "Shilo" decision will result in some revenue reduction and will show up as an actual property tax reduction. Presently, cities are uncertain what the tax reduction impact will be inside or outside the urban renewal districts.

## **LEBANON URBAN RENEWAL DISTRICT (URD) BUDGET:**

**Lebanon Urban Renewal – 920** (Page 236, Presented by Jim Ruef).

No projects listed except for the completion of the Second Street bridge crossing. It is staff's intention to go to the CIP Committee for recommendation on whether to close this fund out or possibly do a couple minor projects. The CIP recommendation should come to Council in January or

February.

**Lebanon Urban Renewal Debt Service – 921** (Page 239, Presented by Casey Cole).

This is debt service for a 1994 issued bond with an outstanding balance of \$770,000. Final payment is scheduled for FY 2013/14.

**Lebanon URD Bonds – 923** (Page 241, Presented by Casey Cole).

This is debt service for a 1999 issued bond with an outstanding balance of \$3,235,000. This bond matures during FY 2018/19.

**District 1999 Bond Construction – 924** (Page 243, Presented by Casey Cole).

Construction costs are being recorded from the 1999 bond issue. These funds are mainly left over from the 2<sup>nd</sup> Street Bridge project. The funds may be used for future projects or to pay off bonds.

*A motion was made by Fisher, seconded by Elliott, and passed unanimously to APPROVE THE LEBANON URBAN RENEWAL DISTRICT'S BUDGET.*

*A motion was made by Miller, seconded by Usinger, and passed unanimously to approve URD TAXES FOR THE 2002/03 FISCAL YEAR AT THE RATE OF 100% OF THE AMOUNT FROM THE DIVISION OF TAX, AND A SPECIAL LEVY FOR THE REMAINDER OF AUTHORITY.*

*Chair Thackaberry adjourned the regular order of business of the Lebanon URD Budget Committee and convened as the NW Lebanon URD Budget Committee at 7:43 p.m.*

**NW LEBANON URD BUDGET:**

Hitt explained that this district is primarily industrially zoned property with the biggest activity for the past couple of years being the Westside interceptor project.

**NW Lebanon Urban Renewal – 925** (Page 245, Presented by Jim Ruef).

Ruef explained that no additional projects were proposed. They would complete the 5<sup>th</sup> Street Extension Project by the new Pioneer School.

**ODOT Immediate Opportunity Fund – 927** (Page 248, Presented by Jim Ruef).

Funds were originally used to improve Harrison Street and Reeves Parkway. This fund will probably close out this year with the remaining funds transferred to the NW URD (\$7,557).

**NW Lebanon URD Bonds – 930** (Page 250, Presented by Casey Cole).

This is debt service for a 2000, 20-year, construction bond with \$5,070,000 outstanding. The revenue source is property taxes.

**District 2000 Bond Construction – 931** (Page 252, Presented by Jim Ruef).

Highlights are completion of 5<sup>th</sup> Street Extension Project, \$900,000; Completion of the Westside Interceptor Pump Station, \$700,000; Westside Interceptor Phase 2 – Design and Construction, \$920,000; and completion of the WW Treatment Plant Upgrade, \$30,000.

*A motion was made by Usinger, seconded by Elliott, and passed UNANIMOUSLY TO APPROVE THE LEBANON NW URBAN RENEWAL DISTRICT BUDGET.*

*A motion was made by Munk, seconded by Fisher, and passed unanimously to approve the NW URD TAXES FOR THE 2002/03 FISCAL YEAR AT THE RATE OF 100% OF THE AMOUNT FROM THE DIVISION OF TAX, AND A SPECIAL LEVY FOR THE REMAINDER OF AUTHORITY.*

*Chair Thackaberry adjourned the regular order of business of the NW Lebanon URD Budget Committee and convened as the Cheadle Lake URD Budget Committee at 7:55 p.m.*

**CHEADLE LAKE URBAN RENEWAL DISTRICT BUDGET:**

Hitt explained that this is the newest of the urban renewal districts with very little revenue. The district covers the area of Russell Drive and south on the East side of Hwy 20.

**Cheadle Lake Urban Renewal – 935** (Page 255, Presented by Jim Ruef).

No significant changes.

**Cheadle Lake URD Short Term Debt Service – 936** (Page 258, Presented by Jim Ruef).

No significant changes from last fiscal year.

Munk asked Cole to explain the history and difference between this urban renewal district and the other two.

Cole explained that in an urban renewal district the city should have some formal debt before a tax can be levied. In the other districts there are bond issues outstanding. There is no bond issue yet in the Cheadle Lake URD. The City originally arranged for a short-term one year loan with the bank to be repaid with property tax revenue. This would establish the debt.

Interest rates were higher than the General Fund Tan so we didn't borrow from the bank. At Bond Counsel's advise, we didn't turn in our levy for the taxes so that we could ask for an extension to have time to set up an intergovernmental loan between the City and the Cheadle Lake Urban Renewal District; the city would then essentially loan the money to the URD. Cole anticipates doing it the same way again.

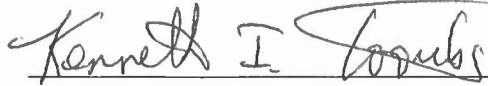
*A motion was made by Elliott, seconded by Usinger, and passed unanimously to APPROVE THE CHEADLE LAKE URD BUDGET.*



*A motion was made by Harrington, seconded by Elliott, and passed unanimously to APPROVE THE CHEADLE LAKE URD TAXES FOR THE 2002/03 FISCAL YEAR AT THE RATE OF 100% OF THE AMOUNT FROM THE DIVISION OF TAX*

**ADJOURNMENT**

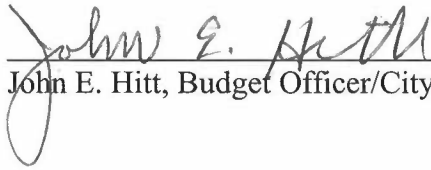
*Chair Thackaberry adjourned the regular order of business of the Cheadle Lake URD and the regular order of business of the Lebanon Budget Committee at 7:58 p.m*



Kenneth I. Toombs, Mayor

Ron Miller, Council President

ATTESTED BY:



John E. Hitt, Budget Officer/City Recorder

May 10, 2002

Proposed amendment to the May 11, 2001 Lebanon Budget Committee Meeting Minutes proposed by Committee Member Ella Garboden:

**On page 3 under CAPITAL PROJECT FUNDS Page 145** - Mr. Cole reviewed the General Fund Property Tax Reserve... (for further clarification see Exhibits 1 and 2).

**Addition:**

- Exhibit "1" - Budget Deficit Correction Process to show the breakdown of allocations for the Property Tax Reserve Fund.
- Exhibit "2" - Budget Transfers Not in Balance

"A"

## Exhibit "1"

FY 2001/02 General Fund Budget Deficit Correction Process		
Original Deficit:		(305,211)
Cuts from Reduction List		<u>300,900</u>
Subtotal remaining deficit		(4,311)
Increase Property Tax Reserve transfer to \$365,500 (Note: \$20,000 was already in Proposed Budget)		345,500
Uses:		
<u>Community Development &amp; Planning:</u>		
Assistant Planner	<u>(40,000)</u>	(40,000)
<u>Parks Department:</u>		
Ralston Park Concrete Work	(7,500)	
River Park Curb/Roadway Repairs	(2,600)	
One seasonal parks maintenance worker	<u>(8,000)</u>	(18,100)
<u>Library:</u>		
Materials Purchase Budget	<u>(7,000)</u>	(7,000)
<u>Municipal Court:</u>		
IBM & Software Upgrade	(3,100)	
Miscellaneous Expenditures	<u>(1,200)</u>	(4,300)
<u>Police Department:</u>		
Purchase of Patrol Car	(25,000)	
Transfer to Traffic Team	(120,000)	
Communications PC, Monitor & Software	(9,200)	
Computer Training & Travel for Records Clerk	<u>(3,100)</u>	(157,300)
<u>Senior Center Department:</u>		
Keep Dial-A-Bus Program at two buses	<u>(51,500)</u>	(51,500)
Total uses:		<u>(278,200)</u>
Add to contingency		62,989
Additional Resources:		
Transfer from Traffic Team at end of fiscal year	120,000	
Transfer from Bond Fund	<u>150</u>	
Total Other Resources		120,150
Other cuts in Finance Dept		5,000
Reduce Unappropriated Balance		<u>30,000</u>
Total Increase in Contingency		<u>218,139</u>

## Exhibit "1"

FY 2001/02 General Fund Budget Deficit Correction Process		
Original Deficit:		(305,211)
Cuts:		
<u>Parks Department:</u>		
Reduce improvements to Ralston Park walkways	7,500	
RV Improvements	30,000	
River Park repair of turf area, fill, level, seed	5,000	
Turf Vac for leaf pickup	10,000	
Truck bed liner with hydraulic dump for P-20	2,000	
River Park Irrigation System	10,000	
Eliminate 1 seasonal worker position	8,000	72,500
<u>Finance</u>		
Education & Training	475	
Office Equipment	300	
Dues and subscriptions	125	
Office Supplies	100	
Eliminate Finance Operations Manager	15,000	16,000
<u>Library</u>		
Computer, printer and barcode scanner, book rack	3,600	3,600
<u>Municipal Court:</u>		
New computers	3,600	
Alcohol evaluations	5,000	8,600
<u>Police Department:</u>		
Eliminate proposed Community Serv Coord	47,000	47,000
<u>Non-Departmental</u>		
Unappropriated	30,000	30,000
Total cuts:		177,700
Additional Resources:		
Increase Property Tax Reserve transfer to \$365,500 (Note: \$20,000 was already in Proposed Budget)		345,500
Transfer from Bond Fund		150
Total Additional Resources		345,650
Total Increase in Contingency		218,139

EXHIBIT "2"

BUDGET TRANSFERS OUT OF BALANCE

Property Tax Reserve Transfer Out:	\$305,500
General Fund Property Tax Reserve Transfer In:	\$ 20,000
Property Tax Reserve Transfer Out:	\$ 60,000
City Hall Repairs Transfer In:	\$ 30,817

FY 2001/02 General Fund  
Budget Deficit Correction Process

(\$305,211.00)	Original Deficit
\$177,700.00	General Fund cuts approved by the Budget Committee
\$150.00	Transferred from Bond Fund
<u>\$345,500.00</u>	Additional transfer from Property Tax Reserve
\$218,139.00	( Added to General Fund Contingencies)
<u>\$145,437.00</u>	Original Contingencies in Proposed 01/02 Budget
\$363,576.00	Total Contingency for Approved 01/02 Budget
<u>(\$83,032.00)</u>	Transferred from General Fund Personnel Services costs as a result of collective bargaining agreement
<u>\$280,544.00</u>	Net Contingency in Current 01/02 Adopted Budget
\$280,544.00	01/02 Contingency
<u>\$69,456.00</u>	01/02 Unappropriated Ending Fund Balance
\$350,000.00	02/03 Beginning General Fund Balance

"B"

10/24/01

**Lease for Equipment Purchase  
Budget Year 2002-03**

Equipment Proposed:			Repayment Options		
			<u>3 Year</u>	<u>4 Year</u>	<u>5 Year</u>
Phone System	94,000	0.43002685	34,234	26,502	21,944
Network Software Upgrade	42,000	0.19213966	15,296	11,842	9,804
IS Subtotal	<u>136,000</u>				
Dispatch Logger	20,487	0.09372298	7,462	5,776	4,782
Generator Replacement	18,754	0.08579493	6,830	5,288	4,378
AS 400 Server (Police)	28,350	0.12969427	10,324	7,994	6,618
AS 400 Server (Court)	15,000	0.06862131	5,462	4,230	3,502
General Fund Subtotal	<u>82,591</u>				
Total Equipment	<u>218,591</u>	1	79,608	61,632	51,028
		A.P.R.	5.180%	5.505%	5.830%

**How this is budgeted:**

**Revenues**

100-000-41054	Bank Loan Funds	82,591
542-000-41054	Bank Loan Funds	136,000
Total Bank Loan Funds		<u>218,591</u>

**Expenses**

		3 Year Option			
		Equip Purch	Debt Service	Other Eq.	Budget
100-170-72500	Office Eqpt.	15,000	5,462	2,278	22,740
100-180-72300	Improvements	18,754			18,754
100-180-72500	Office Eqpt.	48,837	24,616		73,453
542-542-72600	Other Eqpt.	136,000	49,530	16,200	201,730
Total Equipment Purchase		<u>218,591</u>	79,608	18,478	316,677

# Lebanon Police Department



## **Fiscal Year 2002 - 2003 Budget Presentation**

**Michael D. Healy  
Chief of Police**

**"D"**



## Accomplishments During Fiscal Year 2001/2002

- **Implemented Traffic Team Program**  
2000/2001 Council Goal
- **Major Revision of Policy and Procedures Manual**  
Laying groundwork for Council Goal of State Level Accreditation
- **Focused and Targeted Personnel Training**  
Placed emphasis on gaining certified instructors
- **Police Facility-City Hall Security Project**  
Re-keying, electronic access control and identification system
- **Expanded Use and Training of Sworn Volunteers**  
All reserve officers are academy trained this year
- **OSHA Compliance Research**  
To ensure we are meeting all safety requirements  
Hearing Testing, Noise Level Testing, Personal Protective Equipment, Hazard Communications
- **Expanded Vehicle Lease Program to Patrol Fleet**  
We are currently leasing two marked patrol vehicles from the state in addition to the unmarked vehicles.
- **Strategic Planning Accomplishments**  
*1. "Working to Establish Adequate Funding" 2. "Improving Communications with the public" 3. "Respecting Others" 4. "Improving Training Standards"*
- **Upgraded Computer Equipment in Communications Center**  
Discussed and funded at last year's budget Hearings
- **Several Major Criminal Cases**  
Robbery-shooting at local business
- **Made Use of Grant Funding**  
Equipment Grant
- **School Resource Officer**  
Solidified our partnership with the school district

## What We Want to Accomplish Fiscal Year 2002/2003

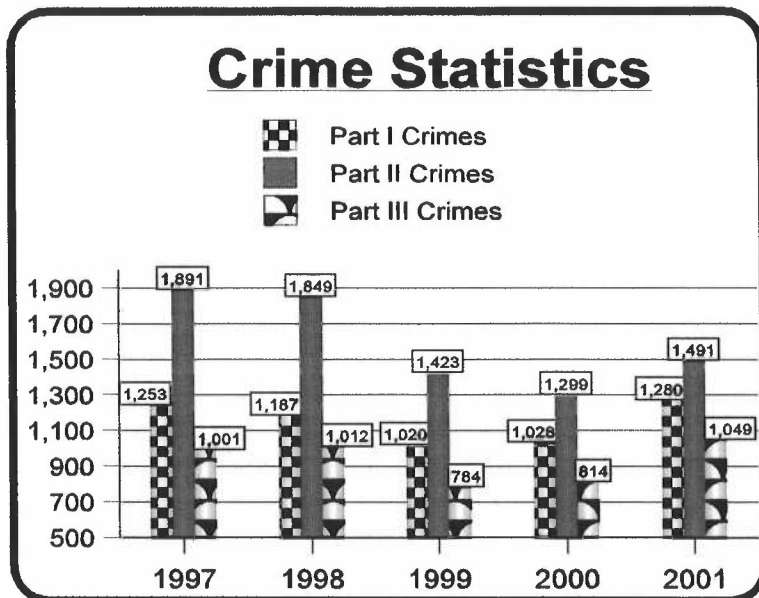
- ✓ **Major Equipment Replacement**
  - Emergency power generator
  - Logging recorder in Communications Center
  - Main computer server for records system
  
- ✓ **Refine Traffic Team Program**
  - Gain more revenue self-sufficiency
  
- ✓ **Begin State Level Accreditation Process**
  - First year of a two year process
  
- ✓ **Impact Part I Crime Rate**
  - Seek more current technology to work smarter
  - Develop pro-active community involvement
  - Explore geographical personnel assignments
  
- ✓ **Enhance Community Relationships**
  - Continue to build partnerships
  
- ✓ **Improve Communications within the Department**
  - Maximizing personnel effectiveness
  
- ✓ **Develop and Possibly Reallocate Resources**
  - Make sure personnel funding is being maximized
  
- ✓ **Improve Our Professional Development**
  - Continue to focus and target our training dollars

## Influencing Factors

### Index Crime Rate

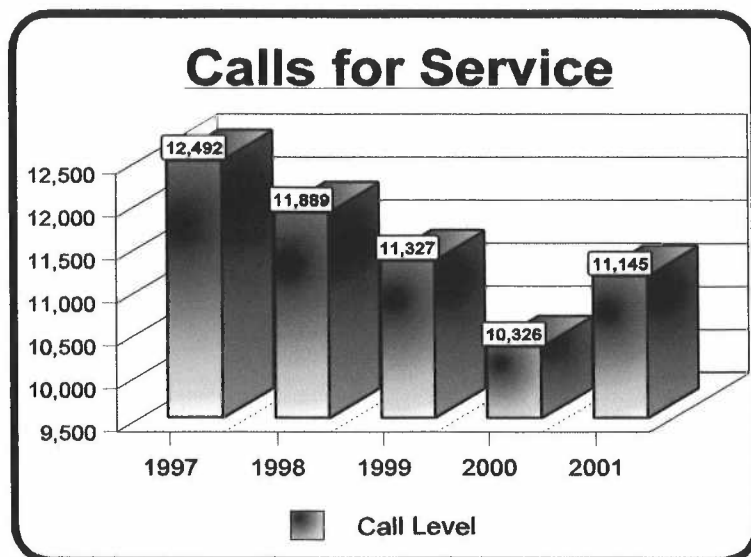
All crime (Part I, Part II and Part III) increased in 2001.

Part I crimes is what makes up our "Index Crime Rate"



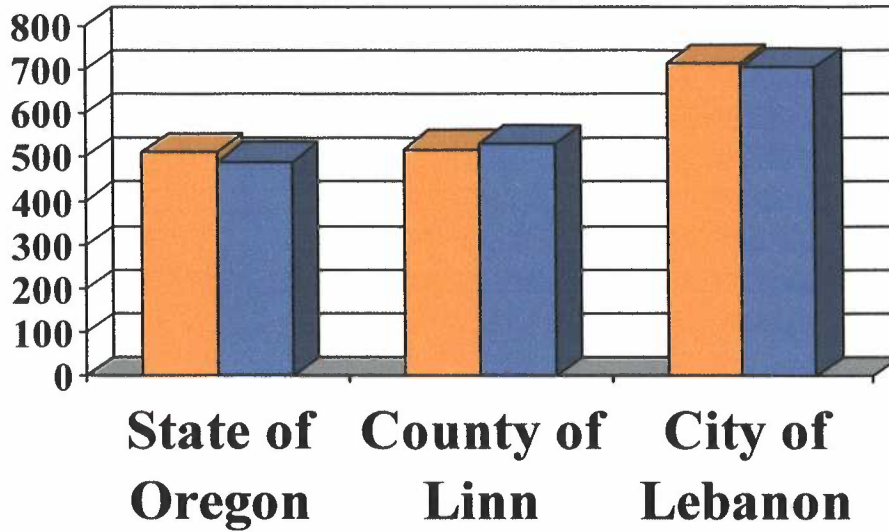
### Calls for Service

Calls for service also increased in 2001.



# Lebanon's Crime Rate

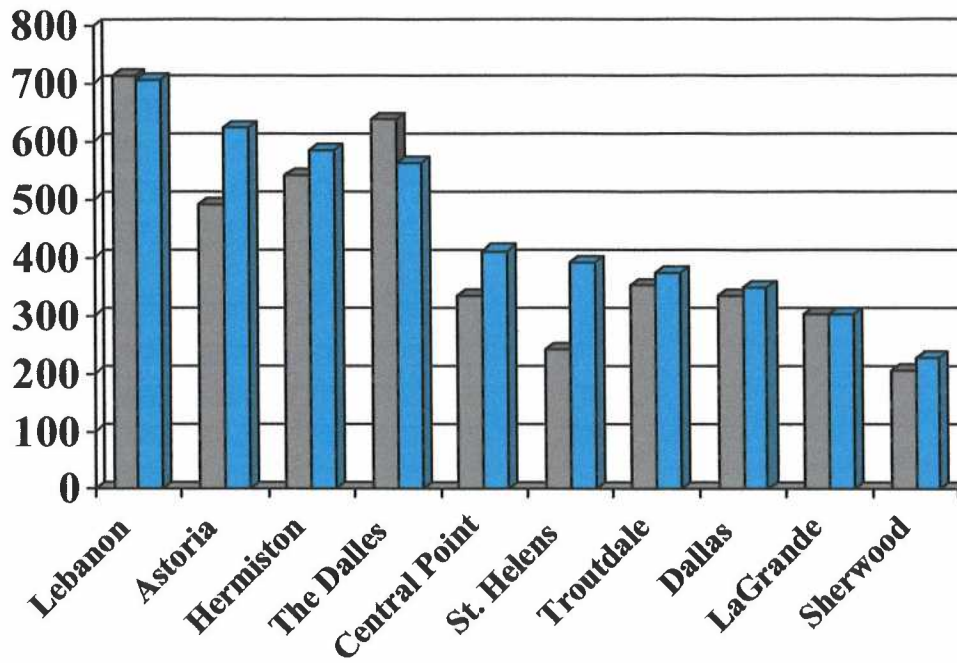
*As Compared to the State and Linn County Totals*



**■ 1999 Crime Index   ■ 2000 Crime Index**

# Lebanon's Crime Rate

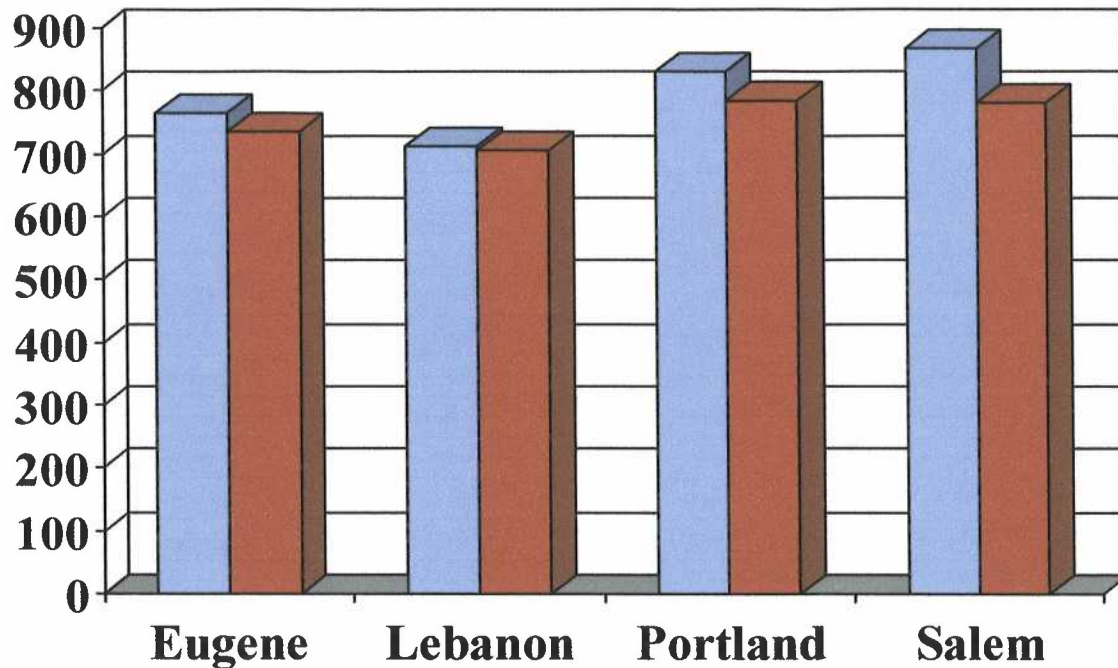
*As Compared to Other Similar Cities*



■ Crime Index 1999      ■ Crime Index 2000

# Lebanon's Crime Rate

*As Compared to Oregon's Three Largest Cities*



■ 1999 Crime Index

■ 2000 Crime Index

## Changes F.Y. 2002/2003

- ◆ **Decision to lease patrol vehicles rather than purchase.**  
Accounts for increase in vehicle lease line item and decrease in capital expense.
  
- ◆ **Required debt service and purchase of equipment.**  
Appearance of double budgeting for acquisition of:
  - Logging recorder for communications center
  - Emergency power generator
  - Replacement of file server for records system
  
- ◆ **Copier replacement**  
Replacement of used copier.
  
- ◆ **Educational Incentives**  
Moved into the fringe benefits line item.
  
- ◆ **Vehicle Maintenance**  
Decreased due to leasing vehicles with maintenance partially included.

## Traffic Team Goals

(As presented to the Budget Committee May 2001)

Stated Goal	Yes	No
Self-supporting fiscally		✓
High Level of traffic Enforcement	✓	
Slower speeds in residential areas	✓	
More active truck enforcement downtown	*NA	*NA
Safer - slower school zones	✓	
Increased citizens satisfaction about traffic enforcement	✓	
Decrease in speed related crashes	**Unk.	**Unk.

\*Most aspects of truck enforcement were invalidated due to a court ruling nullifying local truck enforcement ordinances. As a result there is very little enforcement activity that can take place.

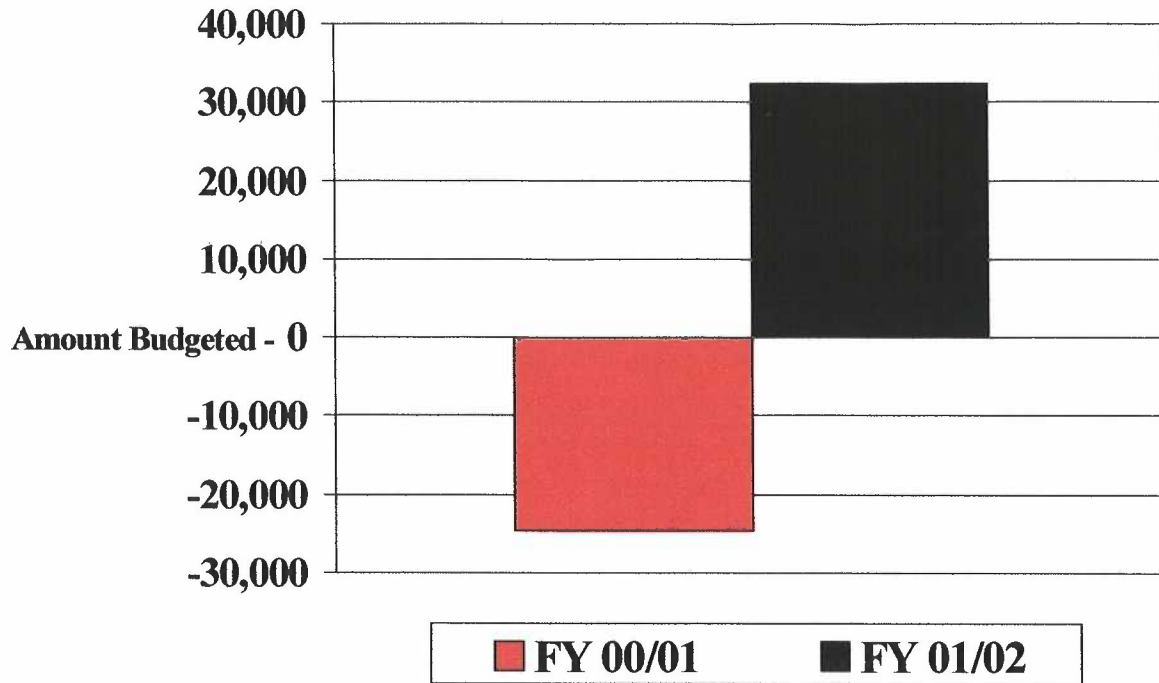
\*\* This factor has to be measured over the long term, we do not have a long enough period of time with the traffic team to make a determination yet.

## Finances

<b>2001-02 F.Y. Traffic Team Revenue &amp; Expense Projections</b>	
Based on projections from first six months of the program	
<b>Revenue Projections:</b>	
Total scheduled bail written in citations:	\$285,776
Actual collections:	\$84,482
Outstanding fine revenue:	\$201,294
Note: State unitary assessments and municipal court credits have to be deducted from these fine revenues once they are paid to the court.	
Note: This chart does not include additional revenue generated through vehicle impoundments or Seat Belt Diversion Classes.	
<b>Expense Projections:</b>	
Personal Services, Materials & Services, and Capital for F.Y. 01/02	\$111,000

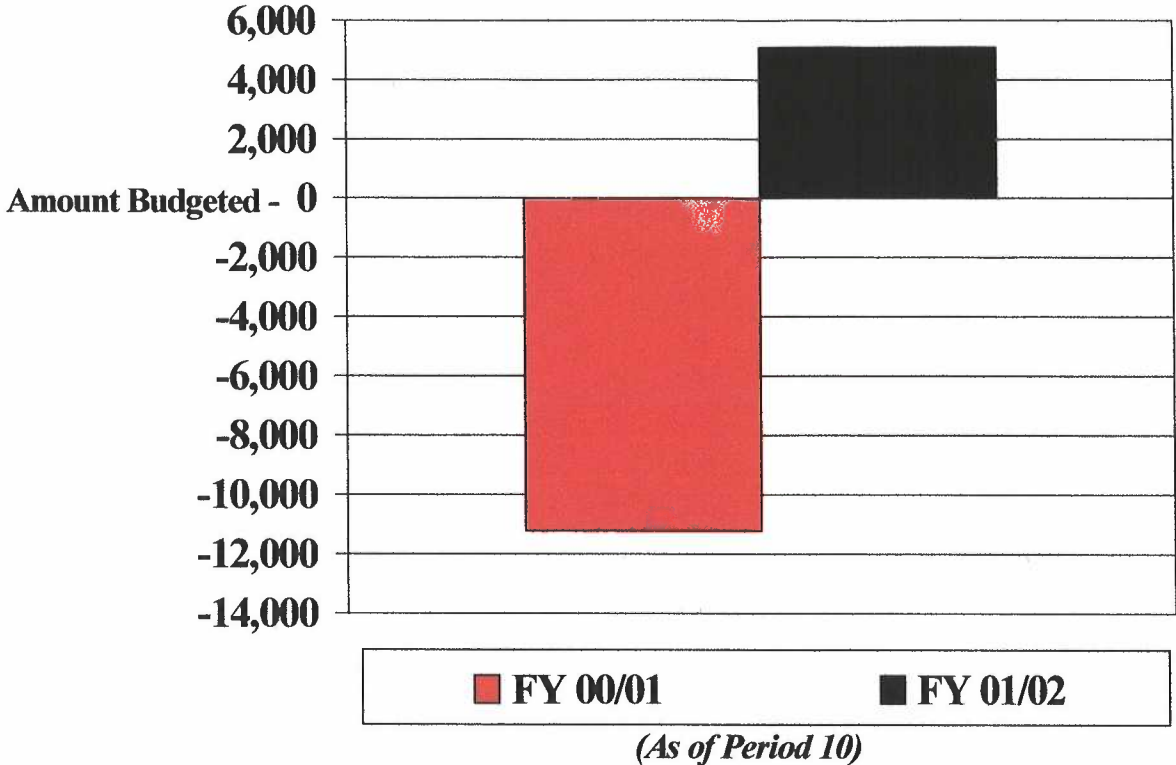


# Court Receipts/Budget Projections

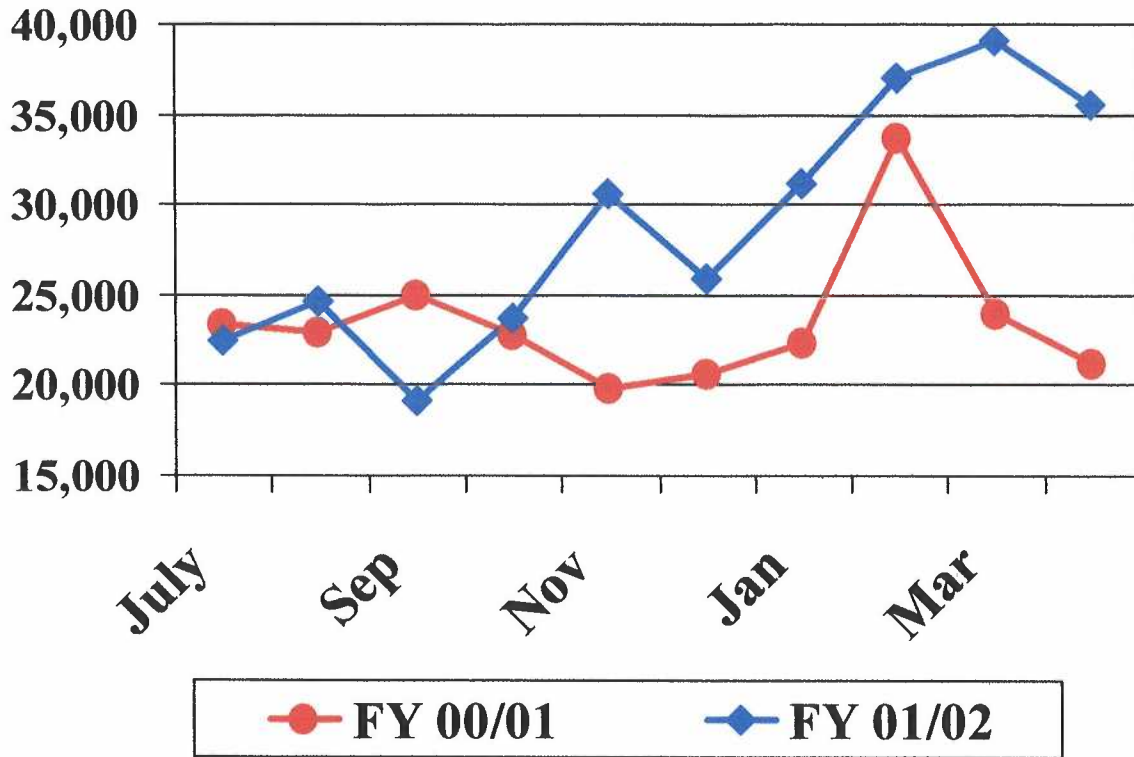


*(As of Period 10)*

# Towing Fees/Budget Projections



# Gross Municipal Court Collections



## **Non-Monetary Benefits Realized from Traffic Team**

### **★ Resources to assign to traffic complaints**

In the past regular patrol officers were assigned to neighborhood traffic complaints. Officers would attempt to work traffic in the area in between calls for service. Often they would only be able to spend 5 to 10 minutes in the area at a time before they had to leave for a call. On many occasions this would make the complainants more upset because they perceived it as a insufficient effort on our part.

With the traffic team, we have dedicated resources to apply to the area. We have received numerous comments from citizens expressing their thanks for the attention their complaint received.

### **★ Traffic Safety Education Component**

With warnings being issued along with citations, or by themselves, numerous drivers have been educated to changes in laws or laws they were not aware of.

### **★ Public more speed conscious**

Received numerous comments from people about how they have observed the "slowing" of drivers in town.

### **★ Positive Public Relations**

Motorcycle traffic enforcement program has been positively received by the majority of the public.

Received comments from citizens, even those receiving citations.

### **★ Motorcycles Clearly Identified as Traffic Enforcement**

Public recognized motorcycle officers as traffic enforcement. Improves public's perception of what the City is doing

### **★ Additional Officer on Duty During Emergencies**

While the traffic team officer's normal assignment is traffic enforcement, when an emergency event does occur they also provide whatever emergency assistance is needed.

## Changes in Court Efficiencies and Collections

- **Violations Bureau:**

Allows for Court Clerks to adjudicate violations so citizens may come in to settle a violation and receive limited fine reductions without having to see the Judge.

- **Payment plan fee:**

A \$15 fee levied by the court if someone opts to make payments on their fine (this fee is waived if fine is paid within 60 days).

- **Reduced County assessments where feasible**

(i.e. when a fine was reduced from \$109 to \$90, the court was applying the same County assessment, now they reduce the County assessment from \$20 to \$14 in this particular case)

- **Increased the amount of withholding from County**

From 5% to 30% and added the LEMLA fee into the County assessment.

Example:

The old way— \$20 minus 5% + \$2 LEMLA = \$19 + \$2= \$21 to County

The new way —\$20 minus 30% = \$14 minus \$2 LEMLA = \$12 (which now includes \$2 LEMLA) a savings of \$7 per charge on bail amounts ranging from \$100 - \$249.99

- **Implemented “guilty by default” procedures**

On all infractions thus cutting through some of the delaying tactics people use in paying off fines.

- **Credit Cards**

The Court now accepts credit cards for payments, making it easier for some people to pay their fine instead of waiting.

- **Turning accounts to collections agency**

The court turns over delinquent accounts to a collection agency after 60 days.

May 8, 2002

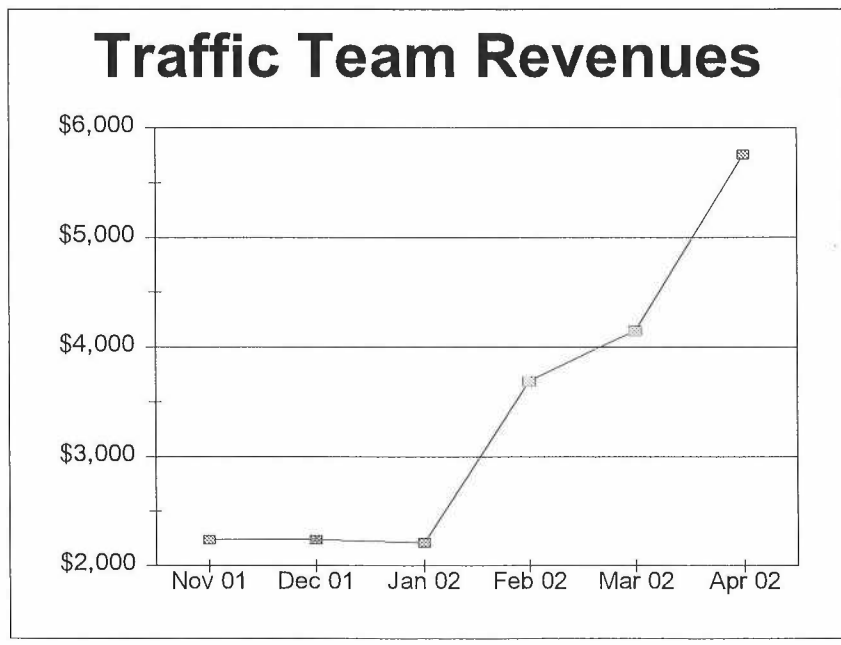
## Traffic Team Revisions to Proposed Budget

### Re-balance Traffic Team with Revenue Reduction:

(76,000)	Reduce Mu Crt Fine & Forfeit (Proposed revenue would be \$84,000)
35,540	Eliminate Transfer to General Fund
40,460	Add in Transfer from General Fund
<u>0</u>	Total of changes

### Effect on General Fund:

(35,540)	Eliminate Transfer from Traffic Team
(40,460)	Add in Transfer to Traffic Team
76,000	Reduce Contingencies to a balance of \$43,019
<u>0</u>	Total of changes



"E"



**CITY OF LEBANON  
FINANCE**

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**MEMORANDUM**

**TO:** Budget Committee Members

**DATE:** May 8, 2002

**FROM:** Casey Cole, Finance Director

**SUBJECT:** Municipal Court Collections

Since there were many questions at last night's meeting that centered on how the Municipal Court collects outstanding fines, I asked Marlene Leland, the Senior Court Clerk to put in writing the procedures they follow. This was for my clarification, as well as to provide you with information that I thought you might find interesting.

As you read this, it should become clear that the Court has very definite procedures in place to collect the fines that are owed, and are very serious about doing everything in their power to improve collections.

If after reading her memo, you have any further detailed questions about the procedure the Court follows, feel free to contact Marlene at 451-7485.

cc: Marlene Leland, Senior Court Clerk

"F"



## LEBANON MUNICIPAL COURT

30 E. Maple Street  
Lebanon, Oregon 97355

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Telephone: (541) 451-7485

Fax: (541) 451-7404

TO : Casey Cole, Finance Director

FROM : Marlene E. Leland, Senior Court Clerk

RE : Court Collection Procedures

DATE : May 8, 2002

This memorandum is to summarize our conversation today regarding procedures for collecting court accounts. Collections for traffic and criminal cases are handled somewhat differently depending on the nature of the originating charge.

If the charge is a traffic violation and the person fails to appear for Court on the date cited, we convict the person as being "guilty by default" and issue a fail to appear suspension the day that they missed Court. Additional costs of \$20. (a \$5. administrative fee and a \$15. suspension fee) are added to the base fine amount. The suspension is not immediately effective, but once the DMV receives the suspension and enters it into their computer, they send a notice to the person giving them approximately 60 days to clear up the matter with the Court or their license privileges will be suspended. If they fail to pay the fine to the Court by the date the license suspension becomes effective, we then add on 9% interest, a \$15. account set up fee and a 25% collection fee and send the account to Oregon Professional Billing. OPB tries to collect the account for approximately three months. If they are unsuccessful, then the account is rolled into hard core collections through Valley Credit Service. While the account is still in OPB, the amount they keep of any collections is 8%. If the account is in VCS, the collection agency keeps 33% of any monies they collect.

If the charge is a criminal traffic matter and the person fails to appear for Court on the date cited, we cannot convict them as being guilty by default and must issue an arrest warrant for failure to appear. We also issue a failure to appear suspension on the date they do not appear for Court.

If the charge is a non-traffic criminal charge, violation of the law or city ordinance violation and the person fails to appear for Court on the date cited, we can only issue a warrant. On the criminal charge, we can issue an arrest warrant, and on violation charges, we issue a re-cite warrant. No suspension against driving privileges can be issued on non-traffic matters.

In cases where a person has failed to appear for a criminal matter (either traffic or non-traffic) and



all violations, we also issue a notice to the City Attorney of the persons failure to appear, and then the City Attorney usually charges them with the additional criminal charge of Failure to Appear.

You were asking me about allocation of the money we receive from Valley Credit Service. I was instructed to just deposit any monies received from Valley Credit Service directly to the general fund. Therefore, the Valley Credit check that we receive each month is never receipted to the computer, so no breakdown of the money (i.e. unitary, lemla, county, etc.) is made.

The Oregon Professional Billing checks are receipted to the computer, and the money is allocated appropriately.

We, of course, try to collect all money due on fines the date they are assessed, but many people do not have the funds to pay, so the Court has payment options. On traffic violation matters, the Court will carry the account if it can be paid with 60 days. We do add on 9% interest and a \$15. account set up fee to the fine amount, but if the account is paid as agreed, it has been our policy to suspend the interest fee, therefore, making them pay only the fine plus \$15. If the account is not paid within the 60 day period as agreed, we issue a license suspension and turn the account over to Oregon Professional Billing when the suspension becomes effective if the account has not been paid. At such time as the account is sent to OPB, we also add on an additional 25% collection fee.

On traffic violation fines that cannot be paid in full on the date assessed or paid within 60 days, we automatically set the person up to pay the account through Oregon Professional Billing. They must pay the additional \$15. account set up fee plus the 9% interest.

On criminal matters and violations, the Court carries the account. The Judge orders, by way of Sentence Order, the amount the person is to pay on a monthly basis. The minimum fine payment each month is \$25. unless he orders otherwise. In most cases, he either orders them to pay \$25. per month or more. These accounts generally do not get sent to collections unless by order of the Court. The reason for that is because we can issue some type of warrant to get the person back into Court. Warrants are issued immediately if they are ordered to begin payments and fail to pay or if they are sent a late notice to appear in Court and fail to appear on the date cited.

We keep track of accounts by way of scheduling payments and by ticklers on the computer. Each week a "tickler list" is pulled which sets forth 60 day accounts that are due, dates for which suspensions become effective and notes for us to turn accounts to OPB as well as other notations for our use in keeping track of important details and information that we need to check up on in connection with cases. A monthly past due payment list is pulled the first of each month, and late notices are sent out before the fifth working day of each month. We also periodically go through

Casey Cole  
Page 3  
May 8, 2002

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each of the files we have set up in the Court (open, closed subject to reopening and collection files) and renew the license suspensions on traffic matters before they lapse each five years.

I hope this memorandum answers most of your questions regarding payment options and collection efforts the Court makes on all accounts. If you have any questions or need further information, please let me know.

A handwritten signature in cursive script, appearing to read "Marlene".

Information Services costs are based upon the following criteria:

- ◆ Number of pieces of **hardware** within a department/division.
- ◆ Number of **printers** within a department/division.
- ◆ Number of **phones** within a department/division.
- ◆ Number of users within a department/division defines the costs associated with “**other**” charges.

**HARDWARE (Network Equipment) 43%**

Servers  
PC's  
Hubs  
Switches  
Routers  
DSL Modems  
Scanners

**PRINTERS 7%**

Trouble Shoot User Problems  
    User Errors  
    PC Errors  
    Software  
Cleaning/Minor Maintenance  
Driver Installations  
Setup and configuration

**PHONES 10%**

Digital  
Analog  
PBX  
Callware  
Trouble Shoot Problems

**OTHER 40%**

R&D  
    Discussions with vendors  
    Testing new software  
    Controlled Environ. For tests  
Web Site Management  
Purchasing  
Special Projects  
    Network Upgrade  
    New Phone System  
    Police Network  
    Library – Gates Grant  
Projectors  
Cameras  
PDA's  
Laptops  
Security (Internet, Email, Data)  
Anti-Virus Management (Norton)  
In-House Training  
    XP Training  
    Database Training  
    ESRI Products  
New User Orientations  
Software Installations  
Application Support  
Technical Training  
Professional Networking  
User Support  
Bar Code Scanners

## **HIRING AN INFORMATION SERVICES MANAGER WILL.....**

- ◆ PROVIDE TECHNICAL LEADERSHIP TO THE I.S. STAFF,  
THE CITY ORGANIZATION, AND PUBLIC SERVICES
- ◆ CONTRIBUTE TO RESOURCE PLANNING AND  
IMPLEMENTING E-GOVERNMENT
- ◆ BRING ADVANCE NETWORK KNOWLEDGE
- ◆ REDUCE CONSULTING FEES
- ◆ RELIEVE WORKLOAD STRESS – WORKING MANAGER
- ◆ BE EXPERIENCE IN DATABASE OPERATIONS
- ◆ ASSIST WITH PROGRAM INTEGRATION
- ◆ ENHANCE THE CITY WEB-SITE
- ◆ BE KNOWLEDGEABLE IN PROGRAM LANGUAGES

## SYSTEM UPGRADE

**Note:** It is important to recognize that I.S. is not requesting a new operating system, but an upgrade to the existing system. The bullets below reflect the reasons for the upgrade.

- ◆ Hardware compatibility
- ◆ Time efficiency
- ◆ Manageability
- ◆ Security Enhancements
- ◆ Microsoft Support (On December 6, 2001 a Product Information Sheet was released by Microsoft announcing the retirement of Windows NT 4.0 operating system updates and service packs. Customers will be able to call on a "Pay-per-incident" basis thru January 1, 2004)

## NEW PHONE SYSTEM WILL.....

- ◆ PROVIDE OPEN ARCHITECTURE FOR EXPANSION POSSIBILITIES AND FUTURE GROWTH.

WE HAVE MAXIMIZED OUR GROWTH ON OUR EXISTING SYSTEM. AN UPGRADE WOULD COST BETWEEN \$42,000 - \$50,000 AND STILL NOT PROVIDE SOME OF THE NECESSARY FEATURES NEED TO BEST SERVE THE PUBLIC.

- ◆ ELIMINATE ONGOING SERVICE ISSUES THAT HAVE CARRIED OVER FROM THE BLENDING OF TWO PHONES SYSTEMS:

CALLS DROPPING OFF/DISCONNECTING IN LOOP DURING TRANSFERS.

RECONNECTING PHONES AND SETTING UP USER PROFILES WHEN EMPLOYEES CHANGE LOCATIONS.

- ◆ PROVIDE A FULL PBX WITH EASY TO USE FEATURES SUCH AS:
  - UNIFIED MESSAGING
  - CALLER ID
  - ENHANCED 911
  - RADIO-PHONE INTEGRATION
  - MALICIOUS CALL TRACE
  - AUTO ATTENDANT
  - BUILT IN VOICE MAIL SYSTEM
- ◆ ELIMINATE THE UNCERTAINTY ASSOCIATED WITH UPGRADING THE PBX AND THE INABILITY TO UPGRADE THE VOICE MAIL SYSTEM.

**INTERGOVERNMENTAL FUNDS  
DOWNTOWN BEAUTIFICATION COMMUNITY INCENTIVE FUND GRANT**

**Department Description:**

In September 2001, the City of Lebanon was awarded a grant from the Oregon Department of Housing and Community Development for improvements to downtown Main Street. The project includes replacement of storefront awnings for several downtown buildings, planting new street trees, and installing new streetlights on Main Street from Vine Street to Maple Street. The City's matching fund contribution to the grant is \$18,560 from the State Foot and Bike Path fund. Under the requirements of the grant, the project must be constructed by August 31, 2002.

**Important Highlights:**

Installation of street trees, streetlights, and associated infrastructure - \$187,000

General Ledger  
Budget Proposal Report  
DOWNTOWN BEAUT C.I.F. GRANT

<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Actual</u>	<u>2002</u> <u>Adopted</u>	<u>Account</u>	<u>Description</u>	<u>2003</u> <u>Requested</u>	<u>2003</u> <u>Proposed</u>	<u>2003</u> <u>Approved</u>	<u>2003</u> <u>Adopted</u>
0.00	0.00	255,000	576-000-41050	<b>R4 Rev.-Intergovernmental</b> State Grant Funds	0	172,000	0	0
<b>0.00</b>	<b>0.00</b>	<b>255,000</b>		<b>Rev.-Intergovernmental Totals:</b>	<b>0</b>	<b>172,000</b>	<b>0</b>	<b>0</b>
0.00	0.00	30,000	576-000-48055	<b>R6 Rev.-Miscellaneous</b> Private Contributions	0	0	0	0
0.00	0.00	0	576-000-48100	Interest On Investment	0	0	0	0
0.00	0.00	0	576-000-48140	Miscellaneous Revenue	0	0	0	0
<b>0.00</b>	<b>0.00</b>	<b>30,000</b>		<b>Rev.-Miscellaneous Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
0.00	0.00	0	576-000-49901	<b>R8 Rev.-Other Sources</b> Beginning Balance	0	15,000	0	0
<b>0.00</b>	<b>0.00</b>	<b>0</b>		<b>Rev.-Other Sources Totals:</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>
<b>0.00</b>	<b>0.00</b>	<b>285,000</b>		<b>REVENUES Totals:</b>	<b>0</b>	<b>187,000</b>	<b>0</b>	<b>0</b>
0.00	0.00	0	576-576-61010	<b>E2 Exp.-Materials &amp; Services</b> Advertising	0	0	0	0
0.00	0.00	0	576-576-61130	Contract Services	0	0	0	0
0.00	0.00	0	576-576-61240	Dept/Operating Expense	0	0	0	0
<b>0.00</b>	<b>0.00</b>	<b>0</b>		<b>Exp.-Materials &amp; Services Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
0.00	0.00	285,000	576-576-72300	<b>E3 Exp.-Capital Outlay</b> Improvements	0	187,000	0	0
0.00	0.00	0	576-576-72301	Improvements (Eng)	0	0	0	0
<b>0.00</b>	<b>0.00</b>	<b>285,000</b>		<b>Exp.-Capital Outlay Totals:</b>	<b>0</b>	<b>187,000</b>	<b>0</b>	<b>0</b>
<b>0.00</b>	<b>0.00</b>	<b>285,000</b>		<b>EXPENDITURES Totals:</b>	<b>0</b>	<b>187,000</b>	<b>0</b>	<b>0</b>
<b>0.00</b>	<b>0.00</b>	<b>285,000</b>		<b>DOWNTOWN BEAUT C.I.F. GRA Totals:</b>	<b>0</b>	<b>187,000</b>	<b>0</b>	<b>0</b>
0.00	0.00	285,000		Fund REVENUES	0	187,000	0	0
0.00	0.00	285,000		Fund EXPENSES	0	187,000	0	0
0.00	0.00	0		DOWNTOWN BEAUT C.I.F. GRA Totals:	0	0	0	0
0.00	0.00	285,000		Report REVENUES	0	187,000	0	0
0.00	0.00	285,000		Report EXPENSES	0	187,000	0	0
0.00	0.00	0		Report Totals:	0	0	0	0



## **OPERATIONAL GOALS**

**Real-Time Communication** - By pairing wireless technology with mobile computers police officers have real-time access to important information. Officers can communicate quickly with dispatchers, with each other, or directly access a host of other data bases such as DMV, LEDS, and the FBI. Calls for service are immediately dispatched when entered by the call taker and are not delayed by other emergencies or radio traffic.

**Flexibility** - Unlike current police communications which consist of a two-way radio, wireless technology can communicate to a number of devices such as laptop computers, PCs, Palms, and cell phones. In addition to text data wireless technology is able to transmit large data packets. Wireless technology operates in the open architecture of TCP/IP which is compatible with nearly all software and hardware on the market today. This allows flexibility in system design and upgrade capabilities.

**Expanded Communication** - Currently, Lebanon Police communication is restricted to those frequencies which are programmed in the two-way radios. With wireless technology LPD would be able to communicate with any law enforcement agency, emergency services or fire agency that is using CDPD, at any time, anywhere in the United States.

**Reduced Paperwork** - Records Department paper work and computer entry is reduced dramatically because data is being captured electronically. In most cases police reports will originate with dispatch receiving the call for service, routed electronically to the officer in the car, who completes report and electronically downloads the report to a field reporting server data base. Supervisors approve the reports and records need only perform an Incident Based Reporting (IBR) verification (for state reporting requirements) then upload the data from the field reporting server to the AEGIS records system currently in place and operational within the department. This will reduce the need for additional records personnel in the future for data entry tasks.

**Greater Productivity** - Officers in the vehicles will be able to run a greater number of wanted vehicle, property, and people wanted checks without tying up a dispatchers time. Officers will be able to clear reports electronically eliminating most hand written reports. Officers will spend a greater amount of time in their vehicles and on the streets rather than in the office writing reports. Dispatch can enter all calls received into Computer Aided Dispatch which will electronically prioritize and dispatch an officer to the scene. Dispatchers will no longer have to relay information such as wanted persons, DMV records, etc. Supervisors can receive, review, send back for corrections, and approve reports electronically from their vehicle or office. Agencies utilizing this technology have reported up to 30% increases in officer productivity. In reporting to the government on the use of their CDPD system, the Jacksonville Sheriff's Office in Florida stated that it obtained an average reduction of 40 minutes of reporting time per major incident.

**System Reliability** - In PMR systems agency personnel or contractors must maintain and keep the system operating. In disaster situations this can be a serious draw on needed personnel. Traditional PMR also has data and voice systems carried on the same system. In this case if a disaster wipes out

a radio antenna tower both systems are down. In a CDPD system the agencies voice system is separate from the cellular data system and both operate independently offering a level of redundancy. Further, the basis of cellular technology is that one cell takes over for another if it is out of service. This self healing ability along with the cellular carriers desire to get the system up and running (down time equals no billable air time usage) have created a situation where cellular services often work throughout an emergency and are the first to return to service after a disaster occurs.

**Greater Security** - Currently police communication using the two-way radio is not secure communication as any one with a scanner can listen in. For the most part this is not a problem for the police, but can pose a problem for citizens. When an officer runs want checks on citizens, information such as names, addresses, phone numbers, dates of births, social security numbers, and other personal identifiers are transmitted and can be overheard by anyone with a scanner. Wireless technology allows the information to be encrypted for secure transmissions which are silent to RF scanners. In addition it eliminates the need for cellular phone calls between dispatch and officers since confidential information can safely be passed over the system.

**Improved Audit Trail** - With data being captured electronically, supervisors and administration can have a record of all transaction times, units, and text.

**Future Expansion** - Wireless technology will allow expansion of other systems such as mapping, video imaging, finger print identification, automatic vehicle location, MPEG's, AVI, etc.

**Decreased Personnel Cost** - Because dispatching and data base checks are done electronically, each dispatcher can handle more field personnel and additional calls for service. Future needs for records and data entry personnel will decrease due to electronic reporting. In addition officer efficiency will allow officers to complete more tasks in a given time frame.

## SOFTWARE REQUIREMENTS

**Integration Issues** - In researching integration requirements with other mobile computing vendors, it was quickly learned that New World is highly proprietary and will not allow other vendors to write to their system. New World Systems has verified the fact they do not write to any other vendors software and do not allow any other vendors to write to theirs. New World feels this is necessary for functionality and reliability. As a result, Lebanon Police Department's options for compatible mobile computing software is limited to one vendor, New World Systems, which already has full integration with our CAD and RMS currently in full operation at LPD.

**Computer Aided Dispatch (CAD)** - LPD has been using the AEGIS Computer Aided Dispatch (CAD) since 1994. AEGIS is a Public Safety Software provided by a company called New World. This system has proven to be reliable over the years and LPD has no plans of changing systems in the near future.

**Records Management System (RMS)** - The RMS currently in place and functioning at LPD is that of AEGIS provided by New World Systems. It is 100 percent compatible with the CAD system will have total integration with the proposed Mobile Data Terminals to allow for a single entry solution. The RMS is a true and complete information system that tracks statistical, operational, investigative, management, and administrative data for subsequent inquiry and reporting of law enforcement related cases and incidents. The system is completely integrated with LEDS and NCIC functions. The RMS maintains a data base and files on people, places, property, vehicles, criminal activity and history. The RMS format has self defining tables and fields to allow for LPD law enforcement needs. The RMS is of a multi-layered security to allow for security of sensitive information. The RMS has capabilities of the following features; mug shot and document imaging integration, traffic accident processing, arrest processing, business registry, case processing and management, computer aided investigation, GEO file verification records, incident tracking, master jacket files, property evidence tracking/bar coding system, uniform crime reporting, bicycle registration, booking features, citizen complaint tracking, digital imaging, gang tracking, hazardous materials data base, crime analysis, and word processing with unlimited narrative

**LEDS / NCIC Interface** - Since the implementation of the AEGIS system in 1994, New World Systems has also provided to the Lebanon Police Department a very reliable interface to LEDS/NCIC through our CAD and RMS system. This same interface is fully functional with New Worlds Mobile Computing Software.

**CDPD Connectivity** - Mobile data software must support CDPD technology. New World Systems already has a number of active CDPD technology applications in place at various Police Departments across the United States.

**Mobile Data Software** - Touch screen feature, private messaging capability to allow voiceless message to one individual or group of users CAD to car, car to CAD and car to car. Complete messaging, built in security, LEDS and NCIC and DMV access, field reporting, state accident reporting, capability to upload and download of reports, instant alert notification of dangerous situations and wanted persons, integration of CAD and RMS, compatible with Windows 95,98, 2000, and NT, Graphical User Interface (GUI), CDPD environment, and hot key features.

## System Cost

Total Estimated System Implementation Start-up Cost	<b>\$ 224,080</b>
Annual Recurring Maintenance Cost (software & hardware)	<b>\$ 25,000</b>

Corrected 5/10/2001  
Changes in Bold

**City of Lebanon  
Proposed Budget 2002  
Analysis of increases  
GENERAL FUND ONLY**

<b>EXPENDITURES</b>	<b>Proposed 2002</b>	<b>Budget 2001</b>	<b>Increase (Decrease)</b>	<b>% Change</b>
Admin & Economic Dev 110	\$89,004	\$70,333	\$18,671	26.55%
City attorney 120	\$29,790	\$29,790	\$0	0.00%
Planning 126	\$122,141	\$116,704	\$5,437	4.66%
Engineering 130	\$33,649	\$32,879	\$770	2.34%
Parks 133	\$304,132	\$217,189	\$86,943	40.03%
Finance 140	\$94,784	\$102,926	(\$8,142)	-7.91%
Legislative 160	\$14,058	\$13,993	\$65	0.46%
Library 165	\$272,182	\$249,531	\$22,651	9.08%
Municipal Court 170	\$256,759	\$239,255	\$17,504	7.32%
Police 180	\$2,170,122	\$2,026,956	\$143,166	7.06%
Senior Services 190	\$222,527	\$160,939	\$61,588	38.27%
Non-Departmental 195	\$1,232,757	\$933,140	\$299,617	32.11%
<b>Subtotal General Fund</b>	<b>\$4,841,905</b>	<b>\$4,193,635</b>	<b>\$648,270</b>	<b>15.46%</b>

Percent of General Fund				
Less Debt Service	(\$910,000)	(\$370,000)	(\$540,000)	145.95%
<b>Total</b>	<b>\$3,931,905</b>	<b>\$3,823,635</b>	<b>\$108,270</b>	<b>2.83%</b>
<b>REVENUE LESS DEBT SVC</b>	<b>\$3,626,694</b>			

Surplus (Deficit) (\$305,211)

**SIGNIFICANT CHANGES**

<b>Admin &amp; Economic Dev 110</b>		
		\$18,671
HR Admin Salary 30%	\$19,801	
HR Admin Misc	\$1,434	
Admin Misc	(\$726)	
Personnel Recog	\$475	
Community Contributions	\$500	
IS Transfer	(\$26)	
Other personnel costs	(\$2,787)	
		<u>\$18,671</u>

<b>Planning 126</b>		
		\$5,437
Personnel costs	\$6,180	
Rent	(\$1,980)	
Dept Oper Expense-various	\$393	
Building Maint	\$1,308	
Other increases and decreases	(\$464)	
		<u>\$5,437</u>

Planner & Assistant Planner under budgeted in 2001  
Fringes increase \$2,950, Full time building official will add \$1,800 next year (2002-03) to this budget

<b>Engineering 130</b>		
		\$770
Personnel costs	(\$407)	
Contract Services	(\$2,000)	
Info Systems	\$3,174	
Other increases and decreases	\$3	
		\$770

<b>Parks 133</b>		
		\$86,943
Personnel costs	(\$2,966)	
Software upgrades	\$1,773	
Temporary Maint wkrs (3)	\$16,000	
Tree Trim Service	\$1,000	
Dept Oper Expense-various	\$1,670	
Building & Grounds Maint	\$1,950	
Utilities (25% increase)	\$800	
Improvements	\$61,010	
Equipment purchases	\$8,239	
Info Systems	(\$4,290)	
Equipment reserve transfer	\$2,900	
Other increases and decreases	(\$1,143)	
		\$86,943

<b>Finance 140</b>		
		(\$8,142)
Personnel costs	(\$9,862)	
Expense Reimb (moved from payroll)	\$1,177	
Dues & Training	\$783	
Info Systems	(\$840)	
Other increases and decreases	\$600	
		(\$8,142)

New Finance Director

<b>Legislative 160</b>		
		\$65
Personnel costs	(\$324)	
Council Secretary	\$215	
Other	\$174	
		\$65

<b>Library 165</b>		
		\$22,651
Personnel costs, same staffing	\$10,553	
Library Taos Software	\$1,800	
Misc Operational Expenses	\$800	
Books, CD's, tapes, etc	\$5,300	
Maint/Bldg	\$500	
Maint/Equip	\$400	
Utilities	\$800	
Capital Outlay	(\$3,650)	
Info Systems	\$5,923	
Other increases and decreases	\$225	
		\$22,651

<b><u>Municipal Court 170</u></b>		
		\$17,504
Personnel costs, same staffing	\$4,114	
Software upgrades	\$600	
Increase in Judge's contract	\$1,500	
Witness & Jury fees	\$1,400	
Office Supp	\$1,500	
2 PC's & printer interface	\$4,079	
Hardware and software payment	(\$1,000)	
Info Systems	\$4,660	
Other increases and decreases	\$651	
		\$17,504

<b><u>Police 180</u></b>		
		\$143,166
Personnel costs, same staffing	\$19,233	
Officer position upgraded to Sergeant	\$2,081	
Comm Service Coordinator	\$47,115	
Overtime	\$1,078	
Cash in Comp	\$10,000	
Subtotal Personnel increases		\$79,507
Computer Expense	\$12,053	
Communication	(\$2,484)	
Education & Training	\$1,300	
Uniform	(\$2,000)	
Equipment maint	\$2,000	
Vehicle Maint	\$5,000	
Petroleum	\$1,600	
Travel	(\$887)	
Valient	(\$1,000)	
Misc increases and decreases	(\$300)	
Subtotal M&S increases		\$15,282
Computer Sys Annual Pymnt	(\$995)	
Replacement PC, Add'l PC	\$9,200	
Other Equipment	(\$10,374)	
Vehicles	\$25,000	
Subtotal Capital Outlay		\$22,831
Info Systems	\$6,346	
SRO	\$17,000	
To Local Law Enforcement	\$2,200	
Subtotal Transfers		\$25,546
Total Increases		\$143,166

Current year budget inadvertently left out part of the cost.

<b><u>Senior Services 190</u></b>		
		\$61,588
Personnel costs, same staffing	\$2,379	
Utilities (25% increase)	\$1,300	
Info Systems	\$5,140	
Transfer to Dial a Bus	\$51,579	
Other increases and decreases	\$1,190	
		\$61,588

<b><u>Non-Departmental 195</u></b>		<b>\$299,617</b>
Communication (Telephones)	\$2,300	
Dues & Subs	\$966	
City Grant (Linn Shuttle)	\$1,000	
Elections	(\$4,000)	
Building Maint	\$10,000	
Postage	(\$2,500)	
Utilities (25% increase)	\$2,500	
Transfers	(\$318,355)	
Debt Service (self balancing)	\$540,000	
Contingencies	\$67,497	
Other increases and decreases	\$209	
		<b>\$299,617</b>

Check total	\$648,270
Balance per budget summary	\$648,270
Difference	\$0



**Lebanon Police Department  
Proposed Budget Presentation  
Fiscal Year 2001-2002**

Requested Follow-up Information  
Patrol Vehicle Costs  
Lease v. Purchase

Assumptions made to calculate purchase option:

1. Four year life-span for the vehicle.
2. 20,000 per year, 80,000 total.
3. Purchase price of new patrol car \$23,000
4. Sale proceeds for used patrol car \$1,200

Assumptions made to calculate lease option:

1. Four year life-span for the vehicle
2. 20,000 per year, 80,000 total.
3. Monthly base charge for state lease \$400
4. Per mile fuel and maintenance charge from State .20 p.m.
5. Extra maintenance which is City's \$2,400

<b>Purchase Option</b>		<b>Lease Option</b>	
Fuel	\$8,000	Monthly	\$19,200
Maintenance	\$17,600	Fuel & Main. Mileage	\$16,000
Capital	\$22,000	Extra Maintenance	\$2,400
<b>Total Cost</b>	<b>\$47,600</b>	<b>Total Cost</b>	<b>\$37,600</b>
Per Mile cost	\$0.595	Per Mile Cost	\$0.47

**Lebanon Police Department  
Proposed Budget Presentation  
Fiscal Year 2001 - 2002**

**Motor Officer Traffic Team Proposal**

The following cost are calculated for two (2) motorcycles, equipment and officers.

---

Cycle & officer equipment one-time cost	\$ 18,000
Annual lease and maintenance cost	\$ 3,400
Wage and benefit cost for officers	\$ 130,000
<hr/>	
First year start-up cost	\$ 151,400
Annual cost thereafter (wages and maintenance)	\$ 133,400

---

Assumptions made to calculate the following revenue is that each citation will generate a minimum of \$50 general fund revenue.

Using these conservative figures, each officer would need to generate 111 citation per month, or 1,382 per year, to recover the annual wage/lease/maintenance cost of the program.

The City's insurance carrier and S.A.I.F. report that there are no increased premiums for liability insurance or workers compensation rates for motorcycle officers versus premiums/rates for regular officers in motor vehicles.

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**Supporting information:**

Corvallis Police Department reports that their two traffic officers issue 4800 - 5000 citation annually which generates \$260,000 general fund dollars to the city.

Keizer Police Department reports that their revenue generated by traffic citations in 1999 - 2000 was \$ 321,000.

Tillamook Police Department reports that the revenue generated by their traffic team was in excess of \$ 190,000.

May 11, 2001

Lebanon City Council  
Lebanon, OR 97355

Dear Honorable Members of the City Council:

We are asking you to reconsider loss of loop service for the senior "Dial-a-Bus". We depend on this service as we have no other means of transportation. We use the bus for transportation to doctors, hospital, drug stores and shopping and many other uses necessary for day to day living. The use of one bus does not allow us to use it in this manner. In the past, the single bus service was sometimes delayed a day or two. Without the good service we are getting with the present system, we would have to use taxi. We cannot afford this. We have talked to several merchants in town, and they feel that loss of this bus service would certainly reduce their business.

Please give this budget reduction some special consideration as to how much it will affect us.

Respectfully,

*Joanne Harley*  
*Charlotte Jones*

87 Signs-  
attached

CITY OF LEBANON  
CITY HALL  
LEBANON, OREGON

CC; SENIOR CENTER  
Lebanon, Oregon

WE, THE UNDERSIGNED WOULD LIKE TO THANK THE  
CITY OF LEBANON AND THE SENIOR CENTER FOR THE  
WONDERFUL DIAL A BUS SERVICE .

WE WOULD ALSO LIKE TO TAKE THIS OPPORTUNITY  
TO THANK THE BUS DRIVERS AND SUBSTITUTE  
DRIVERS FOR THEIR HELPFUL AND COURTEOUS  
SERVICE. THEY GO OUT OF THEIR WAY TO BE  
HELPFUL.

NAME:

SATURDAY SERVICE?

1. Lynn H. L... Vice Cascade
2. Margaret Smith 7801st Court
3. Imogene Jordan 193 E. Vine
4. Jane Currier
5. Charles H. Ramsdell
6. Genevieve Hughes <sup>W.M.</sup>
7. Raymond Bontezgo
8. Lou Preston
9. Eleanor Lindsey
10. Lora Mae Griffin
11. Lora Wolf
12. Leonard Garrison
13. Mary Farmer <sup>110 4th + oak st.</sup>
14. Laura Bramard <sup>110 4th + oak st.</sup>
15. Lucille Alexander
16. Barbara Mitchell

OTW  
 Saturday Service  
 Saturday Bus Service  
 Saturday Bus Service  
 We have excellent service  
 Thank you  
 Saturday Bus Service  
 Raymond Bontezgo  
 Saturday Service

Saturday Service  
 Saturday Service  
 Saturday Service  
 18. No service  
 Edgell Brown

19. Raymond Bontezgo
20. Charlotte Jones
21. Jeanne Warkley
22. Ann ...

~~Raymond Bontezgo~~  
 yes  
 yes  
 yes.

100 - Monday

- |   |     |
|---|-----|
| 23. Jean May                                  | ✓   |
| 24. Lucile Eskeldson                          | yes |
| 25. Sandra Mallett                            | yes |
| 26. Jean May                                  | yes |
| 27. Opal Sherramin                            | yes |
| 28. Delphine B. Loto                          | yes |
| 29. Arto P. Phipps                            | yes |
| 30. Don J. Jamin                              | yes |
| 31. Patricia P. Rye                           | yes |
| 32. Darlene B. <sup>Simpson</sup> G. D. H. S. | yes |
| 33. Eleanor Strandbold                        | yes |

Name

Saturday - Sunday Service

- |                      |     |
|----------------------|-----|
| 34. Eileen Marshburn | yes |
| 35. Patricia P. Rye  | yes |
| 36. Juanita Slate    | yes |
| 0 FT                 | yes |

37. Eva ...
38. Fredy Carlson yes
39. Lyke Wpmeyer yes
40. Verona Wpmeyer yes
41. Eudora Anderson yes
42. Rita Phelps yes
43. Suzanne McMillen yes
44. Charles H Randall yes

Name

Sat & Sunday School

45. Florence V. Hall yes
46. Howard Gray yes
47. ~~Edgar Brown~~
48. Ardo Phipps yes
49. Jay Shuman yes
50. Emma Levensbaugh yes
51. Joe Vento yes
52. Veronika Jeps yes
53. Annie Jordan yes
54. Edna McClain yes

Names

Sat + Sun Service

57. ~~Debbie~~ Target

yes

58 Dianne Prock

yes

59 ~~Bruce~~ Stucheff

yes  
yes

60 Barbara E Mitchell

yes

61 Virginia Turner

yes

62 Donna Goldsby

yes

63 Raymond Bontreger

64 Lou Preston

yes

65 Eleanor Lindsey

yes

66 - Ann Chandler

yes

67 Wilma Trout

yes

68 Don Gank

69 Molly Hagar

yes

7:30 - 8:30  
23rd May

81 ~~Patricia~~



## Transportation Services in Lebanon

A Brief History:

- The transportation system was started in **1975** with Older American funds of \$7,376 to purchase a van and \$5,500 from the City for operating the program
- In **1978** a \$5,874 grant was received to purchase a station wagon for the program and the City provided \$11,500 to operating expense
- In the **1982-83** budget, the City provided \$38,985 from the general fund and \$6,840 from Lebanon Seniors Inc. to provide for a \$45,825 Dial-a-Bus budget
- In the **'88-'89** budget of \$33,398, \$28,800 was from general fund, \$2000 was interest and \$2,598 was misc revenue.
- In the **'93-'94** budget, the program received \$23,000 from Special Transportation Fund (STF) and \$28,172 from the general fund
- In **'94-'95** the STF money was \$18,040 and general fund was \$34,000 in the \$56,601 budget.
- In **'95-'96** STF was \$12,000 and \$33,020 was from general fund in the \$55,820 budget.
- In **'96-'97** there was no STF, but there was \$3,500 from state grant money, and \$36,783 transferred into DAB from Senior Services in the \$54,383 budget
- In **'97-'98**, there was no grant money; \$35,095 was from the general fund in the \$47,295 budget
- In **'98-'99** There was \$20,000 in Federal grant funds, and \$30,165 from general funds in the \$58,915 budget
- In **'99-'00** grant funds were approved for the purchase of a new 14-passenger wheelchair accessible bus. This bus was ordered with the recognition that the demands for transportation in the city could not be met with just the one bus and this was the first step in a long-range plan to augment Lebanon's transportation access. That budget showed Federal Grant funds of \$50,347, State grant funds of \$45,700 and \$9,069 including match for the new bus was from the general fund for operation. The total budget was \$122,216. *This was the largest infusion of grant money in this program's history.*
- In **'00-'01** the budget increased to \$172,599 to reflect addition of staff to meet growing demands for the transportation program. The beginning balance was \$38,000 with an additional \$5,500 from the general fund. Federal and state grants totaled \$119,500 which included an anticipated addition of 17% of the program costs (\$25,000) from Council of Governments (COG).
- This year's proposed budget reflects the loss of 17% COG money which depending on our actual costs could have been as much as \$30,000. This year's budget reflects the revenue the transportation brings in:
  - 5311 grant of **\$21,410** based on expenses for two buses and this has a 50% city match requirement
  - STF grant of **\$38,900** which was based on expenses for two buses and drivers
  - STG grant of **\$25,668** based on expenses for two buses and drivers and also has a 50% match
  - Revenues for XIX contract which is projected to net **\$23,000** on billings for 50 Medicaid and OMP riders who were provided 2,203 rides from July 1 – March 31 of this year on both buses.
  - We have a beginning balance of **\$8,000** carryover and anticipate miscellaneous revenue of **\$10,700** from advertising, interest and farebox revenue.

STG- State Transportation Grant, STF- Special Transportation Formula Funds, 5311-ODOT funds

## Transportation Program Assessment and Issues

### ADA issues

**Planned trip denial rate:** Planned trips are those scheduled 24 hours in advance. This is a requirement for the curb to curb service. All other rides are on space available basis.

ADA ruling: **The planned trip denial rate for the paratransit service has to be 0%.** Per USDOT regulations to implement the ADA (49 CFR Parts 27, 37 and 38 which became fully effective January 26<sup>th</sup>, 1992)

Our service denial rate (number of people for whom we could not schedule a ride) in FY 99-00 with one bus was running 25 to 30 people each month. That was when we provided approximately 10,000 rides a year. We now provide a projected 17,000 rides in FY '00-'01 and with the cooperative relationship between the two drivers we have a planned trip denial rate of 0%. We are 100% compliant.

- ..In his January 4 ruling, the judge held that a transit agency must provide next-day service to "all ADA-eligible patrons" and that SEPTA, (transit system in SE Pennsylvania) with a 2.8 % denial rate was posting a "substantial number" of denials in violation of the regs. (Transit Access Report 3/26/2001)
- Regarding a Call-a-Ride service in St. Louis "The Call-a-Ride service appears to have been underfunded for several years"... "While this process [adding funding to the program] will likely result in budget increases well beyond average agency cost..Bi State (the transit system) has an obligation under the law to ensure that trips needed by persons who are ADA paratransit eligible can be met. (Ibid)

**On time performance:** On-time performance is defined by ADA as being **no later or earlier for scheduled pick-up time than 15 minutes on either side--** a 30 minute window.

- "Specification is for 95% of all pickups to be within this 30-minute window. Financial penalties are imposed if this performance specification is not met." (Transit Access Report Dec 26, 2000)

Our on-time performance is well above 95% because if one bus is running late the driver calls bus #2 and he tries to make the pick-up. The drivers communicate by phone to assist each other back and forth so we can meet ADA standard as well as provide prompt service to our riders.

- Quoted in Public Transit Update March/April 2000 issue: "...agencies must plan to meet all service requests made by ADA eligible passengers who request services the day before their requested trip....If eligible passengers are discouraged from using a service because of chronic late pickups or ride refusals, and other patterns of practice related to capacity constraints, the agency is at risk for violating the civil rights of persons with disabilities."
- "The ADA affects both public and private entities, whether or not they receive federal or state financial assistance. The ADA requires nondiscrimination and accommodations for disabled people in employment, public accommodations, and state/local government services, transportation and communications. Further, ADA applies to both general public fixed-route transportation systems and specialized demand-responsive systems. ADA requires the purchase of accessible buses, operation of para transit services and planning." *State Management Plan for Public Transportation Programs Oregon Department of Transportation.*

## Transportation facts:

- Demographic forecasts for Lebanon project a 10% growth in people aged 75 – 84 and a 20% growth for people aged 85 years of age and older by 2003 (Community Health Status Report July 2000)
- Ridership increase from **837** rides monthly in FY '99-'00 to **1,394** rides monthly this FY
- Increase in XIX and OMAP billing from **\$18,000** last year to a projected **\$27,000** this year
- Prior to putting on a 2<sup>nd</sup> bus in May of 2000 we were turning down nearly 30 ride requests per month or about 4%. We estimate at least 75% of our riders have disabilities so our trip denial rate then would have been about 3%. Reducing our rider capacity by a minimum of 557 each month would cause our trip denial rate to skyrocket.
- Fare box revenue for FY '99-'00 was **\$6,308**; Fare box revenue projected for FY '00-'01 is **\$8,976** an increase of 42%
- Advertising revenue in FY '99-'00 was **\$633**, Advertising revenue in FY '00-'01 is projected to be **\$1,167**, an increase of 84%

### Elimination of \$41,000 from transportation budget

#### Gains:

- \$39,200 salary and fringe for 1 FTE
- \$1,800 fuel

Total Reduction in budget \$41,000

#### Losses:

- \$30,000 STF grant. This would revert to \$10,000
- Reduction in both 5311 and STG grants probably by 50% which is \$23,407
- Reduction by 50% in XIX reimbursement which would be \$13,000
- Reduction in advertising revenue by at least 50% which would be about \$584
- Loss of match money for 5311 and STG grants which came from the STF grant this would cost \$11,700
- Loss of fare box revenue by 50% which would amount to \$ 4,488

Total Loss in Revenue \$63,179

Cost to maintain one bus on line \$120,329

General Ledger  
Budget Proposal Report  
576 - DOWNTOWN BEAUT C.I.F. GRANT

Exhibit H

<u>1999</u> <u>Actual</u>	<u>2000</u> <u>Actual</u>	<u>2001</u> <u>Adopted</u>	<u>Account</u>	<u>Description</u>	<u>2002</u> <u>Requested</u>	<u>2002</u> <u>Proposed</u>	<u>2002</u> <u>Approved</u>	<u>2002</u> <u>Adopted</u>
0.00	0.00	0	R4 576-000-41050	Rev.-Intergovernmental State Grant Funds	255,000	255,000	0	0
0.00	0.00	0		<b>Rev.-Intergovernmental Totals:</b>	<b>255,000</b>	<b>255,000</b>	<b>0</b>	<b>0</b>
0.00	0.00	0	R6 576-000-48055	Rev.-Miscellaneous Private Contributions	30,000	30,000	0	0
0.00	0.00	0	576-000-48100	Interest On Investment	0	0	0	0
0.00	0.00	0	576-000-48140	Miscellaneous Revenue	0	0	0	0
0.00	0.00	0		<b>Rev.-Miscellaneous Totals:</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>
0.00	0.00	0	R8 576-000-49901	Rev.-Other Sources Beginning Balance	0	0	0	0
0.00	0.00	0		<b>Rev.-Other Sources Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
0.00	0.00	0		<b>REVENUES Totals:</b>	<b>285,000</b>	<b>285,000</b>	<b>0</b>	<b>0</b>
0.00	0.00	0		<b>Exp.-Materials &amp; Services Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
0.00	0.00	0		<b>Exp.-Capital Outlay Totals:</b>	<b>285,000</b>	<b>285,000</b>	<b>0</b>	<b>0</b>
0.00	0.00	0		<b>EXPENDITURES Totals:</b>	<b>285,000</b>	<b>285,000</b>	<b>0</b>	<b>0</b>
<b><u>Summary:</u></b>								
0.00	0.00	0		Fund REVENUES	285,000	285,000	0	0
0.00	0.00	0		Fund EXPENSES	285,000	285,000	0	0
0.00	0.00	0		DOWNTOWN BEAUT C.I.F. GRA Totals:	0	0	0	0
0.00	0.00	0		Report REVENUES	285,000	285,000	0	0
0.00	0.00	0		Report EXPENSES	285,000	285,000	0	0
0.00	0.00	0		Report Totals:	0	0	0	0

Exhibit "1"

FY 2001/02 General Fund

Budget Deficit Correction Process

(\$305,211.00)	Original Deficit
\$177,700.00	General Fund cuts approved by the Budget Committee
\$150.00	Transferred from Bond Fund
<u>\$345,500.00</u>	Additional transfer from Property Tax Reserve
\$218,139.00	( Added to General Fund Contingencies)
<u>\$145,437.00</u>	Original Contingencies in Proposed 01/02 Budget
\$363,576.00	Total Contingency for Approved 01/02 Budget
<u>(\$83,032.00)</u>	Transferred from General Fund Personnel Services costs as a result of collective bargaining agreement
<u>\$280,544.00</u>	Net Contingency in Current 01/02 Adopted Budget
\$280,544.00	01/02 Contingency
<u>\$69,456.00</u>	01/02 Unappropriated Ending Fund Balance
\$350,000.00	02/03 Beginning General Fund Balance

EXHIBIT "2"

BUDGET TRANSFERS OUT OF BALANCE

Property Tax Reserve Transfer Out:	\$305,500
General Fund Property Tax Reserve Transfer In:	\$ 20,000
Property Tax Reserve Transfer Out:	\$ 60,000
City Hall Repairs Transfer In:	\$ 30,817