

CITY OF NEWBERG  
COUNCIL AGENDA  
APRIL 20, 1993  
6:00 P.M. - DINNER + Meeting  
NEWBERG COMMUNITY HOSPITAL-CONFERENCE ROOM 3

7:30 P.M. MEETING  
NEWBERG COMMUNITY HOSPITAL

I. CALL MEETING TO ORDER

II. ROLL CALL

III. WORK SESSION:

1. Discussion of Budget Transfers

~~2. Review of Council of Governments Services~~

3. Review of Brochures by Chamber

4. Review of City Survey

5. Training Videos

~~2.~~ Update on Storefronting

X. ADJOURNMENT

\AGENDA4.20

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6. Update on Storefronting

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\AGENDA4.20

REQUEST FOR CITY COUNCIL ACTION

- Vehicle Purchased at Auction 10/6/92
- Batched processed in October
- Indicated in November print-out
- Past practice

DATE SUBMITTED: March 23, 1993

XX MOTION  
INFORMATION

DATE ACTION REQUESTED: April 5, 1993

SUBJECT: Budget Resolution

RECOMMENDATION: Move approval of the Resolution Transferring and Re-Appropriating Funds in the General Fund and Civil Forfeiture Fund

BACKGROUND: At its March 22, 1993 the Finance Committee reviewed and approved the attached transfer resolution.

1. The Police Department is requesting a transfer of \$5,000 from the reserve account in the Civil Forfeiture Fund (1993 balance = \$78,903) to the capital outlay account to cover the cost of a new vehicle for the investigation staff. This fiscal year the department has received \$37,143 in federal forfeited funds over budget. There are sufficient funds in this Fund to cover this transfer request and leave the Fund with sufficient reserves for future capital expenditures.

2. Through February the Council's budget will be at approximately 79% of budget with 66% of the fiscal year over. Major increases are due to additional costs of the community monthly newsletter (printing and postage) due to adding the "rural" routes to the distribution and Council travel and meeting expenses. The staff is requesting a transfer of \$5,000 to ensure that this budget is not overspent by the end of the fiscal year. Furthermore, the City Manager and Finance Director have taken additional steps to control expenses charged to this budget.

  
Duane Cole, City Manager

Submitted by:

  
KATHY PRI, FINANCE DIRECTOR

\ctransfer.mar

RESOLUTION NO. 93-1765

A RESOLUTION TRANSFERRING AND RE-APPROPRIATING FUNDS IN THE GENERAL FUND AND CIVIL FORFEITURE FUND

WHEREAS, the 1992-93 City Budget was adopted by Resolution No. 91-1705, by the City Council on June 16, 1992; and

WHEREAS, the Police Department has requested a transfer of reserve funds to cover the cost of an investigation vehicle; and

WHEREAS, year end projections show a need to transfer funds in the General Government budget to cover the cost of the monthly community newsletter and meeting expenses;

NOW, THEREFORE, BE IT RESOLVED the Council of the City of Newberg as follows:

Section 1. The following amounts are recognized and appropriated in the 1992-93 City Budget, adopted by Resolution No. 91-1705 on June 16, 1992 as follows:

The following amounts are transferred and re-appropriated as follows:

<u>FROM</u>		<u>TO</u>	
<u>General Fund</u>		<u>General Fund</u>	
Contingency	\$(5,000)	General Government	\$5,000
<u>Civil Forfeiture Fund</u>		<u>Civil Forfeiture Fund</u>	
Nondepartmental	\$(5,000)	Police	\$5,000
Total Transfer	\$(10,000)	Total Transfer	\$10,000

ADOPTED by the City Council of the City of Newberg, Oregon, this 5th day of April, 1993.

\_\_\_\_\_  
Duane R. Cole, City Recorder

III-1

## M E M O R A N D U M

CITY OF NEWBERG

DATE: April 5, 1993

TO: Duane Cole, City Manager

FROM: Kathy Tri, *K* Finance Director

SUBJECT: SIU Car

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The Police Department usually gives me a couple of days warning that they are buying a vehicle at the Portland Auction.

October 6	Check Request to Portland Auction for \$5,850 received and manual check done
November 4	Manual Check entered into computer
November 18	Expense shows up in October monthly report along with 3 radios, car equipment (\$13,762.14 of \$28,900 capital budget and \$14,262 of \$35,900 total budget spent)

To date the department has spent \$33,689.94 of the \$35,900 budget. While they are overspent in capital, there are sufficient funds in Confidential Funds (M&S) to cover.

The budget is adopted by department total. Consequently, they are still within their legal limit.

CITY OF NEWBERG  
NEWBERG, OREGON 97132

CHECK NUMBER  
VENDOR 06113

DATE


10-6-92

VOUCHER NO.	VOUCHER DATE	INVOICE NO.	DESCRIPTION	AMOUNT
			Replacement of detective vehicle  03.2110.610 - 5,850.00	\$5,850.00

**TOTAL THIS CHECK**

\$5,850.00

↓ Please Detach Here and Retain Top Portion For Your Records ↓



City of  
**Newberg**

414 EAST FIRST STREET · NEWBERG, OR 97132

Newberg Branch  
UNITED STATES NATIONAL BANK  
OF OREGON  
Newberg, Oregon

24-22/1230

39358

DATE	AMOUNT
10-6-92	\$5,850.00

\*\*\*\*\*FIVE THOUSAND EIGHT HUNDRED FIFTY AND NO/100 DOLLARS\*\*\*\*\*

PAY TO THE ORDER OF **Portland Auto Auction**

NOT NEGOTIABLE

**REQUEST FOR CHECK**

TO: Portland Auto Auction DATE: 10-06-92

FROM: \_\_\_\_\_

APPROVAL: 

DESCRIPTION	ACCT. NO.	AMOUNT
Replacement of Detective Vehicle	03.2110.610	\$5,850

*Recs  
Vehicle  
Fund*

Normal Processing?  Immediate?

III 1

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	Num PERIOD 0 AMOUNT	FY93 YTD BALANCE
2110 610000	CAPITAL EQUIPMENT	28900		.00
JV NO	JV DATE			
01AP	08/14/92	SNC DISTRIBUTORS, INC <i>rest</i>	437.50	437.50
02AP	09/10/92	SNC DISTRIBUTORS, INC <i>BADGES</i>	2114.26	2551.76
02AP	09/10/92	SNC DISTRIBUTORS, INC <i>Equip/BADGE</i>	171.55	2723.31
02AP	09/10/92	SNC DISTRIBUTORS, INC "	63.15	2786.46
02AP	09/10/92	SNC DISTRIBUTORS, INC <i>weapons</i>	-1450.00	1336.46
02AP	09/10/92	SNC DISTRIBUTORS, INC <i>BADGE</i>	-45.00	1291.46
02AP	09/10/92	SNC DISTRIBUTORS, INC <i>BADGES</i>	840.75	2132.21
02AP	09/10/92	SNC DISTRIBUTORS, INC "	22.50	2154.71
02AP	09/10/92	SNC DISTRIBUTORS, INC "	211.20	2365.91
03AP	10/09/92	ATTACHMATE CORP - <i>RAIN INTERFACES (CONV. SOFTWARE)</i>	703.00	3068.91
03AP	10/09/92	DENTS <i>Chairs</i>	-716.45	3785.36
04AP	11/04/92	PORTLAND AUTO AUCTION	-5850.00	9635.36
04AP	11/10/92	MOTOROLA, INC <i>radio low band</i>	-3489.00	13124.36
04AP	11/10/92	PACIFIC REFLEX SIGNS <i>car decal</i>	-186.88c	13311.24
04AP	11/10/92	SNC DISTRIBUTORS, INC <i>MALIGHT</i>	-39.15c	13350.39
04AP	11/10/92	TERRITORIAL SUPPLIES, INC <i>patrol car equip</i>	-333.25c	13683.64

Press any key to continue...

ACCOUNT NUMBER	DESCRIPTION	BUDGETED AMOUNT	Num PERIOD 0 AMOUNT	FY93 YTD BALANCE
03 2110 610000	CAPITAL EQUIPMENT	28900		.00
04AP	11/10/92	MCLOUGHLIN & EARDLEY <i>light box</i>	78.50c	13762.14
05AP	12/01/92	TOUCHSTONE TECHNOLOGY <i>computer</i>	2620.00	16382.14
05AP	12/01/92	TOUCHSTONE TECHNOLOGY <i>software</i>	302.50	16684.64
05AP	12/10/92	DENTS <i>filing cabinets</i>	298.00	16982.64
05AP	12/10/92	MCLOUGHLIN & EARDLEY <i>light boxes</i>	132.00	17114.64
05AP	12/10/92	MCLOUGHLIN & EARDLEY <i>car</i>	877.00	17991.64
05AP	12/10/92	SLATER COMMUNICATIONS <i>mobile radio</i>	1267.15c	19258.79
05AP	12/10/92	DEPT OF GENERAL SERVICES <i>car</i>	-100.00c	19358.79
06AP	01/12/93	TERRITORIAL SUPPLIES, INC <i>patrol car</i>	-150.52c	19509.31
07AP	02/10/93	SNC DISTRIBUTORS, INC <i>BADGES</i>	173.25	19682.56
08AP	03/10/93	BOB FRINK CHEVROLET <i>patrol car</i>	12672.00	32354.56
08AP	03/10/93	FIRSTLINE BUSINESS SYSTEM <i>trans write</i>	1294.30	33648.86
08AP	03/10/93	NEWBERG AUTO PARTS	36.88c	33685.74
08AP	03/10/93	NEWBERG AUTO PARTS	4.20c	33689.94
YEARLY BUDGET - YTD TRANS =				-4789.94

PRESS ANY KEY TO CONTINUE.....

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## M E M O R A N D U M

CITY OF NEWBERG

DATE: March 26, 1993

TO: Duane Cole, City Manager

FROM: Kathy Tri, Finance Director

SUBJECT: Purchase of Police Vehicles and Civil Forfeiture Fund

Civil Forfeiture Fund

The Police Department's only resource for capital purchases is the Civil Forfeiture Fund.

During the budget process the Police Department prepares a list of proposed capital expenditures from the Civil Forfeiture Fund. For the past several fiscal years requests have included patrol cars, computers, vests, portable radios, body wires, mobile phones, printers, radar, cameras, shotguns and racks and so forth.

	Actual <u>1990-91</u>	Actual <u>1991-92</u>	Budget <u>1992-93</u>
Capital Outlay	\$36,431	\$61,343	\$28,900

Last fiscal year there were two transfers in the Civil Forfeiture Fund (\$29,000) to cover the purchase of motor vehicles.

It became apparent to me in January that capital outlay funds in the Civil Forfeiture Fund were exhausted and not all their scheduled purchases had been made. After comparing what had been spent with their projections, it became clear that the additional expense was related to the purchase of a detectives vehicle from the Portland Auction (\$5,850). This purchase had not been included in their list of proposed expenditures. To date they had the following charges:

SIU vehicle	\$ 5,850.00
Patrol car	13,601.38
Radios (3)	3,489.00
Vest	437.50
Computer (detectives)	2,620.00
Other computer equipment	1,005.50
Chairs	716.45
Filing cabinets	298.00
Lens kit	1,009.00
Transcriber	1,294.30
Badges	2,101.66
Mobile phone	<u>1,267.15</u>
Total	\$33,689.94

Vehicles

Attached is a list of the police vehicles as of today. It includes the two vehicles that were purchased this fiscal year (one patrol and one SIU car) and

TTT-1

one inoperable vehicle which they will be disposing. Patrol cars are on a five-year replacement schedule, according to my understanding with the chief, and SIU cars are rolled over as deemed necessary for detective and undercover work. I understand that seized cars are often used for undercover work. Other vehicles are basically kept until they are no longer cost effective or they become inoperable.

The Police Department has an account for vehicle replacement in the Vehicle/Equipment Replacement Fund and the 1992-93 balance is \$9,798. This is the first fiscal year since 1988-89 that funds (\$7,000) other than interest earnings or sale of assets (cars) have been added to this account. Staff's recommendation has been to build this account so that one patrol car will be purchased from this account and detective cars will be purchased from Civil Forfeiture. A patrol car costs approximately \$16,000 and are purchased through state bid (police package). SIU cars, which cost approximately \$5,000-\$6,000, are purchased from the Portland Auction (wholesale) through special arrangement.

Capital purchases are monitored closely during the fiscal year. While the departments have a plan on what they would like to purchase, they have the flexibility to make changes. It is the departments' responsibility to remain within the budgeted amount. Finance's responsibility is to monitor purchases, budget compliance and availability of funds.

CITY OF NEWBERG

26-Mar-93

VEHICLE LIST

DEPARTMENT	EQUIPMENT	DESCRIPTION	DATE PURCHASED	BUDGETED REPLACEMENT	YRS. OF SERVICE	EST. DATE TO REPLACE
=====						
POLICE						
-----						
	CHIEF'S CAR	1989 OLDS 88 ROY 89-8201/QEA-207	1990		5	1995
	DETECTIVES	PONTIAC 6000 88-8207/PFV-016	1989		5	1994
	ANIMAL CONTROL	CHEV PICK UP 77-8212/E-159475	1985		15	2000
	PATROL CAR	CHEV LUMINA 90-8202	1990	1992	5	1995
	PATROL CAR	CHEV CAPRICE 90-8203/	1990		5	1995
	DETECTIVES	CHEV VAN 87-8206				
	PATROL CAR	CHEV LUMINA 92-8208	1992		5	1997
	STAFF CAR	CHEV LUMINA 90-8209	1990		5	1995
	PATROL CAR	CHEV LUMINA 92-8211	1992		5	1997
	PATROL CAR	CHEV CAPRICE 89-8214/E-172206	1989		5	1994
	PATROL CAR	CHEV CAPRICE 88-8215/E-167673	1988		5	1993
	PATROL CAR	CHEV CAPRICE 88-8216/E-167672	1988		5	1993
	PATROL CAR	CHEV CAPRICE 89-8218/E-172207	1989		5	1994

III-1

CITY OF NEWBERG

26-Mar-93

VEHICLE LIST

DEPARTMENT	EQUIPMENT	DESCRIPTION	DATE PURCHASED	BUDGETED REPLACEMENT	YRS. OF SERVICE	EST. DATE TO REPLACE
	PATROL CAR	CHEV CAPRICE 86-8222/E-164207	1988	NOT USABLE/ OUT OF SERVICE	5	1993
	PATROL CAR	CHEV CAPRICE 87-8223/E-166946	1988		5	1993
	PATROL CAR	CHEV CAPRICE 91-8224	1991		5	1996
	PATROL CAR	CHEV LUMINA 93-	1993		5	1998
	MOTORCYCLE	KAWASAKI 90-8217/E9-00704	1990		8	1998
	MOTORCYCLE	KAWASAKI/NEW ENG. 92-8219/E9-00546	1992		10	2002
	DARE VAN	FORD VAN NPD/82-8200	1990		10	2000
	DETECTIVE	OLDS 92-8007 (?)	1992		5	1997
	SEIZED CAR	8008				

III-1

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12  
3  
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# MID WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

## BOARD OF DIRECTORS

18 Elected Officials

### REGIONAL FORUM

#### Current

- Meetings of the Council of Governments
- Economic Development District Meetings
- Monthly City Managers' Meetings

#### Products

- State Prison and Mental Health Impact Studies
- Chemeketa Cooperative Regional Library Service
- Marion-Salem Computer Center

### REGIONAL PROGRAMS

#### Current

- Marion/Polk Agricultural Strategy
- Lincoln, Polk, Yamhill Water Resources Study
- Revolving Business Loan Fund
- Salem/Keizer Area Transportation Planning
- Marion-Polk-Yamhill Regional Economic Development Planning
- Canadian Trade Initiatives

#### Products

- Mid Willamette Valley Senior Services Agency
- Mid Willamette Valley Jobs Council
- Marion-Polk-Yamhill County Parole and Probation Programs
- Design and training for Community Liaison Youth Services Team and Police Programs
- Design of Regional Automated Information Network (Criminal Justice Records)

### TECHNICAL ASSISTANCE

#### Current

- Census Data Affiliate
- Grant Applications
- Grant Management
- Goal Setting and Team Building Facilitation
- Environmental Reviews
- Mapping
- Coordination of Street Naming and Addressing
- Land Use Planning Services
- Reapportionment Data Services

#### Products

- Proposed Yamhill County Parkway Improvements
- EIS's for I-305 Projects
- Salem/Keizer Area Urban Growth Boundary
- Design of Regional Library Service
- Design of Marion-Salem Computer Center
- Mushroom Farm & Caterpillar Plant Closure Study

### NEGOTIATIONS FACILITATOR

#### Current

- Proposed Marion/Polk Fuels Tax for Local Road Improvements
- Transportation Issues
  - Transportation Planning Rule
  - Clean Air Act Amendments

#### Products

- 9-1-1 Systems Enhancements and Consolidations
- Urban Growth Boundaries
- Sewage Treatment Plant - Salem/Keizer Area
- Regional Parks Agency - Marion, Polk, Salem

September 1991

REQUEST FOR CITY COUNCIL ACTION

- Vehicle Purchased at Auction 10/6/92
- Batched processed in October
- Indicated in November print-out
- Past practice

DATE SUBMITTED: March 23, 1993

XX MOTION  
INFORMATION

DATE ACTION REQUESTED: April 5, 1993

SUBJECT: Budget Resolution

RECOMMENDATION: Move approval of the Resolution Transferring and Re-Appropriating Funds in the General Fund and Civil Forfeiture Fund

BACKGROUND: At its March 22, 1993 the Finance Committee reviewed and approved the attached transfer resolution.

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 Duane Cole, City Manager

Submitted by:

  
 KATHY PRI, FINANCE DIRECTOR

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The following amounts are transferred and re-appropriated as follows:

<u>FROM</u>		<u>TO</u>	
<u>General Fund</u>		<u>General Fund</u>	
Contingency	\$ (5,000)	General Government	\$5,000
<u>Civil Forfeiture Fund</u>		<u>Civil Forfeiture Fund</u>	
Nondepartmental	\$ (5,000)	Police	\$5,000
Total Transfer	\$ (10,000)	Total Transfer	\$10,000

ADOPTED by the City Council of the City of Newberg, Oregon, this 5th day of April, 1993.

\_\_\_\_\_  
Duane R. Cole, City Recorder

VII-7

201