Tuesday, 7:00 p.m. April 24, 1990

MINUTES OF THE
NEWBERG BUDGET COMMITTEE

Newberg Fire Station Newberg, Oregon

The meeting was called to order by Chair Bert Pennock at 7:23 p.m.

ROLL CALL:

Present:

Aaron Corum
Rick Rementeria
Bert Pennock

Roger Gano
Alan Halstead
Donna McCain
Joe Young

Absent:

Martin McIntosh
Brian Bessler (arrived at 7:45 p.m.)
Harold Dodge
Fred LaBonte
Wingert Walker
C. Eldon McIntosh (arrived at 8:18 p.m.)
Jack Nulsen
Donna Proctor

Staff Present:

Duane R. Cole, City Manager
Kathy Tri, Finance Director
Dave Bishop, Police Chief
Ellen Cooper, Assistant Finance Director
Elmer Christensen, Fire Chief

Others Present:

Elvern Hall, Mayor

NEW BUSINESS:

REVIEW OF DEPARTMENTAL BUDGETS.

Mr. Cole began with the review of the Police Department budget. He indicated that the only major increase in the departmental budget was the central services charge. He explained that this cost is the annual cost to the department for insurance, data processing, telephone, garage, and janitorial services. This charge use to be separate in the non-departmental budget but is now divided among the different departmental budgets to reflect actual costs to the department. Chief Bishop explained that the department's budget is found in the General Fund, Civil Forfeiture Fund and 9-1-1 Fund. The General Fund budget reflects the elimination of expenditures for Capital Outlay. All of these expenditures are now in the Civil Forfeiture Fund or in the Vehicle/Replacement Fund. There are no new programs in the proposed budget but there is a remaining emphasis on community policing. The department's highest priority is violent crimes. He indicated that calls for service have increased over 20%, and that Newberg's increase in crime is greater than the Portland Metropolitan Area. Eventually the department will have prioritize the calls the department will respond to and in which order.

Mr. Pennock asked what the $4,000 increase was in the RAIN budget. Chief Bishop explained that this is a contract for regional data services and that the cost increase is beyond the City's control. However, next year the City should see a decrease due to the addition of Polk County into RAIN. Mr. Gano pointed out a correction in the salary of one of the dispatchers, who was budgeted for eleven months instead of twelve months. The correction will be made to the budget.

The Chief was asked about how much ammunition was used by the department. He responded that officers must qualify three times a year in day fire, night fire and shotgun. There are eighteen sworn officers and fifteen reserves who meet these qualifications. He explained for the reserves, that they are an on-going program and the City should be very proud of these officers. The City pays for their insurance and expenses for equipment and the reserve officers buy their uniforms and weapons. Mr. Halstead asked about the police-citizen ratio with regard to Newberg. Chief Bishop indicated that there are 1.5 paid sworn officers per 1,000 population. The the National FBI standard recommendation is 2 paid sworn officers for a City the size of Newberg. As a comparison, Woodburn has 1.8 to 1.9 officers per 1,000 population.

Mr. Bishop then went on to explain the Civil Forfeiture Fund. This fund was originally established in 1987-88 to receipt Federal forfeiture funds. With the new state law, funds will also be received from the State. Consequently, the name of the fund has been changed from the Federal RICO Fund to the Civil Forfeiture Fund. It is required by law that this money be used for law enforcement purposes only. For the past two years the City has used this fund partly to purchase capital equipment for the department. If the tax base passes, this fund will be able to be used more towards reducing crime in the community.

Brian Bessler arrived at 7:45 p.m.

Mr. Corum asked why only one patrol car was being purchased. Chief Bishop indicated that normally the department would purchase two vehicles each year. However, we were being conservative in hopes that the tax base will pass and the vehicles will be purchased from funds from the new tax base.

MOTION: Rementeria/Corum moved to approve the General Fund and Civil Forfeiture Funds of the Police Department. Vote on the Motion: Carried unanimously.

Mr. Bishop then went on to review the 9-1-1 Fund. He indicated that there has been a decrease over the past few years. The 1989 Legislature did extend the 9-1-1 tax for another three years and all of these funds have been earmarked for 9-1-1 centers and certain equipment. It is hoped that through lobbying efforts the 9-1-1 tax will continue. The 1989 law did restrict how these funds could be spent. Ms. Tri indicated that the primary impact on these restrictions has been on the Fire Department.

MOTION: Corum/Rementeria moved to approve the 9-1-1 Fund budget. Vote on the Motion: Carried unanimously.

FIRE DEPARTMENT BUDGET:

Mr. Gano pointed out an error in the personal services salary computation in the Fire Department. The correction was noted and will be made and new pages will be passed out to the committee at the next meeting.

Mr. Cole indicated that the Fire Department budget reflects the same operation as the current year.

Eldon McIntosh arrived at 8:18 p.m.

Chief Christensen indicated that the Fire Department budget supports suppression, prevention, and inspection. He indicated that 60% of the calls that the Fire Department responds to are related to emergency medical services. The Department also handles grass and weed abatement and this consumes one person's time during the summer months. In addition, the City has a one-half time secretary which was added last year. This person handles approximately 150 calls during the burn permit season and is helping to upgrade the mapping system.

Mr. Halstead asked when the gas tank for fire truck fuel was last inspected. Chief Christensen indicated that the tank is checked daily and was tested last year. Mr. Cole indicated that the staff is reviewing various options for dealing with underground tanks, including a card lock system or a combined system with the school district and park and recreation district. Mr. Young stated that he felt the City should remove the tanks now and if they do leak, it will be more expensive if the City waits. Mayor Hall questioned how much has the hazardous materials rules and regulations affected the department. Chief Christensen stated that it has added a number of training hours and bookkeeping requirements. Each volunteer firefighter and staff person is required to have twelve hours additional training on hazardous materials, police and fire employees are required to have four hours each. He indicated the department is working with Finance to establish a connection with the State Fire Marshal's data base on hazardous materials.

MOTION: Young/E. McIntosh to recommend approval of the Fire Department budget. Vote on the Motion: Carried unanimously.

MOTION: Young/Gano moved to adjourn. Vote on the Motion: Carried unanimously.

The committee adjourned at 8:40 p.m.

Joe Young, Secretary

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