Thursday, 7:00 p.m. April 25, 1991

CITY OF NEWBERG
BUDGET COMMITTEE
MINUTES

Newberg Fire Station Newberg, Oregon

---

The meeting was called to order by Secretary Donna McCain at 7:08 p.m.

ROLL CALL:

Members Present:

| | |
|---|---|
| Ellen Bailey | Harold Dodge |
| Melinda Newland | Fred LaBonte |
| David James | Brian Love |
| Gary Hay (7:20) | Donna Proctor |
| Roger Gano | Jack Nulsen |
| Scott Reinhardt | Donna McCain |

Others Present:

Elvern Hall, Mayor
Duane R. Cole, City Manager
Katherine Tri, Finance Director
Diane Padilla, Asst. Finance Director
Dave Bishop, Police Chief
Elmer Christensen, Fire Chief
Mary Puskas, Chamber Executive Director
Various members of the Fire Department Staff and Volunteers

**NEW BUSINESS - DEPARTMENTAL BUDGET REVIEWS:**

**City Council Budget:** Duane Cole presented the City Council's budget. The proposed budget equals $75,520 down from $77,368 for the current fiscal year. Mr. Cole explained that the primary savings were in the travel and training budgets. There were slight increases in postage, Mayor/Council reimbursement, and professional services for Council training and goal setting. He said that in July the Council will decide who will go to two out-of-state conferences. Jack Nulsen asked if the budget maintained the National League of Cities membership. Mr. Cole responded that yes it did. Ellen Bailey asked if there was room in the budget for the over expenditure in the travel and training estimated expenditures. Mr. Cole explained that the budget is a guideline and the Council can change expenditures. Donna Proctor supported dropping the National League of Cities membership and corresponding travel to the conferences. She cannot see why a small town should belong to the National League. At the recent conference she attended, only large cities were primarily in attendance. Roger Gano responded that the National League Conference is not representative of small city programs that the National League of Cities tends to put on. The general meeting, which is held in the fall, is more oriented toward small cities. Discussion continued about whether the City should maintain its membership in the National League of Cities.

MOTION: Gano/Reinhardt moved to adopt the City Council budget. Vote on the

Motion: Ayes - 10; Nays - 2 (Nulsen, Proctor). Motion carried.

Fred LaBonte asked what was included in the $25,000 general projects budget. Mr. Cole explained that it is for the Old Fashioned Festival ($3,000), Chamber of Commerce visitor information service ($12,500), garden care ($150), boat races ($1,000), Chamber information brochure ($2,000), Chamber dues ($3,000), historic preservation loans ($2,000) and other miscellaneous projects that come before the Council during the fiscal year. Gary Hay thought that the business community supported the Chamber programs. Mary Puskas, the Chamber Executive Director responded that the City would have to hire someone to replace the Chamber visitor information services. Mr. Cole responded that the Chamber's requests were the same as in the current fiscal year. Jack Nulsen responded that the City and the Chamber work closely and help each other. Mr. Hay further expressed that he thought the Chamber was a business group and not tax supported. Mr. LaBonte asked the Chamber what their total budget was, Mary Puskas responded that the budget equalled approximately $80,000.

Brian Love asked about the line item on Cable T.V. Mr. Cole explained that this was additional funds received from TCI to pay for public access television on the second Tuesday of the month. The cable company tapes Council and Planning Commission meetings. This money is in addition to the franchise money the City receives.

Donna McCain deferred the Chairmanship to Gary Hay.

**City Manager's Office:** Duane Cole presented his budget. The City Manager's budget is in three funds: General Fund, Sewer Fund and Water Fund. Questions were raised regarding administrative expense, professional services, and health and retirement benefits. Mr. Cole explained that the administrative expense is to reimburse him for his miscellaneous travel and lunch expenses. He also includes in his budget funds to pay for staff training, particularly for department heads training which are held one or two times a year. Last year his budget also helped pay for customer relations training. Kathy Tri indicated that she will review the City Manager's health and retirement benefits and will present corrected information at the next meeting.

MOTION: Gano/Reinhardt moved to adopt the City Manager's budget. Vote on the Motion: Carried unanimously.

**Police Department:** Chief Bishop presented the Police Department budget. He began by explaining that he would review his budget in four phases: General budget, continuation of selective enforcement program, civil forfeitures and 9-1-1. The department is now divided into four divisions: Administration, Patrol, Criminal Investigation and Communications. The budget includes allowed increases for inflation and continues the present programs including community policing. All capital expenditures are in the Civil Forfeiture Fund, not in the

General Fund. Chief Bishop explained that the Civil Forfeiture Fund receives money from seized property. It was originally established in 1987-88 under the Federal RICO program. Most of the property seized is from drug enforcement. However, the criminals are getting smarter and are hiding their assets and police agencies are not receiving as much money as in the past. The money is deposited into a separate fund as required by law under the U.S. Marshal's Rules and may only be spent for law enforcement purposes. During the years, the City has been able to build up reserves in this fund. In 1991-92, $38,000 will be spent on capital expenditures. He explained that the City keeps track of these funds from both federal and state programs. He also explained that the City cannot charge personal service costs to federal forfeiture money under the U.S. Marshal's Rules. The City must report to the U.S. Marshal every time it files for another forfeiture and must report how previous funds were spent. Jack Nulsen questioned how much time police officers are spending outside City limits on these cases. Dave Bishop responded that all cases start in the City and some of them do take officers outside the City for completion. Jack Nulsen questioned whether we were receiving a sufficient amount of money versus the time being spent investigating cases. Chief Bishop responded that the City is making money.

Dave Bishop then went to explain the selective traffic enforcement program. This program is not included in the proposed budget. However, it is anticipated that the program will essentially pay for itself. By adding an additional full time traffic officer, revenues will increase. The additional tickets will require an additional half-time clerk in the Court. Dave Bishop also reviewed other aspects of the patrol program. He stated that the Animal Control program is being reviewed with regard to its service level and County participation.

Next Chief Bishop reviewed the 9-1-1 budget. He stated that the Portland publicity on their 9-1-1 Center has actually benefited the City. The Center has had a decrease in frivolous calls. He indicated that Dundee participates in the City's 9-1-1 Center and are charged a fair cost. These costs are reviewed annually and the two departments cooperate a great deal. Included in the communication budget is the expense for the Regional Computer System (RAIN) which links the department to national, state and regional data bases.

MOTION: Gano/Proctor moved to increase the Police Department budget with the Selective Traffic Enforcement Program. Vote on the Motion: Ayes - 11; Nays - 1 (Nulsen). Motion carried.

MOTION: Proctor/Bailey moved to approve the Civil Forfeiture Funds. Vote on the Motion: Carried unanimously.

MOTION: Gano/Proctor moved to approved the 9-1-1 budget with the addition of $1,800 for fire department pagers. Vote on the Motion: Carried unanimously.

**Fire Department:** Chief Elmer Christensen explained that the Fire Department budget includes four programs: Administration, Suppression, Prevention and Rescue. The department has 41 volunteers and five paid staff members and a half time secretary supported by a Green Thumb employee in the afternoons. He indicated that contributions towards the volunteers is increased $2,000. However, he expressed concerns over the amount of money volunteers must pay out of their own pockets for training and equipment. He explained that the Rural Fire Department owns some of the rolling equipment that is used by the Fire Department and that the City leases the equipment for $1.00 per year. Chief Christensen also expressed the need for summer help to help clean up after fires and with the painting of the building. In the past, they have had a student for approximately 480 hours in the summer. Finance Director, Kathy Tri figured that this would equate to approximately $2,600.

Gary Hay asked the staff to come back with supplemental information which would include the cost for summer help and additional clerical assistance in the office during the summer.

Roger Gano handed out a ten year comparison of expenditures for Police, Library, Fire and Finance. He explained that volunteers are getting approximately $.96 per hour and that they should earn at least minimum wage. He explained that the volunteers divide $3,165 per quarter per volunteer based on a point system that is earned for each type of call. Brian Love explained that the volunteers give a lot to the City that isn't recognized or appreciated in addition to the work they do in preventing and suppressing fires.

Donna McCain addressed the rescue fee. She felt the rescue is a public relations activity and that the City appropriates some of its funds towards the Fire Department to reimburse it for these services.

Joe Darby, a volunteer fire fighter, stated that the volunteers get frustrated when they hear about cuts or no more money for the Fire Department. He expressed that they are here and want to serve the citizens well. He felt the City needs a plan to better support the volunteers. Brian Love, also a volunteer fireman, said the volunteers belong to the Oregon Volunteer Fire Fighters Association and pay out of their own pockets to go to their annual conference. This year ten people will be going to the conference. He realizes that the City cannot pickup all the costs of this conference but felt that the City should help support the volunteers in their training efforts. Lee Litfin, a volunteer fire fighter also addressed the issue of volunteer support.

Roger Gano and Brian Love indicated that because they are volunteer fire fighters they would be abstaining from any vote on the Fire Department Budget.

MOTION: Proctor/Nulsen moved to wait until Tuesday, April 30, for the City staff to return with figures on the costs of volunteer fire fighter equipment, training and life insurance. Vote on the motion: Ayes - 9; Nays - 1 (LaBonte); Abstain - 2 (Gano, Love).

Scott Reinhardt suggested that it was a perk being a volunteer. He recalled that some of these same issues came about in other cities. However, the volunteers received the extra training paid for by these communities and then left to go other fire fighting jobs at the City's expense. He expressed a need to keep the equipment that the City purchases for these fire fighters. Elmer Christensen said that it is very difficult for a volunteer to be hired as a regular fire fighter in another department due to the fact that a fire degree is becoming a minimum requirement.

**ADJOURNEMENT:**

MOTION: Proctor/Nulsen moved to adjourn. Vote on the motion: Carried uanimously. The committee adjourned at 9:45 p.m.

kt\bcmin4.25

Donna M. McCain
Sec