

TUESDAY, 7:00 p.m.

MAY 4, 1993

BUDGET COMMITTEE MINUTES

WASTEWATER TREATMENT PLANT

NEWBERG, OREGON

The meeting was called to order by Chair Gary Hay at 7:06 p.m.

ROLL CALL:

Present:

Corrine Adams	Roger Currier
Roger Gano	Donna McCain
Marty McIntosh(7:08 p.m.)	Scott Reinhardt
Elaine Smith	Ellen Bailey
Tracy Pinder	Barbara Secor (7:10 p.m.)
Brian Love	Melinda Newland (8:20 p.m.)
Dale Welcome	Andy Poole

Others Present:

Donna Proctor, Mayor	Duane Cole, City Manager
Stan Newland, Interim Police Chief	Michael Sherman, Fire Chief
Leah Griffith, Librarian	Michael Hailey, Building Official
Terry Mahr, City Attorney	Bert Tietzel, Public Works Director
Kathy Tri, Finance Director	Elvern Hall
John Wenos	Jill Dorrell
Diane Padilla	Don Clements

Gary Hay reminded Committee Members that they should declare any conflict of interest and abstain from voting when appropriate.

OLD BUSINESS: Duane Cole reviewed the information about the sewer sucker for cleaning sewer lines. He indicated that it is currently budgeted as a lease purchase for a total cost of one-hundred-forty thousand dollars (\$140,000) and as not capital. If the City decides to purchase the equipment, staff return back to the Finance Committee after analyzing the cost benefit of leasing verses purchasing.

Mr. Tietzel reviewed the meter replacement program indicating that meters cost approximately forty dollars (\$40) a piece and the staff anticipates replacing one-thousand meters per year for four-years. The 1993-94 Budget will be the Second year for this program.

NEW BUSINESS:

Capital Projects: Bert Tietzel referred the Committee to the chapter on Capital Projects. The chapter includes a spreadsheet of the various capital projects for the upcoming fiscal year and their funding source. In addition there is a three-page review of each capital project describing what the project will accomplish. Mr. Tietzel started by reviewing street projects. He indicated that there was no single major project; however, sufficient funds were budgeted to cover any unanticipated street repairs and overlays. The Grant Street project is currently in progress. Water and sewer lines are being installed in the local improvement district area. The street will be paved during the summer of 1993. This is currently a gravel street. The street portion will be covered by a sale a an LID bond. Roger Currier asked about improving the Meridian\College Street train track crossings. Mr. Tietzel indicated that he had been in contact with the railroad department several times about the conditions of the crossings. The project called Street Widening is for any developer who needs a wider street than they might be required to build. This is the City's portion for that additional expense. Mr. Tietzel clarified the required street widths. The project for sidewalks intersections is to improve wheelchair ramps and damaged intersection sidewalks. The Elliott Road project is for engineering costs and design from 99W to the High School. This project will probably be a future LID and will include curbs and sidewalks where they do not now exist on both sides of the street.

I & I Corrections is to correct inflow and infiltration and will be for small projects that can be done quickly. These projects will be identified as the sewer system is T.V.'d. The pipe replacement will be paid for under miscellaneous replacements and financed by the Sewer Replacement Fund. Sewer upsizing is comparable to the street widening projects and is covered by sewer systems development charge. The Harrison Street is a reconstruction of the sewer line from Hancock to Third. This line is plugged three (3) to four (4) times a year and in parts is twenty-five (25) feet deep. This project amount could vary. Mr. Tietzel indicated that this project is at the top of the project engineering list and is targeted for August. If the cost exceeds one-hundred thousand dollars (\$100,000), the project will be divided up and done over several fiscal years. The East Side Pump is a carry-over project as is the Eighth Street Pump Station.

MOTION: Scott Reinhardt\Donna McCain moved to approve the Capital Projects Budget. **VOTE ON THE MOTION:** Passed by those present.

Andy Poole asked if the City had a long range plan for street maintenance. Bert Tietzel indicated that the City does have a plan, and it is reviewed every year. He indicated that the staff physically looks at half the streets each year and rates and prioritizes the needs. Brian Love asked about the reconstruction of River and Wynooski Streets. Bert Tietzel indicated that these streets are beyond repair and must be rebuilt. It is basically a judgement call on when the project is put on the current project list. Part of the reasons this project has not been put on the current project list and the repair has been let go is because the City does not know where the bypass will go. This will be crucial to what kind of street needs to be reconstructed. Duane Cole added that in conclusion this project is in the transportation plan to be completed in the next five years. Mr. Tietzel also reviewed the funding constraints on reconstructing streets. He indicated that the City has between one-hundred and one-hundred-fifty thousand dollars (\$100,000-150,000) a year for overlays, maintenance and cleaning of the streets. They tried to salvage as many streets as possible; however, there are not enough funds to rebuild the streets at this time.

Library Department: Duane Cole stated that the Library Budget is primarily a status quo budget; however, there is tremendous demand for service and need for additional funds. He said that the City is part of the Regional Library Services through Chemeketa Community College. Their budget includes a new computer system which is before the voters in June. If Chemeketa purchases a new computer, the City will also be adding terminals at the library. Additional terminals are not included in this budget.

Mr. Cole then turned the budget review over to Leah Griffith, Librarian. She indicated that the library is more than just checking books in and out. It is the gateway to the information age. There are 1,000,000 books available through the CCLRS system that Mr. Cole has referred to. The staff receives over reference questions a year and is the thirteenth (13) busiest library in the state. However, the library is open some of the fewest hours of comparable libraries making it twenty-ninth (29) of the top thirty (30) libraries. There are between 140,000 and 150,000 books checked out annually, and 4,000 hours of volunteer time, (the library is sixteenth in the state for volunteer hours). CCLRS was established in the early nineteen-seventies to assist libraries do more with less. It is primarily to provide a linked computer system to assist libraries share their resources. She indicated that the CCLRS system is unique in the state.

In turning to staffing, Ms. Griffith indicated that the library is completely dependant upon part-time staff members. There are only two full-time staff, herself and the assistant library director. She stated that her staff does an excellent job, are very creative, and provide many different ideas on how to serve the people. However, she indicated that there is a need to change to more full-time staffing. She indicated that there is a decision package for a circulation manager. She started a willingness to combine two part-time positions in order to get the position. She indicated that while she does not want to lose her

part-time staff, she feels continuity is more valuable with a full-time person. Gary Hay asked if the library is open when either she or Carol Foutts (Assistant Library Director) is not there. Ms. Griffith responded that yes, the library is open during hours when neither of them is there. She indicated that she and Carol do work on Mondays. Gary Hay asked why they work Mondays. She responded that much of the book purchasing is done during closed hours. It is very difficult to complete this task during open hours. There isn't the availability of concentrated quiet time.

Duane Cole added that the library has the same staffing level as it did when it was just the old Carnegie Library. Every other department has had staff increase in full-time employees except the library. He indicated that the service is close to the edge of demand. In addition, the new building has posed additional staffing problems with the two floors. Gary Hay suggested that perhaps one of the part-time positions be increased to three-quarter hours, instead of having a full-time employee. Leah Griffith indicated that the last job opening there were fifty (50) to sixty (60) applicants and many of them had no background in library service. Six (6) were interviewed and all but one or two asked about full-time status. Gary Hay indicated that he felt the Committee should take this proposal under advisement.

MOTION: Scott Reinhardt\Tracy Pinter moved to approve the Library Budget with future review. VOTE ON THE MOTION: Passed by those present.

Fire Department: Brian Love abstained from voting.

Duane Cole began the review by indicating that there were a few changes in the Fire Department's Budget. These changes include an increase in the vehicle replacement fund to ten thousand dollars (\$10,000) and Capital Outlay expenses of twenty thousand dollars (\$20,000). Michael Sherman, Fire Chief, reviewed the training budget. Gary Hay asked if the phone system expense was necessary. He wondered if the old system was repairable. Michael Sherman indicated that it was a 1986 system and there are numerous problems with the system. Duane Cole added that when the City Hall changed phone systems, they did not change the Fire Department phones. There is a needed added capacity at the Fire Department and this became quite evident during the earthquake. Chief Sherman said that they need to be hard wired to the GTE lines and the Centranet system. During the earthquake, the cellular phone was down for about one hour. The EOC needs a hard wired system with direct connection to GTE. Roger Currier asked if the new system would be battery back-upped. Chief Sherman responded affirmatively. He also added that there would be four lines and five phones in the new system.

Gary Hay asked Chief Sherman about the expense for his masters program. Chief Sherman responded that he is close to finishing his degree and had discussed this with the City Manager. Gary Hay asked Chief Sherman about the volunteer budget. Chief Sherman responded that there is an increase of eighteen-hundred dollars (\$1800) primarily for the point system. Firemen received payment, the amount of which is based on the call out volume. Due the increased number of call outs, the payment has decreased. In the 1992-93 Budget, an improvement was made in the system; however, there is already a 12% increase in call over 1992. With regard to volunteer training, Chief Sherman indicated that the department works very hard to get the best bang for the buck. Roger Currier asked about pagers. Michael Sherman indicated that they cannot use telephone pagers. Chief Sherman then reviewed the proposal for pagers with Motorola. Roger Currier also asked about the duplication of services between the hospital and the rescue crew. Chief Sherman indicated that the staffs are prioritizing calls and that the fine staff has a good rapport with the ambulance crew. Most often, the rescue crew is there to help support and back up the ambulance crew. Dale Welcome asked about bringing in the EMT staff under the Fire Department. Michael Sherman indicated that this discussion has been taking place with the hospital.

MOTION: Reinhardt\Welcome moved to approve the Fire Department Budget. VOTE ON THE MOTION: Passed by those present (Brian Love abstained).

Police Department: Melinda Newland abstained from voting.

Duane Cole began the review indicating that the new Chief would be on board in June. He indicated that this is a flat budget, with no increase in employees or major increases in material and services. A couple of the major changes include the increase in the R.A.I.N. contract, which is an information network, and the DARE program which is funded through donations. Interim Chief Stan Newland reviewed the DARE program. In addition he stated that the Police Department is funded in the General Fund, 9-1-1 Fund, and Civil Forfeiture Fund. Chief Newland stated that one of the major expenses in the civil forfeiture capital outlay list, was the purchase of a video imaging system for \$15,000. In this system and through R.A.I.N., officers would be able to transfer photographs and have instant access to information that they currently don't have ready access to. This would be a new tool for booking and the information would be put into the computer at the time of booking. It creates a data bank of photographs. He added that while the money is budgeted, it may not be spent until after July, 1994, depending on the R.A.I.N. purchase process. Roger Currier asked for more information about R.A.I.N.. Chief Newland indicated that all of Yamhill County is in the R.A.I.N. system and it goes from Eugene to the Metro area. The Metro area is separate. There are fifteen (15) jurisdictions, and everyone is charged for the system. He indicated that the City has no access to the Metro system. There is talk about cooperative efforts between R.A.I.N. and the Metro area.

MOTION: Reinhardt\Love moved to adopt the Police Department Budget. VOTE ON THE MOTION: Passed by those present.

Adjournment: The committee adjourned at 9:05 p.m.

Barbara Allen