BUDGET COMMITTEE

Newberg Wastewater Treatment Plant
Tuesday, May 3, 1994
7:00 p.m.

AGENDA

1. **CALL TO ORDER**

2. **ROLL CALL**

COUNCIL PRESENT:	Donna Proctor (Mayor)	
	Roger Gano (RG)	Roger Currier (RC)
	Donna McCain (DM)	Dave McMullen (DMc)
	Don Wright (DW)	Bob Weaver (BW)

COUNCIL POSITION VACANT: 1 (Elaine Smith's Position)

BUDGET MEMBERS PRESENT:	Barbara Secor	
	Bert Pennock	Alan Larking
	David James	Robert Soppe
	Andrew Poole	
ABSENT:	Corinne Adams	Melinda Newland
	Tracy Pinder	

STAFF PRESENT:
Duane R. Cole, City Manager (DRC)
Terrence D. Mahr, City Attorney (TDM)
Katherine Tri, Finance Director (KT)
Robert Tardiff, Police Chief (RT)
Diane Padilla, Assistant Finance Director
Michael Sherman, Fire Chief
Chuck Liebert, Utility Manager
Leah Griffith, Library Director
Peggy R. Hall (Legal Department)
Greg Scoles, Community Development Director

OTHERS PRESENT:

Jerry Sunday, Newberg Human Resource Center (NHRC)
Geraldine Hodges, Henderson House
Lou Brillas, Senior Center
Barbara Brown, Senior Center

3. NEW BUSINESS - REVIEW OF DEPARTMENTAL BUDGET

1. Social Service Agencies

A. Henderson House

Geraldine Hodges, representative from the Henderson House, stated that funds are being diminished due to budget cuts and Henderson House needs the City's support. Ms. Hodges further noted that they appreciate the City's support. Ms. Hodges stated that Henderson House is a crisis shelter for abused women and is located in McMinnville. Henderson House serves Yamhill County residents. Each year the need is increasing. The Henderson House holds support meetings in Newberg as well as at the facility in McMinnville. Ms. Hodges further noted that women are referred by doctors, police departments and pastors. Discussion was held concerning what kind of assistance other cities provide to it. KT stated that McMinnville does not provide assistance through its budget (does not give actual money), but helped Henderson House get started through a community development block grant to obtain the building. The United Way Agency offers assistance as well. Committee members expressed concern about whether or not Newberg should provide contributions if no other cities provide financial assistance. KT stated that she will call McMinnville to inquire what assistance they provide to Henderson House and report back to the Committee.
Ms. Hodges stated that Henderson House's total operating budget is $100,000.
The Budget Committee recommended that the matter be set over until May 5th pending further information from Henderson House concerning contributions from other agencies and cities.

MOTION: Pennock/Gano to set over the decision on funding until further information is received. (Unanimous).

Discussion was held concerning the other agencies that were requesting financial assistance and whether or not they also had additional financial information that needed to be presented to the Committee prior to the Committee deciding whether or not to fund them. Mr. Jerry Sunday, Human Resources, and Lou Brillas, Senior Center, stated that they had their information available.

B. Newberg Human Resource Center (NHRC)

Mr. Jerry Sunday, NHRC, representing Ned's Place, Harvest House and Great Expectations noted that all services offered by NHRC are worthwhile services that provide services to a variety of Newberg citizens. Mr. Sunday noted that quite a bit of the labor involved in the programs is serviced by volunteers.

Further discussion was held concerning the leverage of funds and what funds come from the State and other agencies. Councilor Weaver stated that he would like to see what amounts are received from other agencies and look at what their needs are. Councilor Weaver asked that the information be presented in writing. Committee members agreed that if an agency is requesting funding assistance, that they should have the information available.

DRC stated that he would have the information the following week for the Budget Committee meeting because the Community Development Department was scheduled for their budget review on May 5th.

MOTION: Secor/Pennock to postpone NHRC and Chehalem House in order for them to provide the requested information by Thursday, May 5th, to be heard on Tuesday, May 10th. (13 Yes/3 Absent (Adams/Newland/Pinder). Motion carried.

D. Chehalem Valley Senior Citizens Council

Chair McCain stated that the Committee would hear from Mr. Lou Brillas of the Chehalem Valley Senior Citizen Council (CVSCC).

Lou Brillas stated that CVSCC has funded the transportation system for Newberg since 1984 and has managed to survive on the same amount of money each year. There was a slight increase from $18,300 to $18,700 since 1984. Costs have increased (gas, workers compensation and expenses) which were absorbed by prudent management by the Senior Citizen Council. Mr. Brillas reviewed the accounting information which was presented to the Committee. The programs reflect quite a bit of community involvement. CVSCC received a $40,000 grant for a new bus in which the council did receive matching funds to purchase another bus. The program now has two buses with over 120,000 miles. Mr. Brillas further noted that they are a "maintenance nightmare". The bus system serves residents all over town. Some merchants have also donated funds because they believe that it is a worthy project.

Discussion was held concerning the amount requested ($19,000): $17,497 for public transportation $1,503 for meal site transportation. They are requesting two separate grants. Mr. Brillas stated that the City's assistance is even more imperative due to the fact that the Older Americans' Act monies will no longer be available on June 1, 1994. CVSCC did receive $7,788. CVSCC will have to cut costs in order to make up for the loss of those funds.

Discussion was held concerning the use of cigarette tax funds ($35,100). Mr. Brillas stated that cuts have been made at the State level. The program is aided by a majority of volunteers. Discussion was further held involving citizen involvement and the bus service schedules. Mr. Brillas noted that the transportation system starts at 5:55 a.m. and coordinates with Tri-Met and YCAP.

Committee members discussed with Mr. Brillas other areas of concern:

1. Is the amount requested enough to fund the program in light of the cutbacks from the state?

2. Who generally utilizes the services (shopping, medical, other)?

3. Who pays for the service? Does each rider pay his/her respective share?

Mr. Brillas noted that most riders use it for shopping and medical reasons. The ride share is picking up for the Tri-Met schedule. Committee members questioned whether or not it was worth paying for an occasional Greyhound Bus ticket for the seniors when needed to go to Portland or catch a Tri-Met bus. Mr. Brillas noted that it would be cost prohibitive to do this. Discussion was also held concerning providing taxi service through Shamrock Taxi. Mr. Brillas stated that the program could operate on the amount requested from the City with the addition of the other funds and kind received from other agencies.

Committee Chair McCain and Mayor Proctor thanked Mr. Brillas for the great job he did on his presentation.

Mr. Brillas further added that he just finished working out a program with Newberg Community Hospital in connection with providing transportation to patients that need assistance outside of the bus's regularly scheduled hours. He would let the Committee know of his progress. The buses are equipped with wheelchair assistance.

Discussion was also held concerning the program's debt service. Mr. Brillas noted that it is approximately $26,840 "give or take $50". Committee members stated that they truly support the service that CVSCC is providing and they personally appreciate the service.

MOTION: Poole/Weaver to adopt the requested amount of $19,279.

Councilor Don Wright stated that he thought the amount requested was quite low. Discussion was held concerning the cigarette tax reduction and other funding agencies that assisted the program. Katherine Tri noted that it the amount is from the

City's general revenue sharing account. Ms. Tri further noted that the feeling she gets from the state is that they have a problem with financing social service agencies. the state may take funds away from the City to give to social service agencies and the City could lose money versus the senior citizen services.

Discussion was held concerning Tri-Met coming to Yamhill County. Committee member Pennock noted that if the City could fund a fire truck by adding $1 to the sewer/water rates, then they could do something like that for the transportation system.

MOTION: James/Gano to amend the motion to bring up the amount of requested funds to $20,000. Councilor Wright called for the question on the amendment.

ROLL CALL ON AMENDMENT TO MOTION: (10 Yes/3 NO(McCain/Poole/Wright/3 Absent). Amendment passed.

Further discussion was held concerning the correct amount requested. ($17,497 for transportation and $1503 for meal site for a total of $19,000).

Discussion was also held concerning fund raising projects.

Councilor Gano called for the point of order.

MOTION: Restate of Motion as amended - To fund both programs at the cost of $21,503. (6 Yes/6 No). Motion failed.

MOTION: Poole/Wright - to go back to original motion to fund $19,000 for both programs. (Unanimous). Motion carried.

C. Chehalem House - postponed to Tuesday, May 10, 1994.

Chair McCain adjourned the meeting at 8:03 p.m. The meeting reconvened at 8:15 p.m.

2. Library

Library Director Leah Griffith provided additional information to the Committee. The Library's uses are changing and people's expectations of what they want to find are also changing. Customers want computerized data bases and on-line services with vary with the requests. The Library has already undergone changes in technology and equipment. Equipment needs to be replaced.

Ms. Griffith reviewed the budget line items. Discussion was held concerning various line items. Committee member Poole asked whether or not the budget presented would be influenced by the current tax base levy before the citizens. Ms. Griffith stated that no it would not. Ms. Griffith noted that various increases were necessary (supplies, audio visual aids, training for staff, new terminals, Oregonian index for CD ROM). The original purchase of the CD ROM was done by the Library Friends. The Oregonian addition is only a part of the information serviced by the CD ROM.

Discussion was held concerning drug testing (mandatory for all newly hired employees) and other changes in personnel.

Discussion was also held concerning capital expenditures.

Ms. Griffith advised the Committee of the process in which the over-due and lost books are handled. Mr. Griffith further added that the Library receives approximately $10,000 in fines (money goes into general fund). Ms. Griffith also added that the Library receives approximately $700-$800 in lost book revenues, about $10,000 in fines, about $10,000 in non-resident fees and about $1600 in copying costs.

Discussion was held concerning training for part-time and full-time employees and funds necessary for the capital outlay (30% is for children's portion). Funds would also be used to assist in the restoration of the Carnegie Room and the purchase of a 486 computer and a new Macintosh computer. Ms. Griffith noted that it was an over-all increase of approximately $71,000 from the 1992-93 budget and $2300 from the 1993-94 budget.

Further discussion was held concerning the line items.

MOTION: Gano/Secor to adopt the Library budget.

Discussion was held concerning where the funds were coming from to allow for the increase. Kathy Tri noted that there was approximately $27,835 left over from the bond money that had not been until this fiscal year.

ROLL CALL ON MOTION: (Unanimous). Motion carried.

3. Legal Department (City Attorney's Office and Court)

City Attorney Terrence Mahr provided the Committee additional handouts and noted that the change in personnel (paralegal) had been included in the proposed budget and is not a decision package. The legal secretary decision package requesting an increase from .60 FTE to 1.0 FTE, is also requested in addition to the archives/records project.

Mr. Mahr reviewed the decision package for the contract City Prosecutor that would be funded from the Municipal Court revenues. Mr. Mahr further reviewed the budget's line items. The City Prosecutor would assist in helping move the backlog of cases through the Court's system and help in collections. The rate would be $40 per hour for his/her services which is below market. This position would be expended as long as revenues keep coming in. The Legal Department will report back to the Finance Committee on its progress in meeting its revenue projections.

The legal secretary position is a real problem in filling. The need for a full time secretary is real but having a position that would be funded at this time and then possibly cut is difficult to fill. The proposal is for a temporary full time secretary who would not have benefits and would know up front that the position may be cut if funding is not there. It has been proposed that other departments aid in funding the Legal Department due to that department's increased involvement in other departments of the City.

Discussion was held concerning the Legal Department's time that was consumed during the Hospital matters. Mr. Mahr noted that in the past year the Legal Department has been quite active in the Hospital's issues. Once the Hospital is no longer a part of the City, more time can be spent on the other major issues at hand (union negotiations, personnel, land use and planning). The Legal Department was backlogged during the composter litigation a few years ago. The Legal Department also handles the City's retention of records.

Discussion was held concerning the ordinance compilation project.

DRC noted that the City Attorney's office assists with labor negotiations, the Council, and policy making decisions and operates as an assistant City Manager.

Mr. Mahr reviewed the collection procedures with the Committee and how penalties would be reassessed on the uncollected fines. These amounts should more than cover the costs of the Legal Department's budget. Discussion was held concerning the City's strong motivation to collect the court fines and assessments.

MOTION: McMullen/Wright to approve the Legal Department budget as submitted. (Unanimous). Motion carried.

The meeting adjourned at 9:35 p.m.

Barbara Secor

Barbara Secor