

THURSDAY, 7:00 p.m.

MAY 4, 1995

BUDGET COMMITTEE MINUTES

WASTEWATER TREATMENT PLANT

NEWBERG, OREGON

ROLL CALL:

Present:

Roger Currier	Alan Halstead
Alan Larking	Donna McCain
Melinda Newland	Bert Pennock
Tracy Pinder	Andrew Poole
Barbara Secor	Robert Soppe
Robert Weaver	Dan Wollam (7:15)
Don Wright	Dave McMullen (8:00)

Others Present:

Donna Proctor, Mayor	Duane Cole, City Manager
Kathy Tri, Finance Director	Robert Tardiff, Police Chief
Ben Erb, Asst. Fire Chief	Greg Scoles, Community Dev. Dir.
Peggy Hall, Legal Secretary	Pat Haight
Barbara Brown	Ann Pesola, Chamber of Commerce
Luis Brillias	

Roger Currier opened the meeting at 7:05 p.m.

REVIEW PRIORITIZATION OF EXPENSES

Kathy Tri handed out a summary of the Budget Committee priorities from the previous meeting. The summary includes both Council and Budget Committee votes as well as a ranking by the Council members only and a ranking by the Budget Committee only. The overall ranking shows that the public safety items - matching money for federal grants, public safety vehicles, and fire capital, rated the highest. Next came staff training, public transportation, code enforcement, long-range planning, library books, Newberg Human Resource Center and parking officer. The last five items include the Henderson House, Visitor's Center, fireworks, gazebo, and boat races. Both the Council and Budget Committee separately rated the public safety items highest with code enforcement, parking officer and staff training rated next. She also handed out a sheet that listed the social service and Visitor's Center items with the current budget amount and their requests. This worksheet can be used by the Budget Committee later to help decide what to fund.

Dan Wollam added that the committee has heard from the social service agencies and Chamber, but now it is the time to hear from the departments before any decisions are made.

REVIEW OF DEPARTMENTAL BUDGETS

General Government: Duane Cole handed out a sheet listing the various items in the General Government budget. He was asked about the League of Oregon Cities dues. LOC dues and the Council of Government dues are based on population. The COG provides many services for the City, including grant writing (the Community Development Block Grants that the City has received were written by the COG),

working on studies in the well fields, well dredging, and storage of water in the Yamhill River Basin. Robert Soppe asked about the savings in postage and printing. Staff indicated that the savings were due to the number of newsletters being sent.

Andy Poole asked about the benefits of belonging to the LOC and asked the Council to respond. Don Wright indicated that he had gone to the National League of Cities conference and brought back a report and many tapes relating to conflict, conduct, ethics, decorum, and decision making processes. Roger Currier wanted to know if we could just buy the tapes instead of paying for the dues. Dan Wollam responded that normally you can't buy the tapes unless you are a member of the organization and sometimes the costs of tapes are as much as going to the conference. Donna Proctor talked about the benefits she received from attending LOC training. Barbara Secor said there was a big discussion last year on this very topic and the Budget Committee voted against the National League of Cities. But the Council ended up adopting staying with the NLC and it seems that they are the ultimate decider. Andy Poole reiterated that maybe it is essential but maybe there is better areas to spend \$9,000. Duane Cole recommended that perhaps we should put this amount on the board and have it available to reallocate, if the Budget Committee so chooses. Alan Halstead reiterated that LOC is a good program. He finds it very valuable to go to meetings and talk to others from similar communities and what they are facing. He finds that he gets more from feedback than from the seminars, but feels it is an excellent program. He added that it was amazing the number of cities with similar situations and discussing these with those cities is extremely valuable.

Roger Currier proposed spending \$1,000 on Town Square (Francis Theater) \$1,000 on the gazebo, \$1,000 to the Chamber, and \$14,750 on transportation for a total of \$17,750, which is the amount budgeted in general projects.

Pat Haight questioned Central Services.

MOTION: Andy Poole/Bob Weaver moved to accept the General Government budget and to flag \$17,750 for later allocation. Passed by those present.

City Manager's Department: Duane Cole reviewed the City Manager's budget. He indicated that professional services, which covers labor negotiations is down because the City intends to do negotiations internally without using outside assistance if possible. Donna Proctor questioned the dollars for computer replacement. Kathy Tri explained the computer depreciation/replacement program. Robert Soppe asked about the loans for Economic Development. Duane Cole indicated that there are approximately two new loans made per year. Currently, there is \$450,000 out on loan and another \$350,000 to loan. Pat Haight asked if the money is available to every business. Duane Cole responded yes, money is available, as long as they meet the requirements of the program. The Council of Government helps the City evaluate business applications. Sometimes, businesses decide that there are other eligible funds that are more appropriate for them and chose not to use the City's money. He gave a recent example of the Bike Shop.

Finance Department Budget: Kathy Tri indicated that the department has five employees, two of which have been with the City a very long time. She reviewed the department goals and also reviewed the Central Services budget for information services. There were questions about the telephone budget and Kathy Tri reviewed the efforts the City went through to reduce the amount of cost for telephones. Roger Currier asked about the computer reserve. Kathy Tri explained

how the computer reserve works. The Finance Department's reserve includes the main network server and 3 printers.

MOTION: Bob Weaver/Tracy Pinder moved to accept the Finance Department's budget. Passed by those present.

Legal Department's Budget: Terry Mahr reviewed the Legal and Court budgets. He indicated that the Legal budget was down slightly due to a reduction in overtime and the Municipal Court budget was also down due to a decrease in prosecution costs. While revenues are up for municipal court, they are still below projections. Mr. Cole reviewed the handout given to the committee on the municipal court activities. He also discussed the increase in suspensions and collections and general orders issued by the court. Roger Currier asked what straight comp was. Kathy Tri explained that this is for additional pay for part time employees, but was not overtime. Donna Proctor asked about court improvements. Terry Mahr indicated that this was a special assessment on court fines that is used to pay for improvements to the court. For example, they have used this money to buy new tables in the Library meeting room that benefit not just the court, but also the Council and Library. Bob Weaver has heard negative comments about where court is held. Terry Mahr responded that this is true. The library is not a good place to meet. Pat Haight asked about the municipal judge. Terry indicated that the City contracts with McMinnville for the municipal judge. Due to legal requirements, it had to be structured this way. Roger Currier asked about the possibility of using other places in town such as the community hall on Second Street. Terry responded that the community hall does not make a good court, particularly since one wall has mirrors.

Police Department's Budget: Robert Tardiff, Police Chief, presented the Police Department budget. He started by indicating the City had received a COPS Fast grant from the Federal government and had applied for a COPS More grant. These are both to be used for patrol. There is a third grant through the County from which the City hopes to receive funds. In Civil Forfeiture, he pointed out that there is a decrease in capital outlay. He noted that there is a change in law from 1993 and recent court cases on how civil forfeiture funds may be used. He is hoping that if the levy passes, this will help offset the decrease in capital outlay from civil forfeiture funds.

In the 911 fund, there are 2 dispatchers budgeted. However, the revenue received for 911 funds is less than the cost of the dispatchers and these two staff members will have to be moved back to the General Fund in the next year or so.

The vehicle replacement account has been increased to \$8,000 so that the department can maintain its current replacement schedule of two cars per year. The Police Department cars average between 80,000 and 85,000 miles and the department is trying to catch up on some replacement. Roger Currier asked if the new MDTs would reduce overtime. Bob Tardiff responded that no, they would not reduce overtime, but the department was able to eliminate a word processing position. The \$20,000 savings in staff paid for \$17,000 in MDTs. This was a one time expense and an overall savings. He went on further to explain overtime costs. Roger Currier asked if the grants will help reduce overtime and time spent on report writing. Bob Tardiff responded that more officers will allow more time for reports, but added officers will also add workload, holiday pay costs and court time costs. He added that the overtime costs are not at a point where there is enough fines to hire another officer to save money. The overtime costs are not out of line with other departments. Barbara Secor asked why DARE

funds were down. Bob Tardiff responded that the City does not anticipate to receive another grant through the school district. Pat Haight asked some questions about the number of officers per thousand and DARE donations.

MOTION: Bob Weaver/Donna McCain moved to accept the Police Department budget. Passed by those present.

Library Department Budget: Leah Griffith presented the Library budget. She indicated that the Library is for people acquiring wisdom. The Library is there to help people and we need to look at the Library in the '90's and beyond. She indicated that there has been a slight reduction in training and books. The budget is similar to last year's, although central services is larger. There was some discussion about the heating system and expenses relating to the Library. She added that McMinnville is facing \$1,000,000 in building repair from water damage and it is important for the City to do preventive maintenance so we don't end up facing that kind of repair bill. Roger Currier asked about administrative salaries. Kathy Tri explained the budget doesn't totally reflect merit and PERS increases plus Ms. Griffith is scheduled to receive a merit step increase. Alan Halstead asked about the turnstile and how it counted patrons. Ms. Griffith indicated that the turnstile is turned off at night and in computing the work load indicator, it is adjusted for children going in and out and similar types of activities. There are approximately 400-600 patrons during open hours.

MOTION: Andy Poole/Bob Weaver moved to accept the Library budget. Passed by those present.

Bob Weaver complimented the Library. Donna Proctor talked about the volunteer program and recognition that was well received. Luis Brillas mentioned that Leah Griffith is a member of the Chehalem Valley Senior Citizens Board and that she has been a very valuable member. He thanked the City for giving her to them. Pat Haight asked about added parking. Leah Griffith said they were discussing and looking at Central School and the ESD building across the street.

Adjournment: The committee adjourned at 8:55 p.m.

