

MONDAY, 7:00 P.M.

OCTOBER 30, 1995

FINANCE COMMITTEE
MINUTES

NEWBERG PUBLIC LIBRARY

NEWBERG, OREGON

The meeting was called to order by chair Don Wright at 7:05 a.m.

ROLL CALL:

Present:	Don Wright	Alan Halstead
	Bert Pennock	Alan Larking

Others Present:	Donna Proctor, Mayor	Terry Mahr, City Attorney
	Duane Cole, City Manager	Kathy Tri, Finance Director
	Diane Padilla, Asst. Fin. Dir.	

MINUTES: The minutes of the September 26, 1995 meeting were presented. There were no objections to the minutes.

NEW BUSINESS:

Review of Municipal Court: Terry Mahr presented a quarterly review of the municipal court. He presented a handout that reviewed receipts, court appearances, information on the different kinds of cases, and bail schedule. Mr. Mahr indicated that year-to-date revenues are about even with those of a year ago. The slight drop varies, depending on the mix of tickets. It appears though that the projections will be below what is anticipated. He recalled that a year ago, the City had a prosecutor on staff. However, it is difficult to evaluate how much difference the prosecutor made in revenues. Mr. Mahr told the committee that we should lower our expectations. Part of the area the court is working on is people who do not show up for their court date. The committee discussed various ways of dealing with 'no-shows'. Mr. Mahr reviewed how the court is handling them at this point. He added that other courts are starting to adjudicate a guilty plea at the first no show. Our court will watch if that is successful and if there are any problems that result from that action.

Another item Mr. Mahr reviewed was the bail schedule. He reminded committee members that the 1993 legislature increased that bail schedule substantially. As a result, the police officers ended up giving more warnings and fewer tickets. The 1995 legislature reduced the bail schedule. For example, driving while suspended went from \$831 to \$236 and driving without a licence went from \$407 to \$165. However, even with this change in the bail schedule, tickets are still down. Part of this has to do with turn over in the police department, in that most of the major ticket writers have left the City and we still have officers in training. He also showed the breakdown in tickets between major violations, minor violations, and other violations. He stated that the major violations have increased, but they are basically money losers for the court. The minor

violations are the gravy, and the number of tickets have decreased in this category. Consequently, revenues are down. In the third category, other, the tickets are slightly ahead of a year ago; however, they are also money losers. Finally, Mr. Mahr reviewed the Police department goal, which includes community policing and added that the Police Department is not there to make money. Don Wright asked about saturation patrols, recalling their effect two years ago. Their notoriety is good for traffic safety. Duane Cole indicated that the Police Department has done an extensive goal setting process and will be reviewing the results of that at the November 20 City Council meeting. He added that this is a good chance to talk with the Police Department about the impacts of traffic enforcement. Don Wright asked if revenues are off or is it possible to cut any expenses. Mr. Mahr reviewed that the Court budget is very tight and it consists of one full-time court clerk, one half-time assistant clerk, and a part-time administrator. It is a thin staff and frequently, there are not very many people in the court office to assist customers. It will be very difficult to find places to cut this budget.

Library Grant: Kathy Tri stated that the Library has received a Library Services and Construction at Grant for the Partners for Senior Service Project. The grant money will be used to establish a collection of books, tapes and other library materials and a service plan for a library at the new Senior Center and to develop a more efficient means of delivering library books and other materials to the home bound. The grant is for calendar year 1996 and equals \$25,800.00. The Library Director anticipates that 66% of the grant will be received in this fiscal year, or \$16,028.00. Don Wright asked if this grant will commit us to new services in the future. Duane Cole stated that if funding goes away, we may have to drop the services. Bert Pennock wanted to know if the new books would be added to the collection. The staff responded yes.

Alan Halstead/Bert Pennock moved to approve the resolution recognizing and appropriating library services and construction grant of \$25,800.00. Passed by those present.

Debt Policy: Kathy Tri stated that she recently attended a state treasurer's conference. One of the workshops dealt with developing a City Debt policy. She indicated that she had started such work a number of years ago and actually would now like to complete that work. The City is entering a phase in which it could possibly be issuing a lot of debt. A debt policy would help guide the City in decision making on the kinds of debt, the length of debt, and will help the City with its bond rating. She mentioned the future debt includes the local improvements, fire trucks, fire station, City Hall, and streets and transportation. She stated that she would come back at the November committee with a draft. Committee agreed that this would be a good thing to move forward on.

Bert Pennock asked about the budget committee meeting being held in November. He was concerned about why we bother with the budget committee since the City Council overrides budget committee decisions. Staff responded that getting the budget committee together early and reviewing the social services and Visitor Center issues early in the budget process will hopefully resolve some of the issues raised last year.

Monthly Report: Kathy Tri reviewed the monthly report. Diane Padilla responded to questions about the investment roll-over that took place in September. Kathy Tri highlighted the auditors

work during the month of September and the difference between revenues and expenditures in the general fund. She also indicated that the City Manager, the Community Development Director and she met to discuss the status of the Street fund since there was a decrease in the anticipated beginning cash balance. The staff will be reviewing the Street fund quarterly.

Monthly Transactions: There were no questions about monthly transactions.

Adjournment: The committee moved to adjourn at 8:00 p.m.

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