

**TUESDAY, 7:00 P.M.**

**May 2, 2006**

**BUDGET COMMITTEE MINUTES**

**FIRE STATION 21**

**NEWBERG, OREGON**

**Members Present:**

Mike Boyes  
Lon Wall  
Robert Soppe  
Jack Reardon

Robert Larson  
Ernie Amundson  
Bob Andrews  
Darlyn Adams

Bart Rierson  
Dawn Nelson  
Sally Dallas  
Roger Currier

**Absent:** Bob Stewart, Mayor

**Others Present:**

Jim Bennett, City Manager  
Kathy Tri, City Finance Director  
Dave Brooks, IT Director  
Terry Mahr, City Attorney  
Michael Sherman, Fire Chief  
Robert Tardiff, Police Chief

Dan Danicic, Public Works Director  
Janelle Nordyke, Ass't Finance Director  
Leah Griffith, Librarian  
Barton Brierley, Planning Director  
Al Blodgett, Division Chief  
Brian Casey, Deputy Chief

**Absent:**

**1. Call to Order**

Chairman Sally Dallas called the meeting to order at 7:05 PM.

**2. Roll Call**

Roll call was noted by Kathy Tri.

**3. Approval of the May 3, May 5, May 10 and May 17, 2005 Minutes**

**MOTION:** It was moved and seconded to approve the 2005-2006 Budget Committee minutes as presented. In Favor: 11 Abstained: 1 (Mr. Soppe). Motion passed.

**4. Department Budget Reviews**

- **IT Department power point presentation by David Brooks**

Handout material was provided to the members and available for public review.

### Questions:

It was asked how many spam e-mails the city receives per day. Mr. Brooks stated up to 86% of daily e-mails are spam.

Discussion was held regarding the current Verizon system and the proposed VoIP telephone system. It was asked what was the age and purchase cost of the current Verizon system. Ms. Tri stated that the Verizon system cost \$75,000 and was paid for over 5 years.

Mr. Brooks informed the members that with the proposed VoIP system, the City would save on monthly CentraNet charges, service calls, and annual maintenance fees that are required with the current Verizon system. It was asked if VoIP was shared with a cable system. Mr. Brooks stated that the device phone has an internet port for computers.

It was verified that the part time web master budgeted in 2005-06 was not filled. Mr. Brooks stated that those funds have been reserved to help fund the proposed full time web master position. He also noted that the web site goals are to expand the ability to accept utility credit card payments and for e-business to include the planning department. Mr. Bennett stated that the goal of the city is to provide more services to our customers.

It was asked if the 2005-06 department goals were met. Mr. Brooks stated that all were with the exception of the part time web master position.

- **Police Department presented by Chief Bob Tardiff**

Chief. Tardiff informed the members of the accomplishments within the department and goals for the new fiscal year.

### Questions:

It was asked if the YCINT program was funded by forfeitures. Chief Tardiff stated that due to a change in the Civil Forfeiture Law, only 40% goes to law enforcement agencies. However, since 2003, we have received nothing.

- **Computer Forensics Detective, Computer Crime on Law Enforcement Presented by Detectives Baltzell, Ronning and Reserve Officer Brooks.**

Power point presentation handouts were provided to the members and available for public review. It was noted that this was is an unfunded need for the department.

Detective Ronning handles the financial and property crime cases for the department. His presentation informed the members of the type of cases he deals with.

Detective Baltzell handles the sex crimes and child abuse cases for the department. His presentation informed the members about the type of cases he has taken care of.

Mr. Brooks has volunteered over 1600 hours in the computer forensic area and expressed the need for a Computer Forensics Detective to find criminals documenting or using computers to commit all kinds of crimes.

### **Questions:**

It was asked if other agencies had a computer forensics detective. Chief Tardiff stated that some do. However, the demands are growing and Mr. Brooks has been called out to assist the Yamhill County Sheriff's department. He noted that the Portland Police Bureau currently has a waiting list of at least 6 months and longer depending on the request.

It was verified that the small increase in salaries was due to senior officers leaving and recent retirements.

It was asked for the status of the radio system's replacement fund. Chief Tardiff stated that \$19,000 is set aside annually. However, it is not enough to replace the ½ million dollar radio system.

It was asked if Homeland Security would help fund a computer forensics detective. Chief Tardiff stated that they only fund equipment.

It was verified that the General Fund receives the city's portion of the municipal court revenue.

It was asked if the 2005-06 department goals were met. Chief Tardiff agreed they were.

Mr. Currier suggested the department present the power point presentation to non-profit organizations for possible assistance in funding.

Mr. Boyes expressed his disappointment in the length of the department's presentation. He believed it was not budget related and should have been conducted at a city council meeting.

- **Fire Department presented by Chief Sherman.**

Chief Sherman discussed the department's budget needs for the coming fiscal year. He expressed his gratitude to the city for allowing Station 21 to be operating and stated that it has decreased the length in response time arriving to calls.

### **Questions:**

It was asked for the status of the vehicle replacement fund. Mr. Sherman stated that it was well funded and on schedule to purchase of new vehicle in 2007/08.

It was asked for the status of the Firemed program. Mr. Sherman stated that with Medicare decreasing, funding have also decreased.

It was asked about the time frame for Tiered Dispatching. Mr. Sherman stated that the goal is to begin training in October of this year.

It was verified that the fire inspector was funded out of the General Fund and then asked if the Building Inspection Fund could absorb some of the costs. Mr. Bennett stated that this could be an area to look into.

It was asked why the large increase in contractual services. Ms. Tri stated that it was due to the Providence Hospital re-payment to be made.

Mr. Boyes expressed his appreciation for the department's accomplishments in 2005/06.

- **Finance Department presented by Kathy Tri**

Power point presentation handout material was provided to the members and is available for public review.

Ms. Tri informed the members that an employee, who has been with the city for 28 years, will retire in September 2006.

**Questions:**

Mr. Soppe suggested that the statement in the department's highlights "The Budget Committee meets periodically throughout the fiscal year" be removed until the meetings come into place.

It was asked why there was a large increase in capital outlay-computers. Ms. Tri stated that the fund is a reserve fund to replace computers.

It was asked for clarification regarding the increase in personnel costs. Ms. Tri stated it was due to cost of living increases and 2 employees were scheduled to receive a step pay increase.

It was asked for clarification of "Invest Idle Fund". Ms. Tri stated that the City invested reserve funds in the LGIP fund and other investments to maximize interest earnings.

It was asked for clarification of Peer Court. Mr. Mahr stated that the program has been very successful for non-traffic issues. The Peer Court panel consists of students who sentence the juvenile to community service.

Members expressed their appreciation to Ms. Tri and her dedication to the city. She had announced her retirement to be effective June 2006.

**5. Adjourn**

**MOTION:** It was moved and seconded to adjourn the meeting at 9:20 PM. Passed unanimously.

**Next Meeting:**      **Thursday, May 4, 2006**  
                             **7:00 PM**  
                             **Fire Station 21**

**Topic: Library**  
             **Planning & Building Inspection**  
             **Public Works**