

**City of Oregon City
Budget Committee Meeting Minutes
April 19, 2010**

**Pioneer Community Center
615 5th Street
Oregon City, OR 97045**

1. Convene Meeting of the FY 2009-10 Budget Committee and Roll Call

Mayor Norris called the meeting to order at 5:30 p.m.

Budget Committee Present:

Alice Norris
Doug Neeley
James Nicita
Chris Geiger
Justin Carlton
Rocky Smith, Jr.
Autumn Rudisel

Staff Present:

City Manager, David Frasher
Police Chief and Public Safety Director, Mike Conrad
Community Services Director, Scott Archer
City Recorder, Nancy Ide
City Engineer and Public Works Director, Nancy Kraushaar
Finance Director, David Wimmer
Community Development Director, Tony Konkol
Human Resources Director, Jim Loeffler
Economic Development Manager, Dan Drentlaw
Library Director, Maureen Cole
Assistant to the City Manager, Teri Bankhead
Police Records Manager, Sharon Coughlin
Court Manager, Roma Paulson

2. Election of Chairperson

Motion by Autumn Rudisel, second by Doug Neeley, to nominate Chris Geiger as Budget Committee Chair for the Fiscal Year 2010-11. Motion passed unanimously 7-0.

3. Election of Secretary

Motion by Doug Neeley, second by Rocky Smith, to nominate Alice Norris as Budget Committee Secretary for the Fiscal Year 2010-11. Motion passed unanimously 7-0.

4. Review of Minutes of April 2009 Budget Committee Meetings

Motion by Alice Norris, second by Autumn Rudisel, to approve the minutes of the April 2009 Budget Committee meetings as presented. Motion passed unanimously 7-0.

5. Review Budget Committee Process, Authority, and Decisions

David Wimmer, Finance Director, reviewed the process, authority, and decisions of the Budget Committee.

The Budget Committee introduced themselves.

6. Receive the Budget Message from the Budget Officer

David Frasher, City Manager, presented the funds that would be discussed, areas of concern, and differences from last year's budget.

Mr. Wimmer explained the City was in the third year of the five year Fire Annexation pledge to not increase taxes beyond the 99 cent threshold. Services would be maintained as they were at the time of the pledge.

7. Review of Budget Document and Departmental Presentations

Mr. Wimmer reviewed the budgets for General Administration, Non Departmental, and Municipal Court. There were only minimal changes to these budgets.

Mike Conrad, Police Chief and Public Safety Director, said the Police Department had been awarded two officers through the COP Grant program and there were now enough officers to go to a ten hour shift. He reviewed the Police Department budget which had increased by 2.7% due to the maintenance costs of moving into the old City Hall building and replacement of a canine. There was an addition of \$14,000 that was inadvertently left out of the budget for maintenance of the canine program and special assignment equipment.

Scott Archer, Community Services Director, gave a snapshot of the operation of the Community Services department, the programs funded in the budget, and services the department provided. There were no changes to the budget. Issues that needed to be addressed were graffiti and vandalism, the need for more staff, and deferred maintenance.

Maureen Cole, Library Director, thanked the tax payers who approved the Library District which started in July 2009 and allowed the Library to be its own department again. She explained the projections and projects for the next year. There would be a \$165,000 increase from the District over last year to account for delinquencies that had not been provided for previously. The other income was a commitment from the City for the building reserve fund.

Tony Konkol, Community Development Director, discussed the Community Development budget. He was requesting a \$91,000 General Fund transfer to balance the GIS budget as the GIS department was not a significant revenue generator and there were upgrades to the system that needed to take place. He explained the personnel changes proposed including an administrative assistant for the front counter that would be shared between Planning and Building. The budget was conservative to reflect the state of the economy.

Nancy Kraushaar, City Engineer and Public Works Director, summarized the budgets for Development Services, Streets, Water, Sewer, and Stormwater departments. Several System Development Charge funds were getting low. She explained the projects that were proposed for next year.

Nancy Ide, City Recorder, discussed the City Recorder's budget which was a 12% increase from last year due to technical services, a personnel transfer, and expense of codification. She explained how her department was meeting Commission goals 1, 3, and 5.

Mr. Wimmer described the remaining funds in the budget. There were minimal changes to these funds.

8. Discussion or Consideration of the Budget Objectives

Commissioner Neeley thought there might need to be more money put in the neighborhood group fund as many neighborhood associations were being reactivated. He also suggested that the *Trail News* be a separate line item. Under City Commission, he requested a line item for volunteer recognition. Staff recommended putting \$5,000 in that line item.

Commissioner Nicita discussed the issue of merit pay and requested that it be specified in each department's budget.

Mr. Wimmer explained it was already in the budget.

9. Specifying the amount of tax revenue for all funds

Motion by Alice Norris, second by Doug Neeley, to adopt the budget for Fiscal Year 2010-11, a budget total of \$90,999,846, and to approve a permanent rate for the General Fund of \$4.159 and Fire Bond debt service levy was \$267,820. Motion passed unanimously 7-0.

10. Adjourn

Chair Geiger adjourned the meeting at 9:35 p.m.

Respectfully submitted,



Nancy Ide, City Recorder