

**CITY OF PHILOMATH
BUDGET COMMITTEE
MINUTES
April 21, 2016**

2015 Chair Jerry Jackson Sr. called the meeting to order at 7:22 p.m.

1. ROLL CALL

Present:

City Council Members: Mayor Rocky Sloan, City Councilors Angie Baca, Doug Edmonds, Charla Koepp, Sean Manning and Eric Niemann.

Citizen Members: Robert Boss, Ashley Folgate, Jerry Jackson Sr., Candy Koetz, David Low, Brian Noakes, and Scott Weaver.

Staff: Chris Workman, City Manager; Joan Swanson, Finance Director; Ken Rueben, Chief of Police; Kevin Fear, Public Works Director; Ruth Post, City Recorder; and Garry Black, Public Works Operations Supervisor.

Absent: City Council Member: Jason Leonard.

2. ELECTION OF CHAIR

MOTION: Angie Baca moved, Charla Koepp second, to nominate Jerry Jackson Sr. as 2016 City Budget Committee Chair. Motion APPROVED 13-0.

3. APPROVAL OF MINUTES

MOTION: Doug Edmonds moved, Charla Koepp second, to approve the minutes of May 20, 2015, as presented. Motion APPROVED 13-0.

4. VISITORS/PUBLIC COMMENTS

None.

5. BUDGET MESSAGE

Mr. Workman provided the budget message as included in the proposed budget document.

6. REVIEW GENERAL FUND BUDGET

General Fund Revenues – Ms. Swanson provided an overview of the General Fund revenues. She described several development projects that are projected to break ground within the next year. She stated that the goal is to endure this year with positive growth news expected in the near future. Mr. Jackson questioned if any annexations are anticipated with the passage of Senate Bill 1573. Mr. Workman stated that discussions are still ongoing with the City's legal counsel and potential developers are being instructed to continue to anticipate going through the election process at this time.

Ms. Swanson continued to review the General Fund revenues. She emphasized the need to maintain current service levels and not expand services to avoid making any personnel cuts.

Administration/Planning – Mr. Workman reviewed the Administration Department

budget and stated that the department objectives mirror the City Council's goals. Councilor Edmonds questioned the decrease in Administration personnel services. Ms. Swanson explained that the City Recorder also serves as the Building Permits Clerk and more of her time is being dedicated to building permits due to increased construction activity. This reduced her personnel costs in the Administration Department and increased them in the Building Permit Departmental budget.

Building Permits – Ms. Swanson explained that the City has gone to the State's ePermitting system and the City has capped the amount that contractors can pay using credit cards to limit credit card fees.

Finance – Ms. Swanson noted that a major finance software upgrade is required this year by the City's financial software vendor.

Municipal Court – Ms. Swanson stated that the Police Department is finally up to full staffing which will enable more emphasis on traffic enforcement. She added that the Police Department has been diligent in arrests, which increases workload for court staff. Mr. Workman emphasized that having a local municipal court is a service to the community and a valuable tool for the Police Department. Chief Rueben stated Philomath's Judge is excellent. He also described the impact of the body cameras in reducing the number of contested traffic tickets. Mr. Jackson stated it's important to keep local control.

Mr. Low questioned the reductions in citation issued over the past three years but increase in misdemeanors and DUII's. Chief Rueben described the time involved in citing a DUII compared to traffic citations. He also noted the staff development over the past three years while new officers became trained. Councilor Edmonds questioned the trend in court expenses. Ms. Swanson explained the different types of allocations that court revenues are required to be distributed to. She also described the costs involved in prisoner care at the jail.

Police – Chief Rueben described large cases in the past year that heavily impacted overtime costs and the expenses associated with child abuse investigations and death investigations. He stated that the District Attorney's office no longer responds to death investigations and a Philomath officer is required to investigate deaths even outside of the city limits.

Chief Rueben reviewed the new community outreach programs being established by the Police Department. He emphasized the volunteer staffing provided by new Administrative Reserve Officer Marcia Gilson in moving these programs forward.

Mr. Jackson questioned the future of the 911 Center. Chief Rueben stated it's way too expensive for the City to have their own 911 Center. He described the challenges associated with converting to the new 700 MHz system. He reviewed the fee associated with Lane County Dispatch as mandated by the State for the coordinated statewide dispatch service.

Mr. Weaver questioned the impact of new marijuana laws on Police Department costs and whether there would be any equipment costs associated with them. Chief Rueben reviewed the challenges in determining an impairment standard for marijuana use. He stated that Philomath has one officer certified as an impairment evaluator but doesn't anticipate any equipment costs.

Buildings & Grounds – Mr. Fear reviewed minimal increases in the Buildings & Grounds expenses. There was discussion about the replacement of the roof on the Police Department building this week.

Parks – Mr. Fear explained that the City is contracting for landscape maintenance at the Kugler Hall and gazebo area because it is being used for weddings and other outside events. He stated there is also an increase in repair and maintenance costs associated with the Kugler Hall use. There was discussion about the popularity of the hall.

Non-Departmental – Ms. Swanson reviewed the special services paid for out of the Non-Departmental budget. She noted the popularity of the bus service. She also described the addition of the flower basket program and associated revenues and expenses for the program. Mr. Workman stated there is some savings that can be realized by reducing the number of baskets that are ordered but solicitation of sponsors is continuing.

Councilor Edmonds questioned the funding for the bus service. Ms. Swanson explained the fees paid by riders and the management of the transit program by Corvallis on behalf of the City. She stated appreciation for the coordination provided by Corvallis. Mr. Workman described efforts by Corvallis transit staff to streamline the program and maintain the service in Philomath's best interests. Mr. Low described his positive experience in using the bus. Mr. Workman stated the bus serves as the sole source of transportation for some residents.

Mr. Weaver questioned if the recent district robotics competition had an impact on City expenses and whether there are any potential revenue streams from large events. Chief Rueben stated there were minimal expenses associated for the Police Department. Mr. Workman stated that local businesses definitely benefited from the event but potential City revenue isn't likely. He stated that coordination efforts will continue to improve in future years.

7. **ADJOURNMENT:**

There being no further business to come before the Budget Committee, Chair Jackson adjourned the meeting at 8:45 p.m.

SIGNED: Jerry Jackson Sr., Chair

ATTEST: Ruth Post, MMC, City Recorder