



CITY OF SWEET HOME BUDGET COMMITTEE MINUTES

May 05, 2020, 6:00 PM
Sweet Home City Hall, 3225 Main Street
Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

Call to Order

The Budget Committee meeting was called to order at 6 PM

- a) The Budget Committee will hold a Budget Committee meeting on May 5, 2020 at 6:00 p.m. in the City Council Chambers at City Hall, 3225 Main Street. In order to protect residents, staff, committee members, and elected officials due to the novel COVID-19 virus, the frequency and length of public meetings, including the City Council, boards and commissions, will be minimized. Non-urgent and non-essential City business with expected public feedback will be postponed whenever possible. The City of Sweet Home is streaming the meeting via the Microsoft Teams platform, there will be opportunity for public input via the live stream. To view the Budget Committee meeting live, online visit <http://live.sweethomeor.gov> . If you don't have access to the internet you can call in to 541-367-5128 and you'll be asked to choose option #1 to be logged in to the call.

This video stream and call in options are allowed under Council Rules, meet the requirements for Oregon public meeting law, and has been approved by the Mayor and Chairperson of the meeting. All votes will be conducted by Roll Call Vote.

Roll Call

PRESENT

Mayor Greg Mahler
Councilor Diane Gerson
Councilor Dave Trask
Councilor James Goble (video) (left @ 8:02pm)
Councilor Cortney Nash (absent)
Councilor Lisa Gourley
Councilor Susan Coleman
Committee Member Bob Briana
Committee Member Derek Dix
Committee Member Dave Journey (absent)
Committee Member David Lowman
Committee Member Gerritt Schaffer
Committee Member Kenneth Hamlin
Committee Member Lisa Wilson

Review and Discussion of Proposed 2020-2021 Budget

Finance Director Neish gave a brief presentation to discuss how to read the Budget document, Internal Service Funds and what they are, and an overview of the Police, Library and Community and Economic Development Funds.

Finance Director Neish talked about the importance of transparency and public input. There will be a pause after every fund presentation to allow time for public comment either in person, by phone, or online.

Finance Director Neish gave an in-depth explanation of Internal Service Funds, explaining how Internal Service Funds are a way to reimburse one department for services provided from another. Finance Director Neish gave a history of Internal Service Funds (Administrative Funds) for the City of Sweet Home. Internal Service Charges, in this proposed budget, are less than was budgeted last fiscal year.

It was suggested by the committee to research options for credit card processing fees to try to save the City and taxpayers money.

a) Internal Service Funds (Police, Library)

Chief Jeff Lynn introduced himself and the Police Department Fund. Chief Lynn explained revenue in the last few fiscal years has allowed the department to improve both equipment and vehicles, the City now has a modern police fleet. Chief Lynn talked about the importance of dispatch and equipping dispatch with updated consoles, those upgrades are in this proposed budget.

Chief Lynn explained the need for a reorganization of the department with the expected retirement of a sergeant and a dispatcher.

Chief Lynn reviewed expenses on page 55 of the proposed budget. Any significant increase or decrease was discussed.

Chief Lynn explained the Capital Outlay proposals which includes upgrades for the dispatch console, complete outfit of special equipment for the K-9 vehicle, upgrades to the jail audio system, tech upgrades in the training room, and HVAC system replacement.

Finance Director Neish reviewed revenues for the Police Department and the City's decision to not take all of the full levy amount, and instead proposing 30 cents less, saving homeowners and taxpayers. There was discussion on the lesser tax or if those funds would be better suited in the Police Department. The value of the police department was thought to be important to the community and the committee was hesitant to not keep the full levy funds. Consensus of the Budget Committee was to keep those funds in the budget and move the marijuana funds out of the police department and into the library. The Committee, by consensus, also agreed that Contingency Funds should be put back in personnel to fund another officer.

Library Director Rose Peda introduced herself and gave a brief background of the Sweet Home Public Library and programs. Library Director Peda reviewed the budget with the Committee. Most of the funds have stayed the same with the exception of Professional Services, Technical Services, and Operating Supplies, which all have increased.

b) Community and Economic Development Department

Community and Economic Development Director Blair Larsen explained the department is made up of various functions: Economic Development, Planning, Building, Code Enforcement and Engineering.

CEDD Larsen explained most of the budget is devoted to the five staff members in personnel. Professional Services increased to cover the contract for building inspection services, planning services and development code updates. There is also funding for code enforcement abatement. The importance of each of those services was explained.

Adjournment

With no further business, the meeting adjourned at 9:46 PM.

Additional Meetings will be held at the Sweet Home City Hall on the following dates:

- a) Thursday, May 14 - 6pm
- Tuesday, May 19 - 6pm

Mayor

ATTEST:

City Manager – Ex Officio City Recorder