

BUDGET COMMITTEE MINUTES

WASTEWATER TREATMENT PLANT

NEWBERG, OREGON

Members Present:

Lisa Helikson
Robert Soppe

Robert Larson
Damon Sump (arrived 7:35)

Donna McCain
Robert Weaver

Members Absent:

Roger Currier
William Rosacker

Fred Howe
Debbie Sumner

Paula Fowler
Bret Veatch

Others Present:

Duane Cole, City Manager
Leah Griffith, Librarian
Barton Brierly, City Planner

Mike Soderquist, Comm. Dev. Dir.
Kathy Tri, Finance Director
Debbie Smith-Wagar, Asst. Fin. Dir.

1. Call to Order

The meeting was called to order by Vice-Chair Robert Soppe at 7:05 p.m.

2. Roll Call

Roll call was noted by Kathy Tri.

3. New Business**A. Community Development Budget**

Community Development Director Mike Soderquist presented an overview of the Community Development Department structure. He noted that when the budget document was originally prepared, the outlook for the Building and Planning Divisions was brighter than it appears to be now. Therefore some of the statements and estimates for next year have changed. In fact, he said the budget includes the layoff of one building inspector and a part-time clerical worker. Engineering staff will be shifted to the Street, Water, and Sewer Funds to more accurately reflect where they perform the bulk of their work. The budget also includes hiring one person to provide landscaping services for all of the City's property.

Mike Soderquist was asked if the City's garage could use the hoist proposed for the new Fire Station #2. He said his staff had looked into the issue and decided that the garage would have to tie up the hoist for too long at a time, and the general City vehicles would get in the way of Fire Station activities. He said his staff is looking into buying a less expensive portable hoist for the garage.

B. Capital Projects Budget

Mike Soderquist also went over the Capital Projects Budget. He said the Capital Improvement Plan

(CIP) has been updated, and projects are budgeted based on priorities.

Robert Weaver asked why the animal shelter was not included. City Manager Duane Cole said it should be included. Funding will depend on selling the property where the existing shelter is located. Donna McCain asked where the new shelter will be located. Duane Cole said he was working with staff to get the exact location staked out at the Wastewater Treatment Plant.

Robert Soppe asked about the bonds that are budgeted for the City Hall Remodel. Kathy Tri said the type of bonds included in the budget do not require voter approval. They will be repaid by charging rent to the departments that will be located in the remodeled building. Robert Larson asked if the rent will be sufficient to cover the bond payments. Kathy Tri said staff will see to it that it is sufficient.

Robert Weaver asked about the Fire Facilities Bond listed in Capital Projects. Kathy Tri said that is the amount of bond money left over from the 98-99 fiscal year that needs to be rebudgeted for the 99-00 fiscal year.

C. City Council/City Manager's Budget

Duane Cole reviewed the proposed budgets for General Government and the City Manager's office. He said the biggest change was in the Economic Development Revolving Loan Fund (EDRLF). Several loans were made this year, which brought down the amount of money available to loan out.

D. Finance Department

Kathy Tri went over the Finance Department budget, including Municipal Court and Debt Service. She said the budget includes making the receptionist a full-time employee, and adds another .4 FTE in Court. She said the receptionist has been working extra hours to assist Court with suspensions, and that, along with the assistance of a volunteer, has brought Court collections up significantly.

Robert Soppe asked about the fluctuation in Capital Outlay. Kathy Tri said the conversion to upgrade Springbrook Software (the financial accounting software the City uses) is almost complete, but there will be a few expenses that will carry over to next fiscal year.

4. Adjournment

The committee adjourned at 8:55 p.m.

Secretary