

TUESDAY, 7:00 P.M.

May 10, 2005

BUDGET COMMITTEE MINUTES

PUBLIC SAFETY BUILDING

NEWBERG, OREGON

Members Present:

Bob Stewart, Mayor
Mike Boyes
Robert Larson
Ernie Amundson

Darlyn Adams
Roger Currier
Bart Rierson

Lon Wall
Mike McBride
Robert Soppe

Absent: Bob Andrews and Sally Dallas

Others Present:

Jim Bennett, City Manager
Kathy Tri, City Finance Director
Leah Griffith, Librarian
Michael Sherman, Fire Chief
Al Blodgett, Division Chief

Terry Mahr, City Attorney
Janelle Nordyke, Ass't Finance Director
Barton Brierley, Planning Director
Rea Andrew, Librarian
Robert Tardiff, Police Chief

Absent: Dave Brooks and Dan Danicic

1. Call to Order

Vice Chairman Bob Larson called the meeting to order at 7:00 PM.

2. Roll Call

Roll call was noted by Kathy Tri.

3. Library

Ms. Griffith read from her report that was provided to the members and is available for public review. She stated that staff currently presents 4 story times per week, assists families with their inquiries and that the Teen Advisory Board participates in planning and generating ideas for activities. The library provides services to seniors that are homebound and are partnered with local retirement communities.

Ms. Griffith noted that the library had a 25% increase in DVD's checkouts and 200% increase in Latino's books and DVD checkouts.

Ms. Griffith stated that the internet computer assistance job program through the Oregon Employment offices has been very successful.

Ms. Griffith stated that the Latino computer classes are now available and a children's reading program called Dia de los Libros Ninos will be available by May 21, 2005. The library received an \$8,000 grant (Jente Y Cuentos) for more books and noted that within the last 8 months the library had received over \$10,000 in grant funding.

It was asked how successful the Latino's classes have been. Ms. Griffith stated that they currently have 15-students for an 8-week class and believes more will attend.

Ms. Griffith stated the goal is to add two hours to Saturday (10:00 AM to 5:00 PM) for a total of 42 hours per week and to prepare an architectural estimate for the expansion of the children's room.

It was asked when would the architectural estimate and design be completed. Ms. Griffith stated by September 2005 and that the library would have a campaign to raise funds for building material in January 2006.

4. Planning & Building Inspection-Barton Brierley and Denny Larios

Mr. Brierley and Mr. Larios reviewed their report that was provided to the members and is available for public review.

Mr. Larios stated that the proposal for the building department is to move the contract inspector and plans examiner positions to fulltime and to create a .75 FTE office assistant position.

Mr. Brierley stated the long-range planning projects for the department are to implement the recommendations from the Ad Hoc Committee regarding Newberg's future. He stated this would include \$25,000 for additional consulting work to prepare maps and legal findings, to complete the Airport Master Plan, and various development code amendments. The major planning proposal at this time is the Transportation System Plan and the Newberg Dundee Bypass policies. Other departmental proposals to plan for the future land needs, meets statewide planning laws and requirements, downtown includes revitalization, economic development and to apply for and administer grant funds to assist in planning.

It was asked how the building permit fees were set. Mr. Larios stated that the fees were increased 3 years ago and are comparable with other cities our size.

Mr. Larios and Mr. Brierley concluded their presentation stating that 2005-06 would be a busy year both in building, current planning and long range goals and that the revenues would exceed the expenses.

It was asked why the planning and building departments were not separated out in the budget. Ms. Tri stated that the departments are considered one organization. It was agreed that it would be looked into separating the departments for future budgets purposes.

5. Finance

Ms. Tri informed the members of the recommended corrections to the Finance Department's budget that are as follows:

- Total Finance Department should read \$971,141, instead of \$398,435.
- Add a .50 FTE Administrative Assistant at a cost of \$16,253.
- Add .25 FTE to the current .50 FTE Accounting Clerk position at no additional cost to the city.

Ms. Tri noted that the major increases in the budget were due to postage costs, telephones (switching to cell and satellite phones and internet connections) and computer maintenance for licensing and annual service fees.

6. Adjourn

MOTION: It was moved and seconded to adjourn the meeting at 9:05 PM. Passed unanimously.

**Next Meeting: Tuesday, May 17, 2005
 7:00 PM
 Public Safety Building**

**Topic: Public Works Capital Projects
 Administration
 (City Council, City Manager and Legal)**