CITY OF NEWBERG BUDGET COMMITTEE MINUTES
JANUARY 15, 2008
7:00 P.M.
PUBLIC SAFETY BUILDING
401 E. Third Street, Newberg

CALL MEETING TO ORDER/ROLL CALL

Members Present:

Mayor Bob Andrews	Jack Reardon (Chair)
Darlyn Adams	Ernie Amundson
Thomas Barnes	Mike Boyes
Roger Currier	Bob Larson
Jeff Palmer	Marc Shelton
Andrew Smith	Lon Wall
Bart Rierson (8:15)	

Staff Absent: Joel Perez (unexcused)

Staff Present:
Bob Tardiff, City Manager Pro Tem
Terrence Mahr, City Attorney
Elizabeth Comfort, Finance Director
Brian Casey, Police Chief
Barton Brierley, Planning and Building Director
Dan Danicic, Public Works Director
Dave Brooks, Information Technology Director
Dawn Karen Bevill, Recording Secretary

Jack Reardon, Chairperson, called the meeting to order.

Elizabeth Comfort, Finance Director introduced Lon Wall & Thomas Barnes who were unable to attend the January 10, 2008 Budget Committee meeting in order to fulfill their duties at the Planning Commission meeting.

Following this meeting, the City Council will meet on January 24, 2008 who will then review the presentations made to the Budget Committee from the various departments who have prioritized their requests. This is a change this year to the usual mode of operations. Following the January 24th meeting, Staff will, based on the City Council, put a proposed budget together. The Budget Committee will then receive a copy of the proposal in mid April. On May 1st the Budget Committee will meet again to begin deliberations on the Staff proposal.

Councilor Roger Currier asked if all the members had received a copy of the expense proposals.

Elizabeth Comfort replied yes.

1. POLICE / 911 COMMUNICATIONS: Brian Casey

Brian Casey, Police Chief, explained the cover letter is an endorsement from the Citizens' Advisement Committee. Brian introduced Dick Wineback who represents the Citizens' Advisement Committee and Vince Alexander, a retired law enforcement analyst who volunteers his time to the department.

The City of Newberg has not funded a new police officer position in over 10 years and any positions added were self generated. In 1998 there were 24 officers and, with the increased population, only one officer was added totaling 25 which still leaves Newberg the smallest Police Department per population. Brian quoted a portion of Chief Tardiff's budget presentation in the year 2001 which explained to the committee at that time the shortage of officers. Chief Tardiff asked the committee again in 2003 for additional officers; stating staffing was 9 officers below the western states average. Last year Brian submitted a budget request for 2 officers but was denied the request by the City Manager. Chief Casey does not fault the City but explained the needs of the department, especially a Computer Forensics officer, which is a benefit to nearly every investigation. Brian continued on to explain the Police revenues, calls for service, which today is up to 12,050 per month; often with Sergeants taking those calls leaving a lack of supervision, and expressed his concerns in the lack of officers in the department, especially when there are days during the week with only 2 officers, leaving 1 officer available for the entire City during jail transports. Chief Casey reviewed the Patrol Officer availability, stating 7 officers are needed per shift in order to have 3 available, and reviewed the amount of hours worked yearly. In Summary, Traffic Officers are filling patrol shifts, as well as Sergeants and Lieutenants.

Chair Reardon asked if they need to have 3 officers on graveyard shift.

Chief Casey replied that's the minimum they want to have on and shared some examples of how very busy the graveyard shift can be and expressed his concern in the liability issues that can come from not having enough officers available.

Chief Casey discussed the changes made to adapt to their staffing levels such as Police Report mailings that take the place of one-on-one Police time with individuals, which Brian expressed his concern over the absence of a Police Officer in those cases.

Community Policing Programs include the Citizens' Police Academy, McGruff Sage Home for Children, Neighborhood Watch, and the National Night Out which all take officers to run.

Chief Casey explained many shifts are 12 hours long and when there are absences, that shift has to be covered, with a constant juggling of shifts that causes mandatory overtime.

With the Austin development there will be an addition of 1,200 homes, the wine industry and tourism, no resolution to the Bypass, the Hospital, golf course, schools, and location of Newberg being a desirable place to live, all cause concerns to an understaffed Police Department.

Senate Bill 400 allows Labor Unions, Police Associations and Fire Associations to come in to file a grievance and arbitrate if staffing levels are unsafe. He believes on a state-wide level it will only take one incident of an individual being hurt or killed because of a lack of staffing which will cause an arbitrator to come in and decide how many Officers the City will have. If that does occur, it's an unfunded mandate. Chief Casey expressed he would rather keep that decision among themselves and the City.

In closing, Brian stated he's been hired to ensure the public safety is taken care of and at this time he doesn't have enough officers to do so.

Councilor & Vice-Chair Bob Larson asked Brian to explain the process of hiring new Police Officers and the time involved.

Chief Casey replied in summary it takes 1 year - 18 months. The Police Academy is now 4 months long with 6 – 12 months of field training, and 60 – 90 days to recruit, test and hire.

Councilor Roger Currier asked how many miles of street has been added since 1998.

Chief Casey replied he doesn't know but there will be several miles added with the Austin Development.

Commissioner Lon Wall understands that Klamath Falls has more Police Officers because of their location and stated it would be a good idea to find out how they do that with the funds they have available.

Chief Casey replied he doesn't have the answer for that but does know if it's a priority by the City, it can happen.

Andrew Smith asked if Newberg and Dundee are both patrolled.

Chief Casey explained they're in Dundee 70 hours a week with a patrol car and respond to all calls, but out of the 15,000 calls they have a year, 14,000 are in Newberg.

Mayor Bob Andrews asked if the estimated expenses include other payroll expenses.

Chief Casey replied yes, it does.

Councilor Mike Boyes asked about the Reserve Group.

Chief Casey explained there are 5 – 15 reserves. They're limited to football games, dances, traffic control, and parades instead of writing tickets and spending time in court.

Councilor Mike Boyes asked if Tim Weaver is figured into this as a scenario.

Chief Casey replied yes, he is but is currently not working due to a heart attack.

Councilor Mike Boyes asked if some officers work more than 8 hours a day.

Chief Casey replied yes, Officer Howell. 24 of his last 36 shifts worked were 12 hour shifts.

Councilor Mike Boyes asked if overtime be cut back.

Chief Casey explained that yes, some overtime may be cut back but Comp. time can accumulate.

Councilor Mike Boyes agreed that additional Officers will be needed for the Austin Resort, Allison Inn, and additional schools that will be located at the other end of town.

Ernie Amundson asked if the Officers receive Comp. time and overtime.

Chief Casey replied yes.

Councilor Roger Currier asked if the reason we're seeing this big proposal is because the needs haven't been met in the past.

Chief Casey explained they've never gotten this far in the process before.

Mayor Bob Andrews asked if the reserves are used for prisoner transport.

Chief Casey responded yes.

Chair Reardon asked about patrolling in Dundee.

Chief Casey explained they're mandated to be there 10 hours a day and fulfill that part of the contract and also respond to 911 calls and complaints.

Councilor Jeff Palmer asked if there has been an increase in calls for service during the grave yard shifts.

Chief Casey replied yes, and referred to the chart as an illustration.

Councilor Jeff Palmer commented the increase may be due to methamphetamine use.

Chief Casey reviews the shift reports and as the city grows, the commuter traffic is bringing more of that to the area.

Chief Brian Casey thanked the Budget Committee for their time and efforts and asked for their support on this proposal.

2. PLANNING & BUILDING DEPARTMENTS: Barton Brierley

Barton Brierley explained the Building & Planning Dept. have 3 Major functions: Planning, Building, and Economic Development.

The Major Projects include the New Urban Reserve Area, Urban Growth Boundary extension – phase 2, the Southeast Transportation Plan, code amendments in Housing flexibility, design and affordability, the Springbrook Master Plan, Interchange Area Management Plans, standards for Large Scale Retail, and application and permit review.

The 2008 - 2009 Planning Budgets anticipate no change in full time employees, no significant change in expenses, and no new proposed budget packages. Continued work on long range planning projects include finalizing work on the Urban Reserve, Phase II of the UGB extension, and the Ad Hoc Committee Zone Change recommendations.

Major Building Projects FY 2007 – 2008 include the Allison Inn Hotel & Resort, Friendsview Cottages, and 160 residential plans that are being reviewed in the Planning office.

Councilor Roger Currier asked if there has been an increase in credit card usage for fees.

Barton Brierley replied credit cards are used for smaller fees; not for larger permits.

Elizabeth Comfort, Finance Director added no large charges have come through.

2008- 2009 Building Budget has no changes in full time employees, although there are 2 unfilled positions at this time. There will be no significant changes in expenses and no new budget packages proposed. The revenue collected in 2007 – 2008 will pay for services performed in 2008 – 2009. Revenue collected this year will take care of the Allison Inn next year. The estimated revenues for next year will be low.

Chair Reardon asked if they could have a budget problem next year.

Barton Brierley explained they anticipate money will be left over from this year.

Councilor Mike Boyes asked when the tax benefits to the city will be realized.

Barton Brierley replied generally the following year as taxable revenue.

Barton Brierley continued to review the Economic Development and Major Projects for fiscal year 2007-2008 which include the Downtown Demonstration Block, ADA/Sidewalk/Bike Plan, Second Street improvement adjacent to Climax, and the Established Housing Rehabilitation Program.

Councilor & Vice-Chair Bob Larson asked if that includes Second Street in its entirety.

Barton Brierley replied Second Street from St. Paul Hwy to Springbrook.

Councilor Mike Boyes asked about the Housing Rehabilitation.

Barton Brierley stated housing funds allow a low-income individual to apply for those funds as a loan for home improvements that won't have to be repaid until they sell the property.

There are no proposed changes in Staffing for Economic Development 2008- 2009, but there are 2 packages proposed for downtown improvements. Economic Development Improvements include the downtown breezeway sign, which would be very useful in identifying parking downtown and will cost approximately $2,500.

Councilor Jeff Palmer asked about the location and if that is in the same block as the demonstration block.

Barton Brierley replied yes, that block is where the curb extensions, trash cans, etc. improvements are proposed.

Mayor Bob Andrews asked if the breezeway signage will be on the parking side only.

Barton Brierley explained that's what the budget proposal is, but they can look into signage on the other side, as well.

The Downtown Streetscape Improvements would include benches, landscaping, bike-racks, curb extensions, garbage cans, etc. $25,000 for next year is requested. They're looking for funding sources for this with a small amount available in the Downtown Revitalization source.

Councilor Roger Currier suggested trash cans with smaller openings due to individuals who are bringing their garbage from home and placing it in the receptacles.

Barton Brierley replied they can look into that.

Councilor Mike Boyes inquired about the trees getting larger; making it difficult to view business signs downtown. He also asked about sandwich boards on the sidewalk.

Barton Brierley explained that dealing with the tree foliage is ongoing, but a new standard for street trees has been adopted. They will be replanted over time. The sandwich board signs are allowed one per store on the sidewalk fronting their business.

Darlyn Adams asked if the receptacles and benches had already been determined.

Barton Brierley responded yes, after looking at many designs, those have been chosen.

4 minute break

3. PUBLIC WORKS DEPARTMENTS: Dan Danicic

Dan Danicic explained the Public Works Division is broken down as follows:
Engineering (Dan Danicic)
Maintenance (Russ Thomas)
Operations (Howard Hamilton)

Since the 1980's they've grown in all their critical infrastructure elements and continue to grow. Life of infrastructure is always playing catch up because they need SDC's to expand the system and revenues to maintain what they have.

Dan Danicic reviewed the funding sources for water, wastewater, storm, and transportation.

Ernie Amundson asked about the revenue from gas tax.

Dan Danicic replied $950,000 overall yearly. Gas Tax is on a per capita basis.

The average residential utility fees were reviewed and Dan explained that there was a period of steep rate increases beginning in 2001 after a rate review showed the system was not maintained efficiently and there were not enough reserves in anticipating the needs.

Dan Danicic explained what will be taking place in the next 10 years which includes the Wastewater Treatment Plant Phases I & II; Phase I, will cost $35M and Phase II in 2015 will cost $16M. The Water Treatment Plant site is maximized now, surrounded by SP Newsprint, the banks of the Willamette, and the SP Wastewater pond. The Water Treatment Facilities Plan and location will cost 12 – 15M in 2017 based on the population demand.

The Maintenance Yard is located on Third Street and was acquired from PGE in 1960 with a population of 5,500 and 10 FTE at that time. Today the population is 21,000 with 20 FTE. The existing site is 2 acres with a goal of acquiring and relocating to 5 acres.

Mayor Bob Andrews asked if the water reuse program will help during the summer.

Dan Danicic replied yes, it will. Once it's up and running it will provide 1M gallons of water a day to the golf course.

Dan Danicic gave an overview of the Budget requests for 2008 – 2009.

The Transportation Program will need no new FTE, Capital Projects of $3M
The Water Program will need to add 2.15 FTE for Engineering, Permitting and a Senior Crew Chief. Capital Projects at $5.9M.
The Wastewater Program will need to add 4.65 FTE for Engineering, Permitting, Crew Chiefs, and Laborers. Capital Projects at $9.7M.
The Storm Water Program needs to add 1.5 FTE for Engineering and Crew Chiefs. Capital Projects at $600K.

4. FINAL REVIEW OF NEW PROPOSALS AND BUDGET PROCESS

Elizabeth Comfort, Finance Director stated this is a delicate time with much to consider. This cannot be passed off for the next generation to handle. Elizabeth went on to thank the departments and those who prepared these requests for the Budget Committee to review.

5. ADJOURN:

MOTION: Rierson/Amundson to adjourn the meeting at 8:55 p.m. Motion carried.