

BUDGET COMMITTEE MINUTES
MAY 13, 2014, 7:00 PM
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)

I. CALL MEETING TO ORDER

Chair Lon Wall called the meeting to order at 7:00 PM.

II. ROLL CALL

Members Present:	Lon Wall, chair	Denise Bacon	Salvatore Bianco
	Mike Corey	Ryan Howard	Patrick Johnson
	Beth Koschmann	Stephen McKinney	Antony Pete
	Jack Reardon	Bart Rierson	Lesley Woodruff
	Mayor Bob Andrews		

Members Absent: Megan Morris (excused)

Staff Present: Lee Elliot, city manager pro-tem Janelle Nordyke, finance director
Caleb Lippard, assistant finance director Truman Stone, city attorney
Mandy Dillman, minutes recorder

III. PUBLIC COMMENT

Ms. Janet Florence, of Newberg Animal Shelter Friends, had been advised to come back to this meeting with a prepared request for outside funding; however, after research they have decided to not ask the city for any funding requests at this time and will move forward with becoming volunteer run by July 1st, 2014 and applying for grants.

Ms. Marlena Bertram, Your Community Mediator, followed up on an email asking for additional information regarding the history of Newberg's contribution over the last few years and as follows 2003 \$365,000.00, 2004 \$364,000.00, 2005 \$370,000.00, 2006 \$500,000.00, 2008 \$ 550,000.00, 2009 \$550,000.00, 2010 \$550,000.00, 2011 \$205,000.00, 2012 \$300,000.00, and 2013 \$350,000.00. She explained this reflects the community requests from residents, which was 70% at that point, and this sends the message that mediation is increasing significantly and is a priority.

IV. CONTINUED BUSINESS

1. Staff Presentations (cont)
 - Administration (cont): Legal, Finance, City Manager

Mr. Truman Stone, city attorney, presented the staff report (see official meeting packet for full report).

Ms. Janelle Nordyke, finance director, presented the staff report accompanied by a PowerPoint presentation (see official meeting packet for full report).

Councilor Ryan Howard asked if the \$50,000.00 would supply enough to make a current part time position into full time and Ms. Nordyke said he was correct. Mr. Lee Elliot, city manager pro-tem, asked how much of that amount would come from the general fund. Ms. Nordyke explained 25% of the \$50,000.00 would come from the general fund and the rest from the public works fund.

Ms. Norma Alley, city recorder, presented the staff report (see official meeting packet for full report).

Discussion commenced on how the city manager position is changing from a half full time employee (FTE) to two FTE because the city manager position has not been filled this last year. Additionally they discussed how the city manager position was funded and it was described to be half funded by public works and half funded by the city managers budget. This year's budget is purposing changing the city manager to be fully funded by the city managers budget and no longer partially funded from the public works budget. Further discussion commenced on administration allocation, how that has been funded in the past, and how it will change this year. It was also determined changing a contract employee to a FTE status and not reflecting it in last year's budget has caused some confusion. Ms. Alley also explained she uses interns every year from George Fox University. In conclusion, they discussed options to change the budget to keep the deputy recorder position and how much money was accrued in the last year from not having the city manager position filled.

Ms. Norma Alley, city recorder, presented the staff report (see official meeting packet for full report).

Discussion commenced on how much the city would receive from the increase in the transient lodging tax and that the local government dinners will no longer be hosted by the city to help save money.

- Library

Ms. Leah Griffith, library director, presented the staff report accompanied by a PowerPoint presentation (see official meeting packet for full report).

Councilor Stephen McKinney asked Ms. Griffith how much it would cost to operate 48 hours a week and Ms. Griffith replied it would be \$100,000.00 or more; however, the library could then be open one or two more days a week. Ms. Griffith made it clear they are not asking for that.

Discussion commenced on how the library operates with the Chemeketa Regional Library Services (CCRLS) and how much the library district contributes to Newberg compared to other cities. It was mentioned the city of Newberg contributes much more to departments and activities than other cities. Additionally, it was determined building maintenance costs come from the cities facilities budget and not from the libraries budget, which is funded by all departments and is used for all city buildings. Furthermore, it was discussed the fund is contributed to each year and is used when needed; however, because of budget cuts it has not been contributed to over the last few years.

Ms. Griffith further explained the roof needed repairing last year; however, due to the elevator needing replaced it was not feasible. Mr. Elliot explained deferring maintenance issues is always the first cut in a budget and he commemorated Ms. Griffith for running the library so fiscally.

- Communications

Ms. Mary Newell, dispatch center manager, presented the staff report (see official meeting packet for full report).

Discussion commenced on how many additional personnel would be ideal and Ms. Newell explained four extra employees would be the best-case scenario; however, because of limited staff currently and space she could only train two additional employees at this time. Furthermore, it was determined the city of Newberg's dispatch center covers Newberg and Dundee police, fire and ambulance services and the city of Dundee does contribute approximately \$15,000.00 a year in tax money. In conclusion, they discussed how each call to the emergency number costs the caller .75 cents because of a tax instated by the state of Oregon.

- Fire

Mr. Les Hallman, fire chief, presented the staff report (see official meeting packet for full report).

Discussion commenced on “brown outs”, which means when one emergency vehicle is shut down for the night and is happening approximately once a week.

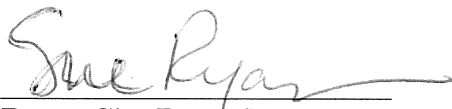
- IT

Mr. Dave Brooks, information technology director, presented the staff report accompanied by a PowerPoint presentation (see official meeting packet for full report).

V. ADJOURNMENT

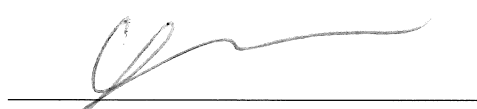
The meeting adjourned at 9:23 PM.

Approved by the Newberg Budget Committee this 14th day of April, 2015.



Sue Ryan, City Recorder

For former
Minutes Recorder
Mandy Dillman



Lon Wall
Budget Committee Chairman