

**NEWBERG BUDGET COMMITTEE MINUTES**  
**APRIL 15, 2017, 9:00 AM**  
**PUBLIC SAFETY BUILDING (401 E. THIRD STREET)**

**WELCOME**

Chair Lon Wall called the meeting to order at 9:10 a.m.

**ATTENDANCE**

Members Present:	Lon Wall	Miles Baker	Mike Corey
	Bob Andrews	Denise Bacon	Brad Sitton
	Jack Reardon	Helen Brown	
Staff Present:	Joe Hannan, City Manager	Matt Zook, Finance Director	
	Dan Keuler, Senior Accountant	Doug Rux, Community Development Director	
	Jay Harris, Public Works Director	Caleb Lippard, Assistant Finance Director	

**ELECTION OF CHAIR AND VICE-CHAIR**

**MOTION: Reardon** nominated Stephen McKinney as Chair Budget Committee for 2017. Motion failed (1 Yes/ 7 No [Wall, Andrews, Baker, Bacon, Brown, Corey, Sitton]).

**MOTION: Andrews** nominated Beth Koschmann as Chair Budget Committee for 2017. Motion carried (7 Yes/ 1 No [Reardon]).

**MOTION: Reardon** nominated Lon Wall as Vice-Chair Budget Committee for 2017. Motion failed (0 Yes/ 8 No).

**MOTION: Andrews** nominated Miles Baker as Vice-Chair Budget Committee for 2017. Motion carried (8 Yes/ 0 No).

BCM Wall pointed out that since the newly elected Budget Committee Chair is not present, Vice-Chair Baker will preside over the rest of the meeting.

**STAFF PRESENTATION**

FD Zook gave a presentation on the role of the committee and a review of the budget process.

He said that Oregon Law dictates that for every elected official within the Budget Committee, an equal number of qualified city voters must be appointed. A quorum is a majority for the total membership of the Committee, i.e. 8 members. Any budget committee action requires an affirmative vote of a majority of the total budget committee, not merely the majority of members present (i.e. Newberg requires 8 affirmative votes).

BCM Bacon noted that the previous motion to elect the committee chair was, based on Zook's slides, not passed and needed to be voted on again.

**MOTION: Andrews** nominated Beth Koschmann as Chair Budget Committee for 2017. Motion carried (8 Yes/ 0 No).

FD Zook said we are talking about the financial plan for a fiscal year that is from July to June. This is the one year plan for the upcoming 2017-18 Budget Year. He explained that the Budget Committee has the responsibility to approve the budget and to set and approve the amount of property taxes to be proposed.

He said that there was a small adjustment to the original schedule of the budget calendar. The first meeting will be on April 25<sup>th</sup>. He also noted that in addition to the second and third meeting, he has scheduled for two additional meetings, if necessary, for the purpose of having the reserved space to hold any additional meetings necessary to approve the budget before key deadlines. He then gave an overview of important agenda items to be covered at each of the first few meetings.

He said that in the first meeting, the Long Range Financial Plan Model will be presented. This is not a requirement, but a best practice. He talked about state shared revenue and that to get those funds, the state requires that the committee hold a public hearing with proposed uses of those taxes distributed by the state. A second public hearing by the Council is also required.

He explained the process by which the Budget Committee reviews, changes if necessary, and approves the budget to be sent to Council to be adopted and how that process is tracked within the budget document.

Budgets are required by State law, which requires a public process to receive comments and questions.

FD Zook explained that discussions need to take place in a public meeting. While BCM members may discuss the budget with others in the community, they need to avoid committee deliberation among committee members. Questions for information should be directed to the Budget Committee Chair via the City e-mail, who will coordinate with City staff to provide at the next meeting for the benefit of the full committee.

He talked about the budget resources and requirements and the various categories. He explained briefly each of the major budget resources including Beginning Fund Balance, property taxes, charges for services, franchise fees, grants, bond proceeds, donations, interfund transfers, and interest revenues. He then briefly explained all of the major budget requirements including personnel services, materials and services, capital outlay, debt service,

FD Zook shared resources that the committee members can find more information online.

#### **CITY FACILITY TOUR**

Staff and the Committee toured city facilities, which included the Public Safety Building, the Public Works Maintenance Yard, Dayton Avenue Pump Station, the Newberg Dundee Bypass, Rogers Landing, Water Treatment Plant, Wastewater Treatment Plant, North Valley Reservoir, areas of Newberg slated for future development, and the Newberg Public Library.

The committee had lunch from 1:15 p.m. to 1:45 p.m.

**MOTION:** Andrews moved to adjourn. Motion carried (8 Yes/ 0 No).

**ADJOURNMENT:** The meeting was adjourned at 1:20 p.m.

**ADOPTED** by the Newberg Budget Committee this 24 day of April, 2018.

  
Dan Keuler, Senior Accountant

**ATTESTED** by the Budget Committee Chair this 24<sup>th</sup> day of April, 2018.



Beth Koschmann, Budget Committee Chair