

CITY OF NEWBERG BUDGET COMMITTEE MINUTES

January 12, 2010

7:00 P.M.

PUBLIC SAFETY BUILDING

401 E. Third Street, Newberg

CALL MEETING TO ORDER/ROLL CALL

Members

Present:

Councilors:

Bob Andrews, Mayor
Bart Rierson
Bob Larson
Denise Bacon
Marc Shelton
Stephen McKinney

Citizens:

Lon Wall, Chair
Jack Reardon
Ernie Amundson
Deanna Moore
Thomas Barnes
Janet Irish

Members

Absent:

Wade Witherspoon

Darlyn Adams

Staff

Present:

Dan Danicic, City Manager
Janelle Nordyke, Finance Director
Caleb Lippard, Assistant Finance Director
Howard Hamilton, Public Works Director
Les Hallman, Fire Chief
Brian Casey, Police Chief
Leah Griffith, Library Director
Dave Brooks, Information Technology Director
Barton Brierley, Planning & Building Director
Terrence Mahr, City Attorney
Mary Newell, Support Services
Crystal Kelley, Recording Secretary

1. Chair Lon Wall called the meeting to order at 7:06 p.m. and asked for a Roll Call.

2. APPROVAL OF MAY 7, 2009 BUDGET COMMITTEE MINUTES

Motion #1: Larson/Amundson moved to approve the May 7th, 2009 Budget Committee meeting minutes (12 Yes / 0 No [Absent Darlyn Adams, Wade Witherspoon]).

3. ELECT BUDGET COMMITTEE CHAIR AND VICE CHAIR

Chair Wall opened the floor to nominations for the Budget Committee Chair and Vice Chair.

Motion #2: Reardon/Andrews moved to nominate Lon Wall as the chair for the Budget Committee (12 Yes/No 0 [Absent Darlyn Adams, Wade Witherspoon]).

Mayor Andrews pointed out in the past they had a secretary for the budget committee. He asked if they would like to nominate someone for secretary again this year. Dan Danicic stated he does not recall that. The question was noted for the record and they agreed they would consider the topic again at a later time.

Motion #3: Rierson/Barnes moved to nominate Marc Shelton for vice chair for the Budget Committee (12 Yes/No 0 [Absent Darlyn Adams, Wade Witherspoon]).

4. REVIEW OF BUDGET ADOPTION PROCESS

Mr. Danicic provided the staff report (see official meeting packet for full report). The City is going to include a Town Hall meeting in the budget adoption process this year. The proposed Budget Committee meeting calendar for Fiscal year 2010-2011 was presented and explained. The Committee may elect to not have the May 4th meeting depending on how the other meetings proceed. The budget will need to go to the City Council by June 7th. There is more than one Budget Committee meeting scheduled for this year.

Jack Reardon asked if there has been a town hall meeting for the budget committee before. Mr. Danicic confirmed this would be the first time for this committee. The City is making a lot of effort to publicize the proposed budget this year which is the purpose of the town hall meeting.

Councilor Larson reminded the committee that last year they made an agreement to get through the agenda for the Budget Committee meetings by 9:00 p.m. Chair Wall confirmed they can continue that as an unwritten policy.

Councilor Stephen McKinney asked what advice they have in regards to taking personal notes at the meetings. Terrence Mahr stated personal notes can be considered public records. They could be read or requested at anytime and made public. They do not have a formality of gathering the notes and keeping them but if a request is made they will have to collect them.

5. CITY FINANCIAL STATUS

Mr. Danicic provided the staff report (see official meeting packet for full report).

Councilor Larson asked how measure 66 and 67 will affect the City's budget. Mr. Danicic stated he does not think it will have any affect on it.

Mayor Andrews asked what the franchise fees are. Mr. Danicic stated the utilities are located in the right of way. Through that expense they collect a franchise fee. The city has elected to assess ourselves our own franchise fee. The franchise fee can create revenue for the General Fund.

Ernie Amundson asked how much money the fee generates. Janelle Nordyke stated it is 5% of the revenue collected. It provides between five and six hundred thousand dollars into the General Fund.

6. DEPARTMENT REPORTS

Mr. Danicic provided the staff report for the Admin Department (see official meeting packet for full report). They have redone the City's web site to maintain communication. There are now questions being raised about the City using Facebook and Twitter as a means of better communication. As a result they may need to designate one person for communications. They will have legal offices and finance offices upstairs which is the reason behind the recommendation for a receptionist on that floor. They only have one person handling the needs for the HR department. This would include performance reviews, family leave requests, as well as other duties. Most cities have one person just to handle family leave requests. They are getting many more public record requests as well. They would also like more support for Mayor Andrews. They will be proposing a full time receptionist position in the budget package.

Mr. Amundson asked what if there is not enough money in the budget for the 18% increase needed for PERS. Mr. Danicic stated they have to cover the 18% so they would have to revisit other areas of the budget for the funds. The 18% increase is not optional.

Mrs. Nordyke presented the staff report for the Finance Department (see official meeting packet for full report). They would like to upgrade some equipment such as scanners and new computers which will increase efficiency in the department. In 2008 they began updating to the new accounting software program.

Janet Irish asked what the role of the receptionist position will be. Mr. Danicic stated they use them for filing, as well as support for all the others on the floor.

Mayors Andrews asked if they are contracting out tasks for billing at this time. What would the alternatives be for contracting out the services? Mrs. Nordyke stated they can use another vendor for the services. They could also do it in house which would add more cost for labor.

The staff report for the Fire Department was presented by Les Hallman (see official meeting packet for full report). An overlapping call is more than one incident being handled at the same time. They can currently only handle two calls at one time. In 2009 there were 661 occurrences of overlapping calls. In 2009 they responded to over 4000 incidences with an average of one incident every two hours.

Mr. Reardon asked what he is referring to when he uses the term rural. Mr. Hallman stated the boundaries for rural are anything outside Newberg city limits.

Councilor McKinney asked how many times in the last year they had to call in an outside fire department. Mr. Hallman stated he does not have the number in front of him. If they have more than two incidents going on at one time they will call another city to help cover on a daily basis.

Mayors Andrews asked what the status is with other departments providing the City aide. Mr. Hallman stated he does not anticipate any issues with this. They have a very good relationship with the nearby cities.

Mr. Amundson asked how many full time fire fighters are currently on staff. Mr. Hallman stated they have three at each station on staff each day with a total of eighteen full time fire fighters.

Mr. Amundson asked if they have ever looked at outsourcing the ambulance service. Mr. Danicic stated public safety is the majority of budget. The ambulance service pays for itself plus provides more funds. The City provides better services than outsourcing would provide.

Chair Wall asked if the five year projected increase is equal to the increase of the population. Mr. Hallman stated the call volume still continues to increase regardless of what the population does. They are also responsible for traffic traveling through the city which has increased.

The staff report for the IT department was presented by Dave Brooks (see official meeting packet for full report). The department currently has four technicians and one half-time web master which provide twenty-four hour service. They are starting to see server issues and will need to have the means to replace the servers soon. They have started to see an increase in the amount of part replacements necessary due to an aging inventory. The requested full-time web master is the result of the new City website that was launched in 2009.

Mr. Reardon asked what the price of a server and an MDT would be. Mr. Brooks stated the MDT is between six and seven thousand dollars and a server is between nine and eleven thousand dollars.

Councilor Shelton asked if there would be any advantage to leasing out the servers or MDT's. Mr. Brooks stated it is far cheaper to operate the way they are today than it would be to lease them out.

Deanna Moore asked if they are going to absorb the loss of the half-time technician. Mr. Brooks confirmed they are.

Mayor Andrews asked if the MDT's are used for public safety. Mr. Brooks confirmed they are deployed within the police and fire departments.

The staff report for the Legal Department was presented by Terrance Mahr (see official meeting packet for full report). They are not looking to expand personnel much over the next five years.

The Library department staff report was presented by Leah Griffith (see official meeting packet for full report). The option to download books is on the website for the library. The economic downturn has shown an increase of use of the library computers and wireless internet access. Councilor Shelton asked if they have seen an increase in computer use due to the PCC students who will be in the library for classes. Mrs. Griffith stated she hopes to see increased use from the PCC students.

Councilor Rierson asked when they will start the "Making Room to Read" project. Mrs. Griffith stated they have seen a decrease in the funding for the project. They are looking at segmenting the project to allow for phases to be worked in when they are able. The volunteer hours for Newberg are nearly double the average of most libraries in the area.

Mayor Andrews asked if they have noticed an increase in library use during this economic time. Mrs. Griffith stated they have noticed more people in the building. They would like to consider using a people counter at the door that would allow a more accurate count.

Mayors Andrews asked if the use of the library by PCC will absorb some of its own expenses. Are they going to make a profit off the use from PPC? Mrs. Griffith stated they are looking at neutral revenue from the use of the facilities by PCC.

Barton Brierley presented the Planning and Building Department staff report (see official meeting packet for full report). They did very well this budget cycle considering the economic down turn. They have a thirty thousand dollar grant for the South Industrial Amendment Plan. There is a reserve fund in the building fund to cover slow times. They ended last year's budget year higher than they anticipated. The department does contract planning duties for Dundee as well. They are looking at creative ways to cover some long range planning.

Mayor Andrews asked if they plan on including payroll expenses in the grant request. Mr. Brierley stated they are going to start out asking for that and see what is approved.

Janet Irish asked how the tourism promotion project will effect taxes. Mr. Brierley stated they put a line item in the budget for tourism which can be used from the increase in hotel fees brought in by the Allison Inn.

The Newberg-Dundee Police Department staff report was presented by Brian Casey (see official meeting packet for full report).

Mayor Andrews asked if the officer's salaries were cut or if they took a deferral on their increases. Mr. Casey stated they elected not to take the increase they originally agreed upon.

Councilor Larson asked what is included in the plan for equipment replacement. Mr. Casey stated they need radio recorders and equipment for recording interviews at the jail as well as other jail equipment. Some training equipment is also needed.

Councilor Shelton asked how they determine the need for another additional police officer. Mr. Casey stated they go off an average of 1.5 officers for every thousand being served. Councilor Shelton asked if concessions could be made to make up salary that was lost in the budget later. Mr. Casey stated they could make up the loss later if they decide to.

Councilor McKinney stated there was talk among the City Council that they would be making up the loss later. He asked how many vehicles are needed at this time. Mr. Casey stated they currently add two vehicles each year. There are two they would like to see replaced. Mr. Casey

