

CITY OF NEWBERG BUDGET COMMITTEE AGENDA
TUESDAY, MAY 15, 2012
7:00 P.M. MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)

Mission Statement

The City of Newberg serves its citizens, promotes safety, and maintains a healthy community.

Vision Statement

Newberg will cultivate a healthy, safe environment where citizens can work, play and grow in a friendly, dynamic and diverse community valuing partnerships and opportunity.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. COMMITTEE BUSINESS

None

IV. PUBLIC COMMENTS

(30 minutes maximum, which may be extended at the Chair's discretion, with an opportunity to speak for no more than 5 minutes per speaker allowed)

V. CONSENT CALENDAR

None

VI. CONTINUED BUSINESS

1. Committee Deliberation

2. Approve 2012-2013 Budget and impose the taxes provided for in the Proposed 2012-13 Budget at the rate of 4.3827 per \$1,000 of assessed value for general operating purposes and \$425,000 for Debt Service, and that these taxes are hereby imposed and categorized for the tax year 2012-13 upon the assessed value of all taxable property within the City.

VII. NEW BUSINESS

VIII. ADJOURNMENT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please call 711.

The Committee accepts comments on agenda items during the meeting. Fill out a form identifying the item you wish to speak on prior to the agenda item beginning and turn it into the Secretary. The Chair reserves the right to change the order of the items on this agenda.

List of Pavement Rehab Streets

The following is a list of city streets (with limits in brackets) that may receive rehab in FY 2012/13. Grind and inlay (about \$250,000) will be funded by FAU. Crack seal, slurry seal and/or chip seal (another \$250,000) will be funded by gas tax. The total is estimated at about \$500,000. This list of streets is subject to change upon design.

3rd St. (Hwy 99W - Main)
4 th St. (College – Willamette)
6th St (Blaine - River)
Blaine St. (9 th – 1st)
Dayton Ave (city limit - 5th)
Deborah Rd. (Hwy 99W – Haworth)
Edwards St. (Sheridan – Sherman)
Harrison St. (4th – 2nd)
Haworth Rd. (Villa – Deborah)
Illinois (Main – College)
Main St. (5 th - 1 st)
Meridian (Railroad – Crestview)
Pinehurst Dr. (Main – College)
Springbrook Rd. (Haworth – Middlebrook)
Vittoria Way (Springbrook – Hwy99W)
Washington St. (Sheridan – Illinois)

Grind and Inlay:

4th St. (College – Willamette)
 Blaine St. (9th – 1st)
 Harrison St. (4th – 2nd)
 Main St. (5th - 1st)
 Meridian St. (Sierra Vista to Pinehurst)
 Pinehurst Dr. (Main – College)

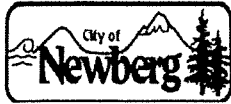
The remaining (including portion of Meridian Street) would be crack seal, slurry seal, or chip seal (which is subject to *final determination* upon design).

We will build in the flexibility to add or reduce the number of streets upon review of current bid prices when we get closer to bid solicitation.

We did not include Villa Road for several reasons:

1. The pavement condition of Villa Road from Carol Ann Drive to Crestview Drive is in category 1 (“very poor”) and it would require major reconstruction work.
2. Widening with bicycle and pedestrian safety improvements should come first or at the same time with pavement work. Otherwise traffic safety issues are expected to increase.
3. Villa Road is on the CIP list and should receive priority when funding allows.

This could be an area for a new multi-use path /foot bridge where pedestrians and bicyclists can travel and enjoy the scenery at Hess Creek.



RESOLUTION No. 2007-2691

A RESOLUTION ESTABLISHING A TRAVEL POLICY FOR THE CITY OF NEWBERG

RECITALS:

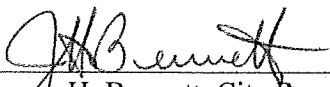
1. The City of Newberg does not presently have an organization-wide policy governing travel by City employees and elected officials.
2. In order to establish uniform travel standards and to ensure that travel by City employees and elected officials is accomplished in the most efficient and economical manner, it is necessary to adopt an organization-wide travel policy.
3. The travel policy covers both city employees and elected officials and addresses such travel expenditures as hotel accommodations, meals, methods of travel and parking.
4. The travel policy is based upon a reasonableness test for all travel expenditures and requires that all travel be thoroughly documented through the submittal of written travel authorizations, travel itineraries, travel receipts, and travel reimbursements.
5. All travel requests will be subject to available funds that have been properly budgeted during the City's regular budget process.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. A travel policy for the City of Newberg that governs all travel by city employees and elected officials, and is attached hereto as Exhibit "A", is hereby adopted and shall take effect immediately.
2. The City of Newberg Personnel Rules and Regulations will be amended to include the adopted travel policy at the earliest opportunity.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: January 3, 2007.

ADOPTED by the City Council of the City of Newberg, Oregon, this 2nd day of January, 2007.


James H. Bennett, City Recorder

ATTEST by the Mayor this 4th day of January, 2007.

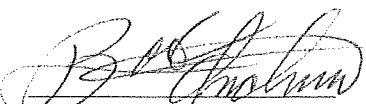

Bob Andrews, Mayor

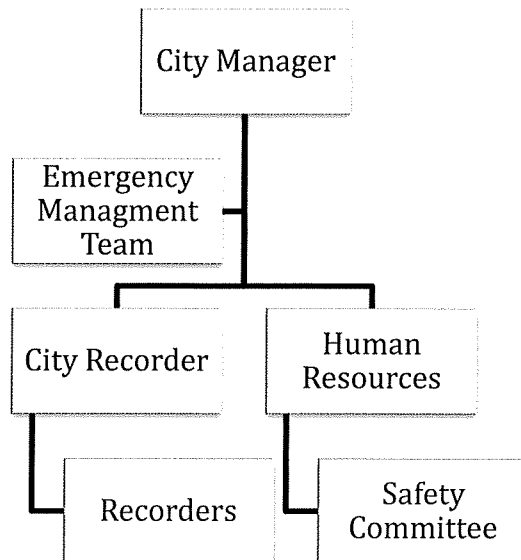
Exhibit "A"
To Resolution No. 2007-2691

CITY OF NEWBERG
PURCHASING/TRAVEL POLICY

1. It is the policy of the City of Newberg that all purchasing shall be done in accordance with the provisions of the Newberg City Code and the City of Newberg Purchasing Manual. Every purchase shall be reviewed using a standard of reasonableness that ensures both economy and value to the organization.
2. Employee travel requests must be approved in advance by their supervisor, department head or the City Manager. A written travel itinerary shall be submitted with each travel request. All travel requests are subject to available funds that have been previously budgeted for employee travel during the applicable fiscal year.
3. Employees may make their own travel arrangements for transportation and accommodations. Employees shall make every effort to travel as economically as practical and shall use a reasonableness test for that purpose. Air travel shall be by economy class unless otherwise approved by the City Manager. Employees shall take advantage of the government rate offered by hotels and motels whenever practical. Employees shall share the use of airport shuttles and taxis to reduce costs whenever practical. Employees shall use the most economical form of parking when travel involves the use of a vehicle.
4. Incidental travel expenses such as meals shall also be subject to the reasonableness test. Employees shall make every effort not to exceed the following meal allowance guidelines. Alcoholic beverages are not included within these guidelines. The purchase of alcoholic beverages may not be charged to City credit cards, purchasing cards or accounts. No reimbursement for the purchase of alcoholic beverages shall be permitted:

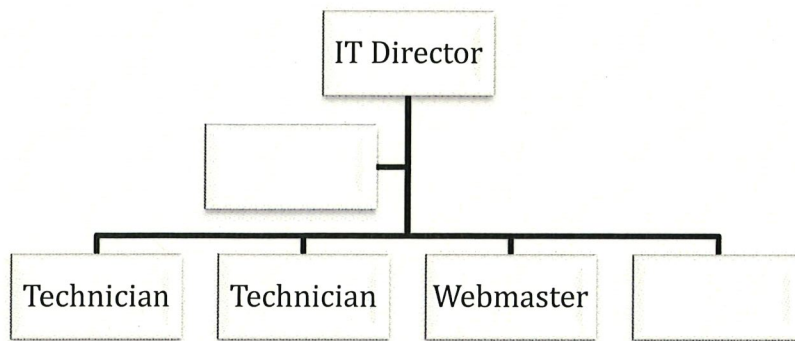
Breakfast	\$ 12
Lunch	\$ 15
Dinner	\$ 25
5. Elected official travel itineraries shall be approved in advance by the City Manager and submitted to the City Finance Director who shall determine if there are sufficient funds budgeted during the applicable fiscal year for said travel. Elected officials may make their own travel arrangements for transportation and accommodations. The reasonableness test shall also be used by the City Manager for elected official travel.
6. A written travel reconciliation form shall be submitted to the Finance Department upon the individual's return from any travel. This shall include an itemized accounting of all travel expenses, including those prepaid prior to the travel, and shall include all expense receipts. Individuals may request reimbursement for out of pocket expenses.
7. Department budgets for travel shall be prepared with economy in mind and shall include travel detail to the greatest extent practical.

Administration:



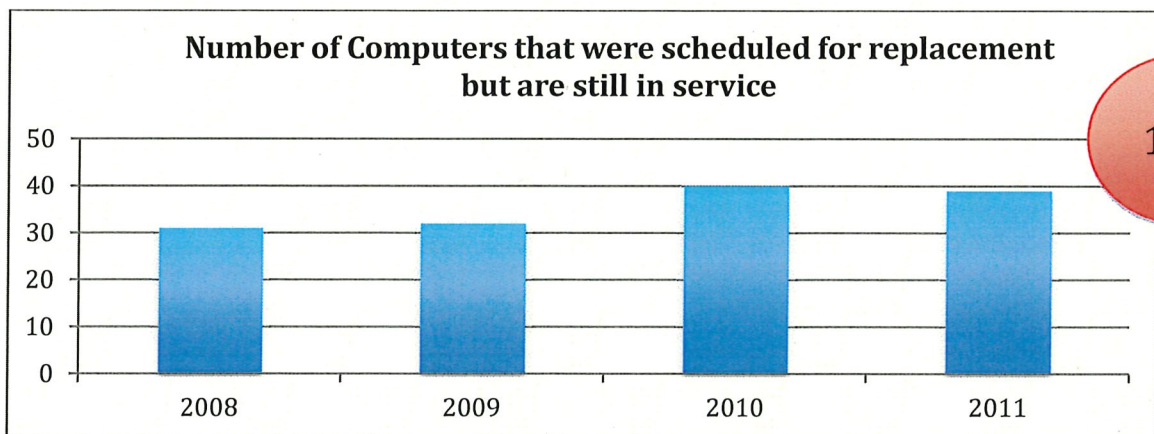
- City Manager
 - Emergency Management Team working on update to the Emergency Operations Plan.
 - Established Public Information Team
- City Recorder
 - Preparation and distribution of Council Packets
 - Records Request (66 up from 20 in 07/08)
 - Records Management
 - Three part-time recorders
- Human Resources
 - 17 Hires
 - 32 Separations (retirement, layoffs, resignations)
 - On-site Management Training
 - Expanded role of Safety Committee to include risk management
 - \$2,000 credit received this year.
 - Eligible for \$4,000 next year.
 - Current HR Manager to retire in 2013

Information Technology:



Scope of Services:

- Desktop/Laptop Computers
- Servers
- Mobile Data Terminals (Police/Fire vehicles)
- Dispatch Center
- Website

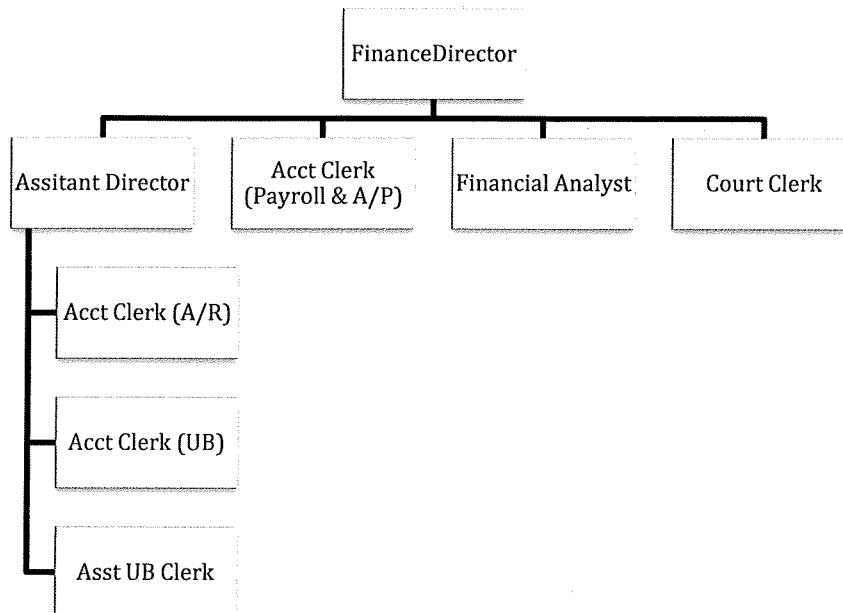


Server: A physical computer, whose task is to provide services to all terminals or computers connected to it, such as grant permissions or allocate resources.
Examples are:

• Email • Dispatch • Police Records	• GIS • Permits Plus • Website
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25% (8) Servers have been in service since 2003-5 and are beyond their expected lifecycle.

Finance:



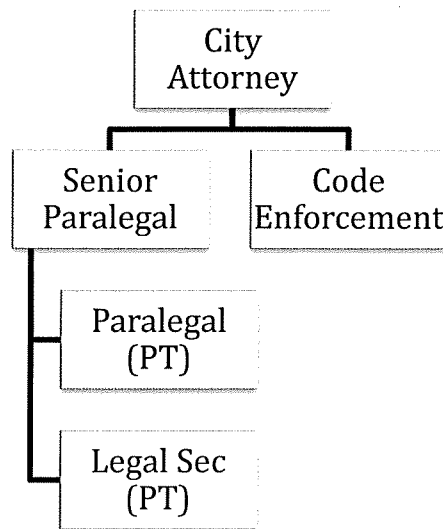
	1995	2012
Finance FTE	6.5	7.5
City FTE	107	152
Utility Accounts	~4,500	~6,500

- Annually receives the Government Finance Officers Association certificate of achievement for Excellence in Financial Reporting.
- Successful annual audits

GOALS:

- Continue to enhance financial transparency with documents on the web
- Maintain highest bond rating possible
- Ensure proper internal controls are in place and working effectively
- Provide monthly budget reports to Department Heads

Legal:



Major Accomplishments – FY 2011-12

- Assumed prosecutor role
- Election Officer handled City Charter initiative petition election
- Personnel issues connected with the reduction in force (layoffs)
- Land use litigation
- Police Collective Bargaining Agreement
- Elections (Initiatives, Redistricting, November Elections)

City Attorney's (CA) Retirement & Transition

- Tentatively 2012-13
- Opportunities for significant savings in legal counsel costs during the transitional phase. (part-time transition period, work with new CA of lesser experience)

Municipal Court Activity

- Amnesty Program to collect outstanding fines & monies owed to the City

Goals

- Smooth retirement transition
- Provide appropriate legal counsel training that's aligned with organizational culture
- Continue to provide legal services through use of trained paralegals instead of additional assistant CA's
- Educate department heads and employees concerning developing legal issues and requirements
- Provide clear and concise legal advice to the City Council and staff