

**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 form 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

CITY OF NEWBERG BUDGET COMMITTEE MINUTES
TUESDAY MAY 20, 2014
7:00 P.M. MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)

I. CALL MEETING TO ORDER

Chair Lon Wall called the meeting to order at 7:05PM.

II. ROLL CALL

Members Present:	Lon Wall, chair	Patrick Johnson, vice-chair	Beth Koschmann
	Anthony Pete	Helen Brown	Jack Reardon
	Megan Morris	Ryan Howard	Denise Bacon
	Stephen McKinney	Bart Rierson	
	Lesley Woodruff (arrived 6:30pm)	Mayor Bob Andrews	

Members Absent: Mike Corey (excused)

Staff Present:	Lee Elliott, city manager pro tem	Janelle Nordyke, finance director
	Truman Stone, city attorney	Nicole Tannler, minutes recorder

Others Present: Kimberly Zoutendijk, Mary Newell

III. PUBLIC COMMENT

Chair Lon Wall opened the public testimony.

Ms. Kimberly Zoutendijk with the Newberg Old Fashioned Festival reported that she wrote a letter requesting an increase to the firework budget of \$2,000.00. The fireworks are about 20% of the budget and we use a local family owned company. Our festival is very unique and ran by all volunteers and it is growing this year with a disc golf tournament. The Old Fashioned Festival brings many people to the City of Newberg.

IV. CONTINUED BUSINESS

1. Outside Funding Requests discussion

Councilor Bart Rierson stated the Newberg Downtown Coalition is part of the city and should be funded. I am in favor of the Old Fashioned Festival and I am disappointed with the way the city handled the animal shelter situation.

Councilor Ryan Howard said I would prefer to give any money to the Newberg animal shelter rather than the Homeward Bound pets. As far as the Old Fashioned Festival I don't see that as important when we could be potentially be laying people off at City Hall.

Mr. Patrick Johnson said I agree with Howard but I feel like something that directly affects tourism like the Heritage foundation and downtown coalition should be important in the budget. My concern is the stuff we can use the TLT (Transient Lodging Tax) to fund.

Councilor Bart Rierson stated we had a discussion on the TLT and we had some public participation who were caught off guard because they have contractual obligations and have make commitments to their customers. The

TLT increase has to come out of their budget. We did not make any decisions last night, but there is a possibility there will be a delay to the increase. Councilor McKinney said it is too soon to tell with the TLT and how it will be implicated. I am reluctant to endorse any outside funding from what we have budgeted here. I am reluctant to support the homeward bound when we have our own animal shelter to fund and I am leaning towards not supporting any of the outside requests.

Mayor Andrews said following the concept of Councilor Stephen McKinney can we add the requests in to the budget at a later time through supplemental. Ms. Janelle Nordyke said yes.

Mr. Patrick Johnson said when I saw the TLT go up and the city use it for things that are not related to tourism people can get worked up. You can tie this to jobs and economic activity and from my point of view we should be making an investment in tourism.

MOTION: Howard/McKinney approving the outside funding requests budgeted for the 2014-2015 year which is Newberg Old Fashion Festival, Mediators of Yamhill County, and Newberg Downtown Coalition. (10 Yes/ [3 No Rierson, Brown, Johnson][1 absent Corey]) Motion carried.

Councilor Bart Rierson said I will not be supporting this because I believe we will be increasing the TLT and I think we should be showing the people we are spending that money on tourism. I would support Newberg Old Fashioned Festival and the downtown coalition. Ms. Helen Brown asked if you are counting on a supplemental budget if this does pass. I believe the Old Fashioned Festival is a very important thing for tourism and the community itself.

Ms. Beth Koschmann said I like the idea of the supplemental budget once the money comes in. I feel like we should hunker down and be hopeful for the future.

Mr. Patrick Johnson said we have issues with growth and I look at our economic development and think it should be better. You have to invest money to make money and to not invest money for tourism when we are increasing the TLT does not make sense to me. In favor of being smart about our investments and that is why I am not supporting the motion.

Councilor Ryan Howard stated we need to recognize we are not investing less just supporting them at the same level and hopefully if we bring in more money from the TLT we can invest in more.

Ms. Megan Morris said I support the motion because I think these are valuable aspects of our community but there are the ABCs that need to be prioritized.

Chair Lon Wall stated any money we spend on animal control should be local, but there is nothing said that this money will go to the local animal control. I am really bothered spending money before the income has been settled on. We have much bigger problems than this and we are going to have to come up with some sort of funding. Everyone needs to feel the pain.

MOTION: Johnson/Howard recommends to consider funding the Newberg Old Fashioned Festival and Newberg Downtown Coalition to the requested \$10,000.00 based on a potential Transient Lodging Tax increase once it's approved. (8 Yes/ [5 No McKinney, Brown, Morris, Reardon, Wall][1 absent Corey]) Motion carried.

Ms. Megan Morris said I do not agree with the motion because just because we have the money doesn't mean we need to spend it.

2. Budget Committee Deliberation

Ms. Janelle Nordyke, Finance Director presented a questions and answer report (see official meeting packet for full report).

Councilor Bart Rierison stated we are paying overtime because we are understaffed and by adding two positions we are really only adding one with one of them leaving in September. What is important to me is the service we can provide with the 911 operators.

Councilor Stephen McKinney said Mary has dealt with a broken system for years and I am leaving it up to the chief and Ms. Mary Newell to tell us what they need. I have a great deal of confidence in Mary and I believe the time has come to get this done. I am wholeheartedly in favor of adding the two 911 operators.

Councilor Denise Bacon said the personal attachment that our dispatch has to the officers and the community is extremely important. The biggest problem for me will be the island that can be created and how irresponsible that will be.

Mr. Lee Elliott stated what is in the proposed budget currently is that we are going to fill that position that is leaving no matter what. From our last discussion it seems you want two additional and filling the position that is leaving. We will be dipping in to the public reserves fund to add the second hire. The dispatch position is underfunded but we may also need to hire police and fire in the next year.

Ms. Mary Newell stated we have looked at consolidation, but we operate on two different radio systems. Yamhill County has no plans to move from their system and they are an island in and of themselves. We use the Washington County system which is an 800 number and the officers and firefighters are not willing to give up their 800 number. Throughout the US there is an issue maintaining staff and there are 43 dispatch centers in the state of Oregon. Everyone knows where landmarks are in Newberg which is the benefit of having a local service.

Mayor Andrews said it will be an increase of \$2.67 with one additional and \$3.67 for a second.

Mr. Jack Reardon said you really are not going to save all of your money with your overtime. Ms. Mary Newell said yes that is correct.

Councilor Ryan Howard stated I was originally for the change but after looking at the numbers I did back off and am not going to support adding the person.

Mr. Patrick Johnson said I would like to get a read on what the committee feels and asked the budget committee if they would support adding an additional 911 operator. The straw poll came up with 5 yes, 5 no, and 2 undecided.

Janelle reported on adjustments of the proposed 2014-15 budget. Please see official meeting packet.

3. Approve 2014-2015 Budget and impose the taxes provided for in the Proposed 2014-2015 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 2014-2015 upon the assessed value of all taxable property within the City.

V. ADJOURNMENT

Future Budget Committee Meeting Dates:

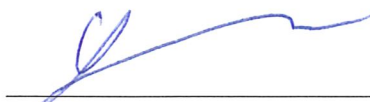
May 27 Budget Committee Deliberations, 2014-15 Budget Recommendation to City Council
(tentative)

The meeting adjourned at 9:05PM.

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



Sue Ryan, City Recorder
For former
Minutes Recorder
Nicole Tannler



Lon Wall
Budget Commission Chair