

Thursday, 7:00 p.m.

December 10, 1992

CITY OF NEWBERG
BUDGET COMMITTEE
MINUTES

Wastewater Treatment Plant

Newberg, Oregon

Committee was brought to order by Chair Gary Hay at 7:10 p.m.

ROLL CALL:

MEMBERS PRESENT:	Alan Halstead	Scott Reinhardt
	Loreen Edin	Gary Hay, Chair
	Melinda Newland	Roger Gano

OTHERS PRESENT:	Elvern Hall, Mayor
	Duane R. Cole, City Manager
	Terrence D. Mahr, City Attorney
	Katherine Tri, Finance Director
	Michael Sherman, Fire Chief
	Michael Hailey, Building Official
	Leah Griffith, Library Director
	Terry Pinter
	Dave Welcome
	Corinne Adams
	Elaine Smith

MINUTES:

The minutes of the November 12, 1993 were tabled.

NEW BUSINESS:

Review of the 1993-94 Budget Assumptions:

Duane Cole indicated that the budget assumptions were developed from the previous meeting's budget exercise. There was a question about assumption number 23 which states the budget should focus on the important activities that impact the public the most. Dale Welcome wondered how we would do this. Gary Hay indicated this is an area of discovery. We assume, over time, by the way we've developed, we are providing the services the public wants. Loreen Edin indicated she felt this is part of the Budget Committee's role to focus on important activities. But there is a problem in how you plan to do it. Duane Cole indicated ways of getting this information is through a survey, which is quick and easy to do and the newspaper, by putting more budget information into the paper, with a cut-out response.

Another assumption which was discussed, dealt with road projects. Elvern Hall indicated that we need to prepare road projects now, since Clinton has indicated highway funding would be a major priority in the first 100 days. Scott Reinhardt indicated this would be part of the Transportation Plan and Duane Cole indicated we would be hiring an engineering firm to be ready for road projects in anticipation of federal funds becoming available. Scott

Reinhardt indicated the Transportation Plan included the basic information required and the fine tuning would come from an engineering firm.

Terry Mahr said it is important to establish some scientific base for determining what some citizens feel is important, versus arm-chair guessing. There are formal/informal channels for determining priorities.

Gary Hay felt that assumption number 8 which states that the City should perform performance evaluations both internally and externally using citizen groups, is very important.

Other assumptions discussed were number 12 - dealing with cost of living index and 17 - stating that special services should be paid for by a consumer. Conversation continued to come back to setting priorities, the public's perception of the City and education. Duane Cole indicated that it would be easy to start a survey process and develop a team to help the City do that. He summarized that the Budget Committee general fund priorities seem to be (1) cost of living increase; (2) increase library hours; (3) code enforcement, (4) City Hall receptionist; (5) fire equipment and support; (6) contingency; and finally (7) some police additions.

Gary Hay asked how many complaints the Library received about their hours. Leah Griffith responded, frequently that is the standard question. She indicated there would be a 20-30% increase in use if the Library were open more hours. Increased hours would be either on a Sunday or Monday. Gary Hay indicated that if she just needed to add the hours or if she just needed additional staff. Leah Griffith added that she needs one FTE to have good service at the existing level and an additional FTE for more hours. She needs additional FTE's for continuity and the fact that she has too many part-time staff.

Duane Cole reviewed the calendar for the next six months:

January	Departments prepare budgets
February	City Manager review departmental budgets
March/April	Meetings - final development of proposed budget and a possible 1 day Budget Committee review the entire budget
May	Revise budget - possible additional Budget Committee Meeting
June	The City Council adopts budget

He indicated that he would like to make the budget more entrepreneurial and that departments could use any savings from this year in next year.

ADJOURNMENT:

The committee adjourned at 8:20 p.m.