

**NEWBERG CITY COUNCIL MINUTES**  
**REGULAR SESSION**  
**August 1, 2016, 7:00 PM**  
**PUBLIC SAFETY BUILDING (401 E. THIRD STREET)**

A work session was held at 6:00 p.m. preceding the meeting. Present were Mayor Bob Andrews, Councilors Lesley Woodruff, Denise Bacon, Mike Corey, Scott Essin, Patrick Johnson and Stephen McKinney. Also present were City Manager Joe Hannan, City Attorney Truman Stone, City Recorder Sue Ryan, Community Development Director Doug Rux, Finance Director Matt Zook, Library Director Leah Griffith, Support Services Manager Mary Newell and City Engineer Kaaren Hofmann.

Mayor Andrews called the meeting to order. He said for the minutes of the Work Session on July 5, 2016, Councilors Bacon and Essin needed to be added to the attendance.

Finance Director Zook gave a presentation on the 5-year Financial Plan for the City. He said this plan was a long term financial guide that would be put in place before the next fiscal year budget process. Within one year they would also address the City's fiscal policies which would help shape the plan. The first step was creating a Long Range Financial Planning Committee, which would review the draft Financial Plan and financial policies. There would be seven members and FD Zook and CM Hannan would be the staff. They would meet twice a month between September and November 2016. The second step was an analysis phase where numbers were crunched and other City plans were reviewed and integrated as needed into the Financial Plan as well as addressing current issues. FD Zook discussed the funds that were the most important to review, such as the General Fund, Admin/Support Services Fund, 9-1-1 Fund, Public Safety Fund, Street Fund, Building Fund, Transient Lodging Tax Fund, and Public Works funds. Even though this would be a five year plan, it would be considered a rolling window that as the plan was integrated in the budget process it would be monitored and continued past the five years. He would be using Excel and would develop a financial model with assumptions, such as property taxes, marijuana taxes, and new revenue streams, as well as inputs and outputs and expenditure projections. The third step would be the approval phase. The Plan would be brought to Council in January and staff would use it to prepare the next fiscal year budget. He then discussed the schedule for the ad hoc committee.

There was a discussion on including the Budget Committee in the process and getting more industry expertise through the ad hoc committee, who would serve on the Long Range Financial Planning Ad Hoc Committee, how future needs for the City would fit into the Plan, and communicating with citizens about future forecasts.

Mayor Andrews asked about financial policies and possible Code changes, and Mr. Zook said none of these policies would be Code related. He asked if there was the possibility of making a long standing Finance Committee and Mr. Zook thought there was potential for that. There was further discussion regarding the previous Finance Committee's work and the roles of the Budget Committee and Finance Committee.

Mayor Andrews said on Saturday, August 27, from 9 a.m. to 4 p.m. there would be an elected officials Build Day for Habitat for Humanity to work on a current project on Blaine Street. Councilor Bacon encouraged everyone to participate in the poverty simulator on August 13. Councilor Johnson wanted to discuss the Pavement Management Plan under Council Business.

**CALL MEETING TO ORDER**

The Mayor called the business session to order at 7:00 p.m.

**ROLL CALL**

Members Present:	Mayor Bob Andrews	Scott Essin	Stephen McKinney
	Lesley Woodruff	Mike Corey	Denise Bacon
	Patrick Johnson		

Staff Present:	Joe Hannan, City Manager	Matt Zook, Finance Director
	Sue Ryan, City Recorder	Truman Stone, City Attorney
	Kaaren Hofmann, City Engineer	Doug Rux, Community Development Director
	Leah Griffith, Library Director	

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was performed.

**CITY MANAGER'S REPORT:** City Manager Hannan reported on current activities across the City over the past two weeks. He reported on the Old Fashioned Family Festival and City of Sherwood tour to understand their fiber system. He met with the Downtown Coalition, collected ideas for improving the Sister City exchange, attended a Rotary meeting with Councilor Bacon, Parkway Committee meeting where Phase II of the Bypass was discussed, Greeters meeting, met with the Director of Washington County Consolidated Communication Agency (WCCCA) and the Sheriff to discuss Dispatch options, and discussed animal control and working with the animal shelter with Yamhill County, and attended the Council Government meeting. The Tualatin Valley Fire and Rescue transition had gone well and the response times were equal to other stations. He had been helping staff on financial work, reported on development requests and future planning, and discussed creating t-shirts for Council to wear to events.

**CONSENT CALENDAR:**

**MOTION:** Bacon/Johnson moved to approve the Consent Calendar, including minutes from June 27, and July 5, 2016 as amended; a Facility Use Policy for the Newberg Public Library, and Resolution 2016-3318, A Resolution to authorize the City Manager to enter into a construction contract with Kodiak Pacific Construction for the 2016 Pavement Rehabilitation Project (N. Springbrook Rd and N. Elliot Rd) in the amount of \$191,400.00. Motion carried (7 Yes/ 0 No).

**COUNCIL BUSINESS:**

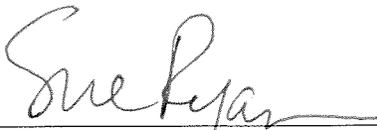
Mayor Andrews asked about the current status of Council candidates for the November election. City Recorder Ryan said there were three Council positions on the November ballot and Councilor Bacon and Councilor Corey were running again. She explained how the openings had been advertised. Paperwork was due by August 17.

Councilor Johnson said there was an upcoming Pavement Maintenance Committee meeting and he asked if the Council wanted him to bring up the idea of a faster timeline. There was a discussion to advance the Committee's timeline for the November ballot. The Council wanted to expedite the process including finance options and public education. There was Council consensus to consider a gas tax, but not to preclude other finance options. The Council direction to the Committee was to focus on how to get the needed \$1.9 million, whether it was solely a gas tax or a combination of options.

Mayor Andrews discussed the visit from the Sister City delegation of Poysdorf, Austria and the gift the City presented them – a top of a wine barrel, engraved and made into a clock. The City received a picture of one of Poysdorf's iconic buildings.

**ADJOURNMENT:** The meeting was adjourned at 7:50 p.m.

**ADOPTED** by the Newberg City Council this 19<sup>th</sup> day of September, 2016.

  
Sue Ryan, City Recorder

**ATTESTED** by the Mayor this 20<sup>th</sup> day of September, 2016.

  
Bob Andrews, Mayor