CITY OF NORTH PLAINS
BUDGET COMMITTEE MEETING SPECIAL SESSION
APRIL 22, 2013
JESSIE MAYS COMMUNITY HALL - 30975 NW HILLCREST STREET

1. **CALL TO ORDER**
Former Chair Knowles called the meeting to order at 7:00 p.m.

2. **FLAG SALUTE**
Former Chair Knowles conducted the flag salute.

3. **ROLL CALL**
Committee:
Present: Marrina Abeln, Michael Broome, Anapreet Kaur Gill, David Hatcher, Cynthia Hirst, Robert Kindel Jr., Dann King, Jennifer Knowles, Teri Lenahan, Charlynn Newton, Roger Newton, and Glen Warren
Absent excused: Michael Demagalski

Staff: City Manager Martha DeBry, Public Works Director Blake Boyles, Library Director Debbie Brodie; Finance Director Rachael Lembo; Account Clerk Margaret Reh

Visitors: None

4. **OFFICER ELECTIONS**
A. **Nomination and Election of Budget Chairperson**. Knowles called for Committee nominations for Budget Chairperson.

Lenahan presented a motion to nominate and elect Jennifer Knowles for Budget Chairperson. Motion was seconded by Kindel. The motion was approved unanimously.

B. **Nomination and Election of Budget Vice Chairperson**. Knowles called for Committee nominations for Budget Vice Chairperson.

Knowles presented a motion to nominate and elect Teri Lenahan for Budget Vice Chairperson. Motion was seconded by Newton. The motion was approved unanimously.

5. **CONSENT AGENDA**
A. **Special Session Agenda Approval**

B. **Minute Approval**
1. **May 14, 2012, Special Session**

Committee member Hirst moved to approve the Consent Agenda. Motion seconded by Hatcher. Motion was approved unanimously. Knowles abstained as she was absent from that meeting.

5. PUBLIC COMMENTS

City Manager DeBry introduced Finance Director Rachael Lembo to the Budget Committee.

6. PUBLIC HEARING

2013-2014 Budget

A. Proposed 2013-2014 Budget

1. Budget Message Presentation and Fund Budget Review

Budget materials had been distributed to the Committee via Dropbox.com and made available to both the Budget Committee members and the public on the City website at www.northplains.org. Printed copies of the entire packet were made available to committee members who had requested them. Review copies were also made available for the public who attended the meeting.

Chair Knowles opened the public hearing at 7:05 p.m.

DeBry provided a PowerPoint presentation on the proposed budget. DeBry stated that she wanted to walk the committee through the proposed budget. She stated that City staff has worked to develop a balanced budget that improves the level of services, without substantial changes in expenses. The 2013-2014 Proposed Budget sustains staffing levels at 10.5 full-time equivalents, and adheres to a capital improvements program that has been vetted by the City Council.

Discussion ensued regarding police vehicles. The Committee wanted clarification regarding the leasing of new police vehicles vs. keeping the old vehicles and the cost of repairs. Lenahan wanted to know what the interest rate was for the leases we have on the vehicles. Lenahan also wants to know what the mileage is on each of the vehicles. DeBry will provide that information.

DeBry continued walking the Committee through the budget document.

A cost of living increase of 1% is recommended for 2013-2014. The estimated cost of this increase is $5,733.

An increase of 8% is proposed for the Library Clerk and IT/Library Clerk positions in order to bring them closer to market rate for their position. The maximum hourly rate for a Library Clerk will be increased from $13.24 to $14.13. The total cost of the clerk increases is $2,830.

The City currently pays 100% of premium for employee only and 63% of premiums for employees plus dependent coverage. With the proposed budget staff is also recommending an increase of the City's contribution towards health care from 63% of premium to 70% of premium for employees with dependents.

The proposed budget also includes funding to raise life insurance coverage for full-time employees from $30,000 to $50,000. This change would add approximately $700 to the total annual premium.

Water rate increase: The Public Works Department continues to operate a well maintained potable water system. A rate increase of 3% is projected to begin in October 2013. Some capital projects were deferred to minimize the rate increase.

Community outreach: Outreach to the community will continue to be a priority as the monthly newsletter was expanded to include more information about Council activities and upcoming events. The website is continually updated by City staff with assistance of volunteers. Staff is developing handouts to make the planning process more accessible to homeowners and business owners.

The Committee entered a discussion regarding Recology and a proposed reallocation of funds from the Street Fund to the General fund and a line item labeled "Recology Community Fund". Newton stated he has a problem naming this money from Recology the "Recology Community Fund". He stated this was part of their road agreement and that they have to pay this money. It is not something they are donating to the community. Newton stated he would not be able to vote to approve the 2013-2014 budget if this line item is called "Recology Community Fund." DeBry stated that this is a host fee not a franchise fee. By an agreement they give the money to the City as a part of the General Fund. If approved by Council, this amount collected will be changing from a rate of $.50/ton to $1.00/ton of waste product that enters through their gates.

Chair Knowles closed the public hearing at 8:44

The next Budget Committee meeting will be held on May 13, 2012, at 7:00 p.m. at the Jessie Mays Community Hall.

7. **ADJOURNMENT:** Knowles adjourned the meeting at 8:45 p.m.

J. Knowles

Jennifer Knowles, Budget Committee Chairperson

Martha DeBry, City Manager/Recorder

Date approved 5/13/13