

City of Newberg

Budget Committee Meeting Minutes

May 6th, 2025

Call to Order

Chair Raquel Peregrino de Brito called the City of Newberg Budget Committee meeting to order at 6:00 PM on May 6, 2025.

Roll Call

Rachel Thomas conducted the roll call. The following members were present: Raquel Peregrino de Brito, Ned Knight, Alex Nichols, Ted Ebor, Austin Cracraft, Elias Semenyuk, Bill Rosacker, Jeri Turgesen, Derek Carmen, Peggy Kilburg, Elise Yarnell-Holloman, Mike McBride, and Robin Wheatley. Judy Brown was absent.

Pledge of Allegiance

Chair Peregrino de Brito led the Pledge of Allegiance.

Public Comments

Rachel Thomas reported that no public comments had been received.

Reports and Presentations

Proposed Biennial Budget Document

Emergency Management, Fleet, and Facilities (Fund 31) Administrative Services Fund (Fund 31)

Finance Director Kady Strode introduced the new Emergency Management department created this year. Russ Thomas, accompanied by Emergency Preparedness Coordinator Karen Tarmichael, explained that the funds for emergency management had been moved from public works funds to Fund 31 for easier tracking. Russ Thomas highlighted the focus on travel and training, including bringing in FEMA trainers locally. He also mentioned plans to fully outfit the emergency operations center.

Karen Tarmichael elaborated on the training budget, which includes costs for hosting trainings and setting up digital information boards. She also mentioned expenses for satellite phones and radio equipment for emergency communications.

Committee members inquired about potential revenue from offering training to other agencies. Tarmichael explained that some trainings must be offered for free, while others may involve cost-sharing. She emphasized the importance of cross-training with partner agencies for effective emergency response.

Russ Thomas discussed the city's role in emergency management for smaller surrounding communities, noting that while Newberg is not officially responsible for them, they may need to support outlying areas in major events like a Cascadia earthquake.

The committee also discussed the possibility of applying for emergency management grants, with Tarmichael noting that federal funding might be more limited in the current landscape.

Fleet

Russ Thomas presented information on the city's fleet, which includes over \$15 million worth of vehicles and small equipment. He highlighted the city's fuel depot, which saves about \$1 per gallon compared to retail prices. Thomas also mentioned providing fuel services to bus services, with a small markup to cover operational costs.

The budget includes funds for new equipment and specialized training, such as electric vehicle maintenance. Thomas noted that the city has access to top municipal maintenance professionals nearby, reducing travel costs for well maintenance.

Facilities

Russ Thomas discussed facilities management, including the aging city hall building. He mentioned plans to replace the uninsulated roof and seal brickwork to prevent deterioration. The budget also includes funds for updating fire alarm systems in various city buildings.

Preston Langliers explained the use of new technology for inspecting sewer and storm pipes, including AI-assisted cameras that can significantly reduce inspection time and provide more detailed reports.

The committee expressed appreciation for the city's efforts to leverage technology to improve efficiency and reduce costs.

Public Works Funds (02, 06, 07, 17)

Kady Strobe presented the street fund revenue, noting increases in federal exchange grants and gas tax revenue. Will Worthey explained the restructuring of engineering services, which resulted in significant savings by shifting from in-house staff to a contract with Keller Engineering.

Russ Thomas discussed street maintenance expenses, highlighting increases in costs for materials like concrete and asphalt. He also mentioned the rising costs of street lighting due to PGE rate increases and new developments requiring additional streetlights.

Kady Strobe presented the wastewater fund revenue, noting increases in development review fees and user fees. John Hoogendam discussed wastewater operations, mentioning the upcoming permit renewal process with DEQ and potential new requirements for water treatment and discharge.

Russ Thomas explained the city's well maintenance and abandonment procedures, including plans to repurpose equipment from decommissioned wells. He also discussed the city's water meter replacement program and the benefits of new smart meter technology.

Kady Strobe presented the water fund revenue, noting increases in development-related fees and user rates. Russ Thomas discussed water operations, including well maintenance and water treatment challenges. He mentioned the purchase of senior water rights to secure the city's long-term water supply.

Kady Strobe presented the stormwater fund revenue, noting increases in user fees. Russ Thomas discussed stormwater maintenance, including plans to replace aging equipment like street sweepers and TV inspection cameras. He explained the city's responsibility for maintaining lateral lines in the public right-of-way.

Community Development Funds (08, 14)

Kady Strode presented the building fund revenue, noting some declines in permit fees compared to previous projections. Scot Siegel, Community Development Director, explained changes in staffing allocations and increases in travel and training costs for mandatory certifications. He also mentioned the implementation of OpenGov software, which has reduced some maintenance agreement costs.

Kady Strode explained that the city council had passed a resolution to sunset this fund. The only new revenue expected is interest earned on existing funds. The budget includes allocations for developer incentives, housing community services, and affordable housing incentives. The goal is to spend down the remaining funds and close the fund after this biennium.

Adjournment

Chair Peregrino de Brito adjourned the meeting at 8:08PM.

Attested By:

Raquel Peregrino de Brito

Raquel Peregrino de Brito (Jun 24, 2025 06:29 PDT)

Raquel Peregrino de Brito, Chair

Kady Strode, Staff Liaison

Signature: *Kady Strode*

Kady Strode (May 15, 2025 09:54 PDT)

Email: kady.strode@newbergoregon.gov

Signature: *Raquel Peregrino de Brito*

Raquel Peregrino de Brito (Jun 24, 2025 06:29 PDT)

Email: raquel.debrito@newbergoregon.gov









Budget Committee Minutes 2025-0506

Final Audit Report

2025-06-24

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