

CITY OF NEWBERG
CITY COUNCIL
AGENDA

JUNE 3, 1985

7:30 P.M.

Friendsview Manor
(Special Council Chambers)
1301 Fulton Street

- I. CALL MEETING TO ORDER.
- II. ROLL CALL
- III. CONSENT CALENDAR:
 1. Approve minutes of May 2, May 7 and May 13 Budget Committee meetings and also, May 6 Regular City Council meeting.
 2. Report on City's insurance program.
 3. Follow-up report on demolition of Newberg Bowling Alley.
 4. Letter from Multnomah County Sheriff commending Detective Stan Newland.
 5. Proclamation declaring Champoege Historical Pageant to be important for the City of Newberg.
 6. Approval of membership in National Association of Telecommunication Officers and Advisors. *\$60/yr*
 7. Approval of membership in Newberg Downtown Association. *\$500/yr*
- IV. APPOINTMENTS BY MAYOR:
 1. Planning Commission member appointment.
(Jean Harris - resignation letter from Planning Commission)
- V. REQUESTS FROM FLOOR AND COMMUNICATION:
 1. Presentation by Jane Cummins, Hospital Administrator,
RE: Program for Senior Citizens
- VI. PUBLIC HEARINGS:
- VII. REPORTS FROM CITY MANAGER:
 1. Report on Grant funds received by City of Newberg during the past 12 months.
 2. Report on computerization of Finance Department.
 3. *Greg D. Loreto, Outstanding Young Engineer.*
- VIII. REPORTS FROM YAMHILL COUNTY COMMISSIONER:
- IX. OLD BUSINESS:
- X. NEW BUSINESS:
 1. Approve Accounts Payable
 2. Discussion of Sales Tax
 3. Request by Chehalem Valley Senior Citizens Council to sponsor grant application for senior center.
 4. Request for alley vacation between 8th & 9th Streets and Meridian and College Streets.

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June 3, 1985
City Council Agenda

XI. RESOLUTIONS:

- 1150 1. Resolution approving agreement with E. Lee Robinson Construction
Company to complete Mountainview Drive water line improvement
project.
1151
2. Resolution authorizing transfer of funds within General, State
Tax Street and Water Funds.

XII. ORDINANCES:

CITY OF NEWBERG
OF VOUCHERS TO BE PAID
BY 06/10/85

PAGE 1

CHASE R NO.	VENDOR NO.	VENDOR NAME	DESCRIPTION	AMOUNT
57 01	0280	AMERICAN LIBRARY ASSN	BOOK	13.42
57 01	0280	AMERICAN LIBRARY ASSN	BOOK	9.72
41 01	0421	ASSOC JANITOR & PAPER SUP	ROLL TOWEL	8.40
41 02	0421	ASSOC JANITOR & PAPER SUP	ROLL TOWEL	16.80
41 03	0421	ASSOC JANITOR & PAPER SUP	ROLL TOWEL	8.40
00 01	0450	B. DALTON BOOKS	BOOKS	200.70
	0515	BANTAM BOOKS	HIGH GRADERS BK	11.89
36 01	0526	BARKER'S AUTO SUPPLY INC	FLASHERS	19.68
36 01	0526	BARKER'S AUTO SUPPLY INC	PARTS	30.35
56 01	1020	CUSTOM DESIGN PHOTOGRAPHY	CAMERA REPAIR	91.00
58 01	1250	COAST TO COAST STORES	BATTERIES	31.01
59 01	1310	CONCORD REFERENCE BOOKS	NATIONAL DIR	26.95
66 01	1370	COPY OFFICE PRODUCTS INC	MAINT AGREEMENT	345.00
64 01	1415	CUSTOM DESIGN PHOTOGRAPHY	PHOTOGRAPHS	53.50
41 01	1500	HARRIS UNIFORMS	HAT	41.50
41 02	1500	HARRIS UNIFORMS	HAT	41.50
41 03	1500	HARRIS UNIFORMS	HAT	41.50
41 04	1500	HARRIS UNIFORMS	HAT	41.50
41 05	1500	HARRIS UNIFORMS	HAT	41.50
41 06	1500	HARRIS UNIFORMS	HAT	41.50
41 07	1500	HARRIS UNIFORMS	HAT	41.50
41 08	1500	HARRIS UNIFORMS	HAT	41.50
41 09	1500	HARRIS UNIFORMS	HAT	41.50
41 10	1500	HARRIS UNIFORMS	HAT	41.50
41 11	1500	HARRIS UNIFORMS	HAT	41.50
41 12	1500	HARRIS UNIFORMS	HAT	41.50
41 13	1500	HARRIS UNIFORMS	HAT	41.50
41 14	1500	HARRIS UNIFORMS	HAT	41.50
41 15	1500	HARRIS UNIFORMS	HAT	41.50
41 16	1500	HARRIS UNIFORMS	HAT	41.50
41 17	1500	HARRIS UNIFORMS	HAT	41.50
41 18	1500	HARRIS UNIFORMS	HAT	41.50
98 01	1540	DENTS	LABELS	44.79
07 01	1630	DICTAPHONE CORPORATION	RECORDING TAPE	495.55
35 01	1690	DO ALL MACHINES	SAW BLADES	74.16
55 01	2045	FINZER BUSINESS SYSTEMS	TONER	212.50
40 01	2350	GRAPHIC PRODUCTS	KROY DISC	132.90
42 01	2550	HARRIS UNIFORMS	UNIFORM ITEMS	26.69
72 01	2550	HARRIS UNIFORMS	HAT COVER	2.04
72 02	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 03	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 04	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 05	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 06	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 07	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 08	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 09	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 10	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 11	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 12	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 13	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 14	2550	HARRIS UNIFORMS	HAT COVER	2.10
72 15	2550	HARRIS UNIFORMS	HAT COVER	2.10

Initialed by all Council Members 6/3/85

CITY OF NEWBERG
OF VOUCHERS TO BE PAID
BY 06/10/85

PAGE 2

ASE NO.	VENDOR NO.	VENDOR NAME	DESCRIPTION	AMOUNT
2 16	2550	HARRIS UNIFORMS	HAT COVER	2.10
2 17	2550	HARRIS UNIFORMS	HAT COVER	2.10
2 18	2550	HARRIS UNIFORMS	HAT COVER	2.10
3 01	2550	HARRIS UNIFORMS	UNIFORM ITEMS	36.81
3 02	2550	HARRIS UNIFORMS	UNIFORM ITEMS	56.82
4 01	3090	JAQUITH PARK NURSERY	MARIGOLDS	60.00
7 01	3090	JAQUITH PARK NURSERY	MARIGOLDS	14.00
5 01	3350	KROHN'S APPLIANCE CENTER	REPAIR AIR COND	55.50
3 01	3450	LAUGHLIN OIL CO.	DIESEL	439.42
3 01	3450	LAUGHLIN OIL CO.	GASOLINE	1228.43
3 01	3450	LAUGHLIN OIL CO.	GASOLINE	1754.90
3 01	3450	LAUGHLIN OIL CO.	GASOLINE	1620.98
3 01	3450	LAUGHLIN OIL CO.	GASOLINE	889.02
3 02	3450	LAUGHLIN OIL CO.	DIESEL	129.73
7 01	4275	NEBS, INC	TRANSMITTAL SET	50.27
3 01	4285	NESSCO SUPPLY, INC	ADHESIVE FILM	14.25
7 01	4350	NEWBERG COMM HOSPITAL	FLOWMETER	78.94
1 01	4855	NUDELMAN BROTHERS	UNIFORM ITEMS	44.00
0 01	4855	NUDELMAN BROTHERS	UNIFORM ITEMS	45.00
7 01	4855	NUDELMAN BROTHERS	UNIFORM ITEMS	102.00
4 01	5150	OREGON HISTORICAL SOCIETY	HORSE SENSE	13.44
6 01	5195	OREGON NEWSPAPER PUB ASSN	HANDBOOK	5.00
9 01	6285	QUALITY OFFICE MACHINES	RIBBONS/TAPE	36.80
9 02	6285	QUALITY OFFICE MACHINES	RIBBONS/TAPE	23.00
1 01	6285	QUALITY OFFICE MACHINES	RIBBONS/TAPE	23.20
1 02	6285	QUALITY OFFICE MACHINES	RIBBONS/TAPE	12.70
3 01	6285	QUALITY OFFICE MACHINES	PRINTWHEEL	16.50
5 01	6660	RILEY STUDIO INC	PHOTO PROC	29.50
1 01	6905	S.E.R. DISTRIBUTORS	MAG CHARGER	78.50
5 01	6997	SAINT PUBLICATIONS	BOOKS	40.00
9 01	7143	SEED SAVERS EXCHANGE	BOOK	12.50
6 01	7380	SMITH BROTHERS	BOARD/MARKERS	231.94
0 01	8190	TRAFFIC SAFETY SUPPLY CO	STROBE LIGHTS	102.33
	8695	W R GRACE & CO	L 11233-4	161.49
	8695	W R GRACE & CO	L 11233-4	104.45
	8695	W R GRACE & CO	L 11233-4	199.62
	8695	W R GRACE & CO	L 11233-4	18.70
	8695	W R GRACE & CO	L 11233-4	22.13
	8695	W R GRACE & CO	L 11233-4	123.62
	8695	W R GRACE & CO	L 11233-4	9.39
	9035	WESTERN EMPLOYERS INS	WORKERS COMP	3212.82
2 01	9145	WHEEL GRAPHICS	NAMETAGS	16.75
2 01	9145	WHEEL GRAPHICS	NAME TAG	9.25
				13761.85
3 01	2020	FEENAUGHTY MACHINERY CO	COUPLING	50.90
5 01	6980	SANDERSON SAFETY SUPPLY	GLASSES/CLEANSR	95.48
0 02	8190	TRAFFIC SAFETY SUPPLY CO	STROBE LIGHTS	102.34
4 01	9130	WESTSIDE AUTOMOTIVE SUPP	CLUTCH/PRES PL	137.14
				385.86

VENDOR NO.	VENDOR NAME	DESCRIPTION	AMOUNT
2350	GRAPHIC PRODUCTS	LETTERING MACH	505.39
7155	SEARS ROEBUCK & CO	AIR CONDITIONER	358.21
			863.60
1501	DAVISON AUTO PARTS	OIL SEAL	20.16
1530	DENNY'S QUICK PRINT	DOOR HANGERS	34.40
3210	JONES CHEMICALS, INC	CHLORINE	720.00
4870	NURNBERG SCIENTIFIC	SUPPLIES	267.09
5630	PARAMOUNT SUPPLY CO	PACKING	328.68
6315	QUEEN PUMP CO	PARTS	250.00
7155	SEARS ROEBUCK & CO	STEEL NUMBERS	10.56
7155	SEARS ROEBUCK & CO	WRENCH/GAUGE	66.33
7155	SEARS ROEBUCK & CO	SAW/SANDER	102.39
7155	SEARS ROEBUCK & CO	COVERALLS	27.76
9570	ZEP MANUFACTURING CO	SEWER AID	74.90
			1902.27
1021	CASE POWER & EQUIPMENT	END ASSEMBLY	29.52
1021	CASE POWER & EQUIPMENT	RADIATOR CAP	9.84
1330	CONSOLIDATED SUPPLY CO	SERVICE SADDLE	66.74
1330	CONSOLIDATED SUPPLY CO	BR PLUG AWWA	17.08
1330	CONSOLIDATED SUPPLY CO	T-HEAD BOLTS	308.54
1330	CONSOLIDATED SUPPLY CO	TUBING CUTTER	81.52
3210	JONES CHEMICALS, INC	CHLORINE	313.50
3620	LUMBERMEN'S	REDWOOD	192.24
5560	PAC WATER WRKS SUP CO INC	FREEZER JACKET	58.23
5560	PAC WATER WRKS SUP CO INC	JOINT TEES	218.56
5560	PAC WATER WRKS SUP CO INC	HYDRANT BOLTS	157.50
7920	TAYLOR ELECTRL SUPPLY INC	PC TERMINAL	1150.00
			2683.27
			19596.85

MINUTES OF AN ADJOURNED
BUDGET COMMITTEE MEETING

Monday, 7:00 p.m.

Council Chambers

May 13, 1985

ROLL CALL:

Council Members Present

Roger Gano
Hal Grobey
John Poet
Tommy Tucker
Joe Young
Elvern Hall, Mayor

Committee Members Present

Aaron Corum
Fred LaBonte
Marty McIntosh
Rick Rementería
Lyle Wilson

Council Members Absent

Alan Halstead
Quentin Probst
Donna Proctor

Committee Members Absent

Lee Hall
Clancy Stouffer
Wingert Walker

Staff Present

Mike Warren, City Manager
Greg DiLoreto, City Engineer
Arvilla Page, City Recorder
Doug Richmond, Asst. Finance Director
Brenda Stroud, Finance Director

The meeting was called to order at 7:30 p.m. by Chairman Grobey. The Committee continued the review of the various funds for the 1985-1986 budget.

Sewer Fund: Mr. Warren noted there are actually four different sections of the budget dealing with the entire sewer system. These are operations, building, reserve and depreciation. The grant for the sewage treatment plant has a string attached. We can not go back in the future and ask for another grant to expand our plant. The reserve and depreciation parts are where money is set aside for future plant expansion and replacement.

Mr. LaBonte stated the company he works for has been trying to cut their sewer costs and asked what effect their efforts and the efforts of others would have on the revenues projected for the several sewer related funds. Ms. Stroud responded that the projections were not based on individual users, but on the overall expectations of revenues and these were a conservative estimate. The revenues estimate is based on the rate studies with zero population growth. She went on to explain the sewage rate structure and the transfers between the several sewer related funds and the Debt Service fund.

The Committee reviewed the expenditure sections of the Sewer fund; Administration, Sewage Treatment Plant, Collection System and Non-departmental.

There was general discussion between Committee and Staff on the new requirement that overtime must be paid or comp time given within the pay period.

Mr. DiLoreto and Ms. Stroud responded to questions from the Committee on individual expenditure items in the various sections of the fund. Mr. DiLoreto stated the \$5,200 is enough for sludge truck maintenance based upon the records. Even with the new plant, we will need to have a sludge truck as a back-up to the composting operation. The transfers to other funds were explained.

Motion: Gano-LaBonte to approve the Sewer Fund. Carried unanimously by those present.

Water Fund: Mr. Warren noted this fund has a good carry-over balance because of action taken by the Council to revise the rates. Revenue is now adequate.

The Committee members reviewed the Administration, Plant, Distribution, Source of Supply and Non-Departmental sections of the fund. On the question of future well sites, staff noted that funds will be available in the reserve. Contracted meter reading was discussed. Mr. Warren stated expenditures for contracted service or other changes in meter reading that require expenditure would be brought before the Council.

Ms. Stroud explained the transfers from the Water fund to other funds.

Motion: Gano-Tucker to approve the Water Fund. Carried unanimously.

Debt Service: Ms. Stroud explained the revenues and expenditures of the Debt Service Fund.

Motion: Gano-Tucker to approve the Debt Service Fund. Carried unanimously.

Federal Revenue Sharing: Mr. Warren noted the revenues for this fund are one-half those for the present year. We are also reducing the dependency of the General Fund on this revenue source.

Motion: Rementeria-Tucker to approve the Federal Revenue Sharing Fund. Carried unanimously.

Special Assessment Fund: Ms. Stroud explained the revenues and expenditures of this fund.

Motion: Gano-Young to approve the Special Assessment Fund. Carried unanimously.

Bancroft Redemption Fund: Ms. Stroud explained the revenues and expenditures of this fund. Mr. LaBonte asked if there were problems with this fund such as other cities are having. Ms. Stroud and Mr. Warren responded that we have intensified collection effort on the delinquent accounts and this fund is stable at this time.

Motion: Gano-LaBonte to approve the Bancroft Redemption Fund. Carried unanimously.

9-1-1 Fund: Mr. Warren explained that the revenues for this fund are

the tax shown on your telephone bill. The city's share is based on the 538 exchange area. Mr. Gano noted the expenditure for radios shown in this fund should not be made until after it is known whether the County Wide Communications measure passes or fails. New radios are included in the amount requested in the measure.

Motion: Gano-Rementeria to approve the 9-1-1 Fund. Carried unanimously.

Economic Development Fund: Mr. Warren and Ms. Stroud explained the revenues and expenditures of this fund.

Motion: Gano-Tucker to approve the Economic Development Fund. Carried unanimously.

State Revenue Sharing Fund: Mr. Warren explained the distribution of revenues of this fund.

Motion: Rementeria-Gano to approve the State Revenue Sharing Fund. Carried unanimously.

Storm Sewer Fund: Mr. DiLoreto stated that a master plan is going to be done. Mr. Warren noted that this fund has no income at present except for a small amount from Storm Sewer Fees assessed on new buildings. The entire fund has been budgeted for expenditure except for a small reserve.

Motion: Tucker-Rementeria to approve the Storm Sewer Fund. Carried unanimously.

Sewer Improvement Reserve Fund: The fund was explained in detail by Mrs. Stroud.

Motion: Gano-Rementeria to approve the Sewer Improvement Reserve Fund. Carried Unanimously.

Water Improvement Reserve Fund: The fund was explained in detail by Ms. Stroud.

Motion: Gano-LaBonte to approve the Water Improvement Reserve Fund. Carried unanimously.

Sewage Treatment Plant Building Fund: Mr. Warren explained the expenditures in this fund will be made as the grants are received. Reimbursable costs charged to this fund are detailed in the other funds.

Motion: Gano-Tucker to approve the Sewage Treatment Plant Building Fund. Carried unanimously.

Hospital: Mr. Tucker stated he was concerned about the allowance for bad debt. Chairman Grobey, a member of the Hospital Board, explained the financial operations of the hospital and stated he felt the allowance was adequate. Action is being taken to find solutions to the problems.

Motion: Gano-LaBonte to approve the Hospital budget. Carried unanimously.

Ms. Stroud distributed copies of the Dues, Meetings, Training, and Travel Report requested by the Committee at a previous meeting. The Report detailed all the expenditures for this purpose in all of the funds and sections of funds.

Ms. Stroud responded to the Committee's question at a previous meeting regarding True Cash Value/Assessed Value. Oregon law limits the assessed value to a 5% increase each year. The cash value can be any thing.

Ms. Stroud also reported on annexations. There were two during the past year. One between Springbrook Street and St. Paul Highway. The other was near College and Ninth.

Upon being asked for suggestions for improvements to the budget packet, the Committee members agreed that page numbers would be helpful.

Motion: Gano-LaBonte to adjourn. Carried unanimously.

MINUTES OF AN ADJOURNED
BUDGET COMMITTEE MEETING

Tuesday, 7:30 p.m.

Council Chambers

May 7, 1985

ROLL CALL:

Council Members Present

Roger Gano
Hal Grobey
Alan Halstead
Quentin Probst
Donna Proctor
Elvern Hall, Mayor

Committee Members Present

Aaron Corum
Lee Hall
Fred LaBonte
Lyle Wilson

Council Members Absent

John Poet
Tommy Tucker
Joe Young

Committee Members Absent

Marty McIntosh
Rick Rementería
Clancy Stouffer
Wingert Walker

Staff Present

Mike Warren, City Manager & Budget Officer
Greg DiLoreto, City Engineer
Arvilla Page, City Recorder
Doug Richmond, Asst. Finance Director
Brenda Stroud, Finance Director

Others Present

Karen Sharp, CVSCC Transportation Coordinator

The meeting was called to order by Chairman Hal Grobey. He called for a motion on the time of adjournment.

Motion: Probst-Gano to adjourn at 9:30 p.m. Carried unanimously by all those present.

The Committee continued the review of the General Fund.

Non-Departmental: Mr. Warren stated that most of the increase of \$22,000 in this section is the increased cost of insurance. Cities are seeing increases from 50% to 400 % in their insurance costs. We have formed a group with eight other government units and are moving toward self insurance. The balance of the increase in this fund is for increased telephone costs.

Committee members questioned what is causing the increase telephone costs and what action is being taken to control them. Ms. Stroud responded that the City is reducing costs by using Sav-net. However, basic costs are increasing and there is increased volume of use.

General Government: Mr. Warren noted there is an increase in Dues, Meetings and Travel. This increase is for dues to the Chamber of Commerce, turnover of the motel tax to the Chamber and sending Councilman Tucker to Washington, DC and Seattle for the National League of Cities conferences. Councilman Gano stated that with Seattle being so close, more people should attend that conference. Mr. Warren responded

that the Special Projects fund would be available for unexpected requests such as this and others.

Mr. LaBonte stated he felt the \$17,000 Special Projects fund should be in the Contingency. Mr. Warren stated that it could be, but placing it here makes for more efficient bookkeeping and the Council will not have to make a formal transfer for each request.

Mr. Warren noted the chairs for the councilroom shown will not be purchased until a decision is made on whether the council meetings will be moved to the library.

Recorder: Mr. Warren noted there is little change in this budget. Some money is included to move ahead with microfilming of records.

Municipal Court: Mr. Warren stated there is no change in this budget section. He explained the advantages of having the Court in Newberg rather than turning it over to District Court.

Administration: Mr. Warren stated there is little change in this budget. It shows an increase in personal vehicle expense. This is not in the contract at this time, but is budgeted in anticipation of an increase.

Finance: This department shows an increase of \$12,910 for the department as a whole. Ms. Stroud noted that with the sewage treatment project, the grants and other work, this is a very necessary addition. The STP alone almost requires a full-time person. The computerization of the department is saving 4 days per month on the general ledger and 3.5 days per month on the utilities. The money saved in time in one year will pay for two of the computers and one printer. Future savings will pay for the rest of the equipment.

City Buildings: Mr. DiLoreto stated the main increase is for electricity. The janitorial is increased because of a change in the janitorial service. Mr. Warren gave some of the reasons for the change.

Street Light: Mr. DiLoreto stated the \$5,000 increase is for electricity.

Municipal Garage: Mr. Warren stated the increase here is changing the Mechanics Assistant to a full-time position. He has worked for us for several years and the full-time position is needed to handle the over 90 pieces of equipment.

Social Services: Mr. Warren stated this section is \$4,000 less than last year when we helped with the start up costs for NED's Place.

Karen Sharp, CVSSC Transportation Coordinator, described the condition of the two buses. The new buses are expected within a few weeks. Their request for assistance is the same as last year.

The Committee discussed at length the \$16,000 designated for Human Resources. Mr. Warren reported that United Way is reviewing the

funding it has provided to Newberg Human Resources Center. They may decide to fund some other agency. The Council should have the option to follow the lead of United Way if they desire. Mr. Grobey noted that the title as written does not necessarily imply that it is for the Newberg Human Resources Center. Mr. Warren noted that the Council has the final say on how money is distributed, irrespective of titles in the budget.

Motion: Gano-Probst to change the title of Acct. #1-466.503000 to Newberg Social Services. Carried unanimously.

Transfers: Mr. Warren explained the transfers. The \$140,000 transfer to the Library will be reduced to \$40,000 if the grant is received.

Reserve: Ms. Stroud noted the Reserve For Contingency needs to be changed to \$369,199 to reflect the increase made in the Building Department section of this fund.

Central Services: Mr. Warren explained this is a description of the charges made to other funds. It is a revenue of the General Fund.

Motion: LaBonte-Gano to accept the General Fund Budget for 1985-1986 as revised during the meetings of May 2 and May 9. Carried unanimously.

STATE TAX STREET FUND:

Mr. DiLoreto noted this fund has a large carryover balance because some projects were not done in 1984-85. They will be done in 1985-86. Ms. Stroud provided corrections for some of the numbers.

Motion: Gano-Halstead to accept the State Tax Street Fund Budget for 1985-1986. Carried unanimously.

CAPITAL IMPROVEMENT FUND:

Mr. Warren explained the revenues of this fund are transfers from other funds. In the expenditures, the \$35,000 for the fire building is offset by the offer from the Rural Fire Protection District to purchase a new tanker.

Mr. DiLoreto noted that the detail description needs to be changed from sludge truck to backhoe.

Ms. Stroud explained the \$18,700 transfer to Debt Service is for the Third Steet houses.

Motion: Gano-LaBonte to accept the Capital Improvement Fund for 1985-1986. Carried unanimously.

Chairman Grobey noted the time was 9:30 p.m. and called for a motion.

Motion: Probst-Halstead to adjourn to 7:00 p.m. on Monday, May 13, 1985. Carried unanimously.

MINUTES OF A BUDGET COMMITTEE MEETING

Thursday, 7:30 p.m.

Council Chambers

May 2, 1985

ROLL CALL:

Council Members Present

Roger Gano
Hal Grobey
John Poet
Quentin Probst
Donna Proctor
Elvern Hall, Mayor

Council Members Absent

Alan Halstead
Tommy Tucker
Joe Young

Staff Present

Mike Warren, City Manager & Budget Officer
Alan Barnes, Building Official
Greg DiLoreto, City Engineer
Ben Erb, Fire Department Representative
Rick Faus, City Attorney
Larry Hailey, Captain of Police
Clay Moorhead, Planning Director
Arvilla Page, City Recorder
Doug Richmond, Asst. Finance Director
Brenda Stroud, Finance Director
Doreen Turpen, Library Director

Committee Members Present

Lee Hall
Fred LaBonte
Marty McIntosh
Rick Rementeria
Wingert Walker
Lyle Wilson

Committee Members Absent

Aaron Corum
Clancy Stouffer

Others Present

Joe Brugato, local realtor.

The meeting was called to order by Mayor Hall. He stated the first order of business was to set a time for adjournment and to elect a chairman and secretary.

Motion: Rementeria-Grobey to adjourn at 9:30 P.M. Carried unanimously by those present.

Motion: Rementeria-L. Hall to nominate Hal Grobey for Chairman and close the nominations. Carried unanimously.

Hal Grobey assumed the Chair and called for nominations for secretary.

Motion: Gano-Poet to nominate Rick Rementeria as secretary. Carried unanimously.

Motion: Gano-Poet to close the nominations. Carried unanimously.

Motion: Gano-LaBonte to elect Rick Rementeria secretary by acclamation. Carried unanimously.

Mr. Rementeria suggested trying to include review of those portions of the budget for which staff is present.

The Budget Officer, Mike Warren, highlighted the Budget Message which was received by everyone along with the proposed budget. He pointed out that the proposed budget does not require an increase in taxes. The staff has worked hard to achieve this by not spending all the amounts that have been budgeted in the past. The revenues are also important. Next year we will have \$250,000 less in the carryover balance. He stated the last lines of the Budget Message were the most important, "My sincere thanks to the citizens for their support, to the City Council for their guidance, and to the department heads for their innovativeness and creativeness and providing a budget that reflects a decrease in expenditures, while at the same time bringing in a high level of service to our community."

Chairman Grobey stated he had asked the Finance Director to prepare a comparison of budgeted expenditures and actual expended for prior years. The comparison was distributed to the Committee. The expenditure for practically every account was below the budgeted level.

Mr. Warren stated that Councilman Tucker, who could not be present, has sent the message that he feels the budget was put together very well.

Ms. Stroud distributed information prepared regarding the estimated tax rate for 1985-1986. The net overall change is a decrease of over \$2.00 per thousand of assessed value, or over 21% decrease. The numbers used to project the tax rate assume there will be no increase in assessed values. However, the assessed values will probably increase and the rate will then be lower than projected. The tax rate for debt service will be reduced substantially. The final page of information shows the tax rate for each individual bond issue.

Sources of revenue, other than taxes, were then reviewed by the Committee. There will be less interest earned because there will be less funds to invest. Federal Revenue Sharing is projected at less and indicates a cutting of our dependency on these funds. The General Fund carryover will be less. Franchise fees show an increase.

The Committee then began review of the expenditures for the various funds and departments.

Library: Ms. Turpen noted that the major change actually occurred during the present budget year with the addition of one full-time position. The Title I grant has been approved, but is not funded yet. We will not know if we will receive the grant until about November. She explained the use of the monies from the grants that we hope to receive.

Mr. Warren noted the library budget increase is very low considering the fact that the library is expanding from 4,000 square feet to 16,000 square feet and there are only two full-time staff members.

Ms. Turpen responded to a number of questions from the Committee members.

Chairman Grobey asked the Committee whether they wished to act on the budget department by department, or to act on the funds as a whole. The consensus was to act on funds as a whole.

Legal: Mr. Faus noted that the department's budget has not changed much over the past two years and is actually reduced for the coming year with the omission of the line item 'Professional Services' which has not been needed. He responded to questions from the Committee on specific items in the legal department budget.

Library Building Fund: Ms. Turpen and Mr. DiLoreto explained that a request for a grant has been submitted and we should know whether we will receive \$100,000 by May 19. If we do not receive the grant, there will need to be a transfer from the General Fund to complete the project. The only expenditure for this fund is Capital Outlay. The revenues will be a fund balance because the project was delayed past the fiscal year end. Ms. Stroud noted there were some changes in the numbers from those the Committee received. The Committee members updated their figures.

Library Gifts Fund: There are unspecified gifts received for library purposes and actually cannot be projected with any accuracy.

LSDA Title I Fund: Ms. Stroud noted some changes in the numbers from those the Committee received and the Committee members updated their figures. She noted that the projected expenditures will not be made unless the grant is received.

Motion: Hall-Probst to approve the three funds, Library Building, Library Gifts and Library LSDA Title I. Carried unanimously.

Planning Department: Mr. Moorhead stated his budget shows an increase for a Planner II position. One of the goals of the Council is to update the Comprehensive Plan. We are scheduled before LCDC and a \$6,000 grant will be received. The line item, Professional Services, is for base maps. There will be office items required for the new position. The overall budget for the department is down.

Mr. McIntosh noted that thousands of dollars have been brought into the community through this department and suggested that it should be better supported. Chairman Grobey stated they could come back to this department later after review of the other departments and look for dollars to move.

Building Department: Mr. Barnes noted that the department's budget is basically the same. New codes will need to be adopted for 1985.

Mr. Warren asked the Committee to consider an increase in Dues, Meetings, Travel in the Building Department budget. Mr. Barnes is very active with the Willamette Valley Building Officials. It should be changed to allow his attendance at the national conference.

Motion: Rementeria-Gano to increase Dues, Meetings, Travel to \$2,300 to allow Mr. Barnes to attend the national conference of building officials. Carried unanimously.

Mr. LaBonte asked that a summary of all the Dues, Meeting, Travel in the budget be prepared.

Chairman Grobey noted the time was now 9:30 p.m. and asked what the wish of the Committee was regarding adjournment.

Motion: Gano-Rementeria to extend adjournment to 10:00 p.m. Carried unanimously.

Fire Department: Fire Lt. Erb stated the budget is basically the same except for the addition of a Work Study position. This is a high school student that works two hours per day during the school year filling the typing needs of the department.

Mr. LaBonte questioned the retirement costs contained in the Fire Department budget. Mr. Warren explained the need for this item which is significant in this budget because of the two recent retirements.

Chairman Grobey questioned the \$3,500 in Capital Outlay. Lt. Erb explained this is for OSHA required equipment and hose replacement.

Police Department: The department was represented by Captain Hailey. Mr. Warren noted that two positions that were vacant have now been filled.

Mr. Gano asked whether the amount budgeted for R.A.I.N. was an actual increase and was advised that it was.

Mr. LaBonte asked whether the revenue meets the cost of animal control. Mr. Warren responded that it does not. Nor does the revenue from parking enforcement meet the costs.

Engineering Department: Mr. DiLoreto noted that the cost for the Public Works Director has been removed from this part of the budget and transferred to the Sewage Treatment Plant where he will be spending most of his time. The Engineering Staff will now be charged one-quarter to Street Fund with the other three-quarters distributed to Water, Sewer, and General funds. He explained the items under Capital Outlay. The staffing in this department remains the same, but with the costs charged in different places.

Motion: Gano-Rementeria to adjourn to Tuesday, May 7, 1985 at 7:30 p.m. Carried unanimously.

MINUTES OF A REGULAR MEETING
OF THE CITY COUNCIL

Monday, 7:30 p.m.

Council Chambers

May 6, 1985

The meeting was called to order by Mayor Elvern Hall.

ROLL CALL:

Present:	Roger Gano	Quentin Probst
	Harold Grobey	Donna Proctor
	Alan Halstead	Joe Young
	John Poet	

Absent: Tommy Tucker (excused)

Staff Present: Michael Warren, City Manager
Alan Barnes, Building Official
Elmer Christensen, Fire Chief
Greg DiLoreto, City Engineer
Richard Faus, City Attorney
Clay Moorhead, Planning Director
Arvilla Page, City Recorder
Robert Sanders, Public Works Director
Brenda Stroud, Finance Director
Doreen Turpen, Library Director

Also Present: Over twenty citizens and two members of the press.

CONSENT CALENDAR;

The Consent Calendar was as follows:

1. Approve minutes of April 1 and April 9 Council meetings.
2. Resolution #85-1144 proclaiming week of May 19-25 as "Public Works Week."
3. Update on County-wide Communication Committee.
4. Letter thanking City Attorney for agreeing to conduct workshop on resolution and ordinance writing for Association of Municipal Recorders.
5. Letter from Lumiere Theater thanking City for use of Council Chambers.
6. Letter from Governor of Oregon thanking City Engineer for Public Works report.
7. Communication from the President of National League of Cities appointing Councilman Tucker to Transportation and Communications Policy Committee.
8. Resolution #85-1145 proclaiming week of May 12-18 as "Newberg Police Week" and May 15, 1985 as "Police Memorial Day".
9. Communication from Oregon Association of Chiefs of Police.
10. Information on Library Bill of Rights.
11. Request for liquor license from 9th Street Grocery.
12. Resolution #85-1146 declaring May 11-18, 1985 as "Newberg Historic Preservation Week".
13. Proclamation declaring week of June 4, 1985 as "National Safe Boating Week"

14. Resolution #85-1143 honoring Jean Harris for service.

Motion: Grobey to adopt the Consent Calendar. Carried unanimously by all those present.

Resolution #85-1143 honoring Jean Harris for service to the community was read by the City Attorney. Mayor Hall then presented a framed copy of the resolution to Mrs. Harris' husband Stu. Mr. Harris responded with thanks from Jean and said she plans to continue her service to the community when she is able.

APPOINTMENTS BY THE MAYOR:

Mayor Hall stated he had no appointments to make at this time, but wished to congratulate Chief Bishop and Councilman Tucker on their appointments.

REQUESTS AND PETITIONS FROM THE FLOOR:

1. Presentation on Solar Access by Department of Energy: John Kauffman from the Oregon Department of Energy stated they propose to submit a joint proposal from as many governments as possible to BPA for a grant to write a model Solar Access ordinance. This would provide economy of scale in several areas. Twenty-four local governments in the area have agreed to participate. Two have said no. There would be no direct cost to local governments. It would require about 8 hours of staff time and 4 hours of either a councilmember or planning commission member each month. The project will take 18-24 months to complete.

Councilman Grobey asked how many Federal dollars have been made available and what is the proposed grant amount. Mr. Kauffman responded that \$600,000 has been funded and the grant request will be for \$200,000. The State will be contributing staff time valued at approximately \$80,000. Each local government would be encouraged to adopt the ordinance either in whole or in part.

Councilman Young asked staff whether the City presently has a solar access ordinance. The Planning Director stated that it does not have one, but builders are encouraged to be aware of solar access.

The City Manager stated it was up to the Council to consider the proposal and make a decision.

Motion: Halstead-Poet to adopt the resolution.

Councilman Grobey stated his objections to parts of the resolution as being incorrect or inaccurate.

Vote on motion: 3 aye (Halstead, Probst, Gano), 4 nay. Motion failed.

Motion: Poet-Halstead to refer the resolution to the Ordinance Committee for review and recommendation back to the Council. Carried unanimously.

2. Historic Survey Update: Jane Altier updated the Council on the survey. They now have most of the documentation done. The Newberg Graphic has been very helpful and is running a series of articles that will be of great benefit to their work.

PUBLIC HEARINGS:

1. Public Hearing on International Church of the Four Square Gospel and Pam Kimberly requesting a Planned Unit Development in order to restrict the types of uses permitted on the property and to identify certain site requirements for development of the property; together with a request for a Comprehensive Plan Amendment from LDR (Low Density Residential) to COMM (Commercial) together with a zone change from R-1 (Low Density Residential) to C-2 (Community Commercial) on a 4.83 acre tract of land identified as 3777 Portland Road, Newberg (Yamhill County Tax Lot No. 3216-CA-2190).

There were no objections to the Council hearing the matter and there were no abstentions from the Council.

The Planning Director presented the Staff Report. He identified the property on a map pointing out the locations that will need to be screened between the development and neighboring residences. He listed those neighboring property owners that have objected to the proposal. One neighboring property owner, Fred Casey, has withdrawn his objection. Since the review by the Planning Commission, one letter of objection has been received from from Clay and Susan Woolen. A copy of their letter is included in the Council Packet. The proposal was reviewed by the Planning Commission during three meetings. The Planning Commission established the PUD requirements that will limit the use of the property. The Planning Commission recommended approval of the request by a vote of 5 to 2. Opposed were commissioners Lyda and Roberts.

The City Attorney stated this hearing before the Council is on the written record of the Planning Commission hearings. He explained the options for action that were available to the Council. The final option that the Council would have is to have the hearing not on the written record. If they choose that option, the hearing would have to be delayed to allow advertisement of the hearing.

No additional remonstrance or evidence has been received. Public Hearing closed.

The Councilmembers asked questions of staff regarding access from Libra Street, locations of adjacent properties, requirements for fencing, and how long a PUD is valid (Until the Council grants a change).

Motion: Gano-Halstead to read Ordinance #2165, PUD on tax lot #3216-CA-2190, by title only. Carried unanimously. The ordinance was then read by title only.

Motion: Gano-Halstead to correct typographical error in Finding of Fact #10. Change '230-40 people' to '20 to 40' people. Carried unanimously.

Roll Call on the ordinance, as amended: Aye 6. Gano, Grobey, Poet, Probst, Proctor, Young. Nay 1. Halstead. Absent 1. Tucker. The Mayor then declared the ordinance passed.

REPORTS FROM CITY MANAGER:

Mr. Warren reported \$320,000 has been funded for Title II Library grants. We have requested a grant of \$100,000 from that amount. All of our legislative representatives have been contacted and they are all supportive of our request. We will know whether we receive the grant no later than May 31, 1985.

REPORT FROM YAMHILL COUNTY COMMISSIONERS:

Commissioner Lopuszynski stated there was little to report. Ten days ago the County honored all the volunteers for Yamhill County. Over four hundred attended. The County will have a levy on the ballot on May 21, 1985 and the support of Newberg will be appreciated.

OLD BUSINESS:

1. Report on progress of Newberg Bowling Alley site. The Building Official reported that bids have been received by the City. We will probably have to proceed with the work, although the owners have several more weeks. Mr. Rollins feels the bids are too high, but has not submitted any plan to take other action yet.

Mr. Barnes was asked whether the water, sewer and gas lines had been secured yet at the site and he responded that they had not.

NEW BUSINESS:

1. Accounts Payable: Councilmembers asked several question about the February 1985 accounts payable to which staff responded.

Motion: Grobey-Gano to approve the February, 1985 Accounts Payable. Carried unanimously.

Councilmembers asked several questions about the April 1985 Accounts Payables to which staff responded.

Motion: Grobey-Proctor to approve the April 1985 Accounts Payable. Carried unanimously.

2. Statistical Report on Newberg/Yamhill County population and employment:

Motion: Poet-Halstead to accept the report. Carried unanimously.

RESOLUTIONS:

III-1

Motion: Gano-Halstead to adopt Resolution #85-1147 authorizing contract for Storm Drainage Master Plan. Carried unanimously.

Motion: Halstead-Grobey to adopt Resolution #85-1148 authorizing City to relinquish certain property for construction of Villa Road connection. Carried unanimously.

The City Manager noted that even though the City will not be paid for the property for the Villa Road project, the State is doing the project.

Motion: Gano-Grobey to adopt Resolution #85-1149 extending the Senior Citizen discount on utility billings for the year 1985-1986. Carried unanimously.

Motion: Gano-Halstead to read by title only, Ordinance #2166 amending Ordinance #2161 which adopted a Supplemental Budget. Carried unanimously. The ordinance was then read by title only.

Roll Call: Aye 7. Gano, Grobey, Halstead, Poet, Probst, Proctor, Young. Nay. 0. Absent 1. Tucker. The Mayor then declared the ordinance passed.

Motion: Gano-Grobey to adjourn to June 3, 1985 at Friendsview Manor. Carried unanimously.

MEMO

TO: City Council

DATE: May 21, 1985

FROM: City Manager

SUBJECT: Insurance program

The city's liability and property insurance are a part of a collective package with the Mid-Willamette Valley Risk Management Group. This group has pooled their premium dollars to receive a discount in the insurance market. It is estimated that the strategy that has been used so far has saved the City between \$10,000 and \$25,000 in insurance premiums during the year of 1985.

The League of Oregon Cities is the largest group insurance in the State of Oregon (Mid-Willamette Valley Group is number two). The League of Oregon Cities has gone into the insurance market to get quotes for the next fiscal year beginning July 1, 1985. The quotes that have been received are extremely high and the companies will not insure the entire 100+ municipalities for liability and property insurance. The result is that the League of Oregon Cities will probably be forced to self-insure because they cannot get insurance for the entire 100% liability.

This means that a pool of money will be formed, managed by the League's Insurance Trust and the first \$50,000 of certain claims will be paid out from this pool with no aggregate stop loss or in other words, with no maximum number of claims. This is a risk that is not desirable in my opinion.

Self-insurance, however, with an aggregate stop loss has been the goal of the Mid-Willamette Valley Risk Management Association. We will be moving in this market in all probability during 1985. It may cost us slightly more in insurance costs but in the long run it will save the City of Newberg many thousands of dollars. I am writing this memorandum to you to update you on the situation and to keep you informed of the goal of self-insurance. It is important that City Council members acquaint themselves with this concept and understand the financial desirability of the self-insurance program.



Michael Warren
City Manager

MW/bjm

III-2

MEMO

TO: Mike Warren

FROM: Alan A. Barnes
Building Official

AB

DATE: May 14, 1985

RE: Demolition of Newberg Bowling Alley

On May 13, 1985, a demolition permit was issued to Bob Rollins. The demolition started at approximately 9:30 a.m. The large back hoe started on the west end of the structure. With an extreme amount of ease, the wall crumbled. At the same time it was noticed that there was no steel reinforcement in the walls. As the west wall came down it was noticed that the front wall on First Street was coming apart rapidly. Another large back hoe was attempting to hold it up as large cracks appeared.

The ease in which the walls came down only supported my theory that the concrete had lost its strength due to the heat exposure. Typically, concrete losses up to fifty percent of its strength when exposed to temperatures of 500 degrees and continues to lose strength as temperatures increase. The concrete was chalk-like in texture and broke up very easily.

Mr. Rollins and I watched the demolition. He said, had he known that there was no steel in the walls and that the concrete was as weak as it was, he would have requested that the City started their action sooner. He said he was very thankful that no one was hurt by the remaining structure.

I also talked with Mr. Heard who did the demolition. He said he didn't understand why the concrete wall wasn't taken down with the other clean up that they had done. The cost now was about five times greater than what it would have been. The difference is because of the moving of equipment and men.

I think that the Council should be pleased with their decision to declare the structure as hazardous and have it removed. It has proved out to be what they determined.

cc: City Attorney, Fire Chief, Planning, City Engineer



Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

FRED B. PEARCE
SHERIFF

(503) 255-3600

May 10, 1985

MAY 15 1985

Chief David Bishop
Newberg Police Department
414 E. First Street
Newberg, OR 97132

Dear Chief Bishop:

I recently received the enclosed letter commending members who participated in the joint law enforcement operation to investigate a plan to firebomb the residences of Oregon judicial officials.

I wanted to acknowledge your agency's participation and in particular, the participation of Detective Stan Newland. Detective Newland's involvement and participation in the operation speaks highly of your agency. Please extend my personal congratulations for a job well done to Detective Newland.

Thank you again for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Fred B. Pearce".

FRED B. PEARCE
Sheriff

FBP/ww

Enclosure

III-4

PROCLAMATION

A PROCLAMATION DECLARING THE CHAMPOEG HISTORICAL PAGEANT TO BE AN IMPORTANT ANNUAL EVENT AND TOURIST ATTRACTION OF THE CITY OF NEWBERG.

WHEREAS, the Champoeg Historical Pageant, Inc., was conceived, originated, administered and promoted by Newberg residents; and

WHEREAS, Newberg is the largest population center in close proximity to the site of it's performances at Champoeg State Park; and

WHEREAS, Newberg desires to promote tourism in Newberg's general region.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and City Council of the City of Newberg, Oregon, that the City includes the Champoeg Historical Pageant, Inc., as one of its tourism attractions and, as such, encourages the pageant directors in their efforts and wishes them success. The City continues to support the pageant through our enthusiastic promotion in our city advertisements.

DATED this 3rd day of June, 1985.

Elvern Hall - Mayor

III-5

MEMO

TO: City Council

DATE: May 29, 1985

FROM: City Manager

SUBJECT: National Association of Telecommunication Officers and Advisors

The Ordinance/Legislative Committee at its May 21, 1985 meeting recommended that the City join the National Association of Telecommunication Officers and Advisors which is an affiliate organization of the National League of Cities. The recommendation was based on the committee's desire, particularly, to receive the update newsletters and bulletins put out by this organization. The fee for joining this organization is \$60.

Among other things, this organization issues a bi-monthly newsletter called NATOA news which has been found to be very valuable in giving current information on the status of franchise agreements under the new cable communications policy act of 1984.



Michael Warren
City Manager

MW/bjm

MEMO

TO: City Council
FROM: City Manager
SUBJECT: NDA

DATE: May 30, 1985

The Newberg Downtown Association has been formed to represent and promote those businesses in the downtown area. The organization is funded, at this point, with a match of up to \$20,000 from NCRC and an equal amount that is anticipated from members and supporters of the NDA. This money will be used to become part of the Oregon Downtown Development Association. The later organization will, if Newberg is accepted into the program, (commonly referred to as the Main Street Program) provide the merchants of the downtown core area with a full time coordinator. In addition to the coordinator, the Oregon Downtown Development Association through the auspices of the NDA will provide support to downtown merchants through: 1) marketing surveys; 2) promoting dialogue between individual merchants of the downtown; 3) suggesting ways to promote businesses of the core area; 4) offering remodeling suggestions for interested businesses; and 5) assisting merchants in their response to market data and promotion of the new image.

The NDA is one of the important spokes of the economic development wheel that is taking shape in Newberg.

Participation in the NDA is \$400 yearly as a sustaining member; \$500 yearly as a donor and \$1,000 yearly as a patron.

RECOMMENDATION: Participate in the NDA as a donor.


Michael Warren
City Manager

MW/bjm

MEMO

TO: City Council

DATE: May 29, 1985

FROM: City Manager

SUBJECT: Planning Commission Member Appointment

The Mayor is considering the appointment of Bryce Fendall to fill the vacancy caused by the resignation of Jean Harris due to her health problems.

Bryce has been a realtor with Newberg Realty for the past year. He is a graduate of Newberg High School and George Fox College. He and his parents have lived in Newberg for the past eighteen years.

Bryce would like to become a planning commission member because he has always been interested in the community and would like to see the City grow both through population and business. He has a few ideas for goals for this area and would like to be part of the commission and help accomplish the goals to achieve growth.

RECOMMENDATION: Approve appointment of Bryce Fendall to Planning Commission.

A handwritten signature in black ink, appearing to read "Michael Warren", with a stylized, cursive script.

Michael Warren
City Manager

MW/bjm

3305 Vittoria Way #21
Newberg, Or, 97132
March 28, 1985

Clay Moorhead
Newberg Planning Department
City Hall
Newberg

Dear Clay and fellow members of the Planning Commission:

I regret that I have had to miss the past two meetings; and because of the uncertainty of the outcome of my medical problems, I must resign my position on the Newberg Planning Commission.

I have enjoyed my association with all of you. I wish you all well in your endeavors to plan for the orderly and consistent growth of our city.

Sincerely,

Jean Harris

IV 1

MEMO

TO: City Council

DATE: May 29, 1985

FROM: City Manager

SUBJECT: Use of Computers

A goal that has been identified by the City Council in past years has been the computerization of the Finance Department and other departments in the City. Over the past eighteen months the Finance Department has computerized a number of its accounting functions. This has not been an easy task. It has involved numerous manhours to get the software to a point where personnel using the computers are satisfied. The Finance Director and her staff are to be commended for their many hours of attention (often times past 5:00 p.m. or on Saturdays) that were devoted to this project.

Now that a number of the systems are running smoothly I would like to share with you some figures on the time and dollars saved through the use of these new computer systems:

<u>Accounting System</u>	<u>New System</u>	<u>Old System</u>	<u>Time Saved</u>	<u>\$Saved/Year</u>
General Ledger	8 hours	16 hours)	24 hours	\$4,200
Accounts Payable	8 hours	24 hours }		
Time saved - 24 hours; Monthly Savings-\$350.; Yearly Savings - \$4,200.				
Utility Billing:				
Inputting meter readings	16 hours	32 hours)	41½ hours	\$4,880
Running Reports	1 hour	.8 hours)		
Deposit Lists	½ hour	4 hours)		
Inputting Payments	5 hours	10 hours)		
Setting Up New Accounts	10 hours	20 hours)		
Special Assessments/ Bancroft Billing	4 hours	10 hours	6 hours	\$1,040
Budget Document	240 hours	400 hours	160 hours	\$3,500
TOTAL SAVINGS			231½ hours	\$13,620

The dollar savings pays for all of the IBM PC, IBM PCXT, Epson LQ1500 printer hardware and covers the cost of software purchased for these two machines.

The savings on the Utility Billing System will equal the cost of the hardware and software within two years.

As you can see, the money and effort spent on the new systems is already being "paid back" to the City. We have improved utilization of people and improved accuracy and diversity of information available to the Council and to City staff.

Page 2

Memo to City Council
RE: Use of Computers

With this in mind, I feel the computerization of the City's accounting systems was worth the time and money the City has put into it.

We have now completed a study done on computerization in other departments. The process of computerization (much of the modernization is actually wordprocessing) will take place over the next three to six months. This will be the final step and perhaps, most significant step in our computerization program. Almost all of the hardware/software components will be compatible with each other and information can be shared by other departments.

In summary, the time and expense is well worth the savings and efficiency that comes from computerization.


Michael Warren
City Manager

MW/bjm

VII-2

MEMO

TO: City Council
FROM: City Manager
SUBJECT: The Sales Tax

DATE: May 29, 1985

By this time everyone has read a great deal about the sales tax. Some public agencies and organizations are beginning to take a stand on the sales tax. You, the Newberg City Council, may wish to go on record as either for or against the sales tax. You may also choose to leave this matter to the voters and not take a position.

The League of Oregon Cities has voted in favor of a sales tax. The bill being proposed and brought to the voters of the state of Oregon is far from ideal. However, it does represent a significant decrease in property tax and at least a choice for the people of Oregon.


Michael Warren
City Manager

MW/bjm

X-1

MEMO

TO: City Council

DATE: May 29, 1985

FROM: City Manager

SUBJECT: Senior Citizen Request for Block Grant Monies

For the past several months the Chehalem Valley Senior Citizens Council has been meeting to organize and outline a way to build a senior center facility in the near future. This subject has been discussed in past years even at the City Council level. Representatives from the senior center committee will be present at tonight's Council meeting to make a presentation to the City Council requesting City Council support in submitting a community development block grant for the senior center facility.

Each year the Intergovernmental Relations Division opens up a grant competition in several categories for block grant funds. The categories are: 1. Economic development; 2. Public facilities/community buildings; 3. Housing. We, of course, have received three grants under item number one. The last two categories identified above compete against each other for block grant funds. In other words, it is just not a matter of turning in your application first but solely depended upon competition and the various components that are judged. The date applications must be turned into IRD is October or November of 1985.

The City Council should recognize that only ONE application can be turned in for the categories listed in two and three. The economic development category works independently under the grant system. This means that an independent grant can be turned in for economic development and an additional one for the other categories. In other words, no matter what the City Council does we can still compete in the economic development category.

I believe a senior center (or community center) is a very important aspect of a community and certainly important to the lives of those that will use it. We do not have an adequate senior/community center in Newberg and a grant such as this would be very beneficial. I do, however, have two reservations.

First - The City Council or I, as a representative of the City Council, have not been involved in the discussions on the senior center. Who is going to operate, it, how are the costs going to be paid for, what organization will be responsible for insurance, property acquisition and accessibility, and what organizations will be located in the building, are only some of the questions that need to be answered or at least coordinated with the City Council prior to a decision being reached.

Second - Since the City can only sponsor one application it behooves us to look carefully at other applications or uses of grant funds. Last year the City Council did support a grant application for a housing project which ranked fairly high but was not funded through the program. Other items that should be considered prior to deciding which has the highest community need might include a housing rehabilitation project, a community center and special public works projects such as street improvements or main line sewer and water service connections.

Page 2

Memo to City Council

RE: Senior Citizen Request for Block Grant Monies

RECOMMENDATION: Accept application but hold off final decision until additional information can be provided on use of senior facility and other possible alternatives for grant applications.


Michael Warren
City Manager

MW/bjm

X-3

MEMO

TO: City Council

DATE: May 29, 1985

FROM: City Manager

SUBJECT: Alley way vacation request.

The Planning Department has received a letter from Mr. & Mrs. Peter Champagne at 815 S. Meridian requesting that 100 feet of alley way be vacated. As a matter of procedure the City Council normally initiates an alley vacation hearing and schedules the matter for a review by the Planning Commission.

RECOMMENDATION: Initiate a public hearing at next City Council meeting to review an alley vacation on a portion of the alley located between Eighth and Ninth Streets and College and Meridian Streets.



Michael Warren
City Manager

MW/bjm

X-4

MEMO

TO: City Council

DATE: May 24, 1985

FROM: City Manager

SUBJECT: Mountainview Drive Water Line Bid Tabulation

At the May 20 meeting, the Public Works Committee voted to recommend to the City Council acceptance of the low bid from E. Lee Robinson Construction Company of Tigard, Oregon, in the amount of \$56,904.03. This bid will allow for the construction of the Mountainview Drive water line improvement project which will run from College Street to approximately $\frac{1}{2}$ mile east of Villa Road.

As you will recall, this project was outlined in the water master plan and was budgeted this current year for construction. The Engineer's estimate for this project was \$113,000. The bid is considerably under the Engineer's estimate, however, E. Lee Robinson Construction Company is a well established firm and we feel comfortable with the bid that has been submitted.

My recommendation is that the resolution contain a contingency amount of 5% for this project which would allow us to account for any change orders that may occur. Although, we don't expect any we should be prepared.

RECOMMENDATION: Pass attached resolution.


Michael Warren
City Manager

MW/bjm

Approving the low bid allows a saving of
83,000 under the budgeted Amount (\$140,000)
and \$56,000 saving under the Engineer's
estimate (\$113,000)!

XI -1

THE CITY COUNCIL SITTING AS COUNCIL AND AS CONTRACT REVIEW BOARD ACCEPTS THE LOW BID OF E. LEE ROBINSON CONSTRUCTION COMPANY OF TIGARD, OREGON, FOR THE MOUNTAINVIEW DRIVE WATER LINE IMPROVEMENT PROJECT FOR THE CITY OF NEWBERG FOR THE TOTAL SUM OF \$56,904.03 PLUS A CONTINGENCY ACCOUNT OF \$2,800.

WHEREAS, the City of Newberg has funds to carry out the Mountainview Drive Water Line Improvement Project; and

WHEREAS, the City of Newberg has found that there is a need for this improvement to the City's water infrastructure; and

WHEREAS, the City, pursuant to the competitive bidding laws of the State of Oregon and the City of Newberg, has received sealed bids for the Mountainview Drive Water Line Improvement Project on May 15, 1985 at 2:00 p.m. in the Council Chamber of the City of Newberg, 414 E. First Street, Newberg, Oregon, pursuant to published notice and opened said bids at 2:00 p.m. on the same date, time and place, with all the requirements of the competitive bidding process being complied with pursuant to ORS Chapter 279 and City of NEWBERG Ordinance No. 1793; and

WHEREAS, twelve bids were submitted to perform the Mountainview Drive Water Line Improvement Project pursuant to bid specifications; and

WHEREAS, the City Council has approved funds for the installation of this project in it's fiscal year budgets; and

WHEREAS, the City Manager, City Engineer and other city staff do recommend that the construction of this project be awarded to the lowest bidder on the Mountainview Drive Water Line Project, which low bidder is E. Lee Robinson Construction Company of Tigard, Oregon.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newberg, Oregon, sitting as Contract Review Board and as Council as follows, to-wit:

1. That all the findings and information contained in the whereas clauses above are hereby incorporated into this resolution at this point by reference in their entirety.
2. That pursuant to the competitive bidding process the City Council sitting as Contract Review Board and as Council accepts the low bid and awards the contract known as Mountainview Drive Water Line Improvement Project to the low bidder, E. Lee Robinson Construction Company of Tigard, Oregon, for the low bid amount of \$56,904.03 and further establishes a contingency account to be disbursed, if necessary, in the amount of \$2,800. A copy of the competitive bids received May 15, 1985 are attached hereto as Exhibit A and incorporated herein at this point by reference.
3. That the City Council of the City of Newberg sitting as Contract Review Board and as Council hereby approves acceptance of the low bid and authorizes the City Manager to enter into the contract known as Mountainview Drive Water Line Improvement Project with the low bidder, E. Lee Robinson Construction Company of Tigard, Oregon, for the low bid amount of \$56,904.03.

ADOPTED by the City Council of the City of Newberg, Oregon, this 3rd day of June, 1985.

CITY OF NEWBERG

BID TABULATIONPROJECT: MOUNTAINVIEW DRIVE WATER LINE IMPROVEMENT PROJECTBID OPENING DATE: MAY 15, 1985 2:00 P.M.

BIDDER

AMOUNT

ALTERNATES

1.	E LEE ROBINSON CONSTRUCTING CO. PO BOX 23248 TIGARD OR 97223 639-8021	\$56,904.03	
2.	J L ARNDT CONSTRUCTION 2176 NW MARINE DR TROUTDALE OR 97060 666-7803	\$61,188.35	
3.	MOCON CORPORATION PO BOX 3258 SALEM OR 97302 399-1470	\$64,073.75	
4.	MARV'S UTILITY SPECIALISTS 1920 HYACINTH NE SALEM OR 97303 371-3396	\$64,948.25	
5.	COLT CONSTRUCTION CO. 2716 NW MARINE DR TROUTDALE OR 97060	\$66,572.50	
6.	JIM SMITH EXCAVATING PO BOX 429 OREGON CITY OR 97045 632-7470	\$69,421.69	
7.	BOB'S BACKHOE SERVICE 17004 ARBOR GROVE RD NE WOODBURN OR 97071 981-1200	\$70,402.20	

XL-1

112.000

CITY OF NEWBERG

BID TABULATIONPROJECT: MOUNTAINVIEW DRIVE WATER LINE IMPROVEMENT PROJECTBID OPENING DATE: MAY 15, 1985 2:00 P.M.

BIDDER

AMOUNT

ALTERNATES

8.	C & M CONSTRUCTION INC. 13805 SW TUALATIN-SHERWOOD RD SHERWOOD OR 97140 625-2520	\$70,628.15	
9.	W. G. MOE & SONS 8850 SE 76TH DR PORTLAND OR 97206 775-8651	\$84,380.00	
10.	BILL PAGE CONSTRUCTION CO. PO BOX 498 NEWBERG OR 97132 538-2312	\$84,813.25	
11.	WILLIAM L PEPPER CONSTRUCTION RT 1 BOX 9LB PHILOMATH OR 97370 929-3276	\$85,470.19	
12.	KIZER EXCAVATING CO. 3765 RIVERSIDE DR MCMINNVILLE OR 97128 472-4919	\$86,002.00	

XI-1

CITY OF NEWBERG

BID TABULATION*Don't
COPY
extra*PROJECT: MOUNTAINVIEW DRIVE WATER LINE IMPROVEMENT PROJECTBID OPENING DATE: MAY 15, 1985 2:00 P.M.

BIDDER

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XI-113.000

CITY OF NEWBERG

BID TABULATIONPROJECT: MOUNTAINVIEW DRIVE WATER LINE IMPROVEMENT PROJECTBID OPENING DATE: MAY 15, 1985 2:00 P.M.

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MEMO

TO: City Council

DATE: May 29, 1985

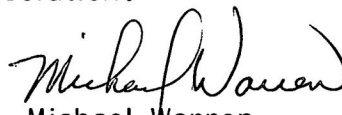
FROM: City Manager

SUBJECT: Transfer Resolution

The attached resolution covers transfers for the following purposes:

1. The increase in insurance rate or transfer from the contingency account for our liability and property insurance is due to the fact that our premiums are now due and payable in February rather than in July. This change was made by the Mid-Willamette Valley Insurance Group because rates between February 1985 and July 1985 were anticipated to go up 100% to 400%. Our insurance costs of \$42,000 is much less than it would have been if we would have waited until July to get insurance. (See memo on insurance under consent calendar.)
2. The personal service costs incurred in the Street Fund is simply a shift in expenses due to the project the public works employees are performing. This is not an increase in overall personal service costs.
3. The cost of paying interest on customer deposits exceeded the estimate in the 1984-85 budget.

RECOMMENDATION: Adopt attached resolution.


Michael Warren
City Manager

MW/bjm

Enc.

XI-2

A RESOLUTION AUTHORIZING TRANSFER OF FUNDS FROM THE GENERAL FUND RESERVE FOR CONTINGENCY ACCOUNT TO THE GENERAL FUND NONDEPARTMENTAL INSURANCE ACCOUNT; FROM THE STATE TAX STREET FUND CAPITAL IMPROVEMENTS ACCOUNT TO THE STATE TAX STREET FUND PERSONAL SERVICE ACCOUNT; AND FROM THE WATER FUND RESERVE FOR CONTINGENCY ACCOUNT TO THE WATER FUND NONDEPARTMENTAL INTEREST ON CUSTOMER DEPOSITS ACCOUNT.

WHEREAS, it is necessary to transfer from the General Fund Reserve for Contingency Account to the General Fund Nondepartmental Insurance Account the amount of \$42,000. to cover the cost of increase in insurance rates for necessary city insurance coverages; and

WHEREAS, it is necessary to transfer from the State Tax Street Fund Capital Improvements Account to the State Tax Street Fund Personal Services Account the amount of \$35,000. to cover personal service costs incurred in the Street Fund which were not anticipated in the 1984-85 budget process; and

WHEREAS, it is necessary to transfer from the Water Fund Reserve for Contingency Account to the Water Fund Nondepartmental Interest on Customer Deposits Account the amount of \$100. to cover the costs of paying interest on customer deposits which exceeded the estimate contained in the 1984-85 fiscal year budget; and

WHEREAS the funds must be appropriated from the funds and accounts above listed to meet the City's obligations described in the whereas clauses above; and

WHEREAS, the City of Newberg has considered the transfer between the funds and accounts as set forth in the budget for the fiscal year 1984-85 which transfers are enumerated below and has determined that the expenditures hereinafter listed and the transfer of funds hereinafter listed should be allowed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newberg, Oregon, as follows, to-wit:

1. That the findings and information contained in the whereas clauses above are hereby incorporated herein at this point by reference.

2. That the following transfer of funds from the General Fund Reserve for Contingency Account in the total amount of \$42,000. is hereby authorized and expenditure of funds are hereby authorized for the purpose stated as follows:

<u>Fund/Purpose</u>	<u>Amount</u>
<u>General Fund:</u>	
Nondepartmental Insurance Account	\$42,000.
TOTAL GENERAL FUND	<u>\$42,000.</u>

3. That the following transfer of funds from the State Tax Street Fund Capital Improvements Account in the total amount of \$35,000. is hereby authorized and expenditure of funds are authorized for the purpose stated as follows:

<u>Fund/Purpose</u>	<u>Amount</u>
<u>State Tax Street Fund:</u>	
Personal Service Account	<u>\$35,000.</u>
TOTAL STATE TAX STREET FUND	<u>\$35,000.</u>

4. That the following transfer of funds from the Water Fund Reserve for Contingencies Account in the total amount of \$100. is hereby authorized and expenditure of funds are authorized for the purpose stated as follows:

<u>Fund/Purpose</u>	<u>Amount</u>
<u>Water Fund:</u>	
Nondepartmental Interest on Customer	
Deposits Account	<u>\$100.</u>
TOTAL WATER FUND	<u>\$100.</u>

5. That the foregoing transfers shall be made from accounts as set forth in the budget of the City of Newberg for the fiscal year 1984-1985.

ADOPTED by the City Council of the City of Newberg, Oregon, this 3rd day of June, 1985.

Arvilla Page - City Recorder