

TUESDAY, 7:00 a.m.

May 31, 1994

FINANCE COMMITTEE
MINUTES

HORSELESS CARRIAGE

NEWBERG, OREGON

The meeting was called to order by chair Donna McCain at 7:05 a.m.

ROLL CALL:

Present:	Donna McCain	Don Wright
	Alan Larking	Bert Pennock
	Barbara Secor	

Others Present:	Donna Proctor, Mayor
	Duane Cole, City Manager
	Kathy Tri, Finance Director
	Diane Padilla, Asst. Fin. Dir.

MINUTES: Barbara Secor noted a change on page two (2) of the April 26, 1994 minutes. In the second sentence of the third paragraph the verb "state" should be added. **MOTION:** Bert Pennock\Barbara Secor moved to approve the minutes as corrected. **VOTE ON THE MOTION:** Passed by those present.

NEW BUSINESS:

Library Fees: Duane Cole began by indicating that each year the staff evaluates the fees charged for non-resident users of the City Library. Barbara Secor noted that in Duane's cover memo that the \$50 per month should probably be per year. One of the suggested changes this year is a half price fee for students and also a six month fee for families, senior citizens and students. Donna McCain indicated that she was concerned about non-resident users of the library. She also feels that students should receive a break, especially if they are occasional users for papers. She asked if there was some way that the City could go to the Newberg School District and arrange to have teachers provide students with cards related to specific research assignments and those students could use the library for free for that assignment. Otherwise they would have to pay. Donna Proctor indicated she didn't feel the school secretaries had time to hand out library cards, but the teachers would be able to hand out cards. Barbara Secor added that she has a friend that lives one block outside the City limits and has complained that she has to pay to use the City Library. Donna Proctor indicated that a while back, the City of Dundee was asked to come in and share the expense of the library and they refused to do so. Bert Pennock indicated that he felt that the City should leave the fees as they are. Donna McCain said that she did not feel that we were charging enough. Don Wright stated that he was in favor of the dues being more in line with what city property owners are paying and that the proposed raise is not unreasonable.

MOTION: Don Wright\Barbara Secor moved to adopt the resolution as stated. **VOTE ON THE MOTION:** Passed by those present. Bert Pennock abstained from voting.

Planning and Sub-division Fees: The Community Development Department recently reviewed the fees it charges for various land use actions. Included in the staff report was a comparison of Newberg fees to eight other cities in the Portland Metropolitan area and including McMinnville. After some discussion regarding the amount of fees and the budget these fees support, Don Wright recommended changing fees to the following: appeals \$250.00; conditional use permit \$750.00; design review \$500.00; minor partition \$400.00; major partition \$600.00; planned unit development \$1000.00; subdivision \$1000.00; vacation \$500.00; variance \$300.00;

zone change \$750.00; for an average fee of \$632.00.

MOTION: Don Wright\Alan Larking moved to adopt the above fee schedule and recommend approval by City Council.

Final Budget Resolution: Kathy Tri indicated that the resolution included recognition of a D.A.R.E. grant through the school district and a transfer of funds in the Bancroft Bond fund to cover interest costs. Kathy Tri indicated that this resolution would be on the June 21 Council agenda. The committee recommended approval of the resolution.

Review of Fiscal Policies: Kathy Tri reviewed that the committee had previously reviewed the City's Fiscal Policies. The committee is now asked to review the Budget and Capital Improvement sections.

Under Operating Budget Policy, it was suggested that the language in the first bullet be changed to "the Finance Director will prepare regular reports comparing actual to budget for the City Manager and Finance Committee of the Council." Under the second bullet, quarterly reports be changed to a minimum of quarterly reports. There were no other recommended changes in the Operating Budget section, Capital Improvement Policies section, Accounting Debt Service or Reserve Policies section.

Monthly Report: Kathy Tri reviewed the April monthly report. She highlighted the new section reporting cash and investments.

Monthly Transactions: The committee reviewed monthly transactions for April. Questions including travel by Peggy Hall that was charged to the Council's budget for a cable television conference, quarterly membership dues to Marion County for RAIN, meeting room charge to the Newberg Hospital, purchase of a microwave for the legal building, certification and mileage reimbursement for sewage plant operators for certification training, purchase of wild flower seeds for Rocket Park, rental of storage space for evidence due to the fire, and membership dues to American Public Works Association. Don Wright asked if it was appropriate for the City to pay for memberships to professional organizations. Duane Cole indicated that it is traditional for the City to pay for most professional memberships. It is not a contractual right for employees other than the City Manager and City Attorney. Generally it is reviewed during the budget process as well as all travel related professional development. Donna McCain reiterated that professional memberships are evaluated annually and the fact that the City pays the dues helps to retain staff members.

Adjournment: The committee adjourned at 8:25 a.m.