

MONDAY, 7:00 a.m.

July 25, 1994

FINANCE COMMITTEE  
MINUTES

J's RESTAURANT

NEWBERG, OREGON

The meeting was called to order by acting chair Don Wright at 7:05 a.m.

**ROLL CALL:**

Present: Don Wright Bert Pennock  
Barbara Secor Alan Larking  
Donna McCain (7:06)

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

**NEW BUSINESS:**

County Emergency Services Coordinator: Donna Proctor presented background on the County request for funds to help support the County Emergency Services Coordinator. The Sheriff's Department has added a position in its budget, but there is a financial shortfall of \$3000.00. The city of McMinnville is contributing \$1500.00 to the program and the City Manager recommends that the City contribute \$500.00. Donna Proctor explained that Lee Vasquez has come to the City requesting our participation in the Emergency Services Program. The City has explained to the County that if there were a major disaster, it realizes that we would not be receiving County assistance immediately. However, by being involved in the County Emergency Services Program, we may be able to have access to equipment and we will be able to coordinate our programs. Michael Sherman has developed a City program which has been relayed to the County.

There was some discussion about why there was a shortfall in the County funding and questions were asked about what other Yamhill County cities were contributing. Kathy Tri indicated that she would be glad to obtain that information for the committee.

**MOTION:** Don Wright\Barbara Secor moved to not give any money Emergency Services program at this time. VOTE ON THE MOTION: Passed by those present.

Budget Resolution: Kathy Tri explained that this is the first budget resolution for the fiscal year. It is needed because the City has received notice of four grants which need to be recognized in the City budget and appropriated. The first grant is the Community Development Block Grant which is \$70,200.00 more than the City initially anticipated in its adopted budget. The Police department also received a Traffic Safety Grant for \$2500.00 to purchase a traffic monitor trailer with speed radar board and traffic analysis equipment. Finally, Kathy Tri indicated that the Planning department has received two grants, one from the Small Business Administration and Department of Forestry to plant trees in the municipal parking lot on Second Street and one from the Oregon Department of Land Conservation and Development to inventory open space.

**MOTION:** Don Wright\Barbara Secor moved to approve the budget resolution #1 for Council adoption. VOTE ON THE MOTION: Passed by those present.

Emergency Medical Services Budget: Kathy Tri explained that the Fire Chief is recommending adjustments in the Emergency Medical Services Fund's budget. She explained that the initial budget that was developed would be reviewed monthly with quarterly adjustments. Duane Cole and Kathy Tri recommend that no

adjustments be made to the budget until September at which time we will have some expenditure and revenue history. The committee asked questions on the increase in training and travel from \$8,000.00 to \$24,000.00. Kathy Tri also indicated that Duane Cole and she had not had a chance to sit down with Michael Sherman to review the budget. After that review and some history, staff will come back to the finance committee for budget adjustments.

Investment Policy Changes: Kathy Tri indicated that the City sent its revised investment policy to the Oregon Short Term fund Board. The staff recently received a response with some suggested changes. Diane Padilla is incorporating these changes into the investment policy and it will be presented at the August meeting.

Monthly Report: Kathy Tri reviewed the monthly report.

Accounts Payable: Questions were asked on Izzy's Pizza (Safety Committee lunches), exercise chair and exercise bike in the fire department.

Adjournment: The committee moved to adjourn at 7:45 a.m.