

MONDAY, 7:00 a.m.

JANUARY 30, 1995

FINANCE COMMITTEE
MINUTES

J's RESTAURANT

NEWBERG, OREGON

The meeting was called to order by chair Don Wright at 7:00 a.m.

ROLL CALL:

Present:	Don Wright	Bert Pennock
	Alan Larking	Alan Halstead

Others Present:	Donna Proctor, Mayor
	Duane Cole, City Manager
	Terrence Mahr, City Attorney
	Kathy Tri, Finance Director
	Diane Padilla, Asst. Finance Director
	Ann Pesola, Chamber of Commerce

MINUTES: The minutes of the December 27, 1994 meeting were reviewed. **MOTION:** Halstead/Pennock moved to approve the minutes of the December 27, 1994 meeting. **VOTE ON THE MOTION:** Passed by those present.

NEW BUSINESS:

Transfer for Library: Kathy Tri indicated that the heating/cooling system at the library needed some major repair. The library is heated by five heat pumps in which three of them have defective compressors and various other needed repairs. The staff has talked to several service providers to repair and maintain the heating/cooling system. The staff is requesting a transfer of \$8,000 from the general fund contingency to the library to pay for replacement of the three defective compressors and other equipment and labor to bring the system back to full capacity. The repairs will result in actual energy savings. Bert Pennock asked what the cost had been over the last year. Kathy Tri responded that she was unsure but the heating units had been worked on several times and had not worked well for several years. They are now ten years old. Bert also asked if this would affect the cooling system. Kathy Tri responded that yes, this would also improve the air conditioning system in the library.

MOTION: Halstead/Larking moved to approve the transfer of \$8,000 from General Fund Contingency to the library to repair the heating/cooling units at the library. **VOTE ON THE MOTION:** Passed by those present.

Court Quarterly Report: Terry Mahr began the discussion by indicating that revenue projections have not met with the budget projections. He has cut back on the prosecutor's time to less than half. The prosecutor will now be finishing cases he's been working on and Mr. Mahr will pick up all new cases and handle prosecution cases for the City. He also indicated that state wide, court revenues are down. He indicated that the revenues are less than we projected, but are more than last year. However, ticket generation is also down and this has been a concern to the Police Chief. There are several proposals in the Legislature to reduce the bail schedule. This should make a difference in ticket generation. Finally, he added that all the old cases have been suspended and are now receiving letters from DMV. This has generated payment of old fines. Don Wright asked about the information handed out to the committee with regard to

resets. Terry Mahr explained what was included under resets. Donna Proctor asked how much longer Rick Mills would be working for the City and why can't Mr. Mahr can't take over all his workload. Terry Mahr responded that Mr. Mills is expected to be assisting the court for at least another two months. In order for him to take over all the existing cases Mr. Mills is working on, he would have to recontact all witnesses and come up to speed on every case. This is not cost effective and a duplication of time. He estimates that Mr. Mills will cost about \$630 a month to wrap up the cases he is working on. This is down from the approximate \$2100 a month the City had been previously paying Mr. Mills.

Chamber Quarterly Report: Ann Pesola, Chamber Executive Director, was present to present the Chamber Quarterly Report for the Visitor Information Center. Don Wright asked if revenues and expenditures always balanced every month. Ms. Pesola responded that the Chamber combines the City and Chamber money to balance the cost of the information center. She indicated that personnel costs have dropped because of reduced hours. This is normal during winter months when tourism activity is down. Den Wright indicated that he likes the brochures the Chamber has been producing. Ms Pesola said that the Chamber has developed brochures in response to needs. She indicated that the Chamber directory is now out and is much improved and accurate. Bert Pennock asked if there was financial support for the Chamber from the wine industry. Ms Pesola indicated that the wine industry support comes from membership dues and sponsorship of specific events. Ms. Pesola then indicated what the annual dues for Chamber is: \$125.00 base fee, plus \$5.00 per FTE, and the Chamber has approximately 250 members.

Club Membership Policy: Duane Cole handed out a draft of a personnel policy executive order on club membership. The policy states that memberships to civic clubs by City employees shall be limited to two memberships per club, and shall not exceed \$160.00 per year, per member. Suggestions were made toward the policy to add that 'memberships should be approved by the City Manager'. Alan Halstead also recommended that the language in #2 state "civic clubs shall include, but not be limited to". Committee members agreed to the changes.

Donna Proctor asked if the Chamber should be included. Duane Cole responded that the Chamber is a business organization and the City is a member as a business. Employees may participate in the Chamber as a part of the business. The dues for the City would be the same. It was asked how many City employees are in each club. Kathy Tri responded that there are three members in Rotary, five members in Kiwanis (including the mayor), and two members in City Club. Donna Proctor indicated that the Lions have indicated that they would like to start up a club in Newberg. Mr. Cole indicated that he would thank the committee for their review and will take the recommended changes back and finalize his policy.

City Newsletter-End of Year Report to Citizens: Kathy Tri indicated that the next City Newsletter will include an annual report to the citizens with information from the annual financial report. Alan Larking recommended that we add a column for 1993 for comparison purposes.

Kathy Tri also explained the line "deferred compensation for \$556,000." She indicated this dollar amount includes a deferred compensation program that is under section 457 of the IRS Code. This program includes approximately 50 employee contributions and account balances. It is not only the City Manager or City Attorney account.

Budget Preparation Calendar: Kathy Tri handed out the budget preparation and adoption calendar, highlighting the dates of the budget committee meetings. She

indicated that this calendar is in the budget manual and covers budget preparation, City Manager review, and meeting dates. She also reviewed the anticipated agendas for the February 9, March 9, and April 13 meetings.

Monthly Report: Kathy Tri reviewed the monthly report.

Monthly Transactions: Don Wright asked about the overtime on building inspection. Kathy Tri indicated that this was related to special work in analyzing City facilities for ADA compliance. This was anticipated and approved by the City Manager.

Monthly transactions that were questioned include: payment to the Government Financial Officers Association (application fee for certificates of achievement), mileage reimbursement to Roger Gano for meetings to the League of Oregon Cities during 1994, payments to the City of McMinnville for municipal judge (Terry Mahr explained), payment to Virginia Fagundas for City/County Dinners, payment to Glen Gribble for display houses, the Kiwanis monthly award, payment to City University for Michael Sherman (course requirement for masters degree), retainage and interest for Kiezer Excavating, payment to Chehalem Medical Clinic for a physician supervisor for EMS, payments to the Department of Revenue for bail assessments, loan fees to Mid-Willamette Valley COG (related to EDRLF loans), payment to Newberg Hospital (related to purchase of supplies--Duane Cole indicated that the EMS staff is monitoring these expenses and getting other quotes), payment to City of Springfield for billing services for EMS.

Don Wright asked if employees who go to conferences must report back. Duane Cole stated that generally speaking, department heads write reports to him and employees provide information back to their supervisors. Donna Proctor asked for copies of Rick Mills' bills, which Kathy Tri will get her. Don Wright asked about reviewing the judges contract. Terry Mahr indicated that the ordinance/legislative committee was developing a process to review the judge, which would go to Council. Don Wright also asked about the contribution to Youth Services of \$1,000. Duane Cole indicated that the City had paid its \$1,000 and did not know how that money was spent. He indicated that most of the problems with Chehalem House were related to State and United Way. He added that this issue would be resolved before we give Chehalem House any more money.

Adjournment: The committee moved to adjourn at 7:55 a.m.