

TUESDAY, 7:00 P.M.

AUGUST 29, 1995

FINANCE COMMITTEE
MINUTES

NEWBERG LIBRARY

NEWBERG, OREGON

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

ROLL CALL:

Present:	Don Wright	Alan Halstead
	Alan Larking	Bert Pennock

Others Present:	Donna Proctor, Mayor
	Duane Cole, City Manager
	Kathy Tri, Finance Director
	Peggy Hall, Court Administrator
	Colleen Kephart, Court Clerk
	Robin Steele, Asst. Court Clerk
	Cheryl Gartman, Legal Secretary

MINUTES: Minutes of the June 26 and July 25 meetings were reviewed. MOTION: Alan Halstead\Alan Larking moved to approve the minutes of June 26 and July 25. VOTE ON THE MOTION: Passed by those present.

Don Wright asked if the committee minded moving the item for the Municipal Court to be first. There were no objections.

NEW BUSINESS:

Municipal Court Review: Peggy Hall presented a review of the Municipal Court operations and revenues. She introduced the staff. She indicated that the Ordinance\Legislative committee is receiving updates on Court operations and is also setting up a process for reviewing and evaluating the Municipal Judge. She stated that the handout included receipts for the 1994-95 fiscal year and the year-to-date for the 1995-96 fiscal year. She added that July was a slow month, primarily because there was no court one week, which has a general deduction in revenue of about \$3000 to \$4000. Staff is working very hard on collections using the suspension process. Robin Steele is a staff member who focuses on collections. While the 1994-95 fiscal year fell short of the budget, the staff worked vigorously on collections, primarily through the suspension process. She then explained how that worked.

They also reviewed docket information: the number of cases on the docket, the number of people that showed, and how the balance of the docket was processed. It is not uncommon for 40% of the docket to show. This is about equal to the average for state courts. Don Wright asked about City Attorney resets. Staff responded that during court, the City Attorney sits in the small room off the court and the judge sends the defendant straight to the City Attorney, at which time the City Attorney can listen to the defendant's problem and reset or set for trial. Don Wright also asked about the violations bureau. Staff indicated that the judge is not very fond of a violations bureau, but they are still working on the concept. Bert Pennock asked if Mike Olberding was still doing community service. Staff responded on how the community service process works. Mike

Olberding does community service for the City of Newberg and Yamhill County. However, if a defendant who has to do community service does not live within the community, they do not have to work through Mike Olberding to serve that community service. Staff also mentioned the types of jobs that can be used to fulfill the community service requirement. These include working in the Police department, Fire department, NHRC, park district, and so forth.

Colleen Kephart reviewed all forms and processes of the Municipal Court and shared with the committee copies of all items. Robin Steele also reviewed the requirements for interpreters and that the State is developing a certification program, which may be required soon, of all court interpreters.

The committee thanked the staff for their thorough review and appreciated their coming to share this information with the committee. They all found it extremely educational.

Transfer Resolution: Kathy Tri presented a transfer resolution. Duane Cole asked for the item related to City Hall to be withdrawn from the transfer resolution since he had not received any firm quotes. He is concerned that if the \$25,000 is not enough, the staff would have to go back to ask for an additional transfer and his preference would be to do it all at one time. Kathy Tri explained the second transfer. Pump #3 at the Wastewater Treatment Plant broke recently and is in need of repair, which is estimated at approximately \$25,000. In addition, Chuck Liebert requested an additional \$10,000 to replace bearings on the rotors at the Wastewater Treatment Plant. These bearings cost between \$1000 and \$2000 a piece. The total transfer request is \$35,000.

MOTION: Alan Larking\Bert Pennock moved to approve the transfer for the Wastewater Treatment plant repairs. Passed by those present.

Low Income Housing: Duane Cole indicated that staff is requesting a processing fee of \$160 annually to cover the City's and County Assessor's time to review the property tax exemption for low income housing.

Bert Pennock\Alan Halstead moved to recommend Council adoption the resolution establishing an application fee for property tax exemption program in the amount of \$160 per year. Passed by those present.

Monthly Report: Kathy Tri indicated that the monthly report was a little different this month due to the fact that she had been on vacation. Instead, she was going to present the report orally. The committee indicated that they still like the full written report.

Kathy Tri indicated that in the general fund, July was a good month for building revenues, which equaled \$30,000, and planning-fees equaled over \$15,000. Court receipts were about \$13,800. Major expenses in the general fund included some dues payments, the Old Fashioned Festival Fireworks, the monthly Chamber payment and subscriptions for the Library. Other major expenses included some capital projects, discharge permits for water and sewer, payment for pump #4 at the Wastewater Treatment plant, and insurance premiums. Average single family water consumptions for July was 1300 cubic feet.

Alan Halstead indicated that he would like bigger graphs on the monthly report.

Monthly Transactions: Kathy Tri indicated that only the Mayor had asked questions about monthly transactions. There were no other questions at the meeting.

Donna Proctor asked why investments dropped substantially from last month. Kathy Tri said she would check with Diane Padilla and respond back.

Adjournment: The committee moved to adjourn at 8:10 p.m.

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