

Minutes for Finance Committee

Monday, May 27, 1997

Newberg Public Library

Members Present: Chuck Cox
 Lisa Thomas
 Bert Pennock

Others Present: Donna Proctor, Mayor
 Duane Cole, City Manager
 Debbie Smith-Wagar, Asst.. Finance Director
 Kathy Tri, Finance Director

Chair Cox called the committee to order at 7:05 PM.

MINUTES: The Minutes of the April 28, 1997 meeting were reviewed. Motion Pennock/Cox moved to approve the minutes. Passed by those present.

NEW BUSINESS:

REPORT ON BOND SALE: Kathy Tri reported that the City opened bids on the general obligation bond and special assessment bond on May 21st. The GO bond rate was 5.26% and the assessment bond rate was 5.224%. She reported that these are excellent rates. In fact she had Pat Clancy, the City Financial Advisor, check other similar bond sales that took place that day around the country, and Newberg did very well. The City should be pleased.

BUDGET RESOLUTION: Kathy Tri promised this would be the last budget resolution for the fiscal year. The Police Department was awarded a Local Law Enforcement Block Grant of \$5,970 to be used primarily to purchase radar equipment. The grant needed to be recognized and appropriated. The second item in the resolution was a transfer in the Street Systems Development Fund for capital projects related to development. Motion: Cox/Pennock moved to approve the budget resolution for City Council adoption.

POLICY ON ASSESSMENT ASSUMPTIONS: Kathy Tri asked the committee for guidance on having local improvement assessments assumed by a new property owner. She said the City had a recent request. The policy has been that all assessment liens must be cleared at the time of closing. She reported on a survey she did of eight Metro cities. Five out of the eight reported that they allow assessment liens to be transferred to the new owners; some did so under special circumstance. She recommended that such transfers be consider for commercial only properties; for balances over \$5,000; require Finance Committee approval; and a new loan form be completed at closing. Chuck Cox stated that he was not against allowing property owners to transfer their liens; however, the City should try to get the money. Tri pointed out that generally the lending institutions will require the lien to be cleared at closing. Duane Cole suggested adding a fee. Bert Pennock suggested charging a percent, such as 10%. Duane Cole mentioned that City

Attorney Terry Mahr should review the policy. Lisa Thomas felt that the transfer should be allowed for both residential and commercial. She would like to see a draft of the LID brochure within the next 60 days and it should be ready before the City does the 99W undergrounding project.

MONTHLY REPORT: Kathy Tri presented the monthly report.

MONTHLY TRANSACTIONS: There were no questions about monthly transactions.

Lisa Thomas asked for a list of consultants and year to date expenses. She also suggested that the list of Council members and Mayor and the City Manager's business card be added to the new customer packets.

ADJOURNMENT: The committee moved to adjourn at 7:45 p.m.

**Contract Services
Fiscal Year-to-Date 96-97**

Vendor:	For:	CMO	Finance	CAO	Court	Police	Fire & EMS	Library	Planning	Building	Eng.	Community Development	Total per Vendor
Western Advocates Inc	Public Opinion Survey	750.00											750.00
Sylvia Rose Comm.	Leadership Workshop	750.00											750.00
Grant Thornton	Financial Auditors		18,135.00										18,135.00
Springbrook Software	Software Support		9,521.25										9,521.25
Stoel Rives	Legal Services		340.00									1,185.00	1,525.00
Bullivant Houser Bailey	Council Districting			1,725.00									1,725.00
RS Thompson	Municipal Judge				13,172.61								13,172.61
Various Bailiffs	Municipal Court				255.00								255.00
Computer Problem Solvers	Computer Support		3,150.00			1,700.00							4,850.00
City of Salem	RAIN computer service					3,786.83							3,786.83
Berry Architects	Public Safety Bldg					72,614.88							72,614.88
City of Springfield	EMS Billing Services						27,298.96						27,298.96
Chehallem Medical Center	EMS Contract Dr.						4,468.60						4,468.60
Susan Ankeny	Babytime Presentation							515.00					515.00
Chemeketa Comm Coll	CCRLS							16,428.00					16,428.00
Browning-Shono Architects	Plans Review								170.00				170.00
CDA Consulting	Management Assistance and Reorganization Analysis								17,635.00				17,635.00
Express Personnel	Parttime Help												
Foster Pepper & Shefelman	Hearings Officer								8,660.33				8,660.33
Benkendorf & Assoc.	Urban Reserve Planning								963.05				963.05
Sylvester & Son's Plumbing	Plumbing Inspections								27,400.00				27,400.00
RLM Consulting	Plans Review									34,387.50			34,387.50
Linhart Petersen Powers	Plans Review									31,570.49			31,570.49
One Call/Locating Inc	Water/Sewer Locating									2,636.87			2,636.87
ERSI	Software Support										11,766.20		11,766.20
Iron	Software Support		3,035.89								6,000.00		6,000.00
WFR Environmental Lab	Sewer/Water Analysis												
MacDonald-Miller	Heat Pump Service											5,480.00	5,480.00
CH2M Hill	Well & Water Assistance											8,505.00	8,505.00
Willamette Analytical Lab	Water Tests											17,890.31	17,890.31
Mid-Willamette Valley COG	EDRLF Admin.	7,500.00										1,920.00	1,920.00
Columbia Investigations	Lawsuit Investigation	2,087.67											2,087.67
Milliman & Robertson, Inc	Early Retirement Plan		2,000.00										2,000.00
Milliman & Robertson, Inc	Actuarial Services		15,866.61										15,866.61
Teleport	Internet Access		320.00										320.00
Various Interpreters	Six				1,685.00	60.00							1,745.00
Total per Department		11,087.67	52,368.75	1,725.00	15,112.61	78,161.71	31,767.56	16,943.00	54,828.38	68,594.86	17,766.20	34,980.31	383,336.05