

MINUTES FOR THE NEWBERG FINANCE COMMITTEE

Monday, September 27, 1999
Newberg Public Safety Building

Members Present: Donna McCain Lisa Helikson Robert Larson
Rebecka Radcliffe

Others Present: Kathy Tri, Finance Director
Debbie Smith Wagar, Assistant Finance Director
Barton Brierley, Planning Manager

The committee was called to order at 7:00 p.m. by Chair Radcliffe.

APPROVAL OF MINUTES: Larson/McCain moved to approve the minutes of the April 21, 1999 meeting. Passed by those present.

NEW BUSINESS:

Supplemental Budget: Kathy Tri reviewed the list of supplemental budget items. Additions to the budget equal \$1,789,731 and transfers equal \$587,096. She noted that changes in beginning cash were only noted in a few funds where it was necessary to either close out the fund or to re-budget an item from the 1998-99 budget.

MOTION: Larson/Helikson moved to approve Supplemental Budget #1 for Council action. Passed by those present.

Permit Center Fees: Barton Brierley, Planning Manager, presented a proposal to increase certain permit center fees. He explained that the 1999 Legislature increased state building fees and the proposal includes a similar increase in building fees. The changes could raise an additional \$27,000. He discussed the building inspector position which is shared with McMinnville. He also discussed cash flows with regard to planning and building. He explained how permit fees may be paid well in advance of the actual inspections. He stated that the staff is trying to build a reserve to cover this cash flow dilemma. He noted that if sufficient revenues are received the priorities would be to add back the part-time support staff and software. Other fees to be increased included mechanical fees, which have not been changed since 1979. There were no proposed changes to the plumbing fees. The only change in engineering fees would be to sidewalk and driveway permits. Planning proposed two new fees for expedited land divisions and City recommendations on Yamhill County applications. The staff also proposed increasing the park systems development charge retainage from 2% to 7%. The proposal also included a provision to adjust fees by the CPI. Staff indicated that the CPI-U (West) is used by the City.

Rebecka Radcliffe requested more calculations on the planning fee proposals. Several committee members requested more information on the processing costs of the park systems development charge. Donna McCain noted that Dundee also keeps 2% while the County doesn't keep

anything. She added that while the park district could collect its own SDC, it is more convenient for the permittee to pay at the City and this also provides some control to ensure the fee is paid. Committee members requested more information at the next meeting.

Irrigation Meters: Kathy Tri explained that the City had conflicting policies with regard to irrigation meters. On the one hand the City requires landscaping in the Development Code. On the other hand, the monthly water charges for irrigating meters are the highest which reflects their peaking demand on the water system. However, there is no requirement that a builder install a separate meter for irrigating which defeats the cost recovery policy established in the monthly water rates. A second meter would also require additional systems development charges to be collected. The dollar impacts are significant. After some discussion, Rebecka Radcliffe suggested that the Citizens Rate Review Committee should review this issue.

Workers Compensation for Volunteers: Kathy Tri explained that this was a housekeeping matter. The City passed a resolution in 1988 and it needs to be updated in order for the insurance company to recognize a change in policy.

MOTION: Helikson/Larson moved to approved the resolution on workers compensation for volunteers. Passed by those present.

Retirement Plan Information: Kathy Tri explained that she has requested that the City's actuary review various issues with regard to the City's retirement plan. She expects information after the annual actuarial report is complete in October. She indicated that the change in the investment portfolio appears to be making a positive difference.

Audit Update: Debbie Smith-Wagar indicated that the audit was progressing and a presentation should be ready by the next meeting.

Next Meeting: The committee members agreed to meet again on Tuesday, October 26 at 7:00 p.m.

ADJOURNMENT: The committee moved to adjourn at 8:30 p.m.

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