

MINUTES OF THE NEWBERG FINANCE COMMITTEE
January 31, 2006
Newberg Public Safety Building

Members Present: Sally Dallas Bob Larson Ron Staples

Members Absent: Ernie Amundson

Others Present: Kathy Tri, Finance Director
Janelle Nordyke, Assistant Finance Director
Jim Bennett, City Manager

The meeting was called to order at 7:05 p.m. by chair Bob Larson.

The Minutes of the October 25, 2005 meeting was passed by those present.

New Business

1. Update on Finance Director

Jim Bennett reported that the Finance Director has officially retired and the City had begun a recruitment process. Ads have been placed in the GFOA and LOC newsletters, the Oregonian and Jobs Available. There will be a panel interview and time to transition with Kathy. Meanwhile she is on contract and continuing with her normal duties.

2. Supplemental Budget #2

Kathy Tri reviewed the proposed Supplemental Budget #2. She noted the grants the City has received and which need to be recognized and appropriated. The City now has a pool car and the rental costs of the car are being recognized and appropriated so that there will be sufficient funds available to replace the car at the appropriate time. She noted that one of the biggest items is an increased cost to the construction of Well #8. Since this is an expansion project, funds are being transferred from the Water Systems Development Fund to finance the added costs. She reviewed the addition of an Emergency Manager position and the CodeRed Emergency Notification system which were approved by the City Council. Mr. Bennett noted that this position was being advertised internally and if no good candidate applies, an outside recruitment would take place. Finally, Ms. Tri reviewed the final payment for the records management system for Police.

Dallas/Staples moved to approve Supplemental Budget #2 as presented. Passed by those present.

3. Delinquent Rentals

Kathy Tri reviewed problems the City is having with delinquent water bills for rental properties. She presented two recommendations both putting the properties in the landlord's name. The committee discussed both options. Mr. Bennett stated that he preferred the dollar amount. Sally Dallas said the landlord just needs to raise the rent to cover the cost. They all agreed that the City or its citizens should not carry the burden on unpaid utility bills for rental properties.

Dallas/Staples moved to approve the policy that if a rental has over \$500.000 past due on a property's account, the utility account must be put in the landlord's name and he/she must be responsible for paying the monthly bill. Passed by those present.

4. Quarterly Report for the Quarter Ending December 31, 2005

Janelle Nordyke reviewed the Second Quarterly Report. She noted that all funds look better. She stated that the city continues to grow which means more revenue. She noted that the City's Rate Review Committee has begun reviewing water, sewer and storm water rates. During the review of capital projects, Jim Bennett explained the S curve project. Ron Staples asked if there were future plans to improve the road between Mountainview and Villa. Jim Bennett said the final improvements will be made when the land around the road develop. This could be within 3-4 years. Sally Dallas asked about photo red light. Jim Bennett noted that four intersections were studied and the city is moving forward to installing photo red light at Springbrook. At this time the City is waiting on ODOT to approve all the plans. The other intersections would come later. Janelle Nordyke also reviewed the City's investments. She noted that for the Water Bond and CDBG grants the negative cash balance was related to the timing on reimbursements from the granting/loan agencies.

The Committee accepted the Second Quarterly Report .

The Committee adjourned at 8:00 p.m.