

FINANCE COMMITTEE
FIRE COMMITTEE

April 22, 1976

Present: Mayor Nulsen
Elvern Hall
Robert Hurford

Chester Windsor
John Paola
M. C. Gilbert

1. The matter of Chief Paola's request for reinstatement of Volunteer Fire Chief's pay at \$16.00 per month and consideration of back pay to January 1972 for this item discussed. Gilbert advised that the City Attorney stated the amounts in the Ordinance were there as an "enabling factor". The committee discussed the fact that an increase of \$24.00 per month was approved to be paid to the Fire Chief in lieu of the Volunteer Fire Chief pay. This would amount to approximately \$30 - \$35. per month at this time. Chief Paola stated he would rather have the \$16. as he would not have taxes taken out of it. The Committee requested the Chief to advise the volunteers that he had been paid an addition \$24. per month when the \$16. volunteer pay was discontinued. Committee agreed that the Chief's salary continue as present in lieu of separate volunteer Chief pay, and the matter referred to the Fire Committee. The Chief was requested to ascertain if the Volunteer Department would accept lump sum payment each month based on number of active volunteers including Chief and other paid firemen, and the department to disburse the funds to the members however they wished. (Note: This would be equal to approximately \$142.00 per man per year.)

2. Question of send^w Tom McGinnis with Chief Paola and Chief Sanford of the Keiser Department to take delivery of new truck and drive it to Newberg, discussed. Chief Paola stated the volunteers suggested that McGinnis also go, that he would also recommend this, as the training received at the factory by McGinnis would offset the cost involved. Committee agreed to send McGinnis with Paola.

Finance Committee Meeting

January 17, 1977

Present:

Maurice Chandler
Robert Hurford

Mayor Hall
M.C. Gilbert

1. Set public hearing for Monday, February 7th on planned use of Revenue Sharing Funds and Anti-Recession Funds.
2. Reviewed supplemental budget to be set for public hearing March 7th.
3. Discussed management letter of audit report. Gilbert advised procedure changes and accounting changes that are in process. General ledger, revenues and expenditures to begin July 1 on computers.
4. Approved Gary Nelson, police officer advance to Group 102 E.
5. Salaries and benefit guidelines for 77-78 budget briefly discussed.
6. City Engineer applications reviewed.

Finance Committee Meeting

March 1, 1977

Present:

Fred LaBonte
Robert Hurford

M. C. Gilbert

1. Approve and recommend pay interest to Dr. Peek on the \$11,000.00 due on purchase of his property. Rate 6%.
2. Approved Larry Hailey - Step E to Step F.
3. Approved purchase of radio for state net radio for police and fire. Cost \$850.
4. Approved purchase of 1974 Plymouth for Public Works from State Surplus. Cost \$1250.00. Radio and vehicle cost from Revenue Sharing Funds.
5. Reviewed Newberg Human Resource request for \$1140. for furniture and fixture and \$557. for Chehalem House. Mr. LaBonte to investigate and report before next Council Meeting. Human Resources has benefited by \$12,000. from Revenue Sharing this fiscal year; \$11,000. on building and \$1,000. for operation.
6. Discussed briefly salaries for Department Heads for next fiscal year.

Finance Committee Meeting

March 18, 1977

Present: Fred LaBonte Robert Hurford
Maurice Chandler M. C. Gilbert

1. Approved disposition of delinquent accounts:

Write Off:	
Newberg Construction Co.	\$ 102.50
Vida M. Staley	85.68
William Borders	85.10
Miscellaneous Accounts	2.65
Nancy Ching Lan Lee (write off but keep in lien file)	96.02
Frank Ambrose	31.34
Charles Andrews	17.25
Pat Bower	7.00
Shirley Hackworth	75.73
Rice Construction	46.40
Don Stensland Construction Co.	54.85

2. Approved salary adjustments as of June 30, 1977, based on comparisons with McMinnville, Forest Grove, Woodburn and Dallas.

Chief of Police	\$ 1594.
Police Captain	1410.
Fire Chief (City car use considered)	1555.
Planner	1077.
Asst. Recorder (Adm. Asst.-No overtime pay)	886.
City Administrator	1845.

3. Approved salary and benefit increase to be included in City's Budget for 1977-1978 effective July 1, 1977:

1. All City employees Increase of 5 percent July 1, 1977 and an additional 2½ percent increase January 1, 1978; however, based on the percentage for Consumer Price Index Portland-Urban Wage Earners & Clerical Workers. If percentage raises above 7.5% for October 1976 to October 1977 an additional 2½% will be added beginning January 1, 1978. (Library & Hospital excluded.)

2. Overtime to be adjusted so that compensatory time accumulation will not exceed 40 hours. When 40 hours has accumulated all overtime compensation shall automatically be paid.

3. Vacation time. No change. The City of Newberg vacation time is equal to or better than other cities surveyed.

4. The classified pay plan to be amended to provide for an incentive program of reclassification for personnel attaining certifications. Excluding Police Chief, Police Captain, and Officers of the Fire Department.

5. Monetary value of 50 percent of the accumulated unused sick leave will be paid to the employees retirement fund at the time of his retirement.

6. Present holiday schedule to remain.

7. Any increases in the life insurance, accident insurance and health insurance programs for this fiscal year will be added to the \$50.00 maximum now provided.

8. The City will continue payment of the employees assessment of 8 cents per day to SAIF.

APPROVED:

Frank T. L. Bente
Chairman

W. J. Quinn
City Administrator

Finance Committee Meeting
June 6, 1977

Members Present:

Fred LaBonte
Maurice Chandler

Robert Hurford
M. C. Gilbert

1. Approved and will recommend transfer from Contingency funds to cover expenses for year 1976-1977:

(a) Capital Improvement Fund:	
from Reserve for Contingencies	\$29,410.00
for Public Works Equipment	2,910.00
for Public Land Acquisition	26,500.00
(b) Revenue Sharing Fund	
from Reserve for Contingencies	\$ 6,925.00
for Senior Citizen Transportation	2,500.00
for City Hall repairs and fixtures	3,500.00
for Social Services Building	925.00
(c) General Fund	
from Reserve for Contingencies	\$10,880.00
for Library repairs (water & sidewalks)	2,500.00
Municipal Garage - parts	4,000.00
Engineering - Auto Maintenance & Gas	880.00
" - Supplies & Printing	1,500.00
City Hall - repairs	1,500.00
Police - Office & Misc. Supplies	500.00

2. To recommend budget amendment for 1977-1978 to add \$12,995.00 from Federal Revenue Sharing Fund for legal department expense.

MEETING OF THE FINANCE COMMITTEE

July 19, 1977

Present:

Fred LaBonte
Maurice Chandler
Robt Hurford
M.C. Gilbert

City Administrator advised that the Federal Grant on the Northwest Sewer will probably not be received this year due to the citys priority rating.

Other sources of revenue discussed were sale of General Obligation Bonds for the interceptor and assess the balance to property owners.

Administrator advised that Equitable Savings and Loan offers a plan to employes to use deferred payroll plan on savings.

Committee approved if plan can be worked out through the payroll department.

Budget levy briefly discussed.

Meeting of The
Finance Committee

July 28, 1977

Present: Fred LaBonte
Maurice Chandler
Robert Hurford

Jack Nulsen
M. C. Gilbert

The purpose of the meeting was to discuss use of general fund balance in excess of budget estimates.

The City Administrator advised that due to the fact that revenues have exceeded estimates by 10% and estimated expenditures were 10% less there will be over \$100,000 carry over. Excess revenues were from franchise fees 28%, Building and Plumbing fees 110%, Fines 46%, interest and miscellaneous 29%. Personal service costs in most departments were less than estimates.

The Committee to recommend to the Council that \$25,000 be used to offset 1977-78 tax levy and the balance be appropriated later for specific Capital Improvements and/or land acquisition.

Future Capital expenditures to be considered are:

1. Water line across river to wells	Cost	\$400,000
2. Springbrook Street - 99W to Middelbrook	"	240,000
3. Mountainview Dr. - College to Vills	"	200,000
4. Springbrook St. - Middelbrook to RR	"	120,000
5. Mountainview Dr. - Springbrook to Villa	"	400,000
6. Water Treatment Plant - increase treatment capacity	"	250,000
7. Additional Well Water Supply Source	"	65,000
8. Storm Drainage	"	800,000
9. Acquisition of property - civic center complex	"	200,000
10. City Hall	"	2,500,000
11. Hulet St. - Right-of-ways acquisition	"	--

Also discussed was possible financing of the Northwest Sewer project in lieu of Federal Grant funding.

The General Fund - fund balance as of June 30, 1977 will be much larger than original estimate. Due to the fact that revenues have exceeded estimates by 10% and estimated expenditures were 10% less the fund balance carry over may be reduced by \$95,000.

Excess revenues were from franchise fees 28%, Building and plumbing permit fees 110%, fines 46%, interest and miscellaneous 29%.

Personal service costs in most departments were less than estimates.

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This \$95,000 may be used to reduce the tax levy for 1977-78 or a supplemental budget may be approved later to appropriate this amount for expending.

By using this money as offset to tax levies it would also reduce in future years revenue from Federal and State Revenue Sharing and Anti Recession grants.

In lieu of tax relief it possibly could be used to reduce water charges for the year.

Capital expenditures to be considered are:

1. Water line across river to wells	Cost	\$400,000
2. Springbrook Street - 99W to Middlebrook	Cost	240,000
3. Mountainview Dr. - College to Villa	"	200,000
4. Springbrook St. - Middlebrook to RR	"	120,000
5. Mountainview Dr. - Springbrook to Villa	"	400,000
6. Water Treatment Plant - increase treatment capacity	"	250,000
7. Additional Well water supply source	"	65,000
8. Storm Drainage	"	800,000
9. Acquisition of property - curve center complex	"	200,000
10. City Hall	"	2,500,000

Finance Committee
August 18, 1977

Present:

Fred LaBonte
Maurice Chandler

Robert Hurford
M. C. Gilbert

Committee advised that the Professional Liability Policy thru the National Sheriffs' Association will expire on August 31, 1977. New policies will not become effective until September 6, 1977. The National Sheriffs' Association will write new policy for minimum of two (2) months at cost of \$700.00.

Committee approved submitting application to renew policy for two (2) month minimum at cost of \$700.00

Meeting Of The Finance Committee

August 30, 1977

Present:

Maurice Chandler
Robert Hurford

M. C. Gilbert

Purpose of the meeting was to review the bids on Comprehensive Liability Insurance.

Buckley Insurance Agency

\$31,607.00 plus \$2887.50 for false arrest.

Total \$34,494.50 Liability 300/300/300

Joe Yackey Agency

\$37,432.00 plus \$10,341.63 for false arrest

Total \$47,773.63 Liability \$300,000 single limit

Department of General Services - State of Oregon

\$28,678.00 subject to 10% increase or decrease

Liability - state tort limits 50/100/300

Appointment and duties of Agent of Record discussed. New criterias to be considered by the Committee.

Buckley to be contacted in regard to sharing insurance commission from City business with other agents. At present time Agent of Record writes City fire policies and shares this commission with other local independent agents.

Note: Buckley will be requested to quote on minimum state tort liability limits.

Meeting Of The Finance Committee

September 1, 1977

Present:

Fred LaBonte
Maurice Chandler

Robert Hurford
M. C. Gilbert

Administrator advised that Buckley Insurance revised bid on liability insurance, meeting minimum state tort limits would amount to \$29,779.50. This includes \$2887.50 premium on renewal of present policy with National Sheriff's Association for false arrest coverage.

Committee will recommend acceptance of Buckley bid.

Mr. Chandler advised that the Better Cab Service has given notice that they are quitting business. Mr. Chandler stated the City should consider some means of providing public transportation in the City. Mr. LaBonte will meet with owner of Cab service to advise and possibly help him on his financial problems.

Administrator advised that Lt. McGinnis, in Fire Department has requested additional pay. He does not believe that the 2½% difference he received on promotion to Lieutenant is enough.

A MEETING OF THE FINANCE COMMITTEE

October 26, 1977

Present:

Fred LaBonte
Robert Hurford

M. C. Gilbert

Purpose of the meeting was to discuss and resolve the request of J. Paola, Fire Chief, for salary increase of \$40.00 per month to make his pay rate equal to Chief of Police.

Mr. LaBonte stated he had talked with a previous member of the Fire Committee regarding the equal pay status and that member was in agreement on a differential.

The Committee finds that the current salary of \$1633.00 per month is reasonable and correct for the Fire Chief based on his responsibilities and duties and commensurate with average salaries of other Fire Chiefs.

The Committee further agreed that the salary range for this classification will be reviewed in next budget making process to ascertain whether current salary should be maintained or increased for the succeeding fiscal year.

MEETING OF THE FINANCE COMMITTEE

December 28, 1977

Present:

Fred LaBonte
Maurice Chandler
Janet Nybakke

Roger Gano
M. C. Gilbert

1. Request of Newberg Human Resources for \$1,200 for emergency food, medical and other discretionary funding was discussed. This amount approved for expenditure from Federal Revenue Sharing.
2. Request of Chehalem Valley Senior Citizens Council for additional \$2,000 for second lift van was not approved. An additional \$2,500 has been approved for Senior Citizen taxi tickets from Federal Revenue Sharing.
3. Summary of budget expenditures proposed for supplemental budget approved. Additional funds to cover budget expenditures came from Federal and State grants, building and plumbing permits, development fees, sale of assets, reimbursed charges and unappropriated funds carried over from last year.

A Meeting of the Finance Committee

January 17, 1978

PRESENT:

Fred LaBonte
Maurice Chandler
Robert Hurford

Terry Mahr
M. C. Gilbert

1. Property Tax Transfer Tax. No discussion. Further information to be obtained. Mr. Nulsen, who suggested the tax at this time, not present.
2. Storm Drainage Development Fee. Discussed adding a development fee to the building permit fee for each new building. Further information to be obtained before making any recommendations on this.
3. Audit Contract Renewal, A. John Montgomery. Approved by the Committee.
4. Police Department Promotions Based on Certification Discussed. Committee approved advancement of one step per year. Richard McCabe, Carl Miller, and Lois Parrett to be advanced one step at this time with the second step to be considered at July 1, 1978. D. T. James, Ronald Niehus, Larry Hailey and John Struchen to be advanced onestep at this time. John Raineri to be advanced onestep with 5% increase, Elmer Gardner advance a half step with 2½% increase, Robert Thompson advance a half step with 2½% increase and Bob Weisenback advance one step with a 5% increase. All approved by the Committee.
5. Overtime Costs in the Police Department. The excess overtime costs incurred in the Police Department from July to December, inclusive, were discussed by the Committee. This matter to be investigated further in hopes of reducing overtime by both the Finance and the Police Committees. Administrator advised that in all probability a Resolution will have to be passed by the Council in June to transfer from the Contingency Account funds to cover the excess overtime costs in this department.
6. Salary Negotiations for Year 1978-79. City Administrator suggested that negotiations be based on a 5% increase July 1, 1978 and consideration to a 2½% increase January 1, 1979, if CPI for urban wage earners and clerical workers, Portland area, exceeds 6.25% and less than 7.5%; or, if this same Index exceeds 7.5%, then the January 1st increase would be 5%. This to be based on the Index of October, 1977 to October, 1978. The Committee also approved an increase of 2½% additional for all female employees of the City.
7. The interest received on investments for December amounted to \$6,164 at an average rate of 6.6966. Mr. Hurford advised that the Hospital has now placed its excess funds in the State Investment Pool.

MEETING OF THE FINANCE COMMITTEE

FEBRURAY 28, 1978

Present:

Maurice Chandler
Robert Hurford

Mayor Hall
M.C. Gilbert

Salaries and benefits for City employees for fiscal year beginning July 1, 1978 discussed.

Approved:

5% increase effective July 1, 1978, plus $2\frac{1}{2}\%$ increase effective January 1, 1979 -- Providing the CPI for Urban Wage Earner's and Clerical Workers index for period October 1, 1977 to October 1, 1978 exceeds 6.25% and less than 7.50%. If CPI Exceeds 7.50% for October 1, 1977 to October 1, 1978, then the January 1, 1979 increase shall be 5%.

In addition to above all female employees will receive $2\frac{1}{2}\%$ effective July 1, 1978.

Salary of Fire Chief to be adjusted upwards so that his rate shall be the same as the Police Chief. Both positions adjusted as above stated.

Salary of the Planner to be increased 5% in addition to above stated.

Salary of the Engineer to be increased 5% in addition to above stated to become effective January 1, 1979.

Dog Control employee to be increased \$1.00 per hour in addition to above, and employed full time.

City Administrators salary to be adjusted on same basis; However this to be a net basis if a suitable benefit plan such as deferred compensation or annuity insurance can be obtained.

Health insurance - City will pay rate increase in addition to current amount paid by the City.

Dental - City will pay 50% of rate charged

Miscellaneous - A minimum of two hours pay for each time called into work other than regular scheduled work time. --- Now pay 1 hour.

Uniform allowance for Police Officers to be increased to \$25.00 per month for Officers and \$12.50 per month for matrons. Officers to purchase and maintain all equipment and uniforms.

The amount of Commission paid to Ray Buckley on the Bankers Life Retirement plan was discussed.

Mr. LaBonte, Mr. Chandler and City Administrator to meet with Mr. Buckley on this matter.

Administrator recommended that autos be made available to the Chief of Police and the City Engineer to drive home on conditions they be used for city business only. Approved.

A Meeting of the Finance Committee

March 30, 1978

Present:

Fred LaBonte
Maurice Chandler

Robert Hurford
M.C. Gilbert

1. Budget for 1978-1979 reviewed. Tentative tax levy of \$294,181 over the 6 per cent approved.
2. Salaries and benefits for employes discussed. Deferred compensation plan for the City Administrator and department supervisors approved.
3. Presentation of budget to Budget Committee to be made April 17th.
4. Approved splitting \$388.06 received from State for Yamhill County mutual aid fire. \$194.03 to be paid Volunteer Fire Organization and \$194.03 to be retained by the City.

MEETING OF THE FINANCE COMMITTEE
APRIL 25, 1978

Present:

Fred LaBonte
Maurice Chandler
Mayor Elvern Hall

M. C. Gilbert
Herbert Swift
Marvin Schneider
Merlin LaJoie

1. Application of Newberg Garbage Service, Inc. to increase rates.

Mr. Swift, Attorney representing the Newberg Garbage Service presented the application with reasons for the rate increase showing inflation rate, increased personnel costs, equipment costs and operating costs.

The proposed rate increase averaged approximately 14 percent overall.

The Committee recommends approval of the rate schedule as proposed excepting the weekly - off curb to 50 feet street or alley be reduced from \$4.00 per month to \$3.90 per month. Also that the franchise be amended to provide that "solid waste" be expanded to include "recycleable materials." Exceptions to be made to protect civic activities of clubs, etc. from whom the franchise holder is purchasing recycleables. The income from recycling shall be included in calculating the annual franchise fees. In reducing the monthly can rate from the proposed rate the Committee considered the lesser mileage in transporting garbage from the City of Newberg than Dundee, and rural.

2. Request of the Chehalem Park and Recreation District for payment by the City of Newberg the amount of \$17,000 for development of the park in the College Park Subdivision. The Committee recommends that this request be denied for several reasons:

1. The City does not have funds available for allocation from public lands funds as they have been committed for the next year or two.
2. The City has cooperated with the District in developing the park on North College Street with the large EDA grant.
3. The City should not increase their tax levy to provide money for parks as the Chehalem Park and Recreation District is a public taxing entity also.
4. Recommend that the District consider the suggestion of the City Administrator that the City provide grading in this park, sidewalks, storm drainage, water service and materials subject to approval of the Public Works Committee.

Meeting of the Finance Committee
June 20, 1978

Present:

Fred LaBonte
Maurice Chandler
Robert Hurford

Mayor Elvern Hall
M. C. Gilbert

1. The City Administrator advised that the estimated ending fund balance as of June 30, 1978 should be revised upward from \$130,421 to \$191,421. This is due to the fact that for the current year (77-78) \$19,300 more revenue will be received than estimated and expenditures will be \$64,458 less than 77-78 budget estimate. Also the reserve for contingency has not been used.

Committee approved using the added fund balance of \$61,000 to reduce the current levy over 6 percent from \$172,453 to \$103,135. (Delinquent tax percent applied.)

2. Request of Lowe's Taxi Service to increase rates effective July 1, 1978 reviewed.

Increase of 75¢ to \$1.00 for first 1/5 mile -- approved

Increase of 50¢ to \$1.00 for pickup & delivery -- approved

Increase of 75¢ to \$1.00 for cancel taxi call -- approved

Senior Citizen rate changes:

Increase of 75¢ to \$1.00 for addit passenger - rejected

Increase of 50¢ to \$1.00 as addit charge to handle bulky

items

---approved 75¢

Increase of 50¢ to \$1.00 charge for stop enroute -approved 75¢

Increase of \$1.25 to \$1.50 for tickets ---rejected.

All revised rates to become effective August 1, 1978.

3. Bad accounts charge offs approved in amount of \$1,677.79 including \$1,130.49 - 1965 paving lien.

Effort to be made by Administrator to obtain title to property of paving lien.

4. Development charge for storm drainage. Suggested by Administrator a charge of ½ cents per square ft. of building area plus ½ cents per square feet of land area up to 25,000 ft. maximum. Referred to Public Works Committee for their recommendation.

5. Property Tax Transfer - formerly suggested by Councilman Nulsen. Administrator suggested a charge of 50 cents for each \$500 of selling price on property sold in the City. Referred to next meeting to have more definite idea of income involved.

6. Agent of Record for insurance-policies and commissions discussed, Committee to recommend no Agent of Record. Mr. Buckley to be invited to next meeting.

Meeting of the Finance Committee
August 16, 1978

Present:

Maurice Chandler
Robert Hurford

M. C. Gilbert

1. Bond issue to finance sewerage system rehabilitation.

To recommend a serial bond issue be submitted to the voters in amount of \$650,000.

Total cost of the project	\$4,490,649
Environmental Protection	
Agency grant @75%	3,363,649
City's Sewer Fund Reserves	477,000
Bond issue	650,000

2. Insurance - General Liability including Physical Damage on autos, False Arrest and Errors and Omissions for one year.

Recommend accept proposal of Hagan Hamilton Insurance for Liability and Auto at \$33,878.00 and obtain False Arrest from National Sheriff's Association at cost of \$4,860.00.

Proposals were received from Buckley Insurance Agency, Bud Darling of Farmers Insurance Group and State Department of General Services.

3. Discussed means of publicity for the Storm Sewer Levy and on the Sanitary Sewer Bond Issue.

4. Mr. Hurford suggested the committee meet with Mr. Buckley to resolve the pension fund commissions and payment of fire insurance commissions.



Finance Committee
October 5, 1978

Present:

Maurice Chandler
Fred LaBonte
Robert Hurford

Mayor Hall
Jack Nulsen
M. C. Gilbert

1. Publisher Paper Co. - Monthly sewage user fee discussed. They have been paying \$60. per month by agreement. Administrator requested Publisher's to increase this to \$100 per month. Publisher have recommend increase to \$75 per month.

Committee recommends Publisher pay \$100 per month. This action to be relayed to Publisher's. (Note: Publisher would pay a minimum average of \$129.20 based on water usage if they were in the City -- by ordinance. Also if in the City they would pay several thousand dollars on sewer debt tax.)

2. Salary steps for several employees reviewed and approved based on training hours, certifications and recommendation of the City Administrator:

Lois Parrett, Sergeant Matron-Technical.	.1024 to 1074
David Paul James, Police Officer	.1218 to 1279
David T. James, Senior Patrolman	.1343 to 1410
Carl R. Miller, Specialist II, Second Class.	.1438 to 1510
Gary L. Nelson, Night Sergeant	.1343 to 1410
Richard E. McCabe, Police Sgt. Technical	.1480 to 1554
Arvilla Page, Asst. Recorder	.1051 to 1104

The committee requested that more detailed information for each employee be included for future salary step review requests.

3. Real property transfer tax discussed. Mr. Nulsen explained the tax to the committee and recommended a 50 cents for each \$500 selling price. However, stated that the County Assessor had not advised the estimated amount of property value transfers for the City.

Mayor Hall stated the County was considering a \$1.50 per thousand tax for County revenue.

Committee recommended that the County tax be endorsed providing 75% was paid to each cities in the County based on transfer in each city and if the county did not proceed at once in this tax then recommendation be made to the City Council for a local property transfer tax.

Mayor Hall requested to send a letter to each Mayor in Yamhill County regarding the tax.

Finance Committee Meeting

November 2, 1978

Present:

Fred LaBonte
Robert Hurford

M.C. Gilbert

1. Approved submitting a sewer bond issue in amount of \$900,000 to the City voters at Special election December 19, 1978.

Ballot titles to give the voter the option of a general obligation bond payable from property taxes on a revenue bond payable from increased sewer user fees.

2. Approved False Arrest Insurance policy for one year 11/1/78 to 11/1/79, to be provided by Buckley Insurance Agency at cost of \$4,182.00.

3. Recommend an ordinance for a City "real property transfer tax" be submitted to the Council December 4th to become effective January 1, 1979. Tax at rate of 50 cents for each five hundred dollars of the value of consideration for transfer of real property.

4. Approved appropriation of \$6,000.00 for purchase of an electronic distance measuring instrument for the Engineering Department. \$3,000.00 from Contingencies account of water Fund and \$3,000.00 from Contingencies account of Sewer Fund.

FINANCE COMMITTEE MEETING

December 15, 1978

Present:

Fred LaBonte
Maurice Chandler
Robert Hurford

Mayor Hall
M. C. Gilbert

1. Administrator advised that of the estimated \$36,000 expected to be received on Federal Anti Recession funds only \$1,733 has been received. Congress did not renew the bill this month. This will cause a shortage in General Fund Revenues. Recommend transfer of \$25,000 to the General Fund from Federal Revenue Funds that were appropriated for the Springbrook Street Improvement as this job will not be done until 1979-80 budget year. Approved.
2. Administrator advised that the cost of living adjustment due the employees at January 1, 1979 would be 5%. This is as per budget which stated that if the CPI index for Portland Urban Wage Earners and Clerical workers exceeded 7.50% for October that City increase would be 5%. At September 30th the index was 12.2%. Approved.
3. The Committee discussed tentative personal services for the 1979-80 budget. Suggest about same basis as this year with maximum to be held within the 7% Presidential guideline.
4. Briefly discussed public contracting and purchasing law as applied to insurance contracts.

The current "Agent of Record" may have been appointed without following the necessary procedures to comply with the public contracting and purchasing laws. It was recommended that a resolution be prepared to terminate the current "Agent of Record" and following the correct procedures obtain a new agent of record if this is deemed to be desirable.

The procedure for obtaining future insurance coverage and the distribution of commissions on the City's insurance policy including the employees retirement policy should be looked into.

Suggested that Yamhill County Insurance Agents Association may be a good "Agent of Record" with a local agent acting as their representative, however, this cannot be determined at this time.

Committee to recommend to the Council.
5. Administrator advised that all legal publication requirements on the sewer bond election had not been met. That the Mayor had called a special meeting of the Council for 5 P.M., December 15, 1978 to recommend cancelling the bond election scheduled for December 19th.

Committee to approve and to recommend new date of Tuesday, February 13, 1979 be set for sewer bond election.