A MEETING OF THE
FINANCE COMMITTEE

Friday, 7:00 A.M.     J's Restaurant     October 30, 1981

Present: Rick Rementeria, Hal Grobey, Elvern Hall, Mayor, Mike Warren, City Administrator, Arvilla Page, Finance Officer

The Committee discussed computer hardware. Mr. Grobey described the computer system of Northwest Natural Gas and its limitations. Mayor Hall described the system offered for his auto parts store, its advantages and limitations. Mr. Rementeria described the computer which costs under $5,000.00 which he carries with him in his car. The Committee discussed the items on the agenda which were the lease/purchase of a new photocopy machine; transfer from contingency account of the Sewer Fund of $15,000.00 for a consultant to begin work on a new sewage treatment plant site, process and cost; intermin financing on local improvement district projects; and a change in check signing procedure for checks drawn for bond and coupons redemption. Mr. Grobey moved and Mr. Rementeria seconded approval of all four items on the agenda. Mrs. Page stated she had talked to committee member Eldon McIntosh on the phone about all four items and he had stated he would also approve all items.

Meeting adjourned.

A MEETING OF THE
FINANCE COMMITTEE

Thursday, 7:00 A.M. J's Restaurant October 1, 1981

Present: Rick Rementeria, C. Eldon McIntosh, Hal Grobey, Roger Gano; Michael Warren, City Administrator; Elvern Hall, Mayor; Arvilla Page, City Finance Officer

1. Transfers from contingency accounts. Repairs to the City Hall roof costs exceed estimates by $2,150. Requested is a transfer from the General Fund Contingency to City Hall Building Repair. Because of lack of staff time to do the work, the Public Works Committee has approved hiring a consultant to complete the Industrial User Ordinance Revision and Permit Process required by the DEQ. Requested is transfer from Contingency of the Sewer Fund of $10,000. Recommendation: McIntosh-Grobey to approve the transfers from Contingency Accounts as requested. Motion carried.

2. Loans from the Water Fund to General and Debt Service Funds. The General Fund and Debt Service Fund will have a deficiet balance until taxes are received in November. State law requires that a loan be obtained either from a commercial lender or from another fund if resources are available. The amount needed for the General Fund is $150,000. and for the Debt Service Fund the amount of $214,000. Latest interest rate on investments for 30 - 60 days is 15% per annum. Recommendation: Gano-McIntosh to approve and recommend to the Council loan of $364,000. from the Water Fund to the General and Debt Service Fund with the current rate of interest being charged. Carried.

3. Gas and Oil Bids. Because of changing petroleum prices, the current bid the City is working under is really just an agreement to buy from one supplier only. Each of the bids received for the current contract had a disclaimer stating that the price was not guaranteed. The City Attorney advises the City could dispense with calling for bids by means of a resolution citing section E of Special Ordinance No. 1793. Competitive bids may be waived by the Contract Review Board citing that favoritism is not encouraged and competition is undiminished by going to an informal procedure of calling various suppliers at the time supplies need replenished. Recommendation: Grobey-Gano to dispense with calling for bids formally on gas and oil purchases and that a resolution be prepared for Council adoption. Motion carried.

4. Unaudited end of year report for 1980-1981. The audit for the year 1980-1981 is now being done. The auditor has estimated the General Fund balance will be about $136,000. The budget documents shows a projected fund balance of $0. Comparison with previous year fund balances shows 1980-1981 beginning balance $222,000., 1979-1980 beginning fund balance $251,000., 1978-1979 beginning fund balance $240,000. The estimated fund balance of $136,000. could be used in two ways. Number one would be to take at least a part of it and apply it to reducing the tax levy. Number 2 would be to leave the fund balance as is to make it available for future use. The City is currently considering several items which would require funding which are not

in the budget. In particular is the temporary City Hall expansion. Also, the City Hall building is requiring some expensive maintenance. The City Administrator and Finance Officer recommend that the balance be retained. Recommendation: Grobey-Gano that the projected fund balance be retained in the General Fund for possible future requirements. Motion carried unanimously.

Meeting adjourned.

A MEETING OF THE
FINANCE COMMITTEE

7:30 P.M. Council Chambers June 23, 1981

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| Present: | Richard Rementeria | Mike Warren, City Administrator |
| | Roger Gano | Elvern Hall, Mayor |
| | C. Eldon McIntosh | Arvilla Page, Recorder/Finance Officer |

Old Business:

"B" Ballot Items. Mr. Warren stated the staff needs specific directions of what course of action to take in the event that the "B" Ballot fails on June 30th. A suggested "B" Ballot list was presented April 2nd. This original list totalled $320,791. The "B" Ballot on June 30th will be for $340,766. There is also an "A" Ballot of $34,747. for a total of $375,513. If the "B" Ballot fails again, we will need an additional $20,000. cut in this original "B" Ballot list. There were six present employee positions cut. These included 2 positions in the police department; 1 building inspector; 1 in the engineering department; and 2 in the fire department. We may be able to save 1 fire department position by not filling the position in the street department and having the firemen do street work. Other personnel positions in the "B" Ballot list were ½ of a finance clerk which would have been a new position and ½ of a planning clerk which would be a new position, plus in the police department 1 dispatch secretary.

Mr. Rementeria questioned whether street light costs could be reduced by one-half by turning off lights. He suggested considering reducing operation of the library by 1 day to help reduce cost.

Mr. Warren stated we are still waiting for recommendation from the Public Works Director regarding street light reduction costs.

Mr. Gano stated he had tried to make his own "B" Ballot list. He tried to make the list without cutting employees and was still $100,000. short.

The Committee discussed eliminating dog control and parking control. Eliminating dog control would affect revenues as funds are expected to be received from Yamhill County to assist in funding the dog control position.

The Committee discussed the following ideas for "B" Ballot items: Engineering - Capital Equipment $7,000.; Garage - Equipment $4,400., Building Repair $850.; Special Commissions - Volunteers Banquet $1,000.; Fire Department - Hose Purchase $1,100., Supplies $500., Dues, Meetings, Training $1,000., New Fan $400.; Police - Dues, Meegings, Training $500., Capital Equipment $10,000., Police Reserve Equipment $1,400.; additionally, cut all departments by a certain percentage for dues training, travel.

The suggestions were discussed. All are good possible cuts with the exception of Engineering - Capital Equipment $7,000. which has already been reduced to a total of $5,740.

The Committee discussed layoffs of personnel whether by seniority or by position.

New Business:

Transfers from the Contingency accounts for the current fiscal year, 1980-1981. A list of transfers of Contingency Funds was presented to the Committee. Transfers are needed to prevent over expenditure of the accounts. Unexpected increases in the cost of gasoline, paper, electricity and postage since the budget was prepared have caused shortages in the individual accounts. Motion: McIntosh-Gano to approve and recommend to the Council transfers from Contingency accounts in various funds. Carried unanimously.

Mr. Gano questioned whether the City should purchase the street roller now, even though it is funded in the current budget. The City should consider compiling the jobs and renting equipment from the state, county or a rental company.

The Committee discussed action to take if the "B" Ballot failed on June 30th and recommends that a Council meeting be called on July 2nd in that event.

Motion: Gano-McIntosh to adjourn. Carried unanimously.

A MEETING OF THE
FINANCE COMMITTEE

7:00 A.M. J's Restaurant June 11, 1981

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| Present: | Roger Gano | Elvern Hall, Mayor |
| | Harold Grobey | Arvilla Page, Finance Officer |
| | C. Eldon McIntosh | Mike Warren, City Administrator |
| | Rick Rementeria | |

The Committee discussed the monthly budget report. Two members stated they had not received copies. The May report will be important as it will show ~~just~~ where the City stands, just before the end of the fiscal year.

Finance Officer presented a list of checks that are to be cleared from the checking account, ~~this~~ being unclaimed. The checks represent water deposits. This was brought to the Committee's attention to show the State laws that a City must comply with. In this case, the funds must be turned over to the State Land Board after seven years. Committee agreed this was quite a bit of work for a total sum of $33.35 that must be kept account of for a seven year period. The Committee recommends that City Attorney research the law and that a draft of a letter to Congressman Rutherford be prepared and it be presented to the Ordinance/ Legislative Committee for their review and comment.

The Committee again briefly reviewed the proposed "B" Ballot list. Ways were discussed in which currently occupied employee positions could be saved if the "B" Ballot fails. The Committee will meet again on June 23, 1981 a Tuesday at 7:30 P.M. to make firm recommendations on the "B" Ballot items.

Meeting adjourned.

A MEETING OF THE
FINANCE COMMITTEE

7:00 A.M. J's Restaurant April 15, 1981

Present: Richard Rementeria
Harold Grobey
Doreen Turpen, Librarian
Mike Warren, City Administrator
Arvilla Page, Finance Officer

The Committee reviewed the proposed Supplemental Budget. The revenues are from State Grants for specific uses. The Committee recommends the Supplemental Budget be prepared.

Transfers needed from the Contingency Accounts in General, Street, Sewer and Water funds were discussed. The Committee recommended the transfers.

Miscellaneous receivables considered uncollectable were reviewed. The first four listed are disputed. No. 5 is explained in the letter from Chehalem Park & Recreation. The Committee recommends write off of 5 accounts as listed.

Mr. Warren asked the Committee to search for items in the 1981-1982 Budget that can be reduced if the "B" ballot fails.