

FINANCE COMMITTEE
MINUTES
MONDAY, NOVEMBER 22, 1982
J'S RESTAURANT

Present:	Rick Rementeria C. Eldon McIntosh Harold Grobey	Elvern Hall, Mayor Michael Warren, City Administrator Arvilla Page, Finance Officer/ Recorder
----------	---	--

The Committee briefly discussed traffic speeds through the business area before proceeding with the Agenda.

1. Salary and benefits. Mr. Warren reviewed his memo to the Finance Committee, which outlines his considerations of salary and benefit increases beginning with the budgeting function last spring. The health care coverage was an increased cost to the City of \$25,000. However, there was no additional benefit increase for the employee. Some of the employees were given increases toward deferred compensation. This was for employees who had 20 years or longer. In addition an added amount for employees who had 15 years or longer service with the City. A financial advisor was hired to work with the employees on the retirement program. This was a necessary item that we had to do and the cost was minimal. Employees decided to forego the prescription benefit and changing the paycheck date.

Giving the employees a pay raise becomes a political question. The public will not be expecting the City to give raises, particularly with the recent lay offs at ADEC. The employees aren't demanding increases, but have not received any benefit increase because of the delays for the tax base and then for Measure 3. There is presently no union in the City and this is an important consideration. The City cannot go back to the taxpayer this year for tax increases and maybe not next year. The local press was opposed to the idea of an increase until the facts were explained and then there was no commitment one way or the other.

Mr. Grobey recommended that the pay not be increased but be cut 5%.

Mr. Warren reviewed the savings that have already been made in personnel costs and stated there will be some savings in the future.

Mayor Hall pointed out that the City's new tax base did pass and Measure 3 did not. Action was delayed on the matter of pay increases waiting for the outcome on these two measures. Mr. Grobey stated it would be politically justified to give no increase.

Mr. McIntosh stated his business received an increase of 4.1% effective in September.

Mr. Grobey stated his business took a 7½% pay cut.

Mr. Warren stated that other cities that had granted pay increases also have a union. Cities with no union have granted no pay increases.

Mr. Grobey pointed out that many people are having a hard time financially. The community will resent and the resentment will offset any increase in moral from a pay increase.

Mr. McIntosh moved and Mr. Rementeria seconded that the employees be given a 4% increase January 1, 1983 which would be an effective 2% increase for the budget year. Mr. Grobey voted nay.

Mayor Hall stated that politically the Council would grant no raise but they also must look at the moral factor and should give the raise.

Mr. Warren asked that the dispatchers be considered separately for pay raises. There is high turn over in the dispatcher positions. He recommended that their effective pay increase be 2½% at January 1, 1983. Most other employees are aware of the conditions dispatchers must work under and would not resent the difference in pay increase.

Mr. Warren's recommendation on the 2½% for dispatchers was approved unanimously by the Committee.

2. Payroll Service. Mr. Warren listed some of the benefits that the City would receive, most probably at no cost, by going to the payroll service. This includes free checking for employees, check reconciliation, interest bearing account, and direct deposit. The Committee approved going to a payroll service unanimously.

Item not on the agenda. The Committee discussed whether the Mayor should have a salary or an expense account. The charter does not require that any salary for the Mayor be restricted to consideration at a certain time. Mr. Rementeria moved and Mr. McIntosh seconded that the Mayor be given an expense account in the amount of 1/12 of the budgeted amount beginning the month of January 1983, carried unanimously.

Meeting adjourned.

Wednesday, 7 A.M.

November 17, 1982

FINANCE COMMITTEE MEETING

J's Restaurant

Present:	Richard Rementeria	Elvern Hall, Mayor
	Roger Gano	Mike Warren, City Manager
	Harold Grobey	Arvilla Page, Finance Officer
	C. Eldon McIntosh	Bob Sanders, Public Works Director
		Jim Burke, Consultant from Pacific Economica

Jim Burke stated that the material that had been presented to the committee for their review was an excerpt from the draft "Financial Management Guide" that Pacific Economica is preparing for the Oregon DEQ. The section presented deals with the differences between a utility enterprise and the cash basis method of determining revenue requirements. Mr. Burke stated that the difference between the two methods is that the utility enterprise approach to identify capital expenditures is a better method of predicting revenues. This approach can identify the amount needed to maintain and operate the plants and information for management is much more complex. Under the cash system, these decisions are made yearly by the Council and the Budget Committee. Normal operating costs are on a cash basis in either case. The utility enterprise method is a large departure from what most other cities currently use. It would be difficult to shift back to the cash basis after implementing the utility enterprise method. The water fund and sewer funds could be set up separate with one cash and the other utility enterprise. Mr. Burke stated that the utility enterprise method works much better where there are outside of City users and where a City is growing. The utility enterprise method picks a level of service to be maintained. Traditionally, utilities which mean water and sewer in Oregon, have been provided at less than full cost for the service.

Mr. Warren recommended that the Committee not make a recommendation on the two methods until the auditors and the Finance Officer have reviewed the material.

Mr. Burke stated that the utility enterprise methods are in place in Portland, Gresham and Wolf Creek Water District.

Meeting adjourned.

7:00 A.M.

September 30, 1982

MINUTES OF
FINANCE COMMITTEE

Oak Tree Restaurant

Newberg, Oregon

Present:

Rick Rementeria
Hal Grobey
Roger Gano
C. Eldon McIntosh

Elvern Hall, Mayor
Mike Warren, City Administrator
Arvilla Page, Finance Officer

Mrs. Page reported on the status of General Fund Revenues and Expenditures at August 31, 1982. Revenues and Expenditures are very comparable with the status of one year previous. Because of a larger carry-over at the end of the fiscal year, it is estimated that no loan will need to be made to the General Fund before tax receipts in November.

Other funds reported on were: Sewer, Water and Federal Revenue Sharing Funds. As in the General Fund, Revenues and Expenditures for the Sewer and Water Funds are comparable to one year previous. The Sewer and Water Funds each have over \$1 million in idle funds which are invested primarily in certificates of deposit. Federal Revenue Sharing Funds will be less than projected. The amount allowed for contingency will cover most of the shortfall.

Mr. Warren stated he could make no recommendations at this time on pay increases for City employees except he felt that something should be done to adjust the pay scale of the dispatchers. The Committee discussed several options ranging from immediate pay increase to no pay increase and a variety of possible fringe benefits in lieu of pay increases. The consensus of the Committee was to delay making any recommendation on the matter until December, at which time tax receipts will begin being received and Ballot Measure 3's outcome will be known.

The Committee reviewed the request from the Federal Reserve that the City appoint a Paying Agent. The Finance Officer stated that Oregon does not require cities to have a Paying Agent, although it is a requirement in most other States. The consensus of the Committee was to wait to make a recommendation on this matter until after the League of Oregon Cities Convention where the Finance Officer will receive input on the matter from other City Finance Officers.

Mr. Warren reported that the City is investigating automatic payroll systems offered by ADP, U. S. National Bank, and Control Data. The cost would be about \$60 per month. Mr. Gano questioned whether the automatic payroll would save time of City employees and Mr. Warren responded that it would.

Meeting adjourned.

Thursday, 7:00 A.M.

July 29, 1982

A MEETING OF THE
FINANCE COMMITTEE

J's Restaurant

Newberg, Oregon

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

Also Present: Neil Jacox, Director of Newberg Human Resources
 Ethel Yergin, representing the Senior Citizen
 Transportation Program

1. School Liaison Officer. There will be no funding from the School District to support this program. The City's revenue projection for the school liaison program was \$16,740.00. Mr. Warren stated there could be some savings in the Police Department by not hiring a police officer that has been budgeted. However, there are other programs that need funding, such as the Senior Van, Newberg Human Resources, Hotel Study needed to spur development, and others. The City hopes to get some grant money to partially fund the Hotel Study. Other projected requests and requirements would be Champoege Festival, Old Fashioned Festival assistance, cost of living for city employees, and the Senior Community Center. The Council needs to look at the total picture of needs and total picture of revenues. In addition, the City must look at next year and the future.
2. Video Game Machine Fee Increase. The staff has made a survey of other Oregon cities and the charges that are being made for licensing amusement machines. The City's fees have not been changed since 1963. An ordinance and resolution has been prepared for the Council meeting on August 2, 1982 to repeal the old ordinance and initiate up-to-date fees by resolution and regulation by ordinance on licensing. The proposed fees would increase revenues from this source by an additional \$7,000.00 or more per year.

Mr. Warren pointed out to the Committee that the video game machine fees and the school liaison officer program have a connection as school age children are the primary users of the video game machines. Everyone admits the school liaison program is good and should be retained. The additional revenues from the increased video game machine fee could be seen as an offset to the \$16,000.00 that will not be received from the School District for the liaison program.

The Committee recommends that the school liaison program be retained and recommends to the Council adoption of the ordinance and the resolution increasing the fees and revenues for video game machine licensing.

3. Public Land Payments. Mr. Warren reported that George Fox Foundation is now responsible for the Oak Hollow Project which owes \$17,000.00 in public land fees. They are also now responsible for the Flightway Industrial Park Assessments which are over \$120,000.00. The City is negotiating with the Foundation to accept land in lieu of payment of assessments. Mr. Warren stated that he does have a possible purchaser for any land the City would have to accept.

4. Discussion: \$25,000.00. The Committee discussed the issue of the Senior Center and asked what had happened to the group pressing for the center. Mrs. Vergin stated that the group is still working and is still raising money. The group has asked for a grant from the State for the senior center. The Committee discussed the need for the senior citizens to be better organized and have better planning for submitting any senior citizen center proposal to the citizens again. The seniors should be ready to answer the questions about who is going to operate the center and how the operating costs of the center are going to be paid.

The Committee discussed with Mrs. Vergin the senior transportation bus problems. The present van is becoming quite expensive to keep operating. The senior transportation program is asking for funding from the City to match an 80% Department of Transportation Grant to purchase a new van. The Committee discussed options to solve the van problem. Possibilities would be to completely rebuild the present van or lease a new van.

On the matter of whether the \$25,000.00 should be expended, Mr. Grobey stated his feeling was to leave the money unexpended to earn interest at this time.

Councilman McIntosh has expressed agreement with Councilman Grobey on this matter and asked Mr. Grobey to state his feelings on the matter. Mayor Hall stated the Council must be very aware of the one and one-half property limitation measure that will be on the ballot in November. The City may need this \$25,000.00 for very necessary services. The Committee's recommendation on the \$25,000.00 was to not expend it for any purpose at this time.

Meeting adjourned.

A Meeting of the
Finance Committee

Wednesday, 7:00 a.m.

J's Restaurant

June 30, 1982

Present:	Hal Grobey	Mike Warren, City Administrator
	Roger Gano	Rick Faus, City Attorney
	Eldon McIntosh	Arvilla Page, City Recorder

The Committee reviewed the comparison of bids for workers compensation from SAIF, Employers of Wausau, and EBI. The comparison was prepared by Rick Faus and Dan Palmer of the Hospital. Comparison was made of financial, service, dividends, rating and risk-retrospective tail. The Wausau retrospective plan has a \$5,000 + financial edge over the SAIF retrospective plan.

Motion: Gano-Grobey to award the bid for workmans compensation insurance for the year July 1, 1982 through June 30, 1983 to Employers of Wausau. Motion carried unanimously.

Meeting adjourned.

A MEETING OF THE FINANCE COMMITTEE

THURSDAY, 6:00 P.M.

J's RESTAURANT

JUNE 24, 1982

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

The Committee reviewed the requested transfers from Contingency Accounts. Transfers total: General Fund \$7,060; Hospital Operating Fund \$150,000; Hospital Capital Improvement Fund \$50,000. Motion: Gano-McIntosh to approve and recommend the requested contingency transfers. Carried unanimously.

The Committee reviewed Revenues and Expenditures through May 31 of the current budget year. Revenues will exceed expenditures in all funds except Assessment and Municipal Garage. The Garage Fund Expenditures and Revenues will be equal at 6/30/82. Interest earned on idle funds through 5/31/82 totaled \$371,508.

The Committee discussed the fact that Yamhill County has refused payment of \$5,000 for Dog Control. It was suggested that a City representative attend the Commissioners meeting and demand payment if the county has a fund balance carryover. Also discussed was the possibility of the City licensing dogs for revenue to support Dog Control.

Other revenue possibilities discussed were amusement machine licenses and rental of City owned property. The Committee asked that a diagram of the Villa Extension property be made showing the area needed for the street, property needed from Safeway and the Nazarene Church and the unneeded property. The diagram should be ready for the June 28 Council meeting.

Meeting adjourned.

Thursday, 7 a.m.

May 6, 1982

MINUTES OF
FINANCE COMMITTEE MEETING

J's Restaurant

Newberg, Oregon

Present: Richard Rementeria
Roger Gano
Eldon McIntosh

Elvern Hall, Mayor
Michael Warren, City Administrator
Arvilla Page, Finance Officer

The Committee reviewed the proposed contingency transfers. Questions were asked regarding the collector pipe and materials in the Sewer Fund, Administration Dues, Meeting, Travel in the General Fund, and the transfer for the Fire Tanker from the Capital Improvements Fund. The Capital Improvement Fund Contingency balance of \$31,550 was discussed. Requests against this contingency are for a fire tanker truck, projected to cost approximately \$34,000 to \$35,000. Mr. Gano stated the need for this equipment was to have it in place before the fire season. Mrs. Page pointed out to the Committee that Contingency in the Capital Improvement Fund would not be enough to pay for the fire tanker, however, expending the money for the entire amount would not exceed the total amount of expenditures budgeted for other capital improvements in the Capital Improvement Fund.

The Committee recommended proceeding with the fire tanker purchase.

The Committee recommends approval of all the contingency transfers proposed.

The Committee reviewed the status of the delinquent assessment accounts report. Only one account, The Tovin Company, has contacted the City since the report dated May 4. The Tovin Company has promised payment this week.

Leisure Resources matter was reviewed with the history given for the newer members of the Council and Committee present. The \$23,604 is the result of unpaid land payments in the Greenbrock and Pioneer Subdivision. There has been no response to the lawsuit at this time.

The city's present Bancroft application and the sample of the form used by the City of Springfield was presented to the Committee. No action was required from the Committee, it was presented just as a matter of information as to other forms and terms that could be used.

Mrs. Page informed the Committee that the City has applied for three Summer Youth Employment positions through CETA. The positions are in the Police Department, Accounting and at the Municipal Garage. If the positions can be filled for the summer, it will be a small savings to the City as some money is budgeted for the employment of part time summer help.

Mayor Hall reported that he had been contacted about use of the Villa Road extension lot as a car lot. He has responded that the City would not rent the lot unless it could be rented for enough to pay taxes and expenses.

Roger Gano stated that he felt that since the City was now going to follow through on Mr. Francis that the City should also follow through on Mr. Molineux's situation at Second and Center Streets.

Meeting adjourned.

A MEETING OF THE
FINANCE COMMITTEE

Thursday, 7:00 A.M.

J's Restaurant

March 25, 1982

Present: Roger Gano Elvern Hall, Mayor
Hal Grobey Michael Warren, City Administrator
Richard Rementeria Arvilla Page, City Recorder

1. The Committee reviewed the list of delinquent assessment accounts and the letter that will be sent by the City Attorney on each of the accounts.
2. Salaries: Mr. Warren stated the Budget Committee has put money in the contingency account and placed a limit of 7% salary and fringe benefit increases for 1982-1983. He stated he felt the Council should set the policy and he would recommend no action on any increases be taken until after the election and a review of the economy. Wages should be frozen until the economy improves.

Motion: Grobey-Gano that the Committee recommend to the City Council that on the issue of salaries in the upcoming budget, no increase be considered until after the fiscal year begins and after the economy and revenues have been monitored and in no case should the Council consider a salary package in excess of the Budget Committee's recommendation. Carried unanimously.

3. Sidewalk Repairs: The current policy is to allow 24 months to pay for sidewalk repairs done under the City contract. No consideration is given to the total amount owed and no interest is charged during the 24 month period. The accounts are billed monthly. Because of the high cost to payment received ratio, the Public Works Director and the Finance Officer request consideration of maximum and minimum payments and also ask that either interest or an administration fee be charged to partially cover the cost of billing. Mr. Gano stated he was concerned about people on fixed incomes that will be required to repair older sidewalks. The Committee discussed the various options and agreed that the Finance Officer be given discretion in setting up payment schedule, minimum and maximum and that interest of 12% per annum be charged.

The Committee discussed publicity strategy on the tax base measure.

Meeting adjourned.

AGENDA
FINANCE COMMITTEE MEETING
THURSDAY, MARCH 25, 1982
7:00 A.M.
J's Restaurant

1. Salaries
2. Assessment District Letters
3. General Information
4. Adjournement

MEMO

TO: ARVILLA PAGE, FINANCE OFFICER

FROM: BOB SANDERS, DIRECTOR OF PUBLIC WORKS *BLS*

DATE: MARCH 24, 1982

SUBJECT: PAYMENT OF SIDEWALK REPAIRS

In the past when we have posted property owners for sidewalk repair, we have allowed the property owners to make installment payments up to 24 months at no interest rate when the City has the repairs done by a contractor.

Many repairs are in the neighborhood of a \$100 to \$300, and the accounting involved with making 24 payments at no interest rate is becoming very cumbersome. It seems prudent to allow the Finance Director the liberty to set up a payment schedule based on the amount of the repairs with the guideline that the monthly payment shall not exceed a \$100 a month.

Regarding the interest rate, none has been charged since it is in the interest of the City to allow the property owner an equitable means of making the improvement. There is a considerable amount of accounting involved, and if no interest rate is assessed on these types of improvements, then some type of administrative costs should be added for the accounting of the payment schedule. Frequently, the City adds a 5% administrative cost to this type of improvement.

Please discuss these items with the Finance Committee, and advise me.

OK

A Meeting of the Finance Committee

Wednesday, 7:00 a.m.,

J's Restaurant

March 10, 1982

Present: Richard Rementeria
Roger Gano
Harold Grobey

Elvern Hall, Mayor
Michael Warren, City Administrator
Arvilla Page, Finance Officer
Robert Sanders, Public Works Director

Also Present: Maybelle DeMay, Council Member
Gordon Hobbs and Chuck Schmidt, Developers.

1. Change in policy regarding Public Land Payment and Improvement Bonds. Mr. Warren stated it is almost impossible for developers to get bond for public facilities in developments under construction. At the direction of the Council, a resolution has been prepared that would permit options to bonding requirements and immediate payment of fees. Mr. Gano asked what the forms of security may be other than the developer deeding property. Security could be in the form of C.D's, municipal bond, etc. Land would need to be valued at least 1½ times the total due. The Committee discussed the complexities of converting property to cash if that need would occur.

Mr. Hobbs stated that a developer can not get the first building permit until the plat is signed. The problem is where the City signs the plat before the improvements are installed. Mr. Hobbs proposed that for the engineering fees on his development of Anne's Second Addition, he be permitted to pay the fees in five phases as the improvements are made. The Public Land payment would be made as required at the time the Plat is signed.

Mr. Sanders stated the engineering fees are usually collected in advance. Mr. Hobbs proposal for Anne's Addition is actually only a relaxation of the present requirement. Mr. Warren stated the relaxation of rules could be done for a limited time period with the period to be set by the Committee. Motion: Grobey-Gano to adopt the relaxation of policies as presented by Mr. Hobbs for a limited time period to May 1 for approved subdivisions only. Carried unanimously. Motion: Gano-Grobey to recommend the proposed resolution for adoption to the full council. Carried unanimously.

2. 1982-1983 Budget.

a. Federal Revenue Sharing. Social Services was previously paid directly from the FRS fund. In the 1981-1982 Budget they are paid directly from the General Fund. Most of the FRS funds are transferred to the General Fund. The transfer is presently titled "Police-General Fund Transfer" and "Fire-Transfer to General Fund". The Committee recommended the titles be changed to reflect the monies are being transferred for use for Social Services.

b. Special Ballot. Mr. Warren reported the \$100,000 request from the Senior Citizens can be handled in several ways. 1. Include in the Tax Base figure, 2. Present to the voters as a separate B ballot, or 3. Present to the voters as a larger figure on a multi-year serial levy. If it is presented as a separate ballot, its approval would not be dependent upon passage of the Tax Base as it is for Capital Construction. Motion:

Finance Committee

March 10, 1982

Page 2

Gano-Grobey that the Senior Citizen request be presented to the voters as a separate Special Levy. Carried unanimously. Motion: Rementeria-Grobey to include \$25,000 in contingency in the new Tax Base total for possible future operation of a community center. Carried unanimously.

3. Delinquent Assessments. Mr. Warren reported that staff is now proceeding to begin the collection process on delinquent assessments as provided by law.

4. Public Works car. Mr. Sanders stated the Ford vehicle, which was the lowest quoted vehicle, is available as a 4 cylinder. The order needs to be placed by March 17 to obtain the rebate. The Committee approved proceeding with purchase of the Ford vehicle.

5. Fitzgerald=Rental property. The Fitzgeralds have been advised of the City's intention to remove or destroy the house. No date has been set for them to vacate. Mr. Warren questioned Mr. Gano, a member of the Volunteer Fire Dept., regarding timing to use the structure as a burn-to-learn. The structure could not be burned until next Fall because of the trees and other factors. Mrs. Fitzgerald has asked if she could have the material from the barn. The Committee recommends that the barn be put up for bid as it has some value as 'barn board' decorator material.

6. The property being purchased on Third street was discussed by the Committee. Mr. Sanders reported several trees need trimmed and one needs to be removed. Some fill needs to be made and a sidewalk constructed on Blaine Street. Some definition between the City property and Memorial Park will need to be made to prevent possible belief in the future that it is part of the Park should the City decide to build on the property.

Meeting adjourned.

A MEETING OF THE
FINANCE COMMITTEE

7:00 A.M.

J's Restaurant

January 29, 1982

Present:	Rick Rementeria	Elvern Hall
	Hal Grobey	Mike Warren
	Eldon McIntosh	Arvilla Page
	Roger Gano	

Mike Warren and Arvilla Page presented the proposed Supplemental Budget for 1981-1982, to the Committee. They responded to the Committees questions on sources of revenue and planned expenditures.

Mike Warren asked that an additional \$1,500 be added to the General Government, Dues, Meetings, Training and Travel line item to be used for a Management Team Seminar. The hospital recently had one conducted by People Development Center, Portland and recommended the idea and this company.

Motion: Gano-McIntosh to add \$1,500 for the Management Seminar and reduce Contingency Account increase by the same amount. Carried unanimously.

Motion: Grobey-Rementeria to recomend the 1981-1982 Supplemental Budget as amended to the Budget Committee. Carried unanimously.

Meeting adjourned.