Minutes

A MEETING OF THE
FINANCE COMMITTEE

Friday, 7:00 a.m. The Almond Tree October 28, 1983

Present: Rick Rementeria, Chairman
Roger Gano
C.Eldon McIntosh
Elvern Hall, Mayor
Mike Warren, City Manager
Arvilla Page, Finance Officer

Also present, Linda Warren.

The Committee reviewed the proposed transfers from the various contingency accounts. Committee members asked for more information, which was provided, regarding longevity pay, travel expense for job applicants, and the contribution by the City to the collective bargaining amicus brief. The Committee recommended approval of the transfers to the Council.

Mr. Rementeria reported on the status of the computer installation in the Finance Department. He pointed out that it is not unusual for it to take several months to install a new program. Especially, if the program is as complex as the one needed for municipal accounting.

Mr. Warren reported that he has saved some money by not hiring the assistant engineer for several months and will save some more on an unfilled police position. He stated the vacant position in the Police Department will give the new Chief some flexibility. On the planned aerial mapping, he reported he had contacted the Council of Governments on the matter and thier estimated cost was $75,000 to $90,000. Art Shew, who has just completed a survey of the City for the Redevelopment Commission, put him in contact with an outfit in Montana that does mapping with a television camera for one-third the cost. Mr. Warren stated he would like to wait until the Asst. Engineer is hired before proceeding with the mapping.

The Committee discussed office space requirements and possible temporary solutions.

Meeting adjourned at 8:05 a.m.

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7:00 a.m., Thursday June 23, 1983

A Meeting of the
Finance Committee
J's Restaurant

Present: Roger Gano
John Poet
Elvern Hall, Mayor
Mike Warren, City Manager
Arvilla Page, Finance Officer

Also Present: Marvin Schnieder and Merlin LaJoie of Newberg Garbage Service

Those present discussed the rate increase requested by Newberg Garbage Service. Mr. Schnieder stated they were the first to go out for a rate increase so the comparisons shown with other cities should be considered on that basis. Also, the level of service compared with the other cities is not the same. Those present also discussed the effect on rates in the future when garbage must be either routed through a transfer station or direct hauled to Riverbend Landfill.

Mr. Poet stated his approval of the rate increase request and advised those present that Mr. McIntosh, who could not be present, had asked that Mr. Poet transmit his approval of the request. Mr. Gano concurred and the rate increase request was recommended to the full council.

The Committee reviewed the request for approval of payment of property taxes on the City owned property at Villa Road and 99W for the 1978-79 tax year. Payment was approved with the recommendation that the Finance Officer attempt to get the interest charges rescinded.

The Committee approved write-off of miscellaneous accounts receivable totaling $155.10. Also approved was clearing unredeemed checks issued prior to June, 1982 totaling 44.60.

Transfers from the contingency accounts of the various funds were approved as follows: General Fund - $2,750, Water Fund - $502, Special Assessment Fund -- -$5,107, Capital Improvement Fund - $2,300. A resolution will be prepared for the Adjourned Council meeting on June 29, 1983.

The Committee then discussed with Mr. Schnieder and Mr. LaJoie the many aspects of the upcoming changes in garbage disposal for the Newberg area. Discussed in detail were the cost and convenience to the public, location of transfer or reload station(s), recycling and possible direct haul of all or part of the garbage from the area.

Meeting adjourned.

March 30, 1983 4:00 P.M.

MINUTES OF
FINANCE COMMITTEE MEETING

Council Chambers Newberg, Oregon

The meeting began at 4:15 P.M.

PRESENT:

Richard Rementeria
John Poet
C. Eldon McIntosh

ALSO PRESENT:

Bob Schmidt, Chairman of Chehalem Valley Senior Citizens Council
Maybelle DeMay, Vice-Chairman of Chehalem Valley Senior Citizens Council
Karen Sharp, Coordinator for Transporation Vans of Chehalem Valley Senior Citizens Council
Joe Neal, Chairman of the Board of Directors of Newberg Human Resource Center
Neil Jacox, Director of Newberg Human Resource Center

Michael Warren, City Manager
Arvilla Page, City Recorder

Mr. Warren stated that the question to be considered by all those present was whether the City should become more or less involved in the transportation program. He made out the pros and cons of any route taken on the matter.

Ms. Sharp answered some questions that had been presented to her at the previous Finance Committee meeting on March 23. There was a general discussion by all those present with the following points and findings made.

The YAMCO ballot measure that was on the ballot March 30 and passed is supported by all of Yamhill County's taxpayers, but no other cities support the YAMCO bus system to the extent of Newberg's taxpayers. The State Agency on Aging prefers to have only one contact in each county and that contact works closely with the YAMCO program at the County level. Transportation Program could be under the Senior Council or the Human Resource Center, but if it were ran by the City it would lose some funding. Some way should be found to pursuade the County to share the levy for YAMCO that was just approved. The signs on the bus say YAMCO, however the City of Newberg is the major funding source.

The comments and suggestions were as follows:

Mr. Poet stated he does not feel the City should be doing work for outside agencies. Ms. Sharp recommended that the program be left alone until next year when the YAMCO funding will expire. Mr. McIntosh stated that it should be left for one year and continue to study possible changes. Mr. Rementeria stated he felt that we should get going on a plan now to isolate the transportation program from YAMCO. Mr. Warren stated he felt the transportation program could be put under the Newberg Human Resource Center direction with the Chehalem Valley Senior Council advising. Neil Jacox could work at the County level on the funding support situation and report back in three months. He stated he felt the City has given money and the transportation program has had no incentive to ask other funding sources for more money. There is a need to lobby to make a point at the County level even if no money is forthcoming.

Mr. Poet moved and Mr. McIntosh seconded a recommendation to continue the funding at its present level, that the Chehalem Valley Senior Citizens Council and Newberg Human Resources present a plan for future operations by July 1, 1983. Carried unanimously.

Those present then discussed the other portions of the social services budget which are Senior Medical, Senior Meals, and the Human Resource Center. It was the consensus of those present that the programs should be coordinated with each other.

Mr. Warren stated he would write a letter to the Newberg Human Resource Board of Directors with copies to the Chehalem Valley Senior Citizens Council, and other concerned parties regarding the discussion at this meeting.

The meeting was adjourned at 5:50 p.m.

Wednesday, March 23, 1983 7:30 P.M.

MINUTES
OF THE FINANCE COMMITTEE

Council Chambers Newberg, Oregon

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The meeting began at 7:30 p.m.

PRESENT:

Richard Rementeria
Roger Gano
John Poet
C. Eldon McIntosh

ALSO PRESENT:

Maybelle DeMay, Vice Chairman of the Chehalem Valley Senior Citizens Council
Norma Wilson, Representing Nutrition Program
Ethel Yergen, Chehalem Valley Senior Citizen Council
Mary Frey, Chehalem Valley Senior Citizen Council and Pediatrist Program
Karen Sharp, Co-ordinator for Transporation vans of Chehalem Valley Senior Citizen Council.

Michael Warren, City Manager

The City Manager discussed the City of Newberg's budget briefly and explained that the Finance Committee was charged with the reponsibility of not only reviewing the budget in total but also each of the programs offered within the 1983-84 budget. The Social Services budget has increased rather dramatically over the past few years and requests for the 1983-84 budget year also represents a strong increase. It was for this reason that the Finance Committee agreed to meet with representatives of the Senior Citizen Programs and talk about the increases in Social Services for the City of Newberg.

Discussion ensued amongst all parties regarding the transportation vans. The vans are the shuttle van for the City of Newberg and Yamco Services. Revenues were explained from various sources and all agreed that the City of Newberg was paying a considerable amount of the expenses for the two buses.

Mrs. Yergen, Mrs. Frey and Mrs. DeMay all felt that the Senior Council would perhaps look favorably on the transportation vans being organized under the City of Newberg's auspices but could not speak directly for all the members of the Senior Council.

The Finance Committee discussed three major options for this program. The first option would be to eliminate any money given to transportation program and thereby save that money within the General Fund. The second alternative would be to continue paying out a set amount of money and not having the responsibility for the program. The third option would be to become actively involved and thereby accept the responsibility both present and future for the transportation program. Under the third option the buses would be generally limited to Newberg and be more identifiable to the citizens of the City.

All three options were discussed and the advantages and disadvantages were bantered. It was generally felt by the Finance Committee that the program is most worthwhile and anything that could be done to preserve or enhance the transportation program for the elderly and handicapped would be ideal. Many questions were asked of the coordinator and it was agreed that the coordinator and all the parties concerned would meet the following week to answer questions and pursue the best alternatives.

Minutes of the Finance Committee Meeting
March 23, 1983

Mary Frey explained that the podiatrist program was worthwhile and that the $500. request of last year would not be able to meet the needs of the many people involved and that $1,500 was more acceptable. It was agreed that the most suitable place for this type of program would be under Human Resources.

Norma Wilson explained that over 75 meals are served each day on the nutrition program and 25 meals were brought to people in their homes. However, the Friends Church is raising the rent and extra money is needed and the request is for %1,500 instead of the previous $1,000.

It was moved by Councilman McIntosh and seconded by Councilman Poet to adjourn until next Wednesday, March 30, 1983 at 4:00 p.m. in the Council Chambers. Carried.

7:30 P.M., Thursday March 17, 1983

A Meeting of the
Finance Committee

City Manager's Office City Hall Newberg, Oregon

Present:	Rick Rementeria	Mike Warren, City Manager
	Roger Gano	Arvilla Page, Finance Officer
	Eldon McIntosh	
	John Poet	

The Committee reviewed the 1982-1983 revenue projections to June 30, 1983 as projected at 3/17/83 and projections of revenue for the 1983-1984 budget year. The projections were for the General fund only. The members questioned and discussed the individual projections. A fund balance carry-over of $400,000 is projected. Mr. Warren pointed out that a similar fund balance will be needed next year to avoid going to the voters for a budget levy or tax base increase.

Mr. Warren provided an overview of the 1983-1984 budget requests in the General fund. The figures presented were prior to management review and adjustment.

The Committee reviewed the senior bus transportation request for the 1983-1984 budget. The City provided approximately 50% of revenues for 1982-1983. They have requested an increase from $18,304 to $24,400. The question of how much the City should be involved in operations was discussed. Mr. Rementeria stated that if the City funds to such a large extent, they should be involved in the administration of the funds. The Committee set Wednesday, March 23, 1983 at 7:30 p.m. to continue discussion of the request and other matters.

A request that the City assist the Police Reserves in purchase of a new patrol vehicle was reviewed. The total cost is approximately $7,700. The Reserves have proposed that the City purchase the vehicle initially and the Reserves would reimburse the City as follows:

Cash	3,000	
Sale of Vehicle	500	
Forego Reserve Pay	1,000	82/83
Credit for equipment transfer on NPD new vehicles	1,200	
Forego Reserve Pay	2,000	83/84
	$ 7,700	

Motion: Gano-Rementeria that the City absorb $1,000 of the total cost of the vehicle . Carried Unanimously.

Meeting adjourned.

ap

Thursday, 7:00 A.M. January 27, 1983

A MEETING OF THE
FINANCE COMMITTEE

Oak Tree Restaurant Newberg, Oregon

Present:	Richard Rementeria Eldon McIntosh John Poet Roger Gano	Elvern Hall, Mayor Mike Warren, City Manager Clay Moorhead, City Planner Doreen Turpen, Librarian Arvilla Page, Finance Officer
Also Present:	Jere Jackson, Chehalem Park and Recreation District Sharon Hatfield, Chairman Parks & Facilities Committee	

Agenda Item A - Public land revenues shared with Chehalem Park and Recreation District. The share, which is calculated on a formula set out in Resolution No. 80-819, amounts to 13% of the public land payments received by the City of Newberg during the 1982 calendar year. The City received $18,600. in public land payments and Park and Recreation's share amounts to $2,418.

Mr. Jackson reported that the Park District plans to use the funds for playground equipment improvements in Memorial Park. Mr. Jackson described the equipment and other sources of funding.

The Committee recommended unanimously to release the funds to the Park and Recreation District.

Agenda Item B - Cigarette and Amusement Machine Licenses. Mr. Moorhead updated the Council on the matter of the cigarette machine license. The cigarette machine license is contained in a separate ordinance from the amusement machines. The license fee for cigarette machines is $12.00 per year with about 17 machines licensed in the City. The fee for the machines has not been changed since 1953. The Committee recommended that the cigarette machine ordinance be reviewed by the Committee to consider increasing the fees for 1984. Any increase in fees should be instituted over a multi-year period. The ordinance should be written so that fees could be changed by resolution in the future.

Agenda Item C - Petty Cash Fund for Library. Mrs. Page reported that the City Manager, who is not present at the meeting at this time, did not approve the request for the petty cash fund at the Library. Mrs. Page read Mr. Warren's response to the memo requesting the petty cash fund. Mrs. Turpen described to the Committee how small expenditures and revenues are handled currently at the Library. No formal record keeping of cash transactions has ever been established at the Library. Receipts of fine money, library card fees and other revenues are not recorded but just thrown into a drawer. The money is turned over to the City several times a month. Expenditures are made out of the unrecorded revenues. Establishing a petty cash fund for legitimate small expenditures and a formal procedure for handling the petty cash fund is part of an overall plan to improve the record keeping at the Library. Mr. Gano moved and Mr. McIntosh seconded the motion to recommend to the full Council the establishment of a $25.00 petty cash fund for the Library with procedures for handling the fund.

Agenda Item D - Contingency Transfers. Mrs. Page presented a list of contingency transfers requested. Most of the transfers are to personal services to adjust the budget for the pay increases granted by the Council at the January meeting. Other transfers are to cover unexpected higher costs which could not be anticipated at the time of budget preparation. The Committee voted unanimously to recommend the contingency transfers to the whole Council.

Agenda Item E - Supplemental Budget, City and Hospital. The supplemental budget for the Hospital has not yet been received but will be received for the Budget Committee hearing on February 3, 1983. Mrs. Page presented a proposed supplemental budget for the fiscal year 1982-83. Unanticipated revenues in the general fund amount to $29,600. Requirements for various items amount to $15,685. The balance of $13,915. is to be placed in the Reserve for Contingencies. The Capital Improvement Fund needs an adjustment of $5,000. to account for an error in the original budget. The Sewer Fund has a requirement of $385. This money is to purchase an extension ladder which could not legally be requested as a transfer from Contingency. The offsetting resource is interest earned. The Redevelopment Fund has requirements of $1,000. to set up a Reserve for Contingencies. In the original budget, no contingency account was established and it is necessary in this fund.

Agenda Item F - Mid-year Financial Report. Members were given a report on the tax receipts comparing the current year with the previous year. Tax collections are very close to those at the same time in the prior year. If tax collections follow the same line as the prior year, the City can expect to receive approximately 97% of the amount budgeted for tax receipts. Collection of prior year taxes is higher than the budget projection. Mr. Jackson stated that the Park and Recreation District tax collections were essentially at the same rate, and they anticipated the 97% of budget as the amount to be received.

The Committee received copies of the December 31, 1982 revenues and expenditure reports. Revenues are close to those projected and expenditures are slightly less than those projected in the General Fund. Other funds show similar collection and expenditure percentages.

Agenda Item G - Proposed Calendar for 1983-84 Budget. Mrs. Page reported that the budget calendar was not yet prepared.

Agenda Item H - Redevelopment Fund. Mrs. Page reported that the Redevelopment Fund will need to borrow money to continue. The reason for this is that $11,000. projected as a revenue in contributions will not be received. In addition, no contingency account was set up in the original budgeting for this fund and the contingency account is necessary. A $1,000. contingency account is proposed. A total of $12,000. needs to be borrowed to continue the funding for the current fiscal year. The Committee recommended that $12,000. be borrowed from the Sewer Fund. The original funding for the Redevelopment Fund is a loan from the Sewer Fund.

Meeting adjourned.