

A MEETING OF THE
FINANCE COMMITTEE

Tuesday, 7:30 P.M.

December 17, 1985

Library Conference Room

Present:

Committee Members: Roger Gano
Hal Grobey
Elvern Hall
Donna Proctor
John Poet

Staff Members: Mike Warren, City Manager
Brenda Stroud, Finance Director
Doug Richmond, Assistant Finance Director
Clay Moorhead, City Planner

Citizens: Walt Williams
Lois Rudman

The meeting was called to order by Roger Gano at 7:30 p.m. The Committee received a memo from Clay Moorhead regarding the fiscal impacts upon the City of establishing an Historic Preservation Committee. The Finance Committee reviewed this memo, asked questions of Clay Moorhead and a couple people in the audience. A discussion of the effects of an Historic Preservation Committee took place.

Motion: Grobey-Proctor to recommend to the Budget Committee that a line item of \$500 be added for historical preservation. Motion passed.

The Finance Director reviewed the audited financial statements and discussed some of the areas which the Council, Finance Committee and Budget Committee should be looking at in the next couple of years. The Federal Revenue Sharing Fund was one topic which was discussed extensively. The current year allocation has been reduced from the prior year approximately \$25,000. This leaves an estimated allocation of \$295,000 for the fiscal year ended June 30, 1986. Future year funding is questionable at best at this time. Federal Revenue Sharing is being used for three areas this year: 1) City-wide computer study and purchase of hardware and software - Budget amount - \$50,000; 2) General Fund Operations - Budget Amount - \$64,000; 3) Social Services - Budget Amount - \$36,000. The City has been phasing out the use of Federal Revenue Sharing for General Fund operations over the last several years. As noted above, Social Services is funded through Federal Revenue Sharing Monies. Therefore, with the future funding of revenue sharing being questionable, the City has some questions which it must face regarding the funding of Social Services.

The Capital Improvement Fund was also discussed. This discussion centered around the public land account balance. A committee member raised the question of what effect the rent free houses have had on the City's public land account. The Committee directed staff members to determine the dollar

impact and bring this back to the Committee at a later date. Water and Sewer Funds were also discussed and it was noted that the fund balances are looking much better than in prior years due to the new rate structures that have been in effect for the last 24 months.

The Committee reviewed the management letter and the establishment of an action plan. The Committee directed the City Manager to direct the Finance Director to develop an action plan and bring it back to the Finance Committee for their approval at the next Finance Committee meeting.

The Finance Director presented the October, 1985 expenditure reports for the Committee's review. The Committee discussed the expenditure reports and commented on the format and content of those reports. The Committee requested that the October 31, 1985 financial statements be included in the January 6, 1986 Council packet. The expenditure reports are not to be an agenda item, just an item for the Council to look at and provide comment back to the Finance Director and Finance Committee.

The December Accounts Payable will not be presented at the January Council meeting and accounts payable will not be presented to the Council at any future meetings. The Finance Committee's intent is to have monthly financial statements presented to the Council for their approval at each Council meeting after review by the Finance Committee. This will take the place of the accounts payable listing. There was some discussion as to whether or not the November expenditure reports should be brought to the January Finance Committee meeting. It was decided that the November monthly financial statements should be brought to the mid January Council meeting.

The Finance Director presented a draft investment policy which was accepted by the Finance Committee in draft form.

Motion: Gano-Grobey to recommend to the Council that the investment policy be approved at a future Council meeting. Motion passed.

The Committee reviewed and approved the long-range revenue and expenditure reports.

Motion: Grobey-Gano to include the long-range expenditure projections on the January 6, 1985 Council Consent Calendar. Motion carried.

Mr. Warren discussed the Social Services Committee report to a limited extent. No decisions were made with regards to the report at this meeting.

Motion: Poet-Grobey to adjourn at 10:10 p.m.

MINUTES OF A JOINT MEETING OF THE
ORDINANCE/LEGISLATIVE & FINANCE COMMITTEES

Tuesday, 6:30 p.m.

Council Chambers

September 3, 1985

Committee Members Present: Roger Gano, Finance Chair
 Hal Grobey, Finance & Ordinance
 Alan Halstead, Ordinance Chair
 John Poet, Finance
 Donna Proctor, Finance & Ordinance
 Tommy Tucker, Ordinance

Others Present: Elvern Hall, Mayor
 Mike Warren, City Manager
 Rick Faus, City Attorney
 Arvilla Page, City Recorder
 George (Les) Page, Cable TV Consultant

Mr. Page was introduced to those Councilmembers that had not previously met him. Mr. Page was previously contracted by the City for assistance in preparing the cable television franchise ordinance and in the selection of the franchisee which is TCI-Liberty Cable.

Mr. Page noted that the City was on the crest of the franchising frenzy when they negotiated their first cable television franchise. The franchise was completed prior to the federal laws. Liberty Cable, at the time of the franchise agreement, had plans that they did not tell the City. He stated that he had quickly reviewed the rate increase requested by TCI-Liberty Cable. He also stated that he believes that much of the new federal law on cable television franchises is pro city.

Councilman Tucker stated he does not feel the Council is in a position to judge whether Liberty has put in the local office all the equipment and people required in the agreement. He does not feel they have addressed the needs.

Councilman Grobey stated the key issue is compliance with the franchise agreement. The dish was moved and the microlink for reception of local stations has not been completed.

Mayor Hall advised that Liberty did come to the Council and get approval to move the dish. This permission was granted on the promise of better reception of local channels.

Councilman Tucker stated the City needs findings-of-facts. Liberty may have the staffing, but they may not be adequately trained.

Mr. Page noted that the timing is good to do some form of evaluation. The City would need to demonstrate that TCI-Liberty has not lived up to the franchise in order to revoke it. All cities need to review early on before the time to refranchise. To verify the poor local reception of the local stations, the signals received and the signals distributed will need to be measured.

Councilman Grobey asked whether Mr. Page was equipped to do a financial

audit. Mr. Page responded that he has done many audits although he is not an accountant.

Councilman Tucker stated another concern was whether Liberty has done and adequate job promoting cable television.

Mr. Page stated he would recommend starting at the beginning of the franchise agreement to identify and list whether or not they are complying. He stated his rates are standard rates at \$57.50 per hour. An estimate would not exceed \$3,500.

Several members of the Committee noted they were not opposed to the rate increase, but TCI-Liberty must justify the increase. Mr. Faus noted that the balance sheet required with the rate increase request has not yet been provided.

Mr. Page stated he could have a firm proposal ready in 10 days and the project could be completed in 10 weeks, including the public hearings. Mr. Page then described how he would approach the work. He would send a letter to TCI-Liberty advising that he has been appointed the representative of the Council for the franchise and rate increase request review.

Mr. Faus stated public hearing are required to obtain public input. Councilman Grobey asked whether it would be a help or hinderence to have others involved in the hearings. Mr. Page responded that it would be of value to have some of the Council involved. Mr. Faus reviewed that part of the ordinance for the Committee.

Councilman Grobey suggested the Committee hold another meeting to discuss the completed proposal and allow time to think about Mr. Page's recommendations. Mr. Faus advised that a resolution is on the agenda for tonights council meeting to enter into a contract with Mr. Page based on a maximum contract amount.

Motion: Grobey-Halstead to modify the language of the proposed resolution to procede with utilizing the services of George L. Page and that it is the intent to retain Mr. Page. Carried unanimously.

The Committee set the next meeting on September 16, 1985 at 7:00 a.m. at the Velvet Carriage restaurant with Les Page to be present.

Meeting adjourned at 7:18 p.m.

A G E N D A

A JOINT MEETING OF THE FINANCE COMMITTEE AND THE
ORDINANCE/LEGISLATIVE COMMITTEE OF THE NEWBERG CITY COUNCIL

Tuesday, 6:30 p.m.

City Council Chambers
414 E. First Street
Newberg, Oregon

September 3, 1985

- I. CALL MEETING TO ORDER
- II. ROLL CALL
- III. NEW BUSINESS
- IV. OLD BUSINESS:
 - A. A presentation by George L. Page, CATV Consultant, of proposal to provide services as authorized representative of the City to review TCI rate increase request, conduct a public hearing on the request, and produce a hearing report and recommendation to the City Council.
- V. OTHER
- VI. ADJOURN

MINUTES OF A JOINT MEETING OF THE
ORDINANCE/LEGISLATIVE & FINANCE COMMITTEES

Monday, 7:00 a.m.

Velvet Carriage

August 26, 1985

Committee Members Present: Roger Gano, Finance Chair
 Hal Grobey, Finance & Ordinance
 Alan Halstead, Ordinance Chair
 Donna Proctor, Finance & Ordinance
 Tommy Tucker, Ordinance

Others Present: Elvern Hall, Mayor
 Mike Warren, City Manager
 Rick Faus, City Attorney
 Arvilla Page, City Recorder
 Brenda Stroud, Finance Director

The meeting was turned over to Mr. Faus to present the request for rate increases from TCI-Liberty Cable, the holder of the cable television franchise.

Mr. Faus advised that the City can choose to appoint a representative to hear the request or it can have a hearing before the Council. In either case, a resolution will be the end result. TCI-Liberty has advised they will increase rates by 5% on September 1, as allowed under the new Federal regulations. They are asking for an additional 13% increase above the Federal allowance. The total increase would be 18% above the original rates. The proposed implementation date of the requested additional increase would be November 1, 1985.

Mr. Faus noted that they may again increase by 5% for the next year; which may be as soon as October, 1985. We would argue that that would have to wait one year before increasing again. In January, 1988 they will be able to increase rates without the approval of the Council.

Councilman Tucker stated that we need to now check the operation of the franchise. Do they have the number of people locally needed for good service? Mr. Faus noted this would be covered under #4-b of the 'Outline of Cable Television Rate Increase Request Procedure' prepared for the Committee.

Councilman Tucker stated he felt we need someone like Les Page, who acted as our consultant on the original franchise, to provide an update on the technical aspects.

Councilman Grobey noted that we also need direct testimony from the customers regarding the service they receive.

Councilman Tucker stated he felt the TCI-Liberty Community Access Coordinator, Carol Wheeler has been very effective.

Councilman Grobey said he would recommend to the Committee that Les Page review the request as the Council representative.

Mr. Warren asked what our options were if TCI were not in compliance with the franchise. Mr. Faus responded that they would not have the additional increase over 5% without approval.

Councilman Tucker stated we should have findings-of-facts, as in any other hearing, for the increase. We do not know if they are complying with the franchise in all areas.

Councilman Grobey noted that the City could possibly take over the system if substantial non-compliance with the contract is found and pay for the system at its appraised value.

The Committee then discussed the marketing of cable television, the competition from video tape rentals and the poor scheduling and duplication offered by the premium channels.

Councilman Grobey recommended using the maximum procedure with hearings at the representative and Council level. We need to solicit input from people that subscribe to hear their complaints. He suggested an evening meeting of the Committee to receive a proposal from Les Page as we cannot hold hearings without technical knowledge.

Mr. Faus noted the Council could designate the Committee to approve a contract for technical review so that we would not have to wait a month for Council action.

The Committee agreed tentatively to meet at 6:30 p.m. on Tuesday, September 3 with Les Page if he is available.

Councilman Tucker noted that TCI-Liberty may have the equipment as agreed to in the contract, but they do not have the technical staff available. Councilmen Gano and Grobey described instances where there was poor camera work and broadcasting of local events.

Mr. Warren read a draft of the proposed travel, training and meetings policy. Included in the draft was expense reimbursement for the Mayor. The Committee discussed it briefly and approved the draft.

Councilman Tucker asked if there was any legal recourse against citizens that continually make threats of recall to the Council. Mr. Faus stated there are certain laws that apply to public officials. A public official has to take more.

Councilman Tucker noted that recall petitions are becoming epidemic in the state. The result is to discourage public service.

Meeting adjourned at 8:20 a.m.

A MEETING OF THE FINANCE COMMITTEE

Thursday, 7:00 a.m.

Velvet Carriage

August 22, 1985

Present: Hal Grobey, Co-Chair

Donna Proctor

Roger Gano, Chair (Joined Committee after responding to fire call).

Mike Warren, City Manager

Brenda Stroud, Finance Director

Arvilla Page, City Recorder

Ms. Stroud distributed copies of the proposed policy on dues, meetings, training and travel for staff and official representatives of the City. The Mayor's expense policy was included on the end of the document.

Councilman Grobey asked whether the employee's spouse is allowed to travel in the city cars. The answer was that there is no policy on this at present.

Councilwoman Proctor asked what the mileage rate is based on. The answer was that it is based on the IRS permitted mileage rate. The rate cannot be more than the federal or the employee would have to pay tax on the overage.

Councilwoman Proctor stated she was also concerned, because of comments she has received from the public, about dispatchers riding to coffee breaks with officers in patrol cars.

Councilman Grobey described several different methods of approval and reimbursement he has worked under.

The Committee discussed a variety of situations and whether the situations would be reimbursable expenses. They also discussed at what level the expense should be approved. Councilman Grobey noted that reasonableness is the key for a reimbursed expense.

The Committee then discussed the reimbursement for expenses of the Mayor. Councilman Grobey, who was a member of the Charter Revision Committee, stated the intent of that committee was that the stipend given the Mayor is to reimburse for time loss from business or work while attending to City business and to reimburse for local incidental travel. Out of pocket expenses were not intended to be covered by the stipend, nor is any out of town travel expense.

The Committee then discussed whether the City should pay the cost of spouses under certain circumstances. An example would be the dinner at the annual League convention. The consensus of the Committee was that the Council should approve this type expenditure.

It was decided to return to the discussion on employee and mayor expense reimbursement at the meeting of the Committee on August 26, if there is time at that meeting.

Ms. Stroud presented three books of financial reports. These provide quit a bit of detail about revenues and expenditures. Councilman Grobey stated that what is needed for the Council is a summary report. Ms. Stroud said a summary is available, but it will not give the budget amount or the month to date figures. Councilman Grobey suggested the Finance Director at the Hospital should be contacted. He is providing a very informative summary to the Board. Ms. Stroud stated she would contact him and that she could probably develop a similar report on the Lotus program within a few months.

Councilman Gano asked whether there is a requirement that the Council approve all Accounts Payable. No requirement is known of, it is a matter of policy. Councilman Grobey suggested that the Committee could review the financial reports prior to the Council meeting and a summary be included in the Council Packet to better inform and also speed up the Council meeting.

Meeting adjourned at 8:15 a.m.

ap:fnc0822

CITY OF NEWBERG
FINANCE COMMITTEE
MINUTES

Thursday, August 1, 1985

Velvet Carriage

7:00 A.M.

Chairman Roger Gano called the meeting to order at 7:00 a.m.

ROLL CALL:

Present: Roger Gano John Poet
Harold Grobey Donna Proctor

Also Present: Elvern Hall, Mayor
Michael Warren, City Manager

A general discussion was held on compensation of city employees including City Manager. Comparable salaries, compensation levels were discussed including health coverage, auto allowance, salary, retirement and an incentive program.

After some discussion it was determined that the City Manager should be at Group #153 A with consideration for advancement each July by the City Council. Auto allowance would be at \$50 less per month than budgeted or \$250. Health and retirement would remain the same and an incentive program providing for 50% of Manager's salary be provided with forfeiture clause included in wording of agreement.

MOTION: Grobey-Proctor to adopt program and recommend to full City Council, passed unanimously.

MOTION: Proctor-Poet to adjourn at 8:00 a.m. Passed unanimously.

MINUTES OF A MEETING OF
THE FINANCE COMMITTEE

Thursday, 7:00 a.m.

Velvet Carriage

July 25, 1985

The meeting was called to order by Chairman Roger Gano.

Present: Roger Gano
John Poet

Hal Grobey
Donna Proctor

Others Present: Elvern Hall, Mayor
Mike Warren, City Manager
Arvilla Page, City Recorder
Brenda Stroud, Finance Director

I. Update on City-Wide Computer Study: Ms. Stroud reported the study was done by Rick Rementeria. Computers will be installed in two phases. Phase I will be a local area network with Legal, Administration, Finance and Engineering. He also recommended several different softwares. Proposals were requested from six different vendors from this area and we received fairly good quotes. The quotes were requested to be in three separate parts: Hardware, network and software. The low quote on all three parts was received from Computerland. The quotes are \$13,800 for the network, \$13,500 for the hardware and \$2,300 for the software.

Mr. Grobey asked if security was considered. Ms. Stroud stated the general ledger and payroll will not be on the network at present. The Utility accounting can be locked out. We will buy a d-Base for a network. Our present d-Base is for single user.

Mr. Warren asked Ms. Stroud to review what we are doing on typewriters in conjunction with the wordprocessing. She stated she had done a survey of the typewriters and she has recommended shifting the better typewriters to areas where they are needed. With the IBM Quietwriter printer, there will be no need for a typewriter in several locations. Ms. Proctor stated she uses an IBM Quietwriter and feels there may still be a need for the typewriters. Ms. Stroud stated the typewriters will be phased out after the staff is familiar with the new equipment and program. The wordprocessing program will be Samma+

Installation will begin next week and people will be able to practice while running side by side with the present equipment. Ms. Stroud added that the IBM-PCXT and the Epson printer now in Finance will be moved to the Engineering Department at the annex.

Phase II will include other departments, especially Police. We will be working to get the Municipal Court on and the Administration Secretary will be in Phase I.

Mayor Hall asked whether fire safety is being considered. Ms. Stroud responded that we will be doing tape backup weekly and monthly. The tapes will be stored off site. Mr. Grobey noted there is storage service available that is fireproof, magnetic proof, etc. at low cost.

Mr. Grobey asked whether the secretaries will have full PC capabilities. Ms. Stroud responded that the Samma+ program has data base and spread sheet. The Legal Department needs a data base for cross referencing ordinances, contracts and legal files. The administration secretary does Personnel which can be put on a PC.

In response to the question of how much the City has invested in computerization, Ms. Stroud stated it was about \$75,000 over a three year period.

The Committee then discussed the economy of computerization. Ms. Stroud stated that no positions will be eliminated. However, we will now be able to do work more efficiently with the result that we can do more work per employee and do some work that has been neglected in the past. Mr. Warren gave the example of having the Engineering Department do the street overlay program instead of sending it out to KCM on contract. Mr. Grobey noted that a computer is a tool the same as a shovel. Work loads will shift with new tools. Mr. Warren also noted that we now have much more work than previously with the grants, NCRC, and the sewage treatment plant. We have approximately the same number of people as we had in 1980.

II. Update on Investments. Ms. Stroud stated the City is investing in time certificates, treasury bills, banker's acceptances, and the Local Government Investment Pool. She described banker's acceptances for the Committee. The investments are doing well in relation to the budget. Interest rates have dropped though and no increase is expected. The interest rate on our investments range from 9.45 to 7.35 and we have investments with six different institutions. The LGIP is able to make long term investments and over the last year has earned 50 to 100 basis points over other investments. The rate is now coming down. Mr. Poet asked where the 2 million for the STP is invested. Ms. Stroud responded that it is spread around, but the investments are earning only a little less than we are having to pay.

Mr. Grobey asked that the Committee skip to item III C on the Agenda.

III C. Audits of Franchises. Ms. Stroud stated that we have not done anything. We just do not have the people to do the work it would require. We could contract it, but that will cost money. Mr. Grobey gave examples where the City could be losing franchise revenues. Mr. Poet reported that he does not believe his residence is being counted as being inside the city limits by the garbage franchisee.

IV A. Audit Contract for fiscal year ended June 30, 1985. Ms. Stroud reported she had surveyed audit costs for other cities and found the contract with Coopers & Lybrand is very reasonable. Motion: Grobey-Poet to renew the audit contract with Coopers & Lybrand. Carried unanimously.

III A. Accounts Payable listing approved at Council meetings. Ms. Stroud advised the Committee that the list approved is only those we pay on the tenth of the month. A lot of payments require different dates. Some payments are made without a purchase order being issued. A check of payments in June showed 116 were Accounts Payable and 150

were manual checks. The dollar amount on the manual checks was about \$61,000. About \$500,000 per year is not seen by the Council. Mr. Gano asked if there is a listing that the Council could look at after-the-fact. Ms. Stroud had samples of several reports. No report provides as much information as the A/P listing. Mr. Gano suggested the Committee be provided with the report showing the budget status of the accounts. Ms. Stroud responded that it could be provided, however, it will be a bulky report. Mr. Poet noted that there is little value in what the Council presently receives. Mr. Warren suggested the Committee meet monthly for awhile to go over the financial statement. It was agreed to meet monthly for three months.

III B. Cable TV Update. Mr. Warren reported the cable television franchisee will increase rates by 5% which is allowed without review by the Council. They will also be requesting additional increases to bring the total increase to 18%. Members of the Committee recommended that the increase request come back to the Ordinance Committee and to the Finance Committee for review and their recommendations be presented at the September Council meeting.

Meeting adjourned at 8:25 a.m.

7/25ap

MINUTES OF A MEETING
OF THE FINANCE COMMITTEE

Thursday, 10:10 P.M.

Manager's Office

May 2, 1985

Members Present: Roger Gano, Chair
Hal Grobey
John Poet
Donna Proctor

Others Present: Elvern Hall, Mayor
Mike Warren, City Manager
Brenda Stroud, Finance Director
Arvilla Page, City Recorder

Ms. Stroud stated the purpose of the meeting was to review and recommend the income limits to apply to the Senior Citizen Discount on utilities for 1985-1986. She presented figures obtained from the Social Security office in Salem which are the maximum amounts of allowable income to receive benefits in 1984. The figures were: Single person - \$6,960; Married couple-\$13,920. If a married couple were to be allowed half again as much as a single person, the figures would be: Single person - \$6,960; Married couple - \$10,440. Apparently, the 1984-1985 figure used was based on the 1984 maximums.

Motion: Poet Gano to recommend to the Council that the same figures used for 1984-1985; Single \$6,960, Couple \$9,870; be used for 1985-1986. Carried unanimously.

Meeting adjourned at 10:20 p.m.

MINUTES OF A MEETING
OF THE FINANCE COMMITTEE

7:00 a.m., Thursday

Velvet Carriage

April 18, 1985

Members Present: John Poet, Co-Chair
Donna Proctor

Others Present: Elvern Hall, Mayor
Mike Warren, City Manager
Brenda Stroud, Finance Director
Arvilla Page, City Recorder

The Finance Director distributed copies of the material that will be presented to the Budget Committee for the 1985-1986 Fiscal Year Budget.

Mr. Warren stated the book contains 20 different funds. Each fund needs to stand alone to be strong. The book presented is not yet complete. There is some description that needs to be inserted yet and the Budget Message is not yet in the book.

The General Fund is not the largest fund. The Water and Sewer are the largest. The book is arranged with the summary of the revenues for each fund and then the expenditures. There is a descriptive summary page for each fund and section that tells quickly what is going on in that fund or section.

Mr. Warren then reviewed the General Fund, beginning with the fund balance. When the people were asked to approve a new tax base, they were told it would last for two years. We are now in our fourth year. There is hope that it will last through the fifth year. We have been conservative on expenditures and have been able to carry over some funds each year so that we have not had to go back to the people and ask for more money. The estimated carry over balance for next year will be smaller. The next carryover will depend on several factors. Examples would be higher salary increases and not receiving the grant for the library.

Estimated total revenues in the General Fund are projected at approximately \$2,000 less than last year. The expenditures will remain close to the same amount.

Mr. Warren then went through the General Government section of the General Fund as an example of how the expenditures are detailed.

Meeting adjourned at 7:40 a.m.

ap4/18/85

Velvet Carriage

January 22, 1985

Brenda Stroud, Finance Director
Mike Warren, City Manager
Arvilla Page, City Recorder

- [illegible]

** Removed at request of Mr. Grobey as it should have been 'off the record'.

Minutes
Finance Committee
January 22, 1985
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Representatives from the Chamber of Commerce; Alan Steiger, Roger Veatch and Dan Ebert; joined the Committee.

Mr. Ebert presented copies of the N.A.C.C. 1985 Goals. He stated that economic development is a priority of the Chamber and to promote economic development, the Chamber needs a good Executive Vice President/Director. The Chamber does not have enough financial resources at this time and will need assistance to fund the position. They are asking that the City dedicate the hotel/motel tax and also \$12,600 for the first year of the position. They would like to proceed with the hiring process. They will be trying to improve their financial position with increased membership and increased dues. The dues increase to the City would be off-set by the funding. They are also looking at other sources of revenue, but they would like to hire within 60 days. They need a guarantee that \$12,600 would be available, if needed.

Mr. Gano asked whether the Chamber has an association with the Old Fashioned Festival. The response was that the OFF falls under the Chamber umbrella.

Mayor Hall noted that the activities of the Old Fashioned Festival, the Champoege Pagaent and Yamhill County Tourism Council also fall under the use of the hotel/motel tax revenues.

Mr. Veatch pointed out that the new Chamber director would relieve the City staff by doing some of those jobs they are now involved with.

Ms. Stroud asked where the funds for the position would come from next year.

Mr. Steiger responded that the right individual in the position will develop revenues and membership.

Mr. Ebert noted that the City is spending too much time on what should be Chamber activities. Other cities get a higher percent of their revenues from sources other than membership fees.

Mr. Veatch stated the Chamber would like to alleviate some of the City staff time spent on economic development. We need more business and industry. The Chamber would like to develop a first-class brochure expounding on the benefits of moving to Newberg. Perhaps have it translated in to Japanese and distribute it in California.

Mr. Warren noted there were possible funding sources other than the hotel/motel tax. There is the Newberg Centennial Redevelopment Commission and the EDA monies designated for administration.

Recommendation: That the Council designate current motel tax to the Chamber and guarantee up to \$12,600, to be offset by any dues increase, to the Chamber for the director position. Also, that the Chamber report to the Council any further developments.

Meeting adjourned.