

Council Business Meeting

May 2, 2017

Title: Appointment to Citizen Budget Committee
From: Barbara Christensen City Recorder
Barbara.christensen@ashland.or.us

Summary:

Council and Mayor appointment to the Citizens Budget Committee with a term ending 12/31/2018.

Actions, Options, or Potential Motions:

I move to approve the appointment of _____ to the Citizens Budget Committee with a term ending 12/31/2018.

Staff Recommendation:

N/A

Resource Requirements:

N/A

Policies, Plans and Goals Supported:

ORS 294.336(6) If an appointed member of the budget committee is unable to complete the term, or resigns before the term is over, the governing body must appoint another elector to serve out the unexpired portion of the term.

ORS 294.336(4) The appointive members of the budget committee cannot be officers, agents or employees of the local government. Spouses of officers, agents or employees of the local government are not barred from serving on the budget committee if they are qualified electors and not themselves officers, agents or employees.

Background and Additional Information:

Citizen Budget Committee member Pamela Lucas submitted her resignation which created one vacancy on this committee.

The position was advertised on the city website and in the local newspaper with a deadline for applications of April 26. Five applications were received from Tonya Graham, Pauleen Miller, James Nagel, Michael Pavlik and Peter Schultz.

Attachments:

Applications

**APPLICATION FOR APPOINTMENT TO
CITY COMMISSION/COMMITTEE**

Please type or print answers to the following questions and submit to the City Recorder at City Hall, 20 E Main Street, or email christeb@ashland.or.us. If you have any questions, please feel free to contact the City Recorder at 488-5307. **Attach additional sheets if necessary.**

Name: Tonya Graham

Requesting to serve on: Budget Committee

Address 2007 Mae Street Ashland, OR 97520

Occupation Executive Director – Geos Institute

Phone: Home 541.488.1688

Work 541.778.0718 (& cell)

Email: tonyagraham89@gmail.com

Fax: None

1. Education Background

What schools have you attended? Occidental College, Southern Oregon University, Northland College, Goddard College

What degrees do you hold? B.S. in Biophysical Environmental Studies (Northland College), MA in Community Development (Goddard College)

What additional training or education have you had that would apply to this position? I have attended a variety of accounting, financial management, and budgeting training workshops to prepare myself to manage the finances of a nonprofit organization.

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?

I have been a nonprofit Executive Director for 15 years. In that position, I am responsible for budgeting and managing the organization's finances so that we can make the most effective use of the financial resources at our disposal. This involves accurately projecting revenues and expenses and having an intimate understanding of the budgeting process so that adjustments can be made as the budget year unfolds. My experience has taught me that budgets are management tools rather than static calculations. It is important to nail down revenues and expenses that can be accurately calculated, make the very best judgment possible regarding line items that are difficult to control or predict, and ensure that the financial management process moves step by step with the budgeting process so that smart adjustments can be made when necessary. I am very fond of numbers and I like to find creative ways to move priorities forward within the constraints of a tight budget. Looking at an organization through the lens of their budget shows what that organization values in a different way than what you see if you just read their plans.



Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why?

It is always advantageous to continue to be trained and to learn from peers in any endeavor – professional or civic. If I am named to the Committee, I will study the Local Budgeting Manual posted on the website regarding the budget process and review minutes from past Committee meetings to ground myself in the discussions that have led to the budget decisions that have been made to date. I will also avail myself of other resources recommended by Committee members. While I do not believe I need additional training to step into this role beyond orienting myself to a city specific budgetary process, if an appropriate conference or online network is available, I will consider going if I think it will bring needed additional skills or ideas to my work on the Committee.

3. Interests

Why are you applying for this position?

I am interested in serving the City of Ashland in ways that make use of my skills and experience. I have an intuitive understanding of numbers and am experienced in the tradeoffs that must happen in any effort to achieve large goals with limited resources, so I believe serving on the Budget Committee is one of the ways that I can contribute something of real value to my community. I know many people for whom serving on a Budget Committee would be like climbing into the third ring of hell. But that is not how I feel about it. I like budgeting processes and serving on the Committee is interesting to me, so I think it could be a good fit that would allow me to contribute and provide the City with a valuable perspective.

4. Availability

Are you available to attend special meetings, in addition to the regularly scheduled meetings? Do you prefer day or evening meetings?

I prefer late afternoon or evening meetings over meetings scheduled in the middle of the work day, but I do have some flexibility if workday meetings need to happen from time to time. I am willing to attend special meetings as needed and will be available for them as long as I am part of the scheduling process. I do have one conflict with the posted meetings online in that I will not be in town for the May 11 meeting date. All others are clear in my calendar.

5. Additional Information

How long have you lived in this community? 20 years

Please use the space below to summarize any additional qualifications you have for this position.

I have led and participated in many committees in my professional and civic life. These experiences have taught me how to work well with diverse people, disagree respectfully, and participate in meetings in ways that help keep them moving efficiently. I am experienced at strategic and tactical planning and the budgeting processes that turn long-term plans into achieved reality. Thank you for considering my application to serve on the Budget Committee.

4/17/17
Date

Jonny Anaker
Signature

CITY OF ASHLAND

APPLICATION FOR APPOINTMENT TO CITY COMMISSION/COMMITTEE

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Name Pauleen Miller

Requesting to serve on: Budget (Commission/Committee)

Address 507 Tucker Street

Occupation COO, accountant,
Tax Practitioner

Phone: Home 541-708-0738

Work 541-201-8111

Email pauleen.miller@

Fax rockcreekcg.com

1. **Education Background**

What schools have you attended?

University of San Francisco
Western Governors University
Golden Gate University

What degrees do you hold?

Bachelor of Science in Accounting. In process of
obtaining a Masters in Taxation. graduation Fall 2017

What additional training or education have you had that would apply to this position?

Member of the National Society of Accountants.
QuickBooks Pro Advisor since 2009.

2. **Related Experience**

What prior work experience have you had that would help you if you were appointed to this position?

I have worked for over 20 years in accounting and
have held positions as Controller, Chief Financial

Officer and Chief Operations Officer. I have a strong
background in financial planning, forecasting and
budgets.

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why?

It's important to keep up to
date with tax law & financial reporting. I have to
keep up by taking classes & webinars to
meet a certain amount of CPE credits
needed for my profession.



3. Interests

Why are you applying for this position? I feel I can
support the council and the Mayor
and serve in the city that I love.

4. Availability

Are you available to attend special meetings, in addition to the regularly scheduled meetings? Do you prefer day or evening meetings? yes. prefer day
but can do evenings.

5. Additional Information

How long have you lived in this community? since Feb 2012.

Please use the space below to summarize any additional qualifications you have for this position

see attached
resume

4-18-17
Date

Phillips
Signature



Pauleen L. Miller

E-Mail: pr@rockcanyoncreek.com

Tel: 541.414.7488

Experienced, goal-oriented team player in executive management with the demonstrated ability to carry out GAAP and achieve goals. Excellent communication skills in solving problems and motivating personnel while creating productive and cohesive work groups.

PROFESSIONAL EXPERIENCE

Natura Health Products, Ashland, Oregon Feb 2012 – Present

Chief Operating Officer / Chief Financial Officer

Key member of the Executive Management team. Oversee the overall operations and financial management of the company. Chief authority over company operations and financial matters including budgets, forecasts, inventory, purchasing, cash flow, expenditures, borrowing, reserves, appropriations and forecasting.

Key areas of Responsibilities

- Assess organizational performance against both the annual budget, and company's short and long-term strategy.
- Develop tools and systems to provide critical financial and operational information to the CEO and make actionable recommendations on both strategy and operations.
- Engage the board, CEO, President, or investment committees around issues, trends, and changes in the operating model(s) and operational delivery.
- Assist in establishing yearly objectives and selecting and engaging outside consultants (auditors, accountants, investment advisors, attorneys).
- Serve as a member of executive leadership team.
- Provide Management with advice on the implications of business activities and develop processes to strategically enhance financial performance.
- Responsible for development and execution of key decisions pertaining to strategic initiatives, operating model and operational execution.
- Produce, maintain and oversee financial reporting; Financial statements, budgets and forecasts. Provide analysis of financial results and develop operational and/or financial recommendations (strategic and tactical).
- Develop and execute analysis of various business activities (e.g., opening new operations, asset acquisition, new product launches, change in operations, etc.) and make strategic recommendations thereof.
- Develop financial portion of yearly Board package.
- Oversee cash flow planning, oversee cash and investments. Ensure availability of funds as needed.
- Oversee financing strategies and activities, as well as banking relationships.

Pauleen L. Miller

- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.
- Approve company payables and expenditures.
- Participate in corporate policy development as a member of the executive management team.
- Engage the board of directors to develop short-, medium-, and long-term financial plans and projections.
- Represent the company to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Ensure effective internal controls and procedures are in place to safeguard company assets and comply with regulatory laws and regulations.
- Coordinate audits and proper filing of tax returns.
- Serve as final point of escalation for all operational matters.
- Manage company insurance programs. Review, analyze and recommend on implementation or changes to employee benefits programs.
- Manage the company's real estate affairs consisting of leases, sub-leases, and assist in the negotiation thereof.

The Mederi Foundation, Ashland, Oregon June 2012 – Present

Administrative Officer

Member of the Executive Management team reporting to the Executive Director, President and Board Members. Primary responsibilities for planning, implementing, managing, and controlling all financial reporting and company operations.

- As a true business partner to the Executive Director and President, assess organizational performance against both the annual budget and company's short and long-term strategy.
- Develop tools and systems to provide critical financial and operational information to the Executive Director and make actionable recommendations on both strategy and operations.
- Engage the board, Executive Director, President, or investment committees around issues, trends, and changes in the operating model(s) and operational delivery.
- Assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, accountants, investment advisors).
- Provide Management with advice on the financial implications of business activities and develop processes to strategically enhance financial performance.
- Participate in key decisions pertaining to strategic initiatives, operating model and operational execution.
- Produce, maintain and oversee financial reporting; financial statements, budgets and forecasts.
- Provide analysis of financial results and develop operational and/or financial recommendations (strategic and tactical).
- Develop and execute analysis of various business activities (e.g., opening new operations, asset acquisition, new product launches, change in operations, etc.) and make strategic recommendations.

Pauleen L. Miller

- Assist in development of financial planning and analysis exercises/reports.
- Develop financial portion of yearly Board package.

Rock Creek Consulting Group, LLC. Ashland, California June 2009 - Present

Owner – Specializing in Accounting, CFO/COO & Tax services for small to mid-size companies. Providing custom tailored accounting services to meet specific business needs. Some examples of the services provided include:

- Accounts Payable - Enter and audit accounts payable invoices to ensure accuracy and proper classification. Prepare checks. Quarterly “clean up” to ensure vendors are classified and recorded properly, and have a W-9 on file (if applicable).
- Accounts Receivable - Invoice customers, Generate Monthly statements and manage collections (if necessary) , post payments received, maintain customer files.
- Full Service Payroll - Process Payroll, Direct Deposit, Process DE-6 Reports, prepare and process payroll taxes and filings, manage employee records, track employee loans.
- Banking - Bank Reconciliations and transfers.
- Financial Statements – Prepare monthly profit and loss statements and balance sheet, prepare budgets and forecasts, provide custom financial reports tailored to your specific needs and industry. Monthly, Quarterly & Year-End reviews.
- Tax Preparation – Income tax preparation. Property Tax Statements (571-L), Prepare Quarterly Sales Tax Returns (BOE-401), Prepare BOE E-Waste (Recycle Fee) returns, Prepare Federal and State payroll payments and filings, Prepare DE-88 Quarterly Wage Reports, Process 1099’s and 1096 reports, Process Yearly W-2’s.
- QuickBooks Support – Certified Quick Books Pro Advisor.
- HR Support – Development of company handbooks and HR policies.
- Consulting Services – COO, CFO consulting. Help clients develop departmental written procedures and protocols. Develop custom financial analysis tools specific to the client’s needs.

ANDERSON’S TV, Redwood City, California January 2000 – June 2009

Controller – Retailer of consumer home electronics and fine furniture. Annual sales over \$30 million with four retail stores located throughout the greater Bay Area and a service department.

- Prepared all financial data including monthly financial statements, budgets, and forecasts.
- Prepared 1099’s, sales tax returns, e-Waste returns & property tax statements.
- Generated and provided sales and statistical data to officers and key personnel.
- Supervised and audited accounts payable, accounts receivable, payroll, and data entry to ensure accuracy and efficiency.

Pauleen L. Miller

- ADP payroll processing for 78 employees which included hourly and commission personnel.
- Supervised retail and service operations in all locations throughout the Bay Area.
- Handled all employee health and benefit plans including 401K and profit sharing.

ATHERTON APPLIANCE, Redwood City, California May 2007 – September 2010

Contract Accountant – Retailer of consumer appliances with annual sales over \$2 million

- Prepare all financial statements and budgets .
- Prepare and enter all journal entries into Atherton’s computer system.
- Reconcile operating and payroll accounts.
- Audit general ledger including balance sheet accounts, payroll and sales tax returns, and 1099’s.
- Provide general assistance in all aspects of accounting (A/P, A/R, P/R, and point of sale)

ALL WEST CONTAINER CO., South San Francisco, California February 1994 – December 1999

Controller, Corporate Officer – Corrugated Manufacturing Company

- Prepare monthly financial statements, which included auditing general ledger.
- Supervised accounting staff of four people in accounts payable, accounts receivable and payroll.
- Established credit lines for all new vendors. Handled all collection accounts, complaints, discrepancies and bankruptcies.
- Prepared DE-88 Quarterly Wage Reports, 1099’s, and sales tax returns.
- Processed all Workman’s Compensation claims and prepared all OSHA reports.
- Maintained and allocated costs for estimating system to ensure correct levels of pricing.

EDUCATION —

WESTERN GOVERNORS UNIVERSITY, 2010-2013

Bachelor of Science - Accounting

GOLDEN GATE UNIVERSITY, 2015- present

Masters in Taxation – Graduation date Fall 2017

BUSINESS SOFTWARE APPLICATIONS —

QuickBooks , ADP , Paychex, Ovation Payroll, (retail software), Miva Merchant Ecommerce, Excel, Word, Outlook, Adobe Acrobat Professional, Adobe Photoshop, Constant Contact, FileZilla, Power Point, WebEx, Go to Assist.

CERTIFICATIONS – Intuit QuickBooks ProAdvisor Certification (2009- Present)

CITY OF
ASHLAND

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Name James E Nagel

Requesting to serve on: Budget Committee (Commission/Committee)

Address 520 Helman Street

Occupation Football coach Phone: Home 541-890-2567

Work

Email jimnagel@jeffnet.org

Fax

1. Education Background

What schools have you attended? Long Beach State & San Jose State

What degrees do you hold? BA & MA

What additional training or education have you had that would apply to this position?

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?

I am a retired former Athletic Director working with
the Ashland School District Budget and the former
Ashland Youth Activities Levy

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why? I have no experience with
government entities and budgets



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APR 24 2017

3. Interests

Why are you applying for this position?

Since I retired, I have been

looking for an opportunity to help my community. Greg Lemhouse
mentioned there was an opening and he thought I might be a good fit.

4. Availability

Are you available to attend special meetings, in addition to the regularly scheduled meetings? Do you prefer day or evening meetings?

After coming back from

out of town on May 6 I should be available. Evenings work best.

5. Additional Information

How long have you lived in this community?

Since 1983

Please use the space below to summarize any additional qualifications you have for this position

Having worked in education for over 40 years, and serving on
numerous committees dealing with budgets, I have learned the
importance of keeping an open mind, while at the same time,
when there is a clear priority in my mind, being able to stand up
and support what I feel is the right priority for all.

Not having a background in city government, I realize I will have
to do a lot of research and ask a lot of questions, and that's OK.

Date

4/22/17

Signature

Lemon E Nagel



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Name Michael Steven Pavlik

Requesting to serve on: Budget (Commission/Committee)

Address 2375 Greenmeadows Way, Ashland, OR 97520

Occupation Retired CPA

Phone: Home 541-292-1110

Work _____

Email michael.pavlik1967@gmail.com

Fax _____

1. Education Background

What schools have you attended? San Jose State University and University of Santa Clara

What degrees do you hold? Bachelor of Science in Business Administration with an
emphasis in accounting

What additional training or education have you had that would apply to this position?
Certified Public Accountant licensed in California and Oregon

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?

I have over 45 years experience as an accountant including governmental audit experience. I was also the elected City Treasurer for the City of Yreka for three terms. I was appointed by the governor of California to the Siskiyou County Fair Board where I served as treasurer. I was elected to the Yreka Union High School Board where I served as chairperson of the budget committee.

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why? It would be advantages to have further training.

The budget and diversity of programs is much larger in Ashland than in my prior experience. In California, you do not have the opportunity to determine tax rates.



3. Interests

Why are you applying for this position? I served in the Yreka community for over 40 years.
I have wanted to get involved in the Ashland community since moving here six years ago. Dave Runkel recently mentioned this opportunity to me. I believe I would be a valuable contributor to the budget committee based on my background and would love an opportunity to serve.

4. Availability

Are you available to attend special meetings, in addition to the regularly scheduled meetings? Do you prefer day or evening meetings? I am available for special meetings.
I have no preference to day or evening meetings.

5. Additional Information

How long have you lived in this community? Six and a half years

Please use the space below to summarize any additional qualifications you have for this position

April 25, 2017

Date

Michael S. Pavlik

Signature



APPLICATION FOR APPOINTMENT TO CITY COMMISSION/COMMITTEE

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Attach additional sheets if necessary.

Name Peter Schultz

Requesting to serve on: The Budget Committee (Commission/Committee)

Address 375 East Nevada Street Ashland Oregon 97520

Occupation Financial Publisher/Writer Phone: Home Mobile 541 951 4989
Work 541 482 2300
Email pefer@cashflowheaven.com
Fax 541 482 9505

1. Education Background

What schools have you attended? Southern Oregon State College

What degrees do you hold? BA Business

What additional training or education have you had that would apply to this position?
None

2. Related Experience

What prior work experience have you had that would help you if you were appointed to this position?

I founded a financial education company in 1999 that continues successfully to this day. As a business owner we've had to budget our finances every year and have never had a negative year in our 18 years in business. In that time I've learned to assess the consequences of each decision and outcome--and have learned many important lessons over the years.

Do you feel it would be advantageous for you to have further training in this field, such as attending conferences or seminars? Why?

Yes I do. I am an options trading educator and writer--not an accountant. I feel that I can bring some good practical experience to the position, but not necessarily the technical side of budgeting. So any ongoing education in that field would be helpful.

3. **Interests**

Why are you applying for this position?

I want to know more about how the city is run and what our opportunities and challenges are. Since virtually everything the city does runs through the budget committee, and since budgets tend to dictate what opportunities are available to us as a community, this seems like a good strategic place to make a contribution.

4. **Availability**

Are you available to attend special meetings, in addition to the regularly scheduled meetings? Do you prefer day or evening meetings?

I have flexibility in my schedule so even though I am currently running a business I can attend scheduled or special meetings, either day or night.

5. **Additional Information**

How long have you lived in this community?

Between 1977 and 1982. And then from 2001 to the present.

Please use the space below to summarize any additional qualifications you have for this position

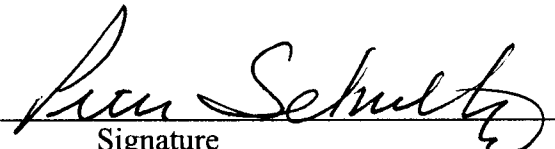
The company I founded has several employees--some salaried with benefits, some hourly, and some associates that are independent contractors. All these compensation plans have to be managed in a way that sustainably benefits both the contributor and the company. So many of the challenges the City faces I also face--albeit on a much smaller scale.

Plus we have costs that go as high as a quarter million dollars for some items like marketing--so costs have to be rigorously managed or we get into trouble quickly.

I am also currently serving on the managing committee for the Ashland Boy Scouts Troop 112 (the oldest Troop in Oregon). The Scout Troop also has a budget that needs to be managed in a way that insures the Troop will continue on in a financially healthy manner.

I'd like to put some of that experience to work in a way that benefits our community.

4.25.2017
Date


Signature