

MONDAY, 7:00 P.M.

JUNE 24, 1996

FINANCE COMMITTEE
MINUTES

NEWBERG PUBLIC LIBRARY

NEWBERG, OREGON

The meeting was called to order by chair Chuck Cox at 7:00 p.m.

ROLL CALL:

Present:	Tim Codiga	Bert Pennock
	Alan Halstead	Charles Cox

Others Present:	Kathy Tri, Finance Director
	Duane Cole, City Manager
	Donna Proctor, Mayor
	John Knight, Planning Manager
	Diane Padilla, Asst. Finance Director

MINUTES: The minutes of the April 29, 1996 and May 28, 1996 meetings were reviewed and approved by all present.

NEW BUSINESS:

Planning Fees: John Knight was present at the meeting to present an update to planning and subdivision fees. He indicated that the City had changed its way of processing land use permits when it adopted the Development Code. He explained the attachment on his memo and showed a chart that compared Newberg's current fees and proposed fees to other City fees. He indicated that fees for annexation are unknown at this time. Due to the recent ballot measure passage, the staff is studying the cost of handling annexations and will propose fees at a later time. He added that the current design review fees have a cap of \$5000. The proposed change has no cap and a scheduled fee based on value of the project. He indicated that this is the most time consuming process that is undertaken by the staff in reviewing development. He is requesting that the finance committee recommend the new fees and forward them to the City Council for July 1, 1996 meeting. The committee reviewed the various fees, and asked questions of Mr. Knight. Alan Halstead also asked about the business license fees. John Knight responded that there are at least five fees in business ordinances and many are not covered. He hopes at a future time to update these fees.

MOTION: Halstead/Cox recommend City Council approval of the Planning Fee Schedule. Passed by those present.

City Facilities - A Second Proposal : Duane Cole presented a memo for future Council consideration. He is asking various groups to provide input on a new proposal. The proposal presented tonight removes the City fire sub-station from the current project and reduces the

amount of the ballot to \$5.775 million dollars. He has proposed at this time for this measure to go to either the September or November ballot. The deadline for the September ballot is July 18, and this will be a mail-in ballot, and the deadline for November is September 5, and will be a walk-in ballot. He noted that the State may have up to 30 to 40 measures on the November ballot, as well as all the public offices. The new bond measure would equate to about a \$.77 per hundred thousand dollars of assessed value. He noted that there are several changes to this proposal, although they were minor. A couple include the removal of the generator expense and possibly removing some of the parking expense. Committee members generally expressed they thought the ballot measure would do better in September. Chuck Cox asked for more time to think about it and he expects to have done that by the time it goes to Council.

Public Contracting: Kathy Tri handed out a outline of concepts for updating the City's public contracting ordinance. The concepts review general purchasing procedures, purchases of different value, contracts for personal services, and contracts for personal services. Bert Pennock expressed that he felt that no oral competitive quotes should be obtained. With fax machines, all quotes should be in writing. After some discussion, Duane Cole indicated that some places have provided more latitude to staff in purchasing. Delaying purchasing can be lost opportunity and increase costs. We want quality control and we also want the biggest bang for our buck. Kathy Tri indicated that she will come back with an ordinance draft at a later committee date.

Monthly Report: Kathy Tri handed out some new graphs showing the monthly difference between revenues and expenditures for the five operating funds that she includes in her report. She did these to help explain some of the differences related to cash flow. She also reviewed the format of the tables that are attached to the monthly report that also relate to cash flow. She indicated that she and Diane Padilla are reviewing different report formats starting for the next fiscal year.

Adjournment: The committee moved to adjourn at 7:55 p.m.