MONDAY, 7:00 P.M. SEPTEMBER 30, 1996

FINANCE COMMITTEE MINUTES

NEWBERG PUBLIC LIBRARY NEWBERG, OREGON

The meeting was called to order by Chair Charles Cox at 7:03 p.m.

ROLL CALL:

Present:	Tim Codiga Charles Cox	Alan Halstead
Absent:	Bert Pennock	Alan Larking
Others Present:	Kathy Tri, Finance Director Duane Cole, City Manager Diane Padilla, Asst. Finance Director	

MINUTES:

The minutes of the June 24, 1996 meeting were reviewed. MOTION: Halstead/Codiga moved to approve the minutes of the June 24 meeting. Passed by those present.

NEW BUSINESS:

Public Contracting Ordinance: Kathy Tri reviewed that the committee had earlier looked at basic concepts for redrafting the City's Public Contracting Ordinance. She explained that she looked at numerous other cities ordinances, as well as the State Public Contracting rules. She explained that the State rules are about an inch thick. Some cities repeat the State rules, but she decided in this ordinance not to repeat all the State rules because they apply anyway. This ordinance provides a number of definitions which were not included in the previous ordinance. She noted that the City Manager's position is a designated purchasing agent in accordance with the City Charter. The ordinance spells out that the City Council is designated as local contract review board, as required by State law. She asked the committee to focus in on sections that dealt with the authority of the manager, the general policies, the purchasing guidelines, contracts for public services. She then reviewed those sections.

Chuck Cox asked where the authority of the City Manager ended and the City Council begins. Kathy Tri explained that in most of the purchasing, the authority resides in the City Manager, although he has the ability to take anything to the City Council. All public contracts over $25,000 must go to City Council. The committee also felt that we should consider all personal services contracts over $25,000 should also go to City Council. Kathy Tri explained that all major purchases must be included in the City budget. That is also time for City Council to review anticipated major expenses for the upcoming year.

Charles Cox asked about Section 6(i) with regard to contracts that are exempt for testing equipment or for pilot projects. Kathy Tri indicated that all of these exemptions were included in the State law and staff gave some examples.

Alan Halstead discussed how contracting with other large public agencies compares to the City of Newberg's. There is a wide latitude in what staff can do and what the Council must do. The committee agreed that this ordinance can go to Council.

Transfer Resolution: Kathy Tri indicated that the staff needs a transfer resolution in the Central Services fund. She explained that the City Hall computer backup system has failed and needs to be replaced. The staff has looked a various systems and would like to buy a system that will back up all the City's computers, if necessary. Included in this is a connection for Community Development so that the City Hall computer can back up Community Development. At this time, their backup system is makeshift. The transfer needs to be $6000.00. The committee approved the transfer by consent.

Monthly Report: Kathy Tri explained that the monthly report format has changed, starting July 1. She asked the committee for comments on how they like it over the next few months. She highlighted that there had been a comment about activity at the City Hall counter. She had her staff track people who walk in to the counter in the Finance Department at City Hall on a daily basis for the month of August. She indicated that they have continued doing so during September and will probably also do October. The high day in August was 130 people. The average was in the 40's. The committee generally expressed surprise as to how many people come into City Hall on a daily basis. She then presented the monthly report. She discussed the progress of the audit and the staff explained the use of VISA and MasterCard for City customers. She explained some of the rules for using the MasterCard and some of the staff ideas on how it would be used. The committee generally expressed caution on going forward with the VISA/MasterCard program. She indicated that she would come back with further information. There was some discussion about the list of Capital Projects in the monthly report. Chuck Cox was interested in having information on when the projects were initiated and there anticipated completion date.

Tim Codiga talked about some properties he is working with. Staff indicated that they would look into his problems regarding plumbing permits and meter reading.

Adjournment: The committee moved to adjourn at 8:00 p.m.