

The Finance Committee has been dissolved as of February 19, 2008.

CITY OF NEWBERG COUNCIL MINUTES
FEBRUARY 19, 2008
7:00 P.M. MEETING
PUBLIC SAFETY BUILDING - TRAINING ROOM

VI. CONSENT CALENDAR

1. Consider a motion approving **Resolution No. 2008-2760** entering into an agreement with ServiceMaster First for janitorial services in the amount of \$65,808 per year.

This item was pulled from the Consent Calendar and moved to the second item under New Business.

2. Consider a motion approving **Resolution No. 2008-2768** appointing Craig Pack as Operator I in the Public Works Operations Division.
3. Consider a motion approving **Resolution No. 2008-2769** appointing Brandon Henry as a Firefighter/EMS in the Fire Department.
4. Consider a motion to dissolve the Finance Committee.
5. Consider a motion approving City Council Minutes for January 22, 2008.

MOTION: Palmer/Rierson to approve the Consent Calendar including the Regular Session City Council Minutes for January 22, 2008 as amended, **Resolution No. 2008-2768**, **Resolution No. 2008-2769**, and consider a motion to dissolve the Finance Committee. (Unanimous) Motion carried.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: 2008, February 6

Order ___ Ordinance ___ Resolution ___ Motion XX Information ___
No. No. No.

Date Submitted: February 6, 2008

**SUBJECT: Dissolve the Finance Committee
as a standing committee of the Council.**

Contact Person (Preparer) for this
Motion: **Elizabeth Comfort, Finance
Director**

Dept.:
File No.:
(if applicable)

RECOMMENDATION:

Pass the Motion: The Finance Committee, which is the only standing committee of the City Council, is hereby dissolved because the functions that the committee performed have been revised. The City Council thanks the members of the committee for their important service.

BACKGROUND:

1. The Finance Committee (FC) is a standing committee of the City Council, as provided by the City Council Guidelines and Rules, which were adopted in January of 2007 by Resolution 2007-2692.
2. The Committee members are made up of a councilor, budget committee member, two citizens, and the mayor as an ex-officio member. The membership make-up is not formally defined.
3. The FC was formed to review the accounts payable checks, quarterly finance reports, preview any supplemental budgets, and preview the annual audit report. These functions have been revised. The accounts payable has a two-step, in-house approval process, the monthly financial reports are given to the councilors, and they approve the supplemental budget requests and audited financial reports. The Committee has met quarterly; however, the January meeting was cancelled due to lack of action items on the agenda.
4. The Motion accomplishes the City Council's request concerning the FC and can be tracked in the motion index. The complete review of the City Council Guidelines and Rules may be done at the next City Council goal setting session with the new city manager.

FISCAL IMPACT: Saves the Finance Department time and resources.

STRATEGIC ASSESSMENT: The Finance Director has revised the financial reporting process to keep the Council and Budget Committee members up-to-date on the financial status. Therefore, the FC's duties have been redundant over the past 18 months. Both the Council and Budget Committee receive the monthly financial reports to keep abreast. The monthly disclosure of the reports to both groups allows them to be more involved throughout the year in addition to budget season (late spring of each year).