

Minutes for Finance Committee
Monday, October 27, 1997
Newberg Public Library

Members Present: Chuck Cox
Fred Howe
Lisa Thomas
Tim Codiga
Bert Pennock

Others Present: Donna Proctor, Mayor
Duane Cole, City Manager
Debbie Smith-Wagar, Asst. Finance Director
Kathy Tri, Finance Director

Chair Cox called the committee to order at 7:00 PM.

MINUTES:

Minutes of the June 30, 1997 meeting were reviewed. Pennock/Codiga moved to approve the June 30, 1997 minutes. Passed by those present.

NEW BUSINESS:

NSF Check Policy: Kathy Tri presented a Finance Department policy for charging customers an NSF charge equivalent to the City's bank charge, currently \$3.00 per check. She reviewed the procedures outlined in the policy. Donna Proctor felt that checks should be run through twice before a charge is made. Staff will communicate with the departments on how to proceed.

Water Leak Credits:

Kathy Tri reviewed a Finance Department policy and procedure on water leak credits. Duane Cole indicated that this was good policy and generous compared to the private utilities. The committee generally expressed approval of the policy.

Lisa Thomas asked how the staff would communicate these two policies to the citizens. Kathy Tri indicated that the staff will put an article in the quarterly newsletter and will review the new customer brochure and door hanger for water leaks to make sure they explain the policy and procedures. Ms. Thomas wanted to be sure that the City communicates with the customers on these policies.

Fred Howe asked staff if the enabling ordinance addressed leaks. Kathy Tri stated that it did not.

Finance Software:

Kathy Tri presented a proposal from Springbrook Software to upgrade the City's accounting and utility billing software to a Window 95 version. The upgrade would also take care of the year

2000 problem all computer users are dealing with. The cost of the upgrade is estimated at \$13,932. Staff would like to change the utility billing software this year.

Committee members asked for more information on the benefits for upgrading the software and what other options are available.

Budget Resolution:

Kathy Tri presented the first budget change resolution. The resolution made four changes: (1) transferred money in the General Fund to cover extra time in the Court and paramedic pay in Fire; (2) transferred money in Central Services to cover the costs of repairing the Library roof and DEQ requirements for underground tanks; (3) recognized additional state library grant money; and (4) reduced the Vehicle/Equipment Replacement Fund balances. Fred Howe asked for a list of what was bought that required the balances change. Kathy Tri indicated that the requested information would be included in the Council report. The committee approved the resolution.

MONTHLY REPORT: Kathy Tri presented the quarterly report. She highlighted the table listing the adjusted working cash balances.

MONTHLY TRANSACTIONS: There were a couple of questions on transactions that the staff answered.

ADJOURNMENT: The committee moved to adjourn at 7:55 PM.