MINUTES FOR THE NEWBERG FINANCE COMMITTEE

October 23, 2001
Newberg Public Safety Building

Members Present:	Rebecca Ratcliffe	Lisa Helikson	Donna McCain
Members Absent:	Bob Larson		

Staff Present: Kathy Tri, Finance Director
Elaina Canutt, Assistant Finance Director

The meeting came to order at 7:00 p.m.. Kathy Tri introduced Elaina Canutt as the new Assistant Finance Director

Minutes: Helikson/McCain moved to approve the July 31, 2001 minutes. Passed by those present.

NEW BUSINESS:

Review of Draft Financial Report: Kathy Tri reviewed the draft report. She noted that the City's pension information was not complete. She also indicated that Elaina will be reviewing the report and finishing it. Ms. Tri noted the changes in revenues and expenditures for the General Government Functions and the changes in fund balances. She noted that the year was busy with committee meetings and major capital expenditures. She also reviewed the Enterprise Funds and noted the decrease in cash that was primarily due to capital expenditures which were funded with existing City funds. She also highlighted the decrease in the Central Services fund balance. She noted that the City will need to improve the reserve for workers compensation as a protection against major future claims history.

2001-02 Budget Changes: Kathy Tri handed out Supplemental Budget #1. She reviewed each item. New revenues equal $1,070,953 and transfers equal $398,000.

MOTION: Helikson/McCain moved to approve the Supplemental Budget #1 as presented. Passed by those present.

GASB 34: Kathy Tri and Elaina Canutt reviewed the changes in fund structure required by GASB 34. They recommended that the EMS Fund and Storm Sewer Utility be classified as enterprise funds. Committee members agreed.

The second recommendation was to reclassify the expendable trust funds, Library and Cable TV, as special review funds. Committee members agreed.

The third recommendation was to divide debt service into general debt service and proprietary debt service. Committee members agreed.

Quarterly Report: Kathy Tri presented the first quarterly report. She reviewed the cash requirements of the General Fund, highlighting the need for $1 million in the unappropriated fund balance. She reviewed departmental expenses. She also reviewed various financial statistics. The committee discussed post cards versus stuffed water bills. Ms. Tri indicated that she is considering change to stuffed bill next fiscal year, particularly if the City adopts new monthly charges for storm sewer and transportation. Finally, at the end of the quarter, the City has $12.7 million in cash on hand. She noted that this is less than in prior years primarily due to the fact that the City has been using its own resources to pay for major capital improvements.

ADJOURNMENT: The committee adjourned at 8:40 p.m.

The next meeting was set at January 22, 2002.
fincom10-01