MINUTES FOR THE NEWBERG FINANCE COMMITTEE

October 25, 2005
Newberg Public Safety Building

Members Present:	Bob Larson	Ernie Amundson
	Sally Dallas	Ron Staples
Members Absent:	Rebecka Ratcliffe	
Staff Present:	Kathy Tri, Finance Director	
	Janelle Nordyke , Assistant Finance Director	
	Elaina Canutt, Financial Analyst	

The meeting was called to order by Vice Chair Bob Larson at 7:05 p.m. Kathy Tri noted that Rebecka Ratcliffe would be moving from Newberg and would no longer be on the committee.

Staples/Dallas moved to approve the June 8, 2005 minutes. Passed by those present.

NEW BUSINESS:

Annual Financial Statements: Kathy Tri introduced Elaina Canutt who prepared the annual financial report. Ms. Canutt presented a power point review of the financials. Overall she said the City was in better financial condition than a year ago. The change was due mainly to new development. She then reviewed the overall format of the statements. Bob Larson asked about GASB 44 which were new information and statistical section requirements. Ms. Canutt noted that general governmental activity revenues increased 23% over 2003-04. Mr. Amundson asked if permit revenues only reflected in-city growth. She responded positively. She noted that permit growth also was reflected in assessed value growth and property tax revenue growth. Ms. Canutt noted that general governmental activity expenses were slightly higher:

public safety reflecting a FEMA grant and Dundee contract for police services
general government reflecting the CDB grants for Central School and Butler property
interest expense reflecting the pension bond, and
community development reflecting add staff to handle all the permits.

For the business type activities, Ms. Canutt noted again the effect growth had on these funds. She added that rate increases had also helped the overall financial operations of these four funds.

Supplemental Budget #1: Kathy Tri reviewed each item in Supplemental Budget #1. She indicated that the Supplemental Budget recognized and appropriated $1,139,387 and transferred $196,503. Ernie Amundson asked how much was actual new revenue. She estimated that about $500,000 was actual new revenue. Other resources were transfers between funds.

MOTION: Staples/Dallas moved to approve Supplemental Budget #1 for fiscal year 2005-06. Passed by those present.

Utility Billing Extension Policy: Kathy Tri presented the background on the requested change in the extension policy. Ron Staples asked if customers did not pay because they don't get around to it or can't. Staff responded both circumstances apply. He also asked about sunbirds and budget pay. Elaina Canutt responded on the latter issue. She said that the software company was working out some bugs in their program to allow budget pay. Ernie Amundson asked about online payments. Staff responded that they were working with the bank and software company and would be including the cost in the next rate review process.

MOTION: Staples/Amundson moved to approve the change in the utility billing extension policy for turn off day. Passed by those present.

Outstanding Liens: Kathy Tri reviewed outstanding liens on three properties. She indicated that for the assessment liens a letter generally gets the attention of the property owners to pay. The grass lien will have to go to council and be filed with the county.

Quarterly Report: Janelle Nordyke presented the Quarterly Report for the period from July 1, 2005 through September 30, 2005. She noted the growth in customers and that all departments were within budget. She reviewed the capital projects, planning and building revenues and expenses, and the September 30th cash and investments.

ADJOURNMENT: Staples/Dallas moved to adjourn at 8:10 p.m.