

**MINUTES OF THE NEWBERG FINANCE COMMITTEE**  
**July 24 2007**  
**Newberg Public Safety Building**

Members Present: Ernie Amundson, Jr. Sally Dallas Ron Staples

Members Absent: Bob Larson

Others Present: Elizabeth Comfort, Finance Director  
Jim Bennett, City Manager

The meeting was called to order at 7:05 p.m. by chair Sally Dallas.

**Old Business:**

1. Minutes of May 1, 2007 were motioned for approval by Ron Staples, seconded by Ernie Amundson, Jr. **3 Yes, 0 Nays, 1 absent, Bob Larson.**

**New Business:**

1. Fire Department Division Chief Frank Douglas and Fire Chief Al Blodgett presented the need to increase ambulance costs. Mr. Douglas provided three options for increasing the rates. The Committee voted to support options #3. This option will help to build a contingency for the EMS fund, cover costs to maintain the EMS services, and allow for savings for ambulance replacements.

**Ron Staples motioned to recommend Option #3 to the Council for consideration. Ernie Amundson seconded. 3 Yes, 0 Nays, 1 absent, Bob Larson**

2. Elizabeth Comfort presented the pre audit 4<sup>th</sup> quarter financials. At this time the expenditures are within the appropriations. In August the city's departments will reconcile with year end estimates which may require a supplemental budget in September.
3. Mrs. Comfort reviewed the purpose of the audit process and the importance of internal controls. The City has the responsibility to eliminate opportunities for fraud. This is in the form of internal controls.
4. Mrs. Comfort presented the 2007-2008 adopted Budget. She identified some new ideas and changes used in the document. One change is the departments in the document are now called City Services, and Central Services are Administrative Support Services. The goal is to define the functions of the city. Other improvements include the Debt section has greater detail, changed account names are identified, the funds are defined, and the contingency and reserves are clarified in the funds.

Next Meeting Date: **Tuesday, October 23, 2007.**

The Finance Committee adjourned at 8:10 p.m.