CITY OF VENETA
BUDGET COMMITTEE MINUTES
FOR MAY 2, 2006

Committee Members Present: Tim Brooker, Thomas Cotter, Marion Esty, Sharon Hobart-Hardin, James Dean, Keyte Hladky, Brant Dutton, and Keith Weiss.

Staff Members Present: Ric Ingham, City Administrator; Jerri Moore, Finance Director.

Mayor Brooker called the Veneta Budget Committee to order at 6:35 p.m.

NOMINATION OF OFFICERS:

- Tim Brooker nominated Tom Cotter for the Chairperson position. Mr. Cotter respectfully declined the nomination due to a heavy load of existing obligations. Sharon Hobart-Hardin then nominated Tim Brooker for Chairperson. Marion Esty seconded the motion, which was unanimously approved. Keyte Hladky nominated James Dean for the Secretary position. Brant Dutton seconded the motion. Unanimously approved.

APPROVAL OF PRIOR YEAR MINUTES:

- Ric Ingham requested approval of minutes for the Budget Committee meetings held on May 5th and May 19th, 2005. James Dean made a motion to approve the minutes as presented. Tom Cotter seconded the motion. Unanimously approved.

PRESENTATION OF BUDGET MESSAGE:

- Ric Ingham gave the Budget Message, opening with the introduction of the new Planning Fund and its purpose; to better identify actual costs for planning services and support a methodology for collecting fees and reimbursements from users of these services. Ric continued with the Budget Message, fielding questions and comments from the committee members. Various topics discussed included the addition of new positions to City staffing, budget assumptions, projects and activities planned for the 2006-2007 fiscal year, the outlook for continued residential and commercial growth in Veneta, the useful life of the City's water and wastewater treatment plants and the inventory of available residential property stock within the City's urban growth boundary.

PRE-BUDGET REVIEW:

- Jerri Moore led the Committee through a review of various schedules detailing selected portions of the FY 2006-2007 budget including property tax revenue projections, personnel costs and labor allocation formulas, capital projects and purchases, system development charge revenue estimates and charts presenting revenues by source and expenditures by function level. A review of the proposed budget summary identified inconsistencies in some formulas. Moore apologized for the inconvenience and stated she would resolve the errors before the next meeting. In response to questions posed by various members, Moore stated she would bring additional information on the following topics to the next committee meeting:

  1. City gas tax collections to date for the current fiscal year,
  2. Detail on revenues recorded as General Fund Miscellaneous Revenue for FY 03-04 and FY 04-05,
  3. How other small cities determine "Contingency" appropriations.

The Committee began their review of the Proposed Budget for the 2006-2007 fiscal year.

GENERAL FUND -

MOTION: Brant Dutton made a motion to tentatively approve, Sharon Hobart-Hardin seconded; motion carried unanimously.

CLOSING:

Chairperson Brooker announced the next meeting will be May 16th, at 6:30 p.m. The meeting adjourned at 9:07 p.m.

Minutes approved this 16th day of May, 2006.

T.J. Brooker, Chairperson

Attest: James Dean, Secretary

Minutes Prepared By: J. Moore, Finance Director