

CITY OF VENETA  
BUDGET COMMITTEE MINUTES  
FOR MAY 1, 2008

Committee Members Present: Tim Brooker, Marion Esty, Sharon Hobart-Hardin, Keyte Hladky, Scott Sanders, Gail Wilkie and Jeanette Lang. Thomas Cotter and Fred Miller arrived at 4:41 p.m. Darrell Carman arrived at 4:50 p.m.

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

Past Chairman Tim Brooker called the Veneta Budget Committee to order at 4:35 p.m. He welcomed the members who each introduced themselves. The committee then reviewed the member list and budget schedule.

**NOMINATION OF OFFICERS:**

- Fred Miller nominated Tim Brooker for Chairperson; Marion Esty seconded the nomination but Tim Brooker respectfully declined the nomination. Marion Esty then withdrew her "second" of Mr. Brooker's nomination. Tim Brooker then nominated Sharon Hobart-Hardin for Chairperson. Thomas Cotter seconded the motion. The Committee voted to appoint Sharon Hobart-Hardin as Chairperson for the 2008-2009 Budget Committee. Thomas Cotter nominated Keyte Hladky for the Secretary position. She respectfully requested her name be withdrawn due to other responsibilities. Keyte Hladky then nominated Scott Sanders for Secretary. Thomas Cotter seconded the motion. The nomination was unanimously approved.

**APPROVAL OF PRIOR YEAR MINUTES:**

- Sharon Hobart-Hardin asked if it was appropriate for her to sign the minutes of the May 17, 2007 Budget Committee meeting as she had not been in attendance. Ms. Moore stated she would ask the City Recorder for an answer to her question. Thomas Cotter made a motion to tentatively approve the May 17, 2007 minutes pending clarification of the question. Sharon Hobart-Hardin seconded the motion. The Committee chose to postpone action on the prior year minutes until their next meeting.

**PRESENTATION OF BUDGET MESSAGE:**

- Mr. Ingham delivered the 2008-09 Budget Message, reporting the City is again facing the budgetary challenge of declining resources and increasing costs for basic operations. Property taxes are projected to increase as the City's assessed property value continues to rise, while revenue from building activities is expected to decline significantly reflecting the slow-down in the local growth rate. The Proposed Budget includes planned increases in the City's tiered water consumption billing rates. A critical task before the City this year is to secure funding for the construction of a new pool and financing to settle pending litigation.

Ric responded to questions and comments from the committee members as he presented the Budget Message. Various topics discussed included the addition of new positions to City staffing, budget assumptions and a detailed discussion of the projects and activities planned for the upcoming fiscal year.

**PUBLIC HEARING – USES OF STATE SHARED REVENUE**

- The opportunity for public comment on the City's planned uses of funds provided from the State of Oregon Shared Revenue program was offered. No audience was in attendance. The Committee was aware of the dedication of State Shared Revenue to the Parks & Recreation Fund and had no additional questions or comments.

**PRE-BUDGET REVIEW:**

- Ms. Moore led the Committee through a review of various schedules detailing selected portions of the FY 2008-2009 budget including property tax revenue projections, personnel costs and labor allocation formulas and charts presenting revenues by source and expenditures by function level. Concern was expressed regarding the anticipated 97% collection rate budgeted for property tax revenue in light of the current financial environment. Mr. Ingham and Ms. Moore stated they expect the conservative 3% increase in assessed property value reflected in the 2008-2009 tax revenue calculations will off-set potential reduced collections. The City's actual assessed property value has grown by more than 10% for the last four years. Committee members commented on the increased revenue from grants and loans for fiscal 2008-2009.

The Committee began their review of the Proposed Budget for the 2008-2009 fiscal year:

**GENERAL FUND -**

**MOTION:** Tim Brooker made a motion to tentatively approve, Thomas Cotter seconded; motion carried unanimously.

**DEBT SERVICE FUND -**

The Committee asked how much of the 1981 Water Bond issue was still outstanding. Director Moore said slightly less than \$400,000.00 remained to be retired.

**MOTION:** Keyte Hladky made a motion to tentatively approve, Scott Sanders seconded; motion carried unanimously.

**LAW ENFORCEMENT FUND -**

**MOTION:** Keyte Hladky made a motion to tentatively approve, Scott Sanders seconded; motion carried unanimously.

**PARKS and RECREATION FUND -**

**MOTION:** Thomas Cotter made a motion to tentatively approve, Scott Sanders seconded; motion carried unanimously.

**STREET FUND -**

**MOTION:** Fred Miller made a motion to tentatively approve, Thomas Cotter seconded; motion carried unanimously.

**MUNICIPAL WATER FUND -**

**MOTION:** Thomas Cotter made a motion to tentatively approve, Fred Miller seconded; motion carried unanimously.

**MUNICIPAL SEWER FUND -**

**MOTION:** Tim Brooker made a motion to tentatively approve, Thomas Cotter seconded; motion carried unanimously.

Following the tentative approval of the Municipal Sewer Fund budget, Chairperson Sharon Hobart-Hardin recommended the Committee extend the meeting by 15 minutes and recess the City's Budget meeting at 6:45 p.m. The Committee agreed to continue their review of the City Budget Proposal and briefly postpone the Veneta Urban Renewal Agency Budget Committee meeting.

**STORMWATER DRAINAGE FUND –**

The Committee recommended the "Contingency" appropriation of \$5000.00 be increased to \$10,000.00.

**MOTION:** Darrell Carman made a motion to tentatively approve with the increased "Contingency" appropriation, Tim Brooker seconded; motion carried unanimously.

**CAPITAL CONSTRUCTION FUND –**

**MOTION:** Fred Miller made a motion to tentatively approve, Marion Esty seconded; motion carried unanimously.

**PUBLIC WORKS EQUIPMENT FUND –**

**MOTION:** Marion Esty made a motion to tentatively approve, Thomas Cotter seconded; motion carried unanimously.

Ms. Moore stated she would provide the report of System Development Charge Revenue Collections for FY 2007-2008 and Projections for FY2008-2009 to members before the second Committee meeting.

**CLOSING:**

Chairperson Hobart-Hardin announced the next meeting would be May 15, at 4:30 p.m. The meeting was recessed at 6:45 p.m.

Minutes approved this 15th day of May, 2008.

  
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T. Brooker, Chairperson Pro-tem

Attest:   
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Scott Sanders, Secretary

Minutes Prepared By: J Moore, Finance Director