

CITY OF VENETA
BUDGET COMMITTEE MINUTES
FOR MAY 5, 2009

Committee Members Present: Tim Brooker, Marion Esty, Sandra Larson, Gail Wilkie, Jeanette Lang, Keith Weiss, Brant Dutton and Robbie McCoy. Darrell Carman arrived at 4:45 p.m. Sharon Hobart-Hardin was excused.

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

Ric Ingham called the City of Veneta Budget Committee to order at 4:38 p.m. He welcomed the members who each introduced themselves. Ric pointed out the Committee member list and 2009 Budget calendar provided as reference material in the budget binder.

NOMINATION OF OFFICERS:

- Marion Esty nominated Tim Brooker for Chairperson; Darrell Carman seconded the nomination. The Committee voted unanimously to appoint Tim Brooker as Chairperson for the 2009 Budget Committee. Marion Esty nominated Gail Wilkie for the Secretary position. Gail respectfully declined the nomination. Gail Wilkie then nominated Brant Dutton for Secretary. The nomination was unanimously approved.

DISTRIBUTION OF PRIOR YEAR MINUTES:

- Jerri Moore reported the minutes of the 5-15-2008 Budget Committee meeting were not yet available. She apologized for the inconvenience and stated the 5-15-2008 minutes along with minutes from today's meeting would be sent to the Committee members by mail before the next meeting on 5-19-09.

PRESENTATION OF BUDGET MESSAGE:

- Ric Ingham presented the 2009-10 Budget Message, stating the impact of the current local and national economic downturn is reflected in the Budget Proposal for the fiscal year beginning July 1, 2009. Total property taxes are projected to increase as the City's assessed property value continues to rise. Actual collections, however, are estimated at a reduced amount anticipating the inability of taxpayers to meet their tax bills. Revenue from building activities is expected to decline again in the upcoming fiscal year. The Proposed Budget includes planned increases in the City's tiered water consumption billing rates.

Ric acknowledged the significant contribution of City staff who agreed to accept a 1% cost of living adjustment to their salaries instead of the 2.7% increase allowed by City personnel policies. This resulted in a 2% decrease in total personnel costs compared to the 2008-2009 fiscal year in spite of a 10% increase in health insurance premiums.

Ric responded to questions and comments from the Committee members as he delivered the Budget Message. Various topics discussed included

changes to City staffing and a discussion of the projects and activities planned for the upcoming fiscal year.

PUBLIC HEARING – USES OF STATE SHARED REVENUE

- Chairperson Brooker opened the Public Hearing. 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. Jerri Moore reported on the source of these funds and stated the 2009-2010 Budget Proposal continues to dedicate 100% of State Shared Revenue to the Parks & Recreation Fund. The Committee had no further questions. Tim Brooker closed the Public Hearing.

PRE-BUDGET REVIEW:

- Jerri Moore led the Committee through a review of various schedules detailing selected portions of the FY 2009-2010 budget including property tax revenue projections, personnel costs and labor allocation formulas and charts presenting revenues by source and expenditures by function level. Jerri responded to questions and comments from the Committee members as they arose. Property tax revenue for FY2009-10 is estimated at a 93% collection rate, in light of the current financial environment, compared to the 97% collection rate used for FY2008-09. She stated labor allocation formulas had been modified slightly from FY2008-09 to better reflect actual staff activities. A detailed listing of projects and purchases planned for the 2009-2010 fiscal year was presented. New revenue and expenditure charts incorporating the impact of internal transfers in (revenue) and out (expenditure) were discussed. Jerri completed her presentation with a review of the FY2009-10 Proposed Budget Summary, pointing out a minor restructuring of funds in the City's financial system.

The Committee then began their Fund by Fund review of the Proposed Budget for the 2009-2010 fiscal year:

GENERAL FUND -

MOTION: Brant Dutton made a motion to tentatively approve, Marion Esty seconded; the motion carried unanimously.

At 6:09 p.m., the Committee took a short break then resumed at 6:18 p.m.

DEBT SERVICE FUND –

The Committee asked how much of the 1981 Water Bond issue was still outstanding. Director Moore responded less than \$350,000.00 remained to be retired.

MOTION: Darrell Carman made a motion to tentatively approve, Brant Dutton seconded; the motion carried unanimously.

LAW ENFORCEMENT FUND –

MOTION: Brant Dutton made a motion to tentatively approve, Darrell Carman seconded; the motion carried unanimously.

At 6:28 p.m., Chairperson Brooker recessed the City of Veneta Budget Committee meeting.

Chairperson Brooker re-convened The City of Veneta Budget Committee meeting at 7:01 p.m. for further review of the FY2009-2010 Budget Proposal. Member Darrell Carman was not in attendance, having left for the evening at 6:55 p.m.

PARKS and RECREATION FUND –

MOTION: Brant Dutton made a motion to tentatively approve, Keith Weiss seconded; the motion carried unanimously.

STREET FUND –

MOTION: Brant Dutton made a motion to tentatively approve, Sandra Larson seconded; the motion carried unanimously.

CLOSING:

Chairperson Brooker announced the next meeting would be Tuesday, May 19, at 4:30 p.m. The meeting was recessed at 7:39 p.m.

Minutes approved this 19th day of May, 2009.



Tim Brooker, Chairperson

Attest: 

Brant Dutton, Secretary

Minutes Prepared By: J Moore, Finance Director