

**City of Veneta Budget Committee Minutes  
May 6, 2014**

**Committee Members Present:** Calvin Kenney, Thomas Cotter, Sandra Larson, Robbie McCoy, Tim Brooker, Thomas Laing, Brittany Boothe and Keith Weiss

**Staff Members Present:** Shauna Hartz, Finance Director and Katie Babits, Management Analyst

**CALL TO ORDER**

Shauna Hartz called the City of Veneta Budget Committee to order at 6:04 p.m.

**ADMINISTRATIVE TASKS**

- A. Introductions were made.
- B. Hartz read the budget message for the fiscal year 2014-15.
- C. Election of Chairperson and Secretary.

**NOMINATION:** Sandra Larson nominated Tim Brooker for chairperson. Cotter seconded the nomination. There were no other nominations. Brooker was unanimously approved by the committee to be the chairperson.

**NOMINATION:** Tim Brooker nominated Calvin Kenney for secretary. Sandra Larson seconded the nomination. There were no other nominations. Kenney was unanimously approved by the committee to be the secretary.

Brooker explained that the committee would be reviewing each fund and encouraged the committee members to ask questions at any time.

**BUDGET DOCUMENT REVIEW**

Hartz reviewed Sections 2-6 of the budget document. The topics included the Budget Process, Organizational and Fund Structure of the City, a Budget Overview, Resources, and Requirements.

When reviewing the Resources section, Hartz first directed the committee's attention to the chart on page 21 noting the differences in 2012 and 2013 between the budgeted ending fund balances compared to the actual ending fund balances. Hartz explained that property taxes, user fees, intergovernmental revenue, and franchise fees are the City's major sources of revenue.

Questions that the committee members had relating to calculating property taxes, compression, and franchise calculations, were answered by Hartz. Hartz informed the committee that the "Other Revenue" included a large one-time transfer to split the Capital Construction-Enterprise Fund into two separate funds.

In the review of the Requirements section, Hartz explained the expenditure hierarchy starting with the fund type and ending with the line items. She emphasized that the budget is adopted at the expenditure classification level. Hartz reviewed significant differences in Personal Services one of which is the potential addition of a .5 FTE position. Other changes are premium increases and a proposed 2.5% cost of living increase. Hartz confirmed that the City currently "picks-up" the employee portion of PERS and that employees are also eligible for social security.

Hartz stated that the 2014-15 budget includes primarily rehabilitation and large maintenance projects rather than capital. This results in some significant increases, from last year, in the Materials and Services classification.

**PUBLIC COMMENT**

There were no members of the public present at the meeting.

**REVIEW OF PROPOSED BUDGET**

Hartz explained that the Proposed Budget, in Section 7, is comprised of a narrative section and followed by a chart and graph of the resources and requirements (at the classification level) by fund type. The chart includes the actual results for fiscal years 2011-12 and 2012-13, the adopted budget for 2013-14, the proposed 2014-15 budget, and the percentage of change from the two budget figures. She stated that the detail pages with the individual line items, supporting the totals by classification, are provided in Appendix B.

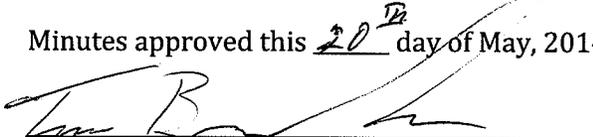
The committee reviewed the following funds with limited discussion. Much of the focus in the review was on significant differences between the adopted budget of fiscal year 2013-14 and the proposed budget for fiscal year 2014-15. Questions that the committee members had were answered by Hartz. She also directed the committee, as appropriate, to pages within the document that have supporting information (i.e. listing of projects in Appendix D that support changes in materials and services and capital outlay).

General Fund, Special Revenue Funds (Law Enforcement, Parks and Recreation, Planning, Streets, Storm Water Drainage, Capital Construction – Governmental, 2007 Inverse Condemnation, Zumwalt Campground, Business Assistance Grant/Loan, and Local Improvements), Enterprise Funds (Water, Sewer, Capital Construction-Enterprise, Capital Construction-Water, and Capital Construction-Sewer), Capital Project Funds (Swimming Pool, Water Pipeline, and West Broadway), Debt Service Fund, and Reserve Funds (Public Works Equipment, Reserve-Governmental, and Reserve-Enterprise).

**ADJOURN**

The next meeting of the budget committee will be May 20, 2014 at 5:30 p.m. Chairperson Brooker adjourned the Budget Committee meeting at 7:40 p.m.

Minutes approved this 20<sup>th</sup> day of May, 2014.

  
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Tim Brooker, Chairperson

Attest:   
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Calvin Kenney, Secretary