



Budget Committee Minutes

May 2nd, 2019

Members of the Budget Committee met this day in regular session at City Hall, Brownsville, Oregon at 7:00 p.m.

Present: Chair Don Andrews, Mayor Don Ware, Councilor Doug Block, Councilor Lynda Chambers, Councilor Dave Hansen, Councilor Mike Neddeau, Gary Shepherd, Kaye Fox, Rick Dominguez, Mike McDaniel, Administrative Assistant Tammi Morrow and Budget Officer S. Scott McDowell.

Absent: Kim Clayton, Councilor Tricia Thompson, and Councilor Carla Gerber were all excused.

Public: Phil Fox.

Presiding: Don Andrews.

Chair Andrews called to resume deliberations from last week. *Gary Shepherd moved to resume deliberations; Kaye Fox seconded the motion.* The meeting reconvened at 7:00 p.m.

Mr. McDowell took roll call as noted above. Mrs. Chambers and Mr. Andrews suggested one correction each to the minutes for clarification purposes. *Mrs. Kaye Fox moved to accept the minutes with corrections as noted, Gary Shepherd seconded the motion, and it passed unanimously.*

Chair Andrews opened the floor for public comment and to discuss possible uses of State Revenue Sharing. No members of the public wished to speak, so the public comment discussion was closed.

Mr. Dave Hansen asked for clarification on how the membership was determined and how quorum was calculated. McDowell explained that the seven (7) members of Council are required to count toward attendance/quorum regardless if they are present or not according to State law. If a municipality is incapable of filling the same number, seven (7) in the City's case, of public members/participants, then Committee membership includes the seven (7) Council members and then the available number of public members. This year the City recognizes a thirteen (13) member Budget Committee. Quorum will be seven (7) members for a quorum. In any given year, seven (7) would be the number for a meeting to quorum, though the members could be either Councilors or public members.

Chair Andrews then turned the meeting over to McDowell for the discussion of the budget document. McDowell said that Staff increased the Water & Wastewater levy amounts as reflected on p. 1, p. 21 and p. 22. McDowell discussed each page and how the change was reflected. McDowell increased the Wastewater Bond levy amount by \$10,000 (p. 22) and the Water Bond levy amount by \$5,000 (p. 21) in order to ensure that enough money is appropriated to cover the City's obligations. McDowell said that any additional money collected would remain in the fund and be used the following year. McDowell explained that the "froth" amount is simply extra revenue that is collected on the bonds in any given year. Uncollected taxes, interest, receiving more revenue than projected on either the bond or the debt service fee causes these additional amounts to accumulate.



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Last year was the first time there was a shortfall budgeted. McDowell wanted to ensure that the obligations were properly met.

PROPOSED USES OF STATE REVENUE SHARING. McDowell indicated that the City has historically used State Revenue Sharing funds to help pay for street lights for public safety.

APPROVE THE 2019-2020 BUDGET & RECOMMEND TO COUNCIL.

1. Gary Shepherd moved to approve the full permanent tax rate of \$6.9597 per \$1,000 assessed valuation. The motion was seconded by Kaye Fox and was approved unanimously.
2. Gary Shepherd moved to approve the levy amount needed for the Wastewater Bond Debt in the amount of \$85,784. The motion was seconded by Kaye Fox and was approved unanimously.
3. Gary Shepherd moved to approve the levy amount needed for the Water Bond Debt in the amount of \$54,321. The motion was seconded by Dave Hansen and was approved unanimously.
4. Kaye Fox moved to approve a 3% Utility Rate increase for the upcoming fiscal year. The motion was seconded by Gary Shepherd and was approved unanimously.
5. Gary Shepherd moved to approve the historic use of State Revenue Sharing levy for public safety needs, specifically street lighting. The motion was seconded by Lynda Chambers and was approved unanimously.
6. Gary Shepherd moved to approve the 2019-2020 Budget as presented and to recommend the same to Council. The motion was seconded by Rick Dominguez and was approved unanimously.

In closing, Mr. McDowell reviewed the logistics of recycling materials, keeping materials or returning materials for Council's future use. McDowell said that all materials are available to everyone on-line and upon request at City Hall. Administrative Assistant Tammi Morrow will collect binders for future use. McDowell thanked everyone for taking their time to review and approve the City budget. McDowell thanked Don Andrews for serving as Chairman. McDowell said that the budget was the most important administrative task performed by the City. The budget allows the City to achieve the goals of Council, to maintain financial well-being and to provide the vital programs and services that citizens rely on every day.

ADJOURN. Gary Shepherd moved to adjourn the meeting at 7:18 p.m. The motion was seconded by Mike McDaniel and was approved unanimously.

ATTEST:

A handwritten signature in blue ink, appearing to be "SM", is written over a horizontal line.

S. Scott McDowell
Budget Officer

APPROVED:

A handwritten signature in blue ink, appearing to be "Don Ware", is written over a horizontal line.

Don Ware
Mayor