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**CITY OF CANBY  
BUDGET COMMITTEE MEETING  
March 21, 2019**

**Committee Members Present:** Tim Dale, Tracie Heidt, Traci Hensley, Michelle Hensley, Andrea McCracken, Jason Padden, Greg Parker, Sarah Spoon, Shawn Varwig, and Edward Warnock

**Committee Members Absent:** Sally Douglas and Jennifer Trundy

**Non Committee members present:** Mayor Brian Hodson and Eric Pfeiffer-Robinson

**Staff Present:** Rick Robinson, City Administrator; and Julie Blums, Finance Director

**CALL TO ORDER:** Chair Dale called the meeting to order at 6:04 p.m.

**ELECT BUDGET COMMITTEE CHAIR AND VICE CHAIR:**

Committee Member Spoon nominated Jason Padden for Chair. The nomination passed unanimously.

Committee Member Padden nominated Tim Dale for Vice Chair. The nomination passed unanimously.

**APPROVE BUDGET COMMITTEE MEETING MINUTES:**

- A. Approve Minutes from the November 14, 2018 Meeting

Mr. Pfeiffer-Robinson pointed out his name had been spelled wrong.

**\*\*Committee Member Heidt moved to approve the November 14, 2018 meeting minutes as amended. Motion seconded by Committee Member Warnock and passed 10-0.**

**REVIEW YTD BUDGET VS. ACTUALS SUMMARY REPORT:**

Julie Blums, Finance Director, said staff was done with the projected numbers for the rest of this year. As expected when the new time keeping module was put in and they started charging actuals instead of estimates, there were some adjustments to be made. It would mostly affect Administration, Finance, Court, and Planning. The revenues would come in higher than anticipated due to a Comcast settlement for property taxes. The department budgets were well under budget. In the Sewer Fund, a Master Plan update was being done and additional funds would need to be moved to fund it. They received more money from the Library Levy and that fund would come out even.

There was discussion regarding property tax and franchise fee payments. Citizen Pfeiffer-Robinson requested to have funds designated in a future budget for urban forestry.

**REVIEW BUDGET TIMELINE:**

Ms. Blums said all of the proposed department budgets were due tomorrow. Adjustments would be made internally to make sure a balanced budget was brought to the Committee. She would distribute the budget on April 29 and the first Budget Committee meeting on the proposed budget would be on May 9. The other meeting dates were May 16 and May 23.

**DISCUSS THE ORDER OF BUDGET PRESENTATIONS:**

Ms. Blums planned to present the non-General Fund budgets the first night and the next night would be the General Fund and Urban Renewal budgets.

There was discussion regarding making sure to be clear about the support costs.

**REVIEW BASIC BUDGET LAW:**

Ms. Blums reviewed basic budget law including public meetings law, conducting business, motions, and collecting information from staff. Questions would be emailed to her first and then she would respond to the whole Committee with answers. At the first meeting, the Committee would receive the Budget Message and at the second meeting public comments would be taken. The budget and property taxes would be approved at the end of the process and then sent to the City Council for adoption. Any changes to the budget after adoption would be brought back to the Council for approval. She expected it to be a status quo budget.

**ADJOURN:**

Chair Padden adjourned the meeting at 6:28 p.m.