TO: Citizens Budget Advisory Committee Members

FROM: Denise Hish, Administrative Assistant

DATE: October 27, 2010

SUBJECT: Minutes of October 20, 2010 meeting

In attendance: Matt Burde, Sandy Curan, Jim Dale, Marv DeSelm, Ed Dorsey, Jean Garrabrant, Ken Kranz, Kathleen Moncrieff, Marv Morgan, Eric Scarbro, John Spice, Dick Sugg, Bethany Thomas, Lynda Wentworth

Staff: Jeff Hansen, Denise Hish

I. MINUTES APPROVAL

With a motion by Marv DeSelm and a second by Jean Garrabrant, the September 15, 2010 minutes were unanimously approved as written.

II. SALES TAX – JULY (COLLECTED IN SEPTEMBER)

Sales tax collections were down $13,672 (-1.6%) for the month. Use tax collections were up $58,891 (59.7%) for August. In addition, $23,995 in audit revenue was collected in September.

On the retail side, numbers continue to look good compared to 2009. Sales tax from restaurants and grocery are up for the year with general merchandise showing another strong gain for the month. Sales tax is approaching 2007 levels which use tax revenue remains at 2005 levels.

III. 3rd QUARTER FINANCIAL REPORTS - Jeff

Discussion/Highlights:
- Most Funds are doing well.
- Departments are keeping expenses in check.
- Expecting to have positive increase in reserves.
- No major red flags.
- Jeff explained carry-overs and amendments to budget in detail and how the City handles.
IV. 2011 REVENUE PROJECTIONS / OPERATING BUDGET - Jeff

Discussion/Highlights:

- Mike feels very good where we are in the General Fund and the target year end reserve is between 10 – 20%.
- Jeff explained the plan to move P/W and Planning to the blue building, after remodeling and then move IT to the old P/W building and make it secure.
- Budget anticipates 2% increase in salary across the board. Jim Dale appreciated that we were doing so well that we are anticipating being able to give raises.
- Jean Garrabrant asked what new positions were created in the last several years due to the new trash service; such as code enforcement and billing. Jeff explained that there have been no new positions as there is not a change in workload.
- Page 3 of the document, when describing the draft Vision 2030, Dick felt Mike should have used the word “guidance” instead of “directives”.
- Ed asked what the City has spent on the Parkway in the last 10 years. Jeff has that information and will email that document to all CBAC members.
- Timeline for Budget going to Council:
  - 10/21/10 Mike presents Budget and C.I.P.
  - 10/28/10 Public Hearing
  - 11/11/10 Possible Budget Adoption by Council (Jacob spoke and said that date may be bumped due to some C.I.P. issues Dan recently sent Council by email.) Jim asked that Jeff forward Dan’s email to CBAC.
- Dick requested that the map on page 95 is outdated; get a new one from Dan and also mentioned that the dates should read 1998 to 2000, not 2002. Page 96 – 5th bullet – porting should be portion.

V. CBAC BUDGET MESSAGE

Document was discussed and several changes were agreed upon. Ken and Ed will rework document and send to CBAC for approval.

VI. NOVEMBER MEETING DATE CHANGE

The November meeting is scheduled for Wednesday, November 10, however, no City staff is available. After discussion, there was a motion by Bethany and a 2nd by Marv to change the date of the meeting to Monday, November 8. The motion was unanimously approved.

VII. CITY UPDATES

- Ken reminded everyone about electing a Vice-Chair at the next meeting.
- Pandoro Bakery will be moving into the old Vintners Wine space.
• Urban Spa will be expanding and an Engineering firm moving into the empty space.
• Dick provided an update on the beltway.

VIII. VOTING MEMBERS – AS OF OCTOBER, 2010

- Matt Burde
- Sandy Curran
- Jim Dale
- Marv DeSelm
- Ed Dorsey
- Jean Garrabrant
- Ken Kranz
- Kathleen Moncrieff
- Marv Morgan
- Bob Nelson
- Diane Pasquarelli
- John Spice
- Dick Sugg
- Cynthia Merrill-Tamny
- Bethany Thomas
- Lynda Wentworth

IX. OTHER DISCUSSIONS

With no further business, the meeting was adjourned at 8:55am.

Next CBAC Meeting will be held on Monday, November 8 at 7:30 a.m.
Meet in Council Chambers.