

CITY OF COQUILLE  
BUDGET COMMITTEE MINUTES  
April 14, 2014

Council Present: Mayor Matt Rowe, Councilors Loran Wiese, Linda Short, Fran Capehart, Susan Heaton, Dennis Graham, and Dave Chappelle.

Budget Committee Present: Terry Mai, Bryan Baird, Julie Watte, Lynn Kindred, and David Jennings

Staff Present: City Manager Ben Marchant, Finance Director Chuck Dufner, Fire Chief Dave Waddington, Library Director Anne Conner, Public Works Director Kevin Urban, City Recorder Rene Collins

Press: None

Audience: A roster of those present is on file in the City Recorder's Office

**1. Election of Budget Committee Officers**

Mayor Rowe called the meeting to order at 7:03p.m.

Committee Member Heaton nominated Loran Wiese for the position of Budget Committee Chairman. Committee Member Short seconded the motion; all members present voted in favor.

Member Rowe nominated Julie Watte for Secretary. Member Capehart seconded the motion; all members present voted in favor.

Chairman Wiese asked City Marchant if he had any comments. City Manager Marchant said there were not a lot of changes. The budget as it is very similar to last year less the large projects that were completed last year such as the Waste Water Treatment Plant and the pump station. The City is trying to keep the expenses the same and create some additional revenue for the City to help build the reserves. The City will be working on economic development to help create a larger tax base and jobs to help fund projects the City would like to complete. He is very pleased with the progress the City has made in the past couple of years by increasing efficiency; there is a more cohesive group of employee's. They mo employees are more efficient and communication and working as a team and over all improving the health of the organization and he hopes that has been exhibited in the organization relationship with the public the City serves. There a lot of non economic aspects that the City is focused on to make things even better; the budget

is the tool that gets the job done. Marchant hopes there is still some room for some policy considerations. It is the time for the budget committee to challenge and question the budget and express any concerns about an area that they feel is not being adequately addressed. The budget document shows where you vote to put your priorities. Due to the budget constraints if you choose to add more support to an area you will have to take it from another area in that fund.

## **2. Public Hearing on State Revenue Sharing**

Budget Committee Chairman Wiese opened the Public Hearing on State Revenue Sharing at 7:09 p.m.

Budget Chairman Wiese reviewed the State Revenue Sharing money request for 2014-2015. This year's requests totaled \$17,875 including CCAT Transit \$3,000, Neighbor-to-Neighbor \$800, Belloni's Ranch \$1,000, Operation Coquille \$1,200, Operation Coquille Garden Tour \$1,000, Retired Senior Volunteer Program (RSVP) 0, Coquille Valley Historical Museum \$4,000, Women's Safety Resource Center \$375, Chamber of Commerce \$2,000, and Smoke on the Water \$2,000, Coquille Valley Ministerial not a specific amount requested, SCBEC Senior meals 2,500 total without Coquille Valley Ministries. City Manager Marchant said they did not receive a request from the NW BBQ Music Event.

Russell Pederson Transit Manager of CCAT said they have requested \$3,000. They operate the dial a ride in Coquille and they deliver hot meals 3 days a week to approximately 20 home bound residents and they also provided transportation to medical appointments. The money they receive is used to leverage larger grants that keep the public transit in existence.

Char Luther from Neighbor to Neighbor said they are requesting \$800 which is based on the amount of services provided previously. They provide d mediation for evictions, small claim disputes, neighbor conflicts and the Juvenile Victim Offender mediation program. Conflict resolution skills training is provided for the fifth graders at Coquille Valley Middle School.

Karen VanLueven, Chamber of Commerce, is requesting \$2,000 to be used mostly for advertising local events which is \$1,000 less than last year. Member Capehart wanted to increase the Coquille Chamber request by \$500 for to help with the expenses of the Christmas in Coquille event, and Member Short asked for \$300 for Christmas Tour of Homes.

City Manager Marchant said Ron Panda and Tony Meyers have volunteered to be the organizers this year, and they would like to keep the event going, and they did not request any funding.

Chairman Wiese said he spoke with the Coquille Valley Ministries and they are requesting \$500.

Sonya Dericco, SCBEC Senior Meals budget has a \$70,000 short fall and there are trying to do less with more. Budget copies are available if anyone would like to review them. There are approximately 45 home bound meals daily along with the meals served at the community building. They appreciate the use of the Community Building Facility, which makes providing the meals much easier.

Finance Director Dufner said the adjusted balance is \$16,175 with deleting the Smoke on the Water, adding \$800 for the Chamber of Commerce and \$500 for the Coquille Valley Ministerial.

Chairman Wiese closed the public hearing at 7:32

Chairman Wiese asked Finance Director Dufner how much the City would receive this year in taxes. Mr. Dufner said approximately \$32,000 but the amount varies from year to year.

Member Heaton made a motion to accept \$32,000 in State Revenue Sharing Funds. Member Graham seconded the motion; all voted in favor

Finance Director Dufner said the total is 17,175 so there needs to be an adjustment for \$1,000. You may want to either Operation Coquille or the Coquille Museum. After a discussion they reduces the Coquille Valley Historical Museum to \$3000.

Member Capehart made a motion to accept the State Revenue Sharing funds and disbursement as follows: CCAT Transit, \$3,000; Neighbor-to-Neighbor, \$800; Belloni's Ranch, \$1,000; Operation Coquille, \$1,200; Operation Coquille Garden Tour, \$1,000; RSVP, \$0; Coquille Valley Historical Museum, \$3,000; Women's Safety Resource Center, \$375; Chamber of Commerce, \$2,800; and Coquille Valley ministerial \$500, SCBEC Senior Meals \$2,500. Member Dave Chappelle seconded the motion; all voted in favor. The total for expenditures for the 2014-2015 fiscal year is \$16,175.

### **3. Presentation of 2013-2014 Budget**

Chairman Wiese said if you have questions about the budget please ask them because it is important that you are sure about the budget numbers and the distributions. Finance Director Dufner and staff can answer any questions you may have. The total budget is 13.25 million which is public money and the budget committee is responsible for the budget process.

## 5. Budget Discussions/Recommendations

Chief Blue presented the police department budget. She Reviewed the department goals highlighting the abatement issues in the City and they would like to facilitate a school program possibly a reading program or after school program. The other budget consideration is using a room at the Jefferson School for defense tactics training. Councilor Wiese asked what the \$10,000 in major equipment replacement line item is for; Chief Blues said a car. Member Capehart asked if they sell the old cars, Chief said yes usually for scrap as they have no life left and any good parts are removed. Member Baird asked about the overtime budget, Chief Blue said the two new officers will finish academy in August which will cut down the overtime, and a part time officer is budget which help. City Manager Marchant said when there is overtime the offset is the loss of salaries in some cases. Member Rowe asked about the increase in records clerk wages, Finance Director Dufner said it is due to a possibility of having a municipal court. Member Watte asked about the increase of health insurance costs, Dufner said there is a 5% increase in health insurance costs in all departments. Member Jennings asked if all the positions are filled, Chief said there are 6 officers and there is not a Lieutenant or Sergeant position at this time.

Librarian Conner said the library budget is not much different accept they will be receiving rent income that will go into the library building fund. The goal this year is to get some plans to change the McKay's building into a Library and make fund raising decisions based on those plans. Member Heaton asked about intergovernmental revenue totals which was previously listed as \$1,300 and now is listed as \$130; Finance Director Dufner said it should be \$1,300. Member Wiese asked where the \$49,000 is being put into the building fund, Dufner said it is in the reserve for new library under capital outlay. Member Watte said it looks like the library assistant raises are not recorded correctly in the spread sheet, Dufner said it looks like the increase in salaries are on the wrong lines which he will correct. Member Graham asked who pays for the maintenance of the McKay's building; City Manager Marchant said that McKay's is responsible for the maintenance of the building and the land as stated in their lease.

Public Work Planner Urban said the following departments are under the General Fund: Planning Department, Code Enforcements, Parks & Recreation, Community Services, Sate Tax Street Fund, and the Special Improvement Fund.

Planner Urban said Parks and Recreation had few changes. The major change is a new budget item is for a part time help during the main mowing months due to the adding of the Dog Park and the river walk mowing.

There are Capitol Project funds in water, sewer, property management and the sidewalk fund. The goals this year is to complete the masters park plan, upgrade and reopen the fish cleaning station which is dependent on a grant from Fish and Wildlife. Start work on the public works facility, which includes opening parking behind the pool which will provide 25 additional parking spaces on a daily basis and 50 for special events. The Jefferson School property can be divided allowing the City to sell 9 lots; the City will need to install additional sewer lines to service 6 of the lots. We would like start phase two of the river walk around the GP site and to make a bio-swale to help with the storm water runoff on the property. Urban will try to apply for some Community Block Grant funds after some areas are surveyed to verify the income level. He would like work with the County to get a Rails to Trails Grant to get to extend the river walk to Johnson Mill Pond. Public Works would like to purchase a forestry truck with a chipper and bucket. Demolish the old middle school building as part of the agreement of purchasing Jefferson School from the Coquille School District. The Publics Department will continue to hot patch and try some concrete street repairs. Urban will work with City Council to find a larger street project to complete this year and investigate installing a generator at the water plant. The City is looking into installing an ADA ramp on the NW corner of Central and 2nd Street by US Bank.

Member Heaton asked what happened to the \$120,000 budgeted in 2013-2014 for the river walk, City Manager Marchant said we did not receive the grant so the money was not spent. Member Graham said the \$1,900 this year is for the Eagle project scout to purchase plants. Member Wiese asked why the budget is \$8,000 less for life guards, Finance Director Dufner said the pool stayed open an additional month and that is why the cost last year. Member Watte asked how high is the priority of purchasing a generator for the water plant, Urban said very high and it will go out for bids. Member Short asked how much goes to the sidewalk fund from the state tax street fund, Dufner said it is \$5,000. Member Heaton asked what is the Building Maintenance Coordinator; Dufner said that is part of Mike Arellano's wages. Member Jennings asked if there is any specific area that the City is concerned about and could cause a catastrophic issue, Urban said the road across from City Hall and he has asked for the core of engineers to give the City a report. Member Jennings asked where the money would come from in a catastrophic issue, Dufner said we don't know maybe state aid or a grant. Member Baird asked about the bank service fees of \$6,500, Dufner said that it is the cost of providing online payment services split between water and sewer. Baird asked about the rare Students, Urban said a college student does an internship and they will work on a special project. Watte asked if there is any water or sewer increases planned for the next year, Finance Director Dufner said not at this time. Marchant said it will be reviewed annually.

Fire Chief Waddington said ambulance service was established in 1980. The Ambulance fund has 2.5 FTE and 20 part time paid volunteers. They average 625 calls a year and cover just over 400 square miles. Waddington said the ambulance fund does not receive tax dollars it has to be self supportive. The Rural Fire Department is contributing \$15,000 and the City is matching those funds for the 2014-2015 budget. Fire Chief Waddington said the contract billing clerk is doing a good job. There are approximately 450 Firemed members. The income comes from patient and fire med fees. Waddington said he will apply for grant to replace a gurney which costs approximately \$12,000. The ambulance is providing transport from the hospital to home for a fee.

Fire Chief Waddington said the Fire Department has an FTE of 1.83 and 40 volunteers. The last few years the Rural Fire Department provided half of the budget; for the 2014-2015 budget the contribution will be \$137,000. Chief Waddington is applying for a grant to allow the purchase of 5 sets of turn out gear at the cost of \$3,000 each. Member Graham asked about the transfer of funds of \$7,500, Finance Director Dufner said it is for support services received from the City staff. Member Chappelle asked about upgrading the fire radios, Waddington said the radios were upgraded last year, the largest part of the radio budget is for repairs.

Finance Director Dufner said the Springbrook Software upgrade is complete, City Hall had a heat pump replaced, and Springbrook is setup to provide online payment services for utility payments. Part of the City's goals is to respond in a timely manner to information requests and scan some of the cities historical documents to the website.

Finance Director Dufner said in the policy and legislation fund there was an increase in attorney fees and to municipal court due to the possibility of a municipal court and an increase in training and council goals of \$1,000. Coquille promotions will receive another \$16,000 for the third year with the original goal eventually being approximately \$100,000 in the fund but was reduced this year due to the ARDA Convention.

Finance Director Dufner said the Support Services fund shows no major increases. There were no capital requests due to the budget being so tight. In the capital projects fund there is usually a request for street repairs. The property Management fund finished repaying a loan to the capital projects water and sewer fund. Finance director Dufner said he would find a street project that will include water and sewer line replacement and use some of the capital projects water and sewer funds.

The Property Management fund would have funds if the timber sale goes through or from the sale of 3 lots on the Jefferson School property. The additional funds to the City could be to supplement the budget. Our investments are reaching the end of their life span and there is no way to reinvest those funds at a rate of 4% as the rates have declined.

Member Short asked about the capital outlay expense under the public right of way in the amount of \$230,000; Dufner said it is the expense for the timber sale and \$30,000 is the cost to prepare the lots for sale on the Jefferson School property. Member Baird asked if the travel and training budget of \$10,000 is enough; Dufner said yes there were additional training costs this year. Member Baird asked about the budget of SDC revenue, Dufner said that the SDC fees were drastically increased in the previous year and he feels that 8 is a good estimate. Finance Director Dufner said the transfers in the general fund on page 4-3 under non departmental of 15,000 to the ambulance should be zero. Member Baird asked about the cost of \$35,000 for the fish cleaning station grinder, City Manager Marchant said it is a total replacement and it is ADA compliant with a commercial grinder that would feed directly into the sewer line.

Chairman Wiese called for a 10 minute recess.

Member Capehart made a motion to recommend approval and to forward the modified proposed budget for 2014-2015 in the amount of \$13,360,414 with the following changes; a) increase the intergovernmental from 130 to \$1,300 in the library fund library b) decrease the transfer to ambulance in the amount of \$15,000 to 0 in the general fund, Member Graham seconded the motion; Member Watte asked what is the percentage of delinquent tax revenues, Finance Director Dufner said it is about 8%. All members voted in favor.

## **6. Approval of City Tax Levy Rate**

Budget Committee Member Heaton made a motion to approve the tax levy rate of 6.1038 per \$1,000. Budget Committee member Capehart seconded the motion; all voted in favor.

## **7. Adjournment**

Chairman Wiese adjourned the budget meeting at 9:18 p.m.

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Chairman, Loran Wiese

ATTEST: \_\_\_\_\_  
Secretary, Julie Watte

COQUILLE URBAN RENEWAL AGENCY  
BUDGET MEETING MINUTES  
April 15, 2013

**Call to Order**

Chairman Wiese called the Urban Renewal Agency budget meeting to order at 9:18 p.m.

**Presentation of the 2013-2014 Budget**

Chairman Wiese opened the public hearing at 9:18 p.m.

Finance Director Dufner said some suggested projects for the 2014-2015 budget year are as follows: improving the entrance at Adams and Hwy 42 at \$100,000, possible façade improvements of \$25,000, flower containers 5,400, old school demolition \$90,000 and other projects totaling approximately \$173,000. One of the other goals is to create a path and lighting to the new parking area at the community building. The URA will also repay the loan from the Fire Department in the amount of \$40,000 plus interest. Chairman Wiese said the only project that we have committed to is the demolition of the old school.

Public hearing closed at 9:22

Member Capehart made a motion to recommend approval of the proposed 2014-2015 Urban Renewal Agency budget in the amount of \$463,738 to the Urban Renewal Agency. Member Mai seconded the motion; all present voted in favor.

3. Adjournment

Chairman Wiese adjourned the budget meeting at 9:23.

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Chairman, Loran Wiese

ATTEST: \_\_\_\_\_  
Secretary, Julie Watte