

City of Coquille
Budget Committee Meeting Minutes
April 21, 2008

Council Present: Mayor Steve Britton, E.N. "Corky" Daniels, Fran Capehart, Loran Wiese, Kathy Hagen and Linda Short

Budget Committee Present: Darlene Kelly, Clay Davis, Terri Mai, Mollie Anderson, Paige Pyner, and Nikole Graham

Staff Present: City Manager Terence O'Connor, Finance Director Chuck Dufner, Police Chief Mike Reaves, Fire Chief Dave Waddington, Library Director Anne Conner, Public Works Director John Higgins, Deputy Recorder Rene Collins

Press: The World

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

1. Call To Order

Mayor Britton called the meeting to order at 7:01p.m.

2. Election of Budget Committee Officers

Council Committee Member Hagen nominated Loran Wiese for Budget Committee Chairman. Council Committee Member Capehart seconded the motion; all members present voted in favor.

Council Member Hagen nominated Mollie Anderson for Secretary. Council Member Capehart seconded the motion; all members present voted in favor.

Committee Member Davis declared he might have a conflict of interest but felt he could remain impartial. Council Member Daniels declared he is a member of the Coquille Ambulance Volunteers.

3. Public Hearing on State Revenue Sharing

At 7:12 p.m. Chairman Wiese opened the Public Hearing on State Revenue Sharing. City Manager O'Connor stated that it was the time and place as advertised for public input on the use of State Revenue Sharing Funds in the amount of \$30,000.

Barbara Myers from Neighbor to Neighbor said she had requested \$600.00 for the program. She explained they provide a mediation service, they do work in small claims courts. They have approximately 20 trained individuals that assist in the mediation. The program is primarily funded by the State of Oregon general fund with matching funds from the area as required.

Manager Bruce Bennett of the Transit District of Coos County said the program is a success and they are trying to expand the services. In the City of Coquille, they have delivered over 6000 hot meals, driven about 20,000 miles. We are requesting \$3,000 dollars, which is the same amount as in the past and he provided current schedules.

Hearing no other comments Budget Chairman Wiese closed the public hearing at 7:21 p.m.

Council Member Britton made a motion to accept the State Revenue Sharing funds. Council Member Daniels seconded the motion; all voted in favor.

4. Presentation of 2008-2009 Budget

City Manager O'Connor read the Budget Message. He is concerned about the Street Fund as it has the greatest visibility and the least amount of funding. He feels their needs to be a street maintenance program put in place and a decision made by council on the best way to move forward. He is still has continued concern about the library budget as the personal costs accounts for 95% of the library tax levy. The Fire Department relies on the City and the Rural Fire District to help meet its revenue requirements. They will be requesting an increase of funds from the Rural Fire District.

5. Budget Discussions/Recommendations

Budget Chairman Wiese reviewed the budget process.

Finance Director Dufner reviewed the City's major objectives for the 2008-2009 budget year and the ending fund balance comparisons. He also reported that the City had received a request from Belloni Boys Ranch in the amount of \$862.00, CCAT Bus for \$3,000.00, RSVP \$1,000.00, Women's Safety & Resource \$300.00, Operation Coquille \$500.00 for insurance, Coquille Historical Society \$3,000.00, Neighbor to Neighbor 600.00, and the Smart Reading Program \$2,700.00. Total request at this time totals \$11,962.00

Police Chief Reaves said the rise in personal services expense are driven by contracts, insurance and employee benefits. The Police Department is working through the accreditation process and some equipment will need to be upgraded. The radio system is antiquated and a preventive maintenance program needs to be put in place to keep it running. The operating supplies expense will remain about the same for the next fiscal year. A leased vehicle at the cost of \$75 a month will be added to the fleet. The officer's tasers need to be upgraded and a rap system needs to be purchased, it restrains out of control individuals. The budgeted equipment purchases are part of the accreditation program. Six portable Breathalyzer systems will be purchased for the officers. Union negotiations are this year; mediation expense is reflected in the budget. Dispatching cost of services will increase by 10%. In major equipment in car video with recording capabilities have been budgeted for, which will replace the hand recorders. The repeaters are on an analog system and possibly in the next 5 years they may have to be digital.

Public Works Director John Higgins said they had thought about hiring a RARE student to help with the house counting and transportation plan, but have decided not to at this time. The Codes Enforcement Officer is shared with the Police Department and the expenses are shared between the two departments. The Parks and Recreation department has one employee and in addition there is \$25,000 budgeted for a new mower as the current mower is 15 years old. Member Anderson asked about the bathrooms at 5th Street Park and Higgins said until the set-up is changed the vandalism problems will continue. The Community Services department has one full time employee and several part-time employees. The capital outlay includes \$98,000, which includes a new roof, work on the range hood, screening of the floors and an ice machine. The roof replacement was budget this year but it may be next budget year before the work is done. Councilor member Short asked if they have talked about updating the basement, Planner Higgins said not at this time because no one has been using it. Chairman Wiese asked what the operating costs of the pool are. Finance Director Dufner said the operating cost of the pool is \$83,000 and the revenue is \$33,000 with a short fall of \$50,000. The line item for heating for the community building and the pool has increased due to rising costs of fuel.

City manager O'Connor pointed out that 65% of the expenditures in the other funds is in capital outlay, which means there will be a lot of things being done in the next fiscal year.

Public Works Director Higgins said the street fund personal services is only partial employees because they are split between other departments, fuel also shows an increase. This year \$20,000 has been budgeted for maintenance on the culverts, curbs, and gravel streets.

Finance Director Dufner said the capital projects fund will not be having any more funds transferred into it as projects are being budgeted within in there own funds. The question is does the City take out a bond to pave 8 miles or just make the repairs as needed. The City has also budgeted \$20,000 for the pool to be used for matching funds if they receive a grant and \$40,000 for the downtown area streetscapes. The reserve in water and sewer in capital outlay is not being used this year.

Library Director Conner said they are maintaining their lower staffing levels and keeping supplies at the current budget, there is a cost of living increase of 3%. Member Capehart asked if other libraries in the county are having the same issue, and she said some do but not to the extent that Coquille is.

Fire Chief Waddington said the fire med memberships are staying about the same and they are not thinking about raising the rate at this time. The Fire Department is fund raising for 2 new defibrillators at the cost of \$30,000 each. There are 18 volunteer drivers that help with transports. The ambulance is averaging 8 to 10 transfers a month to Eugene or Medford and 525 calls a year. The budget amount in equipment reserve is for a new ambulance. The Ambulance Department does not receive tax dollars.

Public Works Director Higgins said the increase in the water department personal expense is due to union contracts and insurance costs. Fuel cost has increased for the department, and material services has decreased from last year. In capital outlay half the cost of a vacuum truck, which is a multi functional tool for the sewer and water departments. The Sewer Department has the same type of increase in personal services and capital outlay as the water department.

Fire Chief Waddington, the Rural Fire District (RFD) is anything outside the city limits, which is approximately 80 miles. The Rural Fire District partner with the City to respond to calls. There are 11 vehicles, 40 volunteers, and 4 staff members. The City owns the equipment and the RFD maintains the buildings. The goal is to maintain the equipment to lengthen the life of the equipment. There is a 1987 van driven by the training officer/paramedic that needs to be replaced and the rural fire district is budgeting \$15,000, which is half the cost. The technology grant revenue applied for will help the firefighters do some online training. The Fire Department is partnering with eight other departments in the county for a \$75,000 grant for a radio communications to upgrade pagers and radios. Material services increased in the fuel line.

John Higgins sidewalk fund comes from the state street tax fund. This year \$30,000 was transferred to hopefully get a project going.

Finance Director Dufner said the Property Management fund has a carry over balance to start the year. Funds have been budgeted for the sale of a portion of the GP site. Expenses budgeted for are administration costs and to repay the capital projects fund \$175,000, which was borrowed several years ago.

The Perpetual Care Fund has a beginning balance of \$27,730. Finance Director Dufner put \$26,000 in a reserve so we do not go below the minimum required. The estimated interest is \$92,000 with \$64,000 being transferred to the general fund for the Community Building roof and \$32,000 to the library which goes into the new library reserve.

Finance Director Dufner said the total budget is \$18,316,640 for general and other funds.

Council Member Capehart recommended approval and forwarding of the budget to the Coquille City Council. Council Member Short seconded the motion all voted in favor

6. Approval of City Tax Levy Rate

Council Member Britton made a motion to approve the tax levy rate of 6.1038 per \$1,000.00. Member Anderson seconded the motion; all present voted in favor.

7. Adjournment

Chairman Wiese adjourned the meeting at 9:55 p.m.

Chairman, Loran Wiese

ATTEST: _____
Secretary, Molly Anderson

COQUILLE URBAN RENEWAL AGENCY
BUDGET MEETING MINUTES
April 23, 2007

1. Call to Order

Chairman Wiese called the Urban Renewal Agency budget meeting to order at 9:56 p.m.

2. Presentation of the 2006-2007 Budget

Finance Director Dufner said the Urban Renewal is receiving more tax dollars during the last 2 years. Total revenue is \$234,840, expenditures of \$12,630 and debt of \$222,210 for a total expense of \$234,840.

Member Anderson made a motion to recommend approval of the proposed 2008-2009 Urban Renewal Agency budget. Councilor Capehart seconded the motion. All present voted in favor.

3. Adjournment

Chairman Wiese adjourned the meeting at 9:58.

ATTEST: _____
Secretary, Molly Anderson

Chairman, Loran Wiese