

City of Coquille  
Budget Committee Meeting Minutes  
April 23, 2007

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

Budget Committee Present: Darlene Kelly, Clay Davis, Terri Mai and Julie McCloud-Watte

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

Press: None

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

### **1. Call To Order**

Chairman Wiese called the meeting to order at 7:01p.m.

### **2. Election of Budget Committee Officers**

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

Council Member Capehart nominated Bruce Parker for Secretary. Council Member Britton 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 7:06 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 \$29,055.00. The City Manager 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 \$420.00, Operation Coquille \$500.00 for insurance and Lincoln Elementary Smart Reading Program \$2,700.00. Total request at this time totals \$8,482.00. RSVP is requesting \$1,000 and they receive about \$62,000 from the government and need matching funds. Their total budget is \$120,000. Fifteen hundred hours are donated in Coquille through the year. Chairman Wiese closed the public hearing at 7:12.

Finance Director Dufner reviewed the requested dollar amounts from the different agencies. Chairman Wiese thought the amount Smart was asking was a large amount. Chairman Wiese read the letter from the Smart representative and the amount requested would cover 20% of the cost of the program in Coquille. The budget committee would like to see a representative from the agencies requesting funding to attend the budget hearing. Council Member Capehart made a motion to accept the State Revenue Sharing funds. Council Member Parker seconded the motion; all voted in favor. During the budget discussion the individual requests may be discussed.

#### **4. Presentation of 2006-2007 Budget**

City Manager O'Connor read the Budget Message. The City Manager also would like to encourage the Council to consider enacting a \$.02-.03/gallon street tax on all motor vehicle fuels sold in Coquille, which would generate an additional \$120,000 for the street fund. He is also concerned about the Library and Fire Departments funding as he has been in the past.

#### **5. Budget Discussions/Recommendations**

Chairman Wiese reviewed the budget process. Finance Director Dufner reviewed the moving of capital project dollars back to their individual funds such as water, sewer, fire and ambulance to provide a clear picture. The budget for the support services department is \$604,000, which is lower by 19%, due to fact that the expenses for the remodel at the new City Hall will be in this fiscal year. Finance Director Dufner had budgeted in the general fund for a 5% increase for the employees who are at the top of their scale and have not received a raise in 5 years. He did not realize that there would also be two employees in the Ambulance and two in the Library affected and those funds expenses are at their limits.

Police Chief Reaves said in the personnel area they have budgeted to increase the parking officer hours from 15 to 20 hours a week and also slated to work with Public Works on the code enforcement issues facing the City. The other increase is the request for a seventh officer to do investigations and to work with the community on outreach programs including a truancy officer. The high school is trying to secure funding for half of the officer's salary. The increase in supplies and equipment is due to the move of the Police Department's communication system to City Hall. The small equipment line cost is to replace some office furniture due to its age and condition. Dispatching cost was increased by 10%, which is still less than what the County had charged in the past. The City Manager said that the Police Department has been looking for a uniform that does not have a military look but more like a peace officer. Member Short asked what programs have they not been able to provide. Chief Reaves said the bike rodeo, staffing the explorer program, and community outreach programs.

The Fire department has a fifty-fifty match with the Coquille rural fire district; they cover approximately 80 square miles in our district. Fire Chief Waddington stated that they have 4 fire stations with 41 volunteers with a budget of \$14,000. He is receiving a grant for a pair of Jaws of Life and for a self-filling air station. The City Manager said the Fire Department expenses are budgeted at \$330,00 with income of \$220,000 and a difference of \$110,00 in the negative. We use the contingency fund to meet the expenditures, which leaves no room for a major emergency expense, which means we may need to make a request for an increase in funds from contributing agencies. The Ambulance fund beginning cash is \$115,979. The paramedics do the billing for the ambulance and they have 2.5 full-time employees and approximately 16 volunteers. The department is funded by services provided and 420 fire-med memberships. They have budgeted \$2,000 for a new truck.

Library Director Conner reported the estimated beginning balance of \$211,921. The County may be charging a 3% collection fee causing a reduction in tax levy dollars. The library may need to lease a new copier, and purchase a computer. The City supplies the space for the library; the district pays for the staffing. Library Director Conner said it would be good for grant request purposes if the City would contribute dollars to the new library. City Manager O'Connor said the City is contributing funds through the Rietman trust.

Public Works Director John Higgins said that Planning is funded by a \$5,000.00 grant and it is not holding its own and the cost of applications may need to be increased to cover the costs of daily operations, public meetings and the support staff. For FY 2005-2006 there were 10 public hearings and for FY 2006-2007 we have had 11 public hearings and one special Council Meeting. The Planning Commission is looking at the Smart Code and will be reviewing the City's planning ordinances this year to bring them up to date. The codes enforcement officer will process the abatements in the City and it would be a half-time employee. The Parks Department has one full-time employee that takes care of all the parks and cleans up the recycle center. They receive \$7,000 from the Oregon State Marine Board to help maintain the boat ramp and docks. Community Services has one full-time employee and numerous part-time employees. The roof over the large gym needs to be replaced at the cost of approximately \$93,000 and a new kitchen hood at the cost of \$16,000. The community building will also be changing to natural gas this fiscal year. The water department is working on the design work for the water treatment plant and the distribution of water. The

water rates will continue to increase due to the increased cost of the project over the last 2 years. The sewer fund's major project is the new sewer plant. The sidewalk fund receives \$5,000 a year and that is usually not enough to complete a project.

Finance Director Dufner reviewed the Urban Renewal budget, which shows repayment of some debt and money for some future projects.

Council Member Britton asked where the timber revenues are; the City Manager said they are sitting in the property management fund until Council decides what to do with the funds. Planner Higgins said he is checking on rights of way at Dutch John Ridge, which is needed for the logging project. Member Watte asked if the Council had decided on the balance of the Plan for the GP site. Council Member Britton said no, Council had not, but there is a developer interested but he is leaning towards condos and the council goals are more on the commercial side.

Member Kelley is opposed to the gas tax.

Council Member Britton made a motion to accept the budget as presented and recommends it to the City Council with the change to move the cost of \$50,000 for the defibrillators from the fire fund to the ambulance fund. Council Member Capehart seconded the motion; all voted in favor.

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

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

## **7. Adjournment**

Chairman Wiese adjourned the meeting at 9:50 p.m.

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Chairman, Loran Wiese

ATTEST: \_\_\_\_\_  
Secretary, Bruce Parker

**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 9:51 p.m.

**2. Presentation of the 2006-2007 Budget**

Councilor Daniels made a motion to recommend approval of the proposed 2007-2008 Urban Renewal Agency budget. Councilor Capehart seconded the motion. All present voted in favor.

**3. Adjournment**

Chairman Wiese adjourned the meeting at 9:55.

ATTEST: \_\_\_\_\_  
Secretary, Bruce Parker

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Chairman, Loran Wiese