

City of Coquille
Budget Committee Meeting Minutes
April 17, 2006

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

Budget Committee Present: Darlene Kelly, Clay Davis, Ron Tollenaar, Linda Short, Laretta Spenader, 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 T Order/Pledge Of Allegiance

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

2. Election of Budget Committee Officers

Committee Member Capehart nominated Loran Wiese for Budget Committee Chairman. Committee Member Tollenaar seconded the motion. All members present voted in favor.

Mayor Britton turned the meeting over to Chairman Loran Wiese at 7:05 p.m.

Member Kelley nominated member Anderson for Secretary. Committee Member Capehart seconded the motion, all members present voted in favor.

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 stating that it was the time and place as advertised for public input on the use of State Revenue Sharing Funds in the amount of \$25,500.00. 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 \$581.00, Neighbor to Neighbor Dispute Resolution 500.00, Coquille Valley Historical Society 3,000.00 and one late request which was not included in the budget for sidewalk replacement around the museum at the estimated cost of 35,000-40,000. Total request at this time totals 9,400.00. Lynn Silverman from RSVP and 5 other volunteers from the Coquille area thanked Council for there support in the past. The RSVP volunteers help with the SMART reading program, food bank, hospital, and library, they man 125 stations. The \$1,000.00 we are requesting will be used to match grant dollars. Paul Watte requested that the City try to improve some the streets in the area even if it is only a few blocks at a time. Member Anderson said the City usually chooses one street a year to repair. Member Watte asked what happens if funds are not used and Chairman Wiese said they are carried over. Member Capehart was recognized by the City Manager for her donation of 20 hours a week as a RSVP volunteer at the community building. The Senior Center wrote a letter to the Mayor and expressed that they are on the verge of collapsing. Member Capehart is now a board member for the senior center and they will be meeting on a regular basis. The mayor said there is also a citizen concern that there is not a cross walk or streetlight at Birch Street to provide a safe crossing from the RV park. The City Manager said that they have talked with ODOT about that in the past and they said they would do a study. Chairman Wiese closed the public hearing at 7:18.

4. Presentation of 2006-2007 Budget

City Manager O'Connor read the Budget Message. Included in the budget message was a recommendation that there be a transfer from the general fund of \$200,000 to the street fund to help with repairs of streets and sidewalks. The City Manager also would like to encourage the Council to consider enacting a \$.02/gallon street tax on all motor vehicle fuels sold in Coquille. The proceeds would be used for street repairs. He is also concerned about the Library and Fire Department funding.

5. Budget Discussions/Recommendations

Chairman Wiese reviewed the budget process. Finance Director Dufner reported that two accomplishments this year in his department is that the computers are being upgraded and that the Rietman Trust money is earning more interest since being moved to Fidelity.

Chief Reaves said he raised fuel line item due to the volatility of gas prices. Teletype LEADS line item was increased due to the requirements of the new software and computers, which will link all of Coos County. The cost of the computers and software was about \$10,000.00, which was paid for through grant dollars. CCIS recommended moving towards accreditation by adopting a manual written by Lexipol, this will offset liability costs. There is a development fee of \$3,500 and maintenance and training fees. The company will manage the policy and procedure manual monthly and keep the police department in compliance with state standards. The maintenance includes review and updating the manuals each year and making changes as the law dictates and write new policies to include any new state and federal law changes, training and helps if there is liability issue. Accreditation will give the police department standardization through out the state and gives them a team of lawyers if there is a legal issue. Member Davis is working with CCIS on risk management for cities. The Chief reported that the \$1,200.00 maintenance fee is less than it would cost for the Chief or Sergeant to review and maintain the policy manual and the \$90.00 is for officer training and the company keeps the training records. The school resource officer was dedicated to the schools during the year and worked with the teachers, children, and parents. Budget Officer said the school in the past had funded \$11,000 for this position but they do not any longer and it became a loss to the City as the officer was spending his entire shift at the school at the cost of \$70,000 a year. Mayor Britton asked if any other companies were recommended by CCIS besides Lexipol, Chief Reaves said there are no other companies at this time providing this service in Oregon. Mayor Britton checked with the Sheriff's department they have one dedicated officer for a year to rewrite their policy manual and it would cost \$80,000.

The Fire department has a fifty-fifty match with the Coquille rural fire district; we cover approximately 80 square miles in our district. Fire Chief Waddington stated that they have 4 fire stations and 1.5 full time fire fighters and 40 volunteers. We have 11 apparatus, 7 are over 20 years old and 4 that are 1 to 10 years old, the cost of repairing these items is a lot due to the equipment age. He applied for a grant for a new pair of Jaws of Life, and for a self-filling air station. The ambulance has 2.5 full-time employees and approximately 16 volunteers. The department is funded by services and fire-med membership program. The ambulance district covers 460 square miles and we purchased a new ambulance in 2005. We average 500 calls a year and bill the customers. Linda short asked how the fire-med system works and the Fire Chief gave a brief outline of how it works. The Department collects \$40.00 a year per family and they bill the insurance and if there is a balance due they write off the remainder of the bill.

Library Director Conner reported they would be adding the 6th internet computer this week from a grant. Last year during the budget crunch we cut back on our part-time staff hours and the amount of materials purchased. The costs of supplies keep rising and our revenue only increases as property taxes increase. If the revenue does not continue to go up the next step is to cut more staff and hours. The library is open 44 hours a week at this time.

Member Hagen asked about adding another 15 hours a week to the parking enforcement officer due to the number of complaints about the lack of parking space downtown. The Budget Officer said it is more cost effective to add an additional person at 15 hours at the cost of \$5,850.00. Chairman Wiese suggested that the City write a letter to the downtown merchants saying we are going to increase parking enforcement by 15 hours a week. The Public Safety and Parking Committee will be meeting next week and will discuss the parking issue and try to come up with some options. There will be \$6,000.00 added to the police department budget to use for additional parking enforcement if needed.

John Higgins Public Works Director said his department includes Parks, Street, Water, Sewer and Community Services Department with a total of 9 employees, many of the employee's wages paid by various funds. The Street Department takes care of storm drains, street repair and cutting debris with the new brush cutter. The Water Department replaces and reads water meters. One person operates the Sewer Plant, with one back-up person and one in training. The Parks Department has one full time employee that takes care of all the parks and cleans up the recycle center. Community Services has one full time employee and numerous part time employees. Planner Higgins issues zoning compliance letters, answers questions, prepares planning commission packets. The next project is the new water plant, when we receive the funding we can begin the engineering. The sewer department is working on inflow and infiltration, which is done with smoke testing. Planner Higgins agrees that the streets need improvement and the 2 cents per gallon gas tax would help. Member Watte asked if the street sweeper has a scheduled route, Public Works Director Higgins said he usually sweeps downtown and goes in other areas time permitting and the City does not sweep streets without curbs and gutters. Member Watte asked what the DLCDC grant comp plan expense and TGM grant expense. The TGM is a traffic study management grant applied for and our comprehensive plan, which will bring our codes up to date to keep up with development. Mayor Britton asked if there would be an increase in number of employees when the new plant is built, Mr. Higgins said yes and their certifications at the sewer plant will be more than likely be raised to class three operators.

Member Mai made a motion to recommend the budget to council with the correction of adding, \$5,850 for the police department parking enforcement line item in the budget. Member Daniels seconded the motion.

Member Kelley asked what property sale is listed under the revenue line? Budget Officer O'Connor replied those dollars budgeted are for the anticipated sale of the GP property and City Hall. In the property management fund you will see money has been borrowed from the utilities to install water and sewer line at the GP site and that has to be paid back when the property is sold.

The Forestry Land Management Committee will be meeting later this month to see if we want to have another timber sale next fiscal year. Last timber sale the City realized net proceeds of 44% and if there is another timber sale we will investigate other possibilities to reduce our costs. Mayor Britton asked about the roads and are they graveled or have they been kept up. We had a slide on the Rink Creek water line road about 10 years ago and we had to fix that for the logging process and that repair cost about \$10,000. There will be other roads formed in the future.

Member Short asked about the amount budgeted for sidewalks, Budget Officer O'Connor said we have \$5,000 in the budget. Member Short asked who is responsible if the sidewalk is bad and the City has informed the property owner. If the City notifies the property owner and they do not fix it, the City has to do it and then they have to find the funds. The City then needs to collect from the property owner and if they do not pay we would have to put lien on the property. Mr. Higgins said in the past the budgeted money has been used to put in handicap access sidewalks. Chairman Wiese asked if the City would get more if they spent that \$200,000 on sidewalks. The Mayor Britton suggested splitting the 2 cents gas tax and the \$200,000 between the streets and sidewalks. Public Works Director Higgins said there are a lot more streets miles than sidewalk miles and the money should be split accordingly. The Budget Officer said to make the transfer to the street fund \$190,000 and set aside \$10,000 for the study of which streets and sidewalks should be repaired. The Council and budget committee both support the \$0.02 gas tax.

Member Daniels seconded the former motion made by Member Mai to recommend the budget to council with the correction of adding, \$5,850 for the police department parking enforcement line item in the budget. All present voted in favor.

6. Approval of City Tax Levy Rate

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

7. Adjournment

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

Chairman, Loran Wiese

ATTEST: _____
Secretary, Mollie Anderson

**COQUILLE URBAN RENEWAL AGENCY
BUDGET MEETING MINUTES
April 17, 2006**

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 Anderson made a motion to recommend approval of the proposed 2006-2007 Urban Renewal Agency budget. Councilor Capehart seconded the motion. All present voted in favor.

3. Adjournment

Chairman Wiese adjourned the meeting at 10:07.

Chairman, Loran Wiese

ATTEST: _____
Secretary, Mollie Anderson