

MINUTES OF THE BUDGET COMMITTEE OF THE CITY OF REEDSPORT FEBRUARY 10, 2014,
7:00 P.M. AT CITY HALL.

PRESENT: Mayor Keith Tymchuk, Councilors Frank Barth, Linda Turner, Diane Essig, DeeDee Murphy and Linda McCollum

Committee Members Mark Bedard, Jacque Potter, Tara Szalewski

Absent were Committee Members Kathi Wall-Meyer and Leon Bridge

City Manager Jonathan Wright

OTHERS PRESENT: Deanna Schafer, Diane Novak, Vera Koch, Joel Smith, Duane Wisheart, Harold Rose and John Steininger

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA

Committee Member Keith Tymchuk moved that the Budget Committee approve the Agenda.

Committee Member Jacque Potter seconded the motion.

MOTION:

that the Budget Committee approve the Agenda.

VOTE:

A vote was taken on the motion with the following results:

AYES 9 NAYS 0

(Committee Members Tymchuk, Barth, Essig, McCollum, Murphy, Turner, Bedard, Szalewski and Potter voted in favor of the motion.)

Chair Mark Bedard declared the motion passed unanimously.

3. APPROVAL OF THE MINUTES

A. Approve the minutes of the October 14, 2013 meeting of the Budget Committee.

Committee Member Diane Essig moved that the Budget Committee approve minutes of the October 14, 2013 Budget Committee as amended.

Committee Member Keith Tymchuk seconded the motion.

MOTION:

that the Budget Committee approve minutes of the October 14, 2013 Budget Committee Meeting as amended.

VOTE:

A vote was taken on the motion with the following results:

AYES 9 NAYS 0

(Committee Members Tymchuk, Barth, Essig, McCollum, Murphy, Turner, Bedard, Szalewski and Potter voted in favor of the motion.)

Chair Mark Bedard declared the motion passed unanimously.

4. CITIZEN COMMENTS

This time is reserved for citizens to comment. Maximum of five minutes per item, please.

There were no citizen's comments.

5. GENERAL BUSINESS

A. Election of Budget Committee Chair and Vice Chair for 2014 Calendar Year

A motion was made to nominate Mark Bedard as Budget Committee Chair and Jacque Potter as Budget Committee Vice Chair for 2014 calendar year

MOTION:

that the Budget Committee elect Mark Bedard as Chair for 2014 Calendar Year and Jacque Potter as Budget Committee Vice Chair for 2014 calendar year.

VOTE:

A vote was taken on the motion with the following results:

AYES 9 NAYS 0

(Committee Members Tymchuk, Barth, Essig, McCollum, Murphy, Turner, Bedard, Szalewski and Potter voted in favor of the motion.)

Chair Mark Bedard declared the motion passed unanimously.

B. Budget Committee Member shortage

Finance Director Vera Koch welcomed new committee member Tara Szalewski to the budget committee. She also informed the budget committee of the three vacant budget committee positions and encouraged them to talk to citizens who may be interested in filling the positions.

C. FY 2013/014 Budget Update

The following financial report for Fiscal year 2013-2014 was presented by Finance Director Vera Koch.

			budget year
	<u>SECOND Quarter of fiscal year 2013/2014</u>		
	For period ending December 2014		
General Fund 001			
	Budget	Actual	
Beginning Fund Balance	\$650,000	\$838,681	129.03%
Revenue	\$2,200,240	\$1,588,432	72.19%
*Expenditures	\$2,540,240	\$1,024,397	40.33%
*(less unappropriated expenditures)			
Street Fund 002			
	Budget	Actual	
Beginning Fund Balance	\$140,000	\$140,181	100.13%
Revenue	\$264,400	\$138,320	52.31%
*Expenditures	\$404,400	\$176,011	43.52%
Water Utility Fund 003			
	Budget	Actual	
Beginning Fund Balance	\$60,000	\$208,337	347.23%
Revenue	\$817,700	\$428,239	52.37%
*Expenditures	\$877,700	\$437,497	49.85%
Wastewater Utility 004			
	Budget	Actual	
Beginning Fund Balance	\$600,000	\$616,531	102.76%
Revenue	\$1,843,000	\$943,817	51.21%
*Expenditures	\$2,443,000	\$1,081,662	44.28%
*(less unappropriated expenditures)			
Stormwater Utility Fund 005			
	Budget	Actual	
Beginning Fund Balance	\$16,000	\$26,132	163.33%
Revenue	\$93,450	\$48,725	52.14%
*Expenditures	\$109,450	\$44,597	40.75%
*(less unappropriated expenditures)			

Bicycle/footpath Fund 007

	Budget	Actual	
Beginning Fund Balance	\$35,400	\$35,297	99.71%
Revenue	\$2,350	\$1,316	56.00%
*Expenditures	\$37,750	\$0	0.00%

Water SPWF Loan Debt Fund 010

	Budget	Actual	
Beginning Fund Balance	\$79,860	\$79,863	100.00%
Revenue	\$22,890	\$5,570	24.33%
*Expenditures	\$102,750	\$20,982	20.42%
*(less unappropriated expenditures)			

Water Filtration Debt/Reserve Fund 011

	Budget	Actual	
Beginning Fund Balance	\$11,100	\$11,110	100.09%
Revenue	\$122,875	\$122,861	99.99%
*Expenditures	\$133,975	\$120,112	89.65%

Wastewater DEQ Loan Debt Fund 012

	Budget	Actual	
Beginning Fund Balance	\$524,200	\$524,300	100.02%
Revenue	\$824,000	\$412,607	50.07%
*Expenditures	\$1,243,985	\$410,848	33.03%
*(less unappropriated expenditures)			

Wastewater OECDD Loan Debt Fund 013

	Budget	Actual	
Beginning Fund Balance	\$100,150	\$100,265	100.11%
Revenue	\$154,350	\$77,369	50.13%
*Expenditures	\$154,250	\$154,247	100.00%
*(less unappropriated expenditures)			

Fire Equipment Fund 014

	Budget	Actual	
Beginning Fund Balance	\$100,000	\$108,407	108.41%
Revenue	\$26,690	\$10,389	38.92%
*Expenditures	\$126,690	\$1,179	0.93%
*(less unappropriated expenditures)			

Dunes NRA Fund 016

	Budget	Actual	
Beginning Fund Balance	\$80,000	\$84,649	105.81%
Revenue	\$95,650	\$48,326	50.52%
*Expenditures	\$175,650	\$40,834	23.25%
*(less unappropriated expenditures)			

Riverfront Fund 017

	Budget	Actual	
Beginning Fund Balance	\$31,705	\$47,566	150.03%
Revenue	\$124,750	\$67,605	54.19%
*Expenditures	\$156,455	\$57,941	37.03%

Library Renovation Fund 018

	Budget	Actual	
Beginning Fund Balance	\$60,000	\$60,517	100.86%
Revenue	\$50	\$271	542.00%
*Expenditures	\$60,050	\$15,736	26.20%

Sys. Development Fund Water 020

		Actual	
Beginning Fund Balance	\$70,000	\$70,142	100.20%
Revenue	\$200	\$179	89.50%
*Expenditures	\$70,200	\$0	0.00%

Sys. Development Fund Wastewater 021

	Budget	Actual	
Beginning Fund Balance	\$132,100	\$132,159	100.04%
Revenue	\$500	\$337	67.40%
*Expenditures	\$132,600	\$0	0.00%

System Development Fund Stormwater 022

	Budget	Actual	
Beginning Fund Balance	\$5,990	\$6,000	100.17%
Revenue	\$20	\$15	75.00%
*Expenditures	\$6,010	\$0	0.00%

Enterprise Cap. Improve. Fund -Sewer 024

	Budget	Actual	
Beginning Fund Balance	\$1,000,000	\$923,749	92.37%
Revenue	\$513,790	\$258,123	50.24%
*Expenditures	\$1,513,790	\$0	0.00%
General Capital Improve. Fund 025			
	Budget	Actual	
Beginning Fund Balance	\$185,800	\$204,668	110.16%
Revenue	\$189,710	\$25,489	13.44%
*Expenditures	\$325,510	\$144,338	44.34%
*(less unappropriated expenditures)			
Street Capital Fund 026			
	Budget	Actual	
Beginning Fund Balance	\$250,000	\$255,257	102.10%
Revenue	\$173,810	\$87,375	50.27%
*Expenditures	\$423,810	\$11,890	2.81%
*(less unappropriated expenditures)			
Storm Capital Fund 027			
	Budget	Actual	
Beginning Fund Balance	\$100,260	\$100,308	100.00%
Revenue	\$31,250	\$15,878	50.81%
*Expenditures	\$131,510	\$0	0.00%
*(less unappropriated expenditures)			
Water Enterprise Capital Improvement Fund 029			
	Budget	Actual	
Beginning Fund Balance	\$1,500,000	\$1,547,751	103.18%
Revenue	\$73,660	\$35,322	47.95%
*Expenditures	\$1,573,660	\$236,281	15.01%
*(less unappropriated expenditures)			
Reedsport Urban Renewal District. Fund 150			
	Budget	Actual	
Beginning Fund Balance	\$243,000	\$247,884	102.01%
Revenue	\$83,825	\$76,553	91.32%
*Expenditures	\$326,825	\$19,689	6.02%

D. Capital Improvement Projects Update

City Manager Jonathan Wright and Public Works Director Joel Smith presented the Capital Improvement Plan update as follows:

- Reedsport Branch Library renovation is nearing completion. A new circulation desk and book shelves have been installed and the landscaping project was reported to be in progress.
- Railroad Crossings at Fir Avenue and Winchester Avenue are completed with only the sidewalk component remaining incomplete. The Port of Coos Bay and ODOT Rail are coordinating this plan. The City expects to take over the maintenance and ownership of the Reedsport West Road upon completion of the railroad crossings sidewalk.
- Water Treatment Plant Ultra Violet change-over is still in the offing with grants being sought to offset some of the cost. Future regulations are still being researched.
- 16th Street Waterline relocation has been completed
- The demolition project of the Knife River buildings the future plans of the site was reported.
- The Garden/Highland Drive water line upgrade information was presented.

Fire Chief Tom Anderson updated the committee on a recent grant award to the Reedsport Volunteer Fire Association from the Coquille Tribal Community for the purchase of the jaws of life equipment.

E. Preliminary Discussion of FY 2014 / 015

City Manager Jonathan Wright reported to the committee that the following issues were on the list of items being addressed in budget preparation:

- Computer Software Upgrade
- Work station computers upgrade
- City hall Server replacement
- DEQ Refinance and the possibility of reducing rates.
- Levee and the need to increase stormwater rates to help meet the levee funding requirements.

- Dispatch contract with LUH
- Streets / Urban Renewal
- SCA Grant for Bowman Road overlay
- Compression

Finance Officer Vera Koch presented an update on the compression situation for the City of Reedsport. The County predicts that compression will be more severe in the 2014 / 015 FY for Reedsport.

F. Review FY 2014 / 015 Budget Preparation Calendar

Finance Director Vera Koch presented the Budget Preparation Calendar, for the fiscal year 2014-015. The first Budget Committee meeting will be Monday, April 14th, 2014 beginning at 7:00 with the Urban Renewal District Agency meeting followed by the regular Budget Committee meeting at 7:15 pm.

6. Miscellaneous Items
(*Budget Committee Members, City Staff*)

7. Adjourn
Meeting was adjourned. The next meeting will be held April 14th at 7:15 pm to hear the budget message and begin the FY 2014 / 015 budget process.

Mark Bedard, Chair

ATTEST:

Deanna Schafer, City Recorder