



CITY OF REEDSPORT

BUDGET COMMITTEE AGENDA

City Council Chambers

451 Winchester Avenue

Reedsport, OR 97467-1597

Phone (541) 271-3603 | Fax (541) 271-2809

Monday, December 5, 2022 at 6:15 pm

In accordance with HB2560, the City of Reedsport, to extent reasonably possible, will make all meetings accessible remotely via Zoom and provide the opportunity for citizens to submit oral testimony during the meeting and written testimony by emailing cdavis@cityofreedsport.org by 4:00 p.m. on the day of each regularly scheduled council meeting.

Zoom Link: <https://us02web.zoom.us/j/88258659119?pwd=SkhkNHhrOUk2eUhud00rS1pVa1BmUT09>

6:15 p.m. Quarterly Budget Meeting:

1. CALL TO ORDER
2. CITIZEN COMMENTS
This time is reserved for citizens to comment. Maximum of five minutes per item, please.
3. APPROVAL OF THE AGENDA:
4. APPROVAL OF THE MINUTES
 - A. Minutes of April 11, 2022
5. GENERAL BUSINESS
 - A. Budget Meeting Schedule for 2023.
 - B. Presentation of Financial Report – 1st Quarter FY 22-23
6. MISCELLANEOUS ITEMS
(Budget Committee Members, City Staff)
7. ADJOURN

DRAFT

MINUTES OF THE BUDGET COMMITTEE OF THE CITY OF REEDSPORT HELD ON APRIL 11, 2022 AT 6:20 P.M. AT CITY HALL.

PRESENT: Mayor Linda McCollum, Councilors DeeDee Murphy, Jeff Vanier, Joe Liedtky and Rich Patten.

Committee Members Lee Bridge, Debbie Yates, and Bob Gray.

OTHERS PRESENT: Deanna Schafer, Michelle Fraley, Kim Clardy, Diane Novak, Courtney Davis, Tom Anderson and Steve Miller.

ABSENT: Mark Bedard, Debby Turner, Kammy Rose and John Moore.

CALL TO ORDER: The meeting began at 6:38 pm.

CITIZEN COMMENTS: None

APPROVAL OF THE AGENDA: April 11, 2022

Lee Bridge moved that the Budget Committee approve the agenda.

Rich Patten seconded the motion.

MOTION:

that the Budget Committee approve the agenda of April 11 2022.

VOTE:

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

AYES 8 NAYS 0

(McCollum, Murphy, Vanier, Liedtky, Patten, Bridge, Yates, and Gray voted in favor of the motion.)

The motion passed unanimously.

APPROVAL OF THE MINUTES: February 7, 2022

Lee Bridge moved that the Minutes of the City of Reedsport Budget Committee for February 7, 2022 be approved.

Linda McCollum seconded the motion.

MOTION:

That the City of Reedsport Budget Committee approve the minutes of February 7, 2022.

VOTE:

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

AYES 8 NAYS 0

PUBLIC HEARING:

Shall the Reedsport City Budget Committee adopt recommendations on uses of state revenue sharing funds for fiscal year 2022-23?

In order to receive state revenues apportioned among cities within the state, the budget committee must consider the possible uses of state revenue sharing distributions and make a recommendation to the City Council.

The proposed budget for fiscal year 2022-23 identifies \$445,000 in state sharing revenues to be used for purposes such as police, fire, planning, storm sewers, sanitary sewers, street construction, maintenance and lighting.

There were no comments and no questions for staff regarding this matter.

Lee Bridge motioned to adopt the recommended uses of state revenue sharing funds for the fiscal year 2022-23 budget in the amount of \$445,000.

Linda McCollum seconded the motion.

MOTION:

that the Budget Committee adopt the recommended uses of state revenue sharing funds for the fiscal year 2022-23 budget in the amount of \$445,000.

VOTE:

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

AYES 8 NAYS 0

(McCollum, Murphy, Vanier, Liedtky, Patten, Bridge, Yates, and Gray voted in favor of the motion.)

The motion passed unanimously.

GENERAL BUSINESS:

Receive fiscal year 2022-23 budget message from City Manager.

City Manager Deanna Schafer presented the budget message for the fiscal year 2022-23 budget. Schafer presented highlights and challenges of the past fiscal year and the upcoming year.

Begin review of the fiscal year 2022-23 budget document.

City Manager Deanna Schafer, began the presentation with the overview of the General Fund revenues. A large portion of these revenues are property tax collections. Schafer also reviewed the property tax compression sheet along with the proposed interfund transfers. Budget member Bob Gray inquired about water rates not being raised since 2006. City Manager Deanna Schafer explained that this is something that the City has tried three times unsuccessfully. Schafer also indicated that Teamsters has requested an 8% pay increase.

Schafer noted that we are budgeting 100,000 less this year on property taxes. The Transient Room Tax was increased based on history. Also, the State Marijuana Tax budget has been decreased due to Measure 110 and history. We have also budgeted for the second half of the ARPA funding.

Schafer proceeded with budget presentation fund by fund. (only funds with questions or comments are listed). Schafer indicated that past years due to COVID-19 we pushed thru the budget and consolidate to one meeting, we are proposing the same.

Fund 001-101 (City Manager) – Schafer indicated she was full time in this fund and .40 was for Deputy City Recorder/Administrative Assistant. Schafer will still continue to act as City Recorder and also oversee the Deputy City Recorder.

Fund 001-106 (Planning) – The City is still contracting with Sheldon Planning. We have budgeted for \$35,000 of grant expenditures for Code upgrades, Buildable Lands Inventory and Department of Land Conservation Department.

001-200 (Police) – The Police Department is projected to use more dollars to fund personnel than property taxes received. We are cautiously optimistic we will receive additional taxes than budgeted. The fuel line item was also increased this year.

001-230 (Building Inspection) We are still using a third party for our building officials. Schafer noted that due to many concerns from small cities that the State is still allowing the use of contract services.

001-410 (Public Services) – We have increased contracted services to help fund a summer helper.

002 (Streets Fund) Schafer discussed our Arthur Drive Reconstruction and East Railroad projects. We have once again applied for a \$100,000 SCA Grant and are hopeful that we are awarded the Grant

003 (Water Fund) – Schafer noted that we are still working on the odor and taste issue. Budget Chair Yates asked what percentage of the City is metered. Schafer indicated approximately 50% and that all new construction must be metered.

014 (Fire Equipment Fund) – Schafer reported that this is where the Seismic Retrofit Grant is for the Turner Station.

020 (Water System Development Fund) Schafer noted that we have budgeted for the 50% implementation of SDC charges.

025 (General Capital Fund) – Schafer reported that this is where the Seismic Retrofit Grant is for Station 7.

037 (Police Capital Fund) – Schafer noted that we have increased the Building Improvement in conjunction with the Seismic Retrofit Grant.

This concluded the budget review. There were no further comments or questions.

Shall the Budget Committee make a motion to approve the City of Reedsport proposed budget and approve taxes for the 2022-23 fiscal year at the permanent tax rate of \$6.1882 per \$1,000 of assessed value for operating purposes?

Lee Bridge motioned to approve the City of Reedsport budget for the fiscal year 2022-23 and approve the permanent tax rate of \$6.1882 per thousand of assessed value for operating purposes.

Joe Liedtky seconded the motion.

MOTION:

that the Budget Committee approve the City of Reedsport budget for the fiscal year 2022-23 and approve the permanent tax rate of \$6.1882 per thousand of assessed value for operating purposes.

VOTE:

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

AYES 8 NAYS 0

(McCollum, Murphy, Vanier, Patten, Liedtky, Bridge, Yates and Gray voted in favor of the motion.)

The motion passed unanimously.

Review of FY 2022-23 Capital Improvement Plan.

Schafer brought to the attention of the council and budget committee the addition of a few projects added. Rainbow Improvements, Bicentennial Bathrooms, Public Works Expansion and Open Air Yard for the Jail.

Schafer highlighted the Capital Improvements that were ranked in the upcoming fiscal year. She noted that some of the items that are listed in this fiscal year have funds specifically set aside for the purpose, others are wish list items with a lower priority or have a lower funding rating. Those items may happen if a funding opportunity arises or if money is left over from another project.

Finance Director Michelle Fraley noted that we have also added Vaccon Purchase, Water Master Plan, Backup Generator, Blower Rebuild and Wastewater Master Plan.

Councilor Vanier asked if we had a cost/estimate of compliance of water wells. Schafer noted that we cannot do this until we do a water management conservation plan and also upgrade water facilities plan.

Shall the Budget Committee make a motion to approve the Capital Improvement Plan for 2022-23 fiscal year?

Linda McCollum motioned to approve the Capital Improvement Plan for the 2022-23 fiscal year.

DeeDee Murphy seconded the motion.

MOTION:

that the Budget Committee approve the Capital Improvement Plan for the 2022-23 fiscal year.

VOTE:

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

AYES 8 NAYS 0

(McCollum, Murphy, Vanier, Liedtky, Patten, Bridge, Yates and Gray voted in favor of the motion.)

The motion passed unanimously.

MISCELLANEOUS: None

ADJOURN: The meeting was adjourned at 8:41 pm.

Debby Yates, Chairperson

ATTEST:

Deanna Schafer, City Recorder

CITY COUNCIL, URBAN RENEWAL & BUDGET COMMITTEE

MEETING SCHEDULE 2023

Meeting Date	Type of Meeting
January 9, 2023	Urban Renewal Agency Meeting 7:00 p.m.
January 9, 2023	City Council Meeting - 7:15 p.m.
February 6, 2023	Urban Renewal Quarterly Budget Committee Meeting - 6:00 p.m.
February 6, 2023	Quarterly Budget Committee Meeting - 6:15 p.m.
February 6, 2023	City Council Meeting – 7:00 p.m.
March 6, 2023	City Council Meeting – 7:00 p.m.
April 3, 2023	City Council Meeting - 7:00 p.m.
April 10, 2023	Urban Renewal Budget Committee – 6:00 p.m.
April 10, 2023	Budget Committee Meeting – 6:15 p.m.
<i>April 17, 2023</i>	<i>Budget Committee Meeting – 6:00 p.m. (optional)</i>
<i>April 24, 2023</i>	<i>Budget Committee Meeting – 6:00 p.m. (optional)</i>
May 1, 2023	City Council Meeting – 7:00 p.m.
June 5, 2023	Urban Renewal Agency Meeting – 7:00 p.m.
June 5, 2023	City Council Meeting - 7:15 p.m.
<i>June 19, 2023</i>	<i>City Council Meeting – 7:00 p.m. (Optional)</i>
July 10, 2023	City Council Meeting - 7:00 p.m.
August 7, 2023	City Council Meeting - 7:00 p.m.
August 28, 2023	City Council Meeting - 7:00 p.m.
October 2, 2023	City Council Meeting - 7:00 p.m.
November 6, 2023	Urban Renewal Quarterly Budget Committee Meeting - 6:00 p.m.
November 6, 2023	Quarterly Budget Committee Meeting – 6:15 p.m.
November 6, 2023	City Council Meeting - 7:00 p.m.
December 4, 2023	Urban Renewal Agency Meeting – 7:00 p.m.
December 4, 2023	City Council Meeting - 7:15 p.m.

Note: All regular City Council meetings are preceded by a 6:00 p.m. work session (6:30 p.m. when a quarterly budget meeting is scheduled).

Financial Report - December 5, 2022 City Council Meeting

Period ending 09.30.2022

Q1 (2022/2023) Target: 25%

General Fund 001				
	Budget	Actual		
Beginning Fund Balance	\$1,523,097	\$1,871,287	123%	
Revenue	\$3,195,610	\$814,561	25%	Rcv
*Expenditures	\$4,718,707	\$940,898	20%	Exp
Street Fund 002				
	Budget	Actual		
Beginning Fund Balance	\$300,000	\$423,216	141%	
Revenue	\$496,150	\$174,900	35%	Rcv
*Expenditures	\$764,150	\$324,887	43%	Exp
Water Utility Fund 003				
	Budget	Actual		
Beginning Fund Balance	\$930,000	\$939,560	101%	
Revenue	\$840,000	\$211,626	25%	Rcv
*Expenditures	\$1,716,350	\$263,127	15%	Exp
Wastewater Utility 004				
	Budget	Actual		
Beginning Fund Balance	\$2,300,000	\$2,175,111	95%	
Revenue	\$4,877,613	\$490,007	10%	Rcv
*Expenditures	\$6,157,913	\$990,394	16%	Exp
Stormwater Utility Fund 005				
	Budget	Actual		
Beginning Fund Balance	\$372,375	\$451,562	121%	
Revenue	\$2,334,150	\$279,422	12%	Rcv
*Expenditures	\$2,698,525	\$13,288	0%	Exp
Bicycle/footpath Fund 007				
	Budget	Actual		
Beginning Fund Balance	\$53,250	\$55,542	104%	
Revenue	\$3,900	\$953	24%	Rcv
*Expenditures	\$57,150	\$0	0%	Exp
Fire Equipment Fund 014				
	Budget	Actual		
Beginning Fund Balance	\$23,550	\$54,427	231%	
Revenue	\$966,550	\$9,857	1%	Rcv
*Expenditures	\$990,100	\$22,358	2%	Exp
Dunes NRA Fund 016				
	Budget	Actual		
Beginning Fund Balance	\$38,000	\$29,872	79%	
Revenue	\$250,500	\$41,637	17%	Rcv
*Expenditures	\$288,500	\$15,454	5%	Exp

Riverfront Fund 017				
	Budget	Actual		
Beginning Fund Balance	\$118,000	\$168,818	143%	
Revenue	\$136,700	\$39,603	29%	Rcv
*Expenditures	\$243,200	\$45,961	19%	Exp
Funds 20-22 (SDCs) interest only				
General Capital Improve. Fund 025				
	Budget	Actual		
Beginning Fund Balance	\$327,000	\$348,178	106%	
Revenue	\$2,369,707	\$108,074	5%	Rcv
*Expenditures	\$2,689,872	\$43,100	2%	Exp
Dial-A-Ride Fund 034				
	Budget	Actual		
Beginning Fund Balance	\$900	\$5,140	571%	
Revenue	\$43,070	\$462	1%	Rcv
*Expenditures	\$43,970	\$11,111	25%	Exp
Animal Shelter Fund 035				
	Budget	Actual		
Beginning Fund Balance	\$15,000	\$33,520	223%	
Revenue	\$11,200	\$3,360	30%	Rcv
*Expenditures	\$26,200	\$1,986	8%	Exp
Library Fund 036				
	Budget	Actual		
Beginning Fund Balance	\$500	\$971	194%	
Revenue	\$5,095	\$1,084	21%	Rcv
*Expenditures	\$5,595	\$698	12%	Exp
Police Capital Fund 037				
	Budget	Actual		
Beginning Fund Balance	\$145,000	\$148,924	103%	
Revenue	\$88,900	\$27,583	31%	Rcv
*Expenditures	\$233,900	\$300	0%	Exp
CERT Program Fund 038				
	Budget	Actual		
Beginning Fund Balance	\$1,000	\$973	0%	
Revenue	\$510	\$2	0%	Rcv
*Expenditures	\$1,510	\$0	0%	Exp