



MINUTES

Coburg Budget Committee

January 27, 2015 - 6:30 P.M.
Coburg City Hall
91136 North Willamette – Coburg

MEMBERS PRESENT: Linda Kroeger, Chairperson; Sharyl Abbaspour, Jerry Behney, Terry Dawson, Patrick Kocurek, Colleen Marshall, Jeffrey Milam, Don Nelson, Stephen Perry, Ray Smith, Members; Jae Pudewell, Mayor.

MEMBERS ABSENT: None

STAFF PRESENT: Petra Schuetz, Bob Butler, Anne Heath, Larry Nelson, Kathy Taylor

RECORDED BY: Dan Lindstrom

1. CALL TO ORDER

Chairperson Linda Kroeger called the meeting of the Coburg Budget Committee to order at 6:40 p.m. Minutes Recorder C. Daniel Lindstrom called the roll, noted the absence of member Jeffrey Milam, and stated that a quorum was present.

City Administrator Petra Schuetz stated that there were no requests to change the Agenda or requests to present Citizen Comments at the meeting.

Chairperson Kroeger stated that the first action of the Committee would be to choose a Chairperson.

Colleen Marshall moved, seconded by Terry Dawson, to appoint Linda Kroeger as Chairperson of the Coburg Budget Committee. The motion was adopted unanimously, 10:0, Jeffrey Milam having not yet joined the meeting.

2. SUPPLEMENTAL BUDGET

Finance Director Anne Heath reported that the City was operating within the parameters of the adopted fiscal year 2014-15 Budget. She explained that the Budget had been adopted at a time of change within the City and that previously used consultants City X had been re-engaged to work with her in understanding and presenting unexpected and unanticipated happenings. She said that carrying out plans for Local Improvement District assessments and development expansions such as that begun by Serenity Lane had been expected, but had not been included in Budget planning. She also said that unexpected omissions of revenue and expenses had also been discovered. She emphasized that proposed Budget revisions did not require additional revenue.

Member Jeffrey Milam joined the meeting at 6:50 p.m.

Ms. Heath reviewed reformatting, clarifications, and changes made in the Supplemental Budget:

- Unbudgeted income in the General Fund was recognized, expenses adjusted, and Planning Department Budget revised.
- Public Works Department Wastewater Treatment Plant Shop was added to the Park Fund.
- Public Works Department Wastewater Treatment Plant Shop was added to the Street Fund.
- Additional income, the Public Works Department Wastewater Treatment Plant Shop expenses and other expenses were adjusted in the Water Fund.
- A Building Fund and a transfer to Planning were added to the Budget.
- System Development Charge revenue was added to the Park Capital Improvement Program.
- System Development Charge revenue was added to the Water Capital Improvement Program.
- The Public Works Department Wastewater Treatment Plant Shop was added to the Sewer Capital Improvement Program, its expenses were adjusted, and a transfer to the Sewer Debt Fund omitted from the original Budget added. Payoff of an Urban Renewal Agency loan was recorded.
- Local Improvement District revenues for the Wastewater Project were added to the Sewer Debt Fund. The Urban Renewal Agency transfer and Bond purchase was also added, as were \$30,000 of Administrative expenses and Wastewater Project loan payoffs.

Members asked questions and discussed changes:

- Ray asked why previous discussion of correcting the confusion caused by incorporating fines and bails in the budget of the Police Department rather than the Municipal Court was not reflected in the changes made. Jae Pudewell explained that a change was to be made in the Budget of the next fiscal year.
- Ms. Heath discussed issues related to the changes in the Park Fund.
- Don Nelson asked when the City Council had approved construction of the Public Works Department Wastewater Treatment Plant Shop. Ms. Heath replied that the Council had approved relevant Change Orders on March 21 and September 22 of 2014. Ms. Schuetz added that it had always been assumed that the Shop would be included in the development.
- Ms. Heath discussed issues related to changes in the Street Fund.
- Mr. Nelson asked about use of revenue designated for Emergency Street Repair. Kathy Taylor explained how such designated revenue was accounted for and used in the Street Fund.
- Mr. Pudewell suggested that the title of the "Building Fund" be changed to avoid confusion with matters related to City Hall. Ms. Heath suggested that "Development Fund" could be a more accurate description of the fund.
- Stephen Perry asked for a summary of how City operations were going with the recognized shortage of staff and limited budget. Ms. Schuetz replied that the Staff was performing its duties under a great deal of pressure, saying that its activity level was much higher than could be sustained for a long term. She said what was asked of the Finance De-

partment was beyond its capacity, a third Police officer was needed to increase public safety, that the Planning Department intern had been convinced to continue working after his assignment was completed for a small stipend, and that an area volunteer service was providing assistance in the Administration Department with utility billing without cost to the City. In response to a question from Ms. Kroeger, she said that consideration of any changes to the causes of the high stress would need to be postponed until the Budget for the next fiscal year was developed.

Ms. Heath referred to Agenda support document entitled "General Fund Budget Performance Analysis" and explained its relevance to Budget oversight matters. She also reviewed information contained in documents entitled "Interfund Loans as of January 2015" and "Ending Fund Balance."

3. MINUTES

Ms. Marshall moved, seconded by Mr. Nelson, to accept the minutes of the June 17, 2014, meeting of the Budget Committee. The motion was adopted, 9:0:1, Patrick Kocurek abstaining from voting because he said he didn't believe he should vote since he had not been a member of the Committee at the time of the meeting.

The meeting adjourned at 8:05 p.m.

APPROVED by the Budget Committee of the City of Coburg this 21st day of April, 2015.


Linda Kroeger, Chair

ATTEST:


Sammy L. Egbert, City Recorder