

City of Sutherlin
Budget Committee Meeting
Monday, April 11, 2016
Civic Auditorium – 6:30PM

Committee: Wes Anderson, Tom Boggs, Rebecca Bright-Jones, Dale Counts, Frank Egbert, David Huntsman, J.A. Johnson, William Lee, Wayne Luzier, Todd McKnight, Karen Meier, Terry Parrish, Forrest Stone, Michelle Sumner

City Staff: City Manager, Jerry Gillham
Finance Director, Dan Wilson
City Recorder, Debbie Hamilton
Deputy City Recorder, Diane Harris
Public Works Operations Superintendent, Aaron Swan
Public Works Utilities Superintendent, Brian Elliott
Fire Chief, Charles Perdomo
Assistant Fire Chief, Lon Dragt

Audience: Bertha Egbert, Pam & Denny Cameron, Brian Burke Sr., Pat & Bert Bales

Meeting called to order by Co-Chairman Wes Anderson at 6:30pm.

Roll Call: Excused – David Huntsman and Wayne Luzier

Introduction of Media: None present

- **Election of Chairman and Co-Chairman 2016-17 FY:**

Co-Chairman, Wes Anderson asked for nominations for Budget Committee Chairman.

Todd McKnight – Wayne Luzier stated he would like to continue as Budget Chairman.

MOTION by Todd McKnight to nominate Wayne Luzier as Chairman of Budget Committee; second by Karen Meier.

Discussion: None

In favor: Anderson, Boggs, Bright-Jones, Counts, Egbert, Johnson, Lee, McKnight, Meier, Parrish, Stone, Sumner

Opposed: None

Motion carried unanimously.

Anderson asked for nominations for Budget Committee Co-Chairman.

MOTION by Karen Meier to nominate Forrest Stone as Co-Chair of Budget Committee; second by Frank Egbert.

Discussion: None

In favor: Anderson, Boggs, Bright-Jones, Counts, Egbert, Johnson, Lee, McKnight, Meier, Parrish, Stone, Sumner

Opposed: None

Motion carried unanimously.

- **Election of Budget Secretary for 2016-17:**

Anderson asked for nominations for Budget Committee Secretary.

MOTION by Karen Meier to nominate Michelle Sumner as Secretary of Budget Committee; second by Todd McKnight.

Discussion: None

In favor: Anderson, Boggs, Bright-Jones, Counts, Egbert, Johnson, Lee, McKnight, Meier, Parrish, Stone, Sumner

Opposed: None

Motion carried unanimously.

- **City Manager's Budget Message:**

City Manager, Jerry Gillham – Addressed Budget Committee members, stating this is his fifth budget process with the City. The fundamental goal is to follow Council policies and goals, at the same time maintaining fiscal conservancy that is a best practice for local government. Beginning cash carryover has grown since first arriving at the city, from approximately \$930,000 to about \$1.7 million. At the same time establishing reserve funds in every critical element in regards to assets and resources owned by the City. Every department is setting aside for future facility maintenance, equipment and vehicles. This is the healthiest budget since arriving at the City, which is determined by the ability to grow beginning cash each year and still set aside funds for the future.

Budgeting to spend over \$1 million in Fire Department's budget. Over time that amount should diminish, as we build to keep the department going. This year's budget will not be a standard, however at this time a necessity while rebuilding and replacing.

Would like to encourage all budget committee members who have questions to contact that department's Staff for answers. This will aid in the pro-activeness and efficiency in the budget process.

Questions:

- Is the TOA (Transfer of Authority) money already included in this budget? ***Yes, there are two new funds within Capital Projects.***
- Is there anything included in the Fire Department's budget regarding monies from the previous provider. ***No, we didn't account for that, still in the process with them regarding that issue.***

In terms of maintaining City's assets, we are requesting installation of new carpet, which in much need of replacement in City Hall and Fire Department facilities.

- Is a breakdown in wages for all employees included in the budget documents? ***That information will be available at the April 20th meeting.*** Would like to see it listing the individuals with totals at the end? ***Yes, am currently working on that now.***

Continuation of Meeting:

Co-Chairman, Forrest Stone, asked for a motion to continue meeting to April 20, 2016.

MOTION made by Karen Meier to continue Budget Meeting to 7:00pm, Wednesday, April 20, 2016, to be held at Sutherlin Library meeting room; second by Todd McKnight.

Discussion: Anderson announced he will be out of state next week and unable to attend.

In favor: Anderson, Boggs, Bright-Jones, Counts, Egbert, Johnson, Lee, McKnight, Meier, Parrish, Stone, Sumner

Opposed: None

Motion carried unanimously.

With no further business tonight, meeting ended at 6:45pm.

Respectfully submitted,

Diane Harris

Diane Harris, Deputy City Recorder

Michelle Sumner

Michelle Sumner, Budget Secretary

APPROVED BY BUDGET COMMITTEE APRIL 20, 2016