

City of Cascade Locks
BUDGET COMMITTEE MEETING AGENDA
Wednesday, April 27, 2016, 6:30 PM, City Hall

PURPOSE: The purpose of the Budget Committee is to develop the 2016-17 Budget for the City of Cascade Locks.

1. Call to Order / Pledge of Allegiance / Roll Call.
2. Approval of Minutes from April 13, 2016 Budget Meeting.
3. Review & Discuss the following budget elements:

Streets (3) pg. 3-12	EMS (5) pg. 3-14
Water (21)pg. 3-21	Electric (51) pg. 3-30
Sewer (31) pg. 3-24	
4. Public Comment.
5. Begin Development of Final Recommendation to Council.
 - a. Sample Motion: I move to approve the Fiscal Year 2016/2017 Budget as amended in the amount of \$10,595,723.
6. Continuance of Meeting to May 4, 2016, 6:30 PM, City Hall, if needed.

THE PUBLIC IS WELCOME.

City of Cascade Locks
Minutes
Budget Committee Meeting
April 13, 2016

1. **Call to Order/Pledge of Allegiance/Roll Call:** Budget Committee Member Pruit called the meeting to order at 6:32pm. Budget Committee Members Carr, Groves, Randall, Sype, Irving, Pruit and Nielsen were present. Budget Committee Members Cramblett, Busdieker, Fitzpatrick and Rutherford were excused. Budget Committee Member Walker arrived at 6:43pm. Also present were Budget Officer Gordon Zimmerman, Finance Officer Marianne Bump and Accounting Clerk Megan Webb.
2. **Election of Budget Committee Chair and Vice-Chair:** Motion: BCM Sype moved, seconded by BCM Irving, to nominate BCM Pruit as Budget Committee Chair. The motion passed unanimously by BCM's Carr, Groves, Randall, Sype, Irving, Pruit and Nielsen. Motion: BCC Pruit moved, seconded by BCM Groves, to nominate BCM Irving as Budget Committee Vice-Chair. The motion passed unanimously by BCM's Carr, Groves, Randall, Sype, Irving, Nielsen and BCC Pruit.
3. **Approval of Meeting Minutes of April 29, 2015 Budget Meeting, May 6, 2015 Budget Meeting and April 6, 2016 Budget Workshop:** Motion: BCM Nielsen moved, seconded by BCM Sype, to approve the minutes from April 29, 2015 Budget Meeting, May 6, 2015 Budget Meeting and April 6, 2016 Budget Workshop. The motion passed unanimously by BCM's Carr, Groves, Randall, Sype, Nielsen, Irving and BCC Pruit.
4. **Approval of Meeting Guidelines for Fiscal Year 2016/2017 Budget Process:** Motion: BCM Groves moved, seconded by BCM Irving, to approve the Meeting Guidelines for Fiscal Year 2016/2017 Budget Process. The motion passed unanimously by BCM's Carr, Groves, Randall, Sype, Nielsen, Irving and BCC Pruit.
5. **Approval of Proposed Work Plan:** Motion: BCM Nielsen moved, seconded by BCM Randall, to approve the proposed work plan. BCM Irving asked if a third meeting is needed, could it be added. BO Zimmerman said it could. The motion passed unanimously by BCM's Carr, Groves, Randall, Sype, Nielsen, Irving and BCC Pruit.
6. **Budget Message:** BO Zimmerman reviewed the Budget Message. He said this is a maintenance budget and is designed to accomplish the Council's goals that were adopted this year. He explained the plan to replace the Holiday Lighting in town. BO Zimmerman said the Port, City and Business Association are all working together to accomplish that. He explained that the Electric Department took a large hit this year due to the two major windstorms and the rebuilding of the Pyramid Substation. BCM Walker entered the meeting at 6:43pm. BO Zimmerman said all beginning balances are up with the exception of the Cemetery Fund and the Electric Fund. He said the City has 17 homes that are being built or have been built. He said this is the most we have seen in a very long time.

BO Zimmerman briefly described the plans for the Gorge Hub at Overlook Park. He stated that the Council has approved a 3% raise for non-contract employees and a raise for the Receptionist/Cashier to \$15 per hour. He went over the other personnel expenses including insurance, unemployment and PERS. There was discussion regarding PERS and the expected increases over the next several years. BCM Nielsen asked if there was anything the committee could do to prepare for those increases that are coming up. BO Zimmerman said we continue to budget for the higher rate in anticipation of increases. BCC Pruit asked why less was budgeted for PERS for next year from this year. BO Zimmerman said that a majority of that was because we took out one of the electrical positions which decreased the overall PERS budget.
7. **Public Hearing on Possible Uses of State Revenue Sharing:** BCC Pruit opened the hearing at 6:55pm and went over the list of suggested uses of State Revenue Sharing. There was no public

City of Cascade Locks
Minutes
Budget Committee Meeting
April 13, 2016

testimony during the hearing. BO Zimmerman explained how the monies are allocated. BCC Pruitt closed the Public Hearing at 6:57pm.

8. **Approval of Property Tax Rate of \$2.705 per \$1,000 of Assessed Value for Fiscal Year 2016/2017.** **Motion:** BCM Nielsen moved, seconded by BM Randall, to approve the Property Tax Rate of \$2.705 per \$1,000 of Assessed Value for Fiscal Year 2016/2017. BCM's Carr, Groves, Randall, Sype, Irving, Walker, Nielsen and BCC Pruitt voted in favor.
9. **Review and discuss the following budget elements at this April 15, 2015 meeting:** BO Zimmerman went over all programs in the General Fund. He said this year has been the best year for TRT revenues. BO Zimmerman explained that the Transfers from Other Funds line item is the remaining amount in the Capital Reserve in the CATV fund. He said this was suggested by the auditor to close that fund out. BCM Irving asked why there was such a big increase in the administration overhead materials and services. BO Zimmerman explained that was mostly due to the insurance for excess crime, liability and property that is now being divided between all departments. BO Zimmerman asked the Budget Committee to consider making a double payment on the CCHC Labor loan to pay it off. He said the extra payment would come from contingency and that a decision doesn't have to be made tonight but to please make a note.

BO Zimmerman said the City has budgeted \$5,000 to support the fireworks show. There was some discussion about collecting donations and BO Zimmerman reminded the committee members that they would have to speak to the Port about that. BO Zimmerman briefly went over the Property fund. He said the City plans to purchase some street scape items like garbage cans. BCM Irving asked how the funds can be used in the SDC fund. BO Zimmerman explained that SDC's can only be used for new construction. He also explained the reason for a beginning balance in the Grant fund. He said this is money that has already been spent but was not accounted for from 2005/06. He said this is another recommendation from the auditor to close out this grant in our books.

BO Zimmerman explained that our beginning balance was down in the Capital Reserve fund due to the storms and rebuilding of the substation. He asked the committee if they would like to go over a few of the smaller funds tonight since we had enough time. The consensus was to go over the Tourism, Cemetery, Cemetery Trust and Sewer Bond funds. BO Zimmerman pointed out the amount being transferred to the Capital Reserve. All budget members were happy with that. BCM Nielsen commented that it he was pleased to see these transfers to Capital Reserve as well as the amounts in Contingency.

Motion: BCM Nielsen moved, seconded by BCM Sype, to continue the meeting to April 27, 2016. The motion passed unanimously by BCM's Carr, Groves, Randall, Sype, Irving, Nielsen and BCC Pruitt. BCC Pruitt closed the meeting at 7:59pm.

Prepared by:
Megan Webb
Accounting Clerk

Approved By:

Tiffany Pruitt
Budget Committee Chair