

City of Siletz  
FY2022-23 Budget Committee Hearing  
Thursday May 12, 2022, 7:00 PM  
Siletz City Hall

Present: Mayor Worman, S. Trachsel, L. Fawver, T. Retasket, D. Lapof, L. Switter, R. Goodell, M. Cummiskey  
Staff: Public Works Superintendent A. Middaugh, Public Works Utility Worker D. Viar, Interim City Recorder G. Freer, City Recorder B. Chestler

#### I. Call Meeting to Order

Mayor Worman called the May 12, 2022 Budget Committee to order and established a quorum at 7:00 PM.

#### II. Nominations and Election of Chair Person

Motion 1: Retasket nominated Mayor Worman as the chair. Goodell seconded the motion.

Mayor Worman declared it was moved and seconded and called for discussion. There was none.

Vote: Motion 1 passed  
Ayes: All were in favor

#### III. Presentation of Budget Message

City Recorder Chestler presented and read into the record the budget message and provided a brief overview of how budget request were gathered and evaluated, and how the proposed budget was developed. She stated the proposed budget provided estimates of revenues, an estimate of the ad valorem taxes, and estimates of taxes, and showed debt service. Discussion included the State of Oregon Budget law requirements and budget committee procedural rules.

#### IV. State Revenue Sharing Funding

The Budget Officer stated this is approving the city to participate in the State Revenue Sharing Funding program. This will require the city council adopt a resolution to participate.

The budget committee provided the opportunity for questions and comments from any interested person on how these funds are to be used for the next fiscal year. Discussed was the funding for the library, the parks department projects, and the activities for the residents.

Motion 2: Worman moved to recommend to the city council the city continue participation in the State Revenue Sharing Program. Trachsel seconded the motion.

Chair Worman declared it was moved and seconded and called for discussion. There was none.

Vote: Motion 2 passed  
Ayes: All were in favor

Public Comments: Discussed was what the ARPA funds could be used for, franchise fees, attorney fees, personnel COLA , who it applies to and the percentage rate and how it is calculated, employee health care benefits, a salary schedule with merit raises, the safe passage grant, and the need for a new vehicle in public works.

## VII. Open Discussion Period

The budget committee went fund by fund through the resources, requirement summary and the materials and services for the General Fund, Water Fund, Sewer Fund, Street Fund and the State Revenue Sharing Fund. The following changes were made to the funds

General Fund: The Resource page was increased by \$6,971, making the Total Resources \$578,971. The funds were from a closed Parks account that needed to be brought into the General Fund. Discussed was bringing the funds in as "Reserved for Parks". Materials and Services were increased by \$18,300 which increased Building and Ground Maintenance \$10,800, Travel and Transportation by \$4,000, Personnel Training \$2,000, Parks Reserves \$6,971 and Council Training by \$1,500. Funds were moved from the contingency line item to increase the other line items.

Water Fund: The Materials and Services page was increased by \$6,000 realized as \$4,000 in Travel and Transportation and \$2,000 in Personnel Training. These funds were taken from the contingency line item to increase the other line items.

Sewer Fund The Sewer resources were increased by \$8,800. A part was ordered that could not be delivered or billed until the next fiscal year. The item was budgeted this current fiscal year; funds were not expended so we carried the funds forward on the net working capital. On the requirements summary, the part was listed as an expenditure under capital outlay. The Materials and Services page was increased by \$6,300. Travel expenses by \$3,300 and Personnel Training \$3,000. Funds were moved from the contingency line item to increase the other line items.

Street Fund The Materials and Supplies page was increased by \$25,900, by moving funds from the contingency line item to increase other line items. Those increases were to Street Maintenance and Repairs by \$23,000 and Building Maintenance and Repair \$2,900.

Motion 3: Trachsel moved to recess the meeting until May 19, 2022 at 7:00 PM. Fawver seconded the motion.

Chair Worman declared it was moved and seconded and called for any discussion. There was none.

Vote: Motion 3 passed  
Ayes: All were in favor

Chair Worman recessed the meeting at 9:00 PM.

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City of Siletz Budget Committee Continued  
FY 2022-23 Budget Hearing Reconvened from May 12, 2022  
Thursday May 19, 2022. 7:00 PM  
Siletz City Hall -215 W Buford Ave.

Present: Mayor Worman, S. Trachsel, L. Fawver, T. Retasket, D. Lapof, L. Switter, R. Goodell, M. Cumiskey  
Staff: Public Works Superintendent A. Middaugh, Public Works Utility Worker D. Viar, Interim City Recorder G. Freer, City Recorder B. Chestler

#### I. Meeting Called to Order and Quorum Established

Chair Worman reconvened the Budget Committee Meeting at 7:10 PM.

#### II. Continuation of Open Discussion from May 12, 2022 Budget Committee Meeting

Chair Worman reviewed, the budget committee at the May 12, 2022 meeting, ended the session on page 13 of the proposed budget. State Revenue Sharing was the next fund to review. Discussions included what services park maintenance and community services provided, and the need for park improvements such as a fence at the upper park. Added to the expenditure page was \$2,000 taken from the contingency line item and moved to become a transfer to the Library Fund due to the request received at the May 9, 2022 Regular City Council meeting.

Library Fund: The Library had given a presentation at the city council and had made a funding request. Discussion included funds the city allocated to the Library Fund should be designated for the Siletz library. The Resources page included an additional \$2,000 that would be transferred in from the State Revenue Sharing Fund making the resources for the fund \$9,100. Expenditures for the fund was increased by \$2,000 in Materials and Services that would be used for payment to the Lincoln County District for the Siletz Library utilities.

The LB-35 pages in the budget were presented as Debit Service items and the LB-11 forms were reserve funds set up for each debit service. The city recorder stated she had taken the numbers provided by the CPA and the audit, however explained she lacked background knowledge on each of the bonds.

SDCs Funds for Water and Sewer were discussed and the intent and use of those funds allowed by ORS 223.302.


The final three pages of the proposed budget were reserve funds for the Water Facilities, Sewer Facilities I & I Reserve, and Street Improvements.

Other discussions included future projects the city needed to include in its work plan, the employee handbook updated and a salary schedule completed and utilizing work sessions at the council level to complete some of the task being suggested.

Adjourn

A. motion to adjourn was made by Fawver and seconded by Trachsel. All were in favor.

Chair Worman declared it was moved and seconded and there being no further business to come before the Budget Committee, Chair Worman adjourned the meeting at 9:23 PM.



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Chair Worman

ATTEST



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City Recorder