



**CITY OF MYRTLE POINT FY 2023-24
BUDGET COMMITTEE MEETING AGENDA
Monday, April 24th, 2023, 7:30 p.m.**

OSU Extension Service Meeting Room | 631 Alder Street, Myrtle Point

Virtual attendance is available using one of the following options:

Join Zoom Meeting: <https://zoom.us/j/7532272341>

Meeting ID: 753 227 2341 | **Password:** Myrtle

or

Dial-in: 1 (253) 215-8782 | **Meeting ID:** 753 227 2341 | **Passcode:** 851522

- I. CALL TO ORDER AND ROLL CALL
 - A. Chair
- II. CONSENT ITEMS
 - A. Minutes of May 9th, 2022 Budget Committee Meeting
- III. ELECTION OF CHAIRPERSON
 - A. Nomination and Election of Chairperson for the 2023-24 Fiscal Year
- IV. PRESENTATION OF BUDGET MESSAGE
 - A. Budget Committee Process Presentation
 - B. Budget Message – Darin Nicholson, Budget Officer
- V. PUBLIC COMMENT

This is a public meeting and public comments are invited. The media may use information presented.
- VI. DELIBERATION ON PROPOSED BUDGET
- VII. INFORMATION ITEMS
 - A. Budget Calendar
 - B. Sample Motion to Approve Budget
- VIII. SET NEXT MEETING DATE
 - A. Scheduled **Monday, May 8th, 2023, 7:30 p.m.**
 - B. Set Public Hearing Date for Possible uses of State Shared Revenues May 8th
- IX. ADJOURNMENT

Notice given this 19th day of April 2023

Darin Nicholson, Budget Officer



**CITY OF MYRTLE POINT
BUDGET COMMITTEE MEETING MINUTES
Monday, May 9, 2022 7:30 P.M.
Flora M. Laird Memorial Library Meeting Room
435 Fifth Street, Myrtle Point**

Attending in Person:

Lloyd Pounds, Budget Committee Chair
Councilor Michael Hogan
Councilor Gary Suyllivan
Councilor Mike Wood
Scott Robinson, Chief of Police
Willy Burris, Fire Chief (~7:36 p.m.)

Mayor Samantha Clayburn
Councilor Stephanie Martell
Councilor Leif Schrader
Ginny Groce, Accountant
Darin Nicholson, City Manager

Council/Committee Members Attending Remotely:

Committee Member Kathy Lewis
Committee Member Cynthia Johnson
Councilor Daniel Martin

Council/Committee Members Absent:

Committee Member Terry Huffman
Committee Member Richard Cunningham

Others Attending Remotely:

Wayne Ramsey, Senior Maintenance

CALL TO ORDER

Chair Pounds called the meeting to order at 7:30 p.m.

ROLL CALL

Chair Pounds asked Manager Nicholson to call the roll. Manager Nicholson asked those online, followed by those in the room, to state their names for the roll

CONSENT ITEMS

Minutes of the April 25, 2022 Budget Committee Meeting – Chair Pounds announced the minutes of the April 25th meeting and asked if there were any concerns or corrections. Councilor Martell noted that a comma was needed in the date where it occurred under the Consent Items. Committee Member Lewis noted that on Page 2, under Presentation of the Budget Message, there is a typo where it states "Proposed Bud just" and it should be Proposed Budget. Councilor Hogan then moved to accept the minutes of the April 25th meeting as amended. Mayor Clayburn seconded the motion which carried unanimously.

PUBLIC HEARING

Chair Pounds closed the Regular Meeting at 7:34 p.m. and opened the Public Hearing on the Possible Uses of State Shared Revenue. Manager Nicholson read the Staff Report on the Possible Uses of State Shared Revenue. The report identified that the Budget process requires two public hearings regarding the distribution of State Shared Revenues. The first before the Budget Committee on the **Possible** uses and the second before the City Council on the **Proposed** uses. The second hearing was scheduled for June 6th, 2022 following approval of the budget by the Budget Committee.

The report also stated that staff included all of the estimated \$27,000 in State Shared Revenue as operating revenue within the General Fund in the Proposed Budget. The estimated amount is based on prior year's receipts. In previous years these funds have been an important revenue source to the General Fund. It is again recommended to receive the State Shared Revenue into the General Fund in the 2022-23 Fiscal Year.

Chair Pounds called for any public comments. There were none. He then closed the Public Hearing at 7:35 p.m. and reopened the Regular Meeting.

DELIBERATION ON PROPOSED BUDGET

Chair Pounds called for any deliberations on the Proposed Budget. Manager Nicholson announced that there were some pages from the budget included in the information packets on which some items were highlighted. The items were things which had been discussed at the previous Budget Committee meeting. The first item was on Page 6 of the Proposed Budget and involved the estimated revenue for Current Year Taxes. Manager Nicholson indicated that, in response to a request from the committee, he had contacted the County Assessor regarding estimating tax revenue. The Assessor had indicated that a 3% annual increase would be safe. The estimated revenue for Current Year Taxes was consequently raised from \$940,000 to \$965,000. There was also a new revenue total presented at the bottom of Page 7. On page 33, Operating Contingency in the General Fund was raised to account for the additional estimated revenue. The next changes which Manager Nicholson pointed out began on Page 24 within the Public Works division of the General Fund. Expenditures in the Maintenance Worker I line were zeroed out and a new line added for Maintenance-Construction Worker. Manager Nicholson indicated that one of the current employees has construction experience and his abilities warrant a new job title and pay rate above that of the Maintenance Worker I position. Page 41 had the same changes in the Water Fund, followed by Page 63 in the Sewer Fund, and Page 82 in the State Tax Streets Fund. It is one employee who is budgeted under four different funds. On Page 127, in the Skip Ohlsen Fund, Accountant Groce pointed out that the Unappropriated Fund Balance had gotten changed erroneously in the first draft of the Proposed Budget. That number had been corrected and to account for the change on the revenue site, the expenditure in the Parks and Recreation line had been reduced from approximately \$40,000 to \$14,104.

Councilor Sullivan asked a question regarding the minutes from the last meeting. He was confused by an explanation that had been given regarding Fire Chief Burris's salary. Manager Nicholson explained the matter and stated that Chief Burris is paid under both

the Fire Chief line in the Fire Services Fund and under one of the Paramedic lines in the Ambulance Fund. There was some related discussion which followed.

Chair Pounds asked if there were any other questions and, hearing none, called for a motion to approve the budget. He pointed out the sample motion in the packet. Councilor Hogan moved that the City of Myrtle Point Budget Committee approve the Proposed FY 2022-23 Budget and recommended that it be adopted as presented along with a tax rate of \$7.995/\$1,000 assessed value for operating purposes. Councilor Martell seconded the motion which carried unanimously.

INFORMATION ITEMS

- Sample Motion to Approve Budget

ADDITIONAL MEETING DATES

- None

ADJOURNMENT

Having no further business Chair Pounds adjourned the meeting at 7:47 p.m.

APPROVED
This 24th day of April 2023

Budget Committee Chair
City of Myrtle Point

Outline of the budget process

1. **Appoint budget officer.** This was done by City Council in January.
2. **Appoint electors to the budget committee.** The budget committee consists of the governing body of the local government and an equal number of electors appointed by the governing body. – This normally is handled in January.
3. **Prepare proposed budget.** The budget officer prepares or supervises the preparation of a proposed budget to present to the budget committee.
4. **Publish notice of budget committee meeting.** “*Notice of Budget Committee Meeting*” was published in the *Myrtle Point Herald on April 5th* and on the City of Myrtle Point website continuously *since April 5th*. This meets the requirements of Oregon Local Budget Law concerning meeting notice.
5. **Budget committee meets.** The budget message is delivered at the first budget committee meeting. The budget message explains the proposed budget and any significant changes in the local government’s fiscal policy or financial position. After the initial meeting, the budget committee may meet as many times as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. All meetings are subject to Oregon’s Public Meetings Law. At the time the budget is given to the committee, the budget becomes a public record and must be made available to anyone who is interested in viewing it.
6. **Budget committee approves budget.** The budget committee considers the budget proposed by the budget officer and comments made by the public and may make additions or deletions. When the budget committee is satisfied, it approves the budget. The budget approved by the committee specifies the amount or rate of each ad valorem tax levy. Approval of the budget and of the amount or rate of tax should be by motion and be recorded in the minutes of the meeting. – The Sample Motion to Approve satisfies these requirements.
7. **Publish budget summary and notice of budget hearing.** After the budget is approved, the governing body of the local government must hold a budget hearing. The governing body must publish a “*Notice of Budget Hearing and Financial Summary*” five to 30 days before the scheduled hearing. – ***This will happen after the budget is approved.***
8. **Hold budget hearing.** The governing body must hold the budget hearing on the date specified in the public notice. The purpose of the hearing is to listen to citizens’ testimony on the approved budget. Additional hearings may be held. All hearings must be open to the public. – ***It is planned to hold the budget hearing at the June 5th City Council meeting.***
9. **Adopt budget, make appropriations, impose taxes, and categorize taxes.** ***A resolution adopting the budget and making appropriations will be presented to the City Council for approval at the June 5th City Council meeting.*** The governing body may make changes in the approved budget before it is adopted, or it can also make changes to the adopted budget, however there are limitations. More information is available upon request.
10. **Certify taxes.** The next step in the budget cycle is to certify any property taxes to the county assessor. Taxes must be certified every year. ***A resolution approving the tax rate will be presented to City Council for approval at the June 5th meeting.*** Once approved and signed, a notice of the levy and the categorization certification (Form LB-50) is prepared and delivered to assessor along with the resolution adopting the budget, making appropriations, and imposing and categorizing taxes.



**CITY OF MYRTLE POINT
2023-24
BUDGET CALENDAR**

February -	March 31 st	Staff preparation of Proposed Budget
Friday	March 31 st	Deadline for 1 st notice of Budget Meeting to the Herald
Wednesday	April 5 th	Publication of 1 st notice of Budget Meeting
Friday	April 14 th	Deadline for 2 nd Budget Meeting notice to Herald
Wednesday	April 19 th	Publication of 2 nd notice of Budget Meeting
Friday	April 21 st	Distribution of Proposed Budget to the Budget Committee
Monday	April 24th	1st Budget Committee Meeting , Library Meeting Room 7:30 pm A. Presentation of Budget Message B. Public Testimony C. Deliberations on Proposed Budget
Friday	April 28 th	Deadline for Notice of Public Hearing of Proposed SSR to Herald
Wednesday	May 3 rd	Publication of Notice of Public Hearing for Proposed SSR Uses
Monday	May 8th	2nd Budget Committee Meeting , Library Meeting Room 7:30 pm A. Public Hearing on Possible State Shared Revenues
May 9 th -	May 12 th	Additional Budget meetings (if necessary)
Friday	May 12 th	Last day for Budget Committee approval of the Budget
Friday	May 12 th	Deadline for notice and Financial Summary to Herald
Wednesday	May 17 th	Publication of notice and Financial Summary
Monday	June 5th	Public Hearing before the Council (regular meeting)
Friday	June 9 th	Deadline for notice of 2 nd Public Hearing to Herald*
Wednesday	June 14 th	Publication of 2 nd Public Hearing notice*
Monday	June 19 th	2 nd Public Hearing before the Council *
Friday	June 30 th	Last day for Council to adopt Budget and make appropriations
Friday	July 14 th	Last day to certify the Budget to the County Assessor

* 2nd Public Hearing is only required if the Council makes major changes in any of the funds or increases the tax levy from that recommended by the Budget Committee. When the approved Budget is adopted by the Council with only minor changes, no 2nd hearing is required. The Budget Calendar must be arranged to accommodate this possibility.



SAMPLE MOTION TO APPROVE BUDGET

Budget law requires specific language in the motion to approve the budget and levy taxes. The Budget Committee does not need to approve a Resolution if the motion is documented in the minutes. The following is a sample motion to approve the Proposed Budget:

“I move that the City of Myrtle Point Budget Committee approve the Proposed FY 2023-24 Budget and recommend it be adopted as presented along with a tax rate of \$7.995 per \$1,000 of assessed value for operating purposes.”