



# City of Bandon

555 Hwy 101, PO Box 67  
Bandon, OR 97411  
(541) 347-2437

*Bandon by the Sea*

<b>CITY COUNCIL CONSENT AGENDA</b>	<b>DATE: 2-5-2024</b>
<b>SUBJECT: BUDGET COMMITTEE MEETING MINUTES</b>	<b>ITEM NO: 3.10</b>

## **BACKGROUND:**

Budget Committee meeting minutes as submitted by Richard Taylor, Minutes Clerk

- Budget Committee – April 24 and May 8, 2023

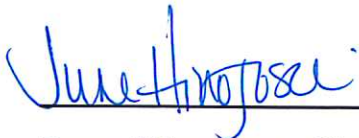
## **FISCAL IMPACT:**

None

## **RECOMMENDATION:**

Motion to approve as part of the Consent Calendar Items.

## **SUBMITTED BY:**

  
\_\_\_\_\_

**June Hinojosa, City Recorder**



# City of Bandon

555 Hwy 101, PO Box 67  
Bandon, OR 97411  
(541) 347-2437

*Bandon by the Sea*

## MINUTES

### CITY OF BANDON CITY AND URBAN RENEWAL BUDGET COMMITTEE

COUNCIL CHAMBERS, 555 HIGHWAY 101, BANDON, OR 97411

MONDAY, APRIL 24, 2023

Livestreamed via Zoom Meetings

#### COUNCIL MEMBERS PRESENT:

Mary Schamehorn, Mayor  
Chris Powell, Councilor  
Geri Procetto, Councilor  
Madeline Seymour, Council President  
Brian Vick, Councilor

#### COUNCIL MEMBERS NOT PRESENT:

Joshua Adamson, Councilor  
Geoff Smith, Councilor

#### BUDGET COMMITTEE MEMBERS PRESENT:

Peter Braun  
Bill Frey  
Gordon Norman  
Michael O'Neill  
Renée Taylor

#### BUDGET COMMITTEE MEMBERS NOT PRESENT:

Doug Spencer  
Susan Zoreh

#### STAFF PRESENT:

Dan Chandler, City Manager  
Paula Burris, Finance Director

Denise Russell, Assistant Administrative Services Manager  
June Hinojosa, City Recorder  
Richard Taylor, Minutes Clerk

### CITY BUDGET COMMITTEE MEETING

#### 1. CALL TO ORDER/ROLL CALL

Schamehorn called the meeting to order at 7:00 p.m. Roll Call was taken as indicated above. Committee member Taylor joined the meeting using Zoom. All other Committee members, Councilors, and Staff were present in the Council Chambers.

#### 2. ELECTION OF OFFICERS

##### 2.1 Chair and Vice-Chair

Seymour nominated Schamehorn to chair the City Budget Committee. Braun seconded the nomination, which was approved by unanimous voice vote.

Vick nominated Seymour to serve as Vice-Chair. The nomination was seconded by Braun and approved by unanimous voice vote.

#### 3. PRESENTATION AND DISCUSSION OF FY 2023-24 PROPOSED MUNICIPAL BUDGET

Chandler began a slideshow presentation on the proposed Fiscal Year 2023-24 Municipal Budget with an overview of positives and negatives for the City's future finances.

Positives included:

- Growth of hotels and strong Transient Occupancy Taxes (TOT) from lodging, enabling creation of a "rainy day" reserve fund
- Bandon continued to hold its costs below comparable cities, with low tax and utility rates
- The City received an improved bond rating from Moody's Investors Service due to conservative budgeting policies.

Negatives included:

- The City's Charter prevented it from taking advantage of grants and loans that would require it to enter into rate covenants.
- A development moratorium could result from the City's inability to set rates and develop a backup water supply.

Chandler listed upcoming issues facing the City:

- Establishing sustainable revenue streams.
- Cost equity between in-City and out-of-City utility customers.
- Need for a backup and emergency water supply.
- Ongoing housing availability and affordability issues.
- Utility costs and revenue issues; the budget assumed rate increase measures on the ballot in May 2023 would pass.

Policies and priorities for FY 2023-24 included:

- Continuing to build reserves.
- Gorse mitigation, with a slight increase in its budget.
- Devoting additional lodging tax approved by voters to tourism-related promotion and facilities.
- Address citizens' priorities identified by survey: public safety, community appearance, trails and parks.

Chandler explained how the Revenue Stabilization (Reserve) Fund would be formed from revenue that exceeded projections late in the budget year. He identified specific proposed capital and staff changes and how they would be funded through either one-time or ongoing sources. Chandler noted there were Enterprise Fund issues caused by inflation and rates that did not cover costs.

A pie chart was displayed illustrating expenditures by program. The Total FY 2023-24 Budget of \$35,364,775 represented an increase of around \$2.5 million over the previous year. Total City staff of 39.5 would be two more than the year before. TOT and utility taxes provided a large percentage of the General Fund revenue. Property taxes were a much smaller source.

Details were provided about the City's five types of funds:

- General Fund—Administration, Accounting and Billing (new in-house accountant), Police (new patrol officer and two vehicles), Parks, Community Beautification (from garbage franchise fees), Planning Department, Community Center, Sprague Theater (adding part-time manager), Fire (Contracted to Bandon Rural Fire Protection District)
- Special Revenue Funds—State Shared Revenue (addressed at next Budget Committee meeting), Tourism Development Fund, Block Grant Fund
- Enterprise Funds—Water, Sewer, Electric
- Capital Funds—Streets, Parks Development Fund, Library (potential change to allocation from Coos County Library District)
- Debt Service Funds

#### **4. ADJOURN TO URBAN RENEWAL BUDGET COMMITTEE MEETING**

Schamehorn adjourned the City Budget Meeting at 7:48 p.m.

#### **URBAN RENEWAL BUDGET COMMITTEE MEETING**

##### **1. CALL TO ORDER/ROLL CALL**

Schamehorn called the meeting to order at 7:51 p.m.

##### **2. PRESENTATION AND DISCUSSION OF FY 2023-24 PROPOSED URBAN RENEWAL BUDGET**

Chandler identified Bandon's two Urban Renewal Districts:

- District One—from the Woolen Mill district, through Old Town, toward the Jetty  
Revenue = \$368,791/year, Total Resources \$922,200  
Completed new parking lot at 1<sup>st</sup> St. SE and Fillmore Ave. SE
- District Two—from City Park out to Coquille Point  
Revenue = \$175,582/year, Capital Expenses = \$978,016  
Needed: renovation and new siding for Sprague Theater, Barn roof repair

##### **3. ADJOURN**

Schamehorn adjourned the Urban Renewal Budget Meeting at 7:51 p.m.



# City of Bandon

555 Hwy 101, PO Box 67  
Bandon, OR 97411  
(541) 347-2437

*Bandon by the Sea*

## MINUTES

### CITY OF BANDON CITY AND URBAN RENEWAL BUDGET COMMITTEE

COUNCIL CHAMBERS, 555 HIGHWAY 101, BANDON, OR 97411

MONDAY, MAY 8, 2023

Livestreamed via Zoom Meetings

#### COUNCIL MEMBERS PRESENT:

Mary Schamehorn, Mayor  
Joshua Adamson, Councilor  
Chris Powell, Councilor  
Madeline Seymour, Council President  
Brian Vick, Councilor

#### BUDGET COMMITTEE MEMBERS PRESENT:

Peter Braun  
Bill Frey  
Gordon Norman  
Michael O'Neill  
Doug Spencer  
Renée Taylor  
Susan Zoreh

#### COUNCIL MEMBERS NOT PRESENT:

Geri Procetto, Councilor  
Geoff Smith, Councilor

#### STAFF PRESENT:

Dan Chandler, City Manager  
Paula Burris, Finance Director  
June Hinojosa, City Recorder  
Richard Taylor, Minutes Clerk

### CITY BUDGET COMMITTEE MEETING

#### 1. CALL TO ORDER/ROLL CALL

Schamehorn called the meeting to order at 7:00 p.m. Roll Call was taken as indicated above. Adamson joined the meeting using Zoom. All other Committee members, Councilors, and Staff were present in the Council Chambers, with the exception of Councilor Geri Procetto.

#### 2. PUBLIC HEARING ON STATE REVENUE SHARING

Schamehorn opened the Public Hearing at 7:00 p.m. Distribution of \$39,100.00 in State Revenue Sharing funds was proposed for the following community organizations:

- Bandon Arts Council .....\$3,500.00
- Bandon Community Emergency Response Team (Cert).....\$3,500.00
- Bandon Feeds the Hungry .....\$3,500.00
- Bandon Historical Society Museum .....\$3,500.00
- Bandon Veterans Guard .....\$3,000.00
- Bob Belloni Ranch, Inc.....\$3,500.00
- Circles in the Sand .....\$3,000.00
- Common Ground Mediation .....\$1,000.00
- Coos County Area Transit – Dial-A-Ride .....\$3,500.00
- Greater Bandon Association.....\$3,500.00
- South Coast Business Employment Corp. – Senior Nutrition .....\$3,000.00
- South Coast Community Garden – Good Earth Community Garden.....\$2,600.00
- The SAFE Project .....\$2,000.00

Representatives from several of the above organizations were present and answered questions from the Mayor, Councilors, and Committee members regarding how the proposed funds would be used.

Some of the organizations submitted written requests that were included in the meeting record.

Chandler reported that the City had approximately \$75,000 in additional Revenue Sharing funds. He proposed allocating \$30,000 from those funds toward playground improvements in City Park and \$10,000 for resurfacing of the pickleball/basketball court. The remaining funds would carry over to the next fiscal year.

**3. PUBLIC COMMENT (none)**

**4. DISCUSSION OF BUDGET**

The Mayor, Councilors, Committee members, and City Manager discussed particular items from the proposed City Budget for Fiscal Year 2023-2024.

Seymour made a motion for the Budget Committee to approve the Proposed Fiscal Year 2023-2024 Budget for the City of Bandon as presented and forward it to the City Council for consideration and adoption. Adamson seconded the motion, and it passed unanimously by show of hands vote of those present.

Seymour moved that the rate of ad valorem taxes for the General Fund be set at \$0.4580 per \$1,000 of assessed valuation for Fiscal Year 2023-2024, that the rate of taxes for the Local Option Street Tax be set at \$0.8455 per \$1,000 of assessed valuation, and that the total for all other funds receiving tax revenue be approved at \$559,638. The motion was seconded by Vick and it was approved by unanimous show of hands vote of those present.

**5. OTHER (none)**

**6. ADJOURN TO URBAN RENEWAL BUDGET COMMITTEE MEETING**

Schamehorn adjourned the City Budget Meeting at 7:48 p.m.

**URBAN RENEWAL BUDGET COMMITTEE MEETING**

**1. DISCUSSION OF BUDGET (none)**

Seymour made a motion that the Budget Committee approve the Proposed Urban Renewal Budget for Fiscal Year 2023-2024 as presented and forward it to the City Council for consideration and adoption. Adamson seconded the motion, and it passed unanimously by show of hands vote of those present.

Seymour moved that the Budget Committee approve the full and maximum taxing authority that each Urban Renewal Plan allowed. The Urban Renewal District #1 Budget was proposed to be \$12,003,980. The Proposed District #2 Budget was \$7,314,821. Vick seconded the motion. It was approved by unanimous show of hands vote of those present.

**2. OTHER (none)**

**3. ADJOURN**

Schamehorn adjourned the Urban Renewal Budget Meeting at 7:51 p.m.