

MINUTES  
Warrenton Budget Committee  
May 16, 2019 - 5:30 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main Ave.  
Warrenton, Or 97146

Chair Rebecca Sievers called the meeting to order at 5:29 p.m.

Budget Committee Members Present: Chair Rebecca Sievers, Paul Mitchell, Flint Carlson, Gerald Poe, Dan Jackson, Commissioner Mark Baldwin, and Mayor Henry Balensifer

Excused: Commissioner Tom Dyer, Commissioner Rick Newton, and Commissioner Pam Ackley

Staff Members Present: Budget Officer Linda Engbretson, Finance Director April Clark, Accountant Eryn Cary, Police Chief Mathew Workman, Fire Chief Tim Demers, Community Development Director Kevin Cronin, and City Recorder Dawne Shaw

Others: WBA Chair Mike Moha

## CONSENT CALENDAR

### A. May 09, 2019 Budget Committee Meeting Minutes

Corrections to the 5.09.19 Budget Committee minutes were discussed; City Recorder Shaw confirmed the corrections will be made.

**Mayor Balensifer made the motion to approve the Consent Calendar as amended. Motion was seconded and passed unanimously.**

Page 87 – WBA – WBA Chair Mike Moha presented the WBA budget. He stated they would like to help the city with more business; more help with nuisances and façade grants to help businesses that are outside of the URA district; brief discussion continued on façade grants. Mayor Balensifer suggested cutting the WBA website funds and use the money elsewhere. The WBA will take over the CEDR dues for the city. Mayor Balensifer discussed a CEDR meeting he attended, noting there were good ideas. Discussion followed on the RARE intern; Ms. Engbretson discussed how the general fund had to be cut, including police personnel and vehicles, transfers in the fire department, and the RARE position. She explained why the RARE position was cut, noting it is up to the budget committee to put it back in. She noted the small ending fund balance is not sustainable. Ms. Engbretson stated that knowing the RARE student is a city commission priority, they worked on the budget – \$18,000 from general fund, \$2,350 streets money from Public Works, and \$2,937 from URA. Mr. Cronin explained the workplan for the RARE student - parks plan/Sunday Streets/ economic development strategy/ trail wayfinding

project. Discussion continued. Mayor Balensifer suggested \$12,000 from the WBA contingency and \$1,000 from website maintenance fund; Commissioner Baldwin concurred. Mr. Moha stated he likes the idea and noted it would have been nice to have the discussion with the WBA; he personally is on board with it. Paul Mitchell agreed, noting it needs to happen, but would have been nice to have more of a heads up. Brief discussion followed.

**Mayor Balensifer made the motion moved to amend the WBA budget to change out the items for website maintenance and contingency and put \$13,000 in Professional Services for a RARE student. Motion was seconded and passed. Paul Mitchell abstained.**

Page 45 – General Fund Revenues – Finance Director April Clark stated these are the general fund revenues – we try to be conservative with the revenues. She noted the ending fund balance and reviewed the revenue figures as outlined in the proposed budget. Mr. Cronin is working on the lease appraisals and is meeting with someone next week. Mayor Balensifer asked about the rural fire district and folks out of city limits using up time; Chief Demers clarified call volume has dropped and noted they are paying their share for the call volume. Commissioner Baldwin asked if they are paying the same as city taxpayers are paying – Chief Demers stated it is very close. Discussion continued; it was noted the agreement is up in approximately a year, so we can negotiate. Mayor Balensifer suggested a rate study. Discussion continued on Transient Room Taxes (TRT) and Airbnb. Mr. Cronin noted he will provide Airbnb numbers/report to the commission in June. Discussion continued.

Page 49 – Administration/Commission/Finance – Ms. Engbretson noted this fund matches the revenue; personnel went up due to COLA, taxes and PERS hit. Brief discussion followed.

Page 54 – Transfers – Ms. Engbretson noted the transfers from the general fund – discussion followed on fire and police vehicles. It was noted the transfers had to be cut this year.

Page 55 – Contingency – No discussion

Page 50 – Community Development Department – Mr. Cronin noted this is a very flat budget; the good news is revenues are up, but it only pays a small portion of his position. Ms. Engbretson noted need to adjust this budget by \$5,213 to Professional Services for the RARE student. Discussion followed on code enforcement – Mr. Mitchell noted we need someone to continue and enforce code enforcement. Chief Workman noted this is a unique situation – little things can be kicked over to the Police Department; we need a dedicated code enforcement person, but we can't afford it. Mr. Mitchell stated until we get code enforcement none of these other things will happen. Eventually we will have to have a code enforcement person. Discussion continued. Commissioner Baldwin agreed but there are some people out there that will just not follow the rules; he noted the new roof and Head Start are big general fund issues. Mayor Balensifer noted Mr. Mitchell's point is well taken; and stated we have had a record amount of code enforcements/nuisance enforcements. Discussion continued.

**Commissioner Baldwin made the motion to increase the Professional Services in Community Development by \$5,213. Motion was seconded and passed unanimously.**

Page 52 – Fire Department – Fire Chief Demers noted bare bones in expenditures; noted changes in debt service. Discussion followed on the Hammond station and fire insurance/fire rating, and on dispatch rates and consolidating the dispatch districts. Mayor Balensifer discussed the phone issues and possibly a duty phone; brief discussion followed. Discussion continued on services to nonresidents and billing them.

Page 58 – Fire Apparatus Replacement – Chief Demers noted the \$65,000 for rescue tools – that is on a grant; if we don't get the grant, we don't spend the money. Discussion continued.

Page 48 – Municipal Court – Police Chief Workman noted there is not a lot to discuss; not much changed. Discussion continued on personnel and the municipal judge's salary.

Page 51 – Police Department – Chief Workman noted one increase – dispatch services went up the most -16%. Warrenton has taken the biggest hit – the number of calls has increased due to growth. He briefly discussed the 911 committee. Mayor Balensifer noted the police department does a lot with equipment that gets well used, and resources are needed. Discussion on health insurance increases. Chief Workman discussed current staffing levels, noting they will not lose 24-hour coverage but will be forcing overtime. Discussion continued.

Page 57 – Police Vehicle Replacement Fund – Chief Workman noted no new vehicles this year. Brief discussion followed on the K9 program.

Page 59 – Grants Fund – Chief Workman noted this is an in and out fund for the Seatbelt Grant and DUII Grant. He noted the grant year does not correspond with the city's fiscal year; therefore, he would like to bump them up to \$4,000 each to cover for the overlap; Ms. Clark further explained.

**Commissioner Baldwin made the motion to increase the 2 grant items from \$2,000 to \$4,000. Motion was seconded and passed unanimously.**

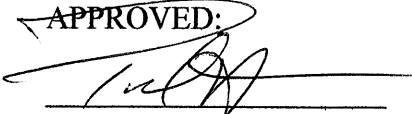
**Paul Mitchell made the motion to approve the FY 2019/2020 Proposed Budget as amended. Motion was seconded and passed unanimously.**


**Therefore the Warrenton Budget Committee has approved and authorized the City to levy the permanent rate of \$1.6701 per thousand of assessed value for the General Fund: to levy \$0.28 per thousand of assessed value for the Police Local Option Levy: to levy \$0.33 for the Library Local Option Levy: to levy the amount of \$572,618 for bonded debt for the wastewater treatment facility.**

**After completing all obligations required under Oregon Budget Law, the Warrenton Budget Committee hereby approves the FY 2019-2020 Proposed Budget, as amended, comprised of revenues and expenditures for all City funds and departments and submits**

**the Approved FY 2019-2020 Budget to the City Commission for further consideration and recommended adoption.**

There being no further business, Chair Sievers adjourned the meeting at 7:34 p.m.

APPROVED:  
  
Chair, Rebecca Sievers  
PAUL MITCHELL

ATTEST:  
  
Dawne Shaw, City Recorder