

MINUTES  
Warrenton Budget Committee  
May 14, 2022 – 9:00 a.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main Ave.  
Warrenton, Or 97146

Mayor Balensifer called the meeting to order at 9:08 a.m.

Budget Committee Members Present: Tommy Smith, Flint Carlson, David Burkhart, Dan Jackson, Commissioner Mark Baldwin, Commissioner Tom Dyer, Commissioner Gerald Poe, and Mayor Henry Balensifer

Excused: Angelo Schaueremann, Commissioner Rick Newton

Staff Members Present: Budget Officer Linda Engbretson, Finance Director April Clark, Accountant Jessica Barrett, Librarian Kelly Knudsen, Building Official Van Wilfinger, Harbormaster Jane Sweet, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Fire Chief Brian Alsbury, Police Chief Mathew Workman, and City Recorder Dawne Shaw

**Commissioner Dyer moved to nominate Henry Balensifer as Chair of the Budget Committee. There were no further nominations. Motion was seconded and passed unanimously.**

**Commissioner Baldwin nominated Tom Dyer as Vice Chair. Motion was seconded and passed unanimously.**

#### CONSENT CALENDAR

A. May 15, 2021, Budget Committee Meeting Minutes

**Commissioner Poe made the motion to accept the Budget Committee minutes of May 15, 2021. Motion was seconded and passed unanimously.**

Chair Balensifer opened the public hearing on the possible use of State Revenue Sharing Funds in the City's 2022-2023 budget. Finance Director April Clark reviewed the revenue sharing funds. Pursuant to ORS 221.770, Chair Balensifer opened the floor for public comment on the proposed use of State Revenue Sharing for Fiscal Year 2022-2023; there were no public comments. There was no further discussion; Chair Balensifer closed the public hearing.

**PUBLIC COMMENT** – Pursuant to State requirements, the Warrenton Budget Committee will receive public comment on the City of Warrenton Proposed Budget for Fiscal Year 2022-2023. There were no public comments.

## **BUDGET MESSAGE**

Budget Officer Linda Engbretson presented her Budget Message for the proposed FY 2022/2023 budget. She highlighted a few points in the budget message; noting the overall spending authority for the proposed FY 2022-2023 budget is \$45,398,687. Ms. Engbretson stated this is a little bit of an increase, some of which is due to some ARPA funding, as a very conservative spending approach in the past few years, due to impacts from the pandemic. She highlighted several departmental funds. Ms. Engbretson stated that after two years of no increases, they are proposing a 4% increase in utility rates, as there are some significant infrastructure projects in the CIP that we must prepare for. She stated one of the Commission Goals is to address staffing levels; this year staff is asking for the biggest increase in FTE's than we have had in the past few years, although it is still conservative. She stated this will be discussed in detail in each department's budget review, and noted the increase includes adding hours to current positions, reorganizing/removing positions and adding new positions. Ms. Engbretson stated there were several positions requests we were not able to fund. She continued a brief review of the staffing requests.

Ms. Engbretson continued her review of her budget message, summarizing the various funds. She thanked staff for all of their hard work, noting all of the hours that are put in to preparing the budget.

## **BUSINESS**

Page 73 – Water Fund – Public Works Director Collin Stelzig reviewed the water fund budget. Brief discussion followed on a reservoir expansion study. Commission Baldwin opened the discussion on Public Works staff increases; Ms. Clark explained the FTE's and the allocations throughout the Public Works funds. Commissioner Baldwin noted he is not comfortable with a 4% utility rate increase, and an increase in administrative staff. Mr. Stelzig explained the reasoning for the new staff members. After further discussion, Commission Baldwin reiterated his thoughts on adding admin staff. Discussion followed on workload and staffing levels; Ms. Engbretson noted that the city cannot continue to function at 1995 staffing levels. Further discussion continued on staffing and project management. Mr. Stelzig gave a brief update on the Hammond waterline project.

Page 74 – Water Fund Capitol Reserve Fund – Mr. Stelzig outlined the projects within the reserve fund.

Page 75 – Water System Development Charges Fund – Brief discussion on a study on SDCs.

Page 76 – Storm Sewer Fund – Mr. Stelzig noted two grants; one for \$200,000 for an interior drainage study, and \$100,000 for a tide gate.

Page 77 – Storm Sewer System Development Charges Fund – brief discussion on past expenditures

Page 78 – Sewer Fund – no changes to this budget line; Mr. Stelzig noted work that is currently taking place. Brief discussion continued on budgeted projects and the treatment plant expansion.

Page 79 – Sewer Fund Capitol Reserve Fund – Mr. Stelzig stated most of the funds in this line are for expansion.

Page 80 – Sewer System Development Charges – Mr. Stelzig noted these funds will likely be used for the treatment plant upgrade.

Page 81 – Sanitation Fund – Mr. Stelzig noted a letter was received from Recology regarding an increase in rates, and stated he will be coming to the commission with city rate increases as well. Brief discussion continued.

Page 82 – Sanitation Fund Capitol Reserve – no changes; Mr. Stelzig noted projects that are in the works.

Page 83 – State Tax Street Fund – Mr. Stelzig discussed the Safe Routes to School project and grant process.

Page 84 – Streets System Development Charges Fund – Mr. Stelzig stated they were expecting to spend these funds as a match for SRTS, and for other pedestrian routes that are planned (E. Harbor).

Page 85 – Engineer Internal Service Fund – fund for staff engineering work

Page 53 – Parks Department – no changes

Page 56 – Parks System Development Charges Fund – Mr. Stelzig stated they will likely spend the majority of this fund on the Forest Rim parklet this summer – mainly for fencing.

Page 66 – Quincy Robinson Trust Fund – Chair Balensifer explained the trust fund. Ms. Engbretson noted the added \$25,000 for community grants.

Page 67 – Building Division Fund – Ms. Engbretson gave a few comments, noting this budget is based on what kind of projects we think will come in, and what we know is coming in. Brief discussion followed on FTE's and insurance costs. Building Official Van Wilfinger commented on the budget, staff growth and training, and their accomplishments.

Page 69 – Warrenton Marina Fund – Commissioner Baldwin commented on the potential benefits of live-aboards; Ms. Engbretson noted it can become a landlord issue that entails a lot more. Brief discussion continued. Harbormaster Jane Sweet outlined the proposed projects.

Page 70 – Warrenton Marina Capitol Reserve Fund – Chair Balensifer asked about a project/maintenance plan and noted the lack of documentation from the Marina Advisory Committee; Harbormaster Jane Sweet clarified. Discussion continued on dock repair and pile replacement costs. Chair Balensifer noted his concerns on the veracity of the numbers for piling and pier replacement.

Page 71 – Hammond Marina Fund – Discussion followed on locked gates and if there is any

money in the budget for new gates. Chair Balensifer noted the added TRT funds that have gone to the Hammond Marina for maintenance, (\$50,000) and asked what the funds were used for. Ms. Engbretson noted it is in the ending fund balance (capitol reserve) to build up for future projects. Chair Balensifer noted the pavement management plan in Public Works and asked if a maintenance plan or strategy has been put to paper and be available. Ms. Sweet noted that major ones have been identified, and she has a project list. Discussion continued. Chair Balensifer noted for the record that he would like to see more details on what projects are going to happen so they can communicate that to the people. He again noted the lack of documentation/recommendations from the Marina Advisory Committee.

Page 72 – Hammond Marina Capitol Reserve Fund –

Page 60 – Community Center Fund – Ms. Clark noted real changes to the budget and reviewed the increase in fees. Discussion continued.

Page 61 – Community Center Capitol Reserve Fund – Ms. Clark gave a brief review.

Page 62 – Transient Room Tax Fund – Ms. Clark gave a brief review of the distribution. Chamber Director David Reid reiterated that the LCTC and visitor center exclusively address tourism. Discussion continued.

Page 63 – Facilities Maintenance Fund – Ms. Clark reviewed; she noted ARPA funds will be used for specific line items - interior paint and additional carpet in city hall; professional services (\$50,000) for a feasibility study on an expansion of workspace in the municipal building; internet expansion in the community center. Brief discussion continued.

Page 64 – Tansy Point Dock Capitol Reserve Fund – 10% of Warrenton Fiber’s lease revenues are required to go into this fund to build up for anode maintenance.

Page 65 – Wastewater Treatment Facility GO Bond Fund – Ms. Clark noted this will be paid off in 2026.

Page 86 – Warrenton Business License Fund – Brief discussion on the nuisance abatement and façade grant funds.

Page 68 - Library Fund – Discussion on the increase in staffing and the library levy; Librarian Kelly Knudsen noted the recent reduction in hours due to lack of staffing.

Page 45 – General Fund Revenues – Ms. Clark reviewed the revenue estimates of each fund. Brief discussion continued.

Page 49 – Administration/Commission/Finance – Ms. Clark gave a brief overview of the increases in personnel services, mainly due to the City Manager position, and possible retirements. She continued to review the rest of the funds.

Page 50 – Planning Department – Ms. Engbretson noted the changes/increases, noting they are budgeting for a fulltime Planning Director and a fulltime Planning Tech.

Page 54 – Transfers – Ms. Clark explained the transfers, noting the ARPA funds.

Page 55 – Contingency – no discussion

Page 48 – Municipal Court – Police Chief Workman noted the increase in hours for the municipal court clerk and the possible court change/restructure due to legislature and how courts are run. He continued to review the court's budget.

Page 51 – Police Department – Chief Workman noted they have aging equipment that needs to be replaced/upgraded. He noted that dispatch services are now split out per department. He continued to review the overtime, training, and departmental budget. Discussion continued.

Page 57 – Police Vehicle Replacement Fund – Chief Workman discussed the vehicles being replaced/ordered. He noted the delays in delivery due to supply chain issues.

Page 59 – Grants Fund – Chief Workman & Chief Alsbury reviewed their grants.

Page 52 – Fire Department – Chief Alsbury an increase in general supplies due to the increase in material costs. He noted they will now bill Medix for supplies. He reviewed the remainder of the fire department budget.

Page 58 – Fire Apparatus Replacement – Chief Alsbury stated he is asking for a Type 3 engine through FEMA, to replace the current 30 year old engine. He also noted they would like to use ARPA funds for special services trailer, for various purposes. He noted additional apparatuses that are needed. Ms. Clark noted a budget adjustment needed for the heart monitors.

**Commissioner Baldwin made the motion to add \$65,000 for heart monitors in the Fire Apparatus and Equipment Replacement Fund and reduce the reserved for future expenditure from \$121,994.00 to \$56,994.00. Motion was seconded and passed unanimously.**

**Baldwin – aye; Carlson – aye; Smith – aye; Burkhart – aye; Jackson – aye; Poe – aye; Balensifer – aye; Dyer – aye**

Chair Balensifer asked for the record, for clarification on the amount we project in the budget for the permanent rate taxes; Ms. Clark clarified that \$1,060,110.00 is projected for the coming year.

Commissioner Baldwin noted he does not want to fund an Assistant Public Works Director; Committee members Jackson and Carlson concurred. Brief discussion followed.

**Commissioner Baldwin made the motion to eliminate the Assistant Public Works Director for this budget cycle; motion was seconded. Discussion continued. The vote was conducted; Baldwin – aye; Carlson – aye; Smith – aye; Burkhart – aye; Jackson – aye; Balensifer – nay; Poe – nay; Dyer – aye**

Discussion followed. Ms. Engbretson noted the quorum necessary, per charter (a minimum of 6 members) to approve a motion, therefore the motion failed.

Commissioner Baldwin made a motion to eliminate the Assistant Public Works Director position and add a utility worker position. Motion seconded and approved.

Baldwin – aye; Carlson – aye; Smith – aye; Burkhart – aye; Jackson – aye; Poe – aye; Balensifer – nay; *Dyer - aye*

David Burkhart made the motion to approve the FY 22/23 budget as amended. Motion was seconded and passed unanimously.

Baldwin – aye; Carlson – aye; Smith – aye; Burkhart – aye; Jackson – aye; Poe – aye; Balensifer – aye; *Dyer - aye*

Chair Balensifer read the budget committee action statement into the record:

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 \$546,137 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 2022-2023 Proposed Budget, as amended, comprised of revenues and expenditures for all City funds and departments and submits the Approved FY 2022-2023 Budget to the City Commission for further consideration and recommended adoption.

There being no further business, Chair Balensifer adjourned the meeting at 12:48 p.m.

APPROVED:

  
Chair,

ATTEST:

  
Dawne Shaw, CMC, City Recorder