

MINUTES
Warrenton Budget Committee
May 18, 2024 – 9:00 a.m.
Warrenton City Hall - Commission Chambers
225 S. Main Ave.
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 9:00 a.m.

Budget Committee Members Present: Angelo Schauermann, Dan Sollaccio, Flint Carlson, David Burkhart, William Kerr, Commissioner Gerald Poe, Commissioner Tom Dyer, and Mayor Henry Balensifer

Excused: Commissioner Paul Mitchell and Commissioner Mark Baldwin

Staff Members Present: Budget Officer Esther Moberg, Finance Director Jessica Barrett, Library Director Joshua Saranpaa, Planning Director Matthew Ellis, Interim Harbormaster Don Beck, Public Works Director Greg Shafer, Fire Chief Brian Alsbury, Police Chief Mathew Workman, Accountant Nik Haines, and City Recorder Dawne Shaw

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

Carlson – aye; Smith – aye; Burkhart – aye; Kerr – aye; Poe – aye; Dyer – aye; Balensifer – aye; Schauermann - aye

Flint Carlson nominated Commissioner Poe as Vice Chair. Motion was seconded and passed.

Carlson – aye; Sollaccio – aye; Burkhart – aye; Kerr – aye; Poe – aye; Dyer – aye; Balensifer – aye; Schauermann - aye

CONSENT CALENDAR

A. May 16, 2023, Budget Committee Meeting Minutes

Commissioner Poe made the motion to accept the Budget Committee minutes of May 16, 2023. Motion was seconded and passed.

Carlson – aye; Sollaccio – aye; Burkhart – aye; Kerr – aye; Poe – aye; Dyer – aye; Balensifer – aye; Schauermann - aye

Chair Balensifer opened the public hearing on the possible use of State Revenue Sharing Funds in the City's 2024-2025 budget. Finance Director Jessica Barrett 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 2024-2025; there were no public comments. There being 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 2024-2025.

There was one written public comment submitted from the AFSCME Local 2746-5 bargaining unit.

BUDGET MESSAGE

Budget Officer Esther Moberg presented her Budget Message for the proposed FY 2024/2025 budget. She noted the significant projects for the 2023/2024 FY. Ms. Moberg gave a brief overview of her budget message and noted the permanent property tax rate. Chair Balensifer noted for the record the permanent tax rate is \$1.67 per \$1,000 of assessed property value. Ms. Moberg continued to highlight various points in her budget message. Brief discussion followed on changes in staffing.

Chair Balensifer requested to review the Community Center Fund, Community Center Capital Reserve and Transient Room Tax first, since Astoria-Warrenton Chamber of Commerce Executive Director David Reid is in attendance. There were no objections.

BUSINESS

Page 60 – Community Center Fund – Finance Director Jessica Barrett briefly reviewed; brief discussion continued.

Page 61 – Community Center Capital Reserve Fund – Ms. Barrett reviewed; brief discussion followed on

Page 62 – Transient Room Tax Fund – Ms. Barrett noted how this is budgeted. Chamber Executive Director David Reid spoke briefly in regard to the Lower Columbia Tourism Committee (LCTC), Transient Room Taxes (TRT) revenues, and the promotion of tourism. Chair Balensifer noted that Astoria recently reduced their contribution to LCTC, Mr. Reid confirmed. Brief discussion continued. Ms. Moberg noted the requirement that a portion of the TRT does go to tourism and expanded on the tourism. Brief discussion followed on how shifting some of the TRT funds has helped the aging infrastructure in the Hammond Marina. Brief discussion followed.

Page 63 – Facilities Maintenance Fund – Ms. Barrett explained the fund/transfers. Ms. Moberg noted we are budgeting to paint city hall this coming year and noted other upcoming projects.

Page 64 – Tansy Point Dock Capital Reserve Fund – Ms. Barrett noted this is a required transfer for the anodes; a new anode inspection was requested. Discussion continued.

Page 45 – General Fund Revenues – Chair Balensifer noted for the record the permanent tax rate of \$1.67, and how it affects the General Fund. Ms. Barrett noted the ARPA funds that were

available last fiscal year, that will not be available this year. Discussion followed on utilities and franchise fees. Review of the General Fund continued.

Page 49 – Administration/Commission/Finance – Ms. Barrett explained the changes; Ms. Moberg explained the increase in professional services due to hiring a lobbyist for the WWTP Bond and also noted an increase in legal fees.

Page 54 – Transfers – Ms. Barrett reviewed; no discussion.

Page 55 – Contingency – Ms. Barrett noted the contingency for the potential purchase of buildings.

Page 50 – Planning Department – Planning Director Matthew Ellis reviewed his budget modifications. He explained the change in Professional Services. Brief discussion followed.

Page 48 – Municipal Court – Police Chief Workman noted the changes/increases in this fund.

Page 51 – Police Department – Chief Workman gave a brief review of the budget and explained the various increases. Discussion followed.

Page 57 – Police Vehicle Replacement Fund – Chief Workman noted the standard two vehicles in the budget and stated he currently has one vehicle that needs to be replaced due to transmission issues, and another vehicle that also needs to be replaced.

City Manager Moberg requested to conduct the review of the Library budget before moving on to Grants. Chair Balensifer asked if there were any objections; there were none.

Page 68 - Library Fund – Library Director Josh Saranpaa reviewed the Library budget. Ms. Moberg noted the library is currently in a leased building and they are looking at other options this year. Review of the Library fund continued.

At 10:41 am, Chair Balensifer called a recess for 8 minutes. At 10:52 am, Chair Balensifer reconvened the meeting.

Page 59 – Grants Fund – Chief Workman noted his recurring grants; Committee Member Dan Sollaccio asked for an explanation of the ODF Wildland PPE Grant; Fire Chief Alsbury explained the purpose. Chief Alsbury reviewed the various fire dept. grants; brief discussion followed.

Page 52 – Fire Department – Chief Alsbury reviewed the fire department budget, and noted the increase in personnel services is to incentivize volunteer recruitment; discussion continued.

Page 58 – Fire Apparatus & Equipment Replacement – Brief review; discussion on the apparatus replacement and the age of the vehicles.

Page 67 – Building Division Fund – Ms. Moberg reviewed the building department budget. Discussion followed on the Building Department and staffing.

Page 86 – Warrenton Business License Fund – Chair Balensifer asked if the Holiday and Community Events can be broken out into separate line items; Ms. Barrett confirmed that can be done. Discussion continued on nuisance abatement costs.

Page 65 – Wastewater Treatment Facility GO Bond Fund – Ms. Barrett noted this is just the debt service to pay back the bond for the WWTP.

Page 69 – Warrenton Marina Fund – Interim Harbormaster Don Beck reviewed the marina budget. Discussion followed on the increase in the submerged land lease. Discussion followed on the Repairs and Maintenance fund (R&M).

Page 70 – Warrenton Marina Capital Reserve Fund – Mr. Beck noted the reserve to replace all the piles on E dock, and the inner basin redesign; brief discussion followed on the security gates at E & F docks.

Page 71 – Hammond Marina Fund – Mr. Beck noted the budget adjustments; Chair Balensifer asked what this year's actual launch fees were; Ms. Barrett noted it was \$103,000 through March, with another \$2,000 projected for the rest of the fiscal year.

Page 72 – Hammond Marina Capital Reserve Fund – Review of moorage fees and completed projects.

Page 53 – Parks Department – Public Works Director Greg Shafer gave a brief review.

Page 56 – Parks System Development Charges Fund – Ms. Barrett reviewed the estimated SDC fees; brief discussion continued.

Page 66 – Quincy Robinson Trust Fund – Mr. Shafer and Ms. Moberg gave a brief review of the budgeted projects.

Page 73 – Water Fund – Mr. Shafer gave a brief overview of the water fund; discussion followed.

Page 74 – Water Fund Capital Reserve Fund – Mr. Shafer reviewed upcoming projects; no discussion

Page 75 – Water System Development Charges Fund – no discussion

Page 76 – Storm Sewer Fund – Mr. Shafer reviewed; discussion followed on the Iredale culvert repairs and tide gates.

Page 77 – Storm Sewer System Development Charges Fund – no discussion

Page 78 – Sewer Fund – Mr. Shafer briefly reviewed; no discussion

Page 79 – Sewer Fund Capital Reserve Fund – no discussion

Page 80 – Sewer System Development Charges – no discussion

Page 81 – Sanitation Fund – Mr. Shafer reviewed personnel cost changes; brief discussion followed about sanitation funding and at what point do we break even – Ms. Moberg stated we are at that point now and noted the need to do a rate review.

Page 82 – Sanitation Fund Capital Reserve – Mr. Shafer briefly reviewed.

Ms. Moberg requested a recess for lunch; at 1:00 pm, Chair Balensifer recessed the meeting, and reconvened at 1:10 pm.

Page 83 – State Tax Street Fund – Mr. Shafer reviewed; discussion followed on NW 7th/N Main. Further discussion on various streets and potholes continued. Staff explained the trail wayfinding signs that will be going in. Ms. Moberg clarified for the record, that Spruce Up Warrenton originally stated they wanted to do the flora/fauna and historical signs but have since pulled out – the city was not planning on doing them.

Page 84 – Streets System Development Charges Fund – no discussion

Page 85 – Engineer Internal Service Fund – Ms. Barrett explained this was for an engineer tech position that has been taken out of the budget.

Commissioner Poe made the motion to approve the FY 24/25 budget as presented. Motion was seconded and passed unanimously.

Carlson – aye; Sollaccio – aye; Burkhart – aye; Kerr – aye; Poe – aye; Balensifer – aye; Schauermaann – aye; Dyer - aye

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

Approval of the FY 2024-2025 proposed Budget Document, including amendments, by the Warrenton Budget Committee and submitting the approved Budget to the City Commission and recommending adoption.

Whereas, pursuant to Oregon budget law, and after careful consideration, Warrenton’s Budget Committee has comprised and approved a balanced Budget for the City of Warrenton for FY 2024-2025;

Whereas, the proposed FY 2024-2025 Budget contains best estimates for projected revenues and expenditures; and

Whereas, the Budget Committee has reviewed all estimated revenues and expenditures, for all City Department and funds, for FY 2024-2025, making modifications and changes where appropriate.

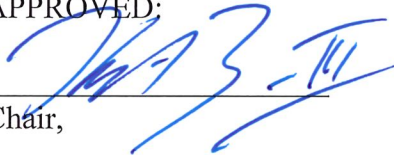
Therefore, the Warrenton Budget Committee has approved and authorized the City to levy the

permanent rate of \$1.6701 per thousand of assessed value for the General Fund: to levy \$0.34 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 \$556,495 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 2024-2025 Proposed Budget, as amended, comprised of revenues and expenditures for all City funds and departments and submits the Approved FY 2024-2025 Budget to the City Commission for further consideration and recommended adoption.

There being no further business, Chair Balensifer adjourned the meeting at 1:32 p.m.

APPROVED:


Chair,

ATTEST:


Dawne Shaw, CMC, City Recorder