



AGENDA

Thursday, May 16, 2019 – 5:30 p.m.
Warrenton City Hall, Commission Room – 225 South Main Avenue

WARRENTON BUDGET COMMITTEE MEETING

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CONSENT CALENDAR (Items on the consent calendar are considered routine and require a motion and a second and no discussion, unless requested by a member of the budget committee)**
 - A. Acceptance of the minutes from the May 9, 2019 Budget Committee meeting
4. **ORDER OF BUSINESS (See 2019-2020 Proposed Budget)**

Consideration of Proposed Budget:

- A. WBA – Page 87
- B. General Fund Revenues – Page 45
- C. Administration/Commission/Finance – Page 49
- D. Transfers – Page 54
- E. Contingency – Page 55
- F. Community Development Department – Page 50
- D. Fire Department – Page 52
- E. Fire Apparatus Replacement – Page 58
- F. Municipal Court – Page 48
- G. Police Department – Page 51
- H. Police Vehicle Replacement Fund – Page 57
- I. Grants Fund – Page 59

**5. FINAL APPROVAL of CITY OF WARRENTON'S PROPOSED BUDGET
2019/2020**

- A. Final Approval of Fiscal Year 2019-2020 Budget and establishing and approving the rates and amounts of property taxes to be imposed – Finance Director's Agenda Memorandum

6. ADJOURNMENT

The Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, City Recorder at 503-861-2233 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

MINUTES
Warrenton Budget Committee
May 09, 2019, - 5:30 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main Ave.
Warrenton, Or 97146

Chair Hoth called the meeting to order at 5:32 p.m.

Budget Committee Members Present: Paul Mitchell, Flint Carlson, Gerald Poe, Rebecca Sievers, Commissioner Rick Newton, Commissioner Pam Ackley, Commissioner Mark Baldwin and Mayor Henry Balensifer

Absent: Commissioner Tom Dyer and Dan Jackson

Staff Members Present: Budget Officer Linda Engbretson, Finance Director April Clark, Accountant Eryn Cary, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Water Treatment Plant Superintendent Bob Bingham, Water Treatment Plant Operator Dave Davis, Harbor Master Jane Sweet, Library Site Manager Nettie-Lee Calog, Building Official Bob Johnston, and City Recorder Dawne Shaw

Other: Chamber Executive Director David Reid

Mayor Balensifer moved to appoint Rebecca Sievers as Chair of the Budget Committee. Motion was seconded and passed unanimously.

Mayor Balensifer moved to appoint Gerald Poe as Vice Chair. The motion was seconded and passed unanimously.

CONSENT CALENDAR

A. May 17, 2018 Budget Committee Meeting Minutes

Chair Sievers made the motion to accept the minutes of May 17, 2018. Motion was seconded and passed unanimously.

Chair Sievers opened the public hearing on the possible use of State Revenue Sharing Funds in the City's 2019-2020 budget. Finance Director April Clark reviewed the agenda memo and noted the proposed budget includes estimated State Shared Revenues totaling \$554,158. She outlined the details as noted on the estimated revenue sheet included with the agenda memo. She noted the notation on Highway fund revenues, near the bottom was left over from last year, and that is not the correct number; it should state \$12750.00. Pursuant to ORS 221.770, Chair Sievers opened the floor for public comment on the proposed use of State Revenue Sharing for Fiscal Year 2019-2020. There being no public comment, Chair Sievers closed the public hearing.

PUBLIC COMMENT – None

BUDGET MESSAGE

Budget Officer Linda Engbretson summarized the 2019-2020 budget message included in the budget documents, and noted the spending authority for the proposed FY 2019-2020 budget is \$29,042,276. She noted the budget is very similar to last year. She highlighted various aspects of the budget; and noted the revenue from Pacific Coast for the period of July 2018 – March 2019 is \$43,236.02, which is clear we cannot rely on them to generate revenue similar to what they had before the fire. Ms. Engbretson noted the changes in personnel costs, and pointed out the city still is able to provide excellent service without expanding staff. She explained the lengthy budget process; and also briefly discussed the property tax rate and PERS costs.

BUSINESS

Page 69- Library Fund – Library Site Manager Nettie Calog noted changes in the personnel, due to her retirement and discussed the need to hire an experienced full time replacement. She discussed the increase in professional services due to the implementation of Orbis Cascade, and website costs.

Page 68 – Building Division Fund – Building Official Bob Johnston noted some changes and differences – professional services is down; they are no longer using the county and outside sources for inspections. He noted the increase in permit revenue, stating there is an increase in activity, subdivisions and commercial projects. He also discussed personnel – the addition of 1 full time person/inspector.

Page 70 – Warrenton Marina Fund – Harbormaster Jane Sweet noted the beginning fund balance is down; there was a short salmon season. She stated they will not be hiring summer help this year. She stated they are hoping to transfer \$100,000 into the Warrenton Marina Capital Reserve fund to at least get started on phase 1 of the pier project.

Page 71 – Warrenton Marina Capitol Reserve Fund – Ms. Sweet stated this is for pier work.

Page 72 – Hammond Marina Fund – Ms. Sweet noted the beginning fund balance is up – they are saving for dredging.

Page 73 – Hammond Marina Capitol Reserve Fund – saving funds for dredging.

Page 74 – Water Fund – Public Works Director Collin Stelzig noted Dave Davis and Bob Bingham from the Water Treatment Plant in attendance. He noted an increase in funds; and a decrease in professional services. He stated they will do a leakage study to reduce leakage, and discussed replacing some of the raw water mains. He also stated they will try to replace the roof this year – discussion continued on the roof. He also noted the \$25,000 for the SCADA system.

Page 75 – Water Fund Capitol Reserve Fund – Mr. Stelzig stated they are budgeting for another truck this year, and a small remodel on the breakroom. He noted Mr. Bingham is retiring in September; and also noted the reserves for future projects.

Page 76 – Water System Development Charges Fund – Debt service fund.

Page 77 – Storm Sewer Fund – Mr. Stelzig explained the changes in personnel costs – these costs are divided by where workers are working, and noted they have been spending less time in storm water. Discussion followed on FEMA, tide gates, drainage and pump stations.

Page 78 – Storm Sewer System Development Charges Fund – Mr. Stelzig noted they are saving up for two big projects.

Page 79 – Sewer Fund – Public Works Operations Manager Kyle Sharpsteen noted the slight increase in personnel costs. He stated they will try to refurbish lift stations. He noted the capacity and I&I problems, and stated they are trying to save up for them. He discussed smoke testing to see where water is flowing in/ leaks into the system. He talked about a high fee or surcharge for locations with dump stations. He also noted other Public Works employees retiring this year.

Page 80 – Sewer Fund Capitol Reserve Fund – Mr. Sharpsteen discussed pump stations; and discussed proposed fees/charges. He noted they are getting generators for pump stations. Mr. Stelzig stated they are saving up for WWTP expansion (SBR Basins).

Page 81 – Sewer System Development Charges – using it to pay debt service

Page 82 – Sanitation Fund – Mr. Stelzig stated they are looking into raising rates. He noted the rates have not been raised since 2006. He noted the low ending fund balance; and stated the commercial rates are really low. He suggested increasing rates to compare with Recology – this could potentially raise over \$100,000. He stated they would like to build truck storage by the soccer fields.

Page 83 – Sanitation Fund Capitol Reserve – Public Works Director Collin Stelzig stated he would like to set aside \$130,000 each year for new trucks.

At 7:07 p.m. Chair Sievers recessed the meeting for a short break. At 7:15 p.m. Chair Sievers reconvened the meeting, and noted an adjustment to the agenda – moving up item Y, Transient Room Tax Fund to accommodate Mr. David Reid. There were no objections.

Page 62 – Transient Room Tax Fund – Mr. Reid noted the money paid to the Chamber goes to operate the Visitors Bureau; he discussed the visitors' bureau and other line items. Brief discussion continued. Ms. Engbretson noted the Shilo transient room tax situation and the impacts it is having. Ms. Clark noted the losses to date to each fund – loss to the general fund alone is \$74,413, \$21,300 for the Hammond Marina, \$7,450 for LCTC, and \$6,400 for the visitor center. Discussion continued on Shilo. Mayor Balensifer asked if the Warrenton Visitor Center is closing. Brief discussion followed; Ms. Engbretson noted there needs to be a discussion on the visitor center.

Page 84 – State Tax Street Fund – Mr. Stelzig noted a few changes; discussion followed on sidewalks and ODOT's responsibility. He stated he budgeted for 2 studies (in Professional Services). The studies are to figure out how to get sidewalks to Fred Meyers, and to the High School; he is hoping to fund it with grants and SDC funds.

Page 85 – Streets System Development Charges Fund – Mr. Stelzig stated the hope is to use these funds for at least one of the sidewalk projects, or paths and trails.

Page 86 – Engineer Internal Service Fund – Mr. Stelzig stated they had hoped to use these funds this for an Engineer Tech position; they have spent a lot of money on consultants. He noted if they do find someone, we will need to figure out how to fund the position, and also find enough projects to keep them busy. Brief discussion continued on the Tech position.

Page 53 – Parks Department – Public Works Operations Manager Kyle Sharpsteen stated the parks fund is tight; there is a lot of deferred maintenance – the gazebos, bathrooms, etc., need maintenance. Ms. Engbretson noted incredible things have been done with little money and volunteers. Discussion followed on the dugouts, and vandalism.

Page 56 – Parks System Development Fund – saving up for parks/projects.

Page 67 – Quincy Robinson Trust Fund – Mr. Sharpsteen noted the upcoming projects; changes at the dog parks with drainage, parking and reconfiguring; as well as the viewing dock replacement.

Page 60 – Community Center Fund – Finance Director April Clark noted the Community Center operates on tight budget; starting with a larger beginning fund balance due to successful fund raisers. She noted an increase in advertising. Discussion ensued on building maintenance. Ms. Clark stated they are trying to build up the capital reserve fund for maintenance; and noted there will be a slight increase in fees. Mr. Mitchell suggested selling the naming rights (i.e. “Columbia Bank Warrenton Community Center”), noting this could bring in \$100,000 a year. Brief discussion continued.

Page 61 – Community Center Capitol Reserve Fund – trying to build it up; another furnace needs to be replaced.

Page 63 – Facilities Maintenance Fund – Discussion on the Head Start building and the possibility of selling the building to Head Start. Ms. Engbretson stated the city is going to try and do some negotiations on internal repairs. Finance Director April Clark noted this fund is a direct transfer from the general fund, to accumulate funds for major maintenance and capital improvements of the Municipal Building, Head Start Building, Library, Community Center, and Park Facilities. She stated we will be using some of the contingency for the city hall roof. Discussion continued on the roof and the on senior freezer in the Community Center. Discussion followed on the Head Start lease, and concerns were noted on the lack of building maintenance - they have neglected the building. Ms. Engbretson stated she will talk to legal counsel regarding their concerns.

Page 64 – Tansy Point Dock Capitol Reserve Fund – Ms. Clark noted this is a reserve fund – collecting money to someday replace the anodes.

Page 65 – Public Safety Building GO Bond Fund – Ms. Clark stated this fund closed last year; must be carried on the books for historical reasons.

Page 66 – Waste Water Treatment Facility GO Bond Fund – this bond will be paid off in 2026.

There being no further business, Chair Sievers adjourned the meeting at 8:23 p.m.

APPROVED:

Chair, Rebecca Sievers

ATTEST:

Dawne Shaw, City Recorder

DRAFT



5.A.

Finance Department Agenda Memorandum

To: Members of the City of Warrenton Budget Committee
From: April Clark
Finance Director
Date: May 16, 2019

Regarding – Final Approval of the *FY 2019-2020 City of Warrenton Proposed Budget Document*

Congratulations to the Warrenton Budget Committee and thank you for all of your hard work!

For the Budget Committee's consideration, please find "***Budget Committee Action – Final Approval of the FY 2019-2020 Proposed Budget Document***" attached.

If approved, this document will formally finalize the completion of the FY 2019-2020 Budget Committee phase of approving the City of Warrenton budget for fiscal year 2019-2020 and, as required by Oregon Budget Law, establishes and approves the amounts and rates of property taxes to be imposed by the City in Fiscal Year 2019-2020.

Options:

1. The Budget Committee may move to approve the attached **Budget Committee Action, *Final Approval of the FY 2019-2020 Proposed Budget Document***
2. Other action as deemed necessary by the budget committee.



Budget Committee Action

Final Approval of the FY 2019-2020 Budget Document

Approval of the FY 2019-2020 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 2019-2020;

WHEREAS, the proposed FY 2019-2020 Budget contains best estimates for projected revenues and expenditures; and

WHEREAS, the Budget Committee has reviewed all estimated revenues and expenditures, for all City Departments and funds, for FY 2019-2020, 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 \$0.28 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.

APPROVED BY THE BUDGET COMMITTEE ON THIS _____ DAY OF MAY 2019.

Budget Committee Chair

Budget Committee Vice-Chair