

MINUTES
Warrenton Budget Committee
May 17, 2018, - 5:30 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main Ave.
Warrenton, Or 97146

Vice Chair Paul Mitchell called the meeting to order at 5:31 p.m.

Budget Committee Members Present: Vice Chair Paul Mitchell, Flint Carlson, Gerald Poe, Dan Jackson, Commissioner Pam Ackley, and Mayor Henry Balensifer

Excused: Chair Rebecca Hoth, Commissioner Tom Dyer, Commissioner Rick Newton, and Commissioner Mark Baldwin

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

Others: Chamber Executive Director - Mr. Reed

CONSENT CALENDAR

A. May 10, 2018 Budget Committee Meeting Minutes

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

Page 87 – WBA – Vice Chair Mitchell noted the WBA budget is simple – they used a lot of the money they had for 2 events last year; their primary goal is to promote things in the community and to keep Warrenton in the public eye. He stated this year they are doing a concert on Labor Day weekend, and they are seeking sponsors to help cover some costs. He briefly reviewed other items in the WBA budget. Brief discussion followed on the façade improvement grants. Mayor Balensifer questioned why \$5,000 was cut out of the nuisance abatement fund, and suggested cutting \$5,000 from the website maintenance budget for nuisance abatements; discussion followed on website maintenance and cost. Mr. Mitchell stated he will find out what the click rate is, and see if it justifies the expense. Mayor Balensifer noted for the record he suggested putting the \$5,000 in the nuisance abatement line item, not matching funds (façade grants). Mr. Mitchell stated the WBA will sit down and discuss the allocations.

Page 50 – Community Development Department – Ms. Engbretson noted it is a conservative budget – \$40,000 in application processing fees, which goes in and goes out. Discussion followed on the possibility of more staff support. Ms. Engbretson noted the increase in professional services; and stated we continue to grow; this is a fund we are going to have to look at. She stated she would advocate for more help. Discussion continued.

Page 68 – Building Division Fund – Ms. Engbretson noted this is a special revenue fund. She noted the bank fees and credit cards, and stated they have been talking about this at staff level; noting that customers paying large building and planning fees by credit card creates large fees on our end. Staff will be looking at this moving forward. Brief discussion continued.

Page 52 – Fire Department – Fire Chief Demers noted the only increases are electricity and dispatch services. Discussion on gas/oil/lubricants – may need to increase this line in the future. Chief Demers stated they were able to get 6 air bottles/packs from Yakima for \$1,200; it would have been over \$5,800 each. Ms. Engbretson noted Chief Demers is very good at finding cost savings. Brief discussion continued.

Page 58 – Fire Apparatus Replacement – Chief Demers noted they have \$103,000 in the “war chest”- they are looking at an \$80,000 expenditure in 2020; he noted the FEMA grant money coming for the new tender. Discussion followed on the budget for the next 5 years and truck/equipment replacement.

Page 48 – Municipal Court – Police Chief Workman noted there are hardly any changes in this year’s budget; he noted the increase in personnel; they are asking for a ½ time person that will be half municipal court and half police secretary; discussion continued on staffing/costs.

Page 51 – Police Department – Chief Workman noted the change in personnel costs include only a slight increase, due to Officer Fontana’s retirement. Discussion followed on the increase in overtime. Chief Workman noted the increase in dues/travel due to K9 training; and discussed an increase in training and dispatch. Discussion followed on dispatch services and 911 taxes paid.

Page 57 – Police Vehicle Replacement Fund – Chief Workman noted two new vehicles in the budget this year – Tahoe SUV’s.

Page 59 – Grants Fund – Finance Director April Clark passed out a corrected page 59; Chief Workman noted this stayed fairly the same, and discussed the various standard grants. He noted there has been an increase in drug/seized vehicles due to the new K9, and stated the next budget year they need to talk about a place to secure seized vehicles. Ms. Clark stated she needs the budget committee to take some action on the Pac Coast fund, noting that legislature voted to give them another \$500,000; we need to add \$500,000 in revenues and a corresponding \$500,000 under requirements/administration, and another \$25,000 for the Pac Coast reimbursements. Discussion continued on Pac Coast grant process.

Commissioner Ackley made the motion to insert into the budget \$500,000 to the OBDD Pac Coast Grant Fund in Resources, and the Pac Coast Grant Facility Grant under Administration; and \$25,000 to the Pac Coast Reimbursements and Pac Coast Grant Admin. Motion was seconded and passed unanimously.

Mayor Balensifer asked permission to have Mr. Reed to speak about the Chamber and Visitor Center. Mr. Reed stated the Chamber and the City will look at the visitor center agreement. He discussed where the received funds are spent. Mayor Balensifer noted we were told we were going to have an event in Warrenton sponsored by the chamber and we have not seen any events

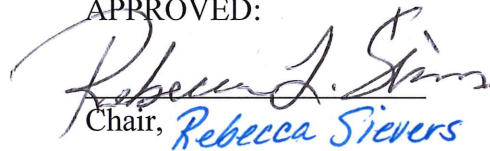
or support. Mr. Mitchell further noted we have not seen any involvement in events or in WBA meeting attendance. Mr. Reed noted they are both correct; the chamber needs to be better at attending WBA meetings; events – they need to sit down and talk about. He noted the need for more of a partnership; the intention is to have a close relationship with the WBA and they need to rectify that. Mayor Balensifer stated the goal is re-establishing and bringing something to the community – it would be nice to have something in Warrenton. Mr. Reed thinks the money is well spent; need to revisit the visitor center agreement. Brief discussion continued.

Finance Director April Clark stated if approved, this document will formally finalize the completion of the FY 2018-2019 Budget Committee phase of approving the City of Warrenton budget for fiscal year 2018-2019 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 2018-2019.

Mayor Balensifer made the motion to approve the FY 2018/2019 Proposed Budget as amended. Motion was seconded and passed unanimously.

There being no further business, Vice Chair Mitchell adjourned the meeting at 7:03 p.m.

APPROVED:


Chair, *Rebecca Sievers*

ATTEST:



Dawne Shaw, Deputy City Recorder