

*"Making a difference through excellence of service"*



## CITY OF WARRENTON

### AGENDA

Thursday, May 10, 2018 – 5:30 p.m.  
Warrenton City Hall, Fire Training Room – 225 South Main Avenue

#### WARRENTON BUDGET COMMITTEE MEETING

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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPOINTMENT OF CHAIR**
4. **APPOINTMENT OF VICE-CHAIR**
5. **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 18, 2017 Budget Committee meeting
6. **PUBLIC HEARING** – Pursuant to State requirements, the Warrenton Budget Committee will conduct a Public Hearing in order to take public comment on the possible uses of revenue generated through the Oregon Shared Revenue Program
  - A. Finance Director's May 10, 2018 Agenda Memorandum (Statutory Requirement)
7. **PUBLIC COMMENT** – Pursuant to State requirements, the Warrenton Budget Committee will receive public comment on the City of Warrenton Proposed Budget for Fiscal Year 2018-2019. (Statutory Requirement)
8. **BUDGET COMMITTEE RECEIVES BUDGET MESSAGE** – Budget Officer
9. **ORDER OF BUSINESS (See 2018-2019 Proposed Budget)**

**Consideration of Proposed Budget:**

  - A. Library Fund – Page 69

- B. Warrenton Marina Fund – Page 70
- C. Warrenton Marina Capital Reserve Fund – Page 71
- D. Hammond Marina Fund – Page 72
- E. Hammond Marina Capital Reserve Fund – Page 73
  
- F. Water Fund – Page 74
- G. Water Fund Capital Reserve Fund – Page 75
- H. Water System Development Charges Fund – Page 76
- I. Storm Sewer Fund – Page 77
- J. Storm Sewer System Development Charges Fund – 78
- K. Sewer Fund – Page 79
- L. Sewer Fund Capital Reserve Fund – Page 80
- M. Sewer System Development Charges Fund – Page 81
  
- N. Sanitation Fund – Page 82
- O. Sanitation Fund Capital Reserve – Page 83
  
- P. State Tax Street Fund – Page 84
- Q. Streets System Development Charges Fund – Page 85
- R. Engineer Internal Service Fund – Page 86
  
- S. Parks Department – Page 53
- T. Parks System Development Charges Fund – Page 56
- U. Quincy Robinson Trust Fund – Page 67
  
- V. Community Center Fund – Page 60
- W. Community Center Capital Reserve Fund – Page 61
- X. Transient Room Tax Fund – Page 62
- Y. Facilities Maintenance Fund – Page 63
- Z. Tansy Point Dock Capital Reserve Fund – Page 64
- AA. Public Safety Building GO Bond Fund – Page 65
- BB. Wastewater Treatment Facility GO Bond Fund – Page 66
  
- CC. Community Development Department – Page 50
- DD. Building Division Fund – Page 68
  
- EE. General Fund Revenues – Page 45
- FF. Administration/Commission/Finance – Page 49
- GG. Transfers – Page 54
- HH. Contingency – Page 55
  
- II. Municipal Court – Page 48
- JJ. Police Department – Page 51
- KK. Police Vehicle Replacement Fund – Page 57
- LL. Grants Fund – Page 59
  
- MM. Fire Department – Page 52
- NN. Fire Apparatus Replacement – Page 58
  
- OO. WBA – Page 87

**10. FINAL APPROVAL of CITY OF WARRENTON'S PROPOSED BUDGET  
2018/2019**

- A. Final Approval of Fiscal Year 2018-2019 Budget and establishing and approving the rates and amounts of property taxes to be imposed – Finance Director's Agenda Memorandum

**11. ADJOURNMENT**

**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, Deputy 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 18, 2017, - 5:30 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main Ave.  
Warrenton, Or 97146

Mayor Henry Balensifer called the meeting to order at 5:30 p.m.

Budget Committee Members Present: Paul Mitchell, Flint Carlson, Gerald Poe, Rebecca Hoth, Commissioner Pam Ackley, Commissioner Rick Newton, Mayor Henry Balensifer  
Excused: Commissioner Tom Dyer

Staff Members Present: Budget Officer Linda Engbretson, Finance Director April Clark, Deputy City Recorder Dawne Shaw, Accountant Eryn Cary, Fire Chief Tim Demers, Community Development Director Skip Urling, Harbor Master Jane Sweet

#### CONSENT CALENDAR

A. May 11, 2017 Budget Committee Meeting Minutes

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

Page 86 – WBA – Budget Officer Linda Engbretson noted the WBA has lowered their Urban Renewal matching funds for URA Façade Grant funds, due to the majority of funds not being used the past few years. WBA has also agreed to provide \$5000 for nuisance abatement. Also noted was a transfer of \$5,000 to the community center for furnace replacement.

Page 49 – Community Development Department – Community Development Director Skip Urling noted there is not much change from last year; and noted a minimal increase in personnel services due to cost of living increases; also noted a decrease from last year in application fees, due to LNG.

Page 67 – Building Division Fund – Mr. Urling noted this fund is similar to years past; pointed out line item 38 reduction, due to plumbing inspection expenses and contract costs for Mark Brien, the Plans Examiner.

Page 51 – Fire Department – Fire Chief Tim Demers noted the Fire department budget is basically a maintenance budget, and almost same as last year; with a 2.5% increase overall. He noted several vehicles are under a lease/purchase and one will be paid off in 2 years.

Page 57 – Fire Apparatus Replacement – Chief Demers noted the majority of this fund (\$12,000) is for air bottles (replacement); which have to all be replaced after 15 years; item was reduced from \$40,000 to \$10,000, and will build the fund back in coming years.

Page 69 – Warrenton Marina Fund – Harbor Master Jane Sweet noted not a lot has changed. Brief discussion followed on transient daily moorage, overnight stay rates and rate comparisons.

Page 70 – Warrenton Marina Capitol Reserve Fund – Ms. Sweet noted the power poles might increase as they need replacement due to age.

Page 71 – Hammond Marina Fund – Ms. Sweet noted no significant changes; workers comp difference is due to personnel changes. Brief discussion followed on moorage costs.

Page 72 – Hammond Marina Capitol Reserve Fund – Ms. Sweet noted the 3<sup>rd</sup> phase of bank stabilization carried over from last year; brief discussion followed on cost for the property acquisition.

**Mayor Balensifer made the motion to approve the Budget Committee Action, Final Approval of the FY 2017/2018 Proposed Budget Document. Motion was seconded and passed unanimously.**

There being no further business, Chair Mitchell adjourned the meeting at 6:06 p.m.

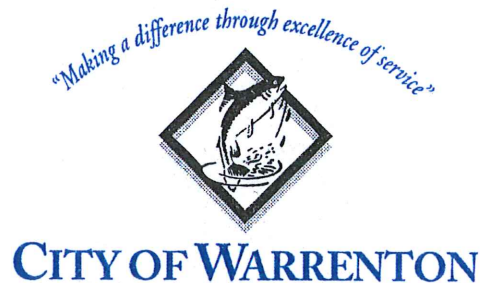
APPROVED:

\_\_\_\_\_  
Paul Mitchell, Chair

ATTEST:

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder

# 6.A.



## Finance Department Agenda Memorandum

To: Members of the City of Warrenton Budget Committee  
From: April Clark  
Finance Director  
Date: May 10, 2018

### **Regarding – Public Hearing on possible uses of *State Revenue Sharing Funds for FY 2018-2019***

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Please see the attached “Public Hearing” procedures.

State Law requires that all cities participating in the State Shared Revenue Program conduct a public hearing before the budget committee in order to take public comment on the possible uses of the funds.

A public notice of the scheduled hearing was posted in *The Columbia Press* on April 27, 2018.

The proposed budget includes estimated revenue from state shared revenues in the amount of \$545,802. The attached spreadsheet shows the breakdown by fund.

#### Recommendation:

1. The Budget Committee shall conduct a public hearing to give citizens an opportunity to comment on the use of State Revenue Sharing funds.

**Public Hearing**  
Warrenton Budget Committee  
May 10, 2018  
State Revenue Sharing

“At this time, pursuant to ORS 221.770, I will open the public hearing in order to give the citizens of Warrenton the opportunity to comment on the use of State Revenue Sharing funds in the City of Warrenton’s Budget for Fiscal Year 2018-2019.”

“Staff, please present your report.”

“Is there any member of the public wishing to comment on the proposed use of State Revenue Sharing for Fiscal Year 2018-2019?”

“If there is no further discussion, I will close the public hearing at this time.”

CITY OF WARRENTON  
fye 2019

STATE SHARED REVENUE ESTIMATES

	<u>RATE PER CAPITA</u>	<u>X POPULATION</u>	<u>TOTAL ESTIMATED REVENUE</u>	<u>FUND</u>
HIGHWAY USER TAXES	\$ 72.48	5,285	383,057	040
LIQUOR TAX	\$ 18.37	5,285	97,085	001
MARIJUANA TAX	\$ 2.51	5,285	13,265	001
CIGARETTE TAX	\$ 1.21	5,285	6,395	001
STATE REVENUE SHARING (LIQUOR)			46,000	001
<b>TOTAL GENERAL FUND</b>			<b>162,746</b>	
<b>TOTAL STATE TAX STREET FUND</b>			<b>383,057</b>	
<b>GRAND TOTAL</b>			<b>545,802</b>	

Highway fund revenues: Restricted to road-related purposes: Budget includes street lighting, maintenance, and street paving Increased this year due to HB2017 transportation funding package. Resulted in approx. \$75,000 increase.

Liquor tax revenues: General Government purposes without program restrictions

Cigarette tax revenues: General Government purposes without program restrictions

Marijuana tax revenues: General Government purposes without program restrictions



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## CITY OF WARRENTON

### Budget Committee Action

#### Final Approval of the FY 2018-2019 Budget Document

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Approval of the FY 2018-2019 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 2018-2019;

**WHEREAS**, the proposed FY 2018-2019 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 2018-2019, 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 \$578,631 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 2018-2019 Proposed Budget, as amended*, comprised of revenues and expenditures for all City funds and departments and submits the *Approved FY 2018-2019 Budget* to the City Commission for further consideration and recommended adoption.

APPROVED BY THE BUDGET COMMITTEE ON THIS \_\_\_\_\_ DAY OF MAY 2018.

\_\_\_\_\_  
Budget Committee Chair

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Budget Committee Vice-Chair