

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA

Thursday, May 17, 2018 – 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 10, 2018 Budget Committee meeting
4. **ORDER OF BUSINESS (See 2018-2019 Proposed Budget)**

Consideration of Proposed Budget:

 - A. WBA – Page 87
 - B. Community Development Department – Page 50
 - C. Building Division Fund – Page 68
 - 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

MINUTES
Warrenton Budget Committee
May 10, 2018, - 5:30 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main Ave.
Warrenton, Or 97146

Chair Mitchell called the meeting to order at 5:30 p.m.

Budget Committee Members Present: Paul Mitchell, Flint Carlson, Gerald Poe, Rebecca Hoth, Dan Jackson, Commissioner Rick Newton, Commissioner Tom Dyer, Commissioner Mark Baldwin and Mayor Henry Balensifer

Absent: Commissioner Pam Ackley, 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, Harbor Master Jane Sweet, Library Site Manager Nettie-Lee Calog and Deputy City Recorder Dawne Shaw

Mayor Balensifer moved to appoint Flint Carlson as Chair of the Budget Committee. Mr. Carlson declined.

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

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

CONSENT CALENDAR

A. May 18, 2017 Budget Committee Meeting Minutes

Mayor Balensifer made the motion to accept the minutes of May 18, 2017. Motion was seconded and passed unanimously.

Chair Hoth opened the public hearing on the possible use of State Revenue Sharing Funds in the City's 2018-2019 budget. Finance Director April Clark reviewed the agenda memo and noted the proposed budget includes estimated State shared revenues totaling \$545,802. She outlined the details as noted on the spreadsheet included with the agenda memo. Pursuant to ORS 221.770, Chair Rebecca Hoth opened the floor for public comment on the proposed use of State Revenue Sharing for Fiscal Year 2018 - 2019. There being no public comment, Chair Hoth closed the public hearing.

PUBLIC COMMENT – None

BUDGET MESSAGE

Budget Officer Linda Engbretson summarized the 2018-2019 budget message included in the budget documents, and noted the spending authority for the proposed FY 2018-2019 budget is \$26,713,086. She noted in the past we have gone 5 years without a rate increase, and brief discussion followed. Ms. Engbretson highlighted the General Fund, personnel costs and various other funds as outlined in the Budget Message. She concluded by thanking staff for the diligent work and extensive hours to provide a sufficient yet conservative budgets.

BUSINESS

Page 69- Library Fund – Library Site Manager Nettie Calog stated the library budget is bigger than previous years; in the past it was run on a shoestring. Mayor Balensifer noted it is still a shoestring budget, but a nicer shoestring. Ms. Calog noted the extended library hours. Discussion continued on automation/digitizing, and it was noted the library is applying for a grant for automation.

Page 70 – Warrenton Marina – Harbormaster Jane Sweet discussed proposed rate increases, noting this budget is contingent on the increased rates. Discussion followed and Budget Officer Engbretson noted the rate changes will be brought to the commission. Ms. Sweet stated the work pier is in bad shape and the recent assessment was not good news. She noted there is not enough in the budget to fix it. Discussion continued and the Budget Committee noted they agree with rate increases.

Page 71 – Warrenton Marina Capitol Reserve Fund – Ms. Sweet noted this fund will help with the first phase of the work pier repairs.

Page 72 – Hammond Marina Fund – Harbormaster Jane Sweet stated this budget is also contingent on the rate increases.

Page 73 – Hammond Marina Capitol Reserve Fund – No discussion

Page 74 – Water Fund – Public Works Director Collin Stelzig stated it has been an eventful year; and the meter replacement project has been completed. He explained the increases in several line items, and noted the Water Treatment facility needs a new roof. Brief discussion followed.

Page 75 – Water Fund Capitol Reserve Fund – Mr. Stelzig stated the Hammond water line upgrades should happen late this year; and noted the large development coming in on Ridge Road. Discussion followed.

Page 76 – Water System Development Charges Fund – no changes/debt service

Page 77 – Storm Sewer Fund – Mr. Stelzig noted the changes in allocation of staff time and noted the increase for pump stations. Discussion followed on bank stabilization, encroachment and the FEMA study/flood maps. Mr. Stelzig noted they hope to replace one tide gate this year.

Page 78 – Storm Sewer System Development Charges Fund – no discussion

Page 79 – Sewer Fund – Public Works Operations Manager Kyle Sharpsteen noted the changes, and stated the I&I study is wrapping up. Discussion followed on the life of sewer treatment plant.

Page 80 – Sewer Fund Capitol Reserve Fund – Mr. Sharpsteen stated there are many capital projects going on; rebuilding pump stations; generators. Discussion followed on the septage station. It was noted for the record, the need to explore rate increases for septage dumping. Further discussion continued on Fort Stevens and Campers West impact on the Sewer treatment plant; and the need to revisit the sewer ordinance.

Page 81 – Sewer System Development Charges – debt service

Page 82 – Sanitation Fund – No rate increase since early 2006.

Page 83 – Sanitation Fund Capitol Reserve – Public Works Director Collin Stelzig stated there will be some work on the recycling center, and noted sanitation staff is cleaning it up daily.

Page 84 – Street Tax Fund – Mr. Stelzig stated there will be ongoing repair and maintenance/crack seals, and noted the increase in professional services for chip seals/overlays. Discussion continued on various streets in need of repair, as outlined in the budget.

Page 85 – Streets System Development Charges Fund – Mr. Stelzig stated he will look into which projects can be done with SDC money. The discussion continued on the need to look at changing/increasing SDC's.

Page 86 – Engineer Internal Service Fund – This is a place holder for the Engineer Tech position.

Page 53 – Parks Department – Public Works Operations Manager Kyle Sharpsteen stated Public Works is working hard on parks, dugouts/turf, etc. He noted the increase in professional services to address landscaping/weeds. Discussion followed and City Commissioner Mark Baldwin suggested going out to bid at least every 3 years for landscape services to be transparent. Brief discussion continued on the Quincy Robinson park bathrooms.

Page 56 – Parks System Development Fund – no changes

Page 67 – Quincy Robinson Trust Fund – Mr. Sharpsteen noted they have been working with the Parks Advisory Board and they have selected several projects, and will revisit the plan going forward. He noted items in the budget include replacing the tennis court fabric, removing the Carruthers viewing dock, and drainage at the dog park. Brief discussion followed.

Page 60 – Community Center Fund – Finance Director April Clark noted this is a tight budget, but it is looking better this year. She noted last year's rate increase, and she stated for the first time there will be a transfer to the Capitol Reserve Fund to build up for maintenance. Brief discussion followed.

Page 61 – Community Center Capitol Reserve Fund – Building this account, which can be used

for furnace replacement and maintenance.

Page 62 – Transient Room Tax Fund – Ms. Clark noted this fund is for the tourism portion of room tax. Budget Officer Linda Engbretson stated she would like to look into the amount that goes to the Visitor Center/Chamber. She noted the Chamber has backed away from the Visitor Center and suggested the allocation be added to the Hammond marina share. Discussion followed on the Chamber’s involvement and the allocated funds.

Page 63 – Facilities Maintenance Fund – Finance Director April Clark noted this fund is a direct transfer from the general fund, to accumulate funds for maintenance and capital improvements of the Municipal Building, Head Start Building, Library, Community Center, and Park Facilities. Public Works Operations Manager Kyle Sharpsteen noted the water damage at the Head Start building. Discussion followed on the repairs.

Page 64 – Tansy Point Dock Capitol Reserve Fund – Ms. Clark noted 10% of the Warrenton Fiber’s lease payment goes into this fund, to save for anode replacement. Discussion followed.

Page 65 – Public Safety Building GO Bond Fund – This fund closed this year; must carry it for 3 years.

Page 66 – Water Treatment Facility GO Bond Fund – debt service

Page 45 – General Fund Revenues – Finance Director April Clark noted there is not much change. Brief discussion followed on false alarm fees.

Page 49 – Administration/Commission/Finance – Budget Officer Linda Engbretson noted an increase in personnel as a result of COLA. A 9% increase in health insurance was noted and the need to look at health insurance in the future due to changes/IRS rules.

Page 54 – Transfers – Ms. Clark noted the transfers out of the general fund to various places.

Page 55 – Contingency – Ms. Clark stated the city must maintain 5% of total expenditures, per policy.

There being no further business, Chair Hoth adjourned the meeting at 8:10 p.m.

APPROVED:

Chair,

ATTEST:

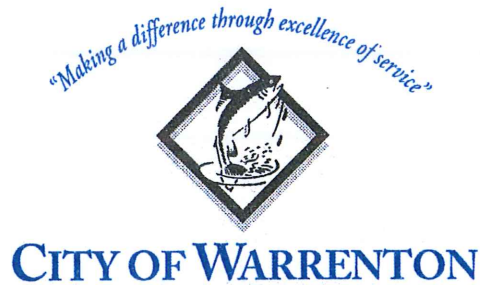
Dawne Shaw, Deputy City Recorder

**5. 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

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, Deputy City Recorder at 503-861-2233 at least 48 hours in advance of the meeting so appropriate assistance can be provided.



5.A.

Finance Department Agenda Memorandum

To: Members of the City of Warrenton Budget Committee
From: April Clark
Finance Director
Date: May 17, 2018

Regarding – Final Approval of the *FY 2018-2019 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 2018-2019 Proposed Budget Document*" attached.

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.

Options:

1. The Budget Committee may move to approve the attached **Budget Committee Action, Final Approval of the FY 2018-2019 Proposed Budget Document**
2. Other action as deemed necessary by the budget committee.

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CITY OF WARRENTON

Budget Committee Action

Final Approval of the FY 2018-2019 Budget Document

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

Budget Committee Vice-Chair