

CITY OF BOARDMAN BUDGET COMMITTEE MEETING – MAY 17, 2022

Mayor Keefer called the meeting to order at 7:18 p.m. Roll call for attendance was taken.

Budget Committee Members Present: Paul Keefer, Paul Beagle, Roy Drago, Jr., Katy Norton, Leslie Pierson, Brenda Profitt, Isaac Williams, Emerald Lantis, Lisa Mittelsdorf, Alejandra Mendoza, and Sonja Neal (In Person)

Budget Committee Members Absent: Ted Lieurance, and David Norton

Staff: Karen Pettigrew – City Manager, Rick Stokoe – Chief of Police / Assistant City Manager, Marta Barajas – Budget Officer, Jenn Rollins – City Recorder / HR (In Person)

Audience: Jonathan Tallman, Kelly Doherty (In Person), Marisol Pacheco, Fernando Rodriguez, Ana Madrigal, Bonnie Young, Cesar Vargas, Kevin N., Jesus, Jasmin Lopez, Lety, and Alejandra Garcia Coria (via Zoom)

APPOINT BUDGET COMMITTEE CHAIR

Committee Member Williams nominated Committee Member Profitt to act as Budget Committee Chair; Mayor Keefer seconded the motion.

Roll Call Vote: Committee Member Keefer – Yes; Committee Member Beagle – Yes; Committee Member Drago – Yes; Committee Member Norton – Yes; Committee Member Pierson – Yes; Committee Member Profitt – Yes; Committee Member Lantis – Yes; Committee Member Mittelsdorf – Yes; Committee Member Mendoza – Yes; Committee Member Neal – Yes; Committee Member Williams – Yes

The motion passed unanimously.

ESTABLISH GROUND RULES FOR MEETING

Commission Chair Profitt established ground rules for the meeting as follows: the length of the meeting is not to exceed two hours, there will be a break at the 1-hour mark of the meeting for five minutes, the length of speaking time will be limited to 3 minutes, and the meeting is subject to public meeting law. Commission Chair Profitt further explained the timeline of the budget committee meetings and the process.

BUDGET OFFICER – BUDGET MESSAGE

Budget Officer Marta Barajas read the budget message into the record for the City of Boardman.

BUDGET OFFICER – PRESENTATION OF BUDGET DOCUMENT

Resources/Expenditures – General Fund

Budget Officer Barajas explained the General Fund is the largest fund in terms of activity for the city and houses most of the general and operational and administrative expenses. Prior to a couple of years ago, property taxes were the largest source of revenue. The City is anticipating an increase of over 7%; currently grants and loans are the largest source of revenue. Many of these grants come from the Columbia River Enterprise Zone, and all of these resources are captured in the City's General Fund. Amazon contributed over \$11,545,618 in taxes despite an exemption error noted by Morrow County. The Committee Members voted to share \$200,000 of this amount with the City of Boardman and an additional \$316,665 to go toward the G.O. Bond.

Budget Officer Barajas also explained that another grant received by the city is dedicated to help pay the salary of Boardman's SRO (School Resource Officer) in the amount of \$50,000; and an additional grant was received this year from ARPA funds distributed to local government. The first payment of \$416,356 has been received with an anticipated disbursement of the second half after the first of this fiscal year.

Budget Officer Barajas then continued to explain other revenues and the small grants that are included in this budget line item.

Budget Officer Barajas then moved on to explain the department break out, beginning with the general government department which includes staff, and city council expenses that can be allocated to a general government department. The public safety department break out includes an allotment for hiring an additional police officer to strengthen the Boardman Police Department as well as a one-time premium payment from ARPA funds to be distributed to all staff during this fiscal year. Budget Officer Barajas explained to the budget Committee Members how payroll costs versus salary expenses are calculated in the budget.

Budget Officer Barajas explained the largest expense increase in the Code Compliance Department was a new computer for the Code Compliance Officer, but other than that large expense this budget remained largely unchanged from last year.

The Facilities Department budget looks smaller, but that is because Budget Officer Barajas was able to allocate some expenses for that department to other specific budgets. The debt service amount of zero is because the mortgage on the City Hall Building will be paid off in June, and so that debt service line item will remain at zero for the upcoming fiscal year.

The last department is the non-departmental fund which includes expenses that can not be allocated to a specific funds; the payroll costs include PERS pickup costs for Unfunded Actuarial Liabilities which is a calculation that changes every two years. Professional fees include costs for contractors and consultants the city uses, and community development includes contributions to projects the city works on in conjunction with other entities on projects to improve our community. Transfers include monies that can be used in other departments via transfers; these include the general reserve, and the street reserve.

Resources/Expenditures – Water Fund

Budget Officer Barajas explained this is an enterprise fund which means only the money collected by providing water services, and only expenses for providing water services is the money that goes out of the fund. Reserves are used to pay for city water infrastructure projects.

Resources/Expenditures – Sewer Fund

Budget Officer Barajas is another enterprise fund used to provide sewer services to the City of Boardman residents; it is anticipated there will be a transfer of \$275,000 from the general fund. It was noted that the dues and fees increase is because DEQ is requiring additional testing and IRZ Consulting has been hired to perform the testing and reporting along with Anderson Perry to meet these additional DEQ requirements.

Resources/Expenditures – Garbage Fund

Budget Officer Barajas explained that while this is also considered an enterprise fund, it differs in that the city does not provide these services directly; it is contracted out with Sanitary Disposal. The service contract expense is increasing because the fund is becoming more active and more garbage services are being provided in the city. This fund also includes costs for garbage vouchers that are provided to residents three times a year. Budget Officer Barajas explained that citizen costs are kept down by reviewing rate increases, and the last time the City of Boardman increased rates was 2019. The City of Boardman strives to budget for large projects so that the costs are not passed on to their citizens and this is why the city chose to fund large projects with the G.O. Bond rather than raising service rates for citizens.

Resources/Expenditures – Street Fund

Budget Officer Barajas explained that the street fund does not have a revenue source, but ODOT shares taxes collected with the City of Boardman and this fund covers street repairs. This is why the general fund provides transfers into this fund to help cover the cost of anticipated repairs to city streets.

Resources/Expenditures – Building Fund

Budget Officer Barajas explained this fund took on the task of providing services to Gillam County which was not accounted for in last year's budget, but is included in the budget for this fiscal year. Committee Member Beagle asked about the increase in contractual fees; Budget Officer Barajas explained that Morrow County increased the amount of permit fees paid to them from 25% to 50% of permits issued in Morrow County. Construction costs include costs for the expansion project for City Hall, additional funds were added in anticipation of inflation and increased costs.

Resources/Expenditures – General Reserve Funds

Budget Officer Barajas explained the general reserve fund doesn't generate any revenue these amounts consist of transfers from other funds. These funds will be used to cover anticipated repairs to the building, including HVAC unit replacement, carpet replacement, and inside paint for City Hall.

Resources/Expenditures – Water Reserve Funds

Budget Officer Barajas explained this fund is used for infrastructure improvements or repairs. This year capital purchases include water lines on NW Columbia Avenue, and any anticipated repairs that may need to be completed in conjunction with other construction projects.

Resources/Expenditures – Sewer Reserve Funds

Budget Officer Barajas explained this fund works similarly to the water reserve fund, and includes costs to repair sewer lines on NW Columbia Avenue as well as unanticipated damage to city sewer lines.

Resources/Expenditures – Street Reserve Funds

Budget Officer Barajas explained this fund has been trying to accumulate funds over the last couple of year as street repairs can be expensive and so the city tries to anticipate and save for these projects.

Resources/Expenditures – Capital Project Funds

Budget Officer Barajas explained this fund is where the G.O. Bond lives, and the project costs associated with that bond will come out of this fund.

Resources/Expenditures – Community Development Block Grant Capital Fund

Budget Officer Barajas stated this grant has been completed and closed; an open house will be held to view the completed project for the Migrant Head Start building.

Resources/Expenditures – General Obligation Bond Debt Funds

Budget Officer Barajas explained this fund is where taxes coming in and grants received are tracked, and payments submitted for debt obligation is also tracked here. Other revenue is for anticipated tax revenues being received in the next fiscal year which may create a small reserve fund to help make the debit obligation payments.

Resources/Expenditures – Water Bond Fund Resources

Budget Officer Barajas explained this fund is being closed out after being refunded after receiving the G.O. Bond funds. Prior year taxes assessed dollars coming in were used to bring the balance to zero. Transfers from reserve funds will help make up any difference in the balance to bring the amount down to a zero balance.

Resources/Expenditures – Sewer Bond Fund Resources

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Budget Officer Barajas presented the Budget Committee members with the Statement of Indebtedness and Property Tax Levys and asked the committee members to approve the amounts as presented.

PUBLIC COMMENT

None

APPROVAL OF 2022-2023 PROPOSED BUDGET

Committee Member Mittelsdorf made a motion that the City of Boardman Budget Committee approve the proposed City of Boardman Budget for the 2022-2023 fiscal year, as presented, in the amount of \$63,876,765 and approve property taxes at the rate of \$4.2114 per \$1,000 of assessed value for the permanent rate tax levy, and in the amount of \$310,100 for the general obligation bond levy.

Committee Member Drago seconded the motion.

Roll Call Vote: Committee Member Keefer – Yes; Committee Member Beagle – Yes; Committee Member Drago – Yes;

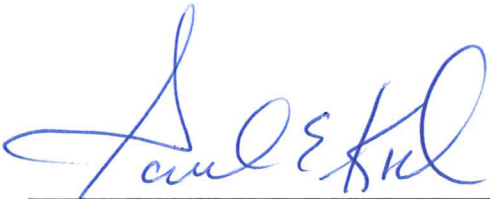
Committee Member Norton – Yes; Committee Member Pierson – Yes; Committee Member Profitt – Yes; Committee Member

Lantis – Yes; Committee Member Mittelsdorf – Yes; Committee Member Mendoza – Yes; Committee Member Neal – Yes;

Committee Member Williams – Yes

The motion passed unanimously.

The meeting was adjourned at 9:05 p.m.



Paul Keefer – Mayor



Jenn Rollins – City Recorder