

**CITY OF BOARDMAN BUDGET COMMITTEE MEETING MINUTES – MAY 16, 2023**  
**BOARDMAN CITY HALL COUNCIL CHAMBERS AND VIA ZOOM**

Mayor Keefer called the meeting to order at 7:15p.m.

Councilors Present: Paul Keefer, Isaac Williams, Heather Baumgartner, Cristina Cuevas, Karen Pettigrew, Brenda Profitt, and Richard Rockwell(via Zoom)

Committee Members Present: Dori Drago, Stephen Fuss, Emerald Lantis, Sonja Neal, Edith Velasco, and Alejandra Mendoza

Committee Members Absent: Lisa Mittelsdorf - Excused

Staff: Rick Stokoe- City Manager Pro Tem, Jackie McCauley-Acting Recorder/ Building Clerk, Marta Barajas-Budget Officer/Finance Director, Loren Dieter-Interim Police Chief

Audience: Brandon Hammond(via Zoom)

Appointment City Budget Committee Chair

Mayor Keefer asked for nominations for a budget committee chair for the budget meeting. Councilor Williams made a motion to nominate Councilor Baumgartner for budget committee chair. Councilor Profitt seconded the motion. The motion passed 13-0 with 1 absent.

Establishing Ground Rules

Commission Chair Baumgartner asked for consensus of the budget committee for the meeting to last no longer than one hour and to take breaks every 30 minutes. Individual speaking limit would be set at three minutes and the review process would be as outlined in the agenda. There was consensus to do so.

Budget Message

Budget Officer Barajas read the Budget Message from the Proposed 2023-2024 City of Boardman Budget.

She then reviewed the anticipated revenues and proposed expenditures in each of the city's nine funds.

The General Fund is made up of five departments for a total proposed budget of \$15,592,900. This year the state shared revenues are anticipated to be down due to the PSU population estimates being lowered state-wide from the Census numbers. The city anticipates CREZ grants, and state grants for long-term enterprise zone agreements. Professional fees have jumped, which includes audit fees. The new audit is about double what the previous audits cost. The city also plans to update the development and municipal codes, which will be outsourced. There is also needed updates to city hall as it has been relatively untouched since construction finished almost 20 years ago. Mayor Keefer asked why Dues & Fees have increased. Budget Officer Barajas said this line item, in every budget, has increased because the city will need to hire a new intellectual technology firm. All of the city's information will need to move to cloud-based, which will also incur subscription fees.

In the Public Safety – Police Fund, the city is budgeting for one more police officer to meet the demands of the growing community. Budget Officer Barajas asked the committee to make changes on two line items in this budget: Seminars & Training, an increase of \$1,000, and in Repairs and Maintenance, and increase of \$5,000, for a total of \$6,000. Repairs on aging vehicles and supply issues is the reason.

In Expenditures for Facilities, there is an increase in services contracts due to repairs in the parks. Mayor Keefer asked why the Building Fund could not pay for some of these expenditures. Budget Officer Barajas said General Fund Expenditures are not a function of the Building Department. Building Department Funds must be spent on the Building Department.

Other Grants is budgeted in the event the city receives a Community Development Grant for the BCDA to construct their incubator building. If the city receives the grant, it is a pass through to the BCDA. In Capital Purchases there is money budgeted for a vehicle for city hall. There are proposed transfers of over \$8 million. All of the budget's transfers can be found summarized in a hand out given prior to the meeting.

The Water Fund is budgeted for an increase due to the new water system coming online this fiscal year. The city anticipates higher than current utility costs to provide water to more customers. Committee Member Velasco asked if the insurance will be increasing because of this. This will not affect the city's insurance costs.

Councilor Rockwell asked about the water and sewer line repairs planned for NW Columbia Avenue; does this include Allen Court and Donovan Drive? The water line project does not include those two streets as they were not identified as needing repaired at the time the city scoped the lines along NW Columbia Avenue.

The Garbage Fund has increased due to an increase from the city's garbage contractor Sanitary Disposal, Inc. Rates will raise July 1, 2023 between 11% and 13%. Other Revenue is budgeted for \$250,000 for the new recycling requirements.

The Street Fund is for general maintenance and not for major projects, that comes from the Street Reserves Fund.

The Building Department anticipates staying busy. That fund will receive transfers in as the city repays loans it borrowed from the building department. The building department recently started using a new software portal for permits and currently is expanding city hall for new offices for the building department.

The General Reserve Fund will be loaning \$2 million to the Central Urban Renewal District for a loop road project connecting Oregon Trail Boulevard to SE Front Street.

The Water Reserve Fund does not include the G.O. Bond projects as this will have its own fund in the city budget. The new water lines for NW Columbia Avenue will come out of this fund. The Sewer Reserve Fund is also budgeted for new sewer lines along NW Columbia Avenue.

The city has been saving up Street Reserve Funds for major repairs. Currently there is not an exact list of the streets, however soon the city council will have a street inventory completed for the council to prioritize the street repairs. \$7.8 million is proposed for this project.

Mayor Keefer asked if there is a percentage of the budget a city should have in reserve funds. Budget Officer Barajas said its not a percentage, but a timeframe. It is recommended 2-3 months of the city's operating costs be saved in reserves. The mayor said he was asking because he may be asked if the city is hoarding money and not spending it on the city. Budget Officer Barajas said this is why a budget committee is asked to approve a city's budget. This is where the city gets the publics input.

At 8pm Councilor Williams made a motion to extend the meeting another 30 minutes. Committee Member Fuss seconded the motion. The motion passed 13-0 with one absent.

The Capital Project Fund is exclusively where the G.O. Bond Projects are accounted for. The funds proposed are all that is left and it will all be spent this year.

The G.O. Bond Debt Service Fund is where the repayment of this bond is accounted for. Councilor Profit asked about the Other Revenue line item of \$261,400. This is the income from the CREZ agreements to pay in lieu of taxes; because its not a tax, it is not received through the tax assessor, so it is listed here.

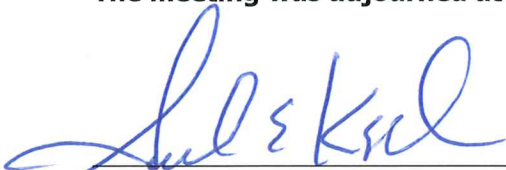
Public Comment

Acting Recorder McCauley asked if increasing the two line items in the Public Safety – Police Fund budget would need to be offset by lowering Contingencies or Reserve/Unappropriated End Balance in the General Fund. Budget Officer Barajas said yes. This would lower Reserve/Unappropriated End Balance in the General Fund by \$6,000 for a balance of \$299,400.

Councilor Profit made a motion the City of Boardman Budget Committee approve the proposed City of Boardman Budget for the 2023-2024 fiscal year, as amended, in the amount of \$74,207,368 and approve property taxes at the rate of \$4.2114 per \$1000 of assessed value for the permanent rate tax levy, and in the amount of \$1,368,781 for the O.O. Bond levy. Committee Member Lantis seconded the motion. The motion passed 13-0 with 1 absent.

Mayor Keefer asked how much last year's budget was. Last year the total budget was \$63,876,765.

**The meeting was adjourned at 8:30pm.**

  
Paul Keefer – Mayor  
Jackie McCauley – Acting Recorder