



# BUDGET COMMITTEE MEETING

May 21, 2024 at 7:15 PM

Boardman City Hall Council Chambers  
**MINUTES**

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## 1. CALL TO ORDER

Commission Chair Keefer called the meeting to order at 7:19 PM.

## 2. ROLL CALL/EXCUSED ABSENCES

Committee Members present: Committee Member Dori Drago, Committee Member Stephen Fuss, Committee Member Lisa Mittelsdorf, Committee Member Emerald Lantis, Committee Member Sonia Neal, Committee Member Paul Keefer, Committee Member Brenda Profitt, Committee Member Heather Baumgartner, Committee Member Cristina Cuevas, Committee Member Richard Rockwell, Committee Member Karen Pettigrew

Committee Members absent: Committee Member Edith Velasco, Committee Member Alejandra Mendoza, Committee Member Ethan Salata (excused)

## 3. APPOINT BUDGET COMMITTEE CHAIR

URA Commission Chair Keefer asked for nominations for a budget committee chair for the budget meeting. Motion to nominate Commissioner Rockwell for budget committee chair.

Motion made by Committee Member Baumgartner, Seconded by Committee Member Cuevas.

Voting Yea: Committee Member Drago, Committee Member Fuss, Committee Member Mittelsdorf, Committee Member Lantis, Committee Member Neal, Committee Member Keefer, Committee Member Profitt, Committee Member Baumgartner, Committee Member Cuevas, Committee Member Rockwell, Committee Member Pettigrew

## 4. COMMITTEE TO ESTABLISH GROUND RULES FOR MEETING

Commission Chair Rockwell asked for consensus of the budget committee for the meeting to last no longer than 9:00 PM and to take a 5 minute break at 8:00 PM if needed. Individual speaking limit would be set at 3 minutes and the review process would be outlined in the agenda. There was consensus to do so.

## 5. BUDGET OFFICER - PRESENTATION OF BUDGET DOCUMENT

### A. 2024-25 Proposed Budget - City of Boardman

Committee Member Pettigrew asked to confirm if the figures in the budget include supplemental budget adjustments. Budget Officer Barajas stated they do reflect supplemental budget changes.

Budget Officer Barajas read the Budget Message from the Proposed 2024-2025 City of Boardman Budget.

Committee Member Pettigrew asked how many staff members the City is increasing. Budget Officer Barajas stated the City is increasing staff by 2 Public

Works employees and 1 in the Planning Department. City Manager Hammond stated the City is working to be proactive, rather than reactionary. Budget Officer Barajas stated there was recently an article published that stated the City of Boardman is the fastest growing city in Oregon.

Budget Officer Barajas reviewed the anticipated revenues and proposed expenditures in each of the city's 9 funds as presented in the packet.

The General Fund sees the most activity as it is the main fund of the city. There is a new sub department this year with moving the Planning Department. Property taxes are received into this fund, the City is anticipating about a 6% increase in property taxes, all figures come from the County Tax Assessors office. The City discounts 3% for bad debt and uncollectible taxes to stay ahead of any tax revenue shortfalls. State revenue sharing includes a cigarette tax, state road tax, and liquor tax apportionments. These are distributed on a per capita based on the whole state population. Franchise fees and permits are seeing a big jump. Umatilla Electric raised their rates, and since the franchise fee is a percentage, the amount the City receives will increase. The City received a \$1.5 million grant for the Congressional Community Project, this will be headed by the Boardman Community Development Association (BCDA) as the sub-recipient of this grant. The funds will pass through the City's books from the U.S. Grants Management Office to the BCDA. This grant is for the incubator building. CREZ II funds 62% of the School Resource Officer (SRO), the remainder of the funding around \$55,000 comes from the Morrow County School District.

Budget Committee Mittelsdorf asked if the committee is provided a budget to actual report for the different funds as she is curious where the franchise fees and Grants & Loans accounts currently stand. Grants & Loans is budgeted for the same amount last year and this year. Budget Officer Barajas stated she does not provide actual amounts to the committee, but they are provided to the City Council every month. CREZ funds are budgeted what has been received in the past and is not anticipated.

Other Revenue - Gilliam County has approached the City about providing Planning services, as well as Building services. This is still in the works as there have been some politics changes recently that have postponed the talks. If the plan moves forward, Gilliam County will pay for 2/3 of the Principal Planner.

General Government Expenditures - salary has gone down significantly due to moving the Planning Department into their own, removing the Assistant City Manager position, and hiring HR/Payroll Specialist. The City is focusing on staff training, and a lot of the trainings are in person, this will show across multiple departments.

Dues and Fees - over budgeted last year as changing IT meant going cloud based, this line item was reduced this year.

Community Development - is moved from non-department into general, this is where Council Goals, Christmas decorating, community upgrades, economic development, and tourist expenses are and is where we pay the Chamber of Commerce for their tourist services.

Equipment Purchases - there are some older computer and safety equipment that needs to be replaced. Also adding office equipment such as file cabinets and a fire proof safe.

Capital Purchases - the City has identified the need for a new phone system. Panasonic is the current phone system and they have pulled out and are no

longer offering support. Also budgeting a car for City Hall for staff use for trainings, and daily bank and post office runs.

Public Safety - repairs and maintenance is increasing as flooring is getting replaced. Miscellaneous includes the BEND Officer income. Capital Purchases - replacing 2 vehicles. If CREZ funds are received, the Police Department anticipates purchasing an additional fully equipped patrol vehicle, a Driver's Ed simulator, and upgrade their fingerprinting capabilities to electronic fingerprint capturing.

Budget Chair Keefer asked if the funding does not come in from CREZ, is this is where the SRO conversation comes up, and how much the City would have to pay for the SRO if CREZ does not come through. Budget Officer Barajas said yes, the funds have to come from somewhere. She also stated the MCSD pays \$55,000 and the remainder balance either from CREZ or the City is \$85,000. Budget Chair Keefer stated it may be a good idea to let the superintendent know that if the funds aren't received from CREZ, the City has the opportunity to say they are not funding an SRO for the 2024-2025 fiscal year.

Committee Member Mittelsdorf asked with the increase in population and the increase in new apartments, is the current public safety staff enough. Budget Officer Barajas stated they added an additional police officer last fiscal year, and it is a continual conversation that is had throughout the year as a possibility. Budget Chair Keefer stated he would like to get other entities to speak up to CREZ about receiving the funds needed for the SRO. Discussion was had about asking the other entity involved to speak up, and also about asking the other entity to pick up more of the cost of the SRO position. City Manager Hammond stated the City is working to be proactive rather than reactive, especially when comes to public safety. To hire a police officer and have them able to be solo, it takes at least a year with all training. Committee Member Cuevas would like to hear from others to advocate for this position, however there could be a police officer that answers calls to the school, but is not stationed there.

Police Chief Stokoe stated the police department added an additional officer based on the call volume and services they provide. Currently, the Police Department offers service 24 hours a day, 7 days a week. Due to the call volume, the weekend shifts may need to be double and triple staffed, 5 DUI incidents in a weekend is a lot. If the Police Department can keep the staffing with competitive pay, Chief Stokoe stated they can maintain coverage. The SRO position is instrumental in developing relationships with students, and being proactive with the students. When he came to Boardman 13 years ago, students would not look at a police officer, now all police are getting high fives everywhere they go because the police take time to build relationships with the students. The wrap around services funded by the CREZ funds, such as mental health counseling and SRO, and would like to hear more voices working to get the funds in public safety hands. Committee Member Rockwell asked if there was a future projection on what may be needed. Chief Stokoe stated there used to be a formula used showing how many officers per 1,000 citizens, however each community is different and unique. He also said that in the next year, there may be need for another detective just because the call volume based on the calls for service. Committee Member Mittelsdorf stated the Tidewater Community is set to add another 1,000 residents to the population. Chief Stokoe stated the last time the population increased by 1,000, they added another officer.

Code Compliance - a new code compliance officer has been hired as the former will be graduating and moving into the building inspector role.

Planning - this is a new fund this year, it was extracted from the general fund. This department is getting really busy, and with Gilliam County potentially coming on, this makes it easier to report to them.

Facilities - Capital purchases of \$88,000, the HVAC systems are getting replaced as needed.

Non-Departmental - all transfers and contingencies come out of this account. The \$1.5 million grant was received into this account for the BCDA Incubator building.

### **Break 7:59-8:06**

Water Fund - no water rate increase for this year. The 2 Public Works employees being added this year will be paid partially from the water fund, sewer fund, and street fund, as they work across all 3 departments. The actual costs are determined from their time sheets. The City received a grant for \$20,000 for a water feasibility study, the cost is about \$50,000 for that study, this is listed under professional fees. Utilities is increased due to the electricity needed for the start up of the water booster pump station and filling up the 1 million gallon tank reservoir, and the pumps will be running for a long time.

Sewer Fund - there will be a 1 time event this year where the City will receive revenue for a high yield dump into the lagoons. The revenue from this will be used toward the sewer reserve for the capital infrastructure project, headworks and septage receiving station at the lagoon. The EPA recently did an audit, so the City will be working with different consultants to get the City into compliance, these costs are included in the professional fees.

Garbage Fund - the garbage rates will increase for the 2024-2025 fiscal year. In the 2023-24 year, the resources under Fees & Services included recycling. These fees are not finalized by the state, and have been removed. The new rates have been calculated and accounted for in the proposed budget. Other Revenue for the 2023-24 fiscal year was a grant for recycling that is also not going to be received this fiscal year, so it has been removed. Insurance has been added to the garbage fund, due to improper dumping of garbage it is becoming a liability and the City is starting to see claims. The contingency is there to pay Sanitary Disposal for the large construction bins. Sanitary Disposal has increased rates everywhere, so the free dump the citizens receive is now costing about double. For April, the invoice was around \$7,000 for the North Morrow Transfer Station, May has not been billed yet, previously it was around \$3,500.

Street Fund - this fund is for regular repairs and maintenance. Every few years, the Street Fund needs additional funds to cover expenses, the only revenue is State Road Tax. The transfer from the General Fund is to help offset the expenses.

Building Fund - biggest changes and carries the most money. The Data Centers have changed their process for building permits. The 2 most recent centers pulled permits for all 12 phases for 2 sites at once. The City is anticipating 3 more centers pulling all permits. Due to the modified way they are pulling permits, the revenue and expenditures will increase significantly as the City pays the County 50% of each permit fee, this is reflected in the contractual fees. Equipment purchases, capital purchases, and construction cost are all final costs for the expansion project. Committee Member

Pettigrew asked what the \$455,045 in Grants & Loans was for. Budget Officer Barajas stated that is a correction to be made, it should be moved to Other Revenue, it is interest earned. The Building Department has requested different analysis be completed such as Economic Needs Analysis, and Housing Needs Analysis, the cost of these are reflected in the Professional Fees.

Reserve Funds - there are 4 reserve funds, General, Water, Sewer, and Street. The General Fund covers items not specific to Water, Sewer, or Street categories. General Reserve will pay for the \$2 million loan to the Central Urban Renewal District to help with development of a greenspace along S. Main Street and for assistance with the SE Front Street project. The remaining funds in the General Reserve will be reserved for future capital projects as they are identified and scheduled.

Water Reserve - water Feasibility Study, new public works shop, and water line replaced on NW Columbia Avenue.

Sewer Reserve - will be the second most financially active of the reserve funds this fiscal year. 4 main projects are scheduled and include a headworks screen and septage receiving station, biosolid removal from Lagoon 1, a new sodium Hypochlorite System, replacing an outdated sewer line line along NW Columbia Avenue, and a third of the cost of the new public works shop.

Street Reserve - pay for the road portion of the NW Columbia Avenue, share a third of the cost of the new public works shop, sidewalks to be infilled and new sidewalks put in as well as upcoming S. Main Street improvements and SE Front Street connecting to 1st Street improvements. Also including \$500,000 on chip sealing various streets. 2024-2025 will also include improvements to the intersection NW Boardman Avenue and N. Main Street.

## **6. PUBLIC COMMENT**

This time is set-aside for persons wishing to address the Committee on matters of the proposed budget. Speakers will be limited to three minutes, unless extended by the Budget Committee Chair. This will also be the time for readings of testimonies submitted in writing. If no one wishes to comment, or no testimony is submitted, the next agenda item will be considered.

There was none.

## **7. MOTION TO APPROVE BUDGET OT PROCESS CONTINUATION**

Motion that the City of Boardman Budget Committee approve the proposed City of Boardman Budget for the 2024-2025 fiscal year as presented, in the amount of \$87,547,100 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 \$1,008,600 for the general obligation bond levy.

Motion made by Committee Member Pettigrew, Seconded by Committee Member Baumgartner.

Voting Yea: Committee Member Drago, Committee Member Fuss, Committee Member Mittelsdorf, Committee Member Lantis, Committee Member Neal, Committee Member Keefer, Committee Member Profitt, Committee Member Baumgartner, Committee Member Cuevas, Committee Member Rockwell, Committee Member Pettigrew

A. Next Budget Committee Meeting Date:

No further dates were scheduled.

**8. ADJOURNMENT**

The meeting was adjourned at 8:36 PM.

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Paul Keefer – Mayor

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Amanda Mickles – City Clerk