

Budget Committee Meeting Minutes

FRIDAY, June 4, 2021

CONDUCTED VIA ZOOM AT:

<https://zoom.us/j/96953507417?pwd=V2Q2T3JVZ0ppem45ZERac0dWdnA4UT09>

Meeting ID: 969 5350 7417

Passcode: 144414

+1 669 900 6833 US (San Jose)

CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

AGENDA ITEM 1 **CALL TO ORDER/ROLL CALL:**

CONVENED:

The meeting was called to order by Mayor Casey Wheeler at 6:30 p.m.

MEMBERS PRESENT:

Lyle Bluhm
Katrina Claridge
Barbara Gordon
Rebecca Pickering
Gordon Thistle
Casey Wheeler
Gina Wilson
Sue Ziglinski

MEMBERS ABSENT:

Charles Ramsdell
Jeff Reinan

ALSO PRESENT:

Michael McGlothlin, City Administrator/Recorder

A quorum was present and due notice had been published. No citizens participated in the public hearing(s) or meeting via the publicized Zoom meeting access information.

AGENDA ITEM 2 **ELECTION OF OFFICERS:**

Mayor Wheeler opened the nominations for the position of Chair.

MOVED (ZIGLINSKI) AND SECONDED (GORDON) TO NOMINATE GORDON THISTLE AS CHAIR.

There being no further nominations for the position of Chair, Mayor Wheeler closed the nominations and called for a vote. ALL VOTED IN FAVOR OF GORDON THISTLE SERVING AS CHAIR. Chair Thistle was then declared duly elected.

Chair Thistle was then assisted by Past-Chair Barbara Gordon in the completion of the election of officer's process. The nominations for the position of Vice-Chair was then opened.

MOVED (WHEELER) AND SECONDED (THISTLE) TO NOMINATE BARABARA GORDON AS VICE-CHAIR.

There being no further nominations for the position of Vice-Chair, Chair Thistle closed the nominations and called for a vote. ALL VOTED IN FAVOR OF BARABARA GORDON SERVING AS VICE-CHAIR. Chair Thistle declared her duly elected.

Vice-Chair Gordon then opened the nominations for the position of Secretary.

MOVED (WHEELER) AND SECONDED (THISTLE) TO NOMINATE SUE ZIGLINSKI AS SECRETARY.

There being no further nominations for the position of Secretary, Vice-Chair Gordon closed the nominations and called for a vote. ALL VOTED IN FAVOR OF SUE ZIGLINSKI SERVING AS SECRETARY. Chair Thistle declared her duly elected.

AGENDA ITEM 3

BUDGET MESSAGE 2021-22:

Committee Members indicated they had read the budget message, as well as reviewed the 2021-22 budget document, prior to the meeting. The City Administrator gave a brief overview of the budget message, after first thanking City Staff; the Parks, Streets, Water & Sewer, Audit and Budget Committees, as well as City Council for their work and support in preparing the proposed budget for review.

The City Administrator said that, as required, the proposed budget is balanced and provides for the basic needs of the City. The City Administrator then said that the City is expecting an infusion of revenue, in the July-August 2021 time frame and then again in the same time frame in 2022, of a combined total of approximately \$410,000.00. The equally divided tranches of revenue is from the federal governments American Rescue Plan Act (ARPA) of 2021 disbursement of funds to states, counties and cities/towns and is based on the most recent population estimates for the City. These funds are to be expended by December 31, 2024 and a prioritized projects list for the City is in the process of being developed. Limited information was available at the time of this meeting and the City is waiting on further guidance from the United States Department of the Treasury regarding the full provisions of this bill. To date, the City is aware that the funds are not allowed to be utilized for pension or tax payments and that there will be reporting requirements associated with the use of these revenue funds.

In keeping with the City's Water and Sewer rate study, and to meet operational requirements and debt obligations, a 1% increase to water rates and a 3% increase to sewer rates is projected within the proposed budget. This item is scheduled for public hearing and Council review/approval at the June 17, 2021 City Council meeting. Public notice regarding these potential rate increases, and the availability of the public hearing, has been made.

The City Administrator said that personnel service levels are projected to remain similar as the current year, including the filling of the vacant full-time police officer position. A 2% COLA adjustment for city employees is also projected within the budget due to budgetary recovery and the forgoing of COLA adjustments last

year due to the estimated impact of the COVID-19 pandemic on the City's revenues for the previous fiscal year.

In conclusion, the City Administrator informed the Budget Committee that fund balances are in line to support beyond three (3) months of operating expenses, which is in line with the arrival of tax revenues to sustain City operations. Revenues within the budget are projected at \$4,227,215.00 and expenditures are estimated at \$4,148,088.00.

The City Administrator extended additional thanks to the members of the Budget Committee and City Council who had provided comments, edits and clarification questions in their review of the 2021-22 proposed budget. He said that these items will be double-checked and corrected as needed prior to completion of the adopted budget document.

AGENDA ITEM 4 PUBLIC HEARING: To receive comments from the public on the proposed budget for fiscal year 2021-22.

Public Hearing opened.

No comments were heard from the public.

Public Hearing closed.

AGENDA ITEM 5 PUBLIC HEARING: To receive comments from the public on the proposed use of revenue sharing funds for fiscal year 2021-22.

Public Hearing opened.

No comments were heard from the public.

Public Hearing closed.

AGENDA ITEM 6 REVIEW OF PROPOSED BUDGET FOR FISCAL YEAR 2021-22:

Members noted typographical, Excel table, and formatting errors for correction to the City Administrator. The City Administrator advised that these corrections would be made and posted to the adopted 2021-22 budget document.

AGENDA ITEM 7 APPROVAL OF BUDGET OR ANNOUNCEMENT OF NEXT MEETING DATE, TIME AND LOCATION:

MOVED (PICKERING), SECONDED (ZIGLINSKI) AND CARRIED UNANIMOUSLY TO APPROVE THE 2021-22 PROPOSED BUDGET.

AGENDA ITEM 8 AUTHORIZE PERMANENT TAX RATE LEVY EQUAL TO \$1.1346 PER \$1,000 ASSESSED VALUE AND LOCAL OPTION LEVY EQUAL TO \$0.67 PER \$1,000 ASSESSED VALUE AS PROVIDED FOR IN THE PROPOSED 2021-22 BUDGET:

MOVED (THISTLE), SECONDED (BLUHM) AND CARRIED UNANIMOUSLY TO LEVY A PERMANENT TAX RATE OF \$1.1346 PER THOUSAND, AND TO LEVY A LOCAL OPTION TAX RATE OF \$0.67 AS PROVIDED IN THE 2020-21 PROPOSED BUDGET.

AGENDA ITEM 9 ADJOURNMENT:

There being no further business to come before the Committee, the meeting adjourned at 7:18 p.m.

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APPROVED:

Gordon Thistle
Budget Committee Chair

Sue Ziglinski
Budget Committee Secretary

ATTEST:

Michael S. McGlothlin
City Administrator/Recorder
Budget Officer