

Garibaldi Urban Renewal Agency (GURA) and City of Garibaldi Budget Committee Agendas

Monday, April 25, 2022 - 9:30 a.m.

Community Hall, Garibaldi City Hall, 107 6th Street, Garibaldi, OR 97118 and via Zoom

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GURA Budget Committee Agenda

Monday, April 25, 2022 - 9:30 A.M. [City Council meeting to follow]

- I. CALL TO ORDER
- II. MINUTES
 - A. Approval of Minutes: June 28, 2021, Special GURA Meeting
- III. ELECTION OF CHAIR
- IV. PUBLIC COMMENT ON THE PROPOSED BUDGET
- V. RECEIPT OF BUDGET MESSAGE AND PROPOSED BUDGET
- VI. BUDGET COMMITTEE WORK SCHEDULE
- VII. ADJOURNMENT

Please note that agenda items may not be considered in the exact order listed, and all times shown are tentative and approximate. Documents for the record may be submitted to the city manager prior to the meeting by [email](#), fax, mail, or in person. For questions about the agenda, please contact city hall at (503) 368-5767. Publications may be available in an alternative format for persons with disabilities, to create access, by contacting the city manager. All city meetings are accessible to persons with disabilities. For questions about the agenda, or if you need special accommodations pursuant to the Americans with Disabilities Act (ADA), please contact city hall, at the number listed above.

GARIBALDI URBAN RENEWAL AGENCY BUDGET COMMITTEE MEETING MINUTES
Monday, June 28, 2021, 6:30 p.m.

MEETING ATTENDEES:

Val Folkema, Chair
Tim Hall, Mayor
Whitey Forsman, Council Vice President
Katie Findling, Council Member
Judy Riggs, Council Member
Laurie Wandell, Council Member
Juliet Hyams, City Manager
Lori Longfellow, Assistant City Manager / Finance Officer

Members of the public: Carl Kopacek

I. CALL TO ORDER

Mayor Tim Hall called the meeting to order at 6:00 p.m.

II. ELECTION OF CHAIR

Val Folkema was reappointed as chair.

III. ELECTION OF SECRETARY

N/A

IV. MINUTES

Approval of June 28, 2021 GURA Budget Committee minutes

MOTION made by Cn. Wandell to approve the minutes. Seconded by Cn. Riggs. All for the vote, 6-0. MOTION PASSED.

V. PUBLIC COMMENT ON THE PROPOSED BUDGET

None.

VI. REVIEW OF THE BUDGET MESSAGE AND PROPOSED BUDGET

The city manager explained that there was little activity in the funds in the past year. If any projects are proposed in the next fiscal year, a supplementary budget can address them.

Folkema moved to approve the general fund by category as presented. Second Forsman. All for the vote, 6-0. MOTION PASSED.

Hearing no comments made by the public, the mayor closed the hearing at 6:13 p.m.

VII. ADJOURNMENT: 6:13 P.M.

Hon. Tim Hall, Mayor

ATTEST: _____ Juliet Hyams, City Manager/ Budget Officer

City of Garibaldi Budget Committee Agenda

Monday, April 25, 2022 - 10:00 A.M., or following the GURA Budget Committee meeting

- I. CALL TO ORDER
- II. MINUTES
 - A. Approval of Minutes: June 28, 2021, Special Council Meeting
- III. ELECTION OF CHAIR
- IV. PUBLIC COMMENT ON THE PROPOSED BUDGET
- V. RECEIPT OF BUDGET MESSAGE AND PROPOSED FY 2022-2023 BUDGET
- VI. PUBLIC HEARING: STATE SHARED REVENUES
- VII. BUDGET COMMITTEE WORK SCHEDULE
- VIII. ADJOURNMENT

Please note that agenda items may not be considered in the exact order listed, and all times shown are tentative and approximate. Documents for the record may be submitted to the city manager prior to the meeting by [email](#), fax, mail, or in person. For questions about the agenda, please contact city hall at (503) 368-5767. Publications may be available in an alternative format for persons with disabilities, to create access, by contacting the city manager. All city meetings are accessible to persons with disabilities. For questions about the agenda, or if you need special accommodations pursuant to the Americans with Disabilities Act (ADA), please contact city hall, at the number listed above.

CITY OF GARIBALDI BUDGET COMMITTEE MEETING MINUTES

Monday, June 28, 2021, 6:00 p.m.

MEETING ATTENDEES:

Michele Aeder, Budget Committee Member
Jim Zerfing, Budget Committee Member
Linda Bade, Budget Committee Member
Tim Hall, Mayor
Whitey Forsman, Council Vice President
Katie Findling, Council Member
Judy Riggs, Council Member
Laurie Wandell, Council Member
Juliet Hyams, City Manager
Lori Longfellow, Assistant City Manager / Finance Officer

Members of the public: Carl Kopacek

I. CALL TO ORDER

Mayor Tim Hall called the meeting to order at 6:00 p.m.

II. ELECTION OF CHAIR

No chair was elected, due to a shortage of committee members.

III. ELECTION OF SECRETARY

IV. PUBLIC HEARING ON STATE REVENUE SHARING

Mayor Hall asked if anyone present wished to comment on the proposed use of State Revenues. He had requested budget-to-actual financial statements. He submitted five unfunded public works projects to Representative Suzanne Weber. No testimony was given.

V. MINUTES

Approval of June 29, 2020 Garibaldi Budget Committee Hearing Meeting Minutes
MOTION made by Cn. Wandell to approve the minutes. Seconded by Cn. Riggs. All for the vote, 6-0. MOTION PASSED.

VI. PUBLIC COMMENT ON THE PROPOSED BUDGET

None.

VII. REVIEW OF THE BUDGET MESSAGE AND PROPOSED BUDGET

The mayor summarized the budget message.

Okay, the budgets we're going to review today is for the fiscal year beginning July 1 2021. And ending June 30, 2022. Staff has met with the budget committee today, June 28, 2021 and tomorrow to review the proposed budget. The budget hearing will take place tomorrow, June 29 at six o'clock. If anyone has comments, they can actually send them by email or by phone

or in person to the city manager.

There are four sections and they're the same sections: the City of Garibaldi and the Urban Renewal message, the agenda and notes from meeting process and the city and GURA budgets. This budget is balanced. We normally spend less than we budget. We can't always afford what we want.

Our budgets are adopted by category. We adopt expenditures appropriations, not revenue or resources, resources may be restricted. If something has been removed, it will be on the page with slashes. Each budget line is numbered on the far left side of the document. We will refer to line numbers during this meeting for navigation.

As of early June 2021, most expenditures and estimated revenue within projections. However, Public Works expenditures will increase to meet ongoing deferred maintenance. Also in the general and transient room tax funds, personnel services and interfund transfers increased last year, and most significant operational changes were in were staff changes. The city has lost its full-time system operator and added three utility worker IIs. Furthermore, the city operated without a city manager from October 2020 until June 2021.

With the overall spending resembling a normal operating year, all utility worker II appropriate some of their response their compensation from the general fund whereas the system operator did not. To accommodate this expenditure, we've reassigned duties from the utility operating fund between the three employees.

Administrative staff decreased in October 2020 when the city manager resigned. Every fund that contributed to that salary saved around 42% of last year. The water general street wastewater and TRT funds will net all now resumed funding the city manager salary, which is slightly less than budgeted for fiscal year 2020-2021. Because the hall is now fully staffed, Utility Billing Clerk Sue Buchholz will return to her previous work load of 60%, reducing her salary modestly.

In fiscal year 2021, Fire and Rescue expenses came in under budget except for equipment repairs, insurance, fuel printing, advertising and notice. However, they requested raises and large expenditures for 2021-2022. An intergovernmental agreement to provide training to the City of Bay City's fire department will bring in almost \$20,000 in new revenue. Furthermore, ordinance 332 implements cost recovery fees planning department. The city continues sustained land use activities during the last fiscal year, generating revenue slightly above anticipated receipts for the year. Planning expenditures for staff structure came under budget, especially because much of the appropriation for a city manager was not used.

The police department the city has remained well within the anticipated expenditures for the current year. The only expenditure exceeding the budgets were for fuel oil and insurance, a trend across city departments.

Public Works increased its personnel services particularly in the street fund due to three new utility worker IIs. The previous system operator was paid only out of the water and wastewater funds. The street fund expense came in under budget except for the same high

fuel and oil costs affecting other departments. This year, we again eliminated the transfer from the TRT fund to help rebuild its cash on hand. However, like other departments, it saved half of the amount budgeted for the city manager. Both the water and wastewater funds are operating within a healthy margin, but a greater cost will affect wastewater due to public work salaries. Both are holding comfortable contingencies, but have budgeted less materials and services to offset increased compensation and continued capital outlays for our aging wastewater plant. The city must revise utility rate structures to continue service at current levels. Rates have remained constant for over a decade.

Tourism and event promotion were reduced last year since the Garibaldi Days event was cancelled due to COVID 19 pandemic precautions. Therefore, the transient room tax fund no longer provides large transfers for street and public safety equipment reserves. However, despite the cancellation, TRT revenue exceeded our slightly reduced projections. We expect revenue to continue increasing in fiscal year 2021-22, due to the return of Garibaldi Days.

Thanks to the budget committee, the council and the GURA board for their continued involvement. We look forward to seeing you at the meeting. Respectfully, Juliet Hyams, city manager and budget officer; Lori Longfellow, assistant city manager and finance officer.

Funds Review

General Fund

Cn. Findling asked for an explanation of the asterisks used.

Are wages allocated across departments? A wage summary would be helpful to show how they're pulled from multiple funds per position.

Legal fees should be lower than \$36000, since the recall and LUBA are resolved.

Is there funding for a new fire department vehicle? There's over \$300000 in the public safety equipment fund for a new fire chief's vehicle.

COLA increase: Non-union and union both get 4%. Mayor Hall commented that the city attorney said it should be based on performance.

Findling: She said to separate union and non union.

Typically cities pass a resolution. To be confirmed with Christy Monson.

The property taxes are estimated based on the preceding 11 months. They're pretty stable.

Fire & Rescue

No discussion.

Planning

The personal costs include PERS, employees insurance, federal, the state and Social Security. It's for all salaried staff. The contract planner was Walt Wendolowski, contracted for the

LUBA appeal.

Police

The sheriff's deputy needs a new vehicle, but comes from the public safety equipment fund.

Property

Questions about the loan. Longfellow to follow up by email.

The bottom line is affected by a fire truck grant we applied for.
Franchise fees fluctuate; it's hard to predict. They are governed by contracts.

MOTION: Forsman moved to approve the general fund budget as presented. Second Riggs.
All for the vote 7-0.

Street Fund

We paid less for the audit because we were behind.

MOTION: Riggs moved to approve the street fund budget as presented. Second Wandell.
All for the vote 7-0.

Sewer Discount Fund

Despite advertising, only a few people use it. Let's do more outreach. Make sure it's on the website.

MOTION: Riggs moved to approve the sewer discount fund budget as presented. Second Bade. All for the vote 7-0.

Wastewater Fund

\$300000 was requested to install the dedicated line from the well to the tank.
Rates have not increased in some time.
We keep \$157000 in reserve for the USDA loan.

MOTION: Wandell moved to approve the wastewater fund budget as presented. Second Bade. All for the vote 7-0.

Water Fund

The contract money is for Watseco-Barview.
Postage and shipping have been paid through the general fund, so it was increased in the water fund.
A used truck was bought for Blake Paulsen and the chief will share the command vehicle.
The drone vehicle is going to be drone response as well as duty officer response. The chief still needs a vehicle.

Anticipates \$300000 from Suzanne Weber and ARPA money and other grants. ARPA totals \$180000, but just half in this year's budget. Blake was supposed to provide shovel-ready projects.

Finding: We've never seen that list. The mayor will send Blake's email to council.

MOTION: Wandell moved to approve the water fund budget as proposed. Second Hall. All for the vote 7-0.

System Development Fund

Why is there an allocation for parks? Line 590 should be \$66986. We don't have a park, but it was intended for something by Lumberman's Park. Could it go to main streets? It depends on the Port's master plan. Loans for Tillamook Bay to go water, wastewater, streets and so forth SDCs are broken up into the specific line items. Request for what Tillamook Bay and JLT are paying and how, for tomorrow's hearing. Lori will provide a spreadsheet from Blake.

MOTION: Riggs moved to approve the system development fund budget as amended. Second Bade. All for the vote 7-0.

Transient Room Tax Fund

Is line 586 for Garibaldi Days? Yes. It's divided into community and tourism, which had their own beginning fund balance. We received more than anticipated.

Mayor Hall: How can we shift this to other needs? It should have been 70/30 with 30% for infrastructure.

Marugg: Usually some TRT goes to PSE, because of tourism's effect on Fire.

Lori: A transfer wasn't approved last year.

Marugg: We projected an increased impact from tourism. Can it be restored? We need to build the fund for apparatus replacement.

Mayor Hall proposed \$40000 for line 624 and 76 for police.

Forsman: Is our sheriff's contract adequate in the summer?

Riggs: It's hard to get a part-time sheriff. Let's exploring sharing with another city, especially in the summer.

50% of the admin II comes from this fund.

Change line 629 to \$68079.

Marugg: The PSE budget doesn't keep up with the amortization of equipment.

MOTION: Forsman moved to accept the TRT fund budget as amended for police and fire departments. Second Findling. All for the vote 7-0.

Wastewater Fund

Line 635 changed a lot. Should be \$1500. \$20000 is restricted to sewer bond payments.

MOTION: Riggs moved to approve the wastewater fund budget as amended. Second Bade. All for the vote 7-0.

Payroll Liability Fund

It's all over the board. Because of the new accounting system? It used to be tracked on spreadsheets.

MOTION: Riggs moved to approve the payroll liability fund budget as presented. Second Wandell. All for the vote 7-0.

Public Safety Equipment Reserve Fund

Line 662 add back \$7200 for police and for line 663, add \$40000 for fire. How much police equipment can be transferred to a new vehicle? The reserve for fire is for equipment.

MOTION: Findling moved to approve the Public Safety Equipment Reserve Fund with amendments to lines 662 and 663. Second Wandell. All for the vote 7-0.

Public Works Equipment Reserve Fund

Their vehicles are being maintained, but their tractor and street sweeper are an issue. Could meters be checked using a single vehicle and two people? Three people read to complete it in one day and divide it into three routes. They need electronic meters.

MOTION: Forsman moved to approve the Public Works Equipment Reserve fund budget as proposed. Second Wandell. All for the vote 7-0.

Garibaldi Urban Renewal Fund

Chair Val Folkema sent a text to share with the council and staff that urban renewal is tax increment financing. The theory is that investing on future revenues in infrastructure of city assets will increase values, in turn increasing the value of business and commercial property tax revenues.

Longfellow: We need a motion to approve the tax rates as assessed.

MOTION: Wandell moved to approve the taxes for the 2021-2022 fiscal year at the rate of \$2.84 cents per 1000 assessed value for operating purposes in the general fund and a rate of \$1.35 per 1000 assessed value as levied by the voters for the purpose of funding personnel costs in the fire department and in the amount of \$43,300 for the payment of general obligation bonds principal and interest in the wastewater debt fund. Second Forsman. All for the vote 7-0.

Kopacek: How do transfers work outside of what's budgeted? For contingencies, you'd need a resolution of supplemental budget.

Hearing no comments made by the public, the Chair closed Hearing at 8:08 p.m.

VIII. ADJOURMENT: 8:08 P.M.

Hon. Tim Hall, Mayor

ATTEST: Juliet Hyams, City Manager/ Budget Officer

Public Hearing

City of Garibaldi Budget Committee April 25, 2022

State Revenue Sharing

"At this time, pursuant to ORS 221.770, I will open the public hearing in order to give the citizens of City of Garibaldi the opportunity to comment on the use of State Revenue Sharing funds in the City of Garibaldi's Budget for Fiscal Year 2022-2023."

"Staff, please present your report."

"Is there any member of the public wishing to comment on the proposed use of State Revenue Sharing for Fiscal Year 2022-2023?"

"If there is no further discussion, I will close the public hearing at this time."

CITY OF GARIBALDI BUDGET COMMITTEE

STAFF REPORT

PUBLIC HEARING STATE SHARED REVENUES

Agenda Date: April 25, 2022

Prepared by: Juliet Hyams, City Manager

BACKGROUND

State Law requires that all cities participating in the State Shared Revenue Program conduct a public hearing before the budget committee in order to take public comment on the possible uses of the funds.

A public notice of the scheduled hearing was posted in The Headlight Herald on March 29, 2022.

The proposed budget includes estimated revenue from state shared revenues in the amount of \$89,500. The attached spreadsheet shows the breakdown by fund.

RECOMMENDATION

The Budget Committee shall conduct a public hearing, pursuant to the attached public hearing script.

Attachment

- A. State Shared Revenue estimates for FY 2022-2023
- B. Public Hearing Script

PUBLIC HEARING

CITY OF GARIBALDI BUDGET COMMITTEE APRIL 25, 2022

STATE REVENUE SHARING

"At this time, pursuant to ORS 221.770, I will open the public hearing in order to give the citizens of Garibaldi the opportunity to comment on the use of State Revenue Sharing funds in the City of Garibaldi's Budget for fiscal year 2022-2023."

"Staff, please present your report."

"Is there any member of the public wishing to comment on the proposed use of State Revenue Sharing for fiscal year 2022-2023?"

"If there is no further discussion, I will close the public hearing at this time."

CITY OF GARIBALDI
STATE SHARED REVENUE ESTIMATES
TOTAL ESTIMATED

	REVENUE	FUND
HIGHWAY FUND (GAS TAXES)	\$ 60,000	Street Fund 200
LIQUOR TAX	\$ 15,000	General Fund 100
CIGARETTE TAX	\$ 1,000	General Fund 100
MARIJUANA TAX	\$ 1,500	General Fund 100
STATE REVENUE SHARING	\$ 12,000	General Fund 100
TOTAL GENERAL FUND	\$ 29,500	
TOTAL STREET FUND	\$ 60,000	

GRAND TOTAL \$ 89,500

Highway fund revenues: Restricted to road-related purposes: Budget includes street lighting, maintenance, and street paving.

Liquor tax revenues: General Government purposes without program restrictions

Cigarette tax revenues: General Government purposes without program restrictions

Marijuana tax revenues: General Government purposes without program restrictions

Non-Per Capita Based State Shared Revenue for Cities: State marijuana taxes and liquor

PUBLIC HEARING

CITY OF GARIBALDI BUDGET COMMITTEE APRIL 25, 2022

CITY OF GARIBALDI APPROVED BUDGET FOR FY 2022-2023

"At this time, pursuant to ORS 294.453, I will open the public hearing in order to give the citizens of Garibaldi the opportunity to comment on the budget approved by the City of Garibaldi Budget Committee for Fiscal Year 2022- 2023."

"Staff, please present your report."

"Is there any member of the public wishing to comment on the Approved Budget for Fiscal Year 2022-2023?"

"If there is no further discussion, I will close the public hearing at this time."

CITY OF GARIBALDI BUDGET COMMITTEE

STAFF REPORT

**APPROVAL OF CITY OF GARIBALDI BUDGET FOR
FY 2022-2023 ENDING JUNE 30, 2023**

Agenda Date: April 25, 2022

Prepared by: Juliet Hyams, City Manager

For the Budget Committee's consideration, please find "Budget Committee Action-Final Approval of the City of Garibaldi FY 2022-2023 Proposed Budget Document, by the Garibaldi Budget Committee", attached.

As approved, this document will formally finalize the completion of the FY 2022-2023 Budget Committee phase of approving the City of Garibaldi budget for fiscal year 2022-2023 and, as required by Oregon Budget Law, will establish and approve the amounts and rates of property taxes to be imposed by the City in Fiscal Year 2022-2023.

RECOMMENDATION

The committee chair shall read the attached Budget Committee Action and then the Budget Committee shall make a motion to approve the Budget Committee Action.

Recommended motion:

"I move to approve the Budget Committee Action which gives final approval of the City of Garibaldi FY 2022-2023 Proposed Budget Document, including any amendments, by the Garibaldi Budget Committee."

Attachments:

Budget Committee Action

Budget Committee Action

Final Approval of the City of Garibaldi FY 2022-2023 Proposed Budget Document, including any amendments, by the Garibaldi Budget Committee

Approval of the FY 2022-2023 Proposed Budget Document, including amendments, by the Garibaldi Budget Committee and submitting the approved Budget to the City Council and recommending adoption.

WHEREAS, pursuant to Oregon budget law, and after careful consideration, Garibaldi's Budget Committee has comprised and approved a balanced Budget for the City of Garibaldi for FY 2022-2023;

WHEREAS, the proposed FY 2022-2023 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 2022-2023, making modifications and changes where appropriate.

THEREFORE, THE CITY OF GARIBALDI BUDGET COMMITTEE, has approved and authorized the City to levy the permanent rate of \$2.8648 per thousand of assessed value for the General Fund, and to levy \$43,300 for bonded debt.

After completing all obligations required under Oregon Budget Law, the City of Garibaldi Budget Committee hereby approves the FY 2022-2023 Proposed Budget, as amended, comprised of revenues and expenditures for all City funds and departments and submits the Approved FY 2022-2023 Budget to the City Council for further consideration and recommended adoption.

APPROVED BY THE BUDGET COMMITTEE ON THIS 25th DAY OF APRIL 2022

Budget Committee Chair