



**City of Irrigon  
Budget Committee Meeting  
May 6, 2021  
6:00 p.m.**

**1. Call to Order**

Mayor Margaret Anderson called the meeting to order at 6:11 p.m.

**2. Appointment of Chairperson**

Margaret Anderson nominated Luke Maynard as chairperson. Roberta Hewitt seconded the nomination.

Luke Maynard nominated Roberta Hewitt as chairperson. Melvin Lambert seconded the nomination.

Luke Maynard was appointed as chairperson by a majority vote.

Luke Maynard objected to being chairperson via the Zoom Platform. Then Margaret Anderson volunteered and was appointed by unanimous vote.

**3. Roll Call**

Members Present: Mayor Margaret Anderson, Councilor Daren Strong, Councilor Marlina Avila, Councilor Melvin Lambert, Roberta Hewitt and Luke Maynard

Members Absent: Mayor Pro-tem Michelle Patton, Councilor Ken Matlack, Councilor Alan Carnahan, Terianna Tobin and Debi Stratton.

A quorum was present.

Staff Present: Finance Officer Amanda Ferguson and City Manager Aaron Palmquist

**4. Approval of May 7, 2020 Budget Committee Meeting Minutes**

Luke Maynard moved to approve the minutes as presented. Melvin Lambert seconded the motion. Motion passed unanimously.

**5. Budget Message**

Aaron Palmquist delivered the budget message to the budget committee, explaining the budget in its basic form and any significant changes.

Fiscal Year 2022 budget remains with 12 self-balancing funds with a total appropriation of \$12,836,030 and \$612,530 reserved. Total appropriation decreased over last year's appropriation by \$3,283,030. This decrease is a result of the completion of the city's latest sewer conversion project.

The City has nine full time staff and a 1.4% increase to wages is built into this budget in accordance with City Council policy.

We continue to receive funds from the Columbia River Enterprise Zone II (CREZ) that benefits housing, property enhancements, and public improvements. These funds are accounted for in the Irrigon Improvement Fund (12).

The Morrow County Assessor reflects a slight increase (about 5.5%) in the city's assessed property values from the 2021 year. The city's permanent tax rate is \$3.6782 per one thousand assessed value. The General Obligation Bond levies are estimated at \$87,600 for water and \$120,000 for sewer

The Budget Committee must approve the budget and the total amount of property tax for the general obligation bonds of \$207,600 and the rate of 3.6782 per \$1,000 of assessed value for levy to be certified by the tax assessor. Following public comment and the Budget Committee's approval the items move forward to the City Council for adoption June 15, 2021.

## **6. Public Comment**

There was not any public present to make comment nor any public written comment submitted.

## **7. Public Hearing on State Revenue Sharing**

State Revenue Sharing is a distribution from the Oregon Liquor Control Commission (OLCC) that is authorized under ORS 221.770. A public hearing must be held in front of the budget committee to receive comment on possible uses of the distributions and then another public hearing must be held with the city council on proposed uses of the distribution in relation to the entire budget. The city council will then need to elect to receive the distribution by resolution or ordinance.

The Public Hearing opened at 6:17 p.m.

No public comment was given.

The Public Hearing closed at 6:19 p.m.

## **8. Budget Review**

It was the consensus of the budget committee to not review the budget document line by line but page by page with comments starting on page 5.

Page 5: General Fund (10) Resources

Luke Maynard asked for more information in regards to the 2021 American Rescue Plan Grants. The American Rescue Plan Act (ARPA) is anticipated to provide Oregon with \$2.6 billion in discretionary federal recovery funds, \$361,397 has been directly allocated to the City of Irrigon. The remaining \$920,000 comes from proposed projects submitted to the State of Oregon for funding.

Page 6: General Fund (10) Requirements for Administration

Personnel services show a slight decrease due to reallocation of employees' expense to reflect how actual time is spent even with a slight increase to wages of 1.4%.

Page 7: General Fund (10) Requirements for Municipal Court and Parks

The City of Irrigon has parks and greenway that city staff maintains. Previously this expense has been budgeted and tracked in the State Street Fund, but now that park activities expenses are being budgeted for separately in the General Fund the personnel services will be budgeted here.

Page 8: General Fund (10) Requirements not allocated to an organizational unit or program

Amanda Ferguson explained that this section is for General Fund expenses that are not budgeted for in a specific program or activity, such as transfers to other funds, contingency or unappropriated ending fund balance.

Page 9: Governmental Reserve Fund (11) Resources and Requirements

This fund is established for the purpose of payment of accrued leave, building maintenance and upkeep, bicycle/footpath improvements, capital equipment expenditures and capital improvements to infrastructure.

Page 10: Irrigon Improvements (12) Resources and Requirements

This fund was established for the purpose of separately and clearly tracking resources received from outside sources used for community improvement.

The CREZ II Community Enhancement Grants are the main funding source for this fund. These funds are used for several community projects and enhancements.

Margaret Anderson asked how these funds help the Irrigon High School in attaining their track. Aaron Palmquist explained that a set percent of the funds received from the CREZ II resource is being distributed to the Boardman Community Development Association (BCDA) to be used for capital improvements for the Irrigon Schools.

Page 11: State Street (20) Resources

The decrease in expected resources for this fund is largely due to grant resources being less than prior.

Page 12: State Street Fund (20) Requirements

Total Personnel Services appropriation is less than prior due to the park personnel expenditures being budgeted in the General Fund Parks.

The House Bill 2017 funded Pedestrian Safety Improvement project is budgeted as well as the 18-21 STIP Division Street Safety Improvements Project in this fund.

Page 13: Water Operation & Development (60) Resources

The beginning balance for the 2021-2022 fiscal is expected to be less than prior years due to less resources coming in from water sales than budgeted and increases in expenses. Staff is hoping that plans are followed through with building several new homes in Irrigon, which will hopefully increase water resources and help balance out resources and expenditures.

Page 14: Water Operation & Development (60) Requirements

No comments or questions

Page 15: Water Reserve (62)

The purpose of this reserve is for capital improvements, infrastructure expenditures, purchasing equipment, and emergency repairs relating to the water system.

Page 16: Water Debt Service (68)

This fund is used for the payment of water revenue bonds.

Page 17: Water Debt Service for General Obligation Bonds (69)

This fund is used for receiving General Obligation Tax collections and payment of the water portion of the general obligation bonds.

Page 18: Sewer Operation & Development (70) Resources

The resources being proposed are a lot less than prior years, about 5 million less. This is because the grants and loans to fund the sewer conversions and wastewater treatment plant upgrades are expected to be closed out.

Page 19: Sewer Operation & Development (70) Requirements

The completion of the sewer conversions and wastewater treatment plant upgrades are also reflected here in the decrease in total requirements.

Page 20: Sewer Reserve (72)

The purpose of this reserve is for capital improvements, infrastructure expenditures, purchasing equipment, and emergency repairs relating to the sewer system.

Page 21: Sewer Debt Service (78)

This fund is used for the payment of sewer revenue bonds.

Page 22: Sewer Debt Service for General Obligation Bonds (79)

This fund is used for receiving General Obligation Tax collections and payment of the sewer portion of the general obligation bonds.

Pages 23-26

A spreadsheet showing totals across all funds for resources and expenditures compared to the current years totals.

Pages 27 – 37

This is the city's capital improvement fund (CIP). Projects 6037 through 6053 have been added to the CIP. All newly added projects are related to the use of System Development Charges.

**9. Approval of Tax Levies**

Daren Strong moved to approve the General Fund Tax Levy rate of \$3.6782 per \$1,000 assessed value and bonded debt in the amount of \$207,600. Melvin Lambert seconded the motion. Motion passed unanimously.

**10. Approval of Fiscal Year 2020-2021 Budget with the Capital Improvement Plan (CIP)**

Melvin Lambert moved to approve the City of Irrigon's 2021-2022 Proposed Budget with CIP as presented for Irrigon City Council adoption. Roberta Hewitt seconded the motion. Motion passed unanimously.

## **11. Adjournment**

There being no further discussion. Meeting adjourned at 6:47 p.m.

Minutes prepared by: Amanda Ferguson