

City of St Helens
FY 2022-23
Supplemental Budget Report Changes
Council Work Session 3-15-23

Background

At the City Council work session of November 16, 2022, staff reported the FY 2022-23 Budget position of the city as of October 31, 2022. Incorporated in the review was a list of recommended budget adjustments to enhance transparency, assist users in tracking financial performance, and address some unanticipated items.

At the City Council work session of March 1, 2023, staff reported the update to the FY 2023-24 Budget position of the city as of December 31, 2023. Incorporated in the review was an additional list of recommended budgets adjustments.

Tonight, there is a Public Hearing on the FY 2022/23 Supplemental Budget which addresses appropriation transfers that are greater than 10 percent of the fund's appropriation. This will be followed up at the City Council meeting with two Resolutions for the Council's further consideration. The First one is requesting to Adopt the Supplemental Budget (ORS 294.471) and the Second is to Adopt Transfer of Appropriations that impact funds by less than 10 percent (ORS 294.463).

Update to Budget Adjustments

The following are newly identified budget adjustment recommendations that have been incorporated in the Second resolution.

- Community Development Projects - Staff has reduced the increases in capital projects and offsetting revenues since they are not required till FY 23-24, therefore they have been reduced by \$11.029 M accordingly.
- Police Department – Additional \$49 K facility improvements required to update recreation center for Police Administration offices, Police building additional locker room for female patrol and records personnel, and modifications at the trailer facilities for need enhanced privacy (reference Attachment 2)
- Technology Division – Additional \$40 K for security coverage of City's IT network (multi-year security services).

Attachments

- 1 – Line-Item listing of all recommended adjustments
- 2 – Police facilities request

City of St Helens
Proposed Budget Adjustments

| Fd-Dept-Acct | 1st Qtr Adj | 2nd Qtr Adj | Combined | Explanation |
|--------------------------------|----------------|-----------------|----------------|--|
| General Fund | | | | |
| 100-000-.38001 | 41,750 | (9,100) | 32,650 | Increase Transfer In from closing Technology Fund 702 6-30-22 Fund Balance |
| 100-000-.38001 | (30,000) | | (30,000) | Eliminate Transfer In from Major Maintenance Fund - redirect to PW Operating Fund |
| 100-000-32007 | | 32,000 | 32,000 | Intergovernmental - Opioids |
| 100-000-33005 | 406,650 | | 406,650 | Grants - ARPA - received 23-24 allocation this year |
| Total Sources | 418,400 | 22,900 | 441,300 | |
| 100-702-52014 | 40,000 | | 40,000 | Centralize recruitment costs in City Recorder for Library, Recreation, PD and Finance positions |
| 100-705-52001 | | (2,000) | (2,000) | Operating Supplies - breakout from K-9 supplies to separate line item - enhance tracking |
| 100-705-52006 | (25,000) | | (25,000) | Reduce PD Computer Maintenance to partial fund Report Writing Management System |
| 100-705-52019 | | (70,000) | (70,000) | Fuel was erroneous combined with Professional services - break |
| 100-705-52022 | | 70,000 | 70,000 | Fuel was erroneous combined with Professional services - break |
| 100-705-52023 | | 49,000 | 49,000 | Update facilities at recreation center for PD Offices and locker facilities at existing PD Offices |
| 100-705-52029 | 80,000 | | 80,000 | 1/2 cost for PD Report Writing Management System with remainder paid in FY 23-24 |
| 100-705-52042 | 28,000 | | 28,000 | Replacement of PD Body Cameras over 5 years |
| 100-705-52044 | | 32,000 | 32,000 | K-9 Expenses - Purchase, transport & outfit Vehicle |
| 100-705-52044 | | 2,000 | 2,000 | K-9 Expenses - breakout from supplies to enhance tracking of costs. |
| 100-705-52097 | | (20,000) | (20,000) | Breakout vehicle maintenance costs from leased vehicles for enhance tracking |
| 100-705-52098 | | 20,000 | 20,000 | Breakout vehicle maintenance costs from leased vehicles for enhance tracking |
| 100-706-52023 | 30,100 | | 30,100 | Increase Library Facility Maintenance to cover Janitorial Service and HVAC Maintenance |
| 100-707-52019 | 53,000 | | 53,000 | Increase Finance Professional Services to cover staffing turnover and increase Audit costs |
| 100-710-52001 | | (5,000) | (5,000) | Move projected savings in Planning Operating Supplies to Planning Professional Services |
| 100-710-52019 | | 5,000 | 5,000 | Move projected savings in Planning Operating Supplies to Planning Professional Services |
| 100-712-52006 | 30,000 | | 30,000 | Computer Maintenance - File Server Licenses and expanded capacity |
| 100-712-52016 | 19,700 | | 19,700 | Increase Insurance to cover IT Events/Security - new through CIS |
| 100-712-52019 | 22,400 | | 22,400 | IT Professional Services contact increases for existing support |
| 100-712-52019 | | 40,000 | 40,000 | Additional security coverage for City it network (paying for multi-year security service). |
| 100-712-57500 | 12,000 | | 12,000 | Utilize partial of IT reserves to fund emergency computer equipment replacements |
| Total Uses | 290,200 | 121,000 | 411,200 | |
| 100-000-58001 | 128,200 | (98,100) | 30,100 | Contingency |
| Change in Contingencies | 128,200 | (98,100) | 30,100 | |

**City of St Helens
Proposed Budget Adjustments**

| Fd-Dept-Acct | 1st Qtr Adj | 2nd Qtr Adj | Combined | Explanation |
|------------------------------|-------------|-------------|-------------|---|
| Tourism | | | | |
| 201-000-32002 | - | 40,000 | 40,000 | Hotel Motel Revenues - projected increase |
| 201-000-37015 | - | (170,000) | (170,000) | Event Revenue - due to new contract much of the revenues ran through event contractor except for donations and sponsors that recorded with us and subsequently netted when with Event Contractor. |
| 201-000-39001 | - | 200,000 | 200,000 | Beginning Balance increase |
| Total Sources | - | 70,000 | 70,000 | |
| 201-000-52003 | - | (15,000) | (15,000) | Utilities |
| 201-000-52019 | - | 60,000 | 60,000 | Professional services |
| 201-000-52028 | - | 155,000 | 155,000 | Projects & Programs |
| Total Uses | - | 200,000 | 200,000 | |
| 201-000-58001 | - | (130,000) | (130,000) | Contingency |
| Change in Contingency | - | (130,000) | (130,000) | |
| - | - | - | - | |
| Community Development | | | | |
| 202-721-33005 | 30,000 | | 30,000 | Grants ARPA Small Business |
| 202-722-33005 | 200,000 | | 200,000 | Grants ARPA Water/Sewer |
| 202-723-33005 | 464,000 | | 464,000 | OPRD Riverwalk Grants |
| 202-721-33005 | 60,000 | | 60,000 | Grants ARPA Mainstreet |
| 202-000-38001 | 23,000 | - | 23,000 | Transfer - ARPA Reprogram - Rec Center |
| Total Sources | 777,000 | - | 777,000 | |
| 202-721-52011 | 4,000 | | 4,000 | Economic Development - Public Engagement |
| 202-723-52019 | (860,000) | | (860,000) | Professional Services |
| 202-723-52055 | (4,442,900) | | (4,442,900) | Riverwalk Project |
| 202-723-53102 | 3,797,400 | | 3,797,400 | Downtown Infrastructure |
| 202-723-53902 | 1,501,500 | | 1,501,500 | Columbia View Park |
| 202-721-55001 | | 300,000 | 300,000 | Debt Principal - Interfund loan |
| 202-721-55002 | | 10,000 | 10,000 | Debt Interest - Interfund Loan |
| 202-723-55001 | | 47,300 | 47,300 | Debt Principal Refunding bond 2020 - USBank |
| 202-723-55002 | | 10,800 | 10,800 | Debt Interest Refunding Bond 2020 - USBank |
| Total Uses | - | 368,100 | 368,100 | |
| 202-000-58001 | 777,000 | (368,100) | 408,900 | Contingency |
| Change in Contingency | 777,000 | (368,100) | 408,900 | |
| - | - | - | - | |

**City of St Helens
Proposed Budget Adjustments**

| Fd-Dept-Acct | 1st Qtr Adj | 2nd Qtr Adj | Combined | Explanation |
|------------------------------|--------------------|--------------------|-----------------|--|
| Community Enhancement | | | | |
| 203-000-32007 | | 34,000 | 34,000 | Intergovernmental - Opioids |
| 203-701-37004 | | 100,000 | 100,000 | Miscellaneous - Ford Foundation |
| 203-706-37014 | 1,200 | | 1,200 | Donations |
| 203-708-33005 | 1,000 | | 1,000 | Grants |
| 203-708-33006 | 500 | | 500 | Sponsorships |
| 203-708-33007 | 500 | | 500 | Donations |
| 203-709-33005 | 1,000 | | 1,000 | Grants |
| 203-709-33005 | 30,800 | | 30,800 | Grants, Donations, Sponsorships |
| 203-709-33009 | 19,200 | | 19,200 | Grants - NW Reginal Ed Srvc District |
| 203-709-33012 | 150,000 | | 150,000 | Grants - Clackamas Ed Srvc |
| Total Sources | 204,200 | 134,000 | 338,200 | |
| 203-701-52028 | | 100,000 | 100,000 | Projects & Programs - Ford Foundation |
| 203-705-52028 | | 34,000 | 34,000 | Projects & Programs |
| 203-706-52028 | (12,500) | | (12,500) | Projects & Programs |
| 203-708-52028 | 2,000 | | 2,000 | Programs (Multiple Exp Lines totaling) |
| 203-709-51020 | 1,000 | | 1,000 | Grant Recoverable Wages |
| 203-709-52028 | 200,000 | | 200,000 | Programs (Multiple Exp Lines totaling) |
| 203-711-52028 | - | (10,700) | (10,700) | Programs (Multiple Exp Lines totaling) |
| Total Uses | 190,500 | 123,300 | 313,800 | |
| 203-708-58001 | 13,700 | 10,700 | 24,400 | Contingency |
| Change in Contingency | 13,700 | 10,700 | 24,400 | |

**City of St Helens
Proposed Budget Adjustments**

| Fd-Dept-Acct | 1st Qtr Adj | 2nd Qtr Adj | Combined | Explanation |
|------------------------------|-------------|-------------|-----------|--|
| Streets | | | | |
| 205-000-33005 | 8,000 | (310,500) | (302,500) | Grants (STP) - reduce STP available based on update from ODOT |
| 205-000-33009 | 322,500 | | 322,500 | Grants (ODOT) |
| 205-000-37004 | | 200,000 | 200,000 | County Contribution to Columbia View Sidewalks |
| Total Sources | 330,500 | (110,500) | 220,000 | |
| 205-000-52063 | 25,000 | | 25,000 | PW Operation Fund Charges |
| 205-000-53001 | (42,000) | | (42,000) | Street Improvements & Overlay |
| 205-000-53101 | 403,200 | | 403,200 | Columbia Blvd Sidewalks |
| 205-000-53101 | | 339,200 | 339,200 | Columbia Blvd Sidewalks - increase costs partially offset by County Donations |
| 205-000-55001 | | (10,410) | (10,410) | Debt Principle - move to make line for debt interest |
| 205-000-55002 | | 10,410 | 10,410 | Debt Interest - properly reflect portion of debt interest |
| Total Uses | 386,200 | 339,200 | 725,400 | |
| 205-000-58001 | (55,700) | | (55,700) | Contingency |
| 205-000-58001 | | (449,700) | (449,700) | Contingency |
| Change in Contingency | (55,700) | (449,700) | (505,400) | |
| | - | - | - | |
| SDC - Street Fund | | | | |
| 301-000-39001 | (41,900) | | (41,900) | Beginning Fund Balance |
| Total Sources | (41,900) | - | (41,900) | |
| 301-000-53001 | (584,000) | | (584,000) | Capital Outlay |
| 301-000-53001 | 42,100 | | 42,100 | Street Improvements & Overlays |
| 301-000-53102 | 500,000 | | 500,000 | Downtown (exclude Riverwalk/Columbia PK) |
| Total Uses | (41,900) | - | (41,900) | |
| | - | - | - | |
| SDC - Water Fund | | | | |
| 302-000-39001 | (159,700) | | (159,700) | Beginning Fund Balance |
| Total Sources | (159,700) | - | (159,700) | |
| 302-000-53001 | (503,700) | | (503,700) | Capital Outlay |
| 302-000-53001 | | 4,000 | 4,000 | Increase Capital Outlay to reflect Bayport Well activation project moved out on timeline |
| 302-000-53102 | 300,000 | | 300,000 | Downtown (exclude Riverwalk/Columbia PK) |
| 302-000-53303 | 4,000 | | 4,000 | Bayport Well Activation |
| 302-000-53303 | | (4,000) | (4,000) | Bayport Well Activation - moved project out - offset Appropriation in 1st Qtr. |
| 302-000-53307 | 40,000 | | 40,000 | Back-up Generator - PW Shops |
| Total Uses | (159,700) | - | (159,700) | |

**City of St Helens
Proposed Budget Adjustments**

| Fd-Dept-Acct | 1st Qtr Adj | 2nd Qtr Adj | Combined | Explanation |
|------------------------------|--------------------|--------------------|-----------------|---|
| SDC - Sewer Fund | | | | |
| 303-000-53001 | (707,800) | 301,000 | (406,800) | Capital Outlay |
| 303-000-53102 | 400,000 | | 400,000 | Downtown (exclude Riverwalk/Columbia PK) |
| 303-000-53403 | 6,800 | | 6,800 | WWTP Influent Flow Meter |
| 303-000-53405 | 301,000 | | 301,000 | Basin 6 Pipeline upsize (Phase I) |
| 303-000-53405 | | (301,000) | (301,000) | Basin 6 Pipeline upsize (Phase I) |
| Total Uses | - | - | - | |
| SDC - Storm Fund | | | | |
| 304-000-53001 | (160,000) | | (160,000) | Capital Outlay |
| 304-000-53502 | 100,000 | | 100,000 | Storm Drain Repairs - Engr |
| 304-000-53503 | 60,000 | | 60,000 | Ridgeway Loop Improvements |
| Total Uses | - | - | - | |
| SDC - Parks Fund | | | | |
| 305-000-53001 | (1,000,000) | | (1,000,000) | Capital Outlay |
| 305-000-53902 | 1,000,000 | | 1,000,000 | Columbia Park Improvements |
| Total Uses | - | - | - | |
| Water Fund | | | | |
| 601-000-37004 | (600,000) | - | (600,000) | Miscellaneous - Reservoir Settlement received in June 2022 (Prior Yr.) |
| Total Sources | (600,000) | - | (600,000) | |
| 601-731-52063 | 25,000 | | 25,000 | PW Operation Fund Charges |
| 601-000-53001 | (66,000) | | (66,000) | Capital Outlay |
| 601-000-53010 | (200,000) | | (200,000) | Annual Maintenance |
| 601-000-53032 | (500,000) | | (500,000) | Reservoir |
| 601-000-53033 | (200,000) | | (200,000) | WFF Rack Replacement |
| 601-000-53302 | 200,000 | | 200,000 | Annual Maintenance - Ops |
| 601-000-53304 | 850,000 | | 850,000 | Repair existing Reservoir |
| 601-000-53307 | 60,000 | | 60,000 | Back-up Generator pw shop |
| 601-000-53308 | 200,000 | | 200,000 | Sherman Place Waterline replacements |
| 601-000-53309 | 84,000 | | 84,000 | Pump 10 @ Well 3 - replacement |
| 601-731-53302 | - | 150,000 | 150,000 | Annual Water meter replacement program |
| 601-731-53302 | - | 100,000 | 100,000 | Annual Maintenance - Operations to cover unexpected and/or need water distribution equipment |
| 601-732-53306 | - | 200,000 | 200,000 | WFF Rack Replacement (1st qtr. amendment reflected distributor's inability to deliver in current year, subsequently will need a purchase order - which requires appropriation authority at time of issue. |
| Total Uses | 453,000 | 450,000 | 903,000 | |
| 601-000-58001 | (1,053,000) | (450,000) | (1,503,000) | Contingency |
| Change in Contingency | (1,053,000) | (450,000) | (1,503,000) | |

City of St Helens
Proposed Budget Adjustments

| Fd-Dept-Acct | 1st Qtr Adj | 2nd Qtr Adj | Combined | Explanation |
|----------------------------------|--------------|-------------|--------------|---|
| Sewer Fund | | | | |
| 603-000-37004 | (10,410,000) | - | (10,410,000) | Miscellaneous - Anticipated DEQ Loan |
| Total Sources | (10,410,000) | - | (10,410,000) | |
| 603-735-52063 | 25,000 | | 25,000 | PW Operation Fund Charges |
| 603-000-53001 | (199,000) | | (199,000) | Capital Outlay |
| 603-000-53010 | (160,000) | | (160,000) | Annual Maintenance |
| 603-000-53034 | (5,609,000) | | (5,609,000) | Basin 6 Project |
| 603-000-53401 | 100,000 | | 100,000 | Annual Maintenance - Engr |
| 603-000-53402 | 150,000 | | 150,000 | Annual Maintenance. Ops |
| 603-000-53403 | 61,200 | | 61,200 | WWTP Influent Flow Meter |
| 603-000-53404 | 40,000 | | 40,000 | WWTP Rebuild Headworks Screen |
| 603-000-53407 | 90,000 | | 90,000 | Pump Station 3 - onsite generator |
| 603-000-53402 | | (150,000) | (150,000) | Annual Maintenance. Ops Split ops between Pumps and Sewer Collections |
| 603-735-53402 | | 75,000 | 75,000 | Annual Maintenance - Sewer Collections |
| 603-738-53402 | | 75,000 | 75,000 | Annual Maintenance - Pumps |
| Total Uses | (5,526,800) | - | (5,526,800) | |
| 603-000-58001 | (4,908,200) | | (4,908,200) | Contingency |
| Change in Contingency | (4,908,200) | - | (4,908,200) | |
| | 25,000 | - | 25,000 | |
| Storm Fund | | | | |
| 605-000-52063 | 25,000 | | 25,000 | PW Operation Fund Charges |
| 605-000-53001 | (60,000) | | (60,000) | Capital Outlay |
| 605-000-53010 | (100,000) | | (100,000) | Annual Maintenance |
| 605-000-53501 | 100,000 | | 100,000 | Annual Maintenance - Ops |
| 605-000-53502 | | 100,000 | 100,000 | Storm Drain Repairs - Engineering |
| 605-000-53503 | 60,000 | | 60,000 | Ridgeway Loop Improvements |
| Total Uses | 25,000 | 100,000 | 125,000 | |
| 605-000-58001 | (25,000) | (100,000) | (125,000) | Contingency |
| Change in Contingency | (25,000) | (100,000) | (125,000) | |
| Technology Fund (Closing) | | | | |
| 702-000-39001 | 41,700 | | 41,700 | Increase fund balance to reflect June 30, 2022 ending fund balance |
| 702-000-39001 | | (9,100) | (9,100) | Increase fund balance to reflect June 30, 2022 ending fund balance |
| Total Sources | 41,700 | (9,100) | 32,600 | |
| 702-000-54001 | 41,700 | | 41,700 | Transfer out - Fund Balance - close out fund |
| 702-000-54001 | | (9,100) | (9,100) | Transfer out - Fund Balance - close out fund |
| Total Uses | 41,700 | (9,100) | 32,600 | |

**City of St Helens
Proposed Budget Adjustments**

| Fd-Dept-Acct | 1st Qtr Adj | 2nd Qtr Adj | Combined | Explanation |
|--|----------------|------------------|------------------|--|
| Public Works Operations | | | | |
| 703-000-34010 | 100,000 | | 100,000 | PW Operation Fund Charges |
| 703-000-38001 | 197,000 | | 197,000 | Transfer in - Facility Fd Reserve |
| 703-000-39001 | | (340,400) | (340,400) | Beginning Fund Balance - reduction |
| Total Sources | 297,000 | (340,400) | (43,400) | |
| 703-734-50001 | | (11,000) | (11,000) | Wages - savings moved to cover OT |
| 703-734-50004 | | 22,000 | 22,000 | Overtime - none originally budgeted |
| 703-734-51005 | | (2,000) | (2,000) | Insurance - savings moved to cover OT |
| 703-734-51007 | | (9,000) | (9,000) | Pers - Savings moved to cover OT |
| 703-739-52089 | | 12,000 | 12,000 | Facility Maintenance - Cover Non-PW Facilities |
| 703-739-53701 | 70,000 | 15,000 | 85,000 | Increase primarily reflect purchase of 2 PW Vehicles |
| Total Uses | 70,000 | 27,000 | 97,000 | |
| 703-000-58001 | 227,000 | (367,400) | (140,400) | Contingency |
| Change in Contingency | 227,000 | (367,400) | (140,400) | |
| - | - | - | - | |
| Major Facilities Fund (Closing) | | | | |
| 704-000-39001 | 182,000 | | 182,000 | Increase Beginning Fund Balance |
| Total Sources | 182,000 | - | 182,000 | |
| 704-000-54001 | 23,000 | | 23,000 | Increase transfer to Community Development Fund |
| 704-000-54001 | (38,000) | | (38,000) | Delete Transfer to General Fund and redirect to PW Ops - facilities division |
| 704-000-54001 | 197,000 | | 197,000 | Increase transfers to PW Ops - Facilities |
| Total Uses | 182,000 | - | 182,000 | |
| - | - | - | - | |



ST. HELENS POLICE DEPARTMENT

150 S. 13th Street, St. Helens Oregon 97051
Office (503)397-3333 FAX (503)397-0619

Brian Greenway
Chief of Police

ATTN: Jon Ellis
RE: Building Modifications

March 7, 2023

Mr. Ellis,

In 2019, the SHPD Administrative and Detective staff moved their offices to the trailer donated by the school district. This was to be a temporary move lasting no more than 2 years - into a building with limited resources. Although the move alleviated space constraints within the department, all divisions continue to operate in sub-standard conditions. Privacy concerns have been highlighted while conduct daily business; with private official phone calls being fielded in vehicles parked in front of the station.

The interweaving of association members and administrative staff has proven to be a failure and cannot continue. Command level decisions and discussions demand privacy which are not afforded in the open space environment. The current cubical set up is not an acceptable private workspace.

The Patrol and Records female employees continue to don and doff their uniforms in a shared environment with their male counterparts. Their lack of a locker room bottlenecks staff in preparing for their shifts. Traveling in uniform is not allowed per policy and is a major safety concern. We have potential female recruits in the hiring/background process and the need for a dedicated female locker room is imminent.

The victims of sexual and physical abuse continue to be interviewed in a room designed to interrogate suspects. This sterile 8x6 white room causes additional trauma and does not reflect the professionalism or compassion of the St. Helens Police Department.

The completion of the new police station is approximately two to three years away. The modifications of the recreation center on Old Portland Road, the donated classroom, and the existing police station will provide an operational extension of the temporary facilities needed to conduct official business. The current environment has been outgrown and has demonstrated its ineffectiveness.

Respectfully,
Sgt. José Castilleja

A handwritten signature in blue ink, appearing to be "J. Castilleja", written over the typed name.

Jon Ellis

From: Jose Castilleja
Sent: Monday, March 6, 2023 7:14 PM
To: Jon Ellis; Brian Greenway; Joe Hogue
Subject: FW: SHPD remodel estimates

Hi Jon,

The estimates for the remodels are as follows:

- Locker room to accommodate females: \$250.00
- Trailer modifications= \$2,500.00
- Rec center remodel= \$36,000

Those are construction costs and do not include furniture. I estimate the office furniture cost to be approximately \$1,500 per office; with 5 offices (Chief, Lt, 2x Detectives, and myself) for \$7,500. We will also need to furnish the soft interview room with a small couch or chairs for approximately \$1k to \$1,500. The female locker room will need additional lockers and a bench for a cost of \$1500.

We may be able to offset the furniture cost by looking at State furniture sales. I have yet to look at that.

I will provide the narrative requested during tomorrow's meeting along with the estimates I have for the lockers.

I hope your night moves fast at the office! Thank you for your help with this.

Respectfully,
José

From: Buck Tupper <btupper@sthelensoregon.gov>
Sent: Friday, March 3, 2023 12:06 PM
To: Jose Castilleja <jcastilleja@sthelensoregon.gov>
Subject: SHPD remodel estimates

Locker room to accommodate females= 250.00 dollars
Trailer modifications= 2,500.00 dollars
Rec center remodel= 36,000 dollars

These are estimates and do not include any electrical work for the locker room or trailer. (Not aware of any that are needed)

Let me know if you need anything else.

Have a good weekend.

Buck Tupper
City of St. Helens
Facility Maintenance Supervisor
503-209-3371 cell
503-366-8250 office
btupper@sthelensoregon.gov