



BUDGET COMMITTEE MEETING
Thursday, April 25, 2024, at 6:00 PM

Draft-Minutes

Members Present:

Mayor Rick Scholl
Council President Jessica Chilton
Councilor Mark Gundersen
Councilor Russell Hubbard
Councilor Brandon Sundeen
Chair Lew Mason
Committee Member Ivan Salas
Committee Member Jennifer Gilbert
Committee Member Jennifer Massey
Committee Member Steve Toschi

Members Absent:

None

Staff Present:

Gloria Butsch, Finance Director - Budget Officer
John Walsh, City Administrator
Jamie Edwards, Accountant II- Budget Committee Secretary
Jennifer Johnson, Accountant III
Suzanne Bishop, Library Director
Mouhamad Zaher, Public Works Director
Brian Greenway, Police Chief
Shanna Duggan, Parks & Recreation Manger
Jacob Graichen, City Planner
Jenny Dimsho, Community Development Project Manager

Mike DeRoia, Building Official
Heidi Davis, Building Permit Technician
Sharon Darroux, Engineer Manager
Matt Funk, IT Specialist II
Suzanne Bishop, Library Director
Tina Curry, Contracted Event Coordinator
Christina Sullivan, C.D. Administrative Assistant

Others:

Brady Preheim
Robyn Toschi
Nick Hellmich
Molly Matchak
Adam St. Pierre
Lynne Pettit

Called to order- 6:00 P.M.

Introductions & Budget Committee Role

Committee Members, Council and Staff made introductions followed by a brief overview of the Budget Committee Members' role by Finance Director Gloria Butsch.

Election of Budget Chair

Motion made by Committee Member Jennifer Massey to appoint Lew Mason as Chair. Councilor Mark Gunderson seconded.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Toschi

Approval of Previous Year Meeting Minutes

1. Budget Committee Minutes 5/4/2023
2. Budget Committee Minutes 1/11/2024
3. Budget Committee Minutes 2/15/2024

Motion made by Councilor Gunderson, Seconded by Committee Member Steve Toschi to approve the May 4, 2023, January 11, 2024, and February 15, 2024, minutes.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Steve Toschi

Receive Budget Message & Proposed Budget FY 2025

Butsch read the Budget Message within the proposed budget for fiscal year 2025.

Chair Mason said the budget message would serve as a guide for the meeting and to hold any questions until after department discussions.

Massey made a public announcement to declare a potential conflict of interest as her husband is a City Employee, he is a Police Officer. She shared an email from Susan Myers, Executive Director with Oregon Government Ethics Commission that outlines the need to declare the potential conflict each meeting, then she could communicate, participate, and vote on the recommended budget.

Budget Assumptions & CIP

No further discussion

Department Presentations**Administration**

City Administrator, John Walsh provided overview of the following departments under administration:

- Administration, Communications & Government Affairs-

***Overview:** All three of the above are within one budget item. The total proposed budget of \$602,500 is down \$93,700. About a 15% reduction is due to the Government Affairs position leaving and proposed to not be filled next fiscal year.

***Goals:** attract new business in the industrial park, attract a new hotel on the waterfront property, and sell property located at Millard Road and 10th Street, to get them into product use.

***Staff:** City Administrator John Walsh, full time Communications Officer Crystal King, a part time position, Cameron Burkhart, and a shared Administrative Assistant, Christina Sullivan.

- City Recorder/Human Resources

***Overview:** Provides support to City Council, Walsh, all the boards, commissions, and City staff. The department provides a wide range of services such as licensing and permitting, records requests, records retention, human resources, and website development maintenance.

***Staff:** Kathy Payne, City Recorder and Elections Official & Lisa Scholl, Deputy City Recorder

- *Goals:** Provide high level service both internally and externally, develop new member orientation and review job descriptions to ensure legal compliance.
- **Finance & Utility Billing**
- *Overview:** A million-dollar budget, down \$471,000, a reduction of 7%, due to financial software changes
- *Goals:** Review and update financial policies
- *Staff:** Five full-time staff, Finance Director Gloria Butsch, two accountants, Jennifer Johnson, and Jamie Edwards and two Administrative Billing Specialists, Dawn Richardson and Jamie Ford.
- **Municipal Court**
- *Overview:** Budget of \$484,000, up 4% at \$12,700.
- *Staff:** Managed by Walsh, the Court has two full time staff, Court Clerks, April Messenger, and Melanie Payne, along with contracted professionals, Judge Lindgren, City Prosecutor Sam Erksine, and Public Defenders, Lucy Heil and Steven Scharfstein.
- **Recreation**
- *Overview:** Budget: \$400,000, down about \$20,000, 5% largely due to grants.
- *Purpose:** Provide sustainable recreation programs for the community, with partnerships with the School District and is almost fully funded with grants and program fees.
- *Goals:** Expand the afterschool programing in partnership with the School District, continue to collaborate and expand both organizations, expand volunteer program opportunities
- *Staff:** Two full-time staff, Parks & Recreation Manger, Shanna Duggan and Parks & Recreation Program Specialist Brianna Herrington and several temporary and part time workers that are funded by the grant programing.
- **Community Development**
- *Overview:** Walsh explained the difference in the Community Development Department and Community Development Fund. Building, Planning, and part of Tourism are within the Community Development Department. The fund is a special revenue fund, housing timber, industrial business park and others. Budget is up 15% due to technical assistance grant that is going to run though that department.
- Planning**
- Staff:** The department is managed by City Planner Jacob Graichen and Assistant City Planner Jenny Dimsho who is also the Community Development Projects Coordinator
- Goals:** Support economic development team, special project management such as riverfront and central waterfront, TGM Project, and the Scappoose Connector Trail Plan.

Questions:

- Chair Lew Mason asked if the Committee had questions at this time. Committee Member Jennifer Massey had questions on administrative services, on page 27 of the proposed budget document, asked what the increase in professional services was for, Walsh advised mostly legal fees. Council President Jessica Chilton asked why professional services was broken out between departments. Walsh advised sometimes the charges are general, other times they are specific to a department. Committee Member Jennifer Gilbert asked if professional development and professional services were both legal fees. Butsch advised professional development was for training. Chilton asked what 'other benefits' were for. Butsch advised it was benefits like fitness reimbursements, budgeted for the maximum but not always fully utilized.
- Massey asked what GFSS was for. Butsch advised the General Fund Support Services charge, was for all general fund services, not just a single position. Massey asked if in the past, the charge was for the Government Affairs position. Butsch advised, the charge is for all administrative services.
- Chilton asked on page 27, what Communications was for. Walsh advised archiving accounts such as social media.

- Gilbert asked, on page 28 where it said there was an increase in staff time to process public requests if that was for public information of proposed eleven. Butsch advised it is staff time, attorney fees and copying charges. Gilbert asked if that included staff time related to processing public records requests. Walsh advised; it was for outside services related to public records request. Gilbert asks how public information is broken down if there were charges for legal fees in professional services and public information. Butsch stated in professional services, for the City Recorder, the charges are human resources related, and the public information was for public records request. Massey asked if in the future public records request could be its own line items. Toschi asked if the code for the budget items was listed when the expense is paid. Butsch advised it was. Toschi asked if there were any charges outside of attorney charges in professional services. Butsch advised there was. Walsh provided examples of other charges that could be billed to professional services.
- Massey asked about Tourism, on the audited financial report and about a transfer to balance the account. Butsch advised there was no transfer. Massey asked why the Tourism Wauna account was not in the budget. Butsch said it was not a city owned account. Walsh advised the City does not own the account.
- Chilton asked why on page 29 for City Council, the professional development account was increasing. Butsch advised they receive updates from the League of Oregon Cities, on fee schedule for the coming year, that was increased.
- Gilbert asked how much the Council was paid. Walsh advised it was matrixed to the salary of the County Commissioner positions, it is 15% to the mayor, 12% to Council President and 10% to Councilors. Gilbert asked what they are individually paid. Hubbard said Councilors are paid \$950 a month.
- Chilton said it was a good time to talk about cutting Community Support Fund. Butsch advised it was already proposed to cut from \$20,000 FY24 and proposed to \$5,000 for 2025. Mayor Rick Scholl suggested leaving it at \$5,000. Gilbert asked what professional services in Council for \$40K was for. Scholl said same as other departments, legal fees. Toschi asked if that was attorneys attending Council Meetings. Scholl said yes, they are at every work session. Toschi said did not know what our total legal fees are and if we should be looking at other options. Scholl said it has been a topic of discussion, Butsch advised the City to talk about this expense across the board. Toschi suggested an alternative to hiring an in-house attorney. Toschi asked for the total amount paid in legal fees. Butsch advised we could look up what has been paid to Attorney Jordan Ramis. Accountant II and Budget Committee Secretary, Jamie Edwards reported the current fiscal year to date, the city has paid Jordan Ramis \$134,395.

- Community Development Continued

Building

***Overview:** Building Official Mike DeRoia reported the budget has been reduced and is down a one staff member of City Inspector

***Goals:** Focus on updating our website for electronic plan review services

***Staff:** 2.4 full-time employees

Questions:

- Chilton asked if Building Division can reduce banking fees. Butsch advised the Building Division uses a different software and credit card processing provider, we would like to investigate changing as well over.
- Toschi said in reviewing summary of personnel, the Building Division has 2.4 people. Butsch advised that personal summary has errors she found after it was sent out. DeRoia advised it was correct for Building, they have 2.4 EFT. Massey asked to share the errors she found on page 21. Butsch advised corrections to come on summary of personnel. Final FTE FY2025 is 77.8.
- Toschi asked about staff in the Building Division, and what Heidi Davis's position does. DeRoia shared an overview of job tasks and confirmed the other full-time position was DeRoia. Toschi asked to confirm if DeRoia job responsibilities. DeRoia confirmed his job responsibilities and uses consultants within IGA and other consultants. Toschi asked if the City used to have a position of building inspector. DeRoia confirmed.

Toschi asked who does those jobs. DeRoia said he and the County complete them. Toschi asked what the impact has been on him being the only one doing the work. DeRoia said keeps services running as well as he can and uses IGA with the County to cover inspections to maintain services. Toschi asked if there was an allocation for an inspector, he said no. Walsh confirmed there was no funding for that position.

Planning

***Overview:** City Planner Jacob Graichen provided overview of the Planning Division

***Staff:** 2.4 which is City Planner Jacob Graichen, Associate Planner/Community Development Project Manager Jenny Dimsho shared position, Community Development Administrative Assistant Christina Sullivan. Graichen noted, the Planning Division also services as an Assistant Community Development Director to save the City money.

***Budget:** Majority of the budget is Project & Programs, of this, \$30,000 is expense neutral from reimbursable grants. The CLG expenses is Certified Local Government for historical prevention related is expense neutral. The remaining \$15,000 in project & programs is not expense neutral, it is sharing the costs with other jurisdictions.

***Goals:** Current planning with SHIBP, long range planning consistent of EOA and strategic planning, Community Paths and 2024 Code Development Amendments. Continued assistance with Engineering Division on transportation plan update, Mercury TMDL/RARE requirements by DEQ and utility code amendments related in storm and sewer listed in the master plans. Continued project management of the Riverwalk and Riverfront Development.

Questions:

- Massey asked, on page 45 on the Riverwalk, what is the GFSS is for. Butsch advised it was new this year, there is a lot of administrative staff time for this project and did the same with the Industrial Business Park.
- Toschi asked, on page 45, material & services, what the increase was for. Butsch advised because of the grant they will receive, and the grant expense related to it. Further directing the Committee to look at Planning page 37 specifically for details.
- Chilton asked what the increase was in Public Information. Graichen said in Planning, it was mostly for legal notices to the public and recording fees.
- Chilton asked about fleet management and staffing and when the last time it was reviewed to determine if we have an appropriate number of vehicles with the reduced staff. Butsch advised staff recently met with Enterprise to review total fleet. This is generally done annually.
- Mason asked where in the budget a \$25,000 offset would be reflected. Butsch advised the revenue portion would be on page 26 for revenue detail under grants.

Library

Overview: Library Director Suzanne Bishop shared a presentation on the library overview, programs and services provided.

-Strategic plan

**2023 – 2028
STRATEGIC PLAN**

Goal 1

Develop the Library as the community's "living room."

Goal 2

Engage the community in lifelong learning.

Goal 3

Enhance access to library services.



-Building use

**BUILDING
USE**

- 37,390+ visits in FY 2023
- Building hours:
 - Monday - Thursday, 9:30 am to 7:00 pm
 - Friday, 9:30 am to 5:00 pm
 - Saturday, 9:30 am to 2:00 pm
- Library hours:
 - Monday - Thursday, 10:00 am to 7:00 pm
 - Friday, 10:00 am to 5:00 pm
 - Saturday, 10:00 am to 2:00 pm
- Wi-Fi : 5:00 am to 12:00 am
- Auditorium and Armstrong Room
 - Library-sponsored programs and events
 - Non-profit meetings, community events, and private gatherings

-Resources Use

**RESOURCES
USE**

- 65,000+ items borrowed in FY 2022 - 2023
- 42,000+ items in the library
- 200+ Library of Things
 - Examples: telescope, hand tools, air fryer, robotics and other learning tools, musical instruments, mobile hotspots, moisture meters, bicycle repair kit
- 6 public computers used for wide variety of tasks
 - finding job prospects and applying for jobs, finding Federal forms, filing court documents, homeschool families finding educational materials

-Database Use

**DATABASE
USE**

15,686 Downloads (July 1, 2023 – March 31, 2024)

14,230 Downloads (July 1, 2022 – March 31, 2023)

Key databases

- [Library2Go](#) (e-audiobooks, e-books, and e-magazines)
- [Gale](#) (education, work skills training, health conditions, etc.)
- [Ancestry.com](#)
- [Freegal](#) (music streaming)
- [A – Z World Food](#) (recipes)
- [Educate Station](#) (supplemental lessons for homeschooling)
- [CreativeBug](#) (arts and crafts tutorials, group lessons, etc.)

-Youth Services

YOUTH SERVICES

- Weekly Storytimes
- LEGO Free Play
- Homeschool Meetup
- STEAM Zone
- Summer Library Challenge
- Outreach
- Special Programs



-Adult Programs

ADULT PROGRAMS

- Genial Genealogists (bi-monthly)
- Adults and Crafts (monthly)
- Book club (monthly)
- Special programs



-Makerspace

Youth Librarian will be the makerspace lead.

MAKERSPACE

(July 1, 2022 – March 31, 2023)

- Number of classes – 58
- Class attendance – 326
- Open hours attendance – 336
- One-on-one appointments – 256



-Staff & Volunteers

LIBRARY STAFF

Six FTE

- Library Director (1.0 FTE)
- Adult Services Librarian (1.0 FTE)
- Youth Librarian (1.0 FTE)
- Library Technician – Cataloger (1.0 FTE)
- 4 Library Assistants (.5 FTE each)



VOLUNTEERS

- Value of volunteer time \$32.27/hour (more than \$20,500 this year)
- 19 active volunteers
- Logged 637 hours since July 1, 2023
- Volunteers here for many reasons
 - Shelving, checking book order on shelves, book repair, preparing items for use, and more

Data compiled 4.22.2024



Goals: Solar Panel Array

SOLAR PANEL ARRAY

- Fully funded (state and Federal grants)
- More effectively serve the community in an emergency (FEMA-essential community resource)
- Will support all heat/cooling, electricity, restrooms and other services for three to seven days
- Substantially reduce monthly electrical bill



Questions:

- Massey asked if there was an opportunity to partner with the High school for credit recovery. Bishop advised they have reached out to students for internships, and it is on her list to investigate other options.
- Massey asked if there was a breakdown of out of the people coming in, what services they were using. Bishop advised they couldn't determine that. Massey asked, out of the 16 people per hour, when the surge is that people come in if there was a consistent period. Bishop said it varies by day, season, and weather. Massey asked if the expense item of \$700,000 was for the solar panels. Butsch confirmed that was the grant for the solar panel and that it was identified on page 46 as intergovernmental revenue grants-library with expenditures on the bottom.
- Chilton asked about the makerspace with it being limited hours and why the expense for it in the proposed budget was going up. Bishop advised they plan on increased usage and needing more supplies.
- Gilbert asked why the facility maintenance was so high compared to other departments. Bishop said it was a large and old building that is leased from Columbia Learning Center Foundation but the library maintains it.

Break 7:30 p.m.

Meeting Resumed- 7:39 p.m.

Resumed Department Presentations

- Police

***Overview:** Police Chief Brian Greenway shared an overview of the Police Budget on page 31.

***Goals:**

- Finish the report writer software, that is an IGA with the Columbia County Sheriff's office. The current records management is with the City of Portland and is going away. The new software will eliminate redundancies.

- Vehicle Take Home Program. With the new Police Station on hold, they are out of the room in the current building. They have 23 full-time employees and 18 lockers. The officers do not have space to change, so they have asked for a take-home vehicle program. This will help with recruiting while alleviating the need for space. The program will also reduce the need for officers to come in early to have time to change. They can change at home and once they get in the car they will be on duty. The officers would be ready to respond from their homes, which provides increased neighborhood security with vehicles at the officers' home. Greenway directed the Committee Enterprise fleet increase being for two new vehicles and three replacement vehicles. Utilizing the fleet program, the department receives the profit from vehicle sales when they are replaced. The budget for the total cost, but as seen in estimated year end for fiscal year 2024, the actual expense is lower than the vehicle proceeds when replaced.

Questions:

- Massey reiterated potential conflict. On page 13, it says two potentially retired officers and asked if that was potential or certain. Greenway said they have four who are eligible for retirement today. They have two officers who have said for certain they are going to retire in October 2024.
- Massey said for clarification on page 21 for Summary of Personnel, for the Officers. Butsch advised they are currently in process of hiring two officers, to back fill the two retiring officers. For FY 2025 there is an additional four officers budgeted, the two positions currently being hired for are not reflected in the FTE as they replace the two already accounted for that are retiring. Massey confirmed, two to back fill plus four additional next fiscal year. Butsch confirmed.
- Massey asked why there was an increase in Police overtime on page 32. Greenway advised they still need overtime while they get officers hired and trained. Chilton asked when the overtime will go down. Greenway said it will probably not go away, they want to promote, get officers in schools. Greenway states they need a staffing study done to know how many officers are really needed, once they have that they may see overtime go down. Greenway says they need an actual study done; they cannot go off the one per 1,000 population. Councilor Russ Hubbard asked if overtime was time and half or double time. Greenway said was time and half.
- Massey asked, on page 50, for the Public Safety Fund, what the transfer was for. Butsch advised it was taking the accrued interest earned and transferring it to the general fund. Massey asked to confirm only interested accrued was being transferred. Butsch advised yes.
- Massey shared concerns on passing this proposed budget with a levy that hasn't passed yet. Butsch advised that was a challenge in budgeting. If the levy does not pass or an increase in public safety fee, then they will not be able to spend. Massey asked if they could reconvene how the budget was spent if not approved. Butsch advised no. Butsch advised the Committee could suggest the Budget Officer takes out the \$800K revenue and \$800K expense, then if approved do a supplemental budget. Massey said that made the most sense to her. Butsch advised that is an option, but that adds expenses.

- Toschi asked to confirm the \$1.5 million transfer accrued was interest earned and what the sources were for the interest. Butsch reiterated it was accrued interest in Public Safety Fund, \$1 million is interest on Public Safety Fund and \$500,000 is from the Community Development Fund for forestry. Continued discussion on funds earning interest.
- Toschi asked Chief Greenway what 'SRO' was. Greenway said the School Resource Officer and that the School District pays for this but due to staffing shortage, they pulled the SRO from the schools to patrol. Continued discussion on SROs.
- Councilor Mark Gundersen asked if the take-home vehicles were going to be marked police cars. Greenway confirmed.
- Gilbert asked to clarify, that the million-dollar transfer was going towards the Police building. Butsch advised it was going to support the General Fund as a whole. Toschi asked if the fee was going to be transferred to the General Fund. Butsch advised that was not the plan, but that they could do that.
- Gilbert asked if the take-home vehicles were going to continue after the building is built. Greenway said it didn't have to. Greenway said it wouldn't be needed when the building is built but a study had been done to show that the vehicle is better taken care of when they go home.
- Chilton asked if the new roof on the current Police station was in the proposed budget. Butsch advised it shows in year-end FY24 with the intent to do a supplemental budget, but since then it was decided to wait until after July so that amount will be changed to the proposed budget FY25.

- Public Works

Overview: Public Works Director Mouhamad Zaher shared the budget is increased 1%. Zaher stated some of the ways Public Works is saving money:

- Using fleet vehicles.
- Managing the Waterfront project in-house instead of hiring an outside project manager.
- Managing the Capital Improvement projects (CIP). Securing funding, one project for \$2.5 million is fully funded by grants.
- CIP has 35% reduction this year due to projects being deferred.
- Reduced FTE which is not preferred as the work has not gone away.
- Water Quality, plan to replace one rack per year over five years. They cost \$250,000 per rack.

Questions:

- Toschi asked how many unfilled positions there were and what they were for. Zaher advised four, one engineering, one wastewater treatment, one in facilities and one in operations. Butsch corrected that there are five unfunded PW positions. Continued discussion on sources of revenue and positions in Public Works.
- Gilbert asked how much Public Works was involved in the waterfront. Zaher said 100% involved with multiple projects within it.
- Massey asked why waterfront was done in house instead of hiring a developer. Zaher said there are a lot of benefits, starting with quality control. There have been additional savings of over \$800,000 with their expertise.
- Massey asked if on page 48, if the math was calculated correctly and if the street and storm fund were stable and if the motor vehicle tax was given. Butsch advised the gas tax is steady and receives a report from the State with all shared revenue.
- Massey asked if there was ever an opportunity for internships. Zaher said yes and they would love it.

Public Comment

Mason opened public comments. Public comments were received by Brady Preheim, Matt Funk, Christina Sullivan & Nick Hellmich.

Opened public hearing to accept state revenue sharing

No comments, hearing closed.

Check in for Adjournment to May 2, 2024

Motion made by Scholl to adjourn and reconvene May 2. Gunderson seconded.

Discussion: Toschi would like the documents to be provided on the million-dollar interest. Butsch advised she has that written down to get to them and asked the Committee to get any other questions to her by midday Monday, that weren't answered so they could be addressed and provided at the next meeting.

Motion made by Scholl to adjourn; Mason seconded.

Discussion: Toschi would like to table the adjournment motion until a motion is recorded for the documents.

Motion made by Toschi that documentation be provided on interest earned. Scholl seconded. Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Toschi

Motion made by Scholl to adjourn and reconvene on May 2, 2024, at 6 p.m. Mason seconded. Discussion: Massey asked if staff was coming on May 2. Butsch advised no, reiterated to email all questions by Monday.

Voting Yea: Mayor Scholl, Council President Chilton, Councilor Gundersen, Councilor Hubbard, Councilor Sundeen, Vice Chair Mason, Committee Member Salas, Committee Member Gilbert, Committee Member Massey, Committee Member Toschi

Adjourned- 9:19 p.m.

Respectfully Submitted by Jamie Edwards, Accountant II
