

City of St. Helens Budget Committee

Meeting Minutes

April 27, 2021

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Patrick Birkle, Councilor
Stephen R. Topaz, Councilor
Jessica Chilton, Councilor
Bill Eagle, Committee Chair
Claire Catt, Committee Member
Garrett Lines, Committee Member
Michelle Damis, Committee Member
Mark Gunderson, Committee Member

Members Absent: None

Staff Present: Matt Brown, Assistant City Administrator- Budget Officer
John Walsh, City Administrator
Margaret Jeffries, Library Director
Mouhamad Zaher, Public Works Director
Shanna Dugan, Parks and Recreation Manager

7:00 P.M. - Call Meeting to Order

Public Comment

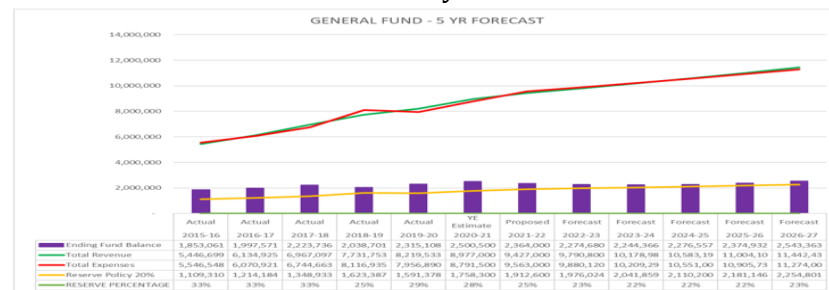
Howard Blumenthal: Would love for the Budget Committee to budget some of the city's tourism dollars to parks for brochures and promotion. Lots of people from out of town are coming to enjoy our parks.

Brown said the parks does have a parks and trails brochure. Oregon State University did the parks maps. You can find them on the website and City Hall.

No other public comment.

General Fund

Brown shared the General Fund 5-year forecast.



The following graph shows revenues brought in by department, as well as expenses for each department.

DEPARTMENTAL REVENUE	
General Use	10,557,000
Finance	110,000
Police/Court	402,000
Recreation/Parks	125,000
Building/Planning	732,000
Library	1,000
	11,927,000

DEPARTMENTAL EXPENSES	
Administration	661,000
City Recorder	359,000
City Council	155,000
General Services	247,000
Court & Police	4,713,000
Library	890,000
Finance	885,000
Parks & Recreation	689,000
Building & Planning	964,000
Contingency	1,364,000
Unappropriated	1,000,000
	11,927,000

GENERAL FUND RESOURCES SUMMARY

Resource Allocation Summary	2018-19	2019-20	2020-21	2021-22
	Actual	Actual	Adopted	Proposed
Local Taxes	1,846,810	1,883,996	2,000,000	2,200,000
Intergovernmental	609,984	502,379	640,000	685,000
Grants	19,558	15,400	-	-
Charges for Services	3,543,438	4,253,398	4,715,000	5,137,000
Licenses, Permits, Fees	843,131	741,204	542,000	845,000
Fines	415,328	217,844	217,000	210,000
Miscellaneous Revenue	453,504	605,312	367,000	350,000
Transfers	242,341	-	-	-
Fund Balance Available	2,181,542	2,052,466	2,200,000	2,500,000
TOTAL RESOURCES	10,155,636	10,271,998	10,681,000	11,927,000

Divisions that usually cannot support themselves are found in the General Fund such as the Municipal Court and Police Department. They are put in the General Fund to share the general use money among the departments.

- \$145,000.00 was received from the School District for the SRO Officer. Those funds go directly to the Police Department.
- License permits and fees go to Building and Planning Divisions
- Park rental fees go to Parks.
- Fines go to Police / Court. Miscellaneous is generally interest earned.
- Building permits are up 500%. Library fines are anticipated to go away so there is no revenue in that line item.
- Dock services has moved to Public Works instead of Parks as Public Works Operations maintain those services.
- Sand Island revenue is put into Miscellaneous General Revenue. There is not much revenue coming in yet. Walsh said the city receives 10% of the gross camping receipts as well as hotel tax revenue. That's roughly 20%. It's an average of \$10,000 per year. It's a net positive at this point and we are not maintaining the grass or the restrooms currently. Morten also noted the savings from not using our Public Works crew to maintain the area. All the maintenance has been taken over within the lease agreement. That is a tremendous savings on its own. Sand Island is currently leased to Brad Hendrickson, the owner of St. Helens Marina.

General Fund Expenses

Administration	
Personnel	594,000
Materials	67,000
<i>Total Expenses</i>	<i>661,000</i>

Police	
Personnel	3,752,000
Materials	550,000
<i>Total Expenses</i>	<i>4,302,000</i>

Recreation	
Personnel	160,000
Materials	70,000
<i>Total Expenses</i>	<i>230,000</i>

City Recorder	
Personnel	290,000
Materials	69,000
<i>Total Expenses</i>	<i>359,000</i>

Library	
Personnel	606,000
Materials	284,000
<i>Total Expenses</i>	<i>890,000</i>

Planning	
Personnel	348,000
Materials	102,000
<i>Total Expenses</i>	<i>450,000</i>

City Council	
Personnel	60,000
Materials	95,000
<i>Total Expenses</i>	<i>155,000</i>

Finance	
Personnel	637,000
Materials	248,000
<i>Total Expenses</i>	<i>885,000</i>

Building	
Personnel	444,000
Materials	70,000
<i>Total Expenses</i>	<i>514,000</i>

Municipal Court	
Personnel	206,000
Materials	205,000
<i>Total Expenses</i>	<i>411,000</i>

Parks	
Personnel	366,000
Materials	93,000
<i>Total Expenses</i>	<i>459,000</i>

General Services	
Materials	247,000
Contingency	1,364,000
Unappropriated	1,000,000
<i>Total Expenses</i>	<i>2,611,000</i>

Administration

Personnel services has increased due to PERS increases. PERS increase every two years. Gunderson asked, what the PERS increase is every two years? Brown said it's based on the PERS Board's decision. Lines asked about the FTE wage increases. Brown said Administration is going from 3 FTE to 4 FTE. A part time Communications Officer is one of the .5 FTE additions. Another addition is a .5 FTE for a Main Street Coordinator. Chilton asked about the overtime charges. Brown said it is due to lots of hours and odd hours for events worked by the Communications Officer. Catt discussed how performance measures connect to the strategic plans when decisions are being made that it's done in a cohesive way, an example would be the average length of City Council work sessions.

City Recorder

No comments or questions.

City Council

Lines asked about the increase of \$50,000 in professional services. Brown said that is for continuing to have an attorney provide services at City Council meetings.

Municipal Court

No comments or questions.

Police

Catt asked about the \$20,000 for tactical. Greenway said a few line items have been combined. Firearms was separate in the past, now it's one line item. Firearms and ammunitions were combined and changed to tactical. Birkle noticed a dip in certification and instinctive. Brown said it is being combined into regular wages. Lines asked about body cameras. Greenway said they are currently using body cameras. Chilton asked about the competitive wages in our area. Greenway said the department struggles to fill the ranks fully. In the last 20 years, the Police Department has only been

fully staffed for six months. Potential officers are often lost to the metro area due to higher wages paid there. Morten asked if it would be possible to have less officers paid at a higher wage. Greenway said this is not possible. The department is understaffed now. There needs to be coverage for vacation days, court appearances and other variables. Greenway would like to see an independent study to see how many officers are needed to meet the city's needs. Scholl asked about the cost of a study. Greenway will research it and get back with City Council. Topaz asked how much the quality of the Police Station connects to the staffing problem. Greenway said they are working on a solution for that with the new public safety building project.

Library

No comments or questions.

Finance Department

No comments or questions.

Planning Department

No comments or questions.

Building Department

Lines asked about bank service fees for the Building Department. Brown said that is new for this year. The Building Department has recently switched to an online state permitting software. Within that software, credit cards are charged and there are fees for that service.

Parks and Recreation

Catt asked about the personnel services. Brown said parks staff in previous years was 4 FTE. In the past Parks staff was partly paid for out of Water, Sewer, and Storm. Brown said that was not showing the true cost of the Parks Division. Over the last couple of years, the salary model has changed. This year Parks will have 3 FTE and Recreation will have 1.5 FTE.

Chilton asked about facility maintenance. She is concerned that it is low. Brown said it is only budgeted for the small shop at the park. Scholl asked about the \$500,000 that was transferred to Parks for projects two years ago. Brown said staffing at that time did not meet the expectations of completing those projects listed for that money. Some of the large projects are still outstanding. Those projects came from the master plan. Chilton requested a copy of the list. Those funds are listed in the CIP. Morten commented with the short staffing in Parks, it's difficult to complete large projects. He suggested holding off on expectations of CIP projects. Duggan is excited to get started with better communication on some of those projects. Brown shared the master plan with the committee. Zaher is working to bridge the gap. He is looking at a strategic approach to get projects done.

Public Hearing- State Shared Revenue

Purpose of public hearing is for the Budget Committee to hear from the public on the use of State Shared Revenue received by the City of St. Helens.

- Open Public Hearing to accept State Shared Revenue for FY 2021/2022 at 7:25 p.m.
No Public Comment specifically for State Shared Revenue.

Motion: Upon Scholl's motion and Gunderson's second, the Committee approved Receiving State Shared Revenue for General Fund use in FY 2021/2022 [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Gunderson, Lines, Birkle, Topaz; Nays: None] All in favor; none opposed; motion carries.

- Closed Public Hearing at 7:29 p.m.

Property Tax Rate Approval

Purpose is to approve the 2021/2022 Property Tax Rate for the City of St. Helens Oregon

Motion: Upon Scholl's motion and Line's second, the Committee approved for FY 2021/2022, a property tax rate of \$1.9078 per \$1,000 of assessed value for General Fund property taxes for taxes levied by the City of St. Helens permanent rate. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Gunderson, Lines, Birkle, Topaz; Nays: None] All in favor; none opposed; motion carries.

2021/2022 Budget Approval

Motion: Upon Scholl's motion and Topaz's second, the Committee approved expenditures for FY 2021/2022 in the amount of \$48,010,200 and to establish the maximum expenditures for each fund as shown on FY 2021/2022 Proposed Budget Expenditures Summary by Fund. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Gunderson, Lines, Birkle, Topaz; Nays: None] All in favor; none opposed; motion carries.

Adjournment – 7:35 p.m.

Respectfully submitted by Jennifer Johnson, Budget Committee Secretary