

# City of St. Helens

## Budget Committee

### Budget Meeting Minutes

April 7, 2015

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#### Council & Members Present:

Randy Peterson, Mayor  
Doug Morten, Council President  
Keith Locke, Councilor  
Susan Conn, Councilor  
Ginny Carlson, Councilor – *arrived at 6:54 p.m.*  
Patrick Birkle, Committee Member  
Bill Eagle, Committee Member  
Paul Barlow, Committee Member – *arrived at 6:30 p.m.*  
Garrett Lines, Committee Chair

#### Staff Present:

John Walsh, City Administrator  
Jon Ellis, Finance Director  
Terry Moss, Chief of Police  
Sue Nelson, Interim Public Works Co-Director  
Neal Sheppard, Interim Public Works Co-Director  
Margaret Jeffries, Library Director  
Lisa Scholl, Committee Secretary

#### Members Absent:

Michael Funderburg, Committee Member

#### Others:

Mark Curtiss                      Tim Curtiss                      Jack Richardson



Chair Lines called the meeting called to order at 6 p.m.

#### Visitors Comment

None

#### Approval of Minutes

Mayor Peterson moved to approve the March 31, 2015 meeting minutes. Locke seconded. All in favor; none opposed; motion carries.

#### Overview of Budget

Finance Director Ellis presented a PowerPoint presentation. A copy of the presentation is attached.

#### Review – Police Department

Chief Moss reviewed the Police Department duties and budget. A copy of the presentation is attached.

The current staffing level is the lowest he has seen it in the 23 years he has been here. This does put a strain on staff and programs. The overtime costs will exceed the budget for this year. An officer was seriously injured and officers left, which required officers to come in early and stay late.

Moss is requesting funds to purchase a new Chevy Caprice. It is more affordable than the Tahoe's.

The proposed budget includes a request for funds to purchase a video surveillance system for the Police station. However, City County Insurance provides a risk management grant to offset needs that protect the City. Moss requested the system be purchased with the grant funds. If it is approved, the request will be removed from the budget.

Portable radios are in need of being replaced. It is a safety issue because the radio could fail when an officer is on duty. They are about \$1200-1300 each and there is a need for 20 of them.

He is also proposing the purchase of body worn cameras. Unfortunately, times have changed and a video is requested when something happens. It demonstrates transparency. The cost to store the data on a server is about \$6000 per year. Cameras are approximately \$600 each. That would be a total of \$14,500 for patrol officers and sergeants.

Moss reviewed the additional funding requests. His priorities are:

1. Staffing - reclassify a Sergeant to Lieutenant and add a part-time Code Enforcement Officer
2. Portable Radios
3. Patrol Vehicle
4. Video Surveillance System
5. Body Worn Cameras

Council President Morten asked about the physical fitness incentive increase. Ellis explained that it varies based on who is employed and meets the requirement. It is a percentage based on wages.

Discussion of ammunition cost. That line item has significantly decreased. Moss explained that it is due to delays in ammunition orders being received. It took almost a year to arrive. Now they have a stockpile.

Ellis reviewed the additional funding request sheets. The dedication of Department Heads is significant. They have done a fantastic job with having less.

Ellis proudly announced that the City received the Distinguished Budget Presentation Award from the Government Finance Officers Association for last years' budget!

### **Questions/Comments**

None

### **Next Meeting Date:**

The next meeting will be April 21, 2015 at 6 p.m. in the City Council Chambers.



There being no further business, the meeting was adjourned at 7:19 p.m.

ATTEST:

  
Garrett Lines, Chair

  
Jon Ellis, Finance Director

Prepared by: Lisa Scholl, Committee Secretary

PowerPoint Presentation attached.



# City of St. Helens Budget Committee Meeting April 7, 2015

Presented by:  
Jon Ellis, Budget Officer  
Terry Moss, Police Chief



## Budget Committee Agenda

- Visitors' Comments
- Approve Minutes from March 31, 2015
- Overview of budget – Where we are today
- Review of Police Department
- Questions
- Next meeting: Tuesday, April 21, 2015, 6PM  
– Library

## Visitor Comments



3

## Minutes

Approval of Minutes of March 31, 2015

4

## Budget Calendar

April						
5	6	7	8	9	10	11
		2nd BC Mtg Police				
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		3rd BC Mtg Library				
26	27	28	29	30		
		4th Mtg Public Wks				

May						
3	4	5	6	7	1	2
		5th Mtg Capital Right Sizing			8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		Public Hearing and Approval				

June						
	1	2	3	4	5	6
			CC-Public hearing			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
			CC - Adopt			

- o April 7, 2015 – Continue Review/Discussions - Police
- o April 21, 2015 – Continue Review/Discussions - Library
- o April 28, 2015 – Continue Review/Discussions – Public Works Engineering & Operations
- o May 5, 2015 – Continue Review/Discussions – Capital Projects and Additional Review of Additional Funding Requests – Balancing Budget
- o May 19, 2015 – Public Hearing – Budget Committee Approve Budget
- o June 3, 2015 – Public Hearing – Revenues Sharing / Adopted Budget
- o June 17, 2015 – Adoption

5

## Total Proposed FY 15-16 Budget

Fund	Resources			Uses		Resources in excess of Uses		Unappropriated Fund Balance
	Beginning working capital	Revenues	Transfers	Expenditures	Transfers	Contingency		
General Fund	1,628,328	4,259,500	55,920	4,258,840	28,890	1,656,018	851,800	804,218
Special Revenue Funds								
Visitor & Tourism	141,448	119,000	-	119,000	-	141,448	20,000	121,448
Community Enhancement	876,670	448,430	1,003,890	920,250	82,420	1,326,320	1,056,190	270,130
Capital Improvement	6,895,670	1,607,300	806,500	4,074,800	1,000,000	4,234,670	750,000	3,484,670
CDBG	-	56,830	-	56,830	-	-	-	-
Streets (Gas Tax)	542,919	818,650	-	762,930	5,500	593,139	100,000	493,139
Internal Service Funds								
Administrative Services	133,691	1,342,090	-	1,433,320	-	42,461	42,460	1
Public Works	-	281,690	40,000	281,690	-	40,000	40,000	-
Fleet	16,753	278,000	-	284,750	-	10,003	10,000	3
Enterprise Funds								
Water Operating	2,054,485	3,162,630	-	2,782,200	394,000	2,040,914	445,900	1,595,014
Sewer Operating	2,539,996	4,713,500	-	3,907,180	395,500	2,950,816	701,200	2,249,616
Grand Total	14,829,960	17,087,620	1,906,310	18,881,790	1,906,310	13,035,790	4,017,550	9,018,240
Total Budget			33,823,890		33,823,890			
Unappropriated fund balance			(14,829,960)		(9,018,240)			
Contingency			0		(4,017,550)			
Transfers			(1,906,310)		(1,906,310)			
Internal Services			(1,976,490)		(1,976,490)			
Net Budget			15,111,130		16,905,300			
							Draw on (1,794,170) reserves	

## Budget Discussion By Department

Department	General Fund 001	Special Revenue Funds					Internal Service Funds			Enterprise Funds		Total Budget
		Tourism 008	Community 009	Capital 010	Streets 011	CDBG 033	Admin Svcs 012	PW Engr/Ops 013	Fleet 015	Water 017	Sewer 018	
City Council	81,710											81,710
Admin / CD	839,320	119,000	853,520	50,000	56,830		1,433,320					3,351,990
Library	559,600		36,962									596,562
Police	2,537,390		35,588	-								2,572,978
Public Works	269,710		76,600	5,024,800	768,430			281,690	284,750	3,176,200	4,302,680	14,184,860
Sub Total	4,287,730	119,000	1,002,670	5,074,800	768,430	56,830	1,433,320	281,690	284,750	3,176,200	4,302,680	20,788,100
Contingency												4,017,550
Ending fund Balance												9,018,240
Total												33,823,890

7

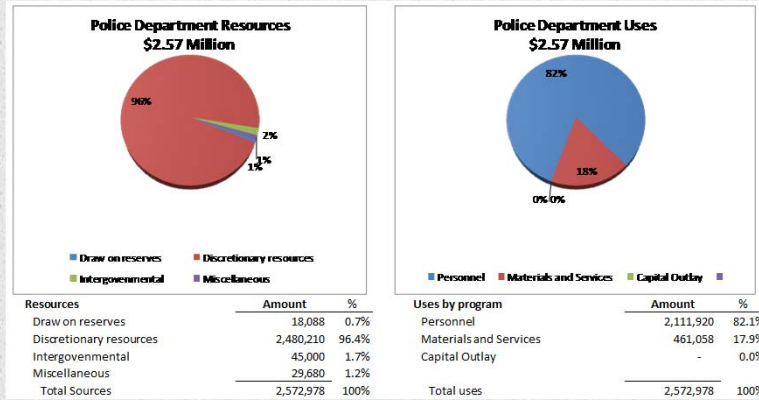
## City's Budget Overview By Department

Departments	Beginning Fund Balance	Restricted Revenues	Discretionary Revenues	Expenditures	Contingency	Ending Fund Balances
City Council	-	81,710		81,710	-	-
Administration & Community Development	823,449	3,488,230	319,010	3,351,990	1,089,970	188,729
Library	223,666	32,820	525,600	596,562	28,680	177,844
Police	18,088	74,680	2,480,210	2,572,978	-	-
Public Works	12,126,429	11,724,950	228,030	14,184,860	2,047,100	7,847,449
General Fund Reserves	1,628,328	-	27,690	-	851,800	804,218
<b>Total Budget</b>	14,829,960	15,403,390	3,590,540	20,788,100	4,017,550	9,018,240
Gross Budget Amounts			33,823,890			33,823,890

8



## Police Department - Sources and Uses



- ◊ Sources - Primarily by allocation of discretionary funds
- ◊ Uses - Primarily labor intensive

9

## Police Department (pages 58 – 62, 78, 96, 97)



### Department Programs

- ◊ Patrol
- ◊ Criminal Investigation
- ◊ Narcotics Investigation
- ◊ School Resource Officer
- ◊ Reserve Officer Program

10

## Police Department

What's new?

- Reserve Officer Program
- Accreditation
- Community Outreach
  - Coffee with a Cop
  - Cop Talk
- K-9 Lykos retired



## Police Department – (pages 78, 96, 97)

Police						Variance		Add'l Funding Requests	Explanation
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%		
001	General Fund								
	002	Operations	Personnel Services	1,968,400	2,111,920	143,520	7.3%	53,090	1) \$29,090 Red class Sergeant to Lieutenant
			Materials & Services	423,530	423,130	(400)	-0.1%	-	2) \$24,000 Part-time Code Enforcement Officer
001 Total General Fund				2,391,930	2,535,050	143,120	6.0%	53,090	
009	Community Enhancement								
	207	Grants	Materials & Services	17,230	16,230	(1,000)	-5.8%	-	
	211	Police Reserve	Materials & Services	6,500	8,368	1,868	28.6%	-	
	212	Special Events	Materials & Services	-	11,000	11,000	100.0%	-	
009 Total Community Enhancement				23,730	35,598	11,868	50.0%	-	

- o Operations personnel – change in employee mix and backfilling Sergeant position
- o Community Enhancement – represents receiving and utilizing donations/contributions

12



## Police Department – (pages 78, 96, 97)

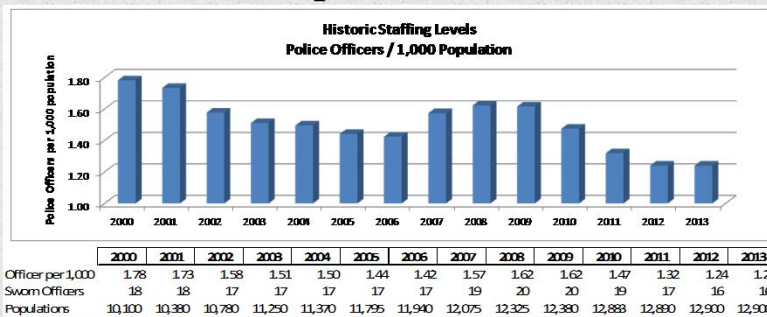
Police					Variance		Add'l Funding Requests	Explanation
Fd	Dpt	Dept/Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%	
010		Capital Improvements						1) \$10,000 Building repairs 2) \$30,000 Radios 3) \$36,000 Police Vehicle 4) \$4,000 Video Surveillance System 5) \$14,500 Body Worn Cameras
	305	Equipment	Capital Outlay	94,000	-	(94,000)	-100.0%	94,500
	010 Total Capital Improvements			94,000	-	(94,000)	-100.0%	94,500
	Total Police			2,503,660	2,570,638	60,978	2.4%	147,590

### Capital outlay

- FY 14-15 purchased 2 police vehicles
- FY 15-16 Additional Fund Requests \$94,000  
– further discussed later slides

13

## Police Department - History



14

## Police Department - History

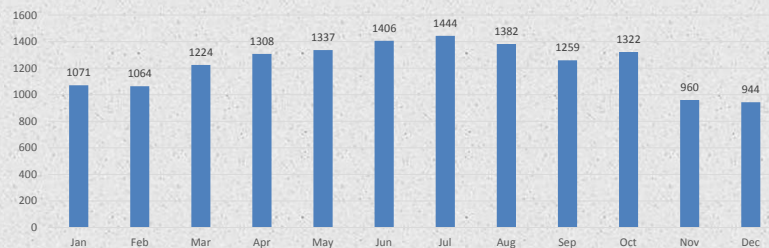
### General Fund

Department	Actual 2007-08 or peak	Adopted 2012-13	Adopted 2013-14	Adopted 2013-14	Adopted 2012-13 -VS- Adopted 2013-14		Actual 2007-08* -VS- Adopted 2013-14	
					Change	Percent	Change	Percent
Administrative / Community Services	12.00	7.00	6.74	6.74	(0.26)	-3.71%	(5.26)	-43.8%
<b>Police</b>	<b>24.00</b>	<b>18.00</b>	<b>17.00</b>	<b>17.00</b>	<b>(1.00)</b>	<b>-5.56%</b>	<b>(7.00)</b>	<b>-29.2%</b>
Library	7.00	5.50	5.46	5.46	(0.04)	-0.73%	(1.54)	-22.0%
Public Works - Parks	2.00	1.00	0.80	0.80	(0.20)	-20.00%	(1.20)	-60.0%
<b>Total FTE</b>	<b>45.00</b>	<b>31.50</b>	<b>30.00</b>	<b>30.00</b>	<b>(1.50)</b>	<b>-4.78%</b>	<b>(15.00)</b>	<b>-33.3%</b>

\*public works peaked employment due to Capital Projects was in FY 10-11

15

### 2014 CALLS FOR SERVICE



#### Common Law Enforcement Calls in 2014

- Theft 453
- Domestic Violence 279
- Criminal Mischief 176
- Traffic Complaints 197
- Alarms 227
- Traffic Accidents 154

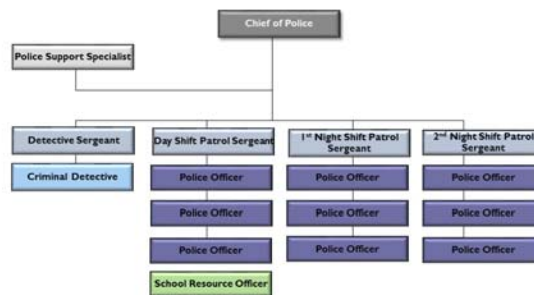
16

## Police Department - Additional Funding Requests

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
<b>Operations</b>						
Reclass Sergeant to Lieutenant	-	Police	Personnel	20,760	20,760	-
Part-time Code Enforcement	0.5	Police	Personnel	25,910	25,910	-
<b>Total ongoing costs</b>	<b>0.5</b>			<b>46,670</b>	<b>46,670</b>	-
<b>Capital</b>						
Police building repairs	1.0	Police	Capital	10,000	10,000	-
Patrol Vehicle	1.0	Police	Capital	36,000	36,000	-
Portable radios	1.0	Police	Capital	30,000	30,000	-
Video surveillance System	1.0	Police	Capital	4,000	4,000	-
Body worn cameras	1.0	Police	Capital	14,500	14,500	-
<b>Total one-time costs</b>	<b>5.0</b>			<b>94,500</b>	<b>94,500</b>	-
<b>Total additional funding requests</b>				<b>141,170</b>	<b>141,170</b>	-

- Proposed budget includes transfer of \$25,000 to cover equipment needs associated General Fund departments / Division – may wish to utilized to offset come of these capital needs.

17



CURRENT STAFFING MODEL

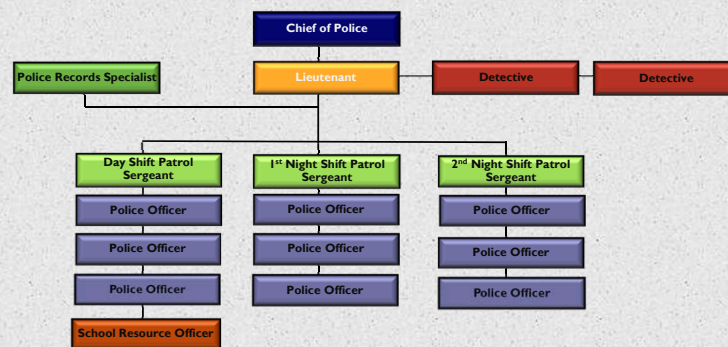
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18

## Sergeant to Lieutenant

- Scheduling
- Training
- Fleet Maintenance
- OSHA Compliance
- Policy Review & Compliance
- Mentoring & Coaching

19



PROPOSED STAFFING MODEL

20

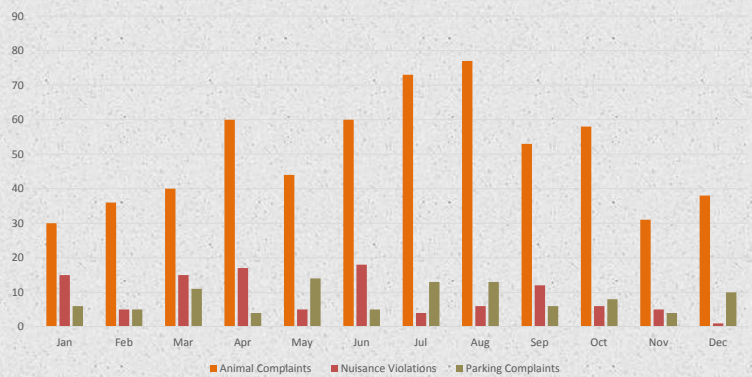


## Code Enforcement

- Animal Control
- Parking Enforcement
- Nuisance Complaints
- Abandoned Vehicles

21

2014 CODE ENFORCEMENT ACTIVITY



22



## Police Vehicle



23

## Video Surveillance



24

## Portable Radios



25

## Body Worn Cameras



26

Questions?



27

Next meeting Tuesday,  
April 21, 2015, 6PM

o Library

28