



Budget Committee Meeting Minutes

May 15, 2023

6:30 PM

Budget Committee Members Present: Mayor Robert Duncan, Kim Downey, Randy Klemm, Charlotte Thomas, Barb Shipley, Marilyn Pollard, Amanda Green, and William Percell.

Budget Committee Members Absent: Council President Mike Caughey, Robert Boese, Travis Walker, Raande Loshbaugh and Ruby Bennett.

City Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Officer/Deputy City Recorder Cathy Nelson, and City Recorder/Municipal Court Clerk Lori Ross

Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

HARRISBURG REDEVELOPMENT AGENCY CALLED TO ORDER AT THE HOUR OF 6:50PM.

(City Recorder notes the reason for the late start of the meeting was due to lack of quorum. Marilyn Pollard arrived at 6:48pm resulting in a quorum.)

NOMINATIONS AND ELECTIONS OF THE HRA BUDGET COMMITTEE

- Mayor Duncan nominated Randy Klemm to be the Chairperson of the HRA Budget Committee, which was seconded by Thomas. The Committee voted unanimously to appoint Randy Klemm by a vote of 8-0. (Yes: Mayor Duncan, Downey, Klemm, Thomas, Shipley, Pollard, Greene and Percell. No: None.)
- Downey nominated Barb Shipley to be the Vice-Chairperson of the HRA Budget Committee, which was seconded by Thomas. The Committee voted unanimously to appoint Barb Shipley by a vote of 8-0. (Yes: Mayor Duncan, Downey, Klemm, Thomas, Shipley, Pollard, Greene and Percell. No: None.)

BUDGET MESSAGE: City Administrator, Michele Eldridge reviewed the HRA Budget Message as shown on page 14 of the agenda.

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- Eldridge pointed out the \$2 million in Capital Outlay which came from an increase in property tax values inside the HRA Plan and noted the City has looked into using these funds for the budget gap on the Water Bond Project if needed.
- She informed the Committee that Revenue Sharing will now be part of this budget and will be paid out when the City files our tax documents yearly, after the budgets are approved.
- As shown on page 21 of the agenda, Eldridge informed the Budget Committee there is still \$50,000 left in the HRA Grant Fund.
- No questions or concerns from the HRA Budget Committee

At the hour of 6:59pm, a Public Hearing was announced to provide members of the public an opportunity to ask questions about and to comment on the budget.

With no comments received, the Public Hearing was closed at the hour of 7:00pm

No further discussion.

- Thomas **motioned to approve the HRA Budget as proposed, and to allow 100% division of taxes and was seconded by Downey. The motion passed unanimously by a vote of 8-0.** (Yes: Mayor Duncan, Downey, Klemm, Thomas, Shipley, Pollard, Greene and Percell. No: None.)

With no further discussion, the HRA Budget Committee was adjourned at the hour of 7:00pm, to start the City of Harrisburg Budget Committee Meeting.

THE CITY OF HARRISBURG BUDGET COMMITTEE WAS CALLED TO ORDER AT THE HOUR OF 7:01PM.

NOMINATIONS AND ELECTIONS OF THE BUDGET COMMITTEE

- Downey **nominated Randy Klemm to be the Chairperson of the Budget Committee and Barb Shipley to be the Vice-Chairperson of the Budget Committee, which was seconded by Thomas. The Committee voted unanimously to appoint Randy Klemm and Barb Shipley by a vote of 8-0.** (Yes: Mayor Duncan, Downey, Klemm, Thomas, Shipley, Pollard, Greene and Percell. No: None.)

BUDGET MESSAGE: City Administrator, Michele Eldridge reviewed the City Budget Message commenting she feels very lucky the City has had no budget cuts and with the increase of property taxes, the City is in good shape, minus the funding for the water bond project. Other highlights included:

- Eldridge is hopeful construction will begin soon on subdivisions Shadowood and Butterfly Gardens adding to the SDC and Building Permit funds.
- No increase in workman's compensation charges.
- Property taxes increased by 23%.
- Eldridge reminded Council of the 2% rate increase affecting the Water, Sewer, Storm; all Enterprise Funds.

A Public Hearing for members of the public to provide written and oral comments to the Budget Committee on the possible uses of State Revenue Sharing, including the offset against property tax levies, was opened at the hour of 7:07pm.

With no comments received, the Public Hearing was closed at the hour of 7:07pm.

General Fund: Eldridge commented that the beginning fund balances are doing well. Property taxes are coming in and franchise fees have increased. State Revenue Sharing is projected to be lower as per the League of Oregon Cities (LOC). Other highlights included:

- Interest rates are starting to increase which will result in a higher return.
- Personnel Expenses increased due to an increase in PERS, medical expenses and a 6.5% COLI for City employees.
- Contracted Services are about the same as the previous year. Eldridge noted the City will be using those services more for the planning of Eagle Park.
- Office Supplies increased from \$5,000 to \$6,000 due to replacing office equipment.
- Governmental Services have increased, which includes funds for the Small Municipality Advocacy Coalition (SMAC). Klemm asked how that price is figured and Eldridge replied it's based on population levels and divided by all participating Cities.
- Eldridge noted there is \$400,000 in ARPA funds between Water and Community and Economic Development which the City will try not to touch until we know where the water bond project is going.
- Eldridge referred to **Addendum1** which is a list of events held by the HART Community Center last fiscal year. Eldridge reminded Council this year the donation will be \$15,000 and next year \$10,000 then down to \$5,000. Eldridge pointed out **Addendum 2**, HART's profit and loss statement commenting that Maggie Cooley has become a volunteer and is no longer the director. Thomas commented that the payroll expenses once again don't make any sense paying 25% in taxes which is the same issue as last year.

Street Fund: Scholz reviewed the highlights:

- City will be looking at grants again this year and that the Small City Allotment (SCA) grant looks hopeful for 6th and Smith St to Kesling Street.
- Scholz noted an increase in Miscellaneous Expenditures due to a new line item, CDL License Training which is a new program requiring training prior to obtaining a CDL. He noted this expense item won't always be this high and that currently he has four employees who need to obtain their CDL. Shipley asked if it was for new or existing employees and Scholz replied it was for all employees and that the cost is \$6,000 to 8,000 per employee for the training.

Bike Path Reserve Fund: Scholz stated no changes to this fund. No comments or concerns.

Community & Economic Development Fund: Eldridge reviewed the highlights:

- Beginning fund balance has increased due to the transfer of the ARPA funds.
- \$13,000 for Rural Economic Alliance (REAL) which includes support for Resource Assistance for Rural Environments (RARE).
- Klemm commented on the Miscellaneous Expenses being projected at \$57,000, only spending \$5,000 and proposing \$84,000 this fiscal year. Eldridge replied the additional

funding was added to assist with business programs advertisement being included in the monthly utility bill. Eldridge further commented, if it's not spent, it will be treated like a reserve account.

- A new line item, Community Assistance Grant for \$5,000 is for assisting people in distress and to help them with moving on.

Library Fund: Nelson reviewed the highlights:

- Nelson noted a healthy beginning balance.
- The Library did receive a \$15,000 grant for this fiscal year.
- Nelson pointed out payroll expenses have gone down due to a PERS employee no longer working.
- The book fund has increased slightly due to an increase in cost.
- The computer reserve account of \$8,000 is for replacing the other two patron computers this fiscal year.

Storm Drain Reserve Fund: Scholz commented that some funding was used on the 9th Street extension to Sommerville Lp. More funds will be used if the City receives the SCA grant for 6th St.

Building Permit Fund/Electrical Permit Fund: Eldridge commented this fund is looking healthier this year and the program continues to offer better service for our residents. Shipley asked Eldridge about Junction City doing the inspections and Eldridge replied that the City has an IGA with Junction City and the City gets more revenue now than we did with the County.

Debt Services Fund: Nelson commented that this is a simple fund used to repay City debt, primarily interest and principal from the water bond.

Office Equipment Reserve Fund: Nelson commented this fund will be used for the Caselle program, computer maintenance, computer replacement and a new copier. Nelson noted the server was just replaced this last fiscal year, so this reserve fund will start to build up once more.

Equipment Reserve Fund: Scholz noted this fund is for larger pieces of equipment including vehicles and as the fund builds up, it will be used for replacing the street sweeper.

Water Funds: Scholz stated the City has been very conservative with this fund as we are still trying to build the water plant. Scholz noted there will be a transfer from capital outlay for Well No. 9 and to remove Well No. 5 which he is hoping to have done this summer or fall. The City will also transfer rights from Well No. 5 to Well No. 9.

Sewer Funds: Scholz commented that this fund is static, and the City is trying to maintain status quo. Klemm asked about the capital outlay in the sewer miscellaneous fund budgeted at \$101,000 last year and was questioning if we don't need more in that fund. Scholz replied he was expecting pumps he ordered for Stanly and S 6th Streets to be at a higher cost. He noted we will be using a little of the fund for hooking up the pumps.

SDC Reserve Fund: Eldridge reminded the Committee that SDC funds can only be used for new construction and gave an example of the 9th St construction which used portions of water, sewer and storm drain SDC's. Other highlights included:

- SDC's are used for bigger projects like the Safe Routes to School (SRTS) grant which \$120,000 has been expensed as a match.
- She noted it might be possible to use Park SDC funds for the Eagle Park boat ramp.
- Storm Drain SDC's have \$65,000 this year with only a small portion used towards any projects.
- Eldridge noted some future developments which could affect SDC revenues include Butterfly Garden, Shadowood, a minor partition by Don Hickman and Aaron Brown is also looking into developing his property on S 9th and Sommerville Lp.

No further comments or discussion.

- Shipley **motioned to recommend the approval of the following actions to the City Council; accept the uses for State Revenue Sharing Money, to approve the Budget as proposed and set the Property Tax Rate at \$3.1875 per thousand and was seconded by Thomas. The Budget Committee passed the motion with a vote of 8-0.** (Yes: Mayor Duncan, Downey, Klemm, Thomas, Shipley, Pollard, Greene and Percell. No: None.)

Eldridge thanked everyone for attending this evening

Mayor Duncan thanked all City Staff for their hard work and the Citizens in the audience for attending this evening.

With no further business, the Budget Committee meeting was adjourned at the hour of 8:06pm.

Chairperson

City Recorder

During open hours or through email, phone, text throughout week.

I am interacting with a least 4 or 5 families or individuals per week, I don't know about the other board member's numbers.

I have referred families to the following services to help with various issues (WIC assistance, Rent assistance, Elder Care, Day Care, After School Care, Dental Assistance, Food Stamps, Emergency Food assistance, Emergency Housing Assistance, DV, Kids Activities, Parenting Support and more)

Provided printing services, computer access and helped with computer basics.

Worked with community members for Resume creation and editing.

Answered some basic financial budgeting questions and referred for free tax prep.

Ongoing

ODD Fellows meetings

Bingo at Senior Center, donate proceeds to HART.

Events

Oct 2022 met with Ryan Vogt, COG

Nov 2022 Joined Tri County Chamber of Commerce

Nov 2022 met with Alicia Lucke, COG

Dec 2022 Toy for Tots

Nov-Dec 2022 LCSW used the facility, short term need, to meet with Clients.

Jan 2023 Welcome to Medicare Presentation with COG

Jan 2023 CSC Utility Program

Feb 2023 \$tand By Me Presentation with COG

March 2023 Meeting with John Moriarty Oregon Community Fund

March 2023 Lunch with Jim White, Nonprofit Assoc of Oregon

March 2023 Met with Susan Parsons, Nonprofit Assoc of Oregon

March 2023 CSC Return Visit

March 2023 Discussion Angelito Morillo, Partners for a Hunger Free America, re SNAP Training at the HART Center

March 2023 Paul Smith, executive Director, Strengthening Rural Families, Discussion funding sources and services. Brainstorming.

April 2023 Discussion with Benton County Preschool Coop Program Coordinator and discussed funding sources and he gave me ideas of other organizations to contact.

April 2023 Discussion with Mike Jerpack, LBCC Parenting Network.

April 2023 Discussion with Rachel Petersen Linn County Public Health re: Snap and Hunger in our community. Forwarded to Michelle and Lori at the city, as the scope of program was beyond social services for individuals and families.

April 2023, Discussion Kidco Head Start Linn County Harrisburg Center, RE working together on some activities.

May 2023 Discussion Susan Parsons NAO membership and resources available.

June 6th Meeting 9-1 Scheduled with Mike Jerpack onsite HART Center, Strengthening Rural Families, Parenting classes, support in Harrisburg.

In-process to Schedule

WIC intake to resume, still under Covid Restrictions until fall of 2023

New Girl Scout Troop formation by locale parent, to use facility.

Mutli Cultural Festival chaired by Arielle Freytag (please contact Arielle for more info)

Counseling Services to Children over Summer while Schools are closed, district councilor reached out.

Parent would like to start parenting group, or parent class, together class. Small Children.

Parent would like to coordinate a homeschooling group for kids to socialize.

Arranging for Teachers/Coordinators summer classes and activities...specifically cooking

Ongoing projects with challenges

Trying to get SNAP to come in person, explain criteria, help with sign up, answer questions ect.

Community Garden, looking for suitable space.

Family Bingo, looking for suitable space.

The Dental Hygiene budget does not allow onsite visits at this time.

Lots of parent interest in afterschool activities/Friday activities, need funds to hire and run such a program.

1:27 PM

05/15/23

Accrual Basis

H.A.R.T. Community Center

Profit & Loss

July 2022 through April 2023

	Jul '22 - Apr 23
Ordinary Income/Expense	
Income	
GENERAL DONATIONS	
AMAZON SMILE	6.12
UNRESTRICTED DONATIONS, PUBLIC	1,099.87
GENERAL DONATIONS - Other	0.27
Total GENERAL DONATIONS	1,106.26
GOVERNMENT GRANTS	
HARRISBURG, CITY OF	20,000.00
Total GOVERNMENT GRANTS	20,000.00
MISC INCOME	
4TH OF JULY INCOME	163.75
INTEREST	0.06
MISC INCOME - Other	20.00
Total MISC INCOME	183.81
PROGRAM INCOME	
FEES,	372.00
PROGRAM INCOME - Other	16.00
Total PROGRAM INCOME	388.00
Rentals	
Rent Revenue - Nondebt Prop	300.00
Total Rentals	300.00
Total Income	21,978.07
Expense	
Business Expenses	
FEES, LICENSES, APPLICATIONS EC	95.00
Total Business Expenses	95.00
OPERATING EXPENSES	
MISC MAINTENANCE, BUILDING ECT	520.00
OFFICE/ CLEANING SUPPLIES GENER	199.75
POSTAGE-MAILING	66.00
SOFTWARE	21.17
Total OPERATING EXPENSES	806.92
Other Types of Expenses	
LIABILITY INSURANCE	2,058.00
WORKERS COMP INSURANCE	38.64
Total Other Types of Expenses	2,096.64
PAYROLL EXPENSES	
DIRECTORS NET PAY	6,210.01
FEDERAL PAYROLL TAX	2,038.14
OREGON PAYROLL TAX	785.59
PAYROLL SERVICE	766.33
PRESCHOOL STAFF	0.00
Total PAYROLL EXPENSES	9,800.07
PRESCHOOL SUPPLIES	32.99

H.A.R.T. Community Center
Profit & Loss
July 2022 through April 2023

	Jul '22 - Apr 23
UTILITIES AND MAINTENANCE	
TELECOMMUNICATIONS, INTERNET	1,380.37
WATER	45.59
Total UTILITIES AND MAINTENANCE	1,425.96
Total Expense	14,257.58
Net Ordinary Income	7,720.49
Other Income/Expense	
Other Expense	
TECH SUPPORT	99.00
Total Other Expense	99.00
Net Other Income	-99.00
Net Income	7,621.49