

City of St. Helens Budget Committee

Meeting Minutes

April 16, 2020

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Leah Tillotson, Committee Member
Claire Catt, Committee Member
Keith Locke, Councilor
Ginny Carlson, Councilor
Stephen R. Topaz, Councilor
Garrett Lines, Committee Chair
Bill Eagle, Committee Member

Members Absent: None

Staff Present: Matt Brown, Assistant City Administrator
John Walsh, City Administrator
Sue Nelson, Public Works Engineering Director
Brian Greenway, Chief of Police
Margaret Jeffries, Library Director
Jennifer Johnson, Accountant
Jacob Graichen, City Planner

Called the Meeting to Order

7:00 p.m.

Election of Budget Chair

Motion: Motion made by Eagle and seconded by Morten, to elect Lines as Budget Chair. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz, Councilor Carlson, Leah Tillotson, Claire Catt, Garrett Lines, and Bill Eagle.

Approval of Minutes from Previous Year

Motion: Motion made by Eagle and seconded by Morten, to approve the minutes for the previous year. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz, Councilor Carlson, Leah Tillotson, Claire Catt, Garrett Lines, and Bill Eagle.

Public Comments- Limited to five (5) minutes per speaker

None.

Budget Review – SDC FUNDS

Brown gave an overview of the SDC Fund Budget. Funds are never expected to fully be dispensed. It's a good idea to have the funds appropriated incase projects do come up.

Sewer

Projects Planned

- N. Vernonia Rd. sidewalks. Nelson added half of the funding for this project is eligible for SDC funds.
- Columbia Blvd Sidewalk connecting Gable Rd. to Sykes Rd.
- Improvements to Columbia Blvd. and Sykes Rd. intersection for pedestrian passage.
- Installation of a flashing crossing light Infront of McBride Elementary School. Nelson added this project is a grant project. The matching funding will be SDC funds around \$60,000.

Morten asked about the Strand St. project. Nelson said that area has not been dedicated as a right-of-way yet. It would not be SDC fund eligible.

Water

Topaz asked if the money for Water SDC's comes from installing new pipes for developments. Nelson said the fees are paid when the lots are developed by the developer.

Sewer and Storm

Carlson asked why the funds are all allocated. Brown said if they are not allocated you would see unappropriated fund balances. In accordance with the Oregon State Budget Law, once a Budget is approved with unappropriated fund balances if something comes up those funds cannot be used unless there is a state of emergency.

Future Developments Approved

- Subdivisions
- Large apartment complexes

Graichen added that all the big developments have not slowed down. Building permits and land use permits have been coming in even with a pandemic.

Parks

- Parks SDC fee \$345,000 for the new apartment complex proposed near Walmart.
- McCormick and Columbia View Park expansion might be SDC eligible.

Streets SDC		Page 48	
Resources		Expenses	
Charges for Services	50,000	M&S	750,000
Fund Balance Available	1,500,000	Capital Outlay	800,000
Total Resources	1,550,000	Total Expenses	1,550,000

Sewer SDC		Page 50	
Resources		Expenses	
Charges for Services	100,000	M&S	785,000
Fund Balance Available	1,470,000	Capital Outlay	785,000
Total Resources	1,570,000	Total Expenses	1,570,000

Water SDC		Page 49	
Resources		Expenses	
Charges for Services	75,000	M&S	400,000
Fund Balance Avail.	840,000	Capital Outlay	515,000
Total Resources	915,000	Total Expenses	915,000

Storm SDC		Page 51	
Resources		Expenses	
Charges for Services	30,000	M&S	180,000
Fund Balance Avail.	330,000	Capital Outlay	180,000
Total Resources	360,000	Total Expenses	360,000

Parks SDC		Page 52	
Resources		Expenses	
Charges for Services	50,000	M&S	50,000
Fund Balance Available	480,000	Capital Outlay	480,000
Total Resources	530,000	Total Expenses	560,000

Budget Review – INTERNAL SERVICE FUNDS

Equipment Fund

Brown pointed out a new miscellaneous general line item for \$200,000 that is part of the new vehicle lease program.

- Parks will be replacing an old mower this year.
- Parks would like to add a shelter for storage.
- New pump station on Old Portland Rd.

Equipment Fund		Page 66	
Resources		Expenses	
Charges for Services	50,000	Personnel Services	273,000
Miscellaneous	200,000	Materials & Services	338,500
Fund Balance Available	489,000	Capital Outlay	35,000
		Contingency	503,500
Total Resources	1,150,000	Total Expenses	1,150,000

20/21 Purchases:

- \$15,000 – Mower for Parks
- \$10,000 – Lean-To Parks Shed at Parks Office
- \$10,000 – Replace Pump, Pump Station #7

IT Services Fund

Revenue for IT is funded through departmental charges.

- IT infrastructure project. The cost of new equipment is still unknown currently.

Topaz asked if IT equipment could be leased. Brown is unaware of any IT lease options.

IT Services Fund		Page 67	
Resources		Expenses	
Charges for Services	518,000	Personnel Services	140,000
		Materials & Services	340,000
		Contingency	38,000
Total Resources	518,000	Total Expenses	518,000

Public Works Operations Fund

- Projects and Programs \$75,000 is for GIS upgrades. The map needs to be reflowed and re-digitized. GIS has not been updated since 2001.

Tillotson asked about logging hours spent on Tourism Events. Nelson said it has been tracked in the past but the information has never been used for budget purposes.

INTERNAL SERVICE FUNDS

PW Operations Fund		Page 68-70	
Resources		Expenses (SUMMARY)	
Charges for Services	2,932,000	Personnel Services	2,826,000
Licenses, Permits, Fees	35,000	Materials & Services	440,000
Fund Balance Available	320,000	Contingency	21,000
Total Resources	3,287,000	Total Expenses	3,287,000

	Engineering (Pg. 69)	PW Operations (Pg. 70)	COMBINED
Personnel Services	450,000	2,376,000	2,826,000
Materials & Services	90,000	350,000	440,000
Contingency			21,000
Total Expenses	540,000	2,726,000	3,287,000

Major Maintenance Fund

- \$250,000 is the estimated remaining funds on the \$500,000 that was done a couple years ago for park investments.
- \$175,000 for Library
- City Hall is working on façade improvements on the Utility and Court building. This number could change depending on what the City Council would like to spend on façade improvements.
- Police Station is still working on a study. It will be a lengthy process.

Major Maintenance Fund		Page 71	
Resources		Expenses	
Charges for Services	85,000	Capital Outlay	448,000
Fund Balance Available	363,000		
<i>Total Resources</i>	<i>448,000</i>	<i>Total Expenses</i>	<i>448,000</i>

<u>Capital Outlay Projects</u>	
Parks	250,000
Library	173,000
City Hall	5,000
Police Station	20,000

Budget Review – SPECIAL REVENUE FUNDS

Community Development Fund

This fund is managed by Dimsho and Walsh. Specific accounts are set up for economic planning, the industrial business park, riverfront property, and forestry. Tourism will be moving into Community Development. Brown is estimating motel/hotel tax revenue to be a little lower than was adopted due to Covid-19. Grant funds are expected to help with the Master Plan of the Business Park. This Budget was created without anticipating any cuts on the forest property.

Community Development Fund		Page 40-42	
Resources		Expenses (SUMMARY)	
Taxes	100,000	Materials and Services	857,000
Miscellaneous	710,000	Debt Service	276,000
Grants	110,000	Contingency	192,000
Fund Balance Available	405,000		
<i>Total Resources</i>	<i>1,325,000</i>	<i>Total Expenses</i>	<i>1,325,000</i>

Department Expenses	
Dept 721 (Pg. 41) Economic Planning	233,000
Dept 722 (Pg. 41) Business Park	348,000
Dept 723 (Pg. 42) Riverfront	207,000
Dept 724 (Pg. 42) Forestry	65,000
Dept 725 (Pg. 42) Tourism	280,000
Contingency	192,000
<i>Total Expenses</i>	<i>1,325,000</i>

Community Enhancement Fund

Jeffries mentioned a grant they receive for summer reading that comes in year after year. Those funds are tracked here. Dontations for the library also hit this fund.

- Transitional Housing is a pass through grant that comes in and goes out.

Community Enhancement Fund		Page 43-45	
Resources		Expenses (SUMMARY)	
Charges for Services	2,000	Materials and Services	57,200
Intergovernmental	20,000	Contingency	9,800
Miscellaneous	14,000		
Fund Balance Available	31,000		
Total Resources	67,000	Total Expenses	67,000

Department Expenses	
Dept 705 (Pg. 44) Police	19,000
Dept 706 (Pg. 44) Library	7,200
Dept 716 (Pg. 44) ACC	10,000
Dept 717 (Pg. 45) Transitional Housing	20,000
Dept 718 (Pg. 45) Youth Council	1,000
Contingency	9,800
Total Expenses	67,000

Street Fund

- Most revenue comes from Motor Vehicle Tax
- Gas Tax is another revenue source.

Carlson expressed concern of the gas tax not being as high due to Covid-19. Brown said the State would most likeley give quarterly reports.

Nelson mentioned a shift of funds from Capital Fund to the Operating Fund based on the recommendations of the auditors. The streets sweeping clean up material costs allocated \$30,000 to do that but unable to do that last year. They anticipate being able to dump this year. Street Sign Replacment Funds were also moved over. The signs must be replaced due to new guidlines.

Streets Fund		Page 46	
Resources		Expenses (SUMMARY)	
Intergovernmental	1,520,000	Personnel Services	558,000
Miscellaneous	15,000	Materials & Services	633,000
Fund Balance Available	725,000	Capital Outlay	585,000
		Debt Service	60,000
		Contingency	424,000
Total Resources	2,260,000	Total Expenses	2,260,000

Adjournment 7:48 p.m.

Respectfully submitted by Jennifer Johnson, Budget Committee Secretary.

ATTEST:

Garret Lines, Chair
Administrator

Matt Brown, Assistant City