

City of St. Helens Budget Committee

Meeting Minutes

April 23, 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 Member
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
Shanna Duggan, Recreation Coordinator

7:00 P.M.- Called the Meeting to Order

Public Comments- Limited to five (5) minutes per speaker
None.

Budget Review – ENTERPRISE FUNDS - Water, Sewer, Storm

- **Water-**Nelson said there is one project on the horizon, replacing undersized water lines. No unusual things going on. Water Filtration Facility is in the process of upgrading all computer equipment from 2006. They are updating the control system that operates the plant. Brown said there is not much change in materials and services. The Enterprise Funds are higher than normal contingency due to potential development like the riverfront. Ending fund balance will be actual balance after the audit.
 - **Sewer-** Forecasted 1% growth rate. Dip in ending fund balance is due to separating the sewer and storm funds. Some ending funds balance was moved out of sewer into storm. Nelson said Waste Water Treatment Plant had scheduled a project to do dredging in primary lagoon. This project has been deferred to next year. Secondary treatment was adjusted 78.6% to 78.2% for Cascades billings.
 - **Storm-** Brown pointed out that the last four years in the graph are getting to zero and going negative. He said the City will never get to that point, changes will be made before the numbers and forecast got to that point. Nelson said they have reduced capital expenditures for this upcoming year. Storm improvements is a big focus in the City right now. They are working to
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keep those expenses down. Eagle asked about negative numbers. Brown said the City will make some changes before they went negative. Walsh added that changes have been made to billing policies. Some businesses are paying storm fees that were not previously paying. Brown expects an extra \$80-100k in revenue per year. Eagle asked how storm fees are assessed. Nelson said they are fixed fees for duplex and triplex residential. All businesses, apartments, and commercial is based on hard surface square footage.

Budget Review General Fund

IT Fund charges will increase with replacing the IT network.

- General Fund Revenue

GENERAL FUND - REVENUE



	2017-18	2018-19	2019-20	2020-21
Resource Allocation Summary	Actual	Actual	Adopted	Proposed
Local Taxes	1,751,125	1,846,810	1,920,000	2,000,000
Intergovernmental	628,302	616,985	663,000	647,000
Grants	26,707	19,558	145,000	-
Charges for Services	3,381,531	3,478,832	3,991,000	4,671,000
Licenses, Permits, Fees	536,977	900,736	623,000	579,000
Fines	358,604	415,328	275,000	217,000
Miscellaneous Revenue	283,851	453,503	282,000	367,000
Transfers	-	242,341	-	-
Fund Balance Available	2,001,302	2,181,542	2,500,000	2,200,000
TOTAL RESOURCES	8,968,399	10,155,636	10,399,000	10,681,000

	2017-18	2018-19	2019-20	2019-20
RESOURCES	Actual	Adopted	Adopted	Proposed
LOCAL TAXES				
Property Tax Revenue	1,716,982	1,793,319	1,875,000	1,970,000
Previously Levied Tax	34,143	53,491	45,000	30,000
TOTAL LOCAL TAXES	1,751,125	1,846,810	1,920,000	2,000,000
INTERGOVERNMENTAL				
Cigarette Tax	16,260	10,179	18,000	15,000
Alcohol Bev. Tax	208,298	212,273	240,000	240,000
Revenue Sharing	133,320	136,181	140,000	140,000
Cannabis Tax	190,175	148,643	110,000	100,000
Intergovern-Revenue	64,290	102,709	140,000	145,000
Columbia City Permits	15,959	7,001	15,000	7,000
TOTAL INTERGOVERNMENTAL	628,302	616,985	663,000	647,000
GRANTS				
Grant - General	-	-	5,000	-
Grant - Police	1,707	2,858	-	-
Grant - Recreation	25,000	500	120,000	-
Grant - Parks	-	16,200	20,000	-
TOTAL GRANTS	26,707	19,558	145,000	-

Brown said this year he is proposing a budget that does not include grants, however that does not mean the City will not receive grants. Likely, the City will receive grants, but he wanted to be conservative. Adjustments will be made for incoming grants.

GENERAL FUND - REVENUE



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RESOURCES	2017-18 Actual	2018-19 Adopted	2019-20 Adopted	2019-20 Proposed
CHARGES FOR SERVICES				
Dockside Services	21,830	8,100	20,000	15,000
Rents	3,000	250	-	-
Recreation Utility Fee	-	-	160,000	165,000
In Lieu of Franchise Fees	901,288	843,316	925,000	970,000
General Fund Support Services	1,562,581	1,862,000	2,036,000	2,646,000
Franchise Tax	892,832	765,167	850,000	875,000
TOTAL CHARGES FOR SERVICES	3,381,531	3,478,832	3,991,000	4,671,000
LICENSES, PERMITS, FEES				
Business License	128,584	138,868	135,000	120,000
Building Permits	87,142	276,333	140,000	160,000
Building Admin Fee	18,258	19,064	22,000	20,000
Plumbing Permits	25,579	35,939	24,000	40,000
Mechanical Permits	30,152	19,385	22,000	20,000
Plan Review Fees	218,170	312,029	160,000	130,000
Non-resident library card fees	7,101	7,574	8,000	5,000
Lien Searches	3,588	9,308	9,000	9,000
Dog License	-	-	-	-
Camping Fees	-	-	-	-
Excise Tax	-	-	-	-
Park Rental Fees	-	10,143	9,000	5,000
Planning Fees	4,074	4,983	30,000	25,000
Police Training Fee	12,852	11,813	14,000	10,000
Recreation Revenue	1,477	55,298	50,000	35,000
TOTAL LICENSES, PERMITS, FEES	536,977	900,736	623,000	579,000

Brown pointed out a larger than normal increase in general support services. This comes from the reallocation of funds from Public Works staff to Parks staff moving salaries and benefits.

GENERAL FUND - REVENUE



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Intergovernmental	628,302	616,985	663,000	647,000
Grants	26,707	19,558	145,000	-
Charges for Services	3,381,531	3,478,832	3,991,000	4,671,000
Licenses, Permits, Fees	536,977	900,736	623,000	579,000
Fines	358,604	415,328	275,000	217,000
Miscellaneous Revenue	283,851	453,503	282,000	367,000
Transfers	-	242,341	-	-
Fund Balance Available	2,001,302	2,181,542	2,500,000	2,200,000
TOTAL RESOURCES	8,968,399	10,155,636	10,399,000	10,681,000

RESOURCES	2017-18 Actual	2018-19 Adopted	2019-20 Adopted	2019-20 Proposed
FINES				
Fines - Library	11,340	7,822	10,000	7,000
Fines	347,264	407,507	265,000	210,000
TOTAL FINES	358,604	415,328	275,000	217,000
MISCELLANEOUS				
Interest Earnings	199,592	383,767	220,000	330,000
Youth Council Revenue	-	436	-	-
Miscellaneous - Parks	13,732	1,879	10,000	5,000
Miscellaneous - Police	14,800	10,967	10,000	5,000
Miscellaneous - General	19,897	15,691	15,000	5,000
Insurance Proceeds	21,859	23,421	20,000	15,000
Donation - Parks	6,500	5,070	-	-
IT Equipment Reserve	-	-	-	-
Reimb - Courts	7,470	10,223	7,000	7,000
Reimb - Police	-	-	-	-
Locke n Donation	-	2,051	-	-
TOTAL MISCELLANEOUS	283,851	453,503	282,000	367,000
TRANSFERS				
	-	242,341	-	-
FUND BALANCE AVAILABLE	2,001,302	2,181,542	2,500,000	2,200,000
TOTAL RESOURCES	8,968,399	10,155,636	10,399,000	10,681,000

Brown expects things to keep moving along in licenses and permits. Over the last couple years, court revenue has gone up due to collections getting done and changes in operation.

General Fund Expenses

GENERAL FUND - EXPENSES



Administration Department	Page 26
Personnel Services	467,000
Materials & Services	56,000
<i>Total Expenses</i>	<i>523,000</i>

Municipal Court Department	Page 29
Personnel Services	195,000
Materials & Services	230,000
<i>Total Expenses</i>	<i>425,000</i>

City Recorder Department	Page 27
Personnel Services	256,000
Materials & Services	61,000
<i>Total Expenses</i>	<i>317,000</i>

Police Department	Page 31
Personnel Services	3,354,000
Materials & Services	465,000
<i>Total Expenses</i>	<i>3,819,000</i>

City Council Department	Page 28
Personnel Services	60,000
Materials & Services	44,000
<i>Total Expenses</i>	<i>104,000</i>

Library Department	Page 32
Personnel Services	575,000
Materials & Services	280,000
<i>Total Expenses</i>	<i>855,000</i>

- One position moved to Administration Fund. Rachael Barry's position is funded 40% from the Community Development Fund.

It was agreed that a name change from Council Discretionary funds would change to Community Support Funds.

Court

- Moving to two full time employees (FTE).

Police

Greenway reported that materials and services is high due to new equipment that needs to be purchased such as body cameras and new tasers. Overtime was utilized to cover officers who were out on leave. Carlson asked if they are still low on staff. Greenway confirmed they are.

- Staffing needs to be based on on calls of service. Call volume is more of an indicator then city size.
- Brown, IT services include the new phone system allocation.

That is why there is a large increase in the Library Department. Jeffries reported that the biggest change will be the addition of a maker space in the other wing of the building. Its currenently being developed and will be coming online in the fall.

- There is an increase in bank service fees until transition is finished from Springbrook to Incode. They are currently higher then normal bank service fees.

GENERAL FUND - EXPENSES



Finance Department	Page 33
Personnel Services	585,000
Materials & Services	260,000
<i>Total Expenses</i>	<i>845,000</i>

Planning Department	Page 36
Personnel Services	289,000
Materials & Services	85,000
<i>Total Expenses</i>	<i>374,000</i>

Parks Department	Page 34
Personnel Services	296,000
Materials & Services	161,000
<i>Total Expenses</i>	<i>457,000</i>

Building Department	Page 37
Personnel Services	277,000
Materials & Services	61,000
<i>Total Expenses</i>	<i>338,000</i>

Recreation Department	Page 35
Personnel Services	206,000
Materials & Services	61,000
<i>Total Expenses</i>	<i>267,000</i>

General Services Department	Page 38
Materials & Services	248,000
General Fund Contingency	1,109,000
Unappropriated	1,000,000
<i>Total Expenses</i>	<i>2,357,000</i>

Finance Department -Carlson asked if the City receives revenue from the ATM machine outside of City Hall. Brown said it's a small amount that goes into the City's General fund.

Parks

Carlson asked about revenue from the McCormick Park showers. Nelson said the showers are not coin operated at McCormick. Showers at Columbia Park are coin operated, those funds go into miscellaneous revenue for parks. Carlson asked if the City pays for dumpsters and if they are locked in between pickups. Nelson said dumpsters are at parks and by the city docks. Nelson said The Marine Board provides funds every year to help maintain the docks, Sand Island restrooms, and half of the Columbia View Park restrooms. Morten asked about the lease agreement / management of Sand Island. Brown reviewed a revenue line item for Parks in the general fund.

Recreation

- Recreation Department is adding more youth sports leagues which will generate more revenue.

Planning Department,

- Public information is used for public hearings, notices and recording fees with the County Clerk.
- Professional Services are used for legal counsel or planning consulting inflated to be safe and have cushion.

Walsh discussed how Graichen and Dimsho secure a lot of grants to benefit the community. Planning added a .4 FTE.

Building Department

Scholl asked about adding an FTE building inspector. Walsh added they can amend this to include a .5 inspector. He said it would be appropriate to lean off the County's inspector as well. Brown said that position can be added in at any time by the Council.

General Services Department,

- Nothing surprising in this fund. Contingency is a small amount higher than the previous year to prepare for any potential changes.

The communications position was discussed. The workload is high for that position resulting in overtime.

Adjournment – 7:35 p.m.

Respectfully submitted by Jennifer Johnson, Budget Committee Secretary

ATTEST:

Bill Eagle, Chair

Matt Brown, Assistant City Administrator