



Finance Department
January 19 Council Report

Finance Department



Municipal Court

Court Clerk – Melanie Payne
Court Clerk – April Messenger



Utility Billing

UB Specialist – Jamie Edwards
UB Specialist – Dawn Richardson



Finance

Accountant – Carol Green
Accountant – Jennifer Johnson



Information Technology

IT Specialist – Darin Cox
IT Specialist – Matt Funk

Municipal Court Department

Judge – Amy Lindgren

Prosecutor – Erskine Law

Court Clerk – Melanie Payne

Court Clerk – April Messenger



Accomplishments

- Transition to Incode Court from 20+ year old software
- Criminal dispositions uploaded in real time to the Oregon State Police, allowing prosecutors prompt information & knowledge with a person's arrest.

Upcoming Projects

- Testing with DMV for similar dispositions with traffic cases.
- Transitioning to e-tickets with Police, reducing manual entries for PD and Court.

Utility Billing & Business Licenses

UB Specialist – Jamie Edwards

UB Specialist – Dawn Richardson



Accomplishments

- Proactively contacting customers with high balances in response to late fees starting
- Assisted Engineering with Water Master Plan data
- Implementation of new software; cleaning up 20+ years of data
- Implementation of new Building License software, forms, City code updates, & website updates
- Setup Easy Pay portals for departments to use credit card payments
- Assisted Building for Accella Building Software implementation for electronic payments

Upcoming Projects

- Implementation of new Public Safety fee and ending Recreation fee
- Updating EDU information for apartment complexes and duplex buildings

Finance Department

Accountant – Carol Green

Accountant – Jennifer Johnson



Accomplishments

- Implementation of electronic timecards for 70+ employees
- Transition to new Incode software and cleaning 20+ years of data
- Started Employee Self Service (ESS), allowing employees access update W4 and employee information, previous paystubs, and W2 information all electronically
- Successful AA Bond Rating for City of St. Helens, helping secure lower interest rates for upcoming debt
- Refinance of multiple debts to save the city over \$1M over the remainder of debt payments
- **Accomplished GFOA Budget Award for 6 years straight**

Upcoming Projects

- Transitioning to electronic hiring processes with HR
- Financials final cleanup, Audit for FY 2021 is almost complete.
- Implementation of electronic AP payment (reducing physical checks)
- Supporting our internal customer for financial needs
- Upcoming Job Description Changes (Accountant I, II, III)
- Begin CAFR (Comprehensive Annual Financial Report) for 2022

Information Technology Department

IT Specialist – Darin Cox

IT Specialist – Matt Funk



Accomplishments

- Transition to new IT service provider
- Successful relaunch of City network from IT incident
- Replacement of 80+ computers & laptops
- Upgraded speeds and lowered Comcast rates at facilities (savings of \$300-400)
- COVID response and successful transition to electronic meetings/work/phone calls
- Fiber connection between PD/Library/CH; creation of a redundant network
- Rewiring of entire City Hall.
- Moving server room at City Hall (upgrading infrastructure, firewalls, SAN, etc.). City owns equipment now.

Upcoming Projects

- Transition to internal services
- Domain switchover completion
- Office 365 Migration for all employees
- Windows 11 Migration
- Phone/Fax lines audit – Removing unneeded services
- New Public Safety Facility – New IT Framework and IT Transition from City Hall
- Facility security improvements
- Upcoming Job Description Changes (IT Specialist I, II, III)
- St. Helens Broadband exploration
- VOIP Phone system upgrade in Feb

2022 Strategic Plan



Accomplishments

- Goal Area 1: New IT Policies
- Goal Area 4: Update Business License Codes, Rules, and Forms
- Goal Area 4: Update City website for business information
- Goal Area 5: IT Infrastructure upgrades at main facilities

Upcoming Projects

- Goal Area Four: Explore City Broadband Utility (moved to 2024 Strategic Plan)