

# City of St. Helens Budget Committee

Meeting Minutes

April 23, 2020

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**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         |
| <b>TOTAL RESOURCES</b>      | <b>8,968,399</b> | <b>10,155,636</b> | <b>10,399,000</b> | <b>10,681,000</b> |

|                                | 2017-18          | 2018-19          | 2019-20          | 2019-20          |
|--------------------------------|------------------|------------------|------------------|------------------|
| RESOURCES                      | Actual           | Adopted          | Adopted          | Proposed         |
| <b>LOCAL TAXES</b>             |                  |                  |                  |                  |
| 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           |
| <b>TOTAL LOCAL TAXES</b>       | <b>1,751,125</b> | <b>1,846,810</b> | <b>1,920,000</b> | <b>2,000,000</b> |
| <b>INTERGOVERNMENTAL</b>       |                  |                  |                  |                  |
| 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            |
| <b>TOTAL INTERGOVERNMENTAL</b> | <b>628,302</b>   | <b>616,985</b>   | <b>663,000</b>   | <b>647,000</b>   |
| <b>GRANTS</b>                  |                  |                  |                  |                  |
| Grant - General                | -                | -                | 5,000            | -                |
| Grant - Police                 | 1,707            | 2,858            | -                | -                |
| Grant - Recreation             | 25,000           | 500              | 120,000          | -                |
| Grant - Parks                  | -                | 16,200           | 20,000           | -                |
| <b>TOTAL GRANTS</b>            | <b>26,707</b>    | <b>19,558</b>    | <b>145,000</b>   | <b>-</b>         |

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 |
|--------------------------------------|------------------|------------------|------------------|------------------|
| <b>CHARGES FOR SERVICES</b>          |                  |                  |                  |                  |
| 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          |
| <b>TOTAL CHARGES FOR SERVICES</b>    | <b>3,381,531</b> | <b>3,478,832</b> | <b>3,991,000</b> | <b>4,671,000</b> |
| <b>LICENSES, PERMITS, FEES</b>       |                  |                  |                  |                  |
| 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           |
| <b>TOTAL LICENSES, PERMITS, FEES</b> | <b>536,977</b>   | <b>900,736</b>   | <b>623,000</b>   | <b>579,000</b>   |

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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| 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         |
| <b>TOTAL RESOURCES</b>      | <b>8,968,399</b> | <b>10,155,636</b> | <b>10,399,000</b> | <b>10,681,000</b> |

| RESOURCES                     | 2017-18 Actual   | 2018-19 Adopted   | 2019-20 Adopted   | 2019-20 Proposed  |
|-------------------------------|------------------|-------------------|-------------------|-------------------|
| <b>FINES</b>                  |                  |                   |                   |                   |
| Fines - Library               | 11,340           | 7,822             | 10,000            | 7,000             |
| Fines                         | 347,264          | 407,507           | 265,000           | 210,000           |
| <b>TOTAL FINES</b>            | <b>358,604</b>   | <b>415,328</b>    | <b>275,000</b>    | <b>217,000</b>    |
| <b>MISCELLANEOUS</b>          |                  |                   |                   |                   |
| 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             | -                 | -                 |
| <b>TOTAL MISCELLANEOUS</b>    | <b>283,851</b>   | <b>453,503</b>    | <b>282,000</b>    | <b>367,000</b>    |
| <b>TRANSFERS</b>              |                  |                   |                   |                   |
|                               | -                | 242,341           | -                 | -                 |
| <b>FUND BALANCE AVAILABLE</b> | <b>2,001,302</b> | <b>2,181,542</b>  | <b>2,500,000</b>  | <b>2,200,000</b>  |
| <b>TOTAL RESOURCES</b>        | <b>8,968,399</b> | <b>10,155,636</b> | <b>10,399,000</b> | <b>10,681,000</b> |

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



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

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

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

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

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

| <b>General Services Department</b> | <b>Page 38</b>   |
|------------------------------------|------------------|
| 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:

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Bill Eagle, Chair

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Matt Brown, Assistant City Administrator