



# **BUDGET COMMITTEE**

Tuesday, April 13, 2021 at 6:00 PM

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## **AGENDA**

### **CALL TO ORDER**

#### **Introductions**

#### **Role of Budget Committee**

#### **New Chair and Vice-Chair Nomination**

#### **Approval of Prior Year Meeting Minutes**

- [1.](#) Approve Minutes for 4/2/2020
- [2.](#) Approve Minutes for 4/16/20
- [3.](#) Approve Minutes for 4/23/20
- [4.](#) Approve Minutes from 4/30/20

#### **Public Comment**

#### **Topics for Discussion**

5. System Development Charge Funds  
Streets, Water, Sewer, Storm, & Op Parks
6. Special Revenue Funds  
Streets, Community Development, Community Enhancement
7. Internal Service Funds  
IT Services, PW Operations, Major Maintenance
8. Enterprise Funds  
Water, Sewer, Storm

#### **Open Questions**

#### **Adjournment**

### **VIRTUAL MEETING DETAILS**

**Join Zoom Meeting:** <https://zoom.us/j/95443082536>

**Meeting ID:** 95443082536

**Call in:** 1-253-215-8782

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The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

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# City of St. Helens Budget Committee

**Meeting Minutes****April 2, 2020**

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**Members Present:** Leah Tillotson, Committee Member  
Claire Catt, Committee Member  
Keith Locke, Councilor

**Members Absent:** Rick Scholl, Mayor  
Doug Morten, Council President  
Ginny Carlson, Councilor  
Stephen R. Topaz, Councilor  
Garrett Lines, Committee Member  
Bill Eagle, Committee Member

**Staff Present:** Matt Brown, Assistant City Administrator  
John Walsh, City Administrator  
Sue Nelson, Public Works Engineering Director  
Margaret Jeffries, Library Director

\*No Quorum Present

**7:00 P.M. - Call Meeting to Order**

## **Introductions**

### **Purpose / Role of Budget Committee**

Brown discussed the role of the Budget Committee. The Budget Committee is a standing committee that reviews the proposed budget that is created by the Budget Officer (Matt Brown).

### **Process of Budget Committee**

Brown said it starts with staff creating a budget based on goals and objectives for the coming year. Meetings are scheduled and notices are published to the newspaper. The Budget Committee meets and goes through the budget fund by fund. Budget Committee meets again and approves the proposed budget and tax levy. The budget then goes to the City Council where a public hearing is held. The Council will then adopt the budget.

Catt asked if Brown will provide a paper copy of the proposed budget. Yes, the document will be distributed once it is completed. It will be delivered or picked up. It will also be available online. Catt asked if the meetings are public. Yes, they are always public and live streamed.

### **General overview of Fund Structures**

Brown gave a fund structure overview.



## Fund Structure Overview

- Category 1 – General Fund
  - Administration
  - City Recorder
  - City Council
  - Municipal Court
  - Police
  - Library
  - Police
  - Parks
  - Recreation
  - Building
  - Planning
  - General Services
- Category 2 – Special Revenue Funds
  - Community Development
  - Community Enhancement
  - Streets
- Category 3 – SDC Funds
  - Water SDC
  - Sewer SDC
  - Storm SDC
  - Streets SDC
  - Parks SDC
- Category 4 – Enterprise Funds
  - Water
  - Sewer
  - Storm
- Category 5 – Internal Service Funds
  - Major Equipment
  - IT Services
  - Public Works Operations
  - Major Maintenance

Catt, asked if Parks and Trails have their own Committee. She asked if they reviewed the budget before it comes to Budget Committee. Brown said they have access to the document, but the City and Council does not need their approval. Brown said it would be a good recommendation to include the commission members when the budget is released. Locke said they do review plans for parks. It then goes to Sue Nelson. Throughout the year parks commission goes through and prioritizes what they want done. Most of the parks budget is just basic maintenance so that does not change a lot.

**Adjournment** – 7:55 p.m.

Respectfully submitted by Jennifer Johnson, Budget Committee Secretary

# 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		Expenses	
Resources			
Charges for Services	50,000	M&S	750,000
Fund Balance Available	1,500,000	Capital Outlay	800,000
<b>Total Resources</b>	<b>1,550,000</b>	<b>Total Expenses</b>	<b>1,550,000</b>

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

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

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

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

## 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
<b>Total Resources</b>	<b>1,150,000</b>	<b>Total Expenses</b>	<b>1,150,000</b>

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
<b>Total Resources</b>	<b>518,000</b>	<b>Total Expenses</b>	<b>518,000</b>

### 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
<b>Total Resources</b>	<b>3,287,000</b>	<b>Total Expenses</b>	<b>3,287,000</b>

	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
<b>Total Expenses</b>	<b>540,000</b>	<b>2,726,000</b>	<b>3,287,000</b>

### 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>

Capital Outlay Projects

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		
<b>Total Resources</b>	<b>67,000</b>	<b>Total Expenses</b>	<b>67,000</b>

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
<b>Total Expenses</b>	<b>67,000</b>

### 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
<b>Total Resources</b>	<b>2,260,000</b>	<b>Total Expenses</b>	<b>2,260,000</b>

Adjournment 7:48 p.m.

Respectfully submitted by Jennifer Johnson, Budget Committee Secretary.

ATTEST:

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Garret Lines, Chair  
Administrator

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Matt Brown, Assistant City

# 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

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

	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>

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	89,283	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

	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>

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	-	-	-	-
Locker 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>	<b>-</b>	<b>242,341</b>	<b>-</b>	<b>-</b>
<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**

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

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

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

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

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

<b>Library Department</b>	<b>Page 32</b>
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 currently 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

# City of St. Helens Budget Committee

Meeting Minutes

April 30, 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 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  
Shanna Duggan, Recreation Coordinator

**Other:** Sarah, From Restorative

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

**Public Comments-**

Limited to five (5) minutes per speaker  
None

**Public Hearing for State Shared Revenue-**

7:02 P.M- Public Hearing was opened by Lines.

**Public Hearing Comments-**

None

**Motion:** Motion made by Eagle and seconded by Morten, to receive State Shared Revenue for General Fund use in FY 2020/2021. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz, Councilor Carlson, Leah Tillotson, Claire Catt, Garrett Lines, Bill Eagle.

**Approval of Property Tax Rate-**

**Motion:** Motion made by Scholl and seconded by Carlson to approve for FY 2020/2021, a property tax rate of \$1.9078 per \$1,000 of assessed value for General Fund property taxes for taxes levied by the City of St. Helens permanent rate. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz, Councilor Carlson, Leah Tillotson, Claire Catt, Garrett Lines, Bill Eagle.

**Approval of Proposed 2020/2021 Budget-**

**Motion:** Motion made by Eagle and seconded by Scholl to approve expenditures for FY 2020/2021 in the amount of \$43,121,000 and to establish the maximum expenditures for each fund as shown on FY 2020/2021 proposed budget expenditures summary by fund.

**Discussion:**

- Carlson asked Citizens worried about budget expenditures. Walsh added that the City feels confident with current state of the pandemic that the City will not be hit as hard as other businesses might be. He added that there are several positions unfilled to add a buffer.
- Tillotson added that Brown has add a lot of things to this budget more so than last year. He shows an accurate picture of each departments budget by dividing staff ect. Tillotson feels strongly that the money that comes from tourism and community development should be split out and more accurately shown. Public Works and the Police Department hours should be recorded. She would like hours documented that are spent on Tourism events. Tillotson feels strongly about adding the line items into the budget. Morten added that the information is there and accurate its not shown as a line item in the budget, but it is documented. A report would be more appropriate. Nelson added time is tracked on various events.
- The Budget Committee would like to recommend a summary type report for Tourism and Public Works staff. Tillotson made a recommendation to the Budget Committee that the City separate in the budget on a line item the budget for staffing for Tourism events. Eagle suggested using a percentage of time spent rather than hours or dollars.

Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz, Councilor Carlson, Leah Tillotson, Rachael Barry, Garrett Lines, Bill Eagle.

**Adjournment-** 7:45 p.m.

City Budget Respectfully submitted by Jennifer Johnson, Budget Committee Secretary.

ATTEST:

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Garrett Lines, Chair

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Matt Brown, Assistant City Administrator