



BUDGET COMMITTEE

Tuesday, April 27, 2021 at 6:00 PM

AGENDA

CALL TO ORDER

Public Comment

General Fund

- [1.](#) Materials

Public Hearing & Comment of State Shared Revenue

Approval of Property Tax Rate

Committee Questions

Approval of Proposed City Budget

ADJOURNMENT

VIRTUAL MEETING DETAILS

<https://zoom.us/j/97294737460>

Meeting ID: 97294737460

Dial by your location: 1-253-215-8782

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.

Be a part of the vision...Get involved with your City...Volunteer for a City of St. Helens Board or Commission!

For more information or for an application, stop by City Hall or call 503-366-8217.

GENERAL FUND SUMMARY

RESOURCES	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
TOTAL GENERAL FUND REVENUE	7,731,753	8,219,533	8,481,000	9,427,000	-	-
TRANSFERS	242,341	-	-	-	-	-
FUND BALANCE AVAILABLE	2,181,542	2,052,466	2,200,000	2,500,000	-	-
TOTAL RESOURCES	10,155,636	10,271,998	10,681,000	11,927,000	-	-
EXPENDITURES	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
PERSONNEL SERVICES						
Dept 701 Administration	379,451	370,811	467,000	594,000	-	-
Dept 702 City Recorder	233,447	248,462	256,000	290,000	-	-
Dept 703 Council	56,209	57,456	60,000	60,000	-	-
Dept 704 Court	190,008	154,631	195,000	206,000	-	-
Dept 705 Police	2,645,485	3,107,449	3,354,000	3,752,000	-	-
Dept 706 Library	508,191	545,722	575,000	606,000	-	-
Dept 707 Finance	588,999	536,827	585,000	637,000	-	-
Dept 708 Parks	187,557	209,397	296,000	366,000	-	-
Dept 709 Recreation	86,771	181,185	206,000	160,000	-	-
Dept 710 Planning	221,267	260,388	289,000	348,000	-	-
Dept 711 Building	234,106	260,602	277,000	444,000	-	-
Dept 715 General Services	66,222	-	-	-	-	-
TOTAL PERSONNEL SERVICES	5,397,712	5,932,930	6,560,000	7,463,000	-	-
MATERIALS & SERVICES						
Dept 701 Administration	54,868	56,415	56,000	67,000	-	-
Dept 702 City Recorder	48,870	49,647	61,000	69,000	-	-
Dept 703 Council	52,371	48,646	44,000	95,000	-	-
Dept 704 Court	288,291	213,462	230,000	205,000	-	-
Dept 705 Police	441,620	565,108	465,000	550,000	-	-
Dept 706 Library	159,277	187,840	280,000	284,000	-	-
Dept 707 Finance	236,901	232,308	260,000	248,000	-	-
Dept 708 Parks	125,982	125,311	161,000	93,000	-	-
Dept 709 Recreation	51,143	63,140	61,000	70,000	-	-
Dept 710 Planning	51,580	33,403	85,000	102,000	-	-
Dept 711 Building	128,050	36,665	61,000	70,000	-	-
Dept 715 General Services	368,220	334,367	248,000	247,000	-	-
TOTAL MATERIALS & SERVICES	2,007,172	1,946,313	2,012,000	2,100,000	-	-
TRANSFERS						
Dept 715 Transfers	712,051	77,648	240,000	-	-	-
CONTINGENCY						
Dept 715 Contingency	-	-	869,000	1,364,000	-	-
UNAPPROPRIATED FUND BALANCE						
Dept 715 Unappropriated	-	-	1,000,000	1,000,000	-	-
TOTAL EXPENDITURES	8,116,935	7,956,890	10,681,000	11,927,000	-	-

GENERAL FUND RESOURCES SUMMARY

Resource Allocation Summary	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
	Actual	Actual	Adopted	Proposed	Approved	Adopted
Local Taxes	1,846,810	1,883,996	2,000,000	2,200,000	-	-
Intergovernmental	609,984	502,379	640,000	685,000	-	-
Grants	19,558	15,400	-	-	-	-
Charges for Services	3,543,438	4,253,398	4,715,000	5,137,000	-	-
Licenses, Permits, Fees	843,131	741,204	542,000	845,000	-	-
Fines	415,328	217,844	217,000	210,000	-	-
Miscellaneous Revenue	453,504	605,312	367,000	350,000	-	-
Transfers	242,341	-	-	-	-	-
Fund Balance Available	2,181,542	2,052,466	2,200,000	2,500,000	-	-
TOTAL RESOURCES	10,155,636	10,271,998	10,681,000	11,927,000	-	-

RESOURCES	ACCOUNT	2018-19 Adopted	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
LOCAL TAXES							
Property Tax Revenue	100-000-31001	1,793,319	1,810,752	1,970,000	2,155,000	-	-
Previously Levied Tax	100-000-31002	53,491	73,244	30,000	45,000	-	-
TOTAL LOCAL TAXES		1,846,810	1,883,996	2,000,000	2,200,000	-	-
INTERGOVERNMENTAL							
Cigarette Tax	100-000-32003	10,179	14,778	15,000	10,000	-	-
Alcohol Bev. Tax	100-000-32004	212,273	195,889	240,000	255,000	-	-
Revenue Sharing	100-000-32005	136,181	151,926	140,000	135,000	-	-
Cannabis Tax	100-000-32006	148,643	139,786	100,000	140,000	-	-
Intergovern-Revenue	100-000-32007	102,709	-	145,000	145,000	-	-
TOTAL INTERGOVERNMENTAL		609,984	502,379	640,000	685,000	-	-
GRANTS							
Grant - General	100-000-33005	-	15,400	-	-	-	-
Grant - Police	100-000-33006	2,858	-	-	-	-	-
Grant - Recreation	100-000-33007	500	-	-	-	-	-
Grant - Parks	100-000-33007	16,200	-	-	-	-	-
TOTAL GRANTS		19,558	15,400	-	-	-	-
CHARGES FOR SERVICES							
Dockside Services	100-000-34001	8,100	7,870	15,000	-	-	-
Rents	100-000-34002	250	-	-	-	-	-
In Lieu of Franchise Fees	100-000-34003	843,316	969,026	970,000	1,050,000	-	-
GF Support Services	100-000-34004	1,862,000	2,050,000	2,646,000	3,007,000	-	-
Franchise Taxes	100-000-34006	765,167	1,047,749	875,000	950,000	-	-
Lien Searches	100-000-34025	9,308	10,712	9,000	10,000	-	-
Recreation Revenue	100-000-34031	55,298	110,925	35,000	120,000	-	-
Recreation Utility Fee	100-000-34032	-	57,116	165,000	-	-	-
TOTAL CHARGES FOR SERVICES		3,543,438	4,253,398	4,715,000	5,137,000	-	-

GENERAL FUND RESOURCES SUMMARY

RESOURCES	ACCOUNT	2018-19 Adopted	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
LICENSES, PERMITS, FEES							
Columbia City Permits	100-000-35001	7,001	13,721	7,000	7,000	-	-
Business License	100-000-35002	138,868	123,183	120,000	100,000	-	-
Building Permits	100-000-35003	276,333	223,790	160,000	240,000	-	-
Building Admin Fees	100-000-35004	19,064	27,954	20,000	30,000	-	-
Plumbing Permits	100-000-35005	35,939	77,629	40,000	80,000	-	-
Mechanical Permits	100-000-35006	19,385	17,578	20,000	30,000	-	-
Plan Review Fees	100-000-35009	312,029	193,554	130,000	200,000	-	-
Non-Res. Library Card	100-000-35010	7,574	6,230	5,000	1,000	-	-
SDC Admin Fees	100-000-35011	-	-	-	120,000	-	-
Planning Fees	100-000-35015	4,983	45,448	25,000	25,000	-	-
Police Training Fee	100-000-35016	11,813	10,077	10,000	10,000	-	-
Park Rental Fees	100-000-35018	10,143	2,039	5,000	2,000	-	-
TOTAL LICENSES, PERMITS, FEES		843,131	741,204	542,000	845,000	-	-
FINES							
Fines - Library	100-000-36001	7,822	4,836	7,000	-	-	-
Fines - Court	100-000-36002	407,507	213,008	210,000	210,000	-	-
TOTAL FINES		415,328	217,844	217,000	210,000	-	-
MISCELLANEOUS							
Interest Earnings	100-000-37001	383,767	327,164	330,000	280,000	-	-
Miscellaneous - Parks	100-000-37002	1,879	3,724	5,000	3,000	-	-
Miscellaneous - Police	100-000-37003	10,967	135,503	5,000	30,000	-	-
Miscellaneous - General	100-000-37004	18,178	100,757	5,000	20,000	-	-
Insurance Proceeds	100-000-37005	23,421	19,962	15,000	10,000	-	-
Donation- Parks	100-000-37007	5,070	5,006	-	-	-	-
Reimb - Courts	100-000-37009	10,223	13,195	7,000	7,000	-	-
TOTAL MISCELLANEOUS		453,504	605,312	367,000	350,000	-	-
TRANSFERS	100-000-38001	242,341	-	-	-	-	-
FUND BALANCE AVAILABLE	100-000-39001	2,181,542	2,052,466	2,200,000	2,500,000	-	-
TOTAL RESOURCES		10,155,636	10,271,998	10,681,000	11,927,000	-	-

ADMINISTRATION DEPARTMENT

The Administration Services Department is managed by the City Administrator who is appointed by the City Council and is responsible for the administration of City Council Policies and provides direction to the Administration and Community Development Departments. This department is responsible for coordination between departments of consistent application of contracting and purchasing, information technology, legal services, human resources, communications, economic development, inter-governmental relations, community grant administration, and special projects.

PERFORMANCE MEASUREMENTS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Press Releases	32	40	38	33	81	57
Twitter, Facebook, Instagram Contacts	507	611	608	1,374	1,479	1,685
Business Licenses Issued	1,012	1,055	1,057	1,080	1,246	1,085

ADMINISTRATION DEPARTMENT	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
EXPENDITURES	Actual	Actual	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES						
100-701-50001 Regular Wages	241,121	233,703	294,000	362,000	-	-
100-701-50004 Overtime	3,471	4,689	10,000	10,000	-	-
100-701-51005 Health Insurance	57,011	43,622	45,500	69,000	-	-
100-701-51006 VEBA	1,560	2,215	3,000	7,000	-	-
100-701-51007 PERS	56,151	66,482	86,000	113,000	-	-
100-701-51008 Taxes	17,531	17,771	24,000	30,000	-	-
100-701-51009 Workers Comp	576	392	1,000	1,000	-	-
100-701-51011 Longevity Pay	860	1,200	1,000	-	-	-
100-701-51012 Certification & Incentive	675	350	1,500	1,000	-	-
100-701-51014 Disability Life Ins	496	388	1,000	1,000	-	-
TOTAL PERSONNEL SERVICES	379,451	370,811	467,000	594,000	-	-
MATERIALS & SERVICES						
100-701-52001 Operating Supplies	1,594	11,582	2,000	2,000	-	-
100-701-52018 Professional Development	7,273	6,822	6,000	5,000	-	-
100-701-52019 Professional Services	25,452	14,813	10,000	20,000	-	-
100-701-52027 IT Fund Charges	8,000	11,000	25,000	25,000	-	-
100-701-52040 Communications	12,549	12,198	13,000	15,000	-	-
TOTAL MATERIALS & SERVICES	54,868	56,415	56,000	67,000	-	-
TOTAL EXPENDITURES	434,319	427,227	523,000	661,000	-	-

CITY RECORDER DEPARTMENT

The City Recorder department provides administrative and technical support to the Mayor, City Council members, City Administrator, board and commission members and other City staff, as well as the public. The office handles a broad range of City functions which includes licensing and permitting, public records requests, records management, human resources, and website development and maintenance. The City Recorder serves as the Municipal Elections Officer.

PERFORMANCE MEASUREMENTS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Public Records Requests Processed	173	173	170	192	180	186
Council Minutes Transcribed	51	54	52	59	67	64
Contracts Processed	55	46	55	50	64	51

CITY RECORDER DEPARTMENT EXPENDITURES	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
PERSONNEL SERVICES						
100-702-50001 Regular Wages	136,378	140,099	144,500	167,000	-	-
100-702-51005 Health Insurance	39,056	40,055	41,000	46,000	-	-
100-702-51006 VEBA	960	1,680	2,000	4,000	-	-
100-702-51007 PERS	43,803	51,186	52,500	59,000	-	-
100-702-51008 Taxes	10,378	10,785	11,500	13,000	-	-
100-702-51009 Workers Comp	341	376	500	500	-	-
100-702-51011 Longevity Pay	1,750	3,600	2,500	-	-	-
100-702-51012 Certification & Incentive	440	373	1,000	-	-	-
100-702-51014 Disability Life Ins	340	309	500	500	-	-
TOTAL PERSONNEL SERVICES	233,447	248,462	256,000	290,000	-	-
MATERIALS & SERVICES						
100-702-52001 Operating Supplies	1,420	2,674	3,500	4,000	-	-
100-702-52011 Public Information	8,999	20,593	7,000	7,000	-	-
100-702-52018 Professional Development	6,287	3,831	6,000	6,000	-	-
100-702-52019 Professional Services	12,712	8,988	15,000	23,000	-	-
100-702-52026 Equipment Fund Charges	600	500	500	-	-	-
100-702-52027 IT Fund Charges	16,000	11,000	25,000	25,000	-	-
100-702-52028 Projects & Programs	2,852	2,062	4,000	4,000	-	-
TOTAL MATERIALS & SERVICES	48,870	49,647	61,000	69,000	-	-
TOTAL EXPENDITURES	282,316	298,109	317,000	359,000	-	-

CITY COUNCIL DEPARTMENT

The City Council is made up of 5 elected officials. Each official is paid a stipend for their time and efforts on City Council and each councilor oversees specific departments throughout the City of St. Helens. These appointments are made by the City Mayor at the beginning of each new term.

PERFORMANCE MEASUREMENTS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Set City Goals and Objectives	No	Yes	Yes	Yes	Yes	Yes
Average Length of Council Work Sessions	99 Min	120 Min	150 Min	166 Min	157 min	171 min
Number of Public Forums and Hearings	8	9	9	17	22	14

CITY COUNCIL DEPARTMENT EXPENDITURES	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
PERSONNEL SERVICES						
100-703-50001 Regular Wages	52,129	53,352	55,000	55,000	-	-
100-703-51008 Taxes	3,987	4,081	4,500	4,500	-	-
100-703-51009 Workers Comp	93	22	500	500	-	-
TOTAL PERSONNEL SERVICES	56,209	57,456	60,000	60,000	-	-
MATERIALS & SERVICES						
100-703-52001 Operating Supplies	2,742	4,517	-	1,000	-	-
100-703-52018 Professional Development	23,457	6,272	10,000	9,000	-	-
100-703-52019 Professional Services	-	-	-	50,000	-	-
100-703-52027 IT Fund Charges	16,000	11,000	24,000	25,000	-	-
100-703-52041 Community Support Funds	10,172	26,858	10,000	10,000	-	-
TOTAL MATERIALS & SERVICES	52,371	48,646	44,000	95,000	-	-
TOTAL EXPENDITURES	108,580	106,102	104,000	155,000	-	-

MUNICIPAL COURT DEPARTMENT

The Court Department is managed by the Finance Department and City Administration. Court violations and trials are held at City Hall generally on Mondays and Tuesdays. The Court Department contracts out for the services of City Judge and City Prosecutor, which is paid out of the Professional Services line item below. The City Municipal Court disposes of roughly 1,000+ cases per year from non-traffic misdemeanors to traffic violations and ordinance violations.

PERFORMANCE MEASUREMENTS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Total Offenses Processed	x	x	x	x	1,350	1,324

COURT DEPARTMENT EXPENDITURES	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
PERSONNEL SERVICES						
100-704-50001 Regular Wages	97,872	78,115	108,000	113,000	-	-
100-704-50004 Overtime	13,993	10,416	-	-	-	-
100-704-51005 Health Insurance	40,147	31,460	42,000	46,000	-	-
100-704-51006 VEBA	1,432	1,623	2,500	2,000	-	-
100-704-51007 PERS	24,572	25,153	31,000	35,000	-	-
100-704-51008 Taxes	8,579	6,769	8,500	9,000	-	-
100-704-51009 Workers Comp	1,991	262	500	500	-	-
100-704-51011 Longevity Pay	810	600	1,000	-	-	-
100-704-51012 Certification & Incentive	310	-	1,000	-	-	-
100-704-51014 Disability Life Ins	301	232	500	500	-	-
TOTAL PERSONNEL SERVICES	190,008	154,631	195,000	206,000	-	-
MATERIALS & SERVICES						
100-704-52001 Operating Supplies	11,229	6,971	4,500	2,000	-	-
100-704-52018 Professional Development	1,112	395	-	2,000	-	-
100-704-52019 Professional Services	254,950	194,559	200,000	175,000	-	-
100-704-52027 IT Fund Charges	21,000	11,000	25,000	25,000	-	-
100-704-52042 Court Appointed Attorneys	-	537	500	1,000	-	-
TOTAL MATERIALS & SERVICES	288,291	213,462	230,000	205,000	-	-
TOTAL EXPENDITURES	478,299	368,093	425,000	411,000	-	-

POLICE DEPARTMENT

The St. Helens Police Department strives to continue as a full-service agency providing police services to the community 24/7. These services are comprised of:

Patrol - Consists of three shifts of uniformed police officers. These officers provide emergency response, traffic enforcement, criminal investigations and routine patrol functions that allow them to engage the community in a number of problem solving scenarios.

Criminal Investigations - Provides for the professional and thorough investigation of reported criminal activity. Some of these investigations are incredibly detailed and complex matters that require the full time attention of an investigator.

School Resource Officer Program - The Police Department enjoys a strong relationship with the St. Helens School District. Through a long-standing agreement with the District, the Police Department provides the services of a School Resource Officer.

Reserve Officer Program - The Department has been actively engaged in a Reserve Police Officer program. These unpaid, volunteer members of the community serve the Department in a variety of functions that relieve some of the pressures of our currently strained patrol staff.

PERFORMANCE MEASUREMENTS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Number of Sworn Officers	16	16	16	17		
City Population	13,095	13,158	13,158	13,240		
Sworn Officers Per Thousand	1.22	1.21	1.21	1.28		
Annual Dispatch Activity	16,643	15,534	16,000	17,000		
Annual Activity per Officer	1,040	971	1,000	1,000		
Annual Case Numbers	1,574	1,501	1,600	1,400		
Annual Case Numbers per Officer	98	93	100	82		
Traffic Stops	1,809	2,048	2,200	2,500		
Traffic Citations	578	584	600	600		
Percent of Citations to Stops	32%	29%	25%	27		
Number of Code Enforcement Officers	0.3	1	1	1		

POLICE DEPARTMENT EXPENDITURES	2018-19	2019-20	2020-21	2021-22	2021-22	Item #1.
	Actual	Actual	Adopted	Proposed	Approved	Adopted
PERSONNEL SERVICES						
100-705-50001 Regular Wages	1,343,602	1,469,590	1,585,000	2,075,000	-	-
100-705-50002 Part Time Wages	16,088	15,697	-	-	-	-
100-705-50004 Overtime	130,040	174,774	150,000	150,000	-	-
100-705-51005 Health Insurance	390,598	446,467	474,000	498,000	-	-
100-705-51006 VEBA	19,564	23,593	31,500	36,000	-	-
100-705-51007 PERS	420,153	600,906	658,000	755,000	-	-
100-705-51008 Taxes	123,942	141,213	151,000	170,000	-	-
100-705-51009 Workers Comp	48,962	37,551	51,500	58,000	-	-
100-705-51010 Holiday Pay	23,235	18,309	-	-	-	-
100-705-51011 Longevity Pay	1,755	600	-	-	-	-
100-705-51012 Certification & Incentive	124,196	175,396	248,000	6,000	-	-
100-705-51014 Disability Life Ins	3,349	3,353	5,000	4,000	-	-
TOTAL PERSONNEL SERVICES	2,645,485	3,107,449	3,354,000	3,752,000	-	-
MATERIALS & SERVICES						
100-705-52001 Operating Supplies	93,886	133,349	78,000	87,000	-	-
100-705-52002 Personnel Uniforms Equipment	15,087	25,949	20,000	27,000	-	-
100-705-52003 Utilities	10,291	11,489	10,000	10,000	-	-
100-705-52004 Office Supplies	6,979	3,364	5,000	5,000	-	-
100-705-52006 Computer Maintenance	14,241	20,968	25,000	40,000	-	-
100-705-52010 Telephone	15,861	16,121	16,000	16,000	-	-
100-705-52018 Professional Development	13,884	12,112	17,000	21,000	-	-
100-705-52019 Professional Services	54,953	54,475	30,000	50,000	-	-
100-705-52022 Fuel/Oil	28,412	32,625	30,000	35,000	-	-
100-705-52023 Facility Maintenance	20,924	24,283	10,000	20,000	-	-
100-705-52026 Equipment Fund Charges	104,365	174,000	130,000	-	-	-
100-705-52027 IT Fund Charges	51,000	50,000	74,000	74,000	-	-
100-705-52028 Projects & Programs	10,387	4,478	9,000	12,000	-	-
100-705-52044 K9 Expense	1,351	1,894	3,000	3,000	-	-
100-705-52086 Tactical	-	-	8,000	20,000	-	-
100-705-52097 Enterprise Fleet Management	-	-	-	130,000	-	-
TOTAL MATERIALS & SERVICES	441,620	565,108	465,000	550,000	-	-
TOTAL EXPENDITURES	3,087,105	3,672,557	3,819,000	4,302,000	-	-

LIBRARY DEPARTMENT

The St. Helens Public Library is a vibrant institution that provides an array of services within the Library, through its growing number of online services and through outreach in the community. Library services are comprised of Electronic access to information such as downloadable audio and e-books, downloadable music, research databases, and digitized historical newspapers. Additional Library services include computers for public use, wireless internet access, story times for young children, summer reading programs, hands-on science, technology, engineering and mathematic programs for youth, and Cultural passes.

PERFORMANCE MEASUREMENTS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Grant Dollars Awarded	60.1k	1.8k	9.5k	2.2k	25k	4k
Total Library Users	51,556	56,926	45,661	65,575	67,477	42,982
Outreach/Program Attendance	8,729	4,694	4,811	3,690	9,964	6,689
Circulation (Checkouts/Renewals)	112,395	92,093	87,499	76,000	71,521	45,064
Downloads - eBooks, Music	7,912	11,215	13,123	15,300	18,618	22,510
Volunteer Hours	511	857	678	525	596	427

LIBRARY DEPARTMENT	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
EXPENDITURES	Actual	Actual	Adopted	Proposed	Approved	Adopted

PERSONNEL SERVICES

100-706-50001 Regular Wages	254,586	261,715	274,500	376,000	-	-
100-706-50002 Part Time Wages	72,125	78,456	75,000	-	-	-
100-706-50004 Overtime	90	-	2,000	2,000	-	-
100-706-51005 Health Insurance	74,190	74,914	80,500	74,000	-	-
100-706-51006 VEBA	3,720	4,680	5,500	8,000	-	-
100-706-51007 PERS	76,026	96,413	103,500	114,000	-	-
100-706-51008 Taxes	24,657	25,947	28,500	30,000	-	-
100-706-51009 Workers Comp	560	382	1,000	1,000	-	-
100-706-51011 Longevity Pay	1,260	2,050	1,500	-	-	-
100-706-51012 Certification & Incentive	300	550	2,000	-	-	-
100-706-51014 Disability Life Ins	677	616	1,000	1,000	-	-
TOTAL PERSONNEL SERVICES	508,191	545,722	575,000	606,000	-	-

MATERIALS & SERVICES

100-706-52001 Operating Supplies	100	111	-	-	-	-
100-706-52003 Utilities	15,108	13,359	15,000	15,000	-	-
100-706-52004 Office Supplies	7,079	3,961	6,000	6,000	-	-
100-706-52005 Small Equipment	2,252	5,631	3,000	3,000	-	-
100-706-52006 Computer Maintenance	6,666	17,450	12,000	12,000	-	-
100-706-52018 Professional Development	5,056	3,029	3,000	3,000	-	-
100-706-52019 Professional Services	2,762	3,518	4,000	4,000	-	-
100-706-52023 Facility Maintenance	31,518	38,094	36,000	40,000	-	-
100-706-52024 Miscellaneous	494	265	500	500	-	-
100-706-52027 IT Fund Charges	31,000	30,000	127,500	127,500	-	-
100-706-52028 Projects & Programs	7,313	7,562	7,000	7,000	-	-
100-706-52031 Periodicals	2,921	1,347	1,500	1,500	-	-
100-706-52032 Digital Resources	9,715	24,795	12,000	12,000	-	-
100-706-52033 Printed Materials	27,366	29,368	32,000	32,000	-	-
100-706-52034 Visual Materials	5,379	4,771	6,500	6,500	-	-
100-706-52035 Audio Materials	4,547	4,579	5,000	5,000	-	-
100-706-52036 Makerspace	-	-	4,000	4,000	-	-
100-706-52037 Library of Things	-	-	5,000	5,000	-	-
TOTAL MATERIALS & SERVICES	159,277	187,840	280,000	284,000	-	-

TOTAL EXPENDITURES	667,468	733,562	855,000	890,000	-	-
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FINANCE DEPARTMENT

The Finance Department provides professional financial services and information to the City Council, City Administrator and City departments in order to promote fiscal stability and integrity. In addition to providing financial services related to accounting and payroll, Finance prepares the annual budget, works with the City's auditors to prepare the annual audit and Annual Financial Report, performs utility billing and fee analysis, and manages the City's investments and debts.

PERFORMANCE MEASUREMENTS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Unqualified Audit Report	Yes	Yes	Yes	Yes	Yes	Yes
GFOA Budget Certification	No	Yes	Yes	Yes	Yes	Yes
Physical Checks Printed	3,348	3,274	3,203	3,022	3,089	3,018

FINANCE DEPARTMENT EXPENDITURES	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
PERSONNEL SERVICES						
100-707-50001 Regular Employee Wages	347,003	313,420	345,000	383,000	-	-
100-707-50004 Overtime	2,424	1,612	-	-	-	-
100-707-51005 Health Insurance	114,682	98,180	95,500	93,000	-	-
100-707-51006 VEBA	4,369	5,227	6,000	7,000	-	-
100-707-51007 PERS	89,325	88,080	103,500	120,000	-	-
100-707-51008 Taxes	26,605	23,983	27,000	31,000	-	-
100-707-51009 Workers Comp	889	556	1,000	1,000	-	-
100-707-51011 Longevity Pay	1,440	3,000	3,000	-	-	-
100-707-51012 Certification Incentive	1,351	1,966	2,500	1,000	-	-
100-707-51014 Disability Life Ins	910	803	1,500	1,000	-	-
TOTAL PERSONNEL SERVICES	588,999	536,827	585,000	637,000	-	-
MATERIALS & SERVICES						
100-707-52001 Operating Supplies	9,011	8,420	2,000	3,000	-	-
100-707-52008 Printing	487	17,802	1,000	3,000	-	-
100-707-52009 Postage	10,320	5,800	5,000	5,000	-	-
100-707-52018 Professional Development	9,294	4,980	3,000	3,000	-	-
100-707-52019 Professional Services	100,333	72,302	110,000	90,000	-	-
100-707-52020 Bank Service Fees	76,456	107,005	90,000	95,000	-	-
100-707-52027 IT Fund Charges	31,000	16,000	49,000	49,000	-	-
TOTAL MATERIALS & SERVICES	236,901	232,308	260,000	248,000	-	-
TOTAL EXPENDITURES	825,899	769,135	845,000	885,000	-	-

PARKS DEPARTMENT

The Parks Department provides safe and well-maintained equipment and facilities within the community. The department provides summer and recreational opportunities. Staff improves public facilities, regularly inspects all park facilities and equipment to ensure everything is clean and safe for users.

PARKS DEPARTMENT EXPENDITURES	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
PERSONNEL SERVICES						
100-708-50001 Regular Employee Wages	102,564	114,070	160,000	209,000	-	-
100-708-50004 Overtime	2,956	2,684	2,500	-	-	-
100-708-51005 Health Insurance	33,607	33,579	60,000	62,000	-	-
100-708-51006 VEBA	1,401	3,801	3,500	4,000	-	-
100-708-51007 PERS	30,641	38,927	49,000	66,000	-	-
100-708-51008 Taxes	8,090	9,037	12,500	17,000	-	-
100-708-51009 Workers Comp	6,843	4,872	5,000	7,000	-	-
100-708-51011 Longevity Pay	947	2,055	1,000	-	-	-
100-708-51012 Certification Incentive	221	112	1,500	-	-	-
100-708-51014 Disability Life Ins	287	259	1,000	1,000	-	-
TOTAL PERSONNEL SERVICES	187,557	209,397	296,000	366,000	-	-
MATERIALS & SERVICES						
100-708-52001 Operating Supplies	41,616	46,309	62,000	40,000	-	-
100-708-52003 Utilities	16,263	12,272	18,000	12,000	-	-
100-708-52010 Telephone	-	100	-	1,000	-	-
100-708-52018 Professional Development	2,333	1,899	2,000	2,000	-	-
100-708-52019 Professional Services	26,013	17,298	32,000	30,000	-	-
100-708-52022 Fuel/Oil	10,280	7,434	8,000	7,000	-	-
100-708-52023 Facility Maintenance	3,475	-	1,000	1,000	-	-
100-708-52026 Equipment Fund Charges	26,000	20,522	16,000	-	-	-
100-708-52027 IT Fund Charges	-	7,000	-	-	-	-
100-708-52046 Dock Services	-	4,322	5,000	-	-	-
100-708-52047 Marine Board	-	8,155	17,000	-	-	-
TOTAL MATERIALS & SERVICES	125,982	125,311	161,000	93,000	-	-
TOTAL EXPENDITURES	313,539	334,708	457,000	459,000	-	-

RECREATION DEPARTMENT

The Recreation Department is a new department created for FY 2018 that encompasses a purpose of creating a sustainable recreation department within the City of St. Helens and alongside a partnership with the St. Helens School District will provide activities throughout the year while coordinating and working with outside programs in the community to build a successful Recreation program.

RECREATION DEPARTMENT EXPENDITURES	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
PERSONNEL SERVICES						
100-709-50001 Regular Employee Wages	59,660	122,593	119,500	91,000	-	-
100-709-50004 Overtime	178.82	476.88	-	-	-	-
100-709-51005 Health Insurance	12,650	22,344	38,000	30,000	-	-
100-709-51006 VEBA	239	720	1,000	1,500	-	-
100-709-51007 PERS	8,827	24,420	34,500	28,000	-	-
100-709-51008 Taxes	4,584	9,374	9,500	8,000	-	-
100-709-51009 Workers Comp	148	582	1,000	500	-	-
100-709-51011 Longevity Pay	180	540	1,000	-	-	-
100-709-51012 Certification Incentive	219	-	1,000	500	-	-
100-709-51014 Disability Life Ins	84	135	500	500	-	-
TOTAL PERSONNEL SERVICES	86,771	181,185	206,000	160,000	-	-
MATERIALS & SERVICES						
100-709-52001 Operating Supplies	19,566	18,786	7,000	7,000	-	-
100-709-52003 Utilities	4,124	5,406	5,000	5,000	-	-
100-709-52008 Printing	7,208	2,045	5,000	5,000	-	-
100-709-52010 Telephone	1,057	-	1,000	1,000	-	-
100-709-52018 Professional Development	4,074	1,235	1,500	1,500	-	-
100-709-52019 Professional Services	13,864	11,990	3,000	10,000	-	-
100-709-52020 Bank Service Fees	118	1,995	3,000	5,000	-	-
100-709-52023 Facility Maintenance	1,133	6,683	3,000	3,000	-	-
100-709-52026 Equipment Fund Charges	-	4,000	7,500	-	-	-
100-709-52027 IT Fund Charges	-	11,000	25,000	25,000	-	-
100-709-52097 Enterprise Fleet Management	-	-	-	7,500	-	-
TOTAL MATERIALS & SERVICES	51,143	63,140	61,000	70,000	-	-
TOTAL EXPENDITURES	137,915	244,325	267,000	230,000	-	-

PLANNING DEPARTMENT

The Planning Department provides a variety of services intended to preserve and enhance the quality of life for those who visit, live and work in our community. The department guides the physical development of the City of St. Helens in a manner that encourages sustained growth and helps protect the character of the community. The Division is responsible for the City's current land use development issues and long range planning.

PERFORMANCE MEASUREMENTS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
City Land Use Permits	76	88	96	107	113	98
Annexations (Consents)	0	1	0	1	3	3
Right-of-way Vacations	2	0	2	1	1	2
County Referrals	0	0	9	6	2	1

PLANNING DEPARTMENT EXPENDITURES	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
PERSONNEL SERVICES						
100-710-50001 Regular Employee Wages	147,695	166,913	184,000	220,000	-	-
100-710-51005 Health Insurance	15,969	23,081	23,000	32,000	-	-
100-710-51006 VEBA	2,160	2,895	3,500	4,000	-	-
100-710-51007 PERS	42,525	51,819	60,000	73,000	-	-
100-710-51008 Taxes	11,321	12,881	14,500	17,500	-	-
100-710-51009 Workers Comp	357	249	500	500	-	-
100-710-51011 Longevity Pay	600	1,410	1,000	-	-	-
100-710-51012 Certification Incentive	300	793	1,500	500	-	-
100-710-51014 Disability Life Ins	340	348	1,000	500	-	-
TOTAL PERSONNEL SERVICES	221,267	260,388	289,000	348,000	-	-
MATERIALS & SERVICES						
100-710-52001 Operating Supplies	3,176	2,537	4,500	5,000	-	-
100-710-52011 Public Information	5,142	7,840	8,000	10,000	-	-
100-710-52018 Professional Development	2,803	2,972	5,000	5,000	-	-
100-710-52019 Professional Services	6,418	1,844	8,000	10,000	-	-
100-710-52026 Equipment Fund Charges	6,000	5,500	6,000	6,000	-	-
100-710-52027 IT Fund Charges	11,000	11,000	13,000	13,000	-	-
100-710-52028 Projects & Programs	-	-	25,000	25,000	-	-
100-710-52029 CCET	15,000	-	-	-	-	-
100-710-52030 CLG Expenses	-	-	13,000	12,000	-	-
100-710-52087 Commission Stipend	2,040	1,710	2,500	3,000	-	-
100-710-52097 Enterprise Fleet Management	-	-	-	13,000	-	-
TOTAL MATERIALS & SERVICES	51,580	33,403	85,000	102,000	-	-
TOTAL EXPENDITURES	272,847	293,791	374,000	450,000	-	-

BUILDING DEPARTMENT

The Building Department ensures that all building within the City are safe for the occupants. The department is responsible for enforcement of State and City Codes related to new construction, alterations, and repairs. It provides for structural, mechanical plumbing, fire, grading work, and performs all required inspections related to both commercial and residential construction. The Building Official acts as a Code Enforcement Officer as necessary to ensure compliance with City building ordinances and codes.

PERFORMANCE MEASUREMENTS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Res. SF Dwellings Permits Issued	34	22	13	8	20	42
Commercial Permits Issued	115	142	128	166	171	284
Total Permits Issued	328	406	410	381	418	591

BUILDING DEPARTMENT EXPENDITURES	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
PERSONNEL SERVICES						
100-711-50001 Regular Employee Wages	133,401	152,541	159,500	254,000	-	-
100-711-50004 Overtime	6,435	1,922	3,000	-	-	-
100-711-51005 Health Insurance	42,191	47,734	48,000	87,000	-	-
100-711-51006 VEBA	1,560	1,655	2,500	3,000	-	-
100-711-51007 PERS	35,393	41,098	46,500	77,000	-	-
100-711-51008 Taxes	10,545	11,687	12,500	20,000	-	-
100-711-51009 Workers Comp	3,641	3,017	1,500	2,000	-	-
100-711-51011 Longevity Pay	600	600	1,000	-	-	-
100-711-51012 Certification Incentive	-	-	1,500	-	-	-
100-711-51014 Disability Life Ins	340	348	1,000	1,000	-	-
TOTAL PERSONNEL SERVICES	234,106	260,602	277,000	444,000	-	-
MATERIALS & SERVICES						
100-711-52001 Operating Supplies	1,868	3,880	2,500	8,500	-	-
100-711-52010 Telephone	1,022	-	2,000	2,000	-	-
100-711-52015 Intergovernmental Services	86,138	9,059	15,000	10,000	-	-
100-711-52018 Professional Development	3,052	2,831	4,000	5,000	-	-
100-711-52019 Professional Services	13,970	4,650	18,000	15,000	-	-
100-711-52020 Bank Service Fees	-	-	-	10,000	-	-
100-711-52026 Equipment Fund Charges	6,000	5,245	6,000	-	-	-
100-711-52027 IT Fund Charges	16,000	11,000	13,500	13,500	-	-
100-711-52097 Enterprise Fleet Management	-	-	-	6,000	-	-
TOTAL MATERIALS & SERVICES	128,050	36,665	61,000	70,000	-	-
TOTAL EXPENDITURES	362,156	297,267	338,000	514,000	-	-

GENERAL SERVICES DEPARTMENT

The General Services Department encompasses mostly shared expenses of the General Fund that can consist of utilities, telephone services, general office supplies, insurance, and facility maintenance. Also included in this department are any General Fund Expenses having to do with Capital Outlay, Transfers, Contingency, and Unappropriated Fund Balance.

GENERAL SERVICES EXPENDITURES	2018-19 Actual	2019-20 Actual	2020-21 Adopted	2021-22 Proposed	2021-22 Approved	2021-22 Adopted
PERSONNEL SERVICES						
100-715-51006 VEBA	66,222	-	-	-	-	-
TOTAL PERSONNEL SERVICES	66,222	-	-	-	-	-
MATERIALS & SERVICES						
100-715-52001 Operating Supplies	412	5,798	-	-	-	-
100-715-52003 Utilities	14,018	13,926	15,000	15,000	-	-
100-715-52004 Office Supplies	12,428	11,091	13,000	10,000	-	-
100-715-52005 Small Equipment	8,706	9,383	4,000	-	-	-
100-715-52009 Postage	-	-	-	5,000	-	-
100-715-52016 Insurance - General	77,139	91,870	110,000	100,000	-	-
100-715-52018 Professional Development	128	-	-	-	-	-
100-715-52019 Professional Services	4,568	36,110	-	-	-	-
100-715-52021 Equipment Maintenance	6,774	5,962	5,000	-	-	-
100-715-52022 Fuel/Oil	506	3,279	1,000	2,000	-	-
100-715-52023 Facility Maintenance	90,716	114,293	85,000	115,000	-	-
100-715-52024 Miscellaneous	5,728	-	-	-	-	-
100-715-52049 Litigation Settlement	44,697	17,529	15,000	-	-	-
100-715-52085 City Property Taxes	2,400	127	-	-	-	-
100-715-52093 Police Incentive Program	100,000	25,000	-	-	-	-
100-715-52097 Enterprise Fleet Management	-	-	-	12,000	-	-
TOTAL MATERIALS & SERVICES	368,220	334,367	248,000	247,000	-	-
TRANSFERS						
100-715-54001 Transfers	712,051	77,648	240,000	-	-	-
CONTINGENCY						
100-715-58001 Contingency	-	-	869,000	1,364,000	-	-
UNAPPROPRIATED FUND BALANCE						
100-715-59001 Unapp Fund Balance	-	-	1,000,000	1,000,000	-	-
TOTAL EXPENDITURES	1,146,493	412,015	2,357,000	2,611,000	-	-