



BUDGET COMMITTEE

Thursday, May 12, 2022 at 5:00 PM

AGENDA

Call to order

[1.](#) Presentation

Introductions & Budget Committee Role

New Chair and Vice-Chair Nomination

Approval of Previous Year Meeting Minutes

[2.](#) April 13, 2021 Minutes

[3.](#) April 27, 2021 Minutes

Open & Close Public Hearing for State Shared Revenue

Open Public Comment Period

Budget Assumptions & CIP

SDC Funds

Internal Service Funds

Special Revenue Funds

Enterprise Funds

BREAK TIME

General Fund

Live Model Situations (General Fund & Public Safety Fund)

Opportunity Discussion

Approval of the Proposed Budget

4. 1. Make motion to approve expenditures for FY 2022/2023 in the amount of \$87,541,000 and to establish the maximum expenditures for each fund as shown on FY 2022/2023 Proposed Budget Expenditures Summary by Fund.
2. Second the motion, but no vote. The Proposed Budget is now on the floor for debate. Budget Committee members may make a motion to create an amendment and then vote for each amendment. This continues until all amendments are done.
3. The original motion (if needed) is amended to reflect any changes and the revised expenditure summary and then vote on the motion to approve the proposed budget.

Adjournment

VIRTUAL MEETING DETAILS

Topic: Budget Committee Meeting

Time: May 12, 2022 05:00 PM

Join Zoom Meeting:

<https://us06web.zoom.us/j/82459744081?pwd=U1ZlckJlRCtLNEF3TFNWMi96RGV5UT09>

Meeting ID: 824 5974 4081

Passcode: 8675309

Dial by your location: 1 669 900 6833

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to www.sthelensoregon.gov or call 503-366-8217.



FY 2022/2023 Budget Committee

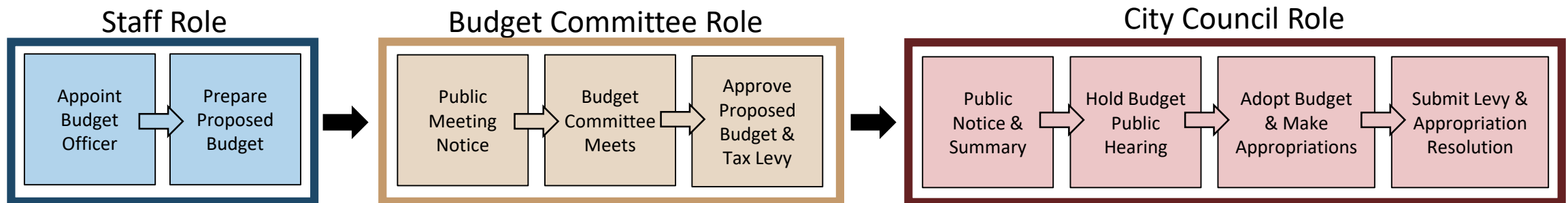
May 12, 2022



Purpose and Roll of Budget Committee

The St. Helens Budget Committee is comprised of an equal number of elected and appointed members. The main purpose of the committee is to review, deliberate and recommend the approval of the following (ORS 297.426):

- Receive budget message from the Budget Officer
- Review the proposed budget document
- Provide the public an opportunity to comment on the budget





Agenda Items

Item #1.

- ☐ New Chair & Vice-Chair Nomination
- ☐ Approval of Prior Minutes
- ☐ Public Hearing – State Shared Revenue
- ☐ Public Comment Period



Balanced Budget Assumptions

What IS included in the 22/23 Proposed Budget?

- 2 new Patrol Officer positions
- Utility rate increase assumptions
- New debt service for Enterprise Funds
- 5% COLA increase assumptions for 22/23

What Assumptions are used in the 22/23 Proposed Budget?

General Fund

- Forecasted years assume 3% Personnel increases (Wages, Insurance, PERS)
- Forecasted years assume 1% Materials/Services increases

Enterprise Funds

- Forecasted years assume 3% Personnel increases (Wages, Insurance, PERS)
- Forecasted years assume 5% Materials/Services increases
- Utility rate increases for water/sewer/storm over the next 5 years
- Additional debt service required for capital projects



Balanced Budget Assumptions

What is NOT included in the 22/23 Proposed Budget & Forecasts?

- Administration Executive Assistant (\$140,000)
- Administration Communications Assistant increase to 1.0 FTE (\$35,000)
- Administration City Attorney (\$225,000)
- Administration Human Resources Manager (\$125,000)
- Finance Accountant 3 (\$140,000)
- Library Youth Librarian (\$115,000) - Removed in 22/23 Budget
- Library Library Technician Makerspace (\$90,000) - Temporary position, ends Dec 2023
- Library Part-Time Shelver (\$5,000) – 2 positions removed in 22/23 Budget
- Parks Utility Worker (\$85,000) - Removed in 22/23 Budget
- Recreation PT Sports League Coordinator (\$65,000)
- Recreation Admin Assistant P&R (\$95,000) - Temporary position, ends Dec 2024
- Planning Associate Planner (\$125,000)
- Police Police Patrol (\$160,000) - Multiple Positions Requested
- Police Detective (\$195,000) - Multiple Positions Requested
- Public Works PT Admin Assistant (\$65,000)
- Public Works Engineer 1 (\$125,000)
- Public Works Engineer Intern (\$20,000)
- Public Works Building Maintenance Utility Worker (\$95,000)



SDC Funds

Item #1.

Streets SDC

Charge Services	500,000	M&S	525,000
Balance Available	2,110,000	Capital	2,085,000
<i>Total Rev</i>	<i>2,610,000</i>	<i>Total Exp</i>	<i>2,610,000</i>

Fund Notes

- *No SDC projects scheduled*

Storm SDC

Charge Services	150,000	M&S	115,000
Balance Available	340,000	Capital	375,000
<i>Total Rev</i>	<i>490,000</i>	<i>Total Exp</i>	<i>490,000</i>

Fund Notes

- *No SDC projects scheduled*

Parks SDC

Charge Services	250,000	M&S	150,000
Balance Available	989,000	Capital	1,089,000
<i>Total Rev</i>	<i>1,239,000</i>	<i>Total Exp</i>	<i>1,239,000</i>

Fund Notes

- *\$1,000,000 Columbia View Park Improvements*

Sewer SDC

Charge Services	200,000	M&S	560,000
Balance Available	2,190,000	Capital	1,830,000
<i>Total Rev</i>	<i>2,390,000</i>	<i>Total Exp</i>	<i>2,390,000</i>

Fund Notes

- *\$40,000 Annual Maintenance*
- *\$6,800 WWTP Influent Flow Meter*
- *\$441,000 Basin 6 Upsizing*
- *\$1,800 Installation of overflow alarms*

Water SDC

Charge Services	200,000	M&S	560,000
Balance Available	1,515,000	Capital	1,155,000
<i>Total Rev</i>	<i>1,715,000</i>	<i>Total Exp</i>	<i>1,715,000</i>

Fund Notes

- *\$4,000 Bayport Well Activation Switch Replacement*
- *\$40,000 PW Generator Purchase for PW Shop*



Internal Service Funds

Public Works Operations Fund

Charge Services	3,587,000	Personnel	3,334,000
Fees	75,000	M&S	546,000
Balance Available	538,000	Cont.	320,000
<i>Total Rev</i>	<i>4,200,000</i>	<i>Total Exp</i>	<i>4,200,000</i>

Fund Notes

- *New Facilities Maintenance Department*

Public Safety Fund

Charge Services	215,000	M&S	1,500,000
Miscellaneous	3,000,000	Capital	15,255,000
Balance Available	14,240,000	Debt	700,000
<i>Total Rev</i>	<i>17,455,000</i>	<i>Total Exp</i>	<i>17,455,000</i>

Fund Notes

- *Misc. revenue is assumed 2nd revenue bond for facility*
- *Construction estimated to begin April 2023*
- *\$3 PSF estimated as \$215,000 "Charges for Services"*

Technology Fund

Goes Away. Moves to General Fund

Equipment Fund

Goes Away. Moves to PW Operations Fund

Major Maintenance Fund

Goes Away. Moves to PW Operations Fund



Special Revenue Funds

Tourism Fund

Hotel Taxes	120,000	M&S	210,000
Miscellaneous	265,000	Cont.	175,000
<i>Total Rev</i>	<i>385,000</i>	<i>Total Exp</i>	<i>385,000</i>

Fund Notes

- Contingency Safety net built in.
- Assumption of new business model

Community Enhancement Fund

Intergov.	20,000	M&S	267,000
Fees	20,000		
Transfer	130,000		
Balance Available	97,000		
<i>Total Rev</i>	<i>267,000</i>	<i>Total Exp</i>	<i>267,000</i>

Fund Notes

- No specific projects noted

Community Development Fund

Miscellaneous	7,590,000	M&S	9,900,000
Grants	2,251,000	Debt Serv.	165,000
Balance Available	1,610,000	Cont.	1,386,000
<i>Total Rev</i>	<i>11,451,000</i>	<i>Total Exp</i>	<i>11,451,000</i>

Fund Notes

- Riverfront Loan (\$7M) & 2 Riverfront Grants (\$880k)
- 2 Central Waterfront Grants for studies (\$1.3M)

Street Fund

Intergov.	1,580,000	Personnel	570,000
Charges	30,000	M&S	579,000
Miscellaneous	5,000	Capital	500,000
Balance Available	1,000,000	Debt Serv.	60,000
		Cont.	906,000
<i>Total Rev</i>	<i>2,615,000</i>	<i>Total Exp</i>	<i>2,615,000</i>

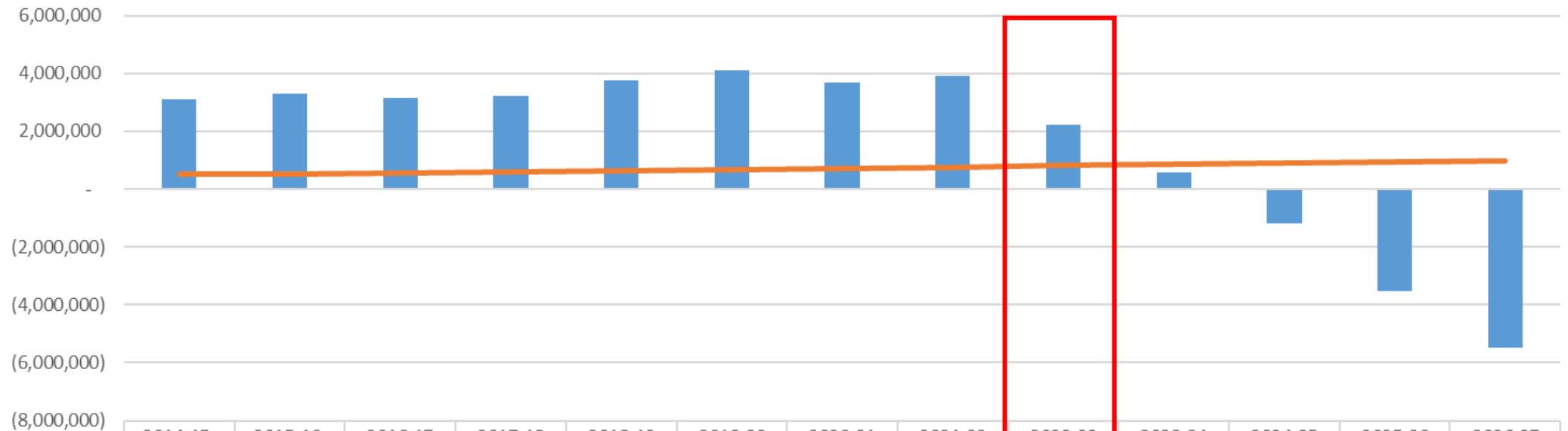
Fund Notes

- No specific projects noted



Enterprise Funds - Water

WATER FUND FORECAST - Master Plan Assumptions



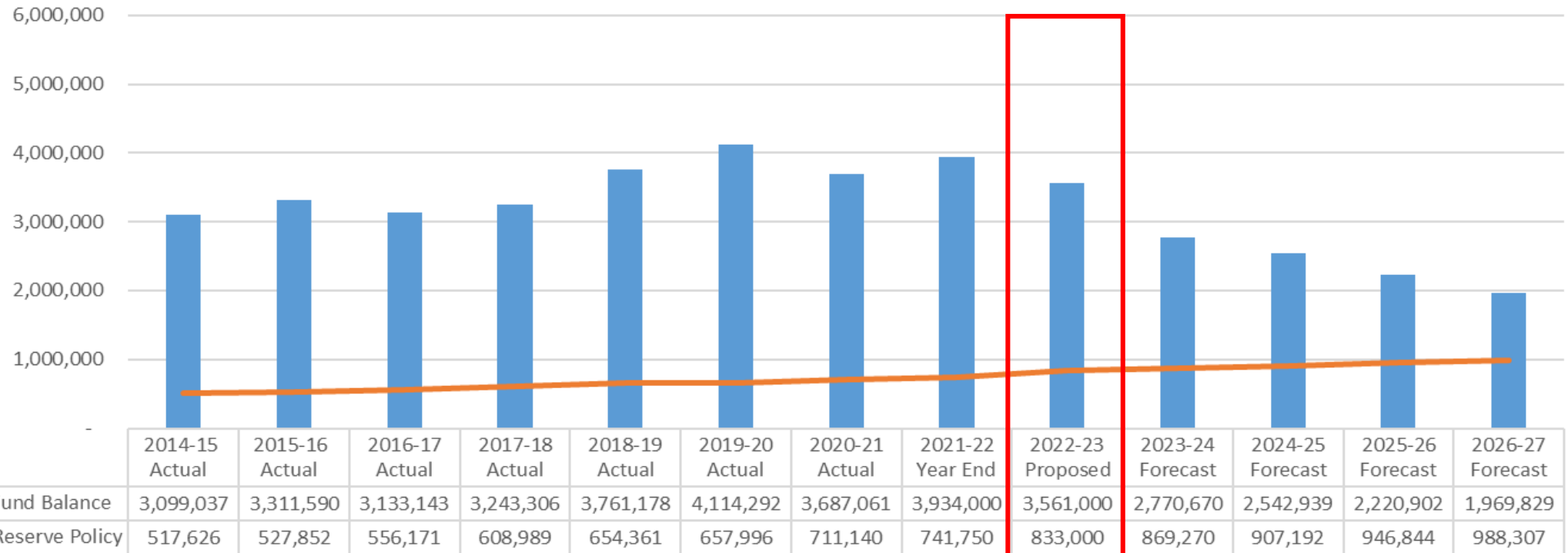
Water Fund – Master Plan Assumptions

- 2% Annual Growth
- No rate increases
- 3% Increase in Personnel Services
- 5% Increase in Materials
- Capital Projects as recommended in 2022 Master Plan (last full master plan done in 2013)
- \$1.6M in Annual Maintenance recommended in 2022 Master Plan



Enterprise Funds - Water

WATER FUND FORECAST - PROPOSED BUDGET



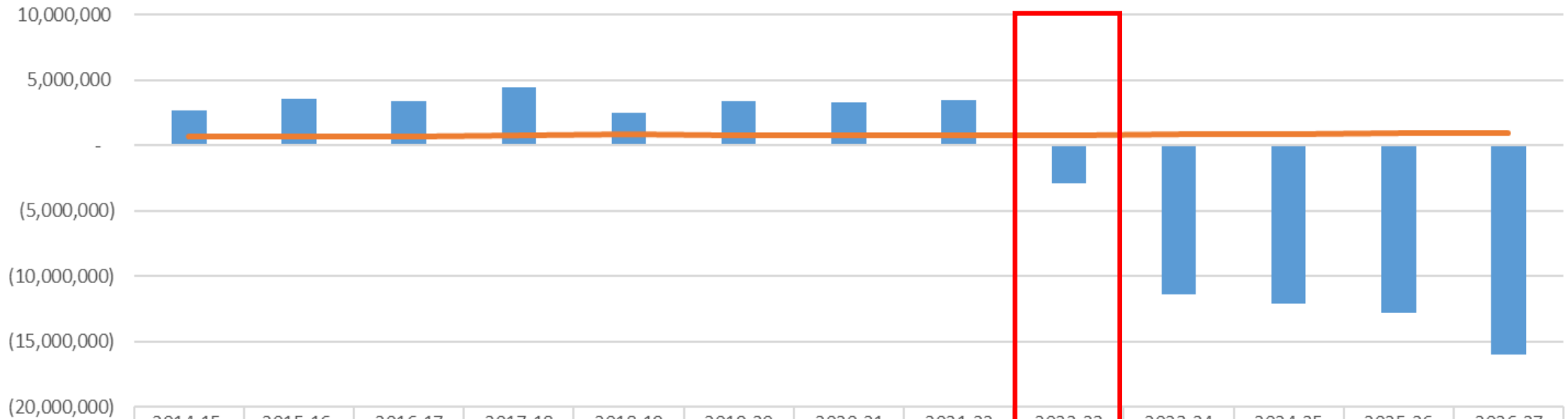
Water Fund – Master Plan Assumptions

- 2% Annual Growth
- 3% rate increases each year for 5 years
- 3% Increase in Personnel Services
- 5% Increase in Materials
- Deferred projects and timelines out; projects as proposed in Capital Improvement Plan for next 5 years
- Annual Maintenance reduced to \$200,000 per year



Enterprise Funds - Sewer

SEWER FUND FORECAST - Master Plan Assumptions



	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Year End	2022-23 Proposed	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
Ending Fund Balance	2,658,060	3,526,312	3,385,597	4,441,575	2,514,929	3,401,329	3,311,074	3,476,000	(2,938,310)	(11,455,02)	(12,076,29)	(12,847,73)	(16,001,84)
Reserve Policy	656,058	648,995	698,999	793,132	810,185	788,466	743,980	754,750	787,918	822,606	858,888	896,839	936,537

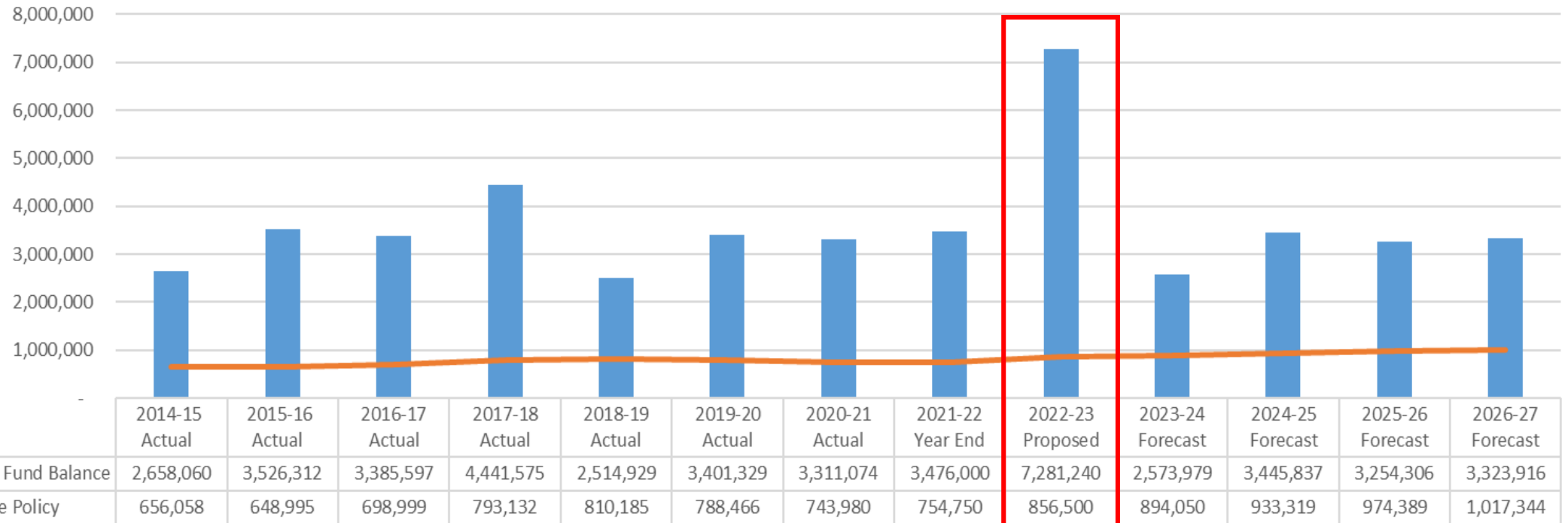
Sewer Fund – Master Plan Assumptions

- 2% Annual Growth
- No rate increases
- 3% Increase in Personnel Services
- 5% Increase in Materials
- Capital Projects as recommended in 2022 Master Plan (last full master plan done in 1989)
- \$790k in Annual Maintenance recommended in 2022 Master Plan



Enterprise Funds - Sewer

SEWER FUND FORECAST - PROPOSED BUDGET



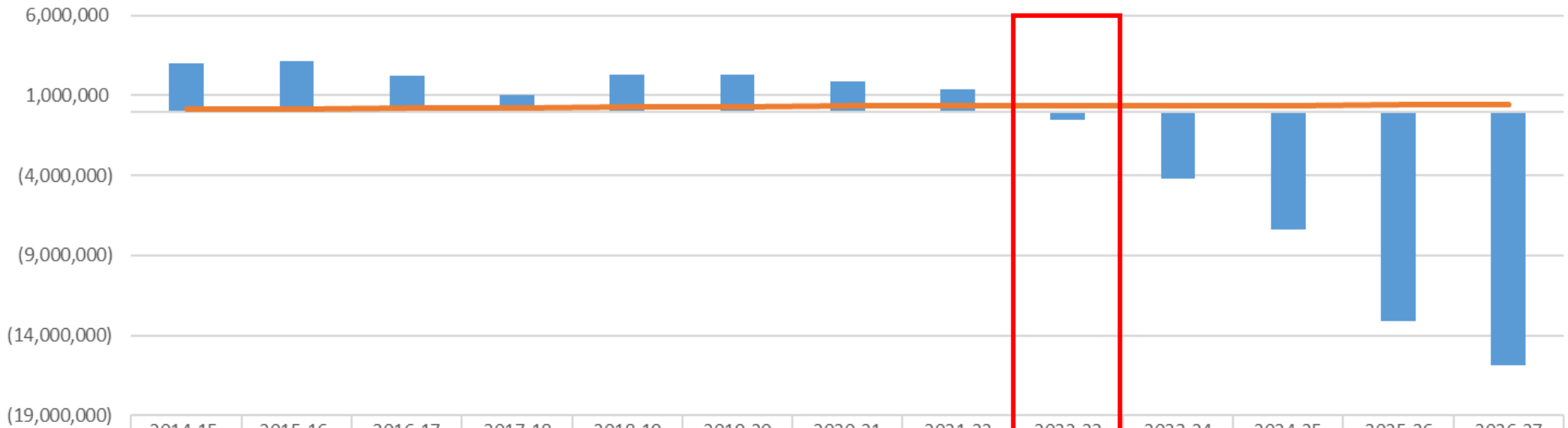
Sewer Fund – Master Plan Assumptions

- 2% Annual Growth
- 8% rate increases each year for 5 years
- 3% Increase in Personnel Services
- 5% Increase in Materials
- \$10.4M Debt Service required in 22/23 and \$4.9M Debt Service required in 24/25 to fund capital projects
- Deferred projects and timelines out; projects as proposed in Capital Improvement Plan for next 5 years
- Annual Maintenance reduced to \$160,000 per year



Enterprise Funds – Storm

STORM FUND FORECAST - Master Plan Assumptions



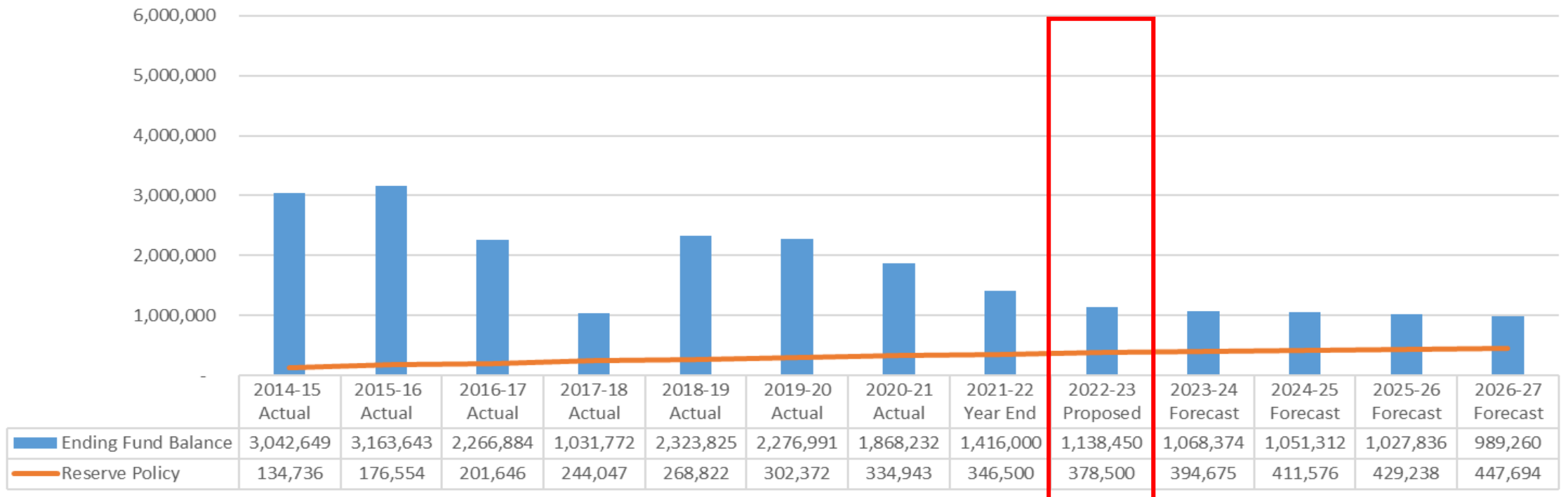
Storm Fund – Master Plan Assumptions

- 2% Annual Growth
- No rate increases
- 3% Increase in Personnel Services
- 5% Increase in Materials
- Capital Projects as recommended in 2022 Master Plan (last full master plan done in 1999)
- \$900k in Annual Maintenance recommended in 2022 Master Plan



Enterprise Funds – Storm

STORM FUND FORECAST - PROPOSED BUDGET



Storm Fund – Master Plan Assumptions

- 2% Annual Growth
- 22.9% Rate increase in 2022, 16.6% Rate increase in 2023, 17.2% Rate increase in 2024, CPI Rate increases in 2025-2027
- 3% Increase in Personnel Services
- 5% Increase in Materials
- Capital Projects as recommended in 2022 Master Plan
- Deferred projects and timelines out; projects as proposed in Capital Improvement Plan
- Annual Maintenance reduced to \$100,000 per year



Enterprise Funds

Item #1.

Water Fund

Charges for Services	3,815,000	Personnel	1,076,000
Miscellaneous	625,000	M&S	2,256,000
Fund Balance	3,919,000	Capital	766,000
		Debt	500,000
		Cont.	2,926,000
		Unapp.	835,000
<i>Total Rev</i>	<i>8,359,000</i>	<i>Total Exp</i>	<i>8,359,000</i>

Sewer Fund

Charges for Services	4,054,000	Personnel	1,055,000
Miscellaneous	10,420,000	M&S	2,371,000
Fund Balance	3,475,000	Capital	6,177,400
		Debt	1,266,000
		Cont.	6,229,600
		Unapp.	850,000
<i>Total Rev</i>	<i>17,949,000</i>	<i>Total Exp</i>	<i>17,949,000</i>

Storm Fund

Charges for Services	1,140,000	Personnel	550,000
Miscellaneous	5,000	M&S	964,000
Fund Balance	1,400,000	Capital	100,000
		Cont.	551,000
		Unapp.	380,000
<i>Total Rev</i>	<i>2,545,000</i>	<i>Total Exp</i>	<i>2,545,000</i>

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General Fund - Revenue

GENERAL FUND		2019-20 Actual	2020-21 Actual	2021-22 EST YE	2022-23 Proposed
RESOURCES SUMMARY					
Local Taxes		1,883,996	2,194,561	2,200,000	2,325,000
Intergovernmental		502,379	671,268	565,000	640,000
Grants		15,400	136,707	575,000	832,000
Charges for Services		4,253,398	4,716,934	5,173,000	6,190,000
Licenses, Permits, Fees		741,204	1,268,386	818,000	941,000
Fines		217,844	239,260	203,000	200,000
Miscellaneous Revenue		605,312	342,889	270,000	305,000
Transfers		-	-	141,600	100,000
Fund Balance Available		2,052,466	2,428,970	2,719,000	2,100,000
TOTAL RESOURCES		10,271,998	11,998,975	12,664,600	13,633,000

Revenue Notes

- ❖ Property Taxes avg 6.6% since 15/16, assuming 6% in forecast model
- ❖ ARPA (Grants) of \$832k in 22/23, \$575k in 23/24 and \$0 in 24/25
- ❖ In 23/24, Public Safety Facility dedications begin (\$600k in resources)
 - ❖ Cigarette Tax \$10,000
 - ❖ Alcohol Tax \$240,000
 - ❖ Cannabis Tax \$225,000
 - ❖ SDC Admin Fee \$125,000
- ❖ Transfer revenue comes from IT Fund



General Fund – Department Expenses

Administration

Personnel 585,000
M&S 55,000
Total 640,000

6% Decrease

Municipal Court

Personnel 222,000
M&S 200,000
Total 422,000

3% Increase

Finance

Personnel 696,000
M&S 294,000
Total 990,000

1% Increase

Planning

Personnel 364,000
M&S 46,000
Total 410,000

8% Decrease

City Recorder

Personnel 300,000
M&S 55,000
Total 355,000

1% Decrease

Police

Personnel 4,573,000
M&S 592,000
Total 5,165,000

6% Increase

Parks

Personnel 359,000
M&S 131,000
Total 490,000

3% Increase

Building

Personnel 460,000
M&S 65,000
Total 525,000

3% Increase

City Council

Personnel 65,000
M&S 70,000
Total 135,000

12% Decrease

Library

Personnel 597,000
M&S 133,000
Total 730,000

21% Decrease

Recreation

Personnel 300,000
M&S 50,000
Total 350,000

1% Decrease

Technology

Personnel 295,000
M&S 300,000
Total 595,000

13% Decrease

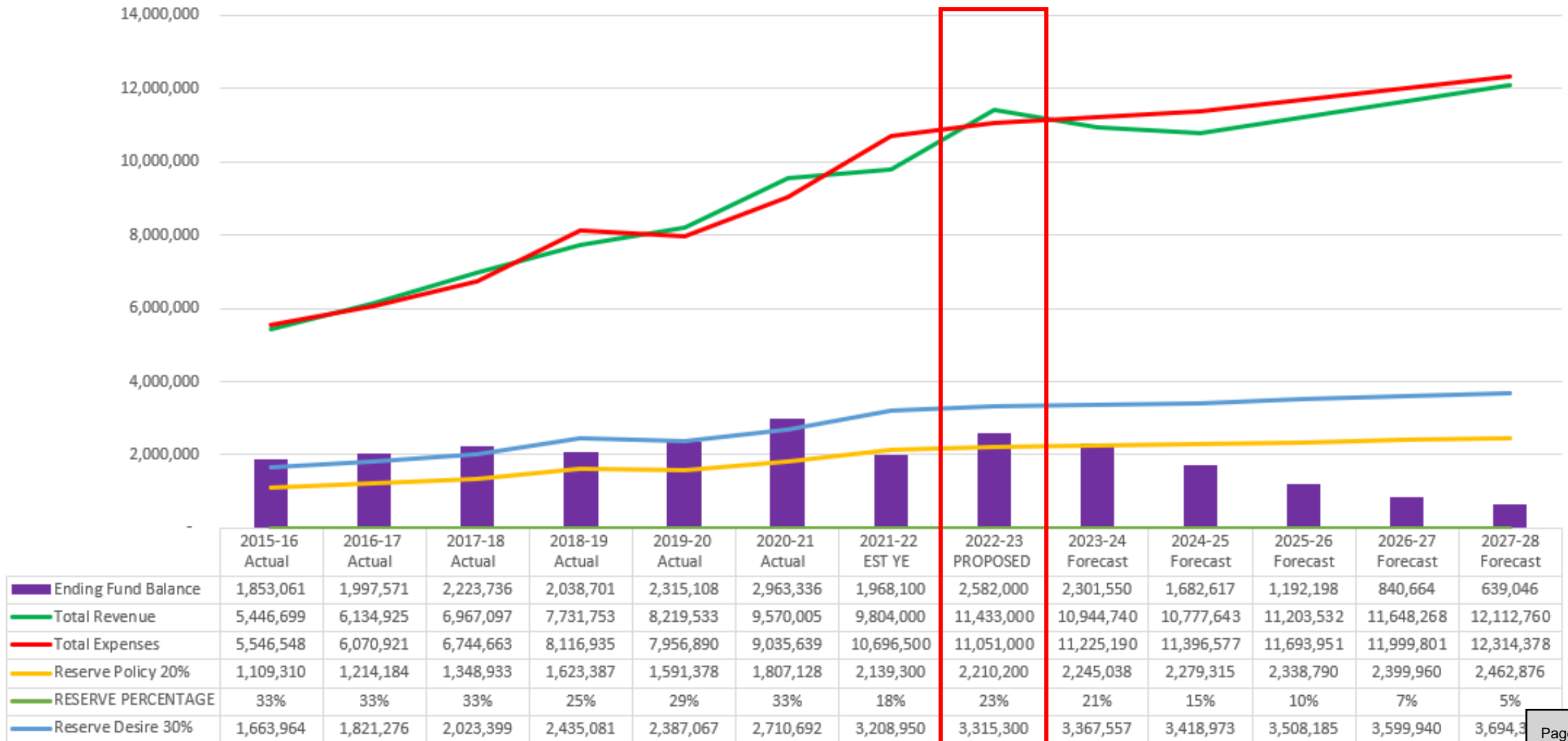
General Services

M&S 255,000
Contingency 1,552,000
Unappropriated 1,000,000
Total 2,807,000



General Fund – Forecast

GENERAL FUND - 5 YR FORECAST





Staffing Needs

General Fund

- Administration Executive Assistant (\$140,000)
- Administration Communications Assistant increase to 1.0 FTE (\$35,000)
- Administration City Attorney (\$225,000)
- Administration Human Resources Manager (\$125,000)
- Finance Accountant 3 (\$140,000)
- Library Youth Librarian (\$115,000) - Removed in 22/23 Budget
- Library Library Technician Makerspace (\$90,000) – Temporary position, ends Dec 2023
- Library Part-Time Shelver (\$5,000) – 2 positions removed in 22/23 Budget
- Parks Utility Worker (\$85,000) - Removed in 22/23 Budget
- Recreation PT Sports League Coordinator (\$65,000)
- Recreation Admin Assistant P&R (\$95,000) – Temporary position, ends Dec 2024
- Planning Associate Planner (\$125,000)
- Police Police Patrol (\$160,000) (Multiple Positions Requested)
- Police Detective (\$195,000) (Multiple Positions Requested)

Enterprise Funds

- Public Works PT Admin Assistant (\$65,000)
- Public Works Engineer 1 (\$125,000)
- Public Works Engineer Intern (\$20,000)
- Public Works Building Maintenance Utility Worker (\$95,000)



Opportunities

Item #1.

1. Revisit funding strategy for Public Safety Facility
 - I. Re-allocate revenue sharing back to General Fund
 - II. Increase \$3 public safety utility fee
 - III. Go out for a GO Bond (property tax increase)
2. Increase the public safety fee to increase support for the Police Department (\$2.50 per officer)
3. Investigate a 5-year option levy (property tax increase) to support specific departments:
 - I. Police Department
 - II. Library Department
 - III. Parks & Recreation Department
4. Investigate a continuation of the Parks & Recreation utility fee
5. Complete an internal service level review for all departments & city buildings



Questions & Comments

Item #1.



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City of St. Helens Budget Committee

Meeting Minutes

April 13, 2021

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Patrick Birkle, Councilor
Stephen R. Topaz, Councilor
Jessica Chilton, Councilor
Bill Eagle, Committee Member
Claire Catt, Committee Member
Garrett Lines, Committee Chair
Michelle Damis, Committee Member
Mark Gundersen, Committee Member

Members Absent: None

Staff Present: Matt Brown, Assistant City Administrator- Budget Officer
John Walsh, City Administrator
Margaret Jeffries, Library Director
Mouhamad Zaher, Public Works Director

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

FY 2021- 2022 Budget Committee

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 discussed the process of the Budget Committee. 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. The 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 proposed budget.

New Chair / Vice Chair

Scholl nominated Catt; for Chair, Catt declined.

Scholl nominated Eagle for chair.

Motion: Upon Scholl's motion and Birkle's second, the Committee unanimously approved Eagle for Chair. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Lines, Birkle, Topaz; Nays: None]
Birkle seconded the nomination. All in favor; none opposed; motion carries.

Birkle nominated Catt for Vice Chair.

Motion: Upon Birkle's motion and Scholl's second, the Committee unanimously approved Catt for Vice Chair. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Lines, Birkle, Topaz; Nays: None]
Birkle seconded the nomination. All in favor; none opposed; motion carries.

Approval of Meeting Minutes

Motion: Upon Scholl's motion and Line's second, the Committee unanimously approved the minutes for 2020. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Lines, Birkle, Topaz; Nays: None]
Birkle seconded the nomination. All in favor; none opposed; motion carries.

Public Comment

None.

SDC Funds

Brown presented the SDC Funds. Master plans are in the process of being updated for water, storm and sewer. These are done by professional consultants. The last water master plan was done around 1987. Standard practice would be to update the master plans every 5-7 years. These plans go into the Capital Improvement Plan that is included in the budget. This year's CIP is lean until the master plans are completed. Next year's CIP will be full of a lot more projects. All funds are appropriated. That does not mean all the funds will be spent. Brown would like the funds available for matching grants and improvements throughout the year. Unappropriated funds can't be moved without a declaration of emergency.

Birkle asked why some funds are going up from last year and some going down. Brown said only one is forecasted to go down and that is Parks SDC. Last year's budget was adopted with \$50,000.00. The city received \$150,000.00 because of new developments like the apartment complex that was built. The city does not expect that much to come in again this year.

Catt asked if Parks SDC funds can only be used at McCormick Park. Brown said in 2015 the Parks Master Plan was revised by Jenny Dimsho. She categorized each park based on how the parks are classified. Only two parks are available to use SDC funds, Sand Island and McCormick Park.

Special Revenue Funds



Special Revenue Funds

Community Development Fund			
Taxes	80,000	Materials	1,949,000
Misc. Rev	1,645,000	Debt Service	230,000
Balance Available	944,000	Contingency	490,000
Total Resources	2,669,000	Total Expenses	2,669,000

Community Enhancement Fund			
Charge Services	500	Materials	103,200
Intergovernmental	41,000		
Miscellaneous	35,500		
Balance Available	26,200		
Total Resources	103,200	Total Expenses	103,200

Street Fund			
Intergovernmental	1,375,000	Personnel	476,000
Charge Services	20,000	Materials	656,000
Miscellaneous	14,000	Capital	450,000
Balance Available	761,000	Transfers	60,000
		Contingency	528,000
Total Resources	2,170,000	Total Expenses	2,170,000

Community Development Fund

- Brown is anticipating less motel hotel tax possibly due to Covid.

- A timber cut is planned and showing in the revenue.

Chilton asked about Tourism. Proposed in FY 21-22 recourses have tripled from the previous year. Brown is anticipating E2C to run Spirit of Halloweentown as a ticketed event. Last year that resulted in a large revenue increase. Chilton asked if revenues minus expenditures puts the city in the red. Brown expects to be in the black at a breakeven point. Brown does not expect E2C to spend everything appropriated for expenditures.

Community Enhancement Fund

This fund is used to track grant money. Chilton asked about the transitional housing. Transitional housing is for grant funds received for Community Action Team. The funds come in and go back out.

Street Fund

Revenue Sources

- Motor Vehicle Taxes
- Grant reimbursements from the State for improvements

Personal services down from previous year due to efficiencies made from the new Public Works Director. Topaz talked about additional funds coming in from the government. Will the city be able to add it to the streets budget? Walsh said there is an exception for budgeted revenue. If the city received a large grant, they will be able to expense that money. A reappropriated budget is done at the end of the fiscal year to include those funds.

Internal Service Funds



Internal Service Funds

Equipment Fund

Balance Available	412,000	Transfer	412,000
<i>Total Resources</i>	<i>412,000</i>	<i>Total Expenses</i>	<i>412,000</i>

IT Services Fund

Charge Services	518,000	Personnel	149,000
Balance Available	57,000	Materials	340,000
		Contingency	86,000
<i>Total Resources</i>	<i>575,000</i>	<i>Total Expenses</i>	<i>575,000</i>

Public Works Operations Fund

Grants	15,000	Personnel	2,811,000
Charge Services	2,891,000	Materials	584,000
Fees	50,000		
Balance Available	439,000		
<i>Total Resources</i>	<i>3,395,000</i>	<i>Total Expenses</i>	<i>3,395,000</i>

Equipment Fund

Equipment fund is used as a place holder for large equipment purchases. This is being moved to the Public Works Operations Fund. The \$412,000 is being moved to a major maintenance fund. These funds will be used for future equipment purchases for Public Works. This will help simplify the funds.

IT Services Funds

This is the same as the previous year. This is charged out to all the departments based on the number of computers and phones that they have. One IT person that is part of the personnel services. The entire IT infrastructure has been rebuilt over the course of the last year and a half.

Public Works Operation Fund

Public Works and Engineering share this fund.

- Grant from Oregon Marine board received yearly.

Zaher said he has been able to exam and find ways to be more efficient. He's been working on restructuring these funds to be more transparent. He would like to focus on what the city really needs. Catt mentioned there is no overtime budgeted. Zaher said Public Works is working hard on how to be efficient. Moving forward it will continue to improve.



Internal Service Funds

Major Maintenance Fund

Charge Services	100,000	Capital	1,053,000
Transfer	1,012,000	Contingency	332,000
Balance Available	273,000		
<i>Total Resources</i>	<i>1,385,000</i>	<i>Total Expenses</i>	<i>1,385,000</i>

Debt Service Fund

Transfer	1,160,000	Debt Service	1,160,000
<i>Total Resources</i>	<i>1,160,000</i>	<i>Total Expenses</i>	<i>1,160,000</i>

Public Safety Fund

Charge Services	50,000	Materials	50,000
<i>Total Resources</i>	<i>50,000</i>	<i>Total Expenses</i>	<i>50,000</i>

Major Maintenance Fund

Transfers incoming from Water, Sewer, and the Equipment Fund. Some funds used for final payment of 2625 Gable Road property.

- \$180,000 for matching grant Campbell Park
- \$163,000 for the library building improvements

Debt Service Fund

It's a best practice to have this fund set up to have all the debt services transferred into it as well as make all the payments out of this fund.

- A refunding bond was moved into this account this year from water, sewer, and streets

Public Safety Bond

This is a new account for this year just in case City Council decides to go out for a bond. for public safety. This is for an anticipated ordinance that will go to the City Council before the end of the year. This fund was created strictly for the public safety building.

Enterprise Funds

Enterprise funds consist of water, sewer, and storm.

Water

Water Fund			
Resources		Expenses	
Charges Services	3,747,000	Personnel	918,000
Miscellaneous	15,000	Materials	2,030,000
Balance Available	4,451,000	Capital Outlay	250,000
		Transfer	800,000
		Contingency	3,465,000
		Unappropriated	750,000
<i>Total Resources</i>	<i>8,213,000</i>	<i>Total Expenses</i>	<i>8,213,000</i>

- Personnel services has gone down from \$986,000 to \$918,000.
- Capital outlay of \$250,000 ties back to the CIP plan. The CIP plan includes water meter replacements and water main replacements.
- There was an \$800,000 transfer for the debt services fund.
- There is a 90-day reserve policy. That is 90 days of expenses held for this fund.
- Contingency funds are there for possible grant matching opportunities as well as expenses.

Questions on the water fund:

Topaz asked, what category does the reservoir fall under? Zaher answered, the city is currently under litigation against who worked on the reservoir project. Zaher could not comment or go into detail with an executive session coming up. He's looking forward to a very positive outcome.

Chilton asked why the water bills are so high because this is a question she is asked multiple times by citizens. Brown answered, 20 years ago St. Helens had many large industrial customers such as Boise, and Armstrong. Rates are often subsidized by larger industrial customers because of the larger customers impact on the infrastructure. Both Boise and Armstrong have left the city. Armstrong leaving caused impacts of \$1,000,000. Boise also caused a large impact when they left. When big companies leave the water infrastructure and maintenance still must be paid for. The wastewater treatment plant is 10 times larger than what the city needs. The loss in rates must be passed on to the remaining customers.

Unfortunately, the city has not done slow, steady increases over time such as one or two percent every year. Brown shared a utility rate comparison chart. St. Helens falls in the middle of the chart in price comparisons with neighboring cities. Walsh said a lot of times cities will not move forward with capital improvement projects to keep rates down. The city has moved forward with some improvement projects. The city has a state-of-the-art water treatment facility that's nearly paid off. There is a debt service related to that improvement and it shows in the rates.

Chilton asked if Brown anticipates the rates to continue to go up. He does not anticipate any rate increases this calendar year. He would like to wait until the master plans are complete. Zaher said the master plan for water should be completed by March of 2022. He recommends the public tour the Wastewater Treatment Plant and look at the facilities. Anyone interested can be sent his way to be educated on the infrastructure.

Sewer

Sewer Fund			
<u>Resources</u>		<u>Expenses</u>	
Charges Services	3,976,000	Personnel	914,000
Miscellaneous	15,000	Materials	2,074,000
Balance Available	3,904,000	Capital Outlay	200,000
		Transfer	900,000
		Contingency	3,057,000
		Unappropriated	750,000
<i>Total Resources</i>	<i>7,895,000</i>	<i>Total Expenses</i>	<i>7,895,000</i>

Personnel services is lower at \$914,000.00 due to efficiency improvements. The \$750,000.00 in unappropriated is for the 90- day reserve policy.

Storm

Storm Fund			
<u>Resources</u>		<u>Expenses</u>	
Charges Services	1,075,000	Personnel	505,000
Miscellaneous	5,000	Materials	881,000
Balance Available	1,976,000	Capital Outlay	150,000
		Contingency	1,170,000
		Unappropriated	350,000
<i>Total Resources</i>	<i>3,056,000</i>	<i>Total Expenses</i>	<i>3,056,000</i>

The storm fund is not as healthy. This fund in the past was included in the sewer fund. Brown worked to get this fund separated. Adjustments have been made over a couple of years. Once the master plan comes through rates may be adjusted. Eagle asked how storm fees are determined. It's based on estimated dwelling units. If it's a business, it's based on impervious surface. Morten would like the storm rates and codes to be relouked at with the City Council.

Adjournment – 7:36 p.m.

Respectfully submitted by Jennifer Johnson, Budget Committee Secretary

City of St. Helens Budget Committee

Meeting Minutes

April 27, 2021

Members Present:

Rick Scholl, Mayor
Doug Morten, Council President
Patrick Birkle, Councilor
Stephen R. Topaz, Councilor
Jessica Chilton, Councilor
Bill Eagle, Committee Chair
Claire Catt, Committee Member
Garrett Lines, Committee Member
Michelle Damis, Committee Member
Mark Gunderson, Committee Member

Members Absent:

None

Staff Present:

Matt Brown, Assistant City Administrator- Budget Officer
John Walsh, City Administrator
Margaret Jeffries, Library Director
Mouhamad Zaher, Public Works Director
Shanna Dugan, Parks and Recreation Manager

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

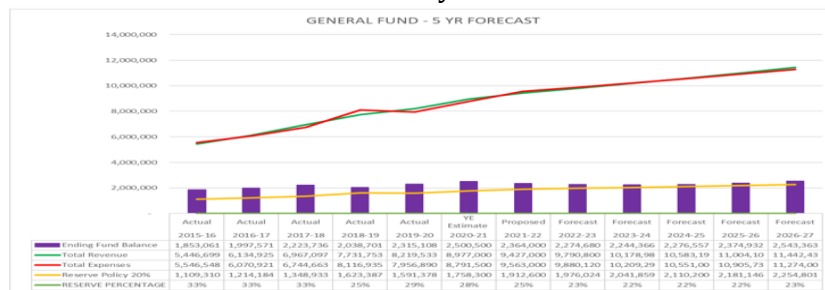
Howard Blumenthal: Would love for the Budget Committee to budget some of the city's tourism dollars to parks for brochures and promotion. Lots of people from out of town are coming to enjoy our parks.

Brown said the parks does have a parks and trails brochure. Oregon State University did the parks maps. You can find them on the website and City Hall.

No other public comment.

General Fund

Brown shared the General Fund 5-year forecast.



The following graph shows revenues brought in by department, as well as expenses for each department.

DEPARTMENTAL REVENUE	
General Use	10,557,000
Finance	110,000
Police/Court	402,000
Recreation/Parks	125,000
Building/Planning	732,000
Library	1,000
	11,927,000

DEPARTMENTAL EXPENSES	
Administration	661,000
City Recorder	359,000
City Council	155,000
General Services	247,000
Court & Police	4,713,000
Library	890,000
Finance	885,000
Parks & Recreation	689,000
Building & Planning	964,000
Contingency	1,364,000
Unappropriated	1,000,000
	11,927,000

GENERAL FUND RESOURCES SUMMARY

Resource Allocation Summary	2018-19	2019-20	2020-21	2021-22
	Actual	Actual	Adopted	Proposed
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

Divisions that usually cannot support themselves are found in the General Fund such as the Municipal Court and Police Department. They are put in the General Fund to share the general use money among the departments.

- \$145,000.00 was received from the School District for the SRO Officer. Those funds go directly to the Police Department.
- License permits and fees go to Building and Planning Divisions
- Park rental fees go to Parks.
- Fines go to Police / Court. Miscellaneous is generally interest earned.
- Building permits are up 500%. Library fines are anticipated to go away so there is no revenue in that line item.
- Dock services has moved to Public Works instead of Parks as Public Works Operations maintain those services.
- Sand Island revenue is put into Miscellaneous General Revenue. There is not much revenue coming in yet. Walsh said the city receives 10% of the gross camping receipts as well as hotel tax revenue. That's roughly 20%. It's an average of \$10,000 per year. It's a net positive at this point and we are not maintaining the grass or the restrooms currently. Morten also noted the savings from not using our Public Works crew to maintain the area. All the maintenance has been taken over within the lease agreement. That is a tremendous savings on its own. Sand Island is currently leased to Brad Hendrickson, the owner of St. Helens Marina.

General Fund Expenses

Administration	
Personnel	594,000
Materials	67,000
Total Expenses	661,000

Police	
Personnel	3,752,000
Materials	550,000
Total Expenses	4,302,000

Recreation	
Personnel	160,000
Materials	70,000
Total Expenses	230,000

City Recorder	
Personnel	290,000
Materials	69,000
Total Expenses	359,000

Library	
Personnel	606,000
Materials	284,000
Total Expenses	890,000

Planning	
Personnel	348,000
Materials	102,000
Total Expenses	450,000

City Council	
Personnel	60,000
Materials	95,000
Total Expenses	155,000

Finance	
Personnel	637,000
Materials	248,000
Total Expenses	885,000

Building	
Personnel	444,000
Materials	70,000
Total Expenses	514,000

Municipal Court	
Personnel	206,000
Materials	205,000
Total Expenses	411,000

Parks	
Personnel	366,000
Materials	93,000
Total Expenses	459,000

General Services	
Materials	247,000
Contingency	1,364,000
Unappropriated	1,000,000
Total Expenses	2,611,000

Administration

Personnel services has increased due to PERS increases. PERS increase every two years. Gunderson asked, what the PERS increase is every two years? Brown said it's based on the PERS Board's decision. Lines asked about the FTE wage increases. Brown said Administration is going from 3 FTE to 4 FTE. A part time Communications Officer is one of the .5 FTE additions. Another addition is a .5 FTE for a Main Street Coordinator. Chilton asked about the overtime charges. Brown said it is due to lots of hours and odd hours for events worked by the Communications Officer. Catt discussed how performance measures connect to the strategic plans when decisions are being made that it's done in a cohesive way, an example would be the average length of City Council work sessions.

City Recorder

No comments or questions.

City Council

Lines asked about the increase of \$50,000 in professional services. Brown said that is for continuing to have an attorney provide services at City Council meetings.

Municipal Court

No comments or questions.

Police

Catt asked about the \$20,000 for tactical. Greenway said a few line items have been combined. Firearms was separate in the past, now it's one line item. Firearms and ammunitions were combined and changed to tactical. Birkle noticed a dip in certification and instinctive. Brown said it is being combined into regular wages. Lines asked about body cameras. Greenway said they are currently using body cameras. Chilton asked about the competitive wages in our area. Greenway said the department struggles to fill the ranks fully. In the last 20 years, the Police Department has only been

fully staffed for six months. Potential officers are often lost to the metro area due to higher wages paid there. Morten asked if it would be possible to have less officers paid at a higher wage. Greenway said this is not possible. The department is understaffed now. There needs to be coverage for vacation days, court appearances and other variables. Greenway would like to see an independent study to see how many officers are needed to meet the city's needs. Scholl asked about the cost of a study. Greenway will research it and get back with City Council. Topaz asked how much the quality of the Police Station connects to the staffing problem. Greenway said they are working on a solution for that with the new public safety building project.

Library

No comments or questions.

Finance Department

No comments or questions.

Planning Department

No comments or questions.

Building Department

Lines asked about bank service fees for the Building Department. Brown said that is new for this year. The Building Department has recently switched to an online state permitting software. Within that software, credit cards are charged and there are fees for that service.

Parks and Recreation

Catt asked about the personnel services. Brown said parks staff in previous years was 4 FTE. In the past Parks staff was partly paid for out of Water, Sewer, and Storm. Brown said that was not showing the true cost of the Parks Division. Over the last couple of years, the salary model has changed. This year Parks will have 3 FTE and Recreation will have 1.5 FTE.

Chilton asked about facility maintenance. She is concerned that it is low. Brown said it is only budgeted for the small shop at the park. Scholl asked about the \$500,000 that was transferred to Parks for projects two years ago. Brown said staffing at that time did not meet the expectations of completing those projects listed for that money. Some of the large projects are still outstanding. Those projects came from the master plan. Chilton requested a copy of the list. Those funds are listed in the CIP. Morten commented with the short staffing in Parks, it's difficult to complete large projects. He suggested holding off on expectations of CIP projects. Duggan is excited to get started with better communication on some of those projects. Brown shared the master plan with the committee. Zaher is working to bridge the gap. He is looking at a strategic approach to get projects done.

Public Hearing- State Shared Revenue

Purpose of public hearing is for the Budget Committee to hear from the public on the use of State Shared Revenue received by the City of St. Helens.

- Open Public Hearing to accept State Shared Revenue for FY 2021/2022 at 7:25 p.m.
No Public Comment specifically for State Shared Revenue.

Motion: Upon Scholl's motion and Gunderson's second, the Committee approved Receiving State Shared Revenue for General Fund use in FY 2021/2022 [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Gunderson, Lines, Birkle, Topaz; Nays: None] All in favor; none opposed; motion carries.

- Closed Public Hearing at 7:29 p.m.

Property Tax Rate Approval

Purpose is to approve the 2021/2022 Property Tax Rate for the City of St. Helens Oregon

Motion: Upon Scholl's motion and Line's second, the Committee approved for FY 2021/2022, 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. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Gunderson, Lines, Birkle, Topaz; Nays: None] All in favor; none opposed; motion carries.

2021/2022 Budget Approval

Motion: Upon Scholl's motion and Topaz's second, the Committee approved expenditures for FY 2021/2022 in the amount of \$48,010,200 and to establish the maximum expenditures for each fund as shown on FY 2021/2022 Proposed Budget Expenditures Summary by Fund. [Ayes: Scholl, Morten, Eagle, Chilton, Catt, Damis, Gunderson, Lines, Birkle, Topaz; Nays: None] All in favor; none opposed; motion carries.

Adjournment – 7:35 p.m.

Respectfully submitted by Jennifer Johnson, Budget Committee Secretary