



BUDGET COMMITTEE
Monday, April 15, 2019
265 Strand Street, St. Helens, OR 97051
www.ci.st-helens.or.us

Welcome!

1. **Election of Budget Chair**
2. **Approval of Minutes from Previous Year**
 - 2.A. March 15, 2018 Minutes
[3-15-18 Minutes](#)
 - 2.B. April 5, 2018 Minutes
[4-5-18 Minutes](#)
 - 2.C. April 17, 2018 Minutes
[4-17-18 Minutes](#)
 - 2.D. May 3, 2018 Minutes
[5-3-18 Minutes](#)
3. **Update from Previous Year**
4. **Public Comment**
5. **Additions to 2019/20 Budget**
6. **Budget Review- SDC FUNDS**
 - 6.A. Water SDC
 - 6.B. Sewer SDC

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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6.C. Storm SDC

6.D. Streets SDC

6.E. Parks SDC

7. Break

8. Budget Review- Internal Service Funds

8.A. Equipment

8.B. IT Services

8.C. PW Operations

8.D. Facility Major Maintenance

9. Budget Review- SPECIAL REVENUE FUNDS

9.A. Streets

9.B. Community Development

9.C. Visitor/ Tourism

9.D. Community Enhancement

10. Budget Review - ENTERPRISE FUNDS

10.A. Water

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10.B. Sewer

10.C. Storm

11. **Adjournment**

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City of St. Helens

Budget Committee Meeting

March 15, 2018

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Susan Conn, Councilor
Ginny Carlson, Councilor
Brian Vaerewyck, Committee Member
Rachael Barry, Committee Member
Garrett Lines, Committee Member
Bill Eagle, Committee Member
Leah Tillotson, Committee Member

Members Absent: Keith Locke, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director
Neil Sheppeard, Public Works Operations Director
Margaret Jeffries, Library Director
Jacob Graichen, City Planner
Jennifer Johnson, Accounting Assistant
Crystal Farnsworth, Communications Officer
Heidi Davis, Building & Administration Secretary
Shanna Duggan, Utility Billing Specialist

Others: Stan Chiotti
Lynn Chiotti
Simon Date
Beth Pulito
Meredith Reading
Zelda Anderson
Diane Washnack
Pam Hess
Kellie Smith
Patrick Birkle

Call Meeting to Order

The meeting was called to order at 6:01 p.m. by Mayor Scholl.

- 1) Begin & Introductions
 - The meeting started with introductions.

2) Public Comment

- Stan Chiotti, St. Helens Garden Club donates \$6000-\$7000 every year to the City of St. Helens and Columbia City in volunteer time maintaining and planting flowers at parks and the triangle property. They also budget \$1000 per year that goes into parks for the City. With all the cuts to the Parks Department volunteers have to keep stepping forward. With plans to expand more parks they are concerned with the financial status of parks. Scholl thanked the Garden Club for all the hard work that they do.
- Kellie Smith, with the St. Helens School District. She would like to put on record that they would like to continue and move forward with a joint partnership with the City. They are wanting the City to use their facilities. They are hoping that with that partnership it will benefit the children and the community.
- Simon Date, Founder of FC Columbia County Soccer Program. They had 346 kids last year in the program. Anything the City can do to help a parks and rec program move forward would be fantastic.
- Beth Pulito, Amani Center. Has a letter of support for the School District / City joint effort as well. Would be able to promote their events that are outdoors benefit health wise. Classes through a parks and recreation district are good for small businesses.

3) Information Presentation

- Brown gave a general overview of expectations, timeline, 5- year forecasts, and opportunities.
- 1st Budget Committee Meeting will be held on 4/5/18.
- 2nd Budget Committee Meeting will be held on 4/17/18.
- 3rd Budget Committee Meeting will be held on 5/3/18.
- Brown gave an overview of funds for new members.

Water Fund

- The jump in the enterprise fund is from the fund structure change that took place this past year. In the past there was a capital improvements fund that also housed SDC accounts. Brown would like to always keep SDC money separate.
- In the next 5 years we will not get below that 90 day reserve policy. The trend is decreasing. It's going down because our costs are increasing faster than our revenue.
- The loss of Armstrong will roughly be \$800,000- \$900,000 in water, sewer and storm revenue.
- Walsh said Armstrong is actively marketing and looking to sell the site. Potentially there could be someone new coming in.

Sewer Fund

- The sewer fund in the five year forecast drops below the 90 day reserve policy in year four and five. In our prior fund structure the sewer and storm were combined. The sewer fund was subsidizing the storm fund. When the funds were separated the sewer fund had to transfer \$400,000 to keep it going.
- A masterplan is in the works that will give a better idea of what projects may or may not need to be added or taken off depending on development. The rate structure will be reviewed.

Storm

- The jump in storm has to do with the fund structure changes.
- There is a consistent downward trend.

4) General Fund Overview & Cash

- As of right now our expenses are under our revenue.
- Expected PERS rate increases will bump up expenses.
- A 20% reserve policy is set. The goal is to stay at a 30% reserve policy.
- The difference in our revenue and expenses this year is \$78,250. That's not a lot of room for what departments are asking for. An opportunity list has been created.
- Onetime expenses may be pulled from the LGIP account. This will be covered in the opportunity list. We are above average on what cities typically hold in investment accounts.
- There is about \$212,000 from outside investments in interest revenue that continues to grow that could possibly be used.
- Brown would like to be prepared for the next recession. He does not want to add things into the budget that will need to be cut out in upcoming years.

5) Opportunity List

5.A Opportunity List Review

Brown reviewed the opportunity list attached.

5.B Opportunity List Discussion

- Scholl asked what the numbers would be if they had implemented the 1% fee in 2016. The City would have roughly generated \$65,000.
- Tillotson questioned the City's fee structures in comparison with other cities for industrial and commercial. She wants the City to be competitive for their business. Brown mentioned a comparison with Scappoose and Columbia City has been done in the past.
- Eagle asked why the VEBA is not budgeted. Brown said it's never been budgeted in the past. It depends on when employees retire.
- Morten said a Charter Review Committee met for several hours for months on the restructure of government. Morten's recommendation is to bring that item up in a City Council work session not the Budget Committee meetings. He would also suggest that with the public works jobs and structure review.

6) Adjournment

- The meeting was adjourned at 8:05 p.m.

ATTEST:

Brian Vaerewyck, Committee Member

Matt Brown, Finance Director

Prepared by: Jennifer Johnson, Committee Secretary

PowerPoint Presentation attached.

City of St. Helens Budget Committee Meeting

April 5, 2018

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor
Brian Vaerewyck, Chair
Garrett Lines, Committee Member
Leah Tillotson, Committee Member
Rachael Barry, Committee Member
Bill Eagle, Committee Member

Members Absent: None

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director
Margaret Jeffries, Library Director
Jacob Graichen, City Planner
Jennifer Johnson, Accounting Assistant

Others: Heidi Davis, Building & Administration Secretary
Patrick Birkle
Trace Lapping
Makayla Sutton
Quinlynn C.
Madi B.
Sophie P.

Call Meeting to Order

The meeting was called to order at 6:01 p.m. by Mayor Scholl.

Visitor Comment

- Patrick Birkle, Commended Finance Director Brown for doing a great job. He wanted to give his thoughts on the opportunities list as a former Budget Committee member. The fee schedule and construction excise tax, strategic plan, surplus sale of equipment, facilities master plan, updating the financial software, additional staffing for police, school resource officer, additional staffing for the Library, additional court staffing, review of public works is always a good idea, he is in favor of. He is not sure about the sick leave payout. He believes in maintaining a good relationship with employees

current and future. He is on the fence with the recreational coordinator roles need to be clearer. Sidewalk improvements to many additional fees on the utility bill, facility maintenance manager also on the fence. Was on the committee for the original review should be revisited again.

1) Election of Budget Chair

Motion: Scholl moved to elect Vaerewyck as Chair. Lines seconded. All in favor; none opposed; motion carries.

2) Approval of the Minutes – Previous Year

Motion: Eagle moved to approve the previous year minutes. Conn seconded. All in favor; none opposed; motion carries.

3) Direct Economic Impacts to the Budget (Part 1)

A. Universal Fee Schedule

- Potential revenue for this item is small. Fees will not increase dramatically.
- Carlson would like to see what the fees are currently as well as the proposed new fees.
- Park fees were not increased last year.
- Brown will attend the next Parks Commission meeting.

B. Construction Excise Tax 1%

- Potential Revenue is \$60,000.
- The Construction Excise Tax would only apply to commercial and industrial, not residential construction.

Motion: Locke moved to advise City Council to look at a Construction Excise Tax of 1% but not advise Brown to include it in the anticipated revenue. Morten seconded. Ayes: Scholl, Carlson, Locke, Morten, Lines, Vaerewyck, Eagle, Tillotson; Nays: Conn, Barry; motion carries.

C. Strategic 10 Year Plan

- The plan would include waterfront development, and other projects put into a vision plan that can be shared with the public.
- Eagle agrees with creating the strategic 10 year plan. He thinks it will be a valuable tool when bringing in new developers.
- The estimated cost is \$100,000. Brown said grant funds are available. He is projecting a cost of around \$40,000. Brown would like to use investment interest funds for this cost.
- Morton suggested if the money does come out of the general fund it should be a shared cost and charged to all the departments.

Motion: Morten moved that all departments are equally impacted. Eagle seconded. All in favor; none opposed; motion carries.

D. Surplus Sale

- This item was on the list in the prior fiscal year but with other projects going Public Works was unable to complete the sale.

Motion: Barry moved to go forward with the surplus sale. Eagle seconded. All in favor; none opposed; motion carries.

E. Facilities Master Plan

- The Police Department is in need of a new facility.
- This would be funded by the outside investment interest pool money.
- The cost would be around \$40,000 for the master plan.

Motion: Locke moved to go forward with the Facilities Master Plan. Conn seconded. All in favor; none opposed; motion carries.

F. Financial Software

- Brown would like to move forward with new software. He still needs to do a little more leg work.
- Carlson would like more research done on cloud based software verses server based.

Motion: Eagled moved to go forward with the new financial software. Conn seconded. All in favor; none opposed; motion carries.

G. Utility Billing User Fee – Sidewalk Improvements

- Morten advised the Council to take a look at this carefully as it would impact people who already have sidewalks in front of their properties. People who have just purchased new homes would be paying for sidewalks again.
- Tillotson said the biggest complaint she hears as a local business owner from residents is that the City water bill is so high. To add a new tax on a sensitive subject like the utility bill is a mistake.

Motion: Morten moved to invite City Council to ask staff to do an equitable study across the City for a sidewalk program. The areas need to be identified. Eagle seconded.

Discussion: Carlson reminded the Budget Committee that they are here to make hard decisions and sometimes you need to say no. Not everything on the list should be passed to City Council. She wants them to have a voice. Scholl pointed out the number of streets still without sidewalks.

All in favor; none opposed, motion carries

5) Direct Economic Impacts to the Budget – Part 2

A. Additional Staffing – Recreation Coordinator

B. Utility Billing User Fee – Parks and Receptions Activities

- Tillotson said the big events in town are great for the business but it also takes a hit on the City-owned property such as park use. The property is being used so heavily. She wonders if tourism could pay for some of the extra maintenance the

events cause the parks. Brown said they do have a fee for administrative costs. Walsh mentioned that tourism is heavily regulated on what you can spend tourism money on.

- Scholl pointed out the number of people at the last meeting supporting parks. He also questions if a \$2 fee is enough.
- Brown said they will hear back in May on the grant through the Ford Family Foundation that could potentially help fund this position.
- Morten would like to pull this position out as it is dependent on if the City gets the grant or not. Clarification was discussed that it is not solely dependent on the grant and the item was not removed.
- Tillotson feels the money should be found some place else.

Motion: Barry moved to approve additional staffing for the Recreation Coordinator, reinvestment into parks, and the utility billing user fee of \$2, as recommended to City Council. Eagle seconded. Ayes: Scholl, Carlson, Morten, Lines, Vaerewyck, Eagle, Conn, Barry; Nays: Tillotson, Locke; motion carries.

E. Additional Staffing – Police SRO

Motion: Eagle moved to approve additional staffing for the Police SRO Officer. Barry seconded.

Discussion: Eagle asked about the duties of an additional officer. Moss said one of the officers would be assigned strictly to the high school fulltime. The second officer would be assigned to elementary and middle schools to focus on education and prevention.

All in favor; none opposed; motion carries.

C. Reinvestment into Parks

Motion: Morten moved to go forward with category one. Scholl seconded.

Discussion: Vaerewyck wanted to go with category two. Brown said it would be an additional cost and a lot of projects over five years. Locke asked about other departments that need equipment and facilities up to par. Vaerewyck asked if those opportunities are on the list. Lines commented that the Budget Committee did not have any input on creating the opportunities list. Lines said without a strategic plan it's hard to comprehend if we have resources to do all the things on the list. The motion was called to question.

The vote was 9-0, all in favor; none opposed, motion carries.

G. Additional Staffing Court

- Brown reported there are RFP's out for a new judge and prosecutor.
- Brown would like to remove the additional staffing request for court from the list.

Motion: Scholl moved to remove additional staffing for Court off the list. Morten seconded. all in favor; none opposed, motion carries.

H. Court Division

- Brown said Court will be better assessed once the RFP is closed.

Motion: Morten moved to recommend to the City Council to direct staff to do a study on Court throughout the year. Locke seconded. All in favor; none opposed, motion carries.

I. Additional Staffing Waste Water Treatment Plant

- Nelson reported they are looking for someone to take a stronger position in the pretreatment program. This was identified in 2016 when DEQ did an audit of our existing pretreatment program. They found it was lacking in hours dedicated to this program. Currently the staff takes a more reactive type approach. Restaurants are required to have grease traps but it is seldom followed up on. DEQ is looking at these programs more strictly. In order to keep up with these requirements the Waste Water Treatment Plant needs additional staffing at least at part-time to be dedicated to this program.

Motion: Morten moved to recommend the additional staffing for Waste Water Treatment Plant goes to the City Council. Eagle seconded. All in favor; none opposed, motion carries.

F. Additional Staffing Library - Two Year Position

- Jeffries explained the benefits of retaining the current retired part-time employee for succession training.

Motion: Barry moved to approve the additional staffing for the two year position at the Library. Conn seconded. All in favor; none opposed, motion carries.

D. Additional Staffing – Police Support Staff

- Currently when the Police Support Specialist is off the Police Department is closed.
- Carlson asked if having an additional support staff person would make it possible to have the Police Department open on Saturdays. Moss said it's a possibility.

Motion: Morten moved that the Budget Committee recommends to the City Council to fill this position. Barry seconded.

Discussion: Vaerewyck agrees with the 20 hours of additional staff. He believes it would benefit the community to not have the Police Department close.

All in favor; none opposed, motion carries.

Motion: Scholl moved that the Budget Committee move the items left to discuss that do not impact the budget; sick leave payout for future employees, facilities maintenance manager position, public works job and structure review, and form of government to the next meeting. Locke seconded. Ayes: Scholl, Carlson, Lines, Vaerewyck, Eagle, Conn, Barry; Tillotson, Locke; Nays: Morten; motion carries.

Adjournment

The meeting was adjourned at 8:28 p.m.

ATTEST:

Brian Vaerewyck, Chair

Matt Brown, Finance Director

Prepared by: Jennifer Johnson, Committee Secretary

PowerPoint Presentation attached.

City of St. Helens Budget Committee Meeting

April 17, 2018

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor
Brian Vaerewyck, Chair
Garrett Lines, Committee Member
Leah Tillotson, Committee Member

Members Absent: Rachael Barry, Committee Member
Bill Eagle, Committee Member

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director
Margaret Jeffries, Library Director
Jennifer Johnson, Accounting Assistant
Heidi Davis, Building & Administration Secretary

Others: Patrick Birkle

1) Call Meeting to Order

The meeting was called to order at 6:01 p.m. by Chair Vaerewyck.

2) Public Comment

- Patrick Birkle. Commented on the City continuing to look at the Municipal Court whether or not to keep it open. He believes it is draining on revenues and not self-sustaining. After speaking with the Columbia County District Attorney, and members of the community he said there is great value in the City maintaining its own court. The primary reason is to have more control over issues. The county office is currently over worked and understaffed. Citizens who are cited should receive prompt attention. A private partnership with Sand Island as well as restoring the ferry is all the more reason to maintain our City Court.

A letter was submitted by Al Peterson. The letter is attached.

- Locke commented that the economy changed after the plan was made. In 2012 the economy impacted the City, staff was cut, 40% of the General Fund was cut. Looking back the timing was bad.

- Scholl mentioned the City is stuck at \$1.90 per 1000 square feet, in property tax revenue. When he became mayor the biggest hurdle would be balancing the budget. He pointed out how much more Scappoose receives at \$3.23 per 1000 square feet, in property tax revenue then St. Helens.
- Nelson said that plan was based on development. A lot of the improvements were not scheduled to happen until the development around them happened.
- Carlson shares in the frustration when plans are made and not much is followed through. She would like to see some of the smaller items addressed, such as painting bike lanes.
- Nelson commented that Public Works staff has been reduced by 17% in the last ten years.

3) Review General Fund 5-Year Forecast with Approved Opportunities

- Brown reported that the Visitor and Tourism Fund have a little over \$200,000 sitting in an unappropriated account. Legally the City cannot touch it. Brown would like to do an inter fund loan. He is proposing to take it from the General Fund. City Council would need to approve that. It would be paid back in July of the next fiscal year. It's a one week loan. The gap in the graph is the \$240,000 going out and then coming back in.
- In year 19/20, 20/21, and 22/23 we are negative and spending more than the revenue we are bringing in. PERS increases are a large portion of why we go negative.
- An survey was released online. Brown shared the current results showing a majority of support on paying a fee for parks and recreation events and programs.
- Scholl said at \$2-3 a month that is a comfortable amount for someone who lives paycheck to paycheck such as himself.
- Tillotson suggested sending a paper survey in the water bill, Carlson agreed.
- Morten said the City needs to have a public forum, to ask the citizens how they feel about the parks and recreation program and how to fund it.
- Scholl feels even if it is well received and everyone at the public forum is in support of the program and a fee, you will still get a group that will come down and protest. Morten feels you need to do your do diligence and that's all we can do.
- Lines agrees that there should be a public forum.
- Scholl would like to have the public forum at the Citizens Day in the Park event.

Motion: Lines moved to have the City Council have a public forum, a survey and go with the \$2 fee that starts in January. Councilor Locke seconded. All in favor, none opposed, motion carries.

Motion: Tilotson moved to start the fee at \$2. Lines seconded;

Discussion: Scholl suggested \$3 instead of \$2. Locke said there will still be cuts at \$2.

Lines called to question, Vote 6-2. Ayes: Lines, Carlson, Scholl, Vaerewyck, Locke, Tillotson, Naves: Conn, Morten; Motion carries.

4) 18/19 Budget Review- Internal Service Funds

Brown reviewed the Internal Service Funds – see presentation attached.

- Lines asked the reasoning for taking all the \$500,000 out of an interest baring account instead of over time. Brown would like to have that money available for parks projects that are easily done or may come up. Brown would like the funds available as they are needed depending on what projects are chosen to be done.

- Tillotson suggested using the funds from the interest revenue for the financial software expenses. There is around \$200,000 available.

5) The Committee took a five minute break.

6) 18/19 Budget Review – SDC Funds

Brown reviewed the SDC Funds – see presentation attached.

6.A) SDC Funds

- An outside consultant Steve Donavan, Donavan Enterprises did a cost of services analysis last year. He looked at SDC's to see if they were in line with our master plan.

7) Enterprise Funds

- The sewer fund was impacted due to the loss of Armstrong. Years three, four, and five go negative. Adjustments will be made next year. Brown will be working with a consultant to plan how to mitigate the impact.

- The storm fund lent the sewer fund 1.7 million that will be paid back next year.

Adjournment

The meeting was adjourned at 8:00 p.m.

ATTEST:

Brian Vaerewyck, Chair

Matt Brown, Finance Director

Prepared by: Jennifer Johnson, Committee Secretary

City of St. Helens Budget Committee Meeting

May 3, 2018

Members Present: Rick Scholl, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor
Brian Vaerewyck, Chair
Garrett Lines, Committee Member
Leah Tillotson, Committee Member
Rachael Barry, Committee Member
Bill Eagle, Committee Member

Members Absent: None

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Terry Moss, Police Chief
Sue Nelson, Public Works Engineering Director
Margaret Jeffries, Library Director
Jennifer Johnson, Accounting Assistant
Crystal Farnsworth, Communications Officer
Heidi Davis, Building & Administration Secretary

Others: Patrick Birkle

1) Call Meeting to Order

The meeting was called to order at 6:01 p.m. by Chair Vaerewyck.

2) Public Comment

- Patrick Birkle. Commented on the Visitor and Tourism funds. Spirit of Halloweentown, festival of the fairies. Seems unclear if these expenditures here really reflect what the city expenditures are for these events. Such as the use of public service employees for putting up and taking down these events. He would like to keep that in mind when looking at visitor and tourism. The public is wondering why public works is putting up props for events when there are more obvious needs around town that need to be taken care of.
- Locke. Commented that a lot of things are complaint driven. If you see things in the community not getting done a note to the City would be appreciated.

3) 18/19 Budget Review – Special Revenue Funds

Brown presented the Special Revenue Funds.

Street Fund

- Revenue comes from motor vehicle tax and grants STP funds.
- Debt services is from the Street Light Project.
- Brown is budgeting a little bit higher in contingency amounts for potential projects that might come up this year.
- Locke asked why the motor vehicle tax jumped up. Brown said those come out of League of Oregon Cities. That is their estimate on what we might see this year.

Streets SDC

- No projects for next year.
- Funds are appropriated just in case projects come up that are SDC eligible.

Community Enhancement Fund

- Moss discussed the CIT Grant, originally \$300,000.
- Transitional Housing and in and out to Community Action Team?
- Youth Council is new to this fund. In previous years it was combined with City Council.

Visitor & Tourism Fund

- Main revenue for this fund is the Motel Hotel Tax.
- The tax has increased from 7% to 10%. There is a 10% administration fee.
- Tillotson asked about tracking staff hours spent on events.
- Carlson said events come second to Public Works. If there is a main break Public Works focuses on that before putting up events. The citizens come first. Public Works is always going to respond to citizens first.
- Morten mentioned tracking hours spent on timecards. Brown mentioned on the new software there will be electronic timekeeping that would make it easy to track hours spent on specific projects.
- There is a \$240,000 inter fund transfer from the general fund that goes back out. That is to cover the funds that were unappropriated.

Community Development Fund

- Revenue sources are property tax reimbursement, and lease payments.
- Walsh discussed the three grants the City is seeking. One is for the design of the board walk for the Waterfront design. Then there is the continuing exploration of the lagoon, as well as some trail development collectively 1.8 million.
- Brown said the the \$350,000 is being paid back to the enterprise fund from a loan made in 2014. There is still a remaining \$600,000.
- Barry asked about timber revenue. Walsh said we are trying to sustain a rotational harvest. Timber is currently at a 20 year high. We will do a 50 acre cut.

18/19 Budget Review- General Fund

See the general fund presentation.

General Fund Revenue

- Property taxes, previously levied tax.
- Cigarette Tax, Alcohol beverage. Tax, revenue sharing, Cannabis Tax, Columbia City permits, and intergovernmental- revenue.

Grants

- The City received a \$25,000 grant for the recreation program.

Charges for services

- Parks and rec's user fee is around \$65,000, assuming the \$2 fee is implemented. To begin in January (1/2 year accumulation)
- Tillotson asked about the survey results. Brown said the survey is still going on. There are 443 respondents so far. Lines commented that he has never seen the survey. The link for the survey was in the notes section on the utility bills. Scholl said they are trying to push the survey out to the best of their abilities. Lines would expect a paper survey included in the bill. Carlson feels people with fixed incomes are underrepresented on the survey, they are less likely to have internet.
- Morten feels the City should not charge a fee on the utility bill but go for a special levy or a special district. The Eisenshmidt pool with Greater St. Helens Parks and Recreation is changing their name. He suggests making our own district called the St. Helens Parks and Recreation District. By taking it to the voters you will know.

General Fund Expenses

- Changes from last fiscal year. Personal Services increases 11%. Materials and Services increased 3%. Two percent of that is the Recreation Department.
- General Fund average increase is 8% over last year.
- Moss mentioned the School District is working with the City to hopefully get a second school resource officer. If that goes through they will add an extra officer in July.

4) Break

The Commission took a ten minute break.

There was discussion about the future new police station. Scholl mentioned the triangle property across for Feed and Seed. Moss invited anyone who wants to come take a look at the current Police Station to get a better idea of the current facility.

5) Review Discuss Opportunity List Items

Sick Leave Payout for Future Employees

- Eagle was concerned this would detour future employees in wanting to work for St. Helens. Moss said other cities are offering perks when it comes to hiring officers.
- Locke recommended the Council look at all the benefits City employees receive to get a better understanding how many good benefits the employees receive.

Motion: Eagle moved to direct the City Council to hire consultants to look at this. A good portion of the contingency fund is being used for this and there might be other ways to go about it. Morten seconded.

Discussion: Barry requested the consultants have HR experience or from the League of Oregon Cities. Locke said this item is looked at in negotiations. Morten agreed with a consultant helping to figure this out. Morten and Moss agreed younger people coming aboard would not be concerned with this benefit. Morten favors capping the benefit after two or three years. Vaerewyck says you defiantly want to have enticing benefits for people to want to come work for the City.

All in favor; none apposed; motion carries.

Facilities Maintenance Manager Position

- Nelson said there is currently an employee who does work on all the City facilities as well as costs out and gets quotes for repairs and remodels. He currently enjoys being based out of the Public Works shop. He is also in charge of street striping and the sign replacements. He has a background in building and carpentry. The impact to Public Works would be losing a person that does the striping and other jobs that he enjoys doing. Morten asked if he was promoted would he have an assistant. Brown said he would help oversee some of the Public Works staff. Conn asked why there is a position built around a person who may or may not want it. Brown said it would be an open position. The position would be funding from facilities maintenance from each department. Nelson feels the City might lose a valuable employee if some of the duties are taken away from a current position. The person in that position might not be happy any longer in a new position. Locke said the mill is a fulltime commitment.
- Tillotson asked if Public Works felt this position was needed at this time. Nelson said no. Carlson felt the position is premature.

Motion: Barry moved to remove the Facilities Maintenance Manager Position from consideration at this time by the Budget Committee. Locke seconded. Ayes: Lines, Scholl, Locke, Barry, Tillotson, Conn, Morten, Carlson; Nays: Vaerewyck, motion carries.

Public Works Job & Structure Review

- Barry feels the review should be done before a facilities maintenance manager position is filled.
- The recommendation is to

Motion: Locke moved to accept this recommendation. Eagle seconded.

Discussion: Morten asked Nelson what the issue would be and how it effects the department at its goals. Nelson said it's hard to say without knowing what the outcome of this would be. There have been changes since 2007, they review all the employees duty's every year. They have added job descriptions and changed job descriptions. Last time a study was done it created terrible feelings within the staff.

Resentful and moral took a nose dive. It's taken years to bring it back up. Morten said a City Administrator was lost in the outfall. Eagle asked if having input from employees would help. Nelson said they had input at the last review. Locke mentioned it was the outcome of the review that caused the uproar. Conn and Barry agree that it would be beneficial to review all departments not just Public Works. Scholl mentioned with urban renewal things are changing. Eagle made a motion to call to question all in favor, none apposed, motion carries. All in favor, none apposed, motion carries.

Form of Government

Motion: Locke moved to remove this item from the agenda. Carlson seconded.

Discussion: Morten said if they wanted to move forward with this it would need to be taken to a vote from the people. This was done 11 years ago and passed to stay the same. Tillotson asked why this topic has come up. Scholl said it would give the current City Administrator more authority and responsibility. Scholl would like Council to rotate yearly with different departments.

Public Hearing for State Shared Revenue

Vaerewyck opened the public hearing at 8:00 p.m.

Purpose is for the Budget Committee to discuss the use of State Shared Revenue received by the City of St. Helens.

Public Comment

None.

Locke mentioned that in the past the Council has shared the State Revenue with the community. For several years now it has just gone to the General Fund. Carlson would like the council to take a harder look at charitable contributions and possibly a public grant program. Walsh, Locke, and Conn mentioned that they have still given money out of the Council Discretionary Fund to different organizations.

Motion: Barry moved to receive State Shared Revenue for General Fund Use in FY 2018. Lines seconded. All in favor; none opposed; motion carries.

The Public Hearing was closed at 8:22 p.m.

Approval of 2018/19 Tax Rate

Motion: Eagle moved to approve, for fiscal year 2018-19, a property tax rate of \$1.9078 per \$1,000 of assessed value for General Fund property taxes for taxes levied by the City's permanent rate. Barry seconded. All in favor, none opposed; motion carries.

Approval of Proposed 2018/19 Budget

Motion: Lines moved to approve expenditures for FY 2018-19 in the amount of \$40,366,730 and to establish the maximum expenditures for each fund as shown on FY 2018-19 Proposed Budget Expenditure Summary by Fund. Locke seconded. Ayes: Lines, Scholl, Locke, Barry, Tillotson, Conn, Vaerewyck, Carlson Naves, Morten. Motion carries.

Morten would like to see forward movement with a parks initiative and that Budget Committee does not leave the meeting until that is done. Scholl and Morten would like to see a bond or a special district for Parks. Vaerewyck felt that if Morten was looking for guidance or approval the item should have been listed on the opportunities list for them to discuss.

Adjournment

The meeting was adjourned at 8:32 p.m.

ATTEST:

Brian Vaerewyck, Chair

Matt Brown, Finance Director

Prepared by: Jennifer Johnson, Committee Secretary