

City of St. Helens

Budget Committee

Budget Meeting Minutes

April 7, 2016

Council & Members Present:

Randy Peterson, Mayor
Doug Morten, Council President
Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor
Patrick Birkle, Committee Member
Bill Eagle, Committee Member
Paul Barlow, Committee Member
Michael Funderburg, Committee Member
Garrett Lines, Committee Chair

Staff Present:

John Walsh, City Administrator
Jon Ellis, Finance Director
Terry Moss, Chief of Police
Sue Nelson, Public Works Engineering Director
Neal Sheppard, Public Works Operations Director
Margaret Jeffries, Library Director
Lisa Scholl, Committee Secretary

Members Absent:

None

Others:

Anthony Miltich
High School Students



Chair Lines called the meeting called to order at 6 p.m.

Visitors Comment

None

Approval of Minutes

The May 19, 2015 minutes were distributed and posted online. Hearing no corrections, Chair Lines approved the May 19, 2015 meeting minutes as written.

Budget Process

Finance Director Ellis presented a PowerPoint presentation. A copy of the presentation is attached. Ellis reviewed the role of the Budget Committee members, budget calendar and parliamentary procedures.

Appointment of Chair and Secretary

Committee Member Eagle moved to appoint Committee Member Lines as Chair. Committee Member Birkle seconded. All in favor; none opposed; motion carries.

Lisa Scholl was appointed as Committee Secretary.

Budget Overview

Ellis reviewed revenues, expenses and department distribution.

Council President Morten expressed his strong desire to have a full-time Code Enforcement Officer. The cost could be split between Public Works, Police, Building and Administration. It has potential to draw revenue through enforcement.

Break 7 – 7:11 p.m.

Review Department Budgets

Administration Services/Community Development

Ellis reviewed the Administration Services/Community Development budget.

- Economic Development Fund. Tracks costs associated with economic development.
- Building Activity.
 - Adding a half-time employee.
 - Entering into an IGA with Scappoose, Columbia City and the County to assist with inspections and plan review services.
- Area Wide Planning Grant. City Administrator Walsh reported that the grant assists with moving forward on the waterfront development planning. There has been a lot of public involvement, as well as assistance from consultants and staff.
- Land Management.
 - Cascade lease.
 - FARA building lease.
- Tourism Reorganization. New, improved strategy for sponsorships to cover events.
- New Phone System. Hoping to have it installed and working by June 30.
- Property Manager/Community Development Director. Need to consider hiring someone to manage the 220 acres as it is developed.
- City Hall HVAC. This has been removed.
- City Hall Remodel. Postponed indefinitely.

Police Department

Chief Moss reviewed the Police Department programs and budget. He explained that they are down only one body but down five positions. Those positions are new recruits and undergoing training. It takes approximately a year to train new hires.

- Reserve Officer Program. Columbia River Foursquare donates a portion of the proceeds of their Reindeer Run to fund the program. Almost every single Reserve Officer has been hired as a Police Officer.
- Accreditation. Police Support Specialist Malinda Duran has been the main person assisting him with the program. The accreditation process is on hold right now as she has been very busy learning a new program.
- Community Outreach.
 - Hosting Coffee with a Cop.
 - Participated in the Law Enforcement Torch Run to support Special Olympics.
 - Held a flag raising ceremony with the POW flag donated to the City.
 - Assist with Bicycle & Pedestrian Commission Safety Fair.
- Crisis Intervention Team (CIT). Program to serve citizens with mental health crisis.
- Vehicle Replacement Funding. They did not get a police car in the budget last year. And it was every two years prior to that. There are three vehicles at death's door now. They really need two cars this year, instead of just the one listed in the budget. The fleet needs to be functioning safely.

- Full-time Code Enforcement Officer. Scott is doing a fantastic job but we need more hours. Committee Member Barlow does not agree that a full time code enforcement officer will make a significant difference in cleaning up the community. Moss agreed, adding that we need multiple code enforcement officers. Scott is reactive to complaints and is not able to be proactive.
- Police Facilities. He would like the Budget Committee to begin thinking about a new facility in the future. The building was constructed in 1969 and is inadequate.

Library

Library Director Jeffries reviewed the Library programs and budget.

- Restoration of Open Hours Lost in 2014. They plan to increase hours when fully staffed with the new Children's Librarian and the Librarian Assistant on maternity leave.
- Friends of the Library Quarterly Art Shows.
- Conversation Project Programs.
- National Novel Writing Months. The Library has been participating for four years. This year, our writers had the eighth highest word count per capita in the nation.
- Would like to see:
 - Increased teen programming. Jeffries anticipates new, exciting programs with the new Children's Librarian.
 - Improved funding for library materials.
 - Increased open hours.

Public Works

Public Works Engineering Director Nelson and Public Works Operations Director Sheppard reviewed the Public Works budget and projects. Discussion of debt financing.

- Gable Road improvements. The County received a \$2.9 million grant to fund the improvements. Construction is anticipated to begin in 2017 or 2018, at the earliest. This is Gable Road, between Highway 30 and Columbia Blvd. It would widen the road, add sidewalks and bike lanes.
- Sanitary pump station upgrade on S. River Street.
- S. 10th Street storm pump station re-route.
- More paving of gravel streets and pavement overlays.
- LED street light conversion. This is a long-term, cost saving measure.
- Rehabilitate the two million gallon water reservoir. It was built in the 1920's and leaks.
- Complete water meter replacements. This project significantly reduces the time it takes to read meters.
- Improve storm drainage on Columbia Blvd., west of Highway 30.
- Dockside services were upgraded – adding electricity and water pedestals.
- The tennis courts in Campbell Park are unusable. There is a minimum cost of \$50,000 to repair one court.
- Need to find alternative long-term funding sources for street maintenance.
- Parks land has increased substantially with the purchase of the Boise property. There is less than two FTE's in the Parks Department. Unfortunately, there are insufficient funds to cover the maintenance.
- There is a need for long-term docks maintenance.
- The traffic signal at S. 18th Street and Old Portland Road needs to be upgraded. That will cost between \$250,000 – 300,000.
- Public Works provides staff time and materials for community events. Looking into the future, she would like to see funds available to cover those costs.

Discussion/Comments

Ellis reviewed some of the needs expressed tonight.

- Full-time code enforcement.
- Fleet replacement program for Police.

- Park maintenance.

He suggested the Budget Committee discuss an alternative revenue sources. One option is a utility service fee, which is added to utility bills. That fee can be identified as a park maintenance fee. If you free up \$50,000 from the unrestricted fund, that would help fund a full-time code enforcement officer.

Committee Member Funderburg is very much in favor of a full-time code enforcement officer. He has watched deterioration around the City because there's not sufficient enforcement.

Chair Lines asked if there are other alternative funding ideas. Committee Member Barlow suggested charging a fee to access the watershed and parks property. Committee Member Eagle suggested adding camping facilities on the Boise property to bring in additional revenue. Council President Morten acknowledged that the Council has discussed adding RV camping on the Boise property. They are investigating the ability and funds.

Chair Lines asked Ellis to come back to the next meeting with suggested revenue sources.

Next Meeting Date:

The next meeting will be May 5, 2016 at 6 p.m. in the City Council Chambers.



There being no further business, the meeting was adjourned at 9:23 p.m.

ATTEST:



Garrett Lines, Chair



Jon Ellis, Finance Director

Prepared by: Lisa Scholl, Committee Secretary

PowerPoint Presentation attached.



City of St. Helens Budget Committee Meeting April 7, 2016

Presented by:

- John Walsh, City Administrator
- Terry Moss, Police Chief
- Margaret Jeffries, Library Director
- Sue Nelson, PW Engineering Director
- Neal Sheppard, PW Operations Director
- Jon Ellis, Budget Officer



Budget Committee Agenda

- o Introductions
- o Visitors' Comments
- o Approve Minutes from May 19, 2015
- o Budget Process
- o Budget Overview
- o Review Department Budgets
 - o Administrative Services / Community Development
 - o Police
 - o Library
 - o Public Works
 - o Capital Projects
- o Discussions / Questions
- o Next meeting:
 - o Thursday, May 5th at 6 PM, or
 - o Wednesday, May 18th at 6PM

Introductions

Council Members

Member	Appointed	Expires
Randy Peterson	Mayor	12/31/2016
Douglas Morten	Council President	12/31/2018
Keith Locke	Councilor	12/31/2016
Susan Conn	Councilor	12/31/2018
Ginny Carlson	Councilor	12/31/2016



Citizen Members

Member	Appointed	Expires
Michael Funderburg	2/1/2012	12/31/2018
Garrett Lines	2/19/2014	12/31/2016
Paul Barlow	2/1/2012	12/31/2018
Bill Eagle	5/2/2007	12/31/2017
Patrick Birkle	1/19/2012	12/31/2018

Administrative Staff

John Wakh	City Administrator
Terry Moss	Chief of Police
Margaret Jeffries	Library Director
Sue Nelson	Public Works Engineering Director
Neal Sheppard	Public Works Operations Director
Jon Ellis	Finance Director / Budget Officer

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Visitor Comments



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Minutes

Approval of Minutes of May 19, 2015

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Budget Process

- o ORS 294 – Rules on Budget Process
- o Budget Committee Responsibilities – evaluate and recommend
- o Parliamentary Process – flow of meetings and appointment of Chair & Secretary

Budget Committee Meeting FY 16-17

Table 1 - FY 2016-17 Budget Schedule		
Date	Time	Agenda
Thursday, April 07, 2016	6:00 PM	Review Administrative and Community Services Department, Public Works Department, Police Department, and Library Services Department Budgets
Thursday, May 05, 2016	6:00 PM	Reserved if needed to follow up on items identified on April 7th
Wednesday, May 18, 2016	6:00 PM	Public Hearing and Approval by Budget Committee
Wednesday, June 01, 2016	6:30 PM	City Council Public Hearing
Wednesday, June 15, 2016	7:00 PM	Adoption of Budget Resolutions

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Total Proposed FY 16-17 Budget

Fund	Resources			Uses		Resources in excess of Uses	Contingency	Unappropriated Fund Balance
	Beginning working capital	Revenues	Transfers	Expenditures	Transfers			
General Fund	1,645,886	4,473,390	22,070	4,565,205	32,600	1,543,541	915,000	628,541
Special Revenue Funds								
Economic Development	-	850,000	549,850	1,139,800	-	260,050	237,290	22,760
Visitor & Tourism	199,241	155,500	-	136,000	-	218,741	19,500	199,241
Community Enhancement	535,041	227,364	23,530	279,106	157,560	349,269	80,510	268,759
Capital Improvement	5,846,240	1,418,560	1,567,000	4,061,100	200,000	4,570,700	670,000	3,900,700
CDBG	-	56,680	-	56,680	-	-	-	-
Streets (Gas Tax)	656,813	881,450	-	788,790	13,000	736,473	100,000	636,473
Internal Service Funds								
Administrative Services	154,222	1,489,330	-	1,585,509	-	58,043	58,043	-
Public Works	-	272,030	40,000	272,030	-	40,000	40,000	-
Fleet	33,142	278,000	-	291,980	-	19,162	10,000	9,162
Enterprise Funds								
Water Operating	2,174,955	3,220,780	-	2,791,100	763,290	1,841,345	300,000	1,541,345
Sewer Operating	3,535,238	4,971,500	-	4,394,290	1,036,000	3,076,448	510,000	2,566,448
Grand Total	14,780,778	18,294,584	2,202,450	20,361,590	2,202,450	12,713,772	2,940,343	9,773,429
Total Budget			35,277,812		35,277,812			
Unappropriated fund balance			(14,780,778)		(9,773,429)			
Contingency			0		(2,940,343)			
Transfers			(2,202,450)		(2,202,450)			
Internal Services			(2,103,250)		(2,103,250)			
Net Budget			16,191,334		18,258,340			
								Draw on (2,067,006) reserves

Total Proposed FY 16-17 Budget

			(Impaired) / Improved		
	Adopted 2015-16	Proposed 2016-17	Adopted vs proposed	Adopted vs proposed	Notes
Where does it come from?					
Resources:					
Beginning working capital	16,491,798	14,780,778	(1,711,020)	-10.4%	
Property taxes	1,632,300	1,695,890	63,590	3.9%	
Franchise fees	1,513,620	1,525,710	12,090	0.8%	Environmental Impacts / Lower utility rate increases
Motel/hotel	95,000	126,000	31,000	32.6%	Increased economic activity
Charges for services	8,121,880	8,444,640	322,760	4.0%	Primarily Utilities - 1 to 1.3% rate increase and anticipated growth
Licenses and permits	303,810	405,400	101,590	33.4%	Building fees rate/growth and IGA
Fines and forfeitures	221,000	218,300	(2,700)	-1.2%	
Intergovernmental	1,811,850	2,156,115	344,265	19.0%	Brown field loans and increase STP funded projects
Interest earnings	68,600	68,200	(400)	-0.6%	
Other	2,500,500	900,500	(1,600,000)	-64.0%	FY 15-16 Purchase of Boise Properties and DEQ I&I loans
System devel. charge	254,000	215,000	(39,000)	-15.4%	
Miscellaneous	260,840	741,859	481,019	184.4%	Property Leases
Indirect cost allocation - CC	1,707,620	1,796,970	89,350	5.2%	Reference Administrative Services fund
Transfers	1,946,740	2,202,450	255,710	13.1%	Formation of Economic Development Fund
Total current revenues	20,437,760	20,497,034	59,274	0.3%	
Total Resources	36,929,558	35,277,812	(1,651,746)	-4.5%	

Total Proposed FY 16-17 Budget

	Adopted 2015-16	Proposed 2016-17	(Impaired) / Improved		
			Adopted vs proposed	Adopted vs proposed	Notes
Where does it go?					
Uses:					
Personnel Services	7,246,460	7,469,300	(222,840)	-3.1%	1.7 FTE Increase / 2.2% COLA / 5.5% Medical
Materials & Services	6,519,480	7,032,740	(513,260)	-7.9%	Primarily grant driven - Area Wide Planning / CIT
Debt Services	1,037,960	1,669,450	(631,490)	-60.8%	Last DEQ I&I Loan closed
Transfers	1,946,740	2,202,450	(255,710)	-13.1%	Formation of Economic Development Fund
Total Operating Requirements	16,750,640	18,373,940	(1,623,300)	-84.9%	
Capital Outlay	7,304,830	4,190,100	3,114,730	42.6%	Timing of Projects
Total Operating and Capital	24,055,470	22,564,040	1,491,430	6.2%	
Contingency	4,026,520	2,940,343	1,086,177	27.0%	
Ending fund balances (reserves)	8,847,568	9,773,429	(925,861)	-10.5%	
Total contingencies and reserves	12,874,088	12,713,772	160,316	16.5%	
Total Uses	36,929,558	35,277,812	1,651,746	-25.8%	

Personnel Services FY 16-17

	FTE				Allocated FTE				
Dept / Division / Position	Adopted FY 15-16	Amended FY 15-16	Proposed FY 16-17	Changes	Adopted FY 15-16	Amended FY 15-16	Proposed FY 16-17	Changes	Notes
Administration									
Administration	2.00	2.00	2.00	-	1.72	1.72	2.10	0.38	Time Survey shift support from Finance,
City Recorder	2.00	2.00	2.00	-	2.20	2.20	2.10	(0.10)	Recorder, Planning and Engineering to
Non-Departmental	-	-	-	-	0.25	0.25	0.20	(0.05)	Communications.
Courts	2.00	2.00	2.00	-	2.15	2.40	2.40	0.25	Increased Court support mid-yr 15-16
Finance	5.30	5.80	5.80	0.50	5.45	5.70	5.60	0.15	Increased Finance support mid-yr 15-16
Total Administration	11.30	11.80	11.80	0.50	11.77	12.27	12.40	0.63	
Community Development									
Building	2.00	2.00	2.50	0.50	1.78	1.78	2.32	0.54	Added .5 Building Inspector
Planning	2.00	2.00	2.00	-	1.25	1.25	1.23	(0.02)	
Total Community Development	4.00	4.00	4.50	0.50	3.03	3.03	3.55	0.52	
Library									
Operations	5.30	5.50	5.50	0.20	5.30	5.50	5.50	0.20	Increased PT Library Assistance mid-yr 15-16
Police									
Sworn Officers	16.08	16.08	16.00	(0.08)	15.31	15.31	15.30	(0.01)	Eliminated Planning support partially offset by
Support Staff	1.00	1.00	1.00	-	1.00	1.00	1.00	-	increased in CEO from .2 to .3 FTE
Total Police	17.08	17.08	17.00	(0.08)	16.31	16.31	16.30	(0.01)	
Public Works									
Parks	-	-	-	-	1.35	1.35	1.71	0.36	Time surveys - shifted support in Parks .4 FTE
Streets	-	-	-	-	3.29	3.29	3.18	(0.11)	
Engineering	3.25	3.25	3.25	-	0.28	0.28	0.20	(0.08)	
Operations - Admin	20.00	20.00	20.00	-	-	-	-	-	
Operations - Fleet	2.00	2.00	2.00	-	2.01	2.01	2.01	-	
Operations - WFF	2.00	2.00	2.00	-	2.01	2.01	2.01	-	
Operations - Water	-	-	-	-	8.06	8.06	8.22	0.16	
Operations - Sewer/Storm	-	-	-	-	10.96	10.96	10.40	(0.56)	Time Surveys - shift to parks & water
Wastewater Treatment	3.00	3.00	3.40	0.40	3.56	3.56	3.97	0.41	Added .4 FTE to assist in implementation of
Total Public Works	30.25	30.25	30.65	0.40	31.52	31.52	31.70	0.18	new Regulatory Monitoring requirements
Grand Total	67.93	68.63	69.45	1.52	67.93	68.63	69.45	1.52	

Personnel Services for FY 16-17

- o Personnel Services increased \$222,840 or 3.1 percent primarily due to:
 - o Cost of living increases of \$134,200 or an average increase of 2.2%,
 - o Medical insurance cost increase of \$63,200 or an average increase of 5.5%,
 - o Additions to Staffing (FTE) cost increase of \$120,200 broken down as follows:

New Positions to Staff		General Fund				Admin	Public Works		
EFT	Classification	Police 002	Library 004	Courts 103	Building 105	Finance 106	Ops 403	WWTP 019/020	Grand Total
	Code Enforcement								
0.10	Officer increased	9,850					(9,850)		
0.20	PT Library Assistant		6,928						6,928
0.50	PT Office Assistant			19,047		19,047			38,093
0.50	PT Building Inspector				41,140				41,140
	PT Pretreatment								
0.40	Program Specialist						34,040		34,040
1.70	Grand Total	9,850	6,928	19,047	41,140	19,047	(9,850)	34,040	120,201

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Materials & Services for FY 16-17

- o Materials and Services increased \$513,260 or 7.8% percent primarily due to:
 - o \$200,000 – Anticipated additional \$400,000 Brownfield Grant for Area Wide Planning. Continuation of the \$200,000 awarded in 2015-16.
 - o \$153,930 – Police grant for Justice and Mental Health Collaboration Program. A three year program which was granted October 2015.
 - o \$150,000 – Economic Development fund – pass through property taxes associated with the Cascade Operating Lease
 - o \$31,500 – Increase of 9% percent in insurances provided by City/County Insurance Services (CIS) for General Liability, Property, and Auto insurances.

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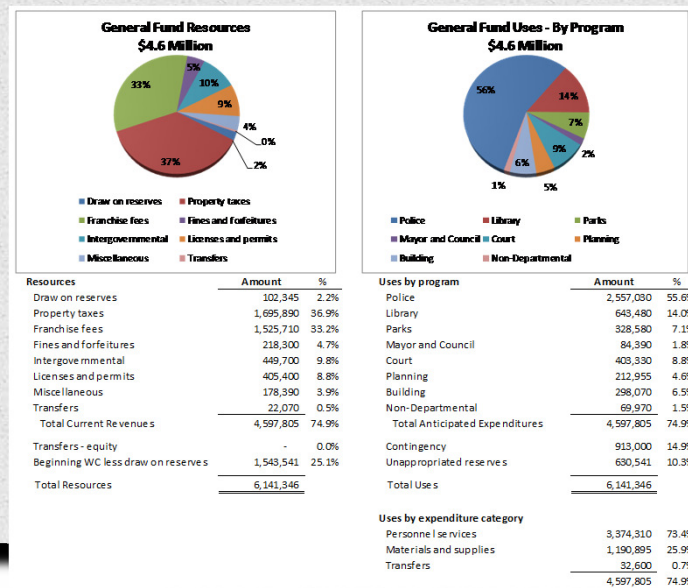
Capital Outlay for FY 16-17

Capital Outlay - Summary Project Listing									
Account Description	Adopted 2015-16	Proposed 2016-17	Variance	Notes	Account Description	Adopted 2015-16	Proposed 2016-17	Variance	Notes
009 - Community Enhancement					010 - Capital Projects - 303/304 - Sewer/Storm				
Gateway project - phase I / II	2,000	49,500			Sewer main replacement	300,000	200,000		
Potential Park Property Acquisition	50,100	-			1&1 Reduction	-	150,000		
Development opportunities	2,488,430	-			Survey WWTP Dike	-	4,000		
	2,540,530	49,500	(2,491,030)		Man Hole Rehabilitation	-	130,000		
010 - Capital Projects - 301 - Streets					S10 street PS#6 Reroute	-	400,000		
Unimproved paving	25,000	50,000		Carry-over	Meter & Lift Stations	130,000	70,000		
Sidewalk	25,000	25,000			Storm drains	100,000	100,000		
Replace light poles	-	30,000			Godfrey Outfall	1,900,000	500,000		Carry-over
Eisenhardt Sidewalk Overlay	40,000	-				2,430,000	1,554,000	(876,000)	
Gable Road	200,000	251,300			010 - Capital Projects - 300 - Parks				
Street Lighting	500,000	500,000		Carry-over	McCormick Park Ped Bridge	69,800	14,300		
Street Overlay	100,000	175,000		Carry-over	Deck Repairs	75,000	68,500		
	890,000	1,031,300	141,300		McCormick Park Cover Shelter	-	25,000		
010 - Capital Projects - 302 - Water					Fenced Dog Park	-	8,000		
Tekemetry System Upgrade	-	-				144,800	115,800	(29,000)	
Water main replacement	200,000	200,000			Various - Other Capital Outlays				
Water meter replacement	200,000	250,000			Heavy equipment	195,000	150,000		
2 MG Reservoir Rehabilitation	300,000	300,000		Carry-over	Crew Pickup	-	50,000		
WWF Computer/software upgrade	-	10,000		Carry-over	Police Vehicle	-	40,000		
Purchase land for reservoir	240,000	240,000		Carry-over	Phone System	50,000	-		
	940,000	1,000,000	60,000		Park Equipment	-	20,000		
					GIS Update	-	100,000		
					Computers, Software	96,000	55,000		
					Various Bldg/Equipment	18,000	24,500		
						359,000	439,500	80,500	
					Total Capital Outlay	7,304,330	4,190,100	(3,114,230)	

Capital Outlay decreased \$3.12 million or 43% primarily due to change in capital project mix. The largest projects in 15-16 were the purchase of Boise Properties and Godfrey Outfall Project vs 16-17 S 10th Street Pump Station Reroute and Completion of Godfrey Outfall.

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General Fund



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General Fund

	Adopted FY 15-16	Initial Requested FY 16-17	Proposed FY 16-17
Operating Revenues			
Discretionary	3,590,970	3,632,970	3,632,970
Restricted	727,880	862,490	862,490
Total Operating Revenues	4,318,850	4,495,460	4,495,460
Operating Expenditures			
City Council	81,710	84,390	84,390
Police	2,581,930	2,687,440	2,557,030
Library	593,940	639,720	640,680
Building	252,490	298,870	298,070
Planning	204,180	221,865	212,955
Courts	351,690	404,630	403,330
Parks	270,250	361,430	328,580
Non-departmental	33,250	37,370	37,370
Total Operating Expenditures	4,369,440	4,735,715	4,562,405
Sub-total - Net Increase / (Draw) on reserves	(50,590)	(240,255)	(66,945)
Non-Operating			
Transfer to Out	68,890	32,600	32,600
1 time Software Licenses	-	2,800	2,800
Total Non-operating	68,890	35,400	35,400
Total - Net Increase / (Draw) on reserves	(119,480)	(275,655)	(102,345)
Beginning Reserves	1,641,827	1,645,886	1,645,886
Ending Reserves	1,522,347	1,370,231	1,543,541
Operating Reserve Ratio	35%	29%	34%

Reductions

- o ICAP - \$8.5K
(Total reduction \$28K)
- o CEO - \$47.6K
(1 FTE to .4 FTE)
- o Parks \$32.6K
(.6 FTE to .4 FTE / M&S)
- o Planning \$8K
(GIS upgrade / city grant Prg)
- o Self Ins. - \$76K
(Legal costs to IS)

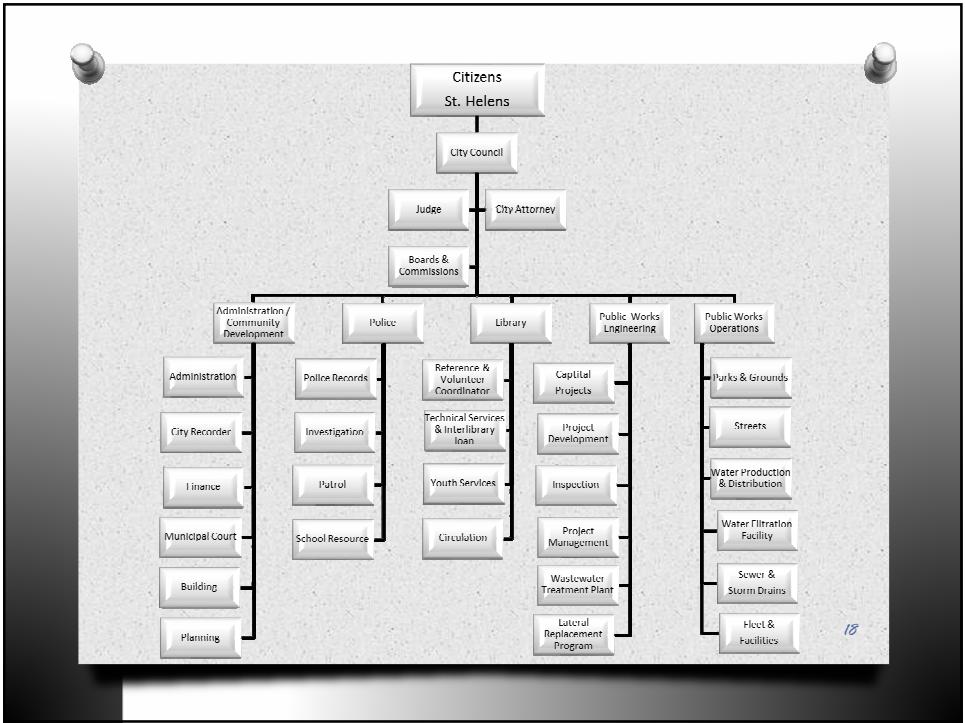
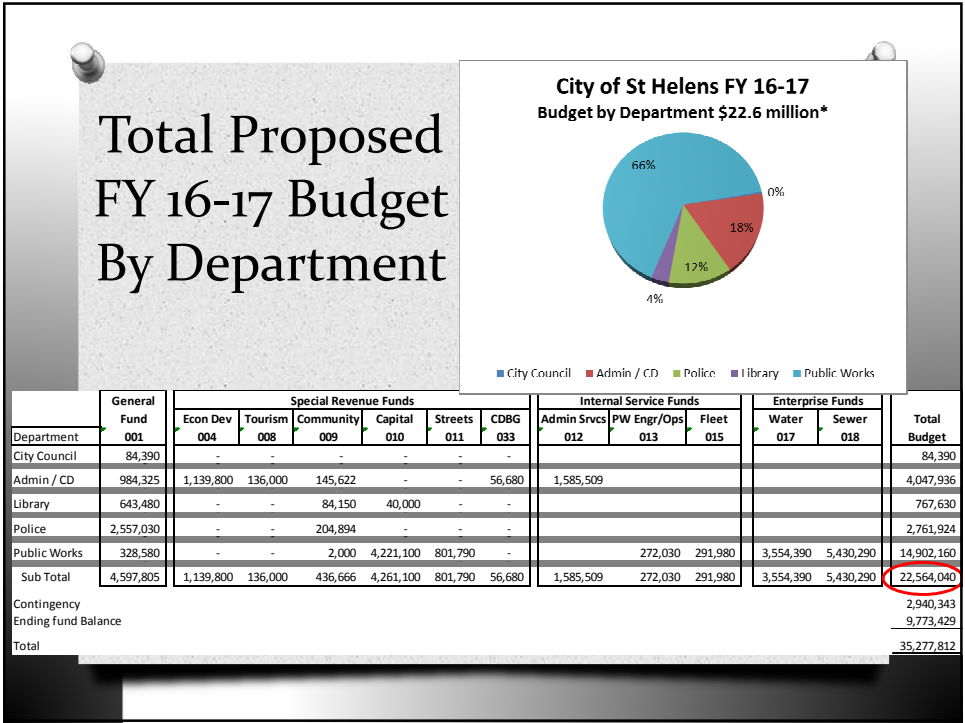
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Shift Gears

Break?



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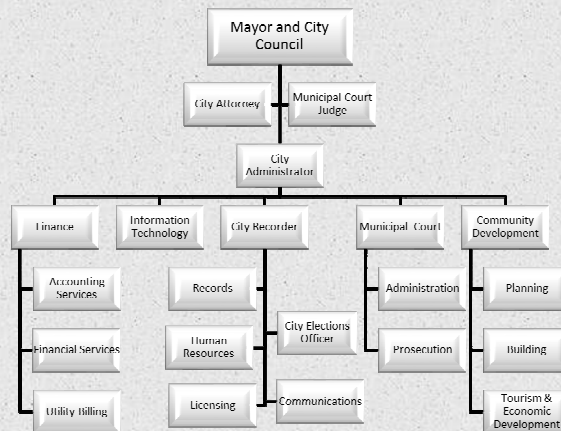


Administration / Community Development



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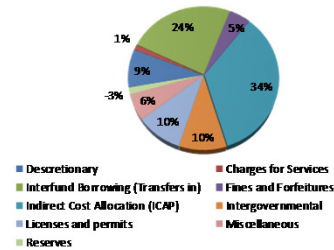
Administration / Community Development



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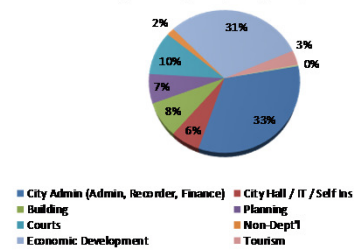
Administration / Community Development

**City of St. Helens FY 16-17
Admin/CD Resources \$4 million**



Resources	Amount	%
Discretionary	360,625	8.9%
Charges for Services	48,280	1.2%
Interfund Borrowing (Transfers in)	1,000,000	24.7%
Fines and Forfeitures	200,000	4.9%
Indirect Cost Allocation (ICAP)	1,441,050	35.6%
Intergovernmental	413,000	10.2%
Licenses and permits	401,600	9.9%
Miscellaneous	248,730	6.1%
Reserves	(65,349)	-1.6%
Total Current Revenues	4,047,936	100.0%

**City of St Helens FY 16-17
Admin/CD Budget by Program \$4 million**



Uses by program	Amount	%
City Admin (Admin, Recorder, Finance)	1,340,600	33.1%
City Hall / IT / Self Ins	244,909	6.1%
Building	320,140	7.9%
Planning	269,635	6.7%
Courts	403,330	10.0%
Non-Dept'l	69,970	1.7%
Economic Development	1,252,360	30.9%
Tourism	136,000	3.4%
PEG	10,992	0.3%
Total Anticipated Expenditures	4,047,936	100.0%

Administration / Community Development What's New?

- o Economic Development Fund
- o Building activity
- o Area Wide Planning
- o Land Management
- o Tourism Reorganization
- o New Phone System

Administration / Community Development

			Variance - Improvement / (Impairment)		
Department/Program	Adopted FY 2015-16	Proposed FY 2016-17	Amount	Percent	Notes
Administration / Community Development					
City Administrator	284,240.00	319,660.00	(35,420.00)	-12%	Shift of staffing - Communications / Planning
City Recorder	280,050.00	288,840.00	(8,790.00)	-3%	Web Site Maintenance
Finance	690,960.00	732,100.00	(41,140.00)	-6%	.15 FTE and increase in banking fees
City Hall	95,970.00	100,450.00	(4,480.00)	-5%	Minor interior changes
IT/Self Ins	121,500.00	144,459.00	(22,959.00)	-19%	New Self Insurance program
Building	308,840.00	320,140.00	(11,300.00)	-4%	PT .5 FTE Buidling Inspector
Planning	261,010.00	269,635.00	(8,625.00)	-3%	Shift in staffing survey and ICAP
Non-dept	102,140.00	69,970.00	32,170.00	31%	Transfers down, offset by Abatement Program
Courts	351,690.00	403,330.00	(51,640.00)	-15%	.25 FTE and Protemp services
Economic Development	3,301,680.00	1,252,359.92	2,049,320.08	62%	FY 15-16 purchase of properties
Tourism	85,000.00	136,000.00	(51,000.00)	-60%	Restructure of tourism program
Equipment	50,000.00	-	50,000.00	100%	FY 15-16 Phone System Project
PEG	9,350.00	10,992.00	(1,642.00)	-18%	New Public Access Equipment for Council Chamber
Total Admin/CD	5,942,430.00	4,047,935.92	1,894,494.08	32%	

Administration / Community Development

What is not covered by current budget?

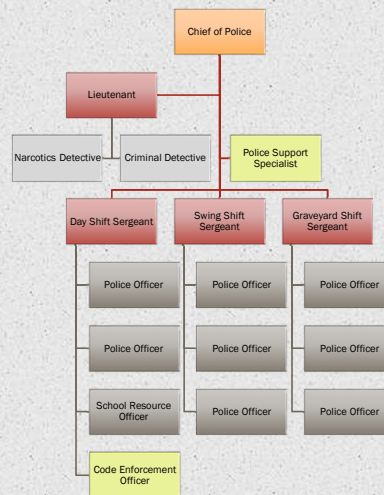
- o Property Manager / Community Development Director
- o HAVC for City Hall
- o City Hall Remodel

Police



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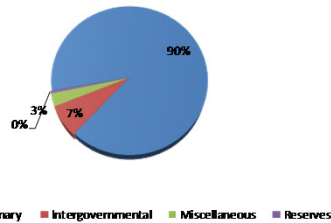
Police Department



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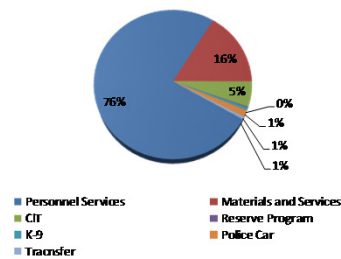
Police Department

City of St. Helens FY 16-17
Police Department Resources \$2.8 million



Resources	Amount	%
Discretionary	2,514,330	89.7%
Intergovernmental	193,105	6.9%
Miscellaneous	78,259	2.8%
Reserves	16,230	0.6%
Total Current Revenues	2,801,924	100.0%

City of St Helens FY 16-17
Police Department Budget \$2.8 million



Uses by program	Amount	%
Personnel Services	2,115,500	75.5%
Materials and Services	453,530	16.2%
CIT	153,934	5.5%
Reserve Program	6,500	0.2%
K-9	16,230	0.6%
Police Car	40,000	1.4%
Transfer	16,230	0.6%
Total Anticipated Expenditures	2,801,924	100.0%

Police Department What's New?

- o Reserve Officer Program
- o Accreditation
- o Community Outreach
- o Crisis Intervention Team (CIT)



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Police Department

			Variance - Improvement / (Impairment)		
Department/Program	Adopted FY 2015-16	Proposed FY 2016-17	Amount	Percent	Notes
<u>Police</u>					
Operations	2,581,930.00	2,557,030.00	24,900.00	1%	Change in Employee Mix & new Self-Insurance Program
JMHCP Grant	-	153,934.00	(153,934.00)		New Grant awarded October 2015
Contributions / Grants	35,588.00	50,960.00	(15,372.00)	-43%	K-9 Program - reserve set-aside
Equipment	-	40,000.00	(40,000.00)		New Police Car
Total Library	2,617,518.00	2,801,924.00	(184,406.00)	-7%	

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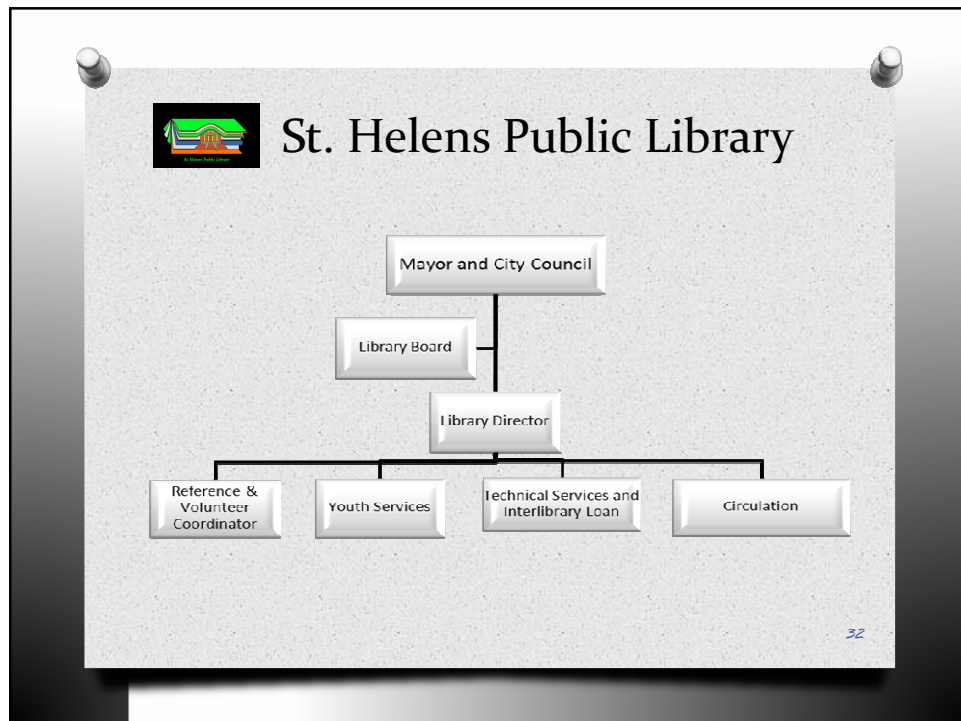
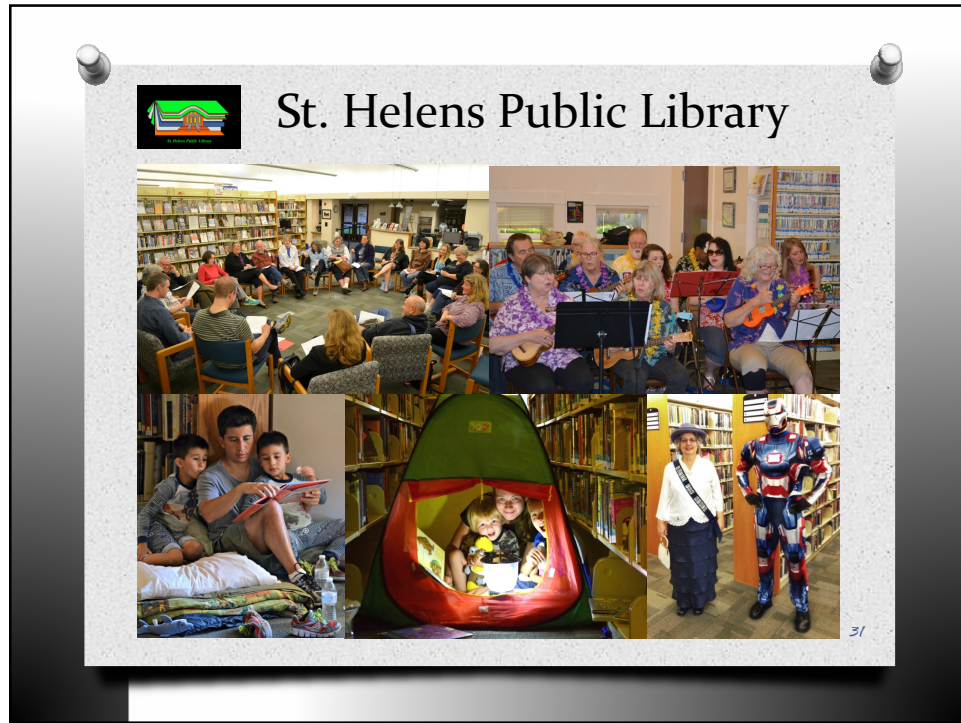
Police Department

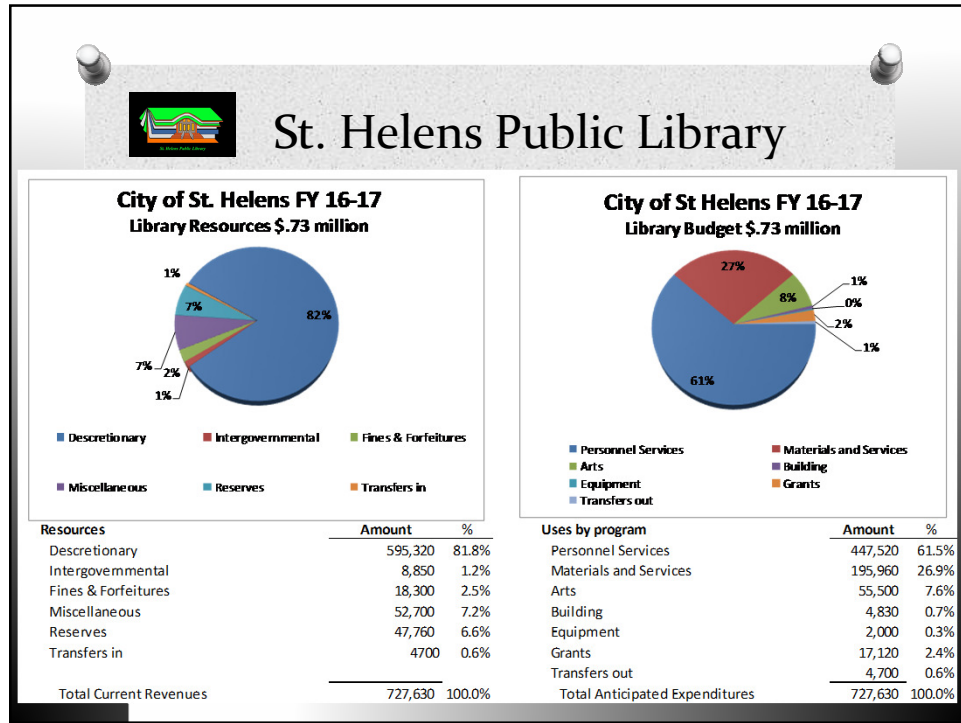
What is not covered by current budget?

- o Vehicle Replacement Funding
- o Full Time Code Enforcement Officer
- o Police Facilities



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 **St. Helens Public Library**

What's New?


- o Restoration of Open Hours Lost in 2014
- o Friends of the Library Quarterly Art Shows
- o Ukulele Group Forms Orchestra
- o 100th Birthday Celebrations 1915-2015
- o Early Childhood Partnerships
- o Conversation Project Programs
- o National Novel Writing Month

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St. Helens Public Library

			Variance - Improvement / (Impairment)		
Department/Program	Adopted FY 2015-16	Proposed FY 2016-17	Amount	Percent	Notes
Library					
Operations	593,940.00	643,480.00	(49,540.00)	-8%	0.2 FTE, Digital Resources, & Professional Development
Building	11,060.00	4,830.00	6,230.00	56%	FY 15-16 Security Cameras
Equipment	10,000.00	6,700.00	3,300.00	33%	FY 15-16 IT Server
Grants	3,202.00	17,120.00	(13,918.00)	-435%	Strategic Planning
Total Library	618,202.00	672,130.00	(53,928.00)	-9%	
Arts	19,000.00	55,500.00	(36,500.00)	-192%	Gateway Phase 2 Project
Total	637,202.00	727,630.00	(90,428.00)	-14%	

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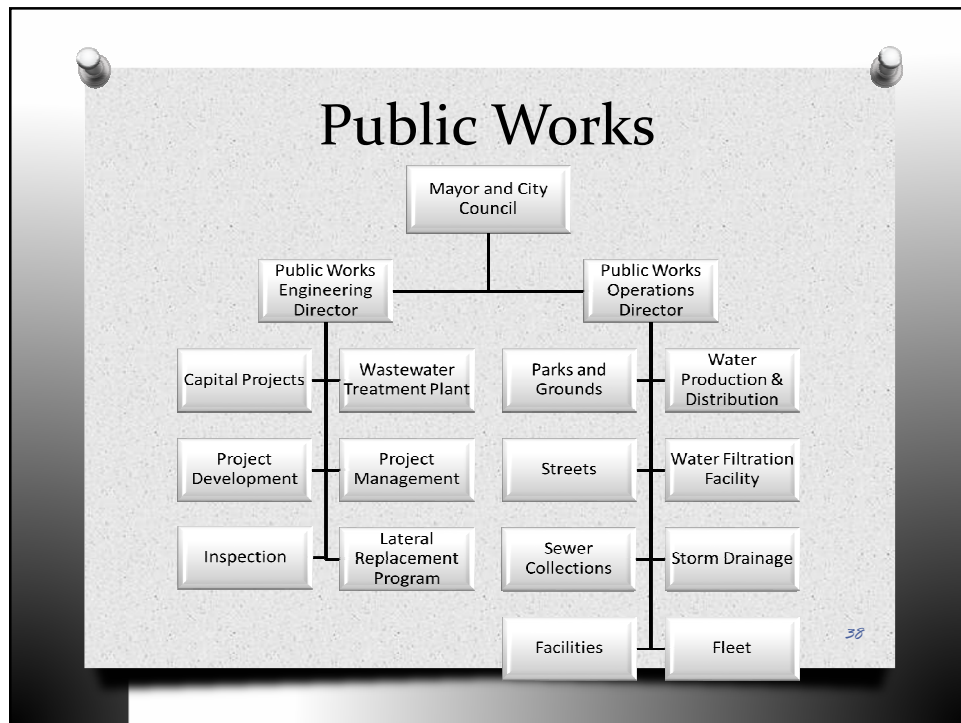


St. Helens Public Library

What is not covered by current budget?

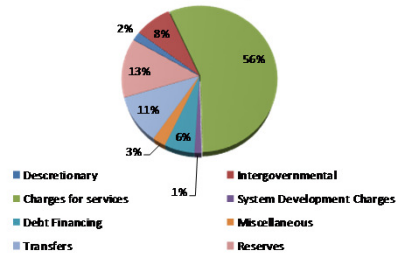
- o Increased funding for teen programming
- o Staffing to further increase open hours per week
 - o FY 07/08 – 62
 - o FY 15/16 – 42
 - o FY 16/17 – 47
- o Improved funding for library materials
 - o FY 07/08 - \$57K
 - o FY 15/16 - \$52K with LSTA grant funding
 - o FY 16/17 - \$45K

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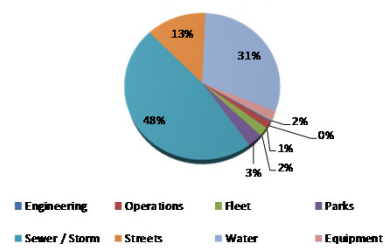
Public Works

City of St. Helens FY 16-17
Public Works Resources \$14.9 million



Resources	Amount	%
Discretionary	287,180	1.9%
Intergovernmental	1,187,260	8.0%
Charges for services	8,395,980	56.3%
System Development Charges	215,000	1.4%
Debt Financing	900,000	6.0%
Miscellaneous	389,280	2.6%
Transfers	1,582,000	10.6%
Reserves	1,945,460	13.1%
Total Current Revenues	14,902,160	100.0%

City of St Helens FY 16-17
Public Works Program Budget \$14.9 million



Uses by program	Amount	%
Engineering	45,000	0.3%
Operations	227,030	1.5%
Fleet	291,980	2.0%
Parks	446,380	3.0%
Sewer / Storm	7,084,290	47.5%
Streets	1,933,090	13.0%
Water	4,554,390	30.6%
Equipment	320,000	2.1%
Total Anticipated Expenditures	14,902,160	100.0%

Public Works What's New?

- o Gable Road improvements
- o Sanitary pump station upgrade on S. River Street
- o S. 10th Street storm pump station re-route
- o More paving of gravel streets and pavement overlays
- o LED street light conversion
- o Rehabilitate the 2 million gallon water reservoir
- o Complete water meter replacements
- o Improve storm drainage on Columbia Boulevard, west of Highway 30
- o Dockside services – electricity and water pedestals

Public Works

			Variance - Improvement / (Impairment)		
Department/Program	Adopted FY 2015-16	Proposed FY 2016-17	Amount	Percent	Notes
Public Works					
Operations					
					Shift of support staffing - Time
Engineering	55,610.00	45,000.00	10,610.00	19%	Survey
Operations	226,080.00	227,030.00	(950.00)	0%	Staffing Mix
Fleet	285,350.00	291,980.00	(6,630.00)	-2%	Baseline
Parks	270,250.00	328,580.00	(58,330.00)	-22%	Time Survey - .4 FTE increase
Sewer	4,313,380.00	5,430,290.00	(1,116,910.00)	-26%	Debt and Capital Transfer
Streets	771,580.00	801,790.00	(30,210.00)	-4%	Crack Seal / ICAP
					Economic Development Fund
Water	3,177,960.00	3,554,390.00	(376,430.00)	-12%	and CIP
Capital					
Parks (204/310)	221,400.00	117,800.00	103,600.00	47%	CIP Mix
Streets	1,390,000.00	1,131,300.00	258,700.00	19%	CIP Mix
Water	940,000.00	1,000,000.00	(60,000.00)	-6%	CIP Mix
Sewer / Storm	2,930,000.00	1,654,000.00	1,276,000.00	44%	CIP Mix
					GIS update & continued heavy
Equipment	195,000.00	320,000.00	(125,000.00)	-64%	equipment replacement
Total Public Works	14,776,610.00	14,902,160.00	(125,550.00)	-1%	

Public Works

What is not covered by current budget?

- o Parks – Tennis court repairs
- o Sustainable street maintenance funding program
- o Parks Maintenance – increase land area
- o Long-term Docks Maintenance Program
- o Park expansion on riverfront property
- o Increased maintenance and beautification of Highway 30 landscape strip
- o Bring traffic signal at S. 18th & Old Portland Road to current standards (\$250,000-\$300,000)
- o Year-around restroom facilities at all City parks
- o Extra staff time and materials for community events

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Decision

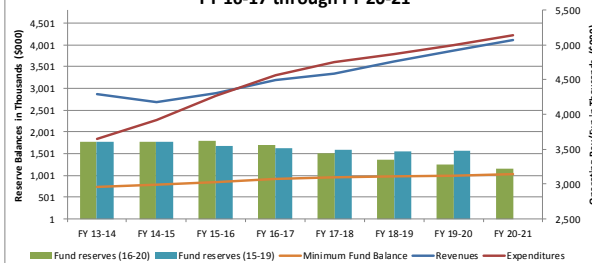
Break then
continue with questions
and deliberations
or
adjourn to May 5th or May 18th



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Five Year Forecast

City of St Helens
General Fund - Five Year Forecast
FY 16-17 through FY 20-21



	Historic FY 13-14	Actual FY 14-15	Projected FY 15-16	Proposed FY 16-17	Forecast			
					FY 17-18	FY 18-19	FY 19-20	FY 20-21
Revenues	4,295,110	4,172,090	4,311,770	4,495,460	4,592,380	4,762,690	4,910,620	5,062,900
Expenditures	3,644,912	3,922,916	4,271,410	4,565,275	4,756,196	4,870,620	5,000,190	5,135,210
Fund reserves (16-20)	1,766,848	1,766,641	1,786,814	1,691,999	1,503,184	1,370,254	1,255,684	1,158,374
Fund reserves (15-19)	1,766,848	1,766,641	1,676,141	1,620,581	1,580,881	1,557,361	1,558,841	
Minimum Fund Balanc	728,982	784,583	854,282	913,055	951,239	974,124	1,000,038	1,027,042
Net Activity		249,174	40,360	(69,815)	(163,816)	(107,930)	(89,570)	(72,310)
Reserve / Operating E		48%	45%	42%	37%	32%	28%	25%
								23%

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