



City of St. Helens
BUDGET COMMITTEE MEETING

Tuesday, April 28, 2015, 6 P.M.

City Hall Council Chambers
265 Strand Street, St. Helens

1. Introductions
2. Visitor Comments
3. Approve Minutes from April 21, 2015
4. Overview of Budget – Where We are Today
5. Review Alternative Funding Sources for the Arts & Cultural Commission
6. Review of Public Works Department Budget
7. Questions
8. Next meeting: Tuesday, May 5, 2015, 6 p.m. – Review of Capital Budget and Modify Proposed Budget

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



City of St. Helens Budget Committee Meeting April 28, 2015

Presented by:

Sue Nelson, Director of PW Engineering

Neal Shepheard, Director of PW Operations

Jon Ellis, Budget Officer



Budget Committee Agenda

- o Visitors' Comments
- o Approve Minutes from April 21, 2015
- o Overview of budget – Where we are today
- o Review Alternative Funding Sources for the Arts & Cultural Commission
- o Review of Public Works Department – Engineering and Operations
- o Questions
- o Next meeting: Tuesday, May 5, 2015, 6PM
 - o Capital Projects, and
 - o Additional Funding Requests

Visitor Comments





Minutes

Approval of Minutes of April 21, 2015

Budget Calendar

Sun	Mon	Tue	Wed	Thur	Fri	SAT
April						
26	27	28	29	30		
		4th Mtg Public Wks				
May						
					1	2
3	4	5	6	7	8	9
		5th Mtg Capital Right Sizing				
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		Public Hearing and Approval				
June						
	1	2	3	4	5	6
			CC-Public hearing			
7	8	9	10	11	12	13
14	15	16	17	18	19	20
			CC - Adopt			
21	22	23	24	25	26	27

April 28, 2015 – Continue Review/Discussions – Public Works Engineering & Operations

May 5, 2015 – Continue Review/Discussions – Capital Projects and Additional Review of Additional Funding Requests – Balancing Budget

May 19, 2015 – Public Hearing – Budget Committee Approve Budget

June 3, 2015 – Public Hearing – Revenues Sharing / Adopted Budget

June 17, 2015 – Adoption

Total Proposed FY 15-16 Budget

Fund	Resources			Uses		Resources in excess of Uses	Contingency	Unappropriated Fund Balance
	Beginning working capital	Revenues	Transfers	Expenditures	Transfers			
General Fund	1,628,328	4,259,500	55,920	4,258,840	28,890	1,656,018	851,800	804,218
Special Revenue Funds								
Visitor & Tourism	141,448	119,000	-	119,000	-	141,448	20,000	121,448
Community Enhancement	876,670	448,430	1,003,890	920,250	82,420	1,326,320	1,056,190	270,130
Capital Improvement	6,895,670	1,607,300	806,500	4,074,800	1,000,000	4,234,670	750,000	3,484,670
CDBG	-	56,830	-	56,830	-	-	-	-
Streets (Gas Tax)	542,919	818,650	-	762,930	5,500	593,139	100,000	493,139
Internal Service Funds								
Administrative Services	133,691	1,342,090	-	1,433,320	-	42,461	42,460	1
Public Works	-	281,690	40,000	281,690	-	40,000	40,000	-
Fleet	16,753	278,000	-	284,750	-	10,003	10,000	3
Enterprise Funds								
Water Operating	2,054,485	3,162,630	-	2,782,200	394,000	2,040,914	445,900	1,595,014
Sewer Operating	2,539,996	4,713,500	-	3,907,180	395,500	2,950,816	701,200	2,249,616
Grand Total	14,829,960	17,087,620	1,906,310	18,881,790	1,906,310	13,035,790	4,017,550	9,018,240
Total Budget			33,823,890		33,823,890			
Unappropriated fund balance			(14,829,960)		(9,018,240)			
Contingency			0		(4,017,550)			
Transfers			(1,906,310)		(1,906,310)			
Internal Services			(1,976,490)		(1,976,490)			
Net Budget			15,111,130		16,905,300			
							Draw on (1,794,170) reserves	

Visitor and Tourism – Amended proposed

Fd	Dpt	Acct		Actual 2013-14	Adopted 2014-15	Projected 6-30-15	Proposed 2015-16	Proposed Approved
<u>Resources</u>								
008	000	301000	Beginning working capital	281,653	288,553	230,498	141,448	141,448
Revenues								
008	000	306000	Motel/hotel tax	79,223	80,000	95,000	95,000	95,000
008	000	309100	Sponsorships	6,860	40,000	14,000	24,000	-
008	000	309000	Miscellaneous	21,193	79,450	9,000	-	-
Total Revenues				107,276	199,450	118,000	119,000	95,000
Total resources				388,929	488,003	348,498	260,448	236,448
<u>Uses</u>								
Materials and Services								
008	008	449000	Tourism director	39,600	39,600	39,600	20,000	-
008	008	451000	Marketing expense	52,101	40,000	67,600	25,000	20,000
008	008	473000	Miscellaneous	9,009	4,500	250	-	-
008	008	558102	Public Art	-	-	-	-	5,000
008	008	554000	Contract Services	-	-	-	54,000	20,000
008	008	558104	Community support	57,721	112,000	80,600	20,000	40,000
Total Materials and Services				158,431	196,100	188,050	119,000	85,000
008	008	692000	Transfer		19,000	19,000	-	-
008	008	596000	Contingency	-	25,000	-	20,000	10,000
Total requirements				158,431	240,100	207,050	139,000	95,000
008	008		Ending fund balance	230,498	247,903	141,448	121,448	141,448

- Reorganization - partnership with other non-profit agencies
- Staffing of visitor center
- Events
- Other
- City marketing
- Travel guides
- Other
- Public Art – funding for the Arts & Cultural Commission

Budget Discussion By Department

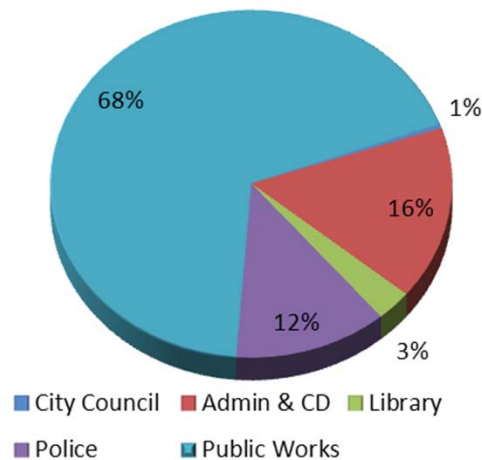
Department	General Fund 001	Special Revenue Funds					Internal Service Funds			Enterprise Funds		Total Budget
		Tourism 008	Community 009	Capital 010	Streets 011	CDBG 033	Admin Svcs 012	PW Engr/Ops 013	Fleet 015	Water 017	Sewer 018	
City Council	81,710											81,710
Admin / CD	839,320	119,000	853,520	50,000		56,830	1,433,320					3,351,990
Library	559,600		36,962									596,562
Police	2,537,390		35,588	-								2,572,978
Public Works	269,710		76,600	5,024,800	768,430			281,690	284,750	3,176,200	4,302,680	14,184,860
Sub Total	4,287,730	119,000	1,002,670	5,074,800	768,430	56,830	1,433,320	281,690	284,750	3,176,200	4,302,680	20,788,100
Contingency												4,017,550
Ending fund Balance												9,018,240
Total												33,823,890

To discuss
May 5th

City's Budget Overview By Department

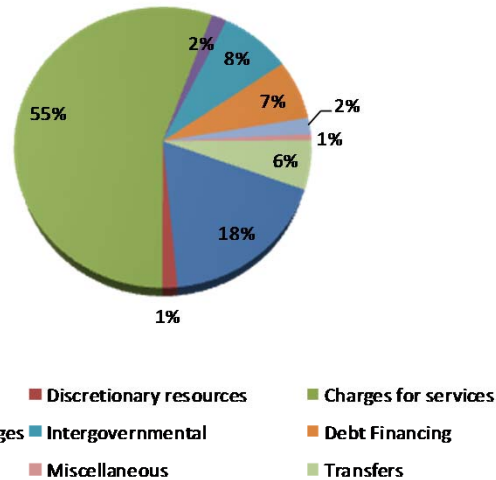
Departments	Beginning Fund Balance	Restricted Revenues	Discretionary Revenues	Expenditures	Contingency	Ending Fund Balances
City Council	-	81,710		81,710	-	-
Administration & Community Development	823,449	3,488,230	319,010	3,351,990	1,089,970	188,729
Library - excluding Arts	211,822	32,820	535,600	577,562	25,680	177,000
Library - Arts	21,844	1,000	-	19,000	3,000	844
Police	18,088	74,680	2,480,210	2,572,978	-	-
Public Works	12,126,429	11,724,950	228,030	14,184,860	2,047,100	7,847,449
General Fund Reserves	1,628,328	-	27,690	-	851,800	804,218
Total Budget	14,829,960	15,403,390	3,590,540	20,788,100	4,017,550	9,018,240
Gross Budget Amounts	33,823,890			33,823,890		

Budget FY 2015-16



Public Works - Sources

**Public Works Resources
\$14.56 Million**

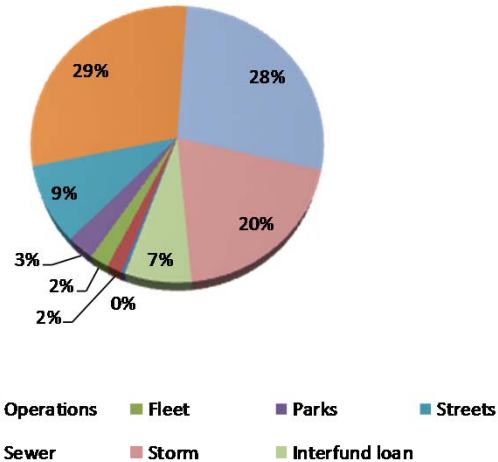


- Operating – Charges for services
- Capital – Draw on reserves and debt financing

Resources	Operations	Capital	Total	%
Draw on reserves	-	2,611,000	2,611,000	17.9%
Discretionary resources	228,030	-	228,030	1.6%
Charges for services	8,094,390	-	8,094,390	55.6%
System Development Charges	-	254,000	254,000	1.7%
Intergovernmental	820,900	353,300	1,174,200	8.1%
Debt Financing	-	1,000,000	1,000,000	6.9%
Indirect cost allocation	274,690	-	274,690	1.9%
Miscellaneous	106,170	-	106,170	
Transfers	15,000	806,500	821,500	5.6%
Total Current Revenues	9,539,180	5,024,800	14,563,980	60.5%
Transfers - equity	-	-	-	0.0%
Beginning WC less draw on reserves	5,280,759	4,234,670	9,515,429	39.5%
Total Resources	14,819,939	9,259,470	24,079,409	

Public Works - uses

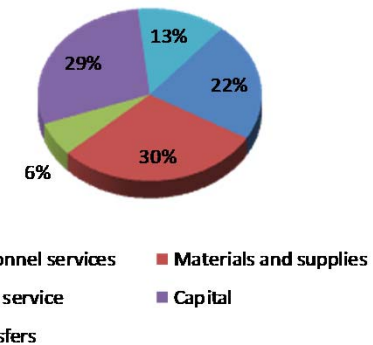
Public Works Uses - By Program
\$14.18 Million



Uses by program	Operations	Capital	Total	%
Engineering	55,610		55,610	0.4%
Operations	226,080		226,080	1.6%
Fleet	284,750		284,750	2.0%
Parks	346,310	69,800	416,110	2.9%
Streets	768,430	540,500	1,308,930	9.2%
Water	3,176,200	989,000	4,165,200	29.4%
Sewer	3,556,460	365,250	3,921,710	27.6%
Storm	746,220	2,060,250	2,806,470	19.8%
Interfund loan	-	1,000,000	1,000,000	7.0%
Total Anticipated Expenditures	9,160,060	5,024,800	14,184,860	58.9%
Contingency	1,297,100	750,000	2,047,100	8.5%
Unappropriated reserves	4,362,779	3,484,670	7,847,449	32.6%
Total Uses	14,819,939	9,259,470	24,079,409	

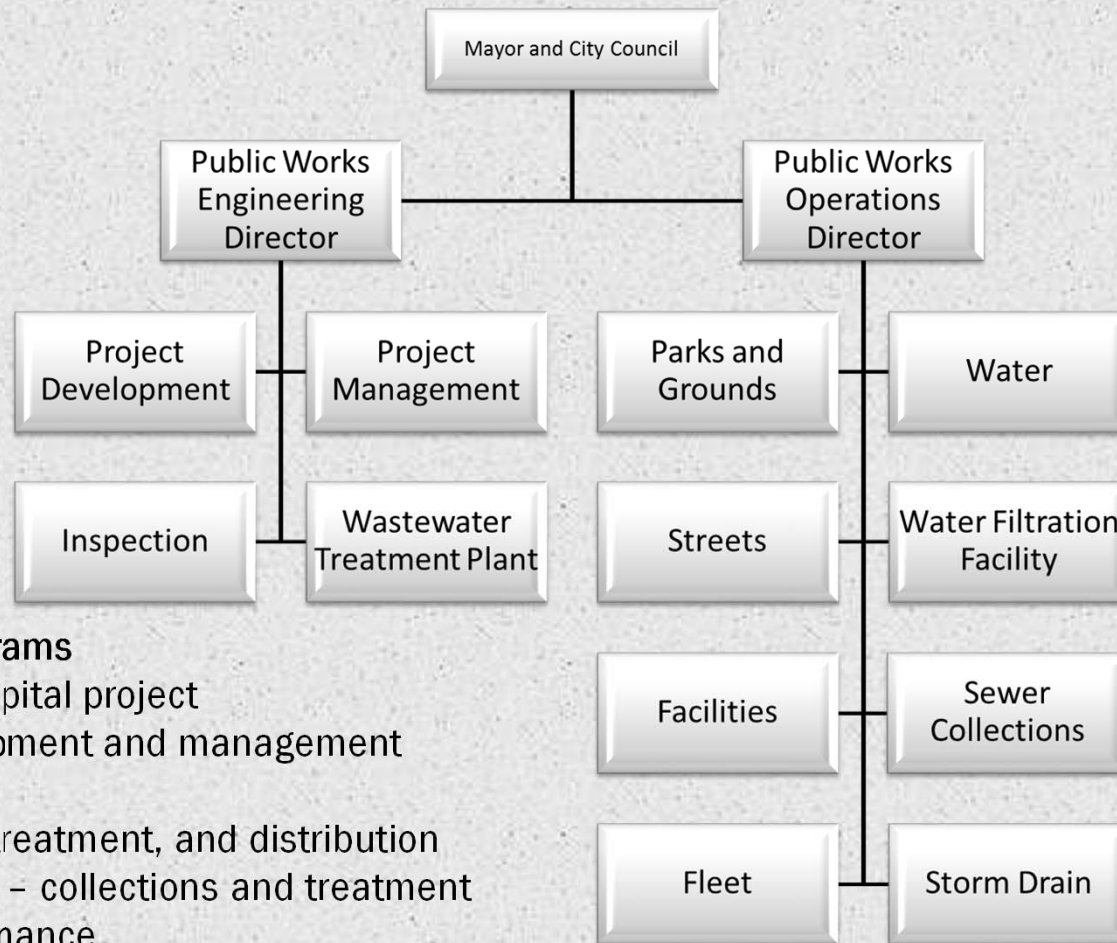
- Utilities – Water, Sewer, Storm 76.8% of program costs
- Personnel Services only 22% of expenditure classification

Public Works Uses - By Expenditure



Uses by expenditure category	Total	%
Personnel services	3,165,160	22.3%
Materials and supplies	4,212,840	29.7%
Debt service	903,960	6.4%
Capital	4,081,400	28.8%
Transfers	1,821,500	12.8%
	14,184,860	

Public Works (pages 63–68)



Services and Programs

- Engineering – Capital project development and management
- Parks & Grounds
- Water – source, treatment, and distribution
- Sewer and storm – collections and treatment
- Streets – maintenance
- Fleet
- Facilities – building maintenance

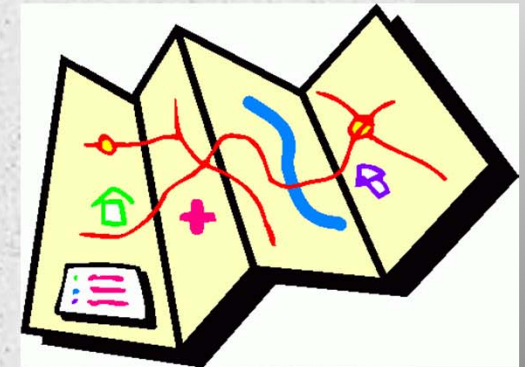
Public Works – Operations Budget

Your Road Map Through 12 Separate Operating Budgets:

1. 005, Parks – Staffing; operating & maintenance
2. 011, Streets – Maintenance materials
- 013, Public Works:
 3. 402, Engineering – Staffing; equipment; office functions
 4. 403, Operations – Staffing; fuel; office functions
5. 015, Fleet – Staffing; operating & maintenance
- 017, Water:
 6. 017, Distribution – Operating & maintenance
 7. 417, Water Filtration Facility – Staffing, operating & maintenance
- 018, Sewer
 8. 018, Collections – Operating & maintenance
 9. 019, Secondary treatment – WWTP
 10. 020, Primary treatment – WWTP
 11. 021, Storm drain – Operating & maintenance
 12. 022, Pumps – Lift stations, operating & maintenance (WWTP)

“Baker’s Dozen” Bonus Budget:

13. 517, Forest Reserve – Watershed property



Public Works - What's new for 2015/2016?

- o Godfrey Park Outfall storm drain improvements
- o Eisenschmidt Lane sidewalk and asphalt overlay
- o St. Helens Street asphalt overlay
- o Gable Road – major improvements, coming soon!
- o New pedestrian bridge in McCormick Park
- o Sanitary pump station upgrades
- o Rate increases – COLA

Public Works – Did you know?

- o Maintain:
 - o 140 acres of developed park grounds
 - o 11 buildings and multiple accessory buildings
 - o Over 750 acres of public rights-of-way
 - o Salmonberry Reservoir and roads in watershed
 - o Hundreds of signs
 - o 80 various trucks and vehicles
 - o 195 assorted equipment, from generators to weed eaters
- o A minimum of 3 Public Works employees are required by State regulation to be on call 24/7/365:
 - o Respond to off-hours situations
 - o Perform mandated testing and documentation
- o Public Works staff are called out to assist other agencies in emergency situations or other events
 - o Provide traffic control
 - o Clear roads
 - o Provide equipment and operators
- o Provide support services for community events like the Fourth of July and Christmas tree lighting ceremony
- o Street lights cost the City \$3.25 each per month



Public Works – Did you know?

- o Infrastructure Increases over past 12 years:
 - o Sewer: 17%
 - o Water: 17%
 - o Storm Drains: 32%
 - o Streets: 29%

Infrastructure Totals		
Water Lines	81.8	Miles of pipe
Fire Hydrants	507	Each
Sewer Lines	59.2	Miles of pipe
Sewer Structures	1,734	Manholes and cleanouts
Storm Drain Lines	43.1	Miles of pipe
Storm Drain Structures	2,223	Manholes and catch basins
Developed Park Area	140	Acres
Rights-of-way	750+	Acres
Streets maintained	105	Lane Miles
Water reservoirs	4	Storage tanks
Reservoir capacity	5.2	Million gallons
Water Produced FY 13/14	531	Million gallons
Water Treated FY 13/14	1.5	Billion gallons

Personnel Trend									
	Proposed	2014/2015	2013/2014	12/31/2012	12/31/2011	12/31/2010	12/31/2009	12/31/2008	7/1/2008
FTE	30.25	29.75	30.5	31	34	36.7	37	33	32.5

- o Personnel Staffing Levels
 - o 19.6 % decrease from high point in 2008/2009

Public Works –Direct Labor

Direct Labor Allocation Annual Time Suvey							
Department / Division	FTE	Parks	Streets	Water	Sewer	Storm	Internal Service
FY 2015-16							
Public Works							
City Engineering	3.25	0.00	0.30	0.66	1.32	0.96	0.01
PW Operations	20.50	1.20	2.98	7.24	7.07	2.00	0.01
Fleet	2.00						2.00
Water Filtration	2.00			2.00			
Waste Water Treatment	3.00				3.00		
Total FTE	30.75	1.20	3.28	9.90	11.39	2.96	2.02
FY 2014-15							
Public Works							
City Engineering	3.25	0.00	0.30	0.66	1.32	0.96	0.01
PW Operations	19.50	0.80	3.18	6.79	7.02	1.70	0.01
Fleet	2.00						2.00
Water Filtration	2.00			2.00			
Waste Water Treatment	3.00				3.00		
Total FTE	29.75	0.80	3.48	9.45	11.34	2.66	2.02
Variance	1.00	0.40	(0.20)	0.45	0.05	0.30	-

- Shift in Parks personnel funding from annual time survey of 0.4 FTE with offsets from:
 - Streets 0.2
 - Water 0.05
 - Sewer/Storm 0.15
- Additional part-time seasonal staffing of 1 FTE in proposed 2015/16 Budget
 - 0.5 Water
 - 0.5 Sewer/Storm

Public Works –ICAP

Indirect Cost Allocation		Admin Services Fund 012				PW Fund 013		Total ICAP	Variance Analysis		
	City Council	City Admin	City Recorder	Finance	City Hall	PW Engr	PW Ops		Total ICAP FY 2014-15	Change Amt	Change Percent
Basis of allocation	Budget	Budget	Budget	Modify Budget	Staffing	Staffing	Staffing	FY 2015-16			
001 - General	18,964	57,445	64,997	72,910	31,955	45	13,267	259,583	250,219	9,364	3.7%
011 - Streets	6,543	19,818	22,424	25,154	5,027	4,533	32,886	116,385	134,109	(17,724)	-13.2%
015 - Fleet	1,343	4,069	4,604	5,164	719	90	55	16,044	16,057	(13)	-0.1%
017 - Water	19,153	58,017	65,644	204,259	18,273	9,777	79,933	455,056	482,879	(27,823)	-5.8%
018 - Sewer	22,822	69,132	78,221	243,393	24,785	19,742	77,926	536,021	555,804	(19,783)	-3.6%
018 - Storm	12,885	39,029	44,160	137,410	15,211	14,423	22,013	285,131	163,962	121,169	73.9%
Total Current Year	81,710	247,510	280,050	688,290	95,970	48,610	226,080	1,668,220	1,603,030	65,190	4.1%
Variance Analysis											
Total Last Year	64,410	245,080	277,850	652,840	92,550	54,910	215,390	1,603,030			
Change											
Amount	17,300	2,430	2,200	35,450	3,420	(6,300)	10,690	65,190			
Percent	26.86%	0.99%	0.79%	5.43%	3.70%	-11.47%	4.96%	4.07%			

Budget Year	General Fund	Streets	Fleet	Water	Sewer	Storm	Total
FY 14-15	4,013,770	1,384,750	284,300	4,053,710	4,830,354	2,727,040	17,293,924
% of Total	23%	8%	2%	23%	28%	16%	100%
FY 13-14	3,811,140	1,630,830	281,237	4,500,250	5,135,900	1,410,850	16,770,207
% of Total	23%	10%	2%	27%	31%	8%	100%

- Allocation based on budget – primary driver for changes
- Combined with increase in costs of 4.04%

Public Works – (page 80, 95)

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
001		General Fund					
	005	Parks					
			Personnel Services	103,600	136,300	32,700	31.6%
			Materials & Services	129,650	133,410	3,760	2.9%
001		Total General Fund		233,250	269,710	36,460	15.6%
009		Community Enhancement					
	204	Park Reserve					
			Capital Outlay	79,800	50,100	(29,700)	-37.2%
			Transfers	-	26,500	26,500	100.0%
009		Total Community Enhancement		79,800	76,600	(3,200)	-4.0%

Parks

- Shift funding of staff, from 0.8 to 1.2 FTE
- Capital Outlay – Place holder
- Transfer – Pedestrian bridge, McCormick Park



Public Works – (page 118)



Streets

- Personnel - Time survey
- Materials – ICAP shift
- Transfer – FY 14-15 Street Sweeper



Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
011		Streets					
	011	Streets	Personnel Services	319,740	316,340	(3,400)	-1.1%
			Materials & Services	461,510	446,590	(14,920)	-3.2%
			Transfers	137,500	5,500	(132,000)	-96.0%
011		Total Streets		918,750	768,430	(150,320)	-16.4%

Public Works – (page 129 - 133)

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
013		Public Works Fund					
	402	Engineering					
			Personnel Services	26,240	27,460	1,220	4.6%
			Materials & Services	24,170	21,650	(2,520)	-10.4%
			Capital Outlay	6,500	6,500	-	0.0%
		Engineering Total		56,910	55,610	(1,300)	-2.3%
	403	Operations					
			Materials & Services	215,390	226,080	10,690	5.0%
		Operations Total		215,390	226,080	10,690	5.0%
013 Total Public Works Fund				272,300	281,690	9,390	3.4%

Engineering

- Materials – Decrease attorney expense

Operations

- Materials – Insurance costs increase



Public Works – (page 135 - 137)

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
015	Fleet Maintenance Fund						
	015	Fleet	Personnel Services	195,460	202,770	7,310	3.7%
			Materials & Services	76,600	81,710	5,110	6.7%
015 Total Fleet Maintenance Fund				272,060	284,480	12,420	4.6%

Fleet

Aging fleet



Public Works – (page 141 - 145)

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
017		Water Fund					
	017	Water					
			Personnel Services	695,080	745,720	50,640	7.3%
			Materials & Services	1,084,020	1,091,610	7,590	0.7%
			Transfers	465,000	394,000	(71,000)	-15.3%
			Water Total	2,244,100	2,231,330	(12,770)	-0.6%
	417	Water					
			Personnel Services	235,320	237,910	2,590	1.1%
			Materials & Services	131,680	154,200	22,520	17.1%
			Debt Service	503,000	502,760	(240)	0.0%
			Water Total	870,000	894,870	24,870	2.9%
	517	Forest Reserve					
			Materials & Services	75,000	50,000	(25,000)	-33.3%
			Transfers	2,000,000	-	(2,000,000)	-100.0%
			Forest Reserve Total	2,075,000	50,000	(2,025,000)	-97.6%
017	Total			5,189,100	3,176,200	(2,012,900)	-38.8%

Water Production and Transmission

- Personnel services – Time survey
- Capital – Shift in projects

Water Filtration Facility

- Materials – Chemical cost increase

Forest reserve

- Materials - FY 14-15 harvest
- Transfers – Property acquisition



Public Works – (page 147 - 154)



○ Sewer

- Materials – ICAP & Contract services
- Debt – timing of DEQ loan completion
- Capital – project timing

○ Stormwater

- Personnel – Time survey
- Materials – ICAP

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
018		Sewer/Storm Fund					
	018	Sewer					
			Personnel Services	710,160	723,670	13,510	1.9%
			Materials & Services	964,410	920,820	(43,590)	-4.5%
			Debt Service	676,494	401,200	(275,294)	-40.7%
			Transfers	305,000	395,500	90,500	29.7%
			Sewer Total	2,656,064	2,441,190	(214,874)	-8.1%
	021	Stormwater					
			Personnel Services	261,950	312,230	50,280	19.2%
			Materials & Services	287,670	433,990	146,320	50.9%
			Transfers	1,037,500	-	(1,037,500)	-100.0%
			Stormwater Total	1,587,120	746,220	(840,900)	-53.0%



Public Works – (page 147 - 154)

WWTP



- Personnel – Change in employee mix
- Materials – Environmental assessment FY 14-15



25

Public Works						Variance	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
018		Sewer/Storm Fund					
	019	WWTP - Secondary					
			Personnel Services	178,360	190,450	12,090	6.8%
			Materials & Services	422,660	353,460	(69,200)	-16.4%
		WWTP - Secondary Total		601,020	543,910	(57,110)	-9.5%
	020	WWTP - Primary					
			Personnel Services	137,340	146,930	9,590	7.0%
			Materials & Services	226,410	230,480	4,070	1.8%
		WWTP - Primary Total		363,750	377,410	13,660	3.8%
	022	WWTP - Pumps					
			Personnel Services	118,580	125,380	6,800	5.7%
			Materials & Services	66,440	68,570	2,130	3.2%
		WWTP - Pumps Total		185,020	193,950	8,930	4.8%
		Subtotal WWTP		1,149,790	1,115,270	(34,520)	-3.0%
018		Total Sewer/Storm Fund		5,392,974	4,302,680	(1,090,294)	-20.2%

Public Works – History

City Wide - All Departments / Funds

Department	Actual 2007-08 or peak	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16	Actual 2014-15 -VS- Proposed 2015-16		Actual 2007-08 * -VS- Adopted 2015-16	
						Change	Percent	Change	Percent
Administrative / Community Services	18.50	14.50	14.00	14.00	14.00	-	0.00%	(4.50)	-24.3%
Police	24.00	18.00	17.00	17.00	17.00	-	0.00%	(7.00)	-29.2%
Library	6.50	5.65	5.46	5.29	4.70	(0.59)	-11.15%	(1.80)	-27.7%
Public Works *	36.70	32.80	30.50	29.75	30.75	1.00	3.36%	(5.95)	-16.2%
Total FTE	85.70	70.95	66.96	66.04		0.41	0.00%	(67.88)	-101.4%

* public works peaked employment due to Capital Projects was in FY 10-11

- o Staffing reductions since 2007/2008 have been 19% or 6.95 FTE
- o Proposed budget shows 1 FTE increase; should be corrected to 0.5 FTE proposed increase in temporary seasonal help
 - o Continue water meter replacement
 - o Reinstate scaled-down sidewalk replacement program

Public Works – Services and Programs Eliminated or Reduced

- o Sidewalk repair program
- o Hydrant flushing program
- o Crack sealing; pavement preservation
- o GIS mapping
- o Water valve exercising program
- o Restroom closures
- o Manhole inspections
- o Deferred maintenance:
 - o Catch basin cleaning
 - o Street signs
 - o Street shoulders
 - o Reservoirs
 - o Dock repairs
 - o Maintenance is reactive instead of preventative
- o Increased outsourcing:
 - o Engineering services
 - o Infrastructure construction and replacement



Public Works – Additional Funding Request

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
Capital						
Docks' repairs	1.0	Parks	Capital	50,000	40,000	10,000
Total one-time costs	1.0			50,000	40,000	10,000
Total additional funding requests				50,000	40,000	10,000

Safety Issue at the Sand Island Docks



Questions?





Next meeting Tuesday,
May 5, 2015, 6PM

- o Capital Projects

- o Additional Funding Requests

City of St. Helens

Budget Committee

Budget Meeting Minutes

April 21, 2015

Council & Members Present:

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
Garrett Lines, Committee Chair

Staff Present:

John Walsh, City Administrator
Jon Ellis, Finance Director
Sue Nelson, Interim Public Works Co-Director
Neal Sheppard, Interim Public Works Co-Director
Margaret Jeffries, Library Director
Nathan Jones, Youth Librarian
Lisa Scholl, Committee Secretary

Members Absent:

Randy Peterson, Mayor
Michael Funderburg, Committee Member

Others:

High school students

Mary Woicak

Patty Coffey

Chair Lines called the meeting called to order at 6:02 p.m.

Visitors Comment

None

Approval of Minutes

Committee Member Eagle moved to approve the April 7, 2015 meeting minutes. Councilor Conn seconded.

Question. Chair Lines requested clarification. Would the cost of the server really be \$6000/year to back-up the body worn cameras? Finance Director Ellis confirmed that is correct.

All in favor; none opposed; motion carries.

Overview of Budget

Finance Director Ellis presented a PowerPoint presentation. A copy of the presentation is attached.

Review – Library Department

Library Director Margaret Jeffries reviewed the Library Department duties and budget. A copy of the presentation is attached.

The Library turns 100 years old in May! The Reference Librarian, Columbia County Museum Association, and the City's Communications Officer have developed a series of articles that will appear in the Chronicle during the month of May. A birthday party will be held on May 18 at 7 p.m. at the Library.

The Library is not defined by its walls.

- Outreach is very important. The Youth Librarian is a prime example.
- Digital Resources.
 - Downloadable eBooks.
 - Downloadable music.
 - Homework assistance.
 - Historical newspapers online.
- Cultural passes.
 - Chinese Garden
 - Japanese Garden
 - Pittock Mansion
 - Oregon Historical Society
 - Portland Art Museum

The Library is not limited to its formats.

- The Library is active and is not a "shushing" Library.
- There is a constant migration of words and music to new formats.

Jeffries reviewed Library programs.

- Summer Reading programs draw about 600 youth and 75-100 adults.
- Youth Librarian creates STEM programs.
- Babysitting classes.
- Programs for adults. Three years ago there were no programs for adults.
- Teen gaming night.
- And many more.

The Library has come a long way since beginning as a shelf of books.

Jeffries talked about the reduction in staff and hours. Programs will most likely be cut if hours are further reduced.

Committee Member Barlow asked how many Library cards are issued annually. Jeffries estimates there are 2,000-3,000 card holders. However, measuring card holders is not accurate. Many people come only to use the computers, wi-fi, summer reading program, etc. Councilor Carlson expressed her appreciation of the Library. Her son could not wait to check out a newly released book. Councilor Conn said the staff has brought the Library to where it is now. Committee Member Eagle added that libraries attract people and encourage businesses.

Break

Jeffries reviewed the additional funding requests.

- Full-time Librarian I for Youth Services. Enables the Library's existing children's and teen programs to continue.
- Third half-time Library Assistant. Restores lost operating hours which enables increased access to the Library.

Review – Arts & Cultural Commission

The Arts & Cultural Commission is looking for ways to create a steady funding source. Jeffries talked about their desire to have the City assist in applying for grants. They have worked hard to fundraise and need a break.

Council President Morten talked about the possibility of an Urban Renewal District. That could include a certain amount of funding for art projects. The riverfront development will be an area of pride and culture.

Committee Member Eagle talked about funds in the 1930's that were dedicated to art. Discussion of alternative funding sources.

Motion

Councilor Conn moved to research alternative funding sources for the Arts & Cultural Commission, such as allocating a percentage of transient room fees to arts. Councilor Carlson seconded. All in favor; none opposed; motion carries.

City Administrator Walsh will bring back tourism fund information to review at the next meeting.

Questions/Comments

None

Next Meeting Date:

The next meeting will be April 28, 2015 at 6 p.m. in the City Council Chambers.

■

There being no further business, the meeting was adjourned at 7:37 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 21, 2015

Presented by:

Jon Ellis, Budget Officer

Margaret Jeffries, Library Director



1

Budget Committee Agenda

- o Visitors' Comments
- o Approve Minutes from April 7, 2015
- o Overview of budget – Where we are today
- o Review of Library Department
- o Questions
- o Next meeting: Tuesday, April 28, 2015,
6PM – Public Works - Operations

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Visitor Comments



3

Minutes

Approval of Minutes of April 7, 2015

4

Budget Calendar

Sun	Mon	Tue	Wed	Thur	Fri	SAT
April						
19	20	21 3rd BC Mtg Library	22	23	24	25
26	27	28 4th Mtg Public Wks	29	30		
May						
3	4	5 5th Mtg Capital Right Sizing	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Public Hearing and Approval	20	21	22	23
June						
	1	2	3 CC-Public hearing	4	5	6
7	8	9	10	11	12	13
14	15	16	17 CC - Adopt	18	19	20

- o April 21, 2015 – Continue Review/Discussions - Library
- o April 28, 2015 – Continue Review/Discussions – Public Works Engineering & Operations
- o May 5, 2015 – Continue Review/Discussions – Capital Projects and Additional Review of Additional Funding Requests – Balancing Budget
- o May 19, 2015 – Public Hearing – Budget Committee Approve Budget
- o June 3, 2015 – Public Hearing – Revenues Sharing / Adopted Budget
- o June 17, 2015 – Adoption

5

Total Proposed FY 15-16 Budget

Fund	Resources			Uses		Resources in excess of		Unappropriated Fund Balance
	Beginning working capital	Revenues	Transfers	Expenditures	Transfers	Uses	Contingency	
General Fund	1,628,328	4,259,500	55,920	4,258,840	28,890	1,656,018	851,800	804,218
Special Revenue Funds								
Visitor & Tourism	141,448	119,000	-	119,000	-	141,448	20,000	121,448
Community Enhancement	876,670	448,430	1,003,890	920,250	82,420	1,326,320	1,056,190	270,130
Capital Improvement	6,895,670	1,607,300	806,500	4,074,800	1,000,000	4,234,670	750,000	3,484,670
CDBG	-	56,830	-	56,830	-	-	-	-
Streets (Gas Tax)	542,919	818,650	-	762,930	5,500	593,139	100,000	493,139
Internal Service Funds								
Administrative Services	133,691	1,342,090	-	1,433,320	-	42,461	42,460	1
Public Works	-	281,690	40,000	281,690	-	40,000	40,000	-
Fleet	16,753	278,000	-	284,750	-	10,003	10,000	3
Enterprise Funds								
Water Operating	2,054,485	3,162,630	-	2,782,200	394,000	2,040,914	445,900	1,595,014
Sewer Operating	2,539,996	4,713,500	-	3,907,180	395,500	2,950,816	701,200	2,249,616
Grand Total	14,829,960	17,087,620	1,906,310	18,881,790	1,906,310	13,035,790	4,017,550	9,018,240
Total Budget			33,823,890	33,823,890				
Unappropriated fund balance			(14,829,960)	(9,018,240)				
Contingency			0	(4,017,550)				
Transfers			(1,906,310)	(1,906,310)				
Internal Services			(1,976,490)	(1,976,490)				
Net Budget			15,111,130	16,905,300				
								Draw on (1,794,170) reserves

Budget Discussion By Department

Department	General Fund 001	Special Revenue Funds					Internal Service Funds			Enterprise Funds		Total Budget
		Tourism 008	Community 009	Capital 010	Streets 011	CDBG 033	Admin Svcs 012	PW Engr/Ops 013	Fleet 015	Water 017	Sewer 018	
City Council	81,710											81,710
Admin / CD	839,320	119,000	853,520	50,000		56,830	1,433,320					3,351,990
Library	559,600		36,962									596,562
Police	2,537,390		35,588	-								2,572,978
Public Works	269,710		76,600	5,024,800	768,430			281,690	284,750	3,176,200	4,302,680	14,184,860
Sub Total	4,287,730	119,000	1,002,670	5,074,800	768,430	56,830	1,433,320	281,690	284,750	3,176,200	4,302,680	20,788,100
Contingency												4,017,550
Ending fund Balance												9,018,240
Total												33,823,890

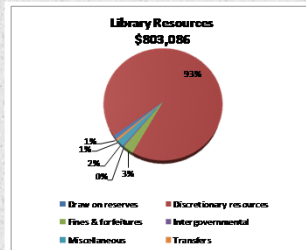
7

City's Budget Overview By Department

Departments	Beginning Fund Balance	Restricted Revenues	Discretionary Revenues	Expenditures	Contingency	Ending Fund Balances
City Council	-	81,710		81,710	-	-
Administration & Community Development	823,449	3,488,230	319,010	3,351,990	1,089,970	188,729
Library - excluding Arts	211,822	32,820	535,600	577,562	25,680	177,000
Library - Arts	21,844	1,000	-	19,000	3,000	844
Police	18,088	74,680	2,480,210	2,572,978	-	-
Public Works	12,126,429	11,724,950	228,030	14,184,860	2,047,100	7,847,449
General Fund Reserves	1,628,328	-	27,690	-	851,800	804,218
Total Budget	14,829,960	15,403,390	3,590,540	20,788,100	4,017,550	9,018,240
Gross Budget Amounts			33,823,890			33,823,890

8

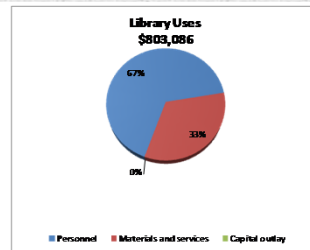
Library - Sources and Uses



Resources	Amount	%
Draw on reserves	6,142	1.1%
Discretionary resources	535,600	93.2%
Fines & forfeitures	16,000	2.8%
Intergovernmental	2,130	0.4%
Miscellaneous	10,800	1.9%
Transfers	3,890	0.7%
Total Current Revenues	574,562	73.6%
Transfers - equity	-	0.0%
Beginning WC less draw on reserves	205,680	26.4%
Total Resources	780,242	

Footnote - Excluding Arts and Cultural Reserve

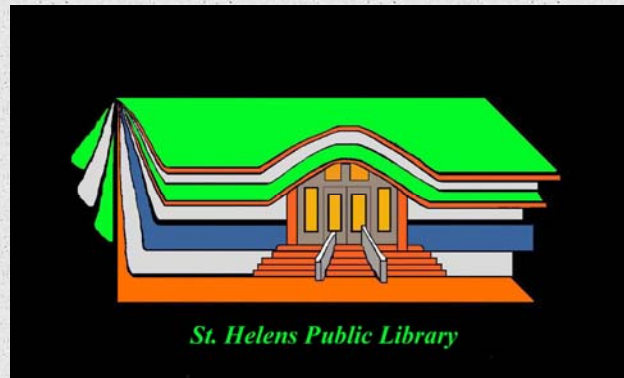
- Sources - Primarily by allocation of discretionary funds
- Uses - Primarily labor intensive



Uses by program	Amount	%
Personnel	385,770	66.8%
Materials and services	191,792	33.2%
Capital outlay	-	0.0%
Total Anticipated Expenditures	577,562	74.0%
Contingency	25,680	3.3%
Unappropriated reserves	177,000	22.7%
Total Uses	780,242	

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The St. Helens Public Library will be one hundred years old in May!



10

1915

The St. Helens Public Library began as a book shelf in the furniture store of E. A. Ross.



FURNITURE STORE OF E. A. ROSS

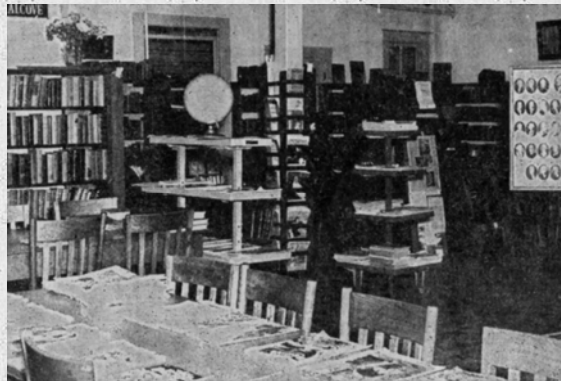
Mr. Ross came from Wisconsin to also well equipped in the undertak- Oregon in 1910, and had charge of ing and embalming line, and meets the Muckle ranch during his first all calls with promptness, as he car- year. One year later he engaged in ries a complete line of goods in that the furniture and undertaking busi- department.

ness, being associated with Frank In society lines Mr. Ross is some- Sherwood. After a period of one thing of a "lifer," as he is member year he purchased the interest of of the K. of P. lodge, Odd Fellows, his partner and since that time has Modern Woodmen of America and managed and conducted the business Yeoman. He is superintendent of alone. He took a course in embalm- the M. E. Sunday school and takes ing and is now a regular licensed em- an active interest in church work. balmer. He carries a large stock of Mr. Ross is always ready to do his furniture and handles everything part in every worthy enterprise and necessary to make the home conven- is classed among our important and ent and attractive. He believes in reliable business men. His store patronizing home industries and rooms are located in the bank build- therefore makes a specialty of hand- ing, where he will be glad to greet ling Oregon made furniture. He is an; who may call.

11

St. Helens Public Library

1949



12

The mission
of librarians is
to improve society
through facilitating
knowledge creation
in their communities.

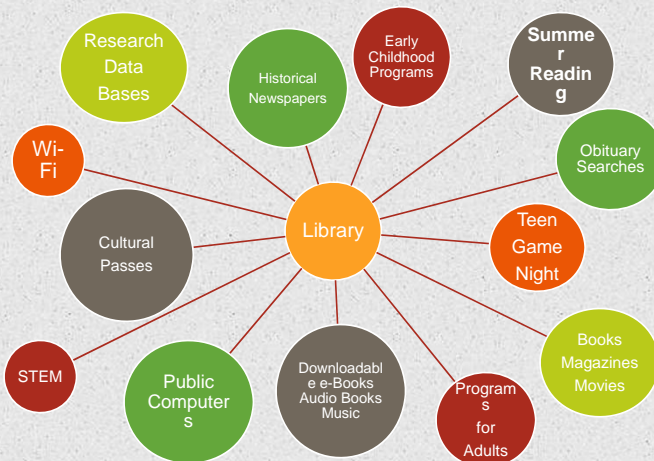
13

Today's Library



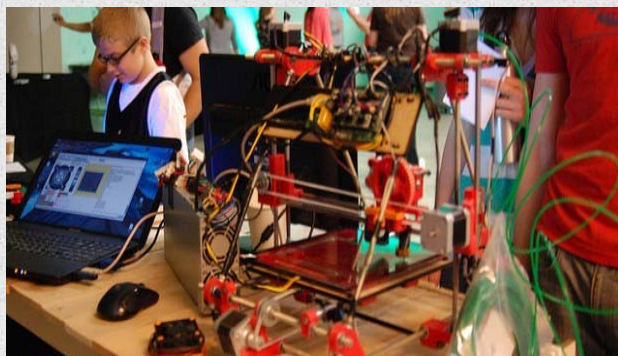
14

Varied Library Uses



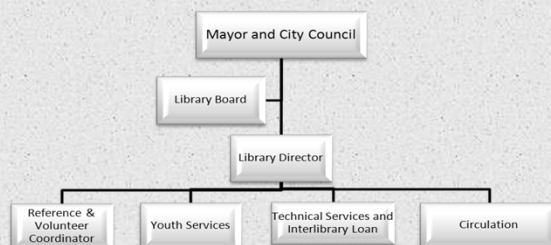
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Tomorrow's Library



16

Library (pages 53 – 57, 79, 94, 96, 97)



Services and Programs

- Reference, reader's advisory, test proctoring, job search assistance
- Storytimes, summer reading, outreach, teen engagement
- Adult programs– educational, cultural, recreational
- Public computing, Internet access and Wi-Fi

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Library - What's new?

- Every Child Ready To Read partnership with the NW Regional Educational Service District
- Library and Services Technology Act (LSTA) grant ends on June 30
- Conversation Project programs launched
- National Novel Writing Month writers have the 9th highest word count in the nation!

18

Library – (pages 79)

Library						Variance		Addit'l Funding Requests	Explanation
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%		
001	General Fund								
001	004	Operations	Personnel Services	377,460	385,770	8,310	2.2%	39,990	1- \$22,970 - increase Youth Librarian from .7 to 1 FTE,
			Materials & Services	166,740	173,310	6,570	3.9%	-	2- \$17,020 - .5 FTE PT Library Assistant
001 Total General Fund				544,200	559,080	14,880	2.7%	39,990	

- o Personnel Services
 - o Usual inflations
 - o Decrease in FTE due to final year of LSTA grant
- o Materials and Services
 - o Status quo - inflation
 - o Increase in IT equipment replacement reserve

19

Library – (pages 94, 96, 97)

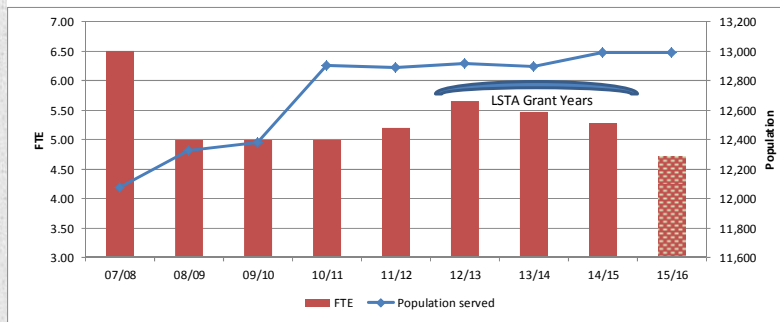
Library						Variance		Addit'l Funding Requests	Explanation	
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%			
202	Building Reserve	Materials & Services		4,620	4,760	140	3.0%	-		
			Capital Outlay	75,000	-	(75,000)	-100.0%	-		
			Building Reserve Total	79,620	4,760	(74,860)	-94.0%	-		
203	Equipment	Materials & Services		2,000	10,000	8,000	400.0%	-		
			Equipment Total	2,000	10,000	8,000	400.0%	-		
207	Grants	Materials & Services		2,920	3,202	282	9.7%	-		
			Grants Total	2,920	3,202	282	9.7%	-		
208	Grants	Personnel Services		31,140	-	(31,140)	-100.0%	-		
			Materials & Services	28,750	-	(28,750)	-100.0%	-		
	Grants Total			59,890	-	(59,890)	-100.0%	-		
210	Grants	Personnel Services		3,600	-	(3,600)	-100.0%	-		
			Grants Total	3,600	-	(3,600)	-100.0%	-		
009 Total Community Enhancement				148,030	17,962	(130,068)	-87.9%	-		

- o Community Enhancement
 - o FY 14-15 Replaced Columbia Center roof
 - o FY 15-16 Replacement of Library servers
 - o Sunset of LSTA – 3 year grant program

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Library - History

Library Full Time Equivalent (FTE) compared to Population Growth



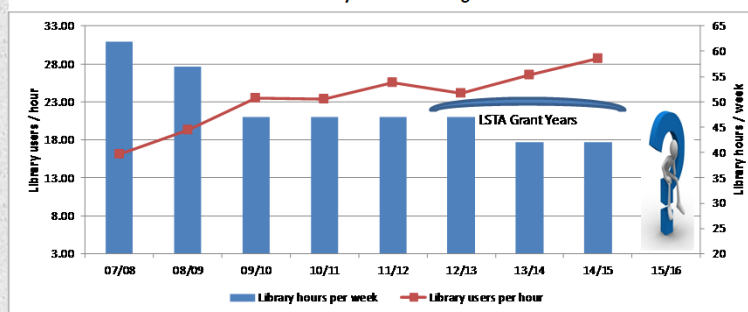
Fiscal Year	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16
Population served	12,075	12,325	12,380	12,905	12,890	12,920	12,895	12,990	12,990
FTE	6.50	5.00	5.00	5.00	5.20	5.65	5.46	5.29	4.70

- o LSTA grant funding sustained Library staffing during budget cuts
- o This same funding supplemented materials and equipment budgets

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Library - History

Library hours and usage



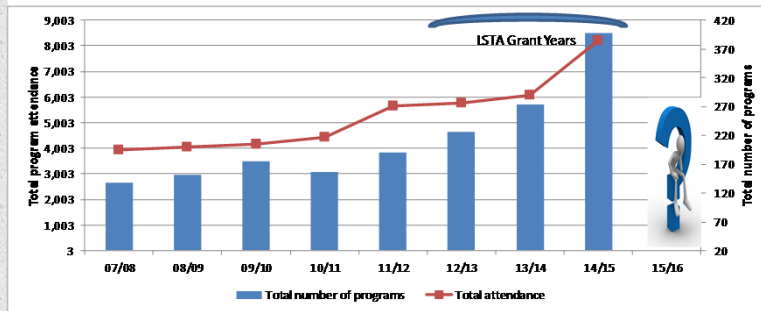
Fiscal Year	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16
Library hours per week	62	57	47	47	47	47	42	42	42
Total annual hours	3,088	2,964	2,350	2,356	2,429	2,355	2,231	2,134	2,134
Library users	49,900	57,153	55,072	55,138	61,895	56,933	59,311	61,197	61,197
Library users per hour	16.16	19.28	23.43	23.40	25.48	24.18	26.58	28.68	28.68

- o The Library is now open 42 hours per week
- o Library users per year continues to climb

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Library - History

Library programs and participation



Fiscal Year	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16
Total number of programs	138	152	175	156	190	226	274	398	
Total attendance	3,939	4,035	4,155	4,432	5,656	5,768	6,092	8,220	

- o The LSTA grant has enabled the creation of new programs for youth
- o Ready To Read grant funding has been directed to more outreach
- o Adult programming continues to flourish

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Library - Additional Funding Requests

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
Operations						
Part-time to full-time Librarian I	0.3	Library	Personnel	22,970	22,970	-
Part-time Librarian Assistant	0.5	Library	Personnel	17,020	17,020	-
Total ongoing costs	0.8			39,990	39,990	-
Total additional funding requests				39,990	39,990	-

- o Full Time Librarian I for Youth Services – Enables the Library's existing children's and teen programs to continue
- o Third Half-Time Library Assistant – Restores lost operating hours which enables increased access to Library

24

Library – History

General Fund									
Department	Actual 2007-08 or peak	Adopted 2012-13	Adopted 2013-14	Adopted 2014-15	Proposed 2015-16	Actual 2014-15 -VS- Proposed 2015-16		Actual 2007-08 * -VS- Adopted 2015-16	
						Change	Percent	Change	Percent
Administrative / Community Services	12.00	7.00	6.74	6.74	6.74	-	0.00%	(5.26)	-43.8%
Police	24.00	18.00	17.00	17.00	17.00	-	0.00%	(7.00)	-29.2%
Library	6.50	5.65	5.46	5.29	4.70	(0.59)	-11.15%	(1.80)	-27.7%
Public Works - Parks	2.00	1.00	0.80	0.80	1.20	0.40	50.00%	(0.80)	-40.0%
Total FTE	44.50	31.65	30.00	29.83	29.64	(0.19)	-0.64%	(14.86)	-33.4%

25

What keeps a Youth Librarian busy?



Storytimes for babies, toddlers and preschoolers, summer reading, teen book club, Drop Everything And Read (D.E.A.R.), outreach to Head Start, Early Childhood Special Education, and area preschools; Teen Game Night, LSTA grant management, website maintenance, STEM activities, babysitting classes, helping patrons with technology, Teen Advisory Board, presentations to community and stakeholder groups, deciding what books, magazines, movies, audio books to buy for babies, young children, preteens and teens – and what items to withdraw; collaborating with community partners such as the ESD, the School District, Community Action Team, Columbia County Mental Health and Head Start; filling holiday gifts bags, Library tours for school groups and scout troops; helping young readers and their parents find books, working at the circulation desk, creating publicity and marketing for Library programs, managing the budget for youth programs and collections, having a booth at the Children's Fair, and more!

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Current Library Assistant Staffing

Sun, Closed	(Mon, 10-7pm) Mon, 10-2pm	Tue, 10-7pm	Wed, 10-7pm	Thu, 10-7pm	Fri, 10-5pm	Sat, 10-2pm
	LA3 (opening and closing) Library Closes Early	LA1 (opening) LA2 (closing)	LA1 (opening) LA2 (closing)	LA2 (opening) LA1 (closing)	Full Time Staff LA1 (closing)	LA2 LA3

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knowledge creation
in their communities.

28

St. Helens Arts and Cultural Commission



29

Arts and Cultural Commission (Page 93)

Fd	Dpt	Acct	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Projected 6-30-15	Proposed 2015-16	
Public Arts Reserve								
Resources								
009	201	301000	Beginning working capital	40,250	49,373	69,653	43,434	21,844
009	201	335100	Other donations	11,254	21,797	5,000	5,000	1,000
009	201	365100	Public improvement fee	4,220	6,360	1,380	60	
Total Resources			55,724	77,530	76,033	48,494	22,844	
Uses						Estimated		
009	201	558104	Gallery corridor banners	154	3,550	10,000	7,000	6,000
009	201	558105	Summer arts in the park	806	740	1,000	1,000	1,500
009	201	558107	Maintenance of public art	525	328	750	750	750
009	201	558108	Administration & marketing	914	1,090	500	500	500
009	201	558109	Bike Rack Projects	550	464	1,000	500	1,500
009	201	558110	Free art & craft workshops	1,154	-	1,250	900	1,250
009	201	652000	Gateway project	2,248	27,923	48,550	16,000	2,000
009	201	558112	Spirit of halloweentown	-	-	500	-	500
009	201	558114	Mural Project	-	-	-	-	5,000
009	201	596000	Contingency	-	-	5,000	-	3,000
Total Uses			6,351	34,095	68,550	26,650	22,000	
Ending fund balance			49,373	43,434	7,483	21,844	844	

o Restricted Reserves utilized for qualified projects

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Questions?



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Next meeting Tuesday,
April 28, 2015, 6PM

• Public Works Operations

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