



**City of St. Helens**  
**BUDGET COMMITTEE MEETING**

**Tuesday, April 7, 2015 6:00 P.M.**

City Hall Council Chambers  
265 Strand Street, St. Helens

1. Introductions
2. Visitor Comments
3. Approve Minutes from March 31, 2015
4. Overview of Budget – Where We are Today
5. Review of Police Department Budget
6. Questions
7. Next meeting: Tuesday, April 21, 2015, 6:00 p.m. – Review of Library Department's 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.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!  
For more information or for an application, stop by City Hall or call 503-366-8217.



# City of St. Helens Budget Committee Meeting April 7, 2015

Presented by:

Jon Ellis, Budget Officer  
Terry Moss, Police Chief



# Budget Committee Agenda

- Visitors' Comments
- Approve Minutes from March 31, 2015
- Overview of budget – Where we are today
- Review of Police Department
- Questions
- Next meeting: Tuesday, April 21, 2015, 6PM  
– Library



# Visitor Comments





# Minutes

Approval of Minutes of March 31, 2015

# Budget Calendar

April						
5	6	7	8	9	10	11
		2nd BC Mtg Police				
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		3rd BC Mtg Library				
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			

- o April 7, 2015 – Continue Review/Discussions - Police
- 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



# 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	

# 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 Srvcs 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



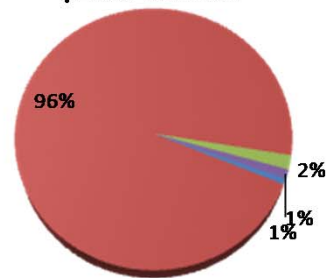
# City's Budget Overview

## 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	233,666	33,820	535,600	596,562	28,680	177,844
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
<b>Total Budget</b>	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

# Police Department - Sources and Uses

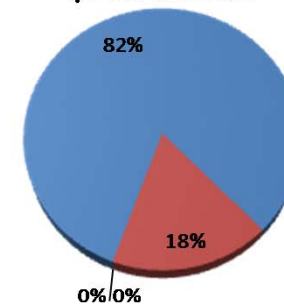
**Police Department Resources**  
**\$2.57 Million**



■ Draw on reserves    ■ Discretionary resources  
■ Intergovernmental    ■ Miscellaneous

Resources	Amount	%
Draw on reserves	18,088	0.7%
Discretionary resources	2,480,210	96.4%
Intergovernmental	45,000	1.7%
Miscellaneous	29,680	1.2%
<b>Total Sources</b>	<b>2,572,978</b>	<b>100%</b>

**Police Department Uses**  
**\$2.57 Million**

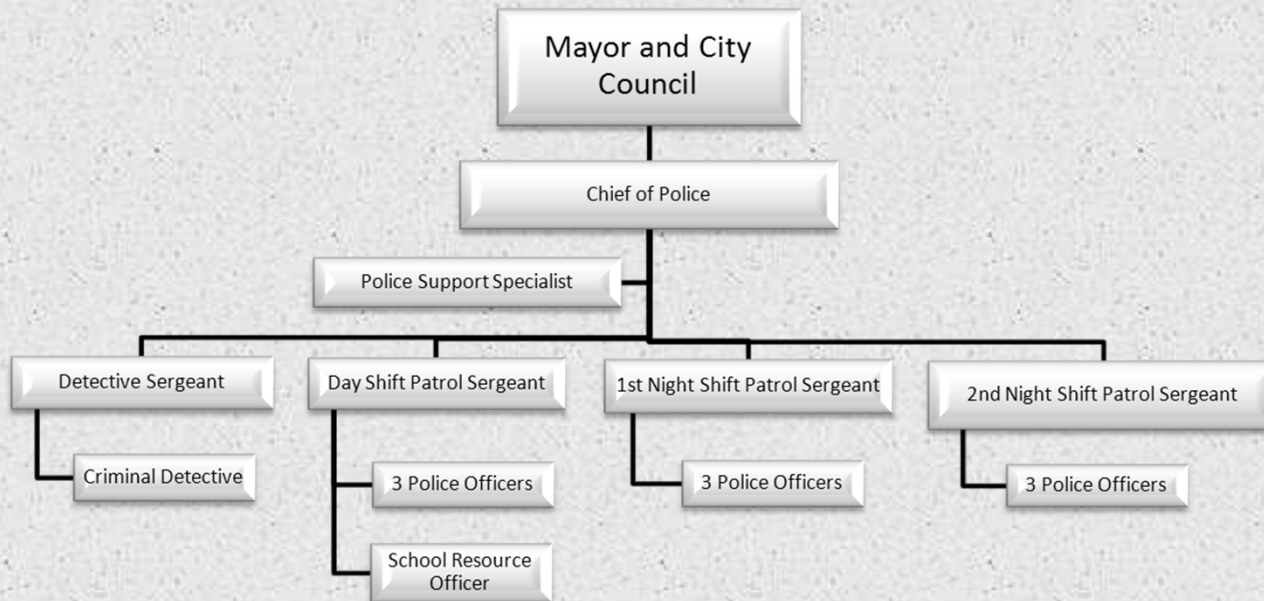


■ Personnel    ■ Materials and Services    ■ Capital Outlay    ■

Uses by program	Amount	%
Personnel	2,111,920	82.1%
Materials and Services	461,058	17.9%
Capital Outlay	-	0.0%
<b>Total uses</b>	<b>2,572,978</b>	<b>100%</b>

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

# Police Department (pages 58 – 62, 78, 96, 97)



## Department Programs

- ◌ Patrol
- ◌ Criminal Investigation
- ◌ Narcotics Investigation
- ◌ School Resource Officer
- ◌ Reserve Officer Program



# Police Department

## What's new?

- Reserve Officer Program
- Accreditation
- Community Outreach
  - Coffee with a Cop
  - Cop Talk
- K-9 Lykos retired



# Police Department – (pages 78, 96, 97)

Police						Variance		Addit'l Funding Requests	Explanation
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%		
001	General Fund								
	002	Operations	Personnel Services	1,968,400	2,111,920	143,520	7.3%	53,090	1) \$29,090 Redclass Sergeant to Lieutenant
			Materials & Services	423,530	423,130	(400)	-0.1%	-	2) \$24,000 Part-time Code Enforcement Officer
<b>001 Total General Fund</b>				<b>2,391,930</b>	<b>2,535,050</b>	<b>143,120</b>	<b>6.0%</b>	<b>53,090</b>	
009	Community Enhancement								
	207	Grants	Materials & Services	17,230	16,230	(1,000)	-5.8%	-	
	211	Police Reserve	Materials & Services	6,500	8,358	1,858	28.6%	-	
	212	Special Events	Materials & Services	-	11,000	11,000	100.0%	-	
<b>009 Total Community Enhancement</b>				<b>23,730</b>	<b>35,588</b>	<b>11,858</b>	<b>50.0%</b>	<b>-</b>	

- Operations personnel – change in employee mix and backfilling Sergeant position
- Community Enhancement – represents receiving and utilizing donations/contributions

# Police Department – (pages 78, 96, 97)

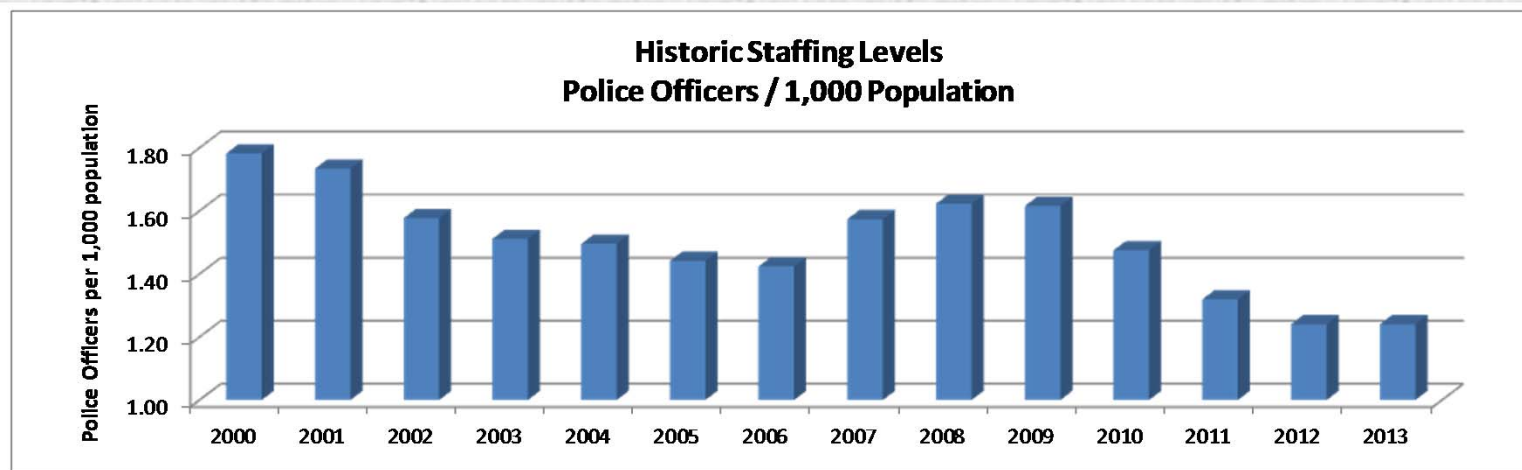
Police						Variance		Addit'l Funding Requests	Explanation
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%		
010		Capital Improvements							
									1) \$10,000 Building repairs
									2) \$30,000 Radios
									3) \$36,000 Police Vehicle
									4) \$4,000 Video Surveillance System
	305	Equipment	Capital Outlay	94,000	-	(94,000)	-100.0%	94,500	5) \$14,500 Body Worn Cameras
010 Total Capital Improvements				94,000	-	(94,000)	-100.0%	94,500	
Total Police				2,509,660	2,570,638	60,978	2.4%	147,590	

## o Capital outlay

- o FY 14-15 purchased 2 police vehicles
- o FY 15-16 Additional Fund Requests \$94,000
  - further discussed later slides



# Police Department - History



	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Officer per 1,000	1.78	1.73	1.58	1.51	1.50	1.44	1.42	1.57	1.62	1.62	1.47	1.32	1.24	1.24
Sworn Officers	18	18	17	17	17	17	17	19	20	20	19	17	16	16
Populations	10,100	10,380	10,780	11,250	11,370	11,795	11,940	12,075	12,325	12,380	12,883	12,880	12,900	12,900

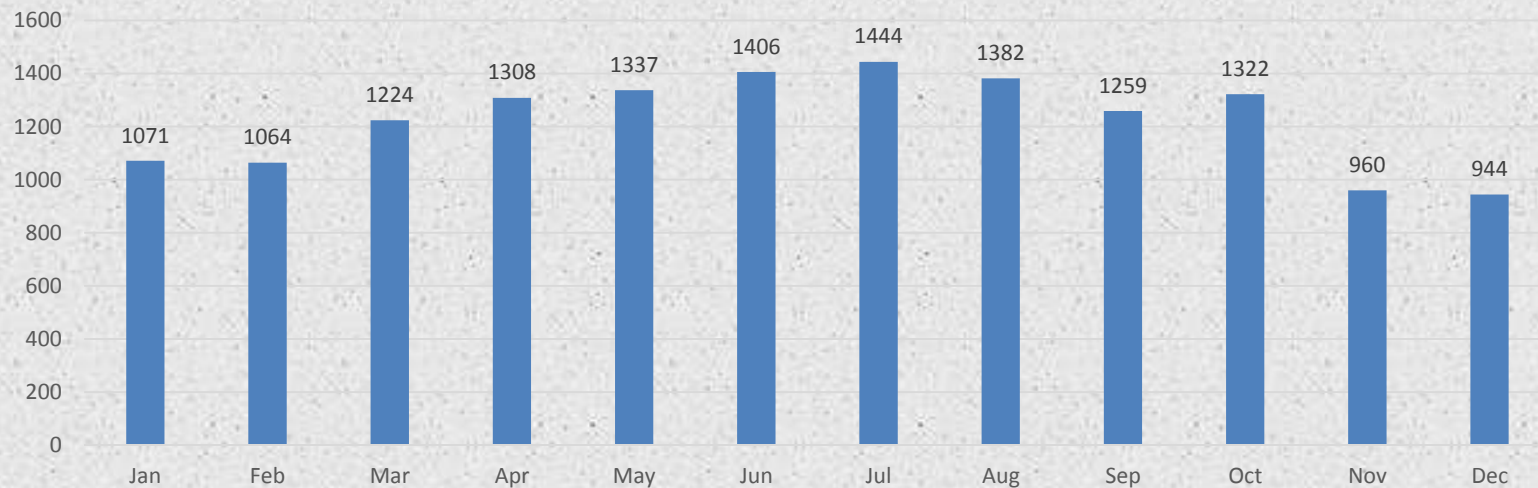
# Police Department - History

## General Fund

Department	Actual 2007-08 or peak	Adopted 2012-13	Adopted 2013-14	Adopted 2013-14	Adopted 2012-13 -VS- Adopted 2013-14		Actual 2007-08 * -VS- Adopted 2013-14	
					Change	Percent	Change	Percent
Administrative / Community Services	12.00	7.00	6.74	6.74	(0.26)	-3.71%	(5.26)	-43.8%
<b>Police</b>	<b>24.00</b>	<b>18.00</b>	<b>17.00</b>	<b>17.00</b>	<b>(1.00)</b>	<b>-5.56%</b>	<b>(7.00)</b>	<b>-29.2%</b>
Library	7.00	5.50	5.46	5.46	(0.04)	-0.73%	(1.54)	-22.0%
Public Works - Parks	2.00	1.00	0.80	0.80	(0.20)	-20.00%	(1.20)	-60.0%
Total FTE	45.00	31.50	30.00	30.00	(1.50)	-4.76%	(15.00)	-33.3%

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

## 2014 CALLS FOR SERVICE



### Common Law Enforcement Calls in 2014

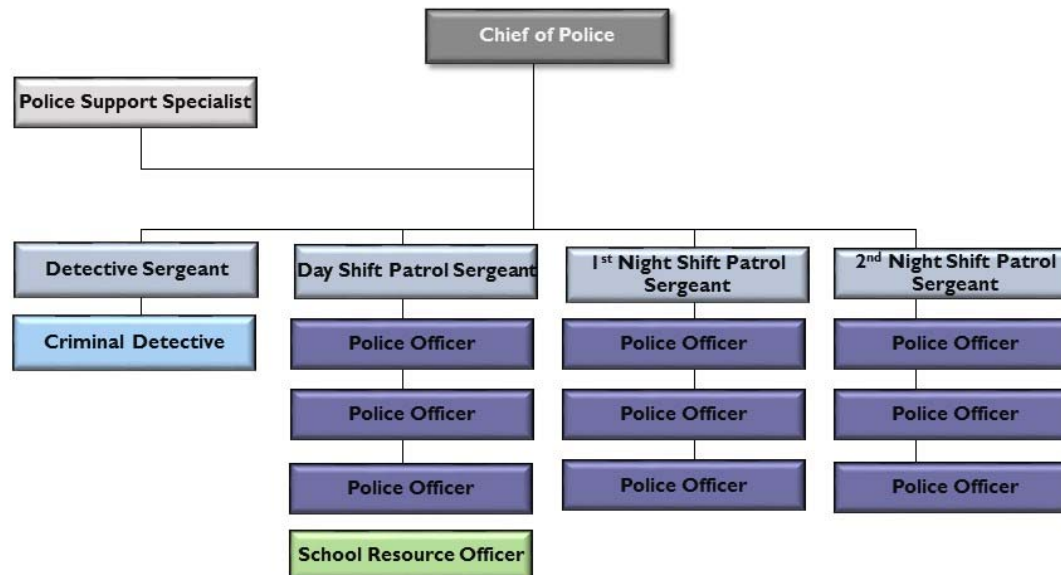
- Theft 453
- Domestic Violence 279
- Criminal Mischief 176
- Traffic Complaints 197
- Alarms 227
- Traffic Accidents 154



# Police Department - Additional Funding Requests

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
<b><u>Operations</u></b>						
Reclass Sergeant to Lieutenant	-	Police	Personnel	20,760	20,760	-
Part-time Code Enforcement	0.5	Police	Personnel	25,910	25,910	-
<b>Total ongoing costs</b>	<b>0.5</b>			<b>46,670</b>	<b>46,670</b>	-
<b><u>Capital</u></b>						
Police building repairs	1.0	Police	Capital	10,000	10,000	-
Patrol Vehicle	1.0	Police	Capital	36,000	36,000	-
Portable radios	1.0	Police	Capital	30,000	30,000	-
Video surveillance System	1.0	Police	Capital	4,000	4,000	-
Body worn cameras	1.0	Police	Capital	14,500	14,500	-
<b>Total one-time costs</b>	<b>5.0</b>			<b>94,500</b>	<b>94,500</b>	-
<b>Total additional funding requests</b>				<b>141,170</b>	<b>141,170</b>	-

- Proposed budget includes transfer of \$25,000 to cover equipment needs associated General Fund departments / Division – may wish to utilized to offset come of these capital needs.

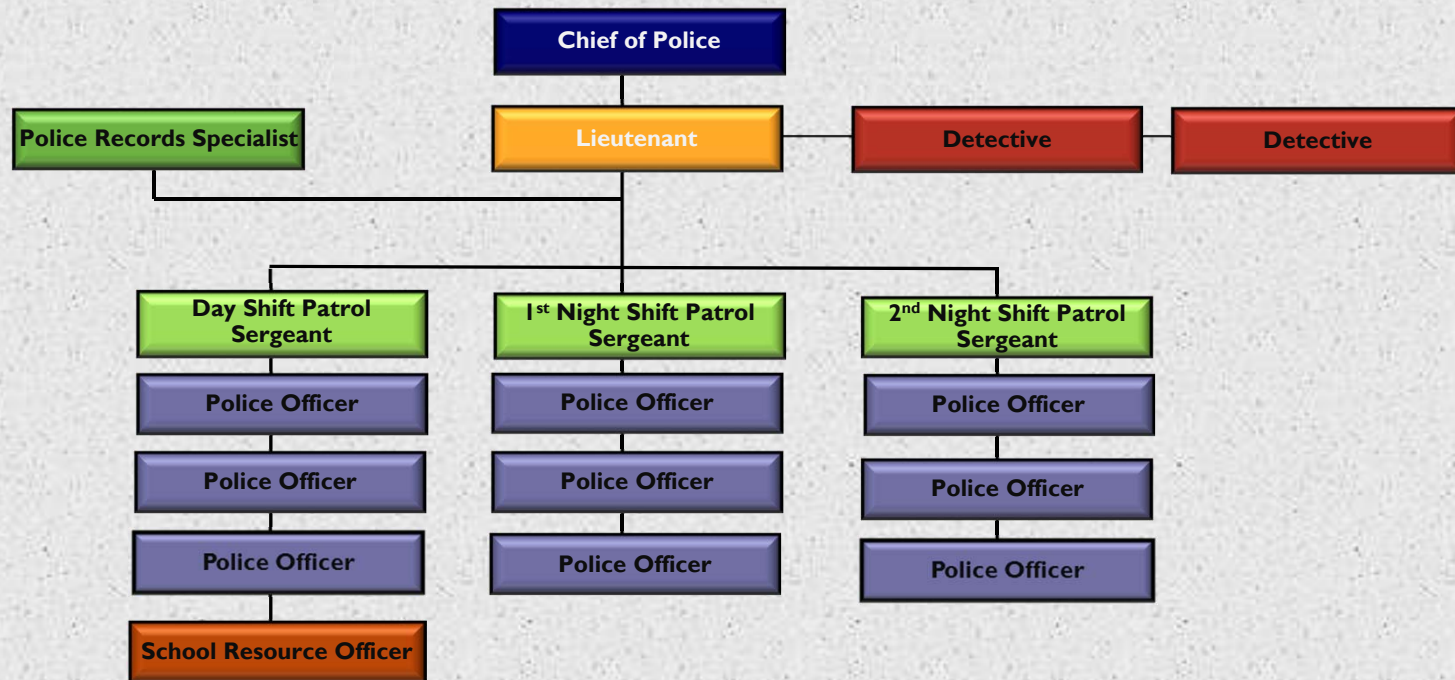


CURRENT STAFFING MODEL

# Sergeant to Lieutenant

- Scheduling
- Training
- Fleet Maintenance
- OSHA Compliance
- Policy Review & Compliance
- Mentoring & Coaching



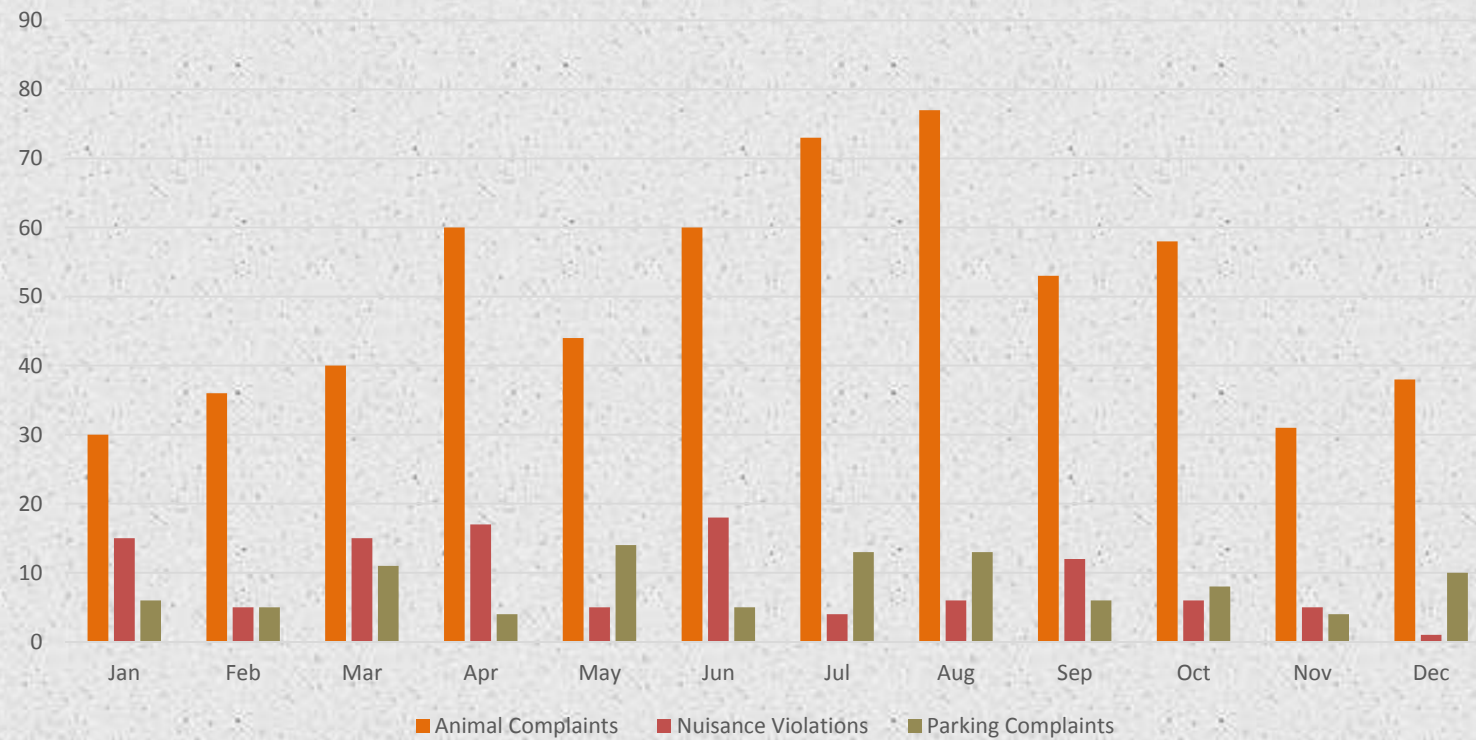


PROPOSED STAFFING MODEL

# Code Enforcement

- Animal Control
- Parking Enforcement
- Nuisance Complaints
- Abandoned Vehicles

## 2014 CODE ENFORCEMENT ACTIVITY





# Police Vehicle



# Video Surveillance



# Portable Radios





# Body Worn Cameras



# Questions?





Next meeting Tuesday,  
April 21, 2015, 6PM

o Library



# City of St. Helens

## Budget Committee

### Budget Meeting Minutes

March 31, 2015

#### Council & Members Present:

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

#### Staff Present:

John Walsh, City Administrator  
Jon Ellis, Finance Director  
Terry Moss, Chief of Police – *left at 7:30 p.m.*  
Sue Nelson, Interim Public Works Co-Director  
Neal Sheppeard, Interim Public Works Co-Director  
Margaret Jeffries, Library Director  
Jacob Graichen, City Planner  
Lisa Scholl, Committee Secretary

#### Members Absent:

None

#### Others:

None

Mayor Peterson called the meeting called to order at 6 p.m.

#### Visitors Comment

None

#### Approval of Minutes

Mayor Peterson moved to approve the May 6, 2014 meeting minutes. Councilor Conn seconded. All in favor; none opposed; motion carries.

#### Budget Process – Quick Overview of 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

Council President Morten moved to appoint Garret Lines as Chair. Member Eagle seconded. All in favor; none opposed; motion carries.

Lisa Scholl was appointed as Committee Secretary.

## **Overview of Budget**

Ellis reviewed revenues, expenses and department distribution.

Discussion of the I&I program. Council President Morten is proud of how far the City has come with the project from the time he was elected in 2006. The City has made it through the worst of the project but it will never end. Councilor Locke suggested including an article in the next Gazette about the program explaining the cost to the City, property owners and project status.

Member Eagle was concerned that future expenditures are increasing and revenue is decreasing. Ellis explained the assumptions made to figure those numbers. They may need to consider alternative revenue sources in the future.

## **Review – Mayor & City Council**

Ellis reviewed the Mayor & City Council budget. There were no concerns.

## **Review – Administration & Community Development**

Ellis reviewed the Administration and Community Development budget.

City Administrator Walsh pointed out that the City is not planning to develop the Boise property. We will facilitate the sale and development of the property.

Councilor Carlson asked if the IVR and Springbrook upgrades have saved staff time. Ellis said Springbrook has not. They are running into glitches and learning a new system. The IVR system has saved staff time. The program dispatches utility shut-off notifications and payment options over the phone. It has been very efficient. The bill printing services will save staff time. It is replacing failing equipment. It will also allow us the opportunity to bill monthly in the future.

## **Questions/Comments**

None

## **Next Meeting Date:**

The next meeting will be April 7, 2015 at 6 p.m. in the City Council Chambers.

There being no further business, the meeting was adjourned at 8:02 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 March 31, 2015

Facilitated by: Jon Ellis  
Finance Director  
/Budget Officer



## Budget Committee Agenda

- o Introductions
- o Visitors' Comments
- o Approve Minutes from May 6, 2014
- o Budget Process – quick overview of process
- o Parliamentary Procedures
- o Overview of budget
- o Reviews
  - o City Council
  - o Administration
  - o Community Development
- o Questions
- o Next meeting: Tuesday, April 7, 2015, 6PM

2



## 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	12/31/2015
Patrick Birkle	1/19/2012	12/31/2018

Administrative Staff	
John Walsh	City Administrator
Terry Moss	Chief of Police
Margaret Jeffries	Library Director
Sue Nelson and Neal Sheppard	Public Works Director
Jon Ellis	Finance Director / Budget Officer

## Visitor Comments



## Budget Committee Role

- o Budget
  - o ORS 294 – Provides rules associated with budget presentation, process, and timelines
  - o Financial Plan
  - o Period - July 1 through June 30
  - o Reflects Community Needs
    - o Committee composed of governing body and equal number of electors appointed by each council member
  - o Evaluates Programs and Services
  - o Allocation of Limited Resources

5

## Budget Committee Role

- o Role
  - o Meets publicly to review budget document
  - o Hear and consider public testimony
  - o May reduce or increase the estimates of resources and requirements proposed
  - o Ultimately must balance and approve budget
  - o Entitled to receive any information it needs to make decisions about the budget
    - o Question of executive officers or other staff
    - o Request additional information
  - o Any budget action requires affirmative vote of majority
  - o Must comply with Oregon Public Meeting Laws

6

## Budget Calendar

March						
29	30	31				
		1 <sup>st</sup> BC Mtg 5yr - Admin				
April						
5	6	7	8	9	10	11
		2nd BC Mtg Police				
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		3rd BC Mtg Library				
26	27	28	29	30		
		4th Mtg Public Wks				
May						
3	4	5	6	7	1	2
		5th Mtg Capital Right Sizing			8	9
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

- o March 31, 2015 – Begin Review/Discussions - Administration
- o April 7, 2015 – Continue Review/Discussions - Police
- 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

7

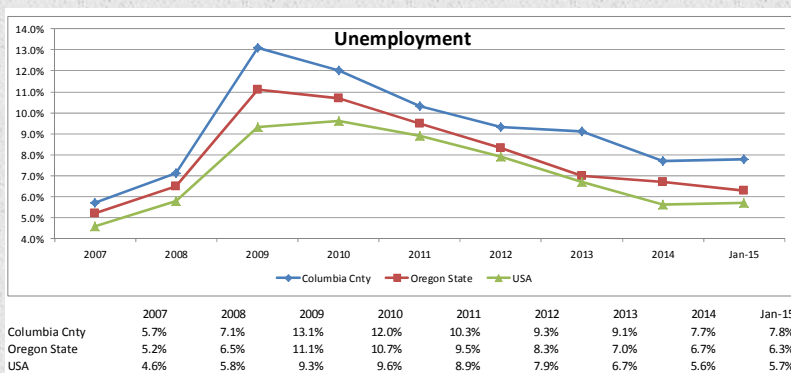
## Parliamentary Procedures

- o Discussion on:
  - o Flow of information and changes to proposed budget
  - o Appoint Chair and Secretary
  - o Other
- o Public Hearing scheduled for Tuesday, May 19th

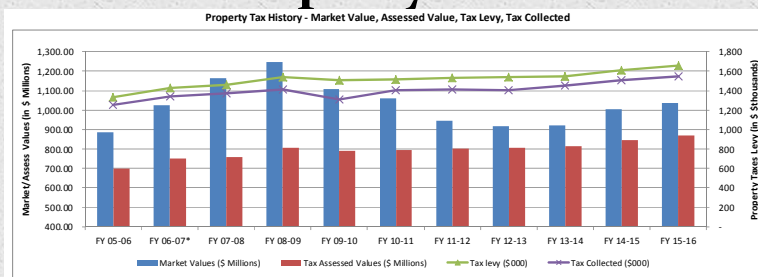
8



## Setting Stage for FY 2015-16 Budget



## Property Taxes



### Top Ten Property Tax Payers

Fiscal Year 14-15				Fiscal Year 05-06			
Rank	Property owner	Assessed Value (in \$ millions)	Percent of total valuation	Rank	Property owner	Assessed Value (in \$ millions)	Percent of total valuation
1	Armstrong World Industry	24.81	3.1%	1	Boise White Paper LLC	88.83	11.9%
2	Cascade Tissue Group of Oregon	17.40	2.2%	2	Armstrong World Industry	28.23	3.8%
3	Boise White Paper LLC	11.42	1.4%	3	Cascade Tissue Group of Oregon	18.96	2.5%
4	Wal-Mart	8.27	1.0%	4	Wal-Mart	6.53	0.9%
5	Comcast Corporation	7.10	0.9%	5	Graymont Western US Inc	5.64	0.8%
6	Northwest Natural Gas	7.20	0.9%	6	Letica Corporation	5.70	0.8%
7	Letica Corporation	6.20	0.8%	7	Stimson Lumber Company	5.30	0.7%
8	Weston Investment Co LLC	5.80	0.7%	8	Northwest Natural Gas	5.56	0.7%
9	Nationwide Health Properties LLC	4.90	0.6%	9	St Helens Properties LLC	5.29	0.7%
10	Callaway Properties LLC	4.80	0.6%	10	Boise Building Solutions	4.99	0.7%
Total Top Ten		97.90	12.1%	Total Top Ten		175.03	23.4%
Total Assess Value - City Wide		870.57	107.6%	Total Assess Value - City Wide		748.09	100.0%

## 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)			Draw on
Net Budget			15,111,130		16,905,300		(1,794,170)	reserves

## Budget Flow

Internal Service Funds Pages 121 - 138		
1,475,780	Administration	
321,690	Public Works	
294,750	Fleet	
2,092,220		
(197,440)	Offset - IS	
259,163		
183,996		
1,451,621		
General Fund Pages 69 - 82	Special Rev - CIP Funds Pages 83 - 120	Enterprise Funds Pages 139 - 154
81,710 City Council	139,000 Visitor & Tourism	3,622,100 Water Operating
338,390 Municipal Court	2,058,860 Community Enhancement	5,003,880 Sewer Operating
186,730 Planning	5,824,800 Capital Improvement	
252,060 Building	56,830 CDBG	
2,537,390 Police	868,430 Streets	
559,600 Library		
269,710 Parks		
62,140 Non-Dept.		
851,800 Contingency		
5,139,530 Total budget	8,947,920 Total budget	8,625,980 Total budget

## Overview of Total Budget

	Proposed 2015-16	Percent total	Adjustments to net*	Net Budget	Percent total	Percent current
<b>Resources</b>						
Beginning working capital	14,829,960	44%		14,829,960	50%	0%
Charges for services	8,375,880	25%	(308,270)	8,067,610	27%	53%
Intergovernmental	1,946,850	6%		1,946,850	7%	13%
Property taxes	1,632,300	5%		1,632,300	5%	11%
Franchise fees	1,513,620	4%		1,513,620	5%	10%
Loan Proceeds	1,000,500	3%		1,000,500	3%	7%
Licenses and permits	303,810	1%		303,810	1%	2%
Fines and forfeitures	218,000	1%		218,000	1%	1%
Miscellaneous	264,840	1%		264,840	1%	2%
Motel/hotel	95,000	0%		95,000	0%	1%
Interest earnings	68,600	0%		68,600	0%	0%
Transfers	1,906,310	6%	(1,906,310)	-	0%	0%
Indirect cost allocation - CC	1,668,220	5%	(1,668,220)	-	0%	0%
Current revenues	18,993,930	56%	(3,882,800)	15,111,130	50%	0%
<b>Total resources</b>	<b>33,823,890</b>	<b>100%</b>	<b>(3,882,800)</b>	<b>29,941,090</b>		
Personnel Services	7,123,660	21%		7,123,660	42%	0%
Materials and Supplies	6,493,770	19%	(1,976,490)	4,517,280	27%	0%
Capital Outlay	4,241,400	13%		4,241,400	25%	0%
Debt Service	1,022,960	3%		1,022,960	6%	0%
Transfers	1,906,310	6%	(1,906,310)	-	0%	0%
	20,788,100	61%	(3,882,800)	16,905,300	100%	0%
Contingency	4,017,550	12%	(4,017,550)	-	0%	0%
Ending fund balance	9,018,240	27%	(9,018,240)	-	0%	0%
	33,823,890	100%	(16,918,590)	16,905,300	100%	0%
Net draw on reserves				(1,794,170)		

## 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	CDRG 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

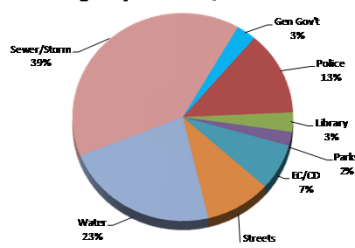


## City's Budget Overview

### Where does it go?

- 73.8% - Public Works
- ED/CD represents Planning, Building and Economic Development with riverfront development

**City of St. Helens FY 2015-16  
Budget By Services \$20.8 million\***



\* - Net of Contingencies and Ending Fund Balance

Service	Council	Admin	Library	Police	PW	Total
General Gov't	1,651	601,006			-	602,657
Police	11,745	126,990		2,572,978	-	2,711,713
Library	2,571	27,800	596,562		-	626,933
Parks	1,206	13,056			429,761	444,023
Economic/Community Development	1,791	1,498,625			-	1,500,416
Streets	6,879	76,062			1,918,527	2,001,468
Water	19,556	350,560			4,342,666	4,712,781
Sewer/Storm	36,311	657,891			7,493,906	8,188,108
<b>Total Net Budget</b>	<b>81,710</b>	<b>3,351,990</b>	<b>596,562</b>	<b>2,572,978</b>	<b>14,184,860</b>	<b>20,788,100</b>
<b>Percent of Budget</b>	<b>0.39%</b>	<b>16.12%</b>	<b>2.87%</b>	<b>12.38%</b>	<b>68.24%</b>	<b>100.00%</b>

## Gauntlet of Reductions

- o Reduction to service levels through staff reductions

City Wide - All Departments / Funds

Department	Actual 2007-08 or peak	Adopted 2012-13	Adopted 2013-14	Proposed 2014-15	Adopted 2013-14 -VS- Proposed 2014-15		Actual 2007-08 * -VS- Proposed 2014-15	
					Change	Percent	Change	Percent
Administrative / Community Services	18.50	14.50	14.00	14.00	-	0.00%	(4.50)	-24.3%
Police	24.00	18.00	17.00	17.00	-	0.00%	(7.00)	-29.2%
Library	7.00	5.50	5.46	5.29	(0.17)	-3.11%	(1.71)	-24.4%
Public Works *	36.70	32.80	30.50	29.75	(0.75)	-2.46%	(6.95)	-18.9%
<b>Total FTE</b>	<b>86.20</b>	<b>70.80</b>	<b>66.96</b>	<b>66.04</b>	<b>(0.92)</b>	<b>-1.37%</b>	<b>(20.16)</b>	<b>-23.4%</b>

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

- o Personnel Services - no cost of living (FY 11-12, FY 12-13), increase medical contributions, loss of benefits (FY 11-12)
- o Eliminated community grant programs
- o Deferring maintenance

## Overall Cost Drivers / Reducers

- Personnel Services up \$405,900 or 6%
  - COLA & Merit increases (\$135,470)
  - Medical insurance increase (\$97,620)
  - PERS increase of \$92,850 and
  - Increase part-time seasonal – PW projects \$22,820
- Materials and supplies up \$297,230 or 4.8%
  - CIS insurance for liability, auto and property up \$20,100
  - Increase in contract services – Property Development
- Capital Improvements down \$4,760,000 or 53%
  - Change in timing of projects
    - Acquisition of Boise Veneer – 6-30-15
    - Godfrey Outfall
    - Completion of I&I

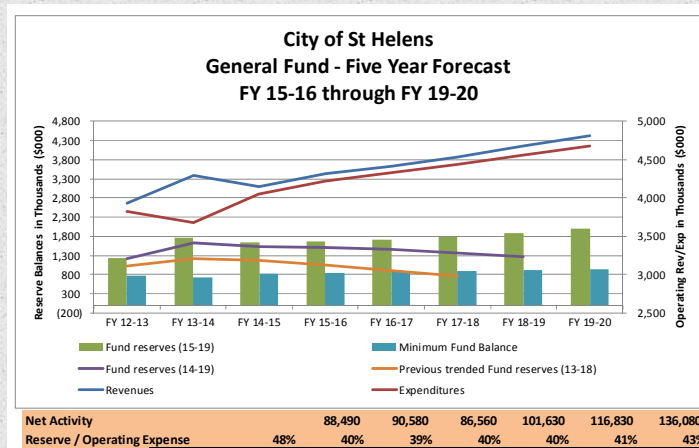
17

## 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	233,666	33,820	535,600	596,562	28,680	177,844
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
<b>Total Budget</b>	<b>14,829,960</b>	<b>15,403,390</b>	<b>3,590,540</b>	<b>20,788,100</b>	<b>4,017,550</b>	<b>9,018,240</b>
Gross Budget Amounts			33,823,890			33,823,890

18

## Five Year Forecasts



- Capacity to restore some services
- Additional Funding Request

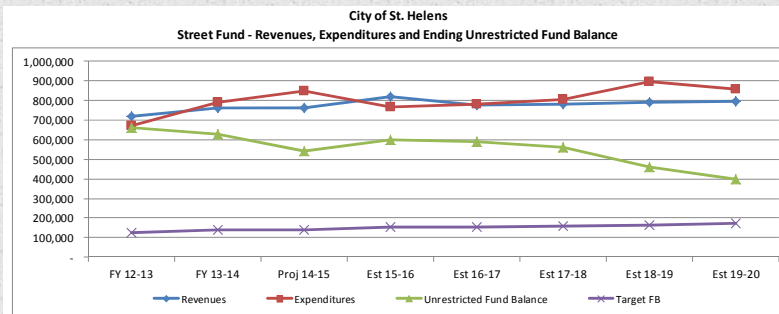
## Additional Funding Request

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
<b>Operations</b>						
Part-time to full-time Librarian I	0.3	Library	Personnel	22,970	22,970	-
Assistant Planner	1.0	Planning	Personnel	75,540	38,850	36,690
Assistant Planner	-	Direct labor	Personnel	-	(23,660)	23,660
Part-time Librarian Assistant	0.5	Library	Personnel	17,020	17,020	-
Reclass Sergeant to Lieutenant	-	Police	Personnel	20,760	20,760	-
Part-time Office Assistant	0.6	Court	Personnel	50,220	33,500	16,720
Reclass to Accounting Assistant	-	Finance	Personnel	4,900	980	3,920
Part-time Code Enforcement	0.5	Police	Personnel	25,910	25,910	-
<b>Total ongoing costs</b>	<b>2.6</b>			<b>217,320</b>	<b>136,330</b>	<b>80,990</b>
<b>Capital</b>						
Docks' repairs	1.0	Parks	Capital	50,000	40,000	10,000
Police building repairs	1.0	Police	Capital	10,000	10,000	-
Patrol Vehicle	1.0	Police	Capital	36,000	36,000	-
Portable radios	1.0	Police	Capital	30,000	30,000	-
Video surveillance System	1.0	Police	Capital	4,000	4,000	-
Body worn cameras	1.0	Police	Capital	14,500	14,500	-
<b>Total one-time costs</b>	<b>6.0</b>			<b>144,500</b>	<b>134,500</b>	<b>10,000</b>
<b>Total additional funding requests</b>				<b>361,820</b>	<b>270,830</b>	<b>90,990</b>

- Needs assessment identified over \$650,000 in just staffing needs but cash flow capacity only \$100,000
- Increased budget meetings to full vet requests
- Each Department will review with Committee
- Upon conclusion of meetings - will adjust Proposed to Amended



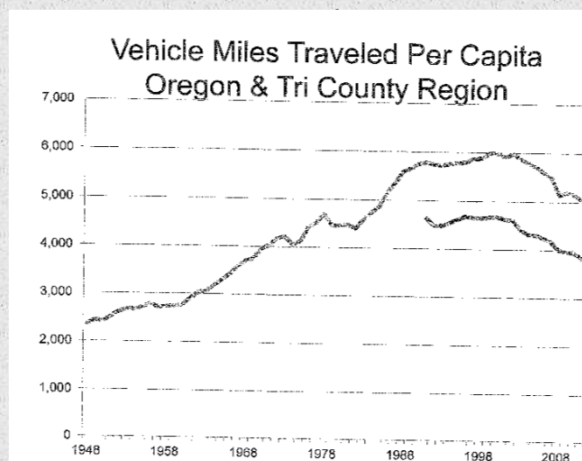
## Five Year Forecasts



- Improvement from last year
- Concerned with assumption of 1% growth per year
  - Commuting miles declining
  - DMV upgrade
  - Potential increase in tax discussed
- May start looking towards alternative revenue sources (TUF)

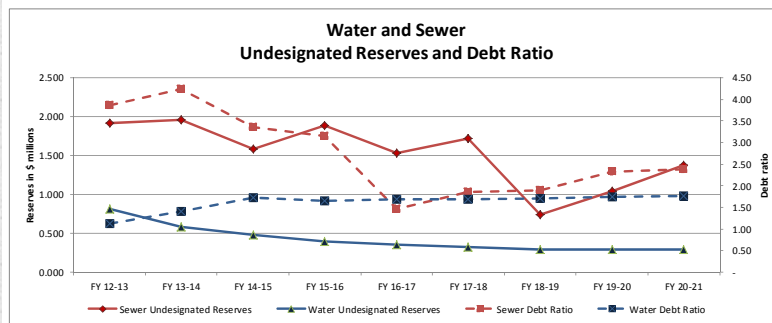
21

## Streets - potential declining



22

## Five Year Forecasts



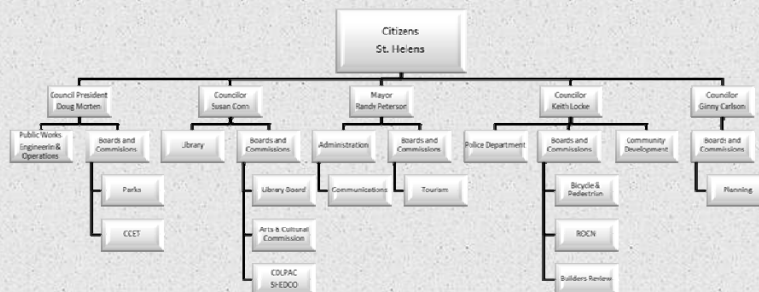
Assumes Cost of living rate increases

2.25% 2.25% 2.25% 2.25% 2.25% 2.25%

- Stability of Water, Sewer, Storm Utilities
- Assumed general inflation increases
- COSA Study and Storm Assessment Pending

23

## Mayor & City Council (pages 46 – 47, 75)



o To provide quality, effective and efficient service to our citizens

o Council Goals

- Provide effective governance and fiscal management
- Improve service, communication and relationships
- Foster a safe and healthy community
- Facilitate economic development activities
- Provide sound stewardship of community assets

24

## Mayor & City Council

Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%	Explanation	Addit'l Funding Requests	Explanation
001		General Fund								
		100 Mayor & Council	Personnel Services	32,350	48,640	16,290	50.4%	Lift Comp Freeze		
			Materials & Services	32,060	33,070	1,010	3.2%	Legislative efforts		
		Mayor & Council Total		64,410	81,710	17,300	26.9%			

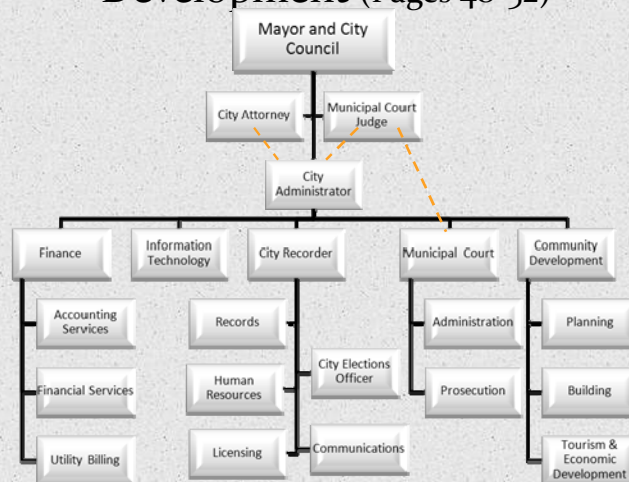
oFunding source – Indirect Cost Allocation (illustrated in later slide)

oUses -

- Since 2011 Council elected to lower and freeze stipend, saving \$65,000 over the past 4 years. Current year budget reflects the lifting freeze.
- Increase professional training to provide increased interactions with State and Local Legislators/Commissioners/Councils.
- Continue last year appropriation of \$10,000 for discretionary grants and awards.

25

## Administration and Community Development (Pages 48-52)



26



## Admin & CD – Sources/Uses by Fund

Classification	General Fd 001	Tourism 008	Community Enhancement 009	Capital Improvement 010	Administrative Services 012	CDBG 033	Total Appropriations	Percent
<b>Sources</b>								
Motel/hotel		95,000					95,000	2.7%
Charges for services					30,270		30,270	0.9%
Licenses and permits	300,230						300,230	8.6%
Fines and forfeitures	202,000						202,000	5.8%
Intergovernmental	13,000	-	350,000				363,000	10.4%
Miscellaneous	5,080	24,000	75,000			56,830	160,910	4.6%
Indirect cost allocation					1,311,820		1,311,820	37.6%
Transfers			1,000,000	25,000	-		1,025,000	29.4%
<b>Total Sources</b>	<b>520,310</b>	<b>119,000</b>	<b>1,425,000</b>	<b>25,000</b>	<b>1,342,090</b>	<b>56,830</b>	<b>3,488,230</b>	<b>100.0%</b>
<b>Uses</b>								
Personnel Services	482,050				930,120		1,412,170	42.1%
Materials & Services	328,380	119,000	678,600		395,200	56,830	1,578,010	47.1%
Capital Outlay	-		-	50,000	108,000	-	158,000	4.7%
Debt Service			119,000				119,000	3.6%
Transfers	28,890	-	55,920		-		84,810	2.5%
<b>Total Uses</b>	<b>839,320</b>	<b>119,000</b>	<b>853,520</b>	<b>50,000</b>	<b>1,433,320</b>	<b>56,830</b>	<b>3,351,990</b>	<b>100.0%</b>

### 0 Sources

1. ICAP – Allocation of centralized service costs by Budget
2. Transfers – Interfund Loan of \$1 million from Capital Improvement if needed to Economic Development & \$25 thousand transfer from general fund – reserve for CIP Equipment
3. Intergovernmental – Brownfield grants (Boise Properties) and Certified Local Government (CLG) (Historic Land Mark)

27

## Admin & CD – Revenues - ICAP

	FY 15-16 Bud	General Fund	Streets	Fleet	Water	Sewer / Storm	Total
<b>Bases for allocation</b>							
Operating/Capital Budgets FY 2014-15		4,013,770	1,384,750	284,300	4,053,710	7,557,394	17,293,924
FTE City Hall		5.7437	0.9036	0.1293	3.2845	7.1889	17.25000
<b>Administrative Services Fund ICAP</b>							
		23.21%	8.01%	1.64%	23.44%	44%	100%
012 .101 City Administrator	247,510	57,445	19,818	4,069	58,017	108,161	247,510
		23.21%	8.01%	1.64%	23.44%	44%	100%
012 .102 City Recorder	280,050	64,997	22,424	4,604	65,644	122,381	280,050
					34.91%	65%	100%
Based on Utilities budget	374,145		-	-	130,623	243,522	374,145
		23.21%	8.01%	1.64%	23.44%	44%	100%
Based on all Ops budget	314,145	72,910	25,154	5,164	73,636	137,280	314,145
012 .106 Finance	688,290	72,910	25,154	5,164	204,259	380,803	688,290
		10.59%	3.65%	0.75%	29.68%	55.33%	100.00%
FTE City Hall		33.30%	5.24%	0.75%	19.04%	42%	100%
012 .107 City Hall Fac	95,970	31,955	5,027	719	18,273	39,995	95,970
<b>Total Admin Services</b>	<b>1,311,820</b>	<b>227,307</b>	<b>72,424</b>	<b>14,556</b>	<b>346,193</b>	<b>651,340</b>	<b>1,311,820</b>

28

## Admin & CD – Uses by Fund & Program

Fd	Dpt	Divisions / Programs	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	FY 14-15 Vs. 15-16 Incr / (Decr)
<b>Administration</b>							
001	103	Courts	329,211	323,171	349,420	338,390	(11,030) -3.2%
001	110	Non-dept	243,422	141,241	263,970	62,140	(201,830) -76.5%
010	305	Equipment	-	-	50,000	50,000	- 0.0%
012	101	City Administrator	192,793	209,419	245,080	247,510	2,430 1.0%
012	102	City Recorder	269,980	258,496	277,850	280,050	2,200 0.8%
012	106	Finance	579,411	632,761	652,840	688,290	35,450 5.4%
012	107	City Hall	109,348	89,955	92,550	95,970	3,420 3.7%
012	108	IT/Self Ins	57,383	22,684	96,363	121,500	25,137 26.1%
<b>Total Administration</b>			<b>1,781,548</b>	<b>1,677,726</b>	<b>2,028,073</b>	<b>1,883,850</b>	<b>(144,223) -7.1%</b>
<b>Community Development</b>							
001	104	Planning	126,444	159,453	178,550	186,730	8,180 4.6%
001	105	Building	172,642	140,709	200,420	252,060	51,640 25.8%
008	008	Tourism	98,747	158,431	215,100	119,000	(96,100) -44.7%
009	206	PEG	5,758	7,655	21,250	9,350	(11,900) -56.0%
009	207	Grants	-	21,513	-	-	- 0.0%
009	209	Economic Development	-	361,053	4,000,000	788,250	(3,211,750) -80.3%
009	213	Building Reserve	-	-	-	55,920	55,920 0.0%
032	032	Revenue Sharing (moved to GF)	101,848	131,653	-	-	- 0.0%
033	033	Community Development Block Grant	80,856	329,540	56,830	56,830	- 0.0%
<b>Total Community Development</b>			<b>586,295</b>	<b>1,310,007</b>	<b>4,672,150</b>	<b>1,468,140</b>	<b>(3,204,010) -68.6%</b>
<b>Total Administration/Community Development</b>			<b>2,367,844</b>	<b>2,987,733</b>	<b>6,700,223</b>	<b>3,351,990</b>	<b>(3,348,233) -50.0%</b>

29

## Admin & CD General Fund (Pages 75-77, 81)

				Adopted FY 14-15	Proposed FY 15-16			Addit'l Funding Requests	
Fd	Dpt	Dept / Program	Classification			Amt	%		Explanation
001	General Fund								
103	Courts		Personnel Services	164,650	152,640	(12,010)	-7.3%	33,500	18% increase workload - .4 FTE
			Materials & Services	184,770	185,750	980	0.5%	-	
		Courts Total		349,420	338,390	(11,030)	-3.2%	33,500	
104	Planning		Personnel Services	99,990	103,850	3,860	3.9%	11,710	Assistant Planner - .5 FTE (offset by shift of support staff)
			Materials & Services	78,560	82,880	4,320	5.5%	3,160	
		Planning Total		178,550	186,730	8,180	4.6%	14,870	
105	Building		Personnel Services	150,610	205,610	55,000	36.5%	-	
			Materials & Services	49,810	46,450	(3,360)	-6.7%	-	
		Building Total		200,420	252,060	51,640	25.8%	-	
110	Non-dept		Personnel Services	26,520	19,950	(6,570)	-24.8%	-	Capital - Police Equipment & Parks - Dock Repairs
			Materials & Services	43,250	13,300	(29,950)	-69.2%	-	
			Transfers	197,810	28,890	(168,920)	-85.4%	109,500	
		Non-dept Total		267,580	62,140	(205,440)	-76.8%	109,500	
001 Total General Fund				995,970	839,320	(156,650)	-15.7%	157,870	

- o Municipal Courts – Changes in staffing mix
- o Planning – Planning Commission Stipend / Attorneys costs
- o Building – Market adjustment for Building Official and increase staffing support
- o Non-Departmental – Transfer of Dog License and reduction in capital transfers

30

## Admin & CD – Additional Funding Requests

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
<b>Operations</b>						
Assistant Planner	1.0	CD - Planning	Personnel & MS	75,540	38,850	36,690
Assistant Planner		Direct labor Offset	Personnel	-	(23,660)	23,660
Part-time Office Assistant	0.6	Admin - Court	Personnel	50,220	33,500	16,720
Reclass to Accounting Assistant		Admin - Finance	Personnel	4,900	980	3,920
<b>Total ongoing costs</b>	<b>1.6</b>			<b>130,660</b>	<b>49,670</b>	<b>80,990</b>
<b>Capital</b>						
Docks' repairs	1.0	Parks	Capital	50,000	40,000	10,000
Police building repairs	1.0	Police	Capital	10,000	10,000	-
Patrol Vehicle	1.0	Police	Capital	36,000	36,000	-
Portable radios	1.0	Police	Capital	30,000	30,000	-
Video surveillance System	1.0	Police	Capital	4,000	4,000	-
Body worn cameras	1.0	Police	Capital	14,500	14,500	-
<b>Total one-time costs</b>	<b>6.0</b>			<b>144,500</b>	<b>134,500</b>	<b>10,000</b>
<b>Total additional funding requests</b>				<b>275,160</b>	<b>184,170</b>	<b>90,990</b>

- o **Assistant Planner** – Address increased workloads, enhance grant writing and award capacity and shift Communications Officers responsibility from less supportive roll in Planning and more on City Communications.
- o **Part-time Office Assistant** – Address the increased work load in court (18% increase in criminal violations), enhance collections processes in Courts and Utility Billing, and enhance customer services in both divisions.
- o **Accounting Assistant** – Reclass a full-time Office Assistant to an Accounting Assistant. Restore some key support in budget preparation, payroll, financial reporting, and assist in transition when key Finance personnel retires.

31

## Admin & CD – Tourism, Community Enhancement, & Capital Funds (Pages 89,96,98,109)

Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%
008	Tourism						
	008	Tourism	Materials & Services	196,100	119,000	(77,100)	-39.3%
			Transfers	19,000	-	(19,000)	-100.0%
				215,100	94,800	(120,300)	-55.9%
008	<b>Total Tourism Fund</b>						
009	Community Enhancement						
	206	PEG	Materials & Services	21,250	10,780	(10,470)	-49.3%
		PEG Total		21,250	9,350	(11,900)	-56.0%
	209	Economic Develop	Materials & Services	300,000	669,250	369,250	123.1%
			Capital Outlay	3,700,000	-	(3,700,000)	-100.0%
			Debt Service	-	119,000	119,000	100.0%
		Economic Development Total		4,000,000	788,250	(3,211,750)	-80.3%
	213	Building	Materials & Services	-	-	-	0.0%
			Transfers	-	55,920	55,920	100.0%
		Building Reserve Total		-	55,920	55,920	100.0%
				4,021,250	853,330	(3,167,920)	-78.8%
009	<b>Total Community Enhancement</b>						
010	Capital Improvements						
	305	Equipment	Capital Outlay	50,000	50,000	-	0.0%
		305 Total		50,000	50,000	-	0.0%
		<b>Total Capital Improvements</b>		50,000	50,000	-	0.0%
033	Community Development Block Grants						
	033	CDBG	Materials & Services	56,830	56,830	-	0.0%
		<b>Total Community Development Block Grants</b>		56,830	56,830	-	0.0%

- o Tourism – Re-organization
- o PEG – Public Access improvements
- o Economic Dev. – Development of property and initiation of Urban Renewal
- o Building – potential draw on reserves
- o Capital Improvement – Carry-over of purchasing a new phone system
- o CDBG – Low Income Housing Rehab Program – revolving loan program

32

## Admin & CD – administrative services Fund (Pages 123 - 127)

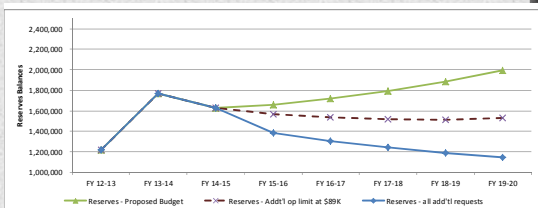
Fd	Dpt	Dept / Program	Classification	Adopted FY 14-15	Proposed FY 15-16	Amt	%	Funding Requests	Explanation
012		<b>Administrative Services Fund</b>							
101	City Admin	Personnel Services		164,620	186,120	21,500	13.1%	35,100	Assistant Planner - .5 FTE for City Wide Grants and support of Boise Properties
		Materials & Services		75,460	56,390	(19,070)	-25.3%	-	
		Capital Outlay		5,000	5,000	-	0.0%	-	
		<b>City Administrator Total</b>		<b>245,080</b>	<b>247,510</b>	<b>2,430</b>	<b>1.0%</b>	<b>35,100</b>	
102	City Recorder	Personnel Services		222,900	227,910	5,010	2.2%	-	
		Materials & Services		50,850	48,140	(2,710)	-5.3%	-	
		Capital Outlay		4,100	4,000	(100)	-2.4%	-	
		<b>City Recorder Total</b>		<b>277,850</b>	<b>280,050</b>	<b>2,200</b>	<b>0.8%</b>	<b>-</b>	
106	Finance	Personnel Services		493,690	516,090	22,400	4.5%	9,660	.2 FTE coverage for Utility customer services
		Materials & Services		157,150	169,700	12,550	8.0%	-	
		Capital Outlay		2,000	2,500	500	25.0%	-	
		<b>Finance Total</b>		<b>652,840</b>	<b>688,290</b>	<b>35,450</b>	<b>5.4%</b>	<b>9,660</b>	
107	City Hall	Materials & Services		92,550	95,970	3,420	3.7%	-	
	<b>City Hall Total</b>			<b>92,550</b>	<b>95,970</b>	<b>3,420</b>	<b>3.7%</b>	<b>-</b>	
108	IT/Self Ins	Materials & Services		25,000	25,000	-	0.0%	-	
		Capital Outlay		69,300	96,500	27,200	39.2%	-	
		Transfers		2,063	-	(2,063)	-100.0%	-	
	<b>IT/Self Ins Total</b>			<b>96,363</b>	<b>121,500</b>	<b>25,137</b>	<b>26.1%</b>	<b>-</b>	
012		<b>Total Administrative Services</b>		<b>1,364,683</b>	<b>1,433,320</b>	<b>68,637</b>	<b>5.0%</b>	<b>44,760</b>	

- City Administrator – Shifted Communications, reduce attorney, carry-over equipment
- City Recorder – Shifted Communications
- Finance – Change in staffing mix – IVR and Bill printing services
- City Hall – Costs of Maintaining City Hall
- IT/Self Insurance – replacing servers and migration to Full Court Enterprise

33

## Additional Funding Request Interactive Modeling

- Assumes all additional funding requests approved

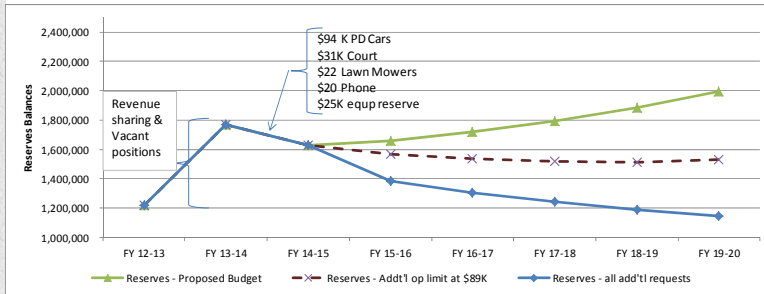


Reserves as percent of operating expenditures								
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Reserves - Proposed Budget	31.9%	48.0%	40.1%	39.2%	39.7%	40.4%	41.4%	42.0%
Reserves - Add'tl op limit at \$90K	31.9%	48.0%	40.1%	36.3%	34.8%	34.5%	32.6%	32.7%
Reserves - all add'l requests	31.9%	48.0%	40.1%	31.8%	29.3%	27.1%	25.2%	23.7%

Additional Funding Requests - FY 2015-16 Budget							If Funded
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds	
<b>Operations</b>							
Part-time to full-time Librarian I	0.3	Library	Personnel	22,970	22,970	-	Yes
Assistant Planner	1.0	Planning	Personnel	25,540	38,850	36,690	Yes
Assistant Librarian	0.5	Library	Personnel	17,000	17,000	73,680	Yes
Part-time Librarian Assistant	0.5	Library	Personnel	17,000	17,000	-	Yes
Recless Sergeant to Lieutenant	-	Police	Personnel	20,760	20,760	-	Yes
Part-time Office Assistant	0.6	Court	Personnel	30,220	33,500	16,720	Yes
Recless to Accounting Assistant	-	Finance	Personnel	4,900	580	3,920	Yes
Part-time Code Enforcement	0.5	Police	Personnel	25,000	25,000	-	Yes
<b>Total ongoing costs</b>	<b>2.6</b>			<b>217,330</b>	<b>136,330</b>	<b>80,990</b>	
<b>Capital</b>							
Docks' repairs	1.0	Parks	Capital	50,000	40,000	10,000	Yes
Police building repairs	1.0	Police	Capital	10,000	10,000	-	Yes
Patrol Vehicle	1.0	Police	Capital	30,000	30,000	-	Yes
Portable radios	1.0	Police	Capital	30,000	30,000	-	Yes
Video surveillance system	1.0	Police	Capital	4,000	4,000	-	Yes
Body worn cameras	1.0	Police	Capital	14,500	14,500	-	Yes
<b>Total one-time costs</b>	<b>6.0</b>			<b>144,500</b>	<b>134,500</b>	<b>10,000</b>	
<b>Total additional funding requests</b>				<b>361,830</b>	<b>270,830</b>	<b>90,990</b>	



## Additional Historic Info



Reserves as percent of operating expenditures							
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Reserves - Proposed Budget	31.9%	48.0%	40.1%	39.2%	39.7%	40.4%	41.4%
Reserves - Add'l op limit at \$89K	31.9%	48.0%	40.1%	36.3%	34.8%	33.5%	32.6%
Reserves - all add'l requests	31.9%	48.0%	40.1%	31.8%	29.3%	27.1%	25.2%

FY 19-20

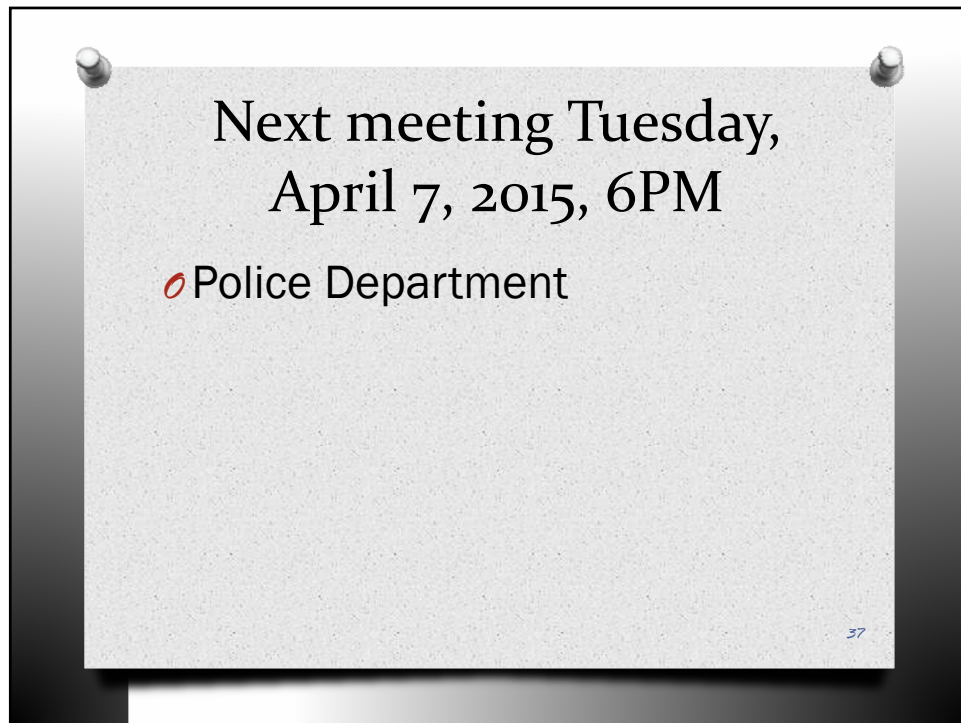
- Revenue Sharing and unfilled position reflect increase FY 13-14
- Capital Equipment represent decrease FY 14-15

35

## Questions?



36



## Exhibit A Additional Funding Requests

Additional Funding Requests - FY 2015-16 Budget						
Request	FTE	Department / Program	Notes	Total	General Fund	Other Funds
<b>Operations</b>						
Part-time to full-time Librarian I	0.3	Library	Personnel	22,970	22,970	-
Assistant Planner	1.0	CD - Planning	Personnel & MS	75,540	38,850	36,690
Assistant Planner		Direct labor Offset	Personnel	-	(23,660)	23,660
Part-time Librarian Assistant	0.5	Library	Personnel	17,020	17,020	-
Reclass Sergeant to Lieutenant	-	Police	Personnel	20,760	20,760	-
Part-time Office Assistant	0.6	Admin - Court	Personnel	50,220	33,500	16,720
Reclass to Accounting Assistant		Admin - Finance	Personnel	4,900	980	3,920
Part-time Code Enforcement	0.5	Police	Personnel	25,910	25,910	-
<b>Total ongoing costs</b>	<b>2.6</b>			<b>217,320</b>	<b>136,330</b>	<b>80,990</b>
<b>Capital</b>						
Docks' repairs	1.0	Parks	Capital	50,000	40,000	10,000
Police building repairs	1.0	Police	Capital	10,000	10,000	-
Patrol Vehicle	1.0	Police	Capital	36,000	36,000	-
Portable radios	1.0	Police	Capital	30,000	30,000	-
Video surveillance System	1.0	Police	Capital	4,000	4,000	-
Body worn cameras	1.0	Police	Capital	14,500	14,500	-
<b>Total one-time costs</b>	<b>6.0</b>			<b>144,500</b>	<b>134,500</b>	<b>10,000</b>
<b>Total additional funding requests</b>				<b>361,820</b>	<b>270,830</b>	<b>90,990</b>

- Librarian I – Maintain the Library's existing youth and teens programs.
- Assistant Planner – Address increased workloads, enhance grant writing and award capacity and shift Communications Officers responsibility from less supportive roll in Planning and more on City Communications.
- Librarian Assistant – Maintain Library exists hours of operations and helps restore five hours of operations when position was cut in March 2014.
- Police Lieutenant – Reclass a Sergeant position to Lieutenant. Address backlog of administrative projects and enhance morale.
- Part-time Office Assistant – Address the increase work load in court (18% increase in criminal violations), enhance collections processes in Courts and Utility Billing, and enhance customer services in both divisions.
- Accounting Assistant – Reclass a full-time Office Assistant to an Accounting Assistant. Restore some key support in budget preparation, payroll, financial reporting, and assist in transition when key Finance personnel retires.
- Capital Equipment – Various capitals needs to address physical hazards and aging infrastructure to enhance security and public transparency.

**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Library
Division:	Operations
Priority:	1

Request:

Full Time Librarian I

Justification:

Full time funding for the Youth Librarian is essential for service to children and teens in St. Helens. During the past three years of a Library Services and Technology Act (LSTA) grant, the Youth Librarian's 0.7 FTE position was increased to full time. This enabled many programs and services for youth to be created and strengthened. Early literacy outreach has been significantly increased. Innovative Science, Technology, Engineering and Math (STEM) programs for all youth have become regular events. New programs exclusively for teens include an advisory board, a book group and very well attended teen game nights. This grant funding will end on June 30 and will necessitate reductions in these activities.

Operational Impact:

Upside:

- 1 Assures the continuity of critical programs for youth
2. Prevents further reduction in operating hours (reduced from 47 to 42 hours per week with FY13/14 staff reductions)
3. Retains professional expertise that is essential to other areas of library operation

Downside:

1. None

**Budget Impact:**

Personnel Services:

Salaries  
Benefits

Total	General Fund	Other Funds
\$ 16,210.00	\$ 16,210.00	\$ -
6,760.00	6,760.00	-
<u>22,970.00</u>	<u>22,970.00</u>	<u>-</u>
Materials and Services		
-	-	-
<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlay		
Equipment	-	-
<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 22,970.00</u>	<u>\$ 22,970.00</u>	<u>\$ -</u>

Total Personnel Services

Materials and Services

Total Materials and Services

Capital Outlay

Total Capital Outlay

Total Impact



**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Administration
Division:	Planning
Prioirty:	1

Request:

Assistant Planner

Justification:

Day-to-day workload has increased, land use law continues to become more complicated, and opportunities have arisen (e.g., waterfront development) which necessitates staff proaction to properly react. It's a question of whether or not the City wants a reactive or proactive planning service. Without an Assistant Planner, the ability to be proactive is seriously compromised. Moreover, with the retirement of Skip Baker in 2010, there has been only one staff person with planning experience for customer service. The intensity of workload and circumstances in 2014 has demonstrated that continuing with a planning staff of one has grave implications on customer service and the ability of staff to meet Council goals.

Operational Impact:

Upside:

1. Grants; opportunities. Ability to do work beyond day-to-day tasks is greatly improved.
2. Redistribution of workloads. Help the City Planner and relieve Comm. Officer of planning secretary related duties.
3. This will help build capacity to improve the overall planning program with the City.
4. More capacity to meet Council goals.

Downside:

**Budget Impact:**

Personnel Services:

	Total	General Fund	Other Funds
Salaries	\$ 47,890	\$ 47,890	\$ -
Benefits	2,550	2,550	-
Direct Labor		(23,660)	23,660
Direct Labor		(35,100)	35,100
Total Personnel Services	50,440	(8,320)	58,760

Materials and Services

457000 supplies	100	100	-
490000 Training	1,500	1,500	-
500000 Computer GIS Lic	400	400	-
500000 Computer replacement	160	160	-
	-	-	-
Total Materials and Services	2,160	2,160	-

Capital Outlay

Equipment	-	-	-
Total Capital Outlay	-	-	-

Total Impact

\$ 52,600	\$ (6,160)	\$ 58,760
-----------	------------	-----------

**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Library
Division:	Operations
Priority:	2

Request:

0.5 FTE Librarian Assistant

Justification:

Budget reductions in FY13/14 prevented the replacement of a retiring Library Assistant. This was partially offset by LSTA grant funds but the Library's open hours still had to be reduced from 47 to 42 hours per week. With the expiration of the LSTA grant, the full effect of this reduction will be experienced and will require further reductions in programs and/or operating hours.

Operational Impact:

Upside:

1. Enables the Library to eliminate the 2:00pm closure on Monday that has been in effect since March 2014.
2. Eases the strain placed on the full time staff to operate the circulation desk in addition to their off desk functions.
3. Assures greater service to patrons through a return to pre-March 2014 hours of operation.

Downside:

1. None

**Budget Impact:**

		Total	General Fund	Capital
Personnel Services:				
Assumes Step 3	Salaries	\$ 13,210.00	\$ 13,210.00	\$ -
	Benefits	3,810.00	3,810.00	-
Total Personnel Services		17,020.00	17,020.00	-
Materials and Services				
Total Materials and Services		-	-	-
Capital Outlay				
Total Capital Outlay		-	-	-
Total Impact		\$ 17,020.00	\$ 17,020.00	\$ -

**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Police Department
Division:	Operations
Priority:	1

**Request:**

Reclass existing Sergeant position to Lieutenant position

**Justification:**

Budget reduction in FY 2013-14 eliminated the Lieutenant position. Based on the operational administrative demands required of that position, this practice is unsustainable. The impacts associated with leaving this position vacant are resulting in a back log of administrative projects with direct and unacceptable impacts on employee morale. Reinstating this position will allow for seamless processes related to scheduling, training, fleet maintenance, OSHA compliance and policy review.

**Operational Impact:**

**Upside:**

Allows for an even distribution between operational administration and departmental planning.

Reduction to backlog of administrative projects and enhance morale.

Sergeants will be able to focus more on police operations and less on police administration.

Appropriately compensate employee for increased responsibilities (Sergeant promoted to Lieutenant).

**Downside:**

Sergeant positions marginally sufficient to cover three daily shifts.

Requires Lieutenant to cover sergeant position that is vacant due to training, illness, etc.

Does not address the operational impact to department associated with reductions in sworn officers over the years.

**Budget Impact:**

Personnel Services:

Salaries

Total	General Fund	Other Funds
\$ 15,160.00	\$ 15,160.00	\$ -
5,600.00	5,600.00	-
20,760.00	20,760.00	-
-	-	-
-	-	-
-	-	-
-	-	-
\$ 20,760.00	\$ 20,760.00	\$ -

Benefits

Total Personnel Services

Materials and Services

Total Materials and Services

Capital Outlay

Equipment

Total Capital Outlay

Total Impact

**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Administration
Division:	Finance/Courts
Priority:	3

Request:

.6 FTE Office Assistant

Justification:

In 2012 the Finance Division lost a full time Accounting Assistant and converted a .5 FTE Office Assistant position in court to a full time Office Assistance to process Accounts Payable, provide coverage to Utilitu customer service, and support Municipal Court. Subsequently the work loads at courts have increased 18% in the past year and support at Utility Customer Service section has been identified to assist in staying current with past due collections. Therefore, at this time we request a .6 FTE position to provide 2 days coverage in courts and 1 day a week in Utility Customer Service.

Operational Impact:

Upside:

1. Timely adjudication of defendants
2. Enhance collections
3. Enhance quality of services provided in Courts and Utility Customer Service

Downside:

**Budget Impact:**

Personnel Services:

Salaries	\$ 27,020	\$ 18,100	\$ 8,920
Benefits	16,800	15,400	1,400
Direct Labor	-	-	-

Total Personnel Services	43,820	33,500	10,320
--------------------------	--------	--------	--------

Materials and Services

Total Materials and Services	-	-	-
------------------------------	---	---	---

Capital Outlay

Equipment	-	-	-
Total Capital Outlay	-	-	-

Offsetting revenues - enhance collections

Total Impact	\$ 43,820	\$ 33,500	\$ 10,320
--------------	-----------	-----------	-----------



**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Administration
Division:	Finance/Courts
Priority:	3

Request:

Reclass Office Assistant to Accounting Assistant

Justification:

In 2012 the Finance Division lost a full time Accounting Assistant and converted a .5 FTE Office Assistant position in court to a full time Office Assistance position in Finance. The primary driver was budget reductions. This resulted in the loss of key clerical support in the budget process, back up cross training for payroll, account reconciliations, and other general accounting support. With the key finance positions close to retirement, this position will help transition crucial payroll, budget, and customized billings (Utility, SDC and Bancroft loans) when needed.

Operational Impact:

Upside:

1. Enhance reporting and timely dissemination thereof
2. Enhance collections
3. Enhance quality of services provided by Accounts Payable
4. Provide staffing sanity to Finance

Downside:

This position is only upgradable if .6 FTE position is filled for Courts/Utilities

**Budget Impact:**

Personnel Services:

Salaries	\$ 4,900	\$ 980	\$ 3,920
Benefits	-	-	-
Direct Labor	-	-	-

Total Personnel Services	4,900	980	3,920
--------------------------	-------	-----	-------

Materials and Services

Total Materials and Services	-	-	-
------------------------------	---	---	---

Capital Outlay

Equipment	-	-	-
Total Capital Outlay	-	-	-

Offsetting revenues - enhance collections

Total Impact	\$ 4,900	\$ 980	\$ 3,920
--------------	----------	--------	----------

**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Police Department
Division:	Operations
Priority:	3

Request:

**Part Time Code Enforcement Officer**

Justification:

During the FY 2013-14 fiscal year the full time Code Enforcement Officer position was eliminated. The code enforcement duties were shifted to the police officers. As activity levels have increased, and the police department has struggled to stabilize its staffing levels, it has become increasingly difficult to prioritize code enforcement. This is evident by the dramatic decrease in the number of citations for code enforcement related activities. Those citations have plummeted from 112 during 2012 to just 14 in 2014.

Operational Impact:

Upside:

Increase in Code Enforcement activities.

Improved community livability.

Relief to police officers currently assigned to Code Enforcement duties.

Improved response to community complaints or concerns.

Downside:

Code Enforcement calls for service continues to be a non-priority response.

Delay in response to Code Enforcement activities.

**Budget Impact:**

Personnel Services:

Salaries

Total	General Fund	Other Funds
\$ 18,510.00	\$ 18,510.00	\$ -
7,400.00	7,400.00	-
25,910.00	25,910.00	-
-	-	-
-	-	-
-	-	-
-	-	-
\$ 25,910.00	\$ 25,910.00	\$ -

Benefits

Total Personnel Services

Materials and Services

Total Materials and Services

Capital Outlay

Equipment

Total Capital Outlay

Total Impact

**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Parks
Division:	Operations
Priority:	High

Request:

\$40,000 for repairs to the Sand Island docks plus and additional potential \$10,000 in the form of a Marine Board Emergency Repair grant for a total need of \$50,000.

Justification:

Years of wear and tear have caused damage to several portions of the docks at Sand Island. Most obvious is the separation and elevation difference between the main gangway and the first dock branch, the broken support wings, the uneven floatation causing the walkways to slant, and the broken bridge support.

Operational Impact:

Upside:

Completing the significant repairs will be a one-time cost. After the repairs are made, ongoing maintenance will be far less costly.

Downside:

The repairs are necessary for safety reasons. Continued deferral of repairs will result in further damage and potentially requiring closing of portions or all of the docks.

**Budget Impact:**

Personnel Services:

Salaries  
Benefits

Total Personnel Services

Materials and Services

Dock Repairs

Total Materials and Services

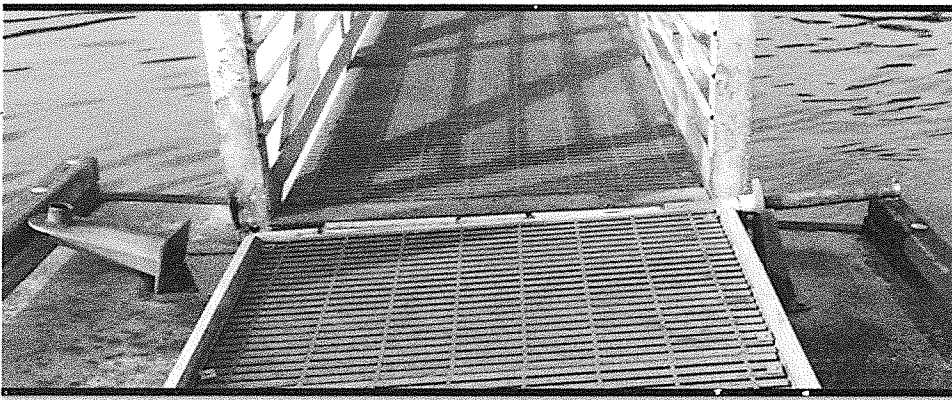
Capital Outlay

Dock Repairs

Total Capital Outlay

Total Impact

Total	General Fund	Other Funds
\$ -	\$ -	\$ -
-	-	-
-	-	-
-	-	-
-	-	-
50,000.00	40,000.00	10,000.00
50,000.00	40,000.00	10,000.00
\$ 50,000.00	\$ 40,000.00	\$ 10,000.00



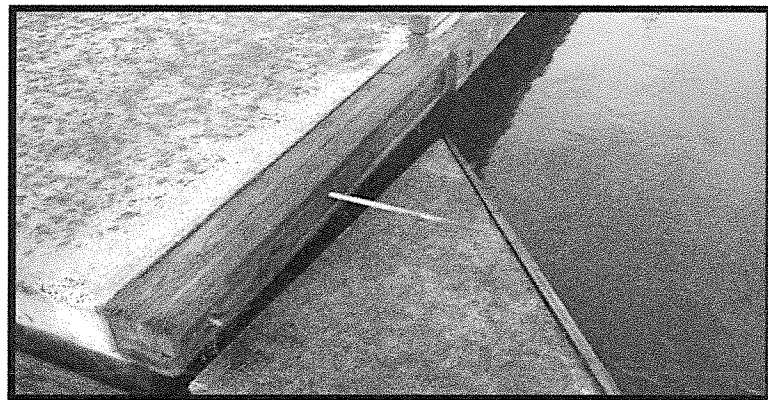
Broken bridge

Dock separation and elevation difference



Broken support wings

Broken supports and through bolts





**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Police Department
Division:	Operations
Priority:	2

Request:

**Building Maintenance (dry rot repair and paint)**

Justification:

The exterior of the St. Helens Police Department was painted when the garage addition was built in 1989. Between eight and ten years ago the wood soffit that surrounds the office portion was re-painted. Other than some touch up that occurred three or four years ago, there has not been any significant maintenance to the building's exterior. The result is some significant dry rot in the soffit along the southern exposure and delamination and dry rot in the plywood wall between the office and garage. This proposal includes repair and reconstruction by city staff and then prep and paint by a commercial painting crew.

Operational Impact:

Upside:

Preservation of a city asset.  
Improved appearance of the police facility.  
Improved civic pride.

Downside:

Continuing degradation of a city asset.  
Risk of water leaks and additional future expense.

**Budget Impact:**

Personnel Services:

Salaries  
Benefits

Total Personnel Services

Materials and Services

Total Materials and Services

Capital Outlay

Equipment

Total Capital Outlay

Total Impact

Total	General Fund	Other Funds
\$ -	\$ -	\$ -
-	-	-
-	-	-
-	-	-
-	-	-
10,000.00	10,000.00	-
-	-	-
<u>\$ 10,000.00</u>	<u>\$ 10,000.00</u>	<u>\$ -</u>

**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Police Department
Division:	Operations
Priority:	4

Request:

**Portable Radios**

Justification:

The portable radios currently used by the officers on patrol were purchased by the city in 2006. The industry standard for the life expectancy of a police radio is 8-10 years. The police department has noticed an increase in the frequency of radio malfunctions and repair. Between 2012 and 2015 the city has spent \$3,285 to maintain and repair our portable radios. As the radio is an essential piece of police equipment, further delay in their replacement is hazardous and ill-advised. This proposal includes the replacement of 20 portable radios with the Motorola APX 4000.

Operational Impact:

Upside:

Improved reliability over current police radios.  
Improved technology that will allow for further expansion of radio capability.  
Reduce concerns regarding officer safety.  
Reduced maintenance costs.

Downside:

Increase costs related to radio maintenance.  
Increase concerns related to officer safety.  
Ongoing questions related to radio reliability.

**Budget Impact:**

Personnel Services:

Salaries  
Benefits

Total Personnel Services

Materials and Services

Total Materials and Services

Capital Outlay

Equipment

Total Capital Outlay

Total Impact

Total	General Fund	Other Funds
\$ -	\$ -	\$ -
-	-	-
-	-	-
-	-	-
-	-	-
30,000.00	30,000.00	-
30,000.00	30,000.00	-
<u>\$ 30,000.00</u>	<u>\$ 30,000.00</u>	<u>\$ -</u>

**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Police Department
Division:	Operations
Priority:	5

Request:

**Police Vehicle**

Justification:

During the FY 2014-15 the City of St. Helens set aside \$25,000 to aid in the purchase of a police vehicle during the FY 2015-16 budget cycle. The most recent purchase of a 2014 Chevrolet Caprice police vehicle came to \$36,000. The police department would need an additional \$11,000 in this budget cycle in order to follow through with this plan.

Operational Impact:

Upside:

Replacement of an aging police vehicle.  
Decrease in maintenance costs.

Downside:

Increase in maintenance costs.  
Concerns of current vehicle reliability.

**Budget Impact:**

Personnel Services:

Salaries  
Benefits

Total Personnel Services

Materials and Services

Total Materials and Services

Capital Outlay

Equipment

Total Capital Outlay

Total Impact

Total	General Fund	Other Funds
\$ -	\$ -	\$ -
-	-	-
-	-	-
-	-	-
-	-	-
36,000.00	11,000.00	25,000.00
36,000.00	11,000.00	25,000.00
<u>\$ 36,000.00</u>	<u>\$ 11,000.00</u>	<u>\$ 25,000.00</u>

**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Police Department
Division:	Operations
Priority:	6

Request:

**Video Surveillance System**

Justification:

The City of St. Helens and the St. Helens Police Department is staffed by at least two police officers, 24 hours a day seven days a week. However the police building itself is unattended much of the time during the night and on weekends. The St. Helens Police Department has no video surveillance of its property. A high definition video surveillance system would provide for an enhanced level of security of the police facility. It may also provide for the security of the citizens who use the police building and create a safer environment for the employees.

The St. Helens Police Department proposes a Commercial Grade High Resolution - High Definition Video Surveillance System with a high capacity Network Video Recorder. The system would include five vandal resistant High Definition Cameras.

Operational Impact:

Upside:

Enhanced security at the police department.  
Safer environment for staff and citizens.

Downside:

Ongoing concerns about facility security.

**Budget Impact:**

Personnel Services:

Salaries  
Benefits

Total Personnel Services

Materials and Services

Total Materials and Services

Capital Outlay

Equipment

Total Capital Outlay

Total Impact

Total	General Fund	Other Funds
\$ -	\$ -	\$ -
-	-	-
-	-	-
-	-	-
-	-	-
4,000.00	4,000.00	-
4,000.00	4,000.00	-
<u>\$ 4,000.00</u>	<u>\$ 4,000.00</u>	<u>\$ -</u>



**Additional Funding Requests  
FY 2015-16 Budget**

Department:	Police Department
Division:	Operations
Priority:	7

Request:

**Body Worn Cameras**

Justification:

Body-worn cameras, which an increasing number of law enforcement agencies are adopting, represent one new form of technology that is significantly affecting the field of policing. Police leaders who have deployed body-worn cameras say there are many benefits associated with the devices. They note that body-worn cameras are useful for documenting evidence; officer training; preventing and resolving complaints brought by members of the public; and strengthening police transparency, performance, and accountability. In addition, given that police now operate in a world in which anyone with a cell phone camera can record video footage of a police encounter, body-worn cameras help police departments ensure events are also captured from the officer's perspective. The St. Helens Police Department proposes the Axon Flex body worn camera and computer server with adequate storage for the massive increase in data.

Operational Impact:

Upside:

Improved police transparency.  
Enhanced quality of police evidence.  
Prevention and resolution of police complaints.  
Improved accountability.

Downside:

Body worn cameras are being considered an expectation by the public.  
Increase in public scrutiny of police conduct.

**Budget Impact:**

Personnel Services:

Salaries  
Benefits

Total Personnel Services

Materials and Services

Total Materials and Services

Capital Outlay

Equipment

Total Capital Outlay

Total Impact

Total	General Fund	Other Funds
\$ -	\$ -	\$ -
-	-	-
-	-	-
-	-	-
-	-	-
14,500.00	14,500.00	-
14,500.00	14,500.00	-
<u>\$ 14,500.00</u>	<u>\$ 14,500.00</u>	<u>\$ -</u>