



**City of St. Helens  
Budget Committee Meeting**

**Thursday, May 5, 2016  
6 p.m.**

City Hall Council Chambers  
265 Strand Street, St. Helens

1. Introductions
2. Visitor Comments
3. OpenGov Presentation
4. Approve April 7, 2016 Minutes
5. Review Budget Adjustments
6. Presentation of Parks Maintenance Needs
7. Presentation of Code Enforcement and Police Equipment Replacement Program
8. Discussion of Alternative Funding Sources
9. Discussion/Questions
10. Next meeting: Wednesday, May 18, 6 p.m.

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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 503-397-6262 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.

# OpenGov<sup>®</sup>

Financial and Performance Intelligence  
for the 21<sup>st</sup> Century Government



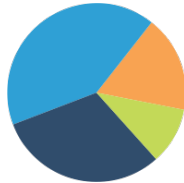
## OpenGov Believes...

- **Governing is HARD**  
Staff, Department Heads, Managers, and Elected Officials deserve real-time actionable information to make better decisions
- **Everyone is NOT a Finance Director or Data Analyst**  
Yet, to meet today's challenges, we all need to have a better understanding of government finances and performance
- **Data is NOT Information**  
True insights and intelligence result from people being able to interact with data, not read numbers off of tables
- **Resources are limited**  
The right tools can save everyone time and improve processes, without requiring additional resources

# The Four Pillars of Connected Government



Government Staff to  
Department Heads &  
Elected Officials



Government  
to Citizens



Government to  
other Governments

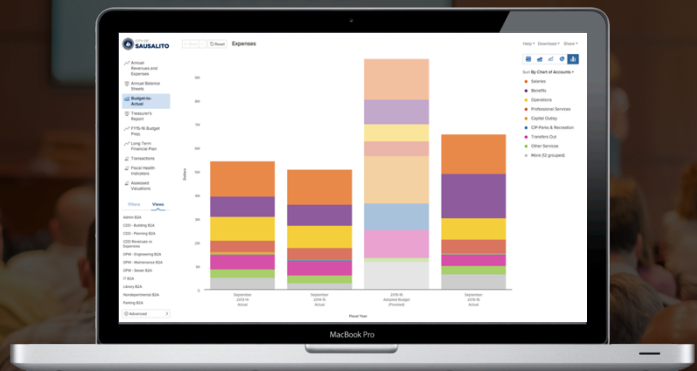


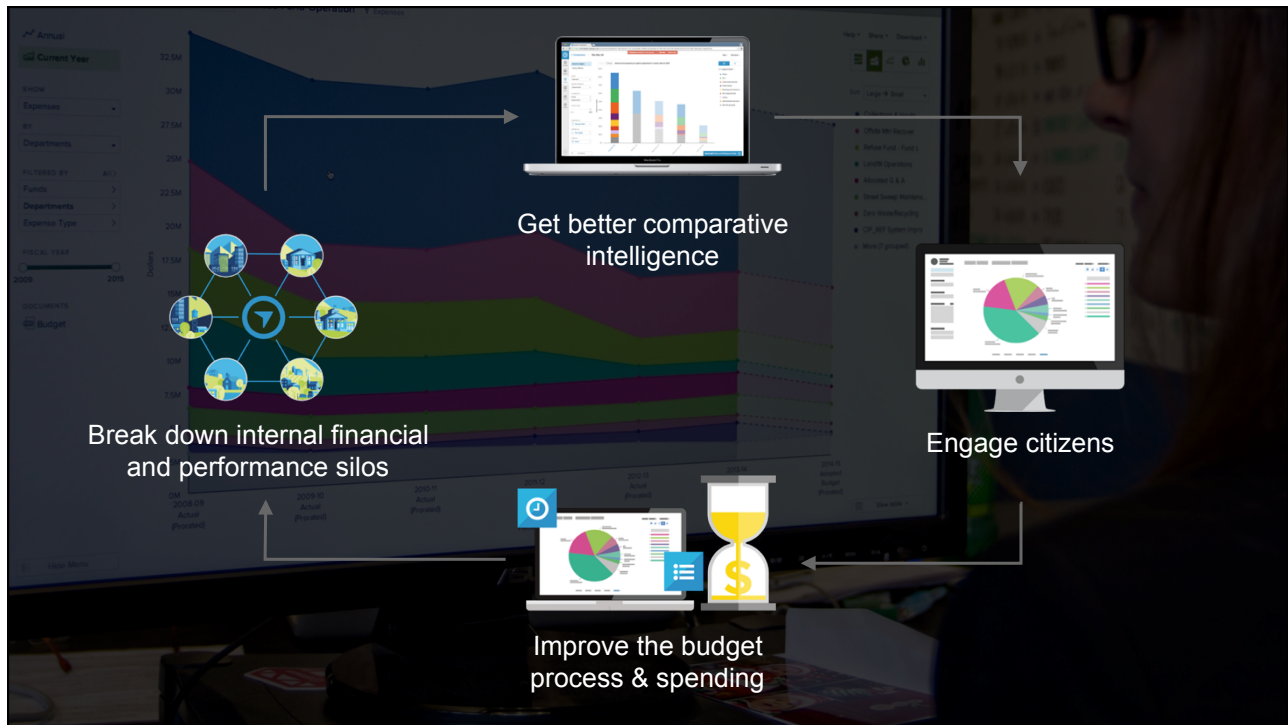
Government to  
their Infrastructure (IoT)



## OpenGov Delivers Value Throughout the Organization

- Finance Team
  - › Better tools for communicating finances inside and outside government
  - › Improved budget process and reporting
- City Manager / Department Heads
  - › “On Demand” Access to current financial and performance data
  - › Improved budget process and reporting
- Elected Officials
  - › Better insights to help make better decisions
  - › Better engagement and trust with the community
- The Public
  - › Better access to financial and performance data
  - › Better understanding of policy decisions





# OpenGov Intelligence

Operational reporting & analytics for the 21<sup>st</sup> century government

## Tell your entire story

- Visualize financial and performance data
- Any employee can upload and visualize data with no special training

## Deliver data to the decision-makers

- Empower everyone to get the information they need
- Control your information – decide what to share with your team, or with the world. In a click.



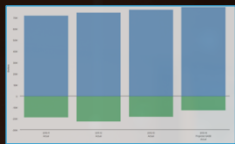


## Connecting Government Employees and Departments

- Break down internal information silos
- Improve day-to-day distribution and sharing of financial and performance data across people and departments
- Improve city council meetings
- Allow everyone to focus on what is most important to them



## Deliver Financial & Performance Intelligence to Everyone in Your Government



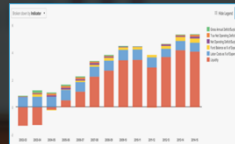
Pension Funds Balance Sheet



Assessed Property Valuations



Auditors: Annual, Balance Sheet & Transactions



Fiscal Health Indicators



Personnel Budget



Long-Term Financial Plan



Sales Tax by Industry



Vehicle Inventory



Employee Compensation History



OPEB

# OpenGov Dashboards

Monitor and Manage Performance for Any Area of Responsibility

- Build highly-customized dashboards based on Open Data standards
- Enable key stakeholders to get instant awareness of key metrics and performance
  - › Mayors
  - › Council
  - › Governors
  - › Public Safety Officials / Police
  - › Fire Chiefs
  - › etc.



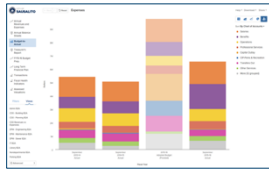
# OpenGov Transparency

Engage Citizens and Tell Your Story

- **Inspire Trust**  
The push for transparency with taxpayers' money is good for governments, citizens and the democratic process.
- **Make Budgeting More Transparent**  
Allow citizens to track the annual budget process at every step.
- **Share Financial and Performance Data**  
Unite nonfinancial and financial data to give citizens a holistic view. Share goals and performance measures from across the organization.



# The OpenGov Difference



Ability to handle complex multi-fund government accounting



Ability to easily deploy open data and utilize real-time performance metrics as part of operations and planning



Out-of-the-box applications that improve decision-making and utilize data to optimize critical government processes



A network of governments that provides insights into ways to optimize spending and increase efficiency



# The OpenGov Solution



## Increasing Spending Power

- Performance data on demand
- Better insights into revenue and spending
- Better data-driven decision making
- Better financing terms



## Increasing Efficiency

- Reduced interruptions
- Reduced manual effort
- Better relationships and trust – inside and outside government
- Streamlined processes



## Preparing for Millennials

- Modern technology and data platform that enables nimble, mobile problem solving
- Tools that fit into their day-to-day work flow, anytime, anywhere



# City of St. Helens

## Budget Committee

### Budget Meeting Minutes

April 7, 2016

#### Council & Members Present:

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

#### Staff Present:

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

#### Members Absent:

None

#### Others:

Anthony Miltich  
High School Students

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

#### Visitors Comment

None

#### Approval of Minutes

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

#### Budget Process

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

#### Appointment of Chair and Secretary

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

Lisa Scholl was appointed as Committee Secretary.

## **Budget Overview**

Ellis reviewed revenues, expenses and department distribution.

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

*Break 7 – 7:11 p.m.*

## **Review Department Budgets**

### **Administration Services/Community Development**

Ellis reviewed the Administration Services/Community Development budget.

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

### **Police Department**

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

- Reserve Officer Program. Columbia River Foursquare donates a portion of the proceeds of their Reindeer Run to fund the program. Almost every single Reserve Officer has been hired as a Police Officer.
- Accreditation. Police Support Specialist Malinda Duran has been the main person assisting him with the program. The accreditation process is on hold right now as she has been very busy learning a new program.
- Community Outreach.
  - Hosting Coffee with a Cop.
  - Participated in the Law Enforcement Torch Run to support Special Olympics.
  - Held a flag raising ceremony with the POW flag donated to the City.
  - Assist with Bicycle & Pedestrian Commission Safety Fair.
- Crisis Intervention Team (CIT). Program to serve citizens with mental health crisis.

- Vehicle Replacement Funding. They did not get a police car in the budget last year. And it was every two years prior to that. There are three vehicles at death's door now. They really need two cars this year, instead of just the one listed in the budget. The fleet needs to be functioning safely.
- Full-time Code Enforcement Officer. Scott is doing a fantastic job but we need more hours. Committee Member Barlow does not agree that a full time code enforcement officer will make a significant difference in cleaning up the community. Moss agreed, adding that we need multiple code enforcement officers. Scott is reactive to complaints and is not able to be proactive.
- Police Facilities. He would like the Budget Committee to begin thinking about a new facility in the future. The building was constructed in 1969 and is inadequate.

## Library

Library Director Jeffries reviewed the Library programs and budget.

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

## Public Works

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

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



## Discussion/Comments

Ellis reviewed some of the needs expressed tonight.

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

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

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

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

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

## Next Meeting Date:

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

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

ATTEST:


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Garrett Lines, Chair

Jon Ellis, Finance Director

Prepared by: Lisa Scholl, Committee Secretary


PowerPoint Presentation attached.



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

Presented by:

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



## Budget Committee Agenda

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

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# Introductions

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



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

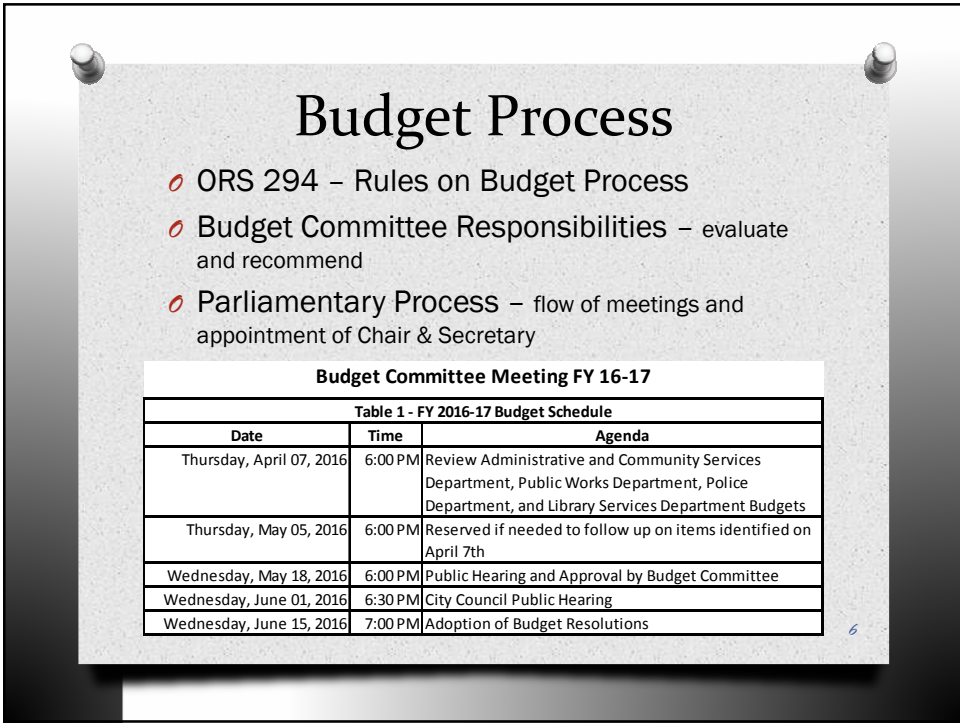
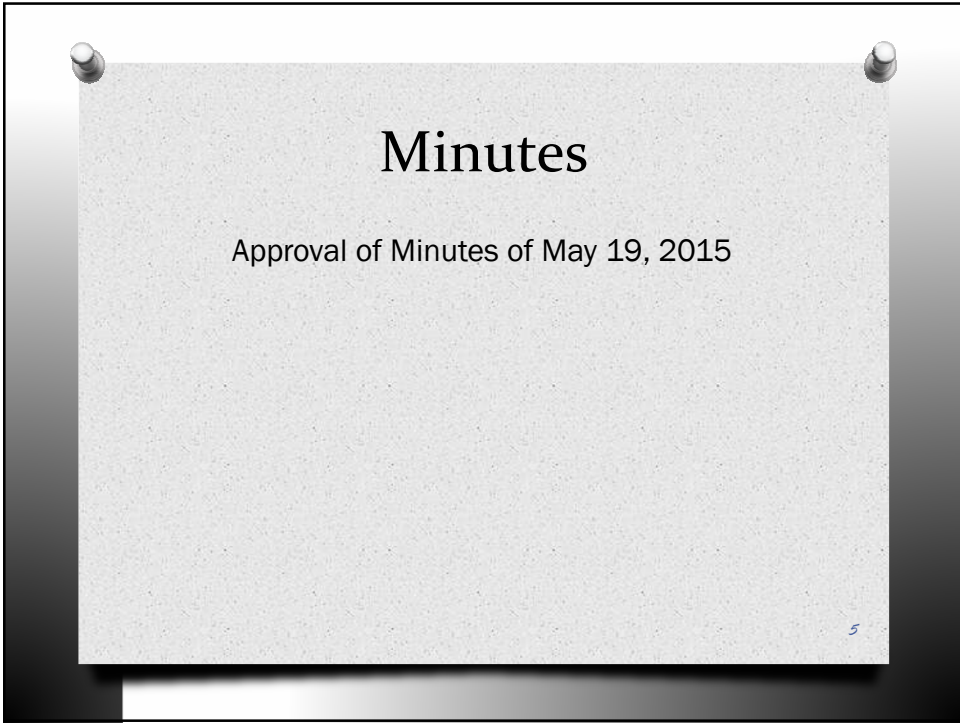
Administrative Staff	
John Wash	City Administrator
Terry Moss	Chief of Police
Margaret Jeffries	Library Director
Sue Nelson	Public Works Engineering Director
Neal Sheppard	Public Works Operations Director
Jon Ellis	Finance Director / Budget Officer

3

# Visitor Comments



4



## Total Proposed FY 16-17 Budget

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

## Total Proposed FY 16-17 Budget

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



## Total Proposed FY 16-17 Budget

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

## Personnel Services FY 16-17

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



## Personnel Services for FY 16-17

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

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

## Materials & Services for FY 16-17

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

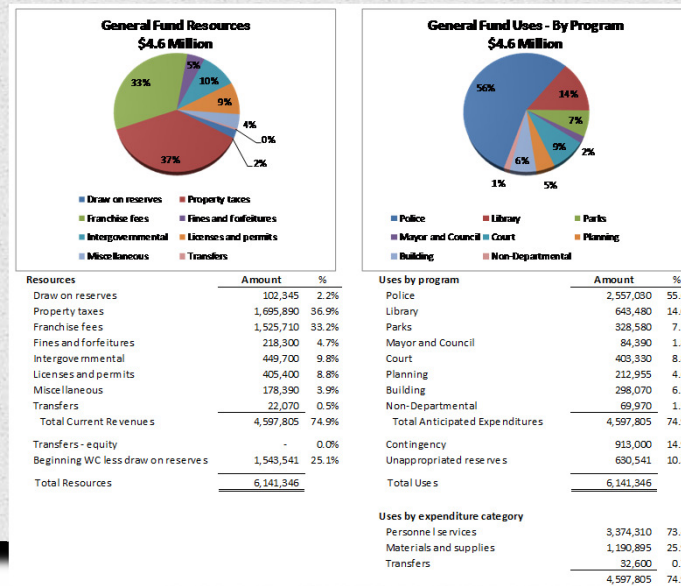
# Capital Outlay for FY 16-17

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

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

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# General Fund



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# General Fund

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

## Reductions

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

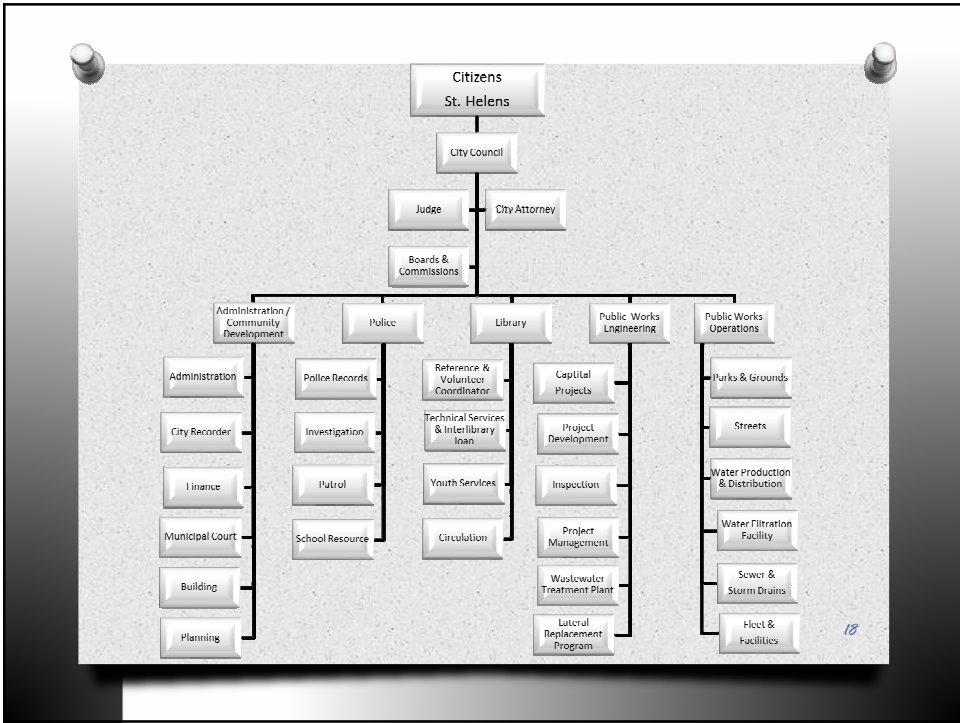
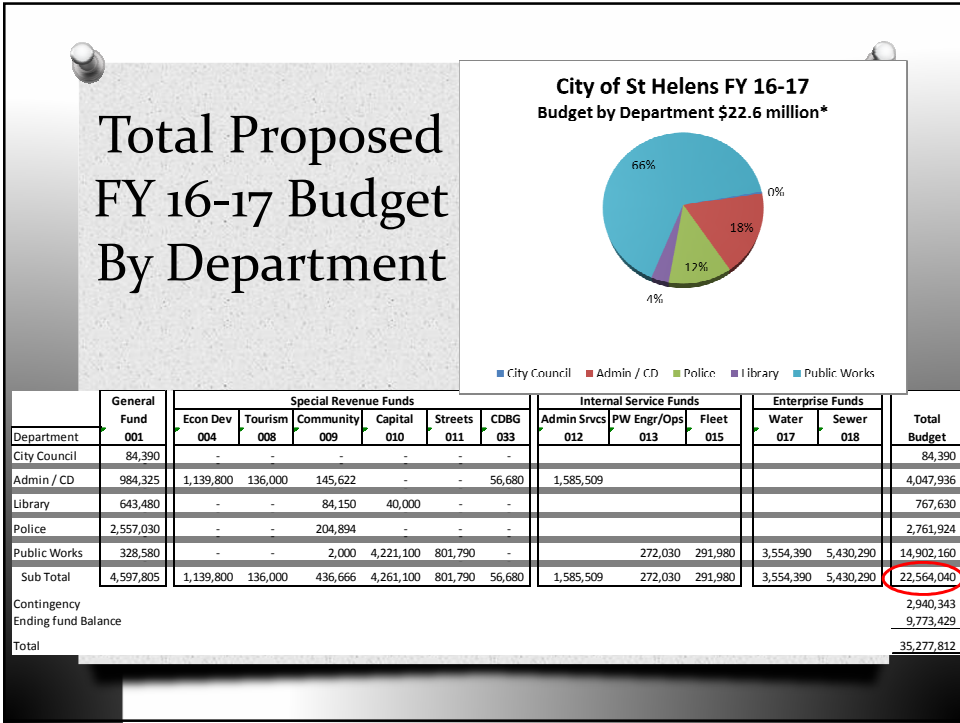
15

# Shift Gears

Break?



16



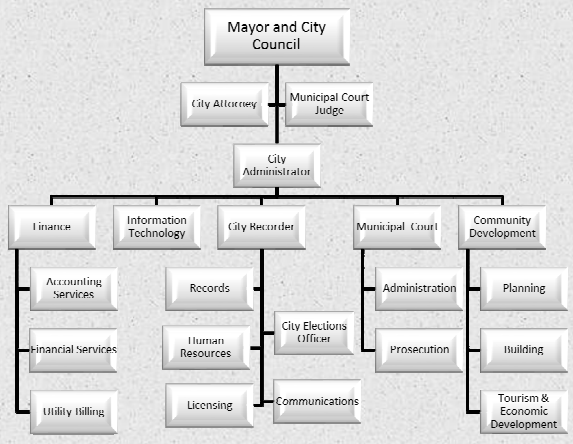


## Administration / Community Development



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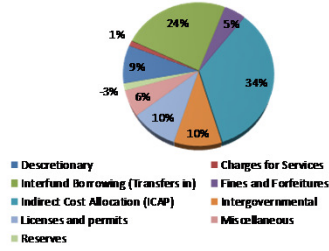
## Administration / Community Development



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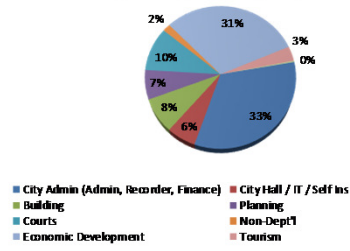
## Administration / Community Development

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



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

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



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

## Administration / Community Development What's New?

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

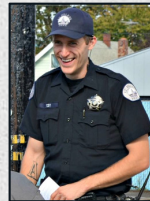


### Administration / Community Development

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

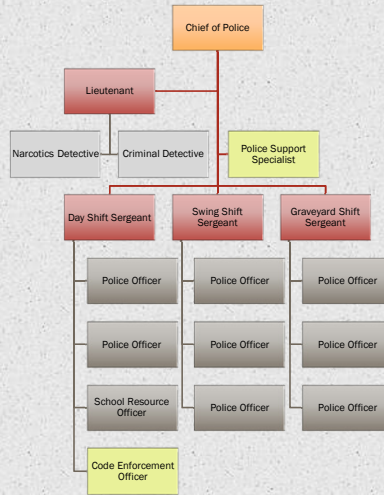
- ### Administration / Community Development
- What is not covered by current budget?
- o Property Manager / Community Development Director
  - o HAVC for City Hall
  - o City Hall Remodel
- 24

# Police

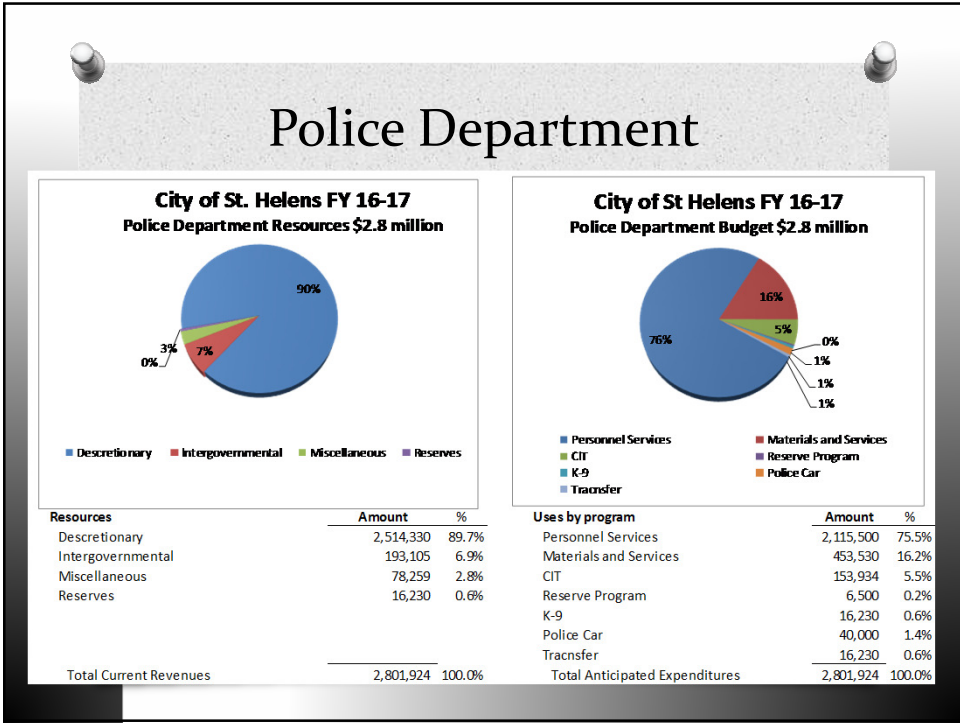


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# Police Department




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## Police Department What's New?

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



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## Police Department

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

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## Police Department

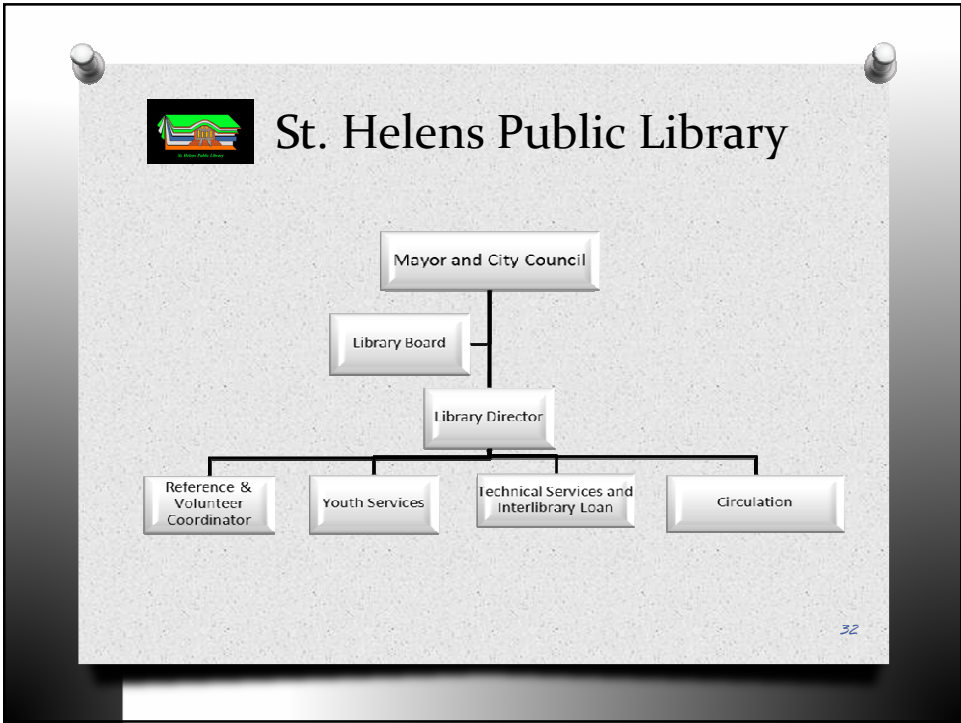
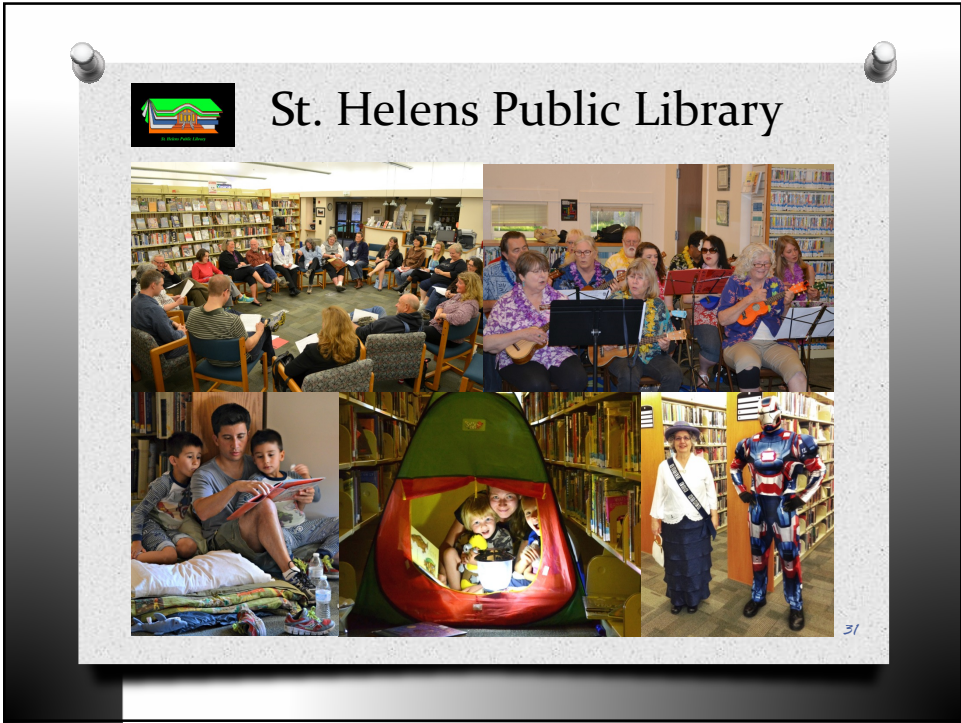
What is not covered by current budget?

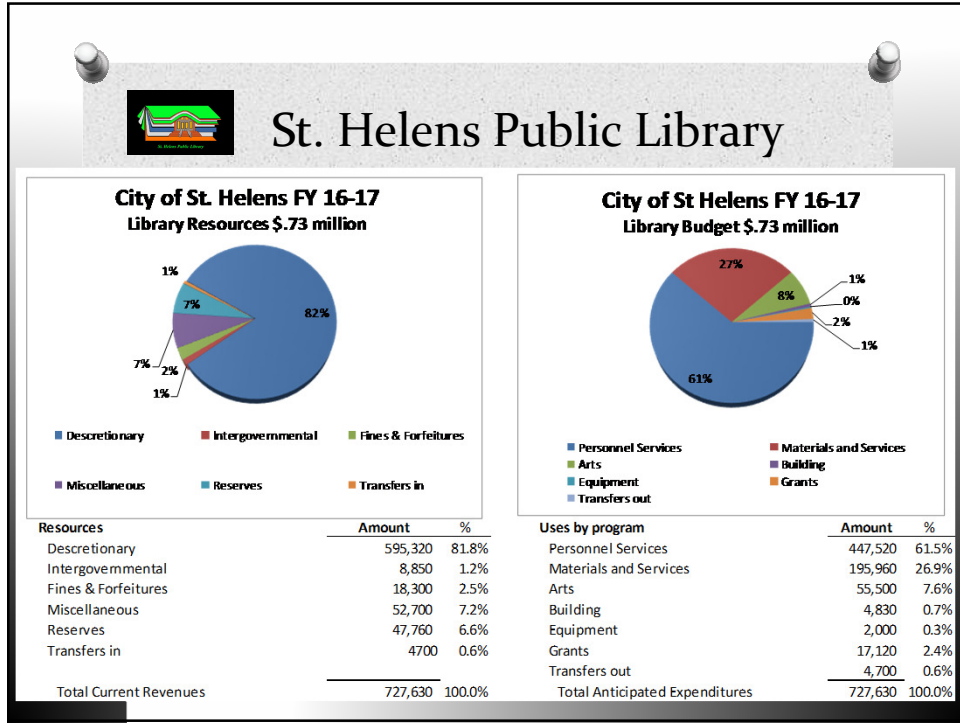
- o Vehicle Replacement Funding
- o Full Time Code Enforcement Officer
- o Police Facilities



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## St. Helens Public Library

### What's New?

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

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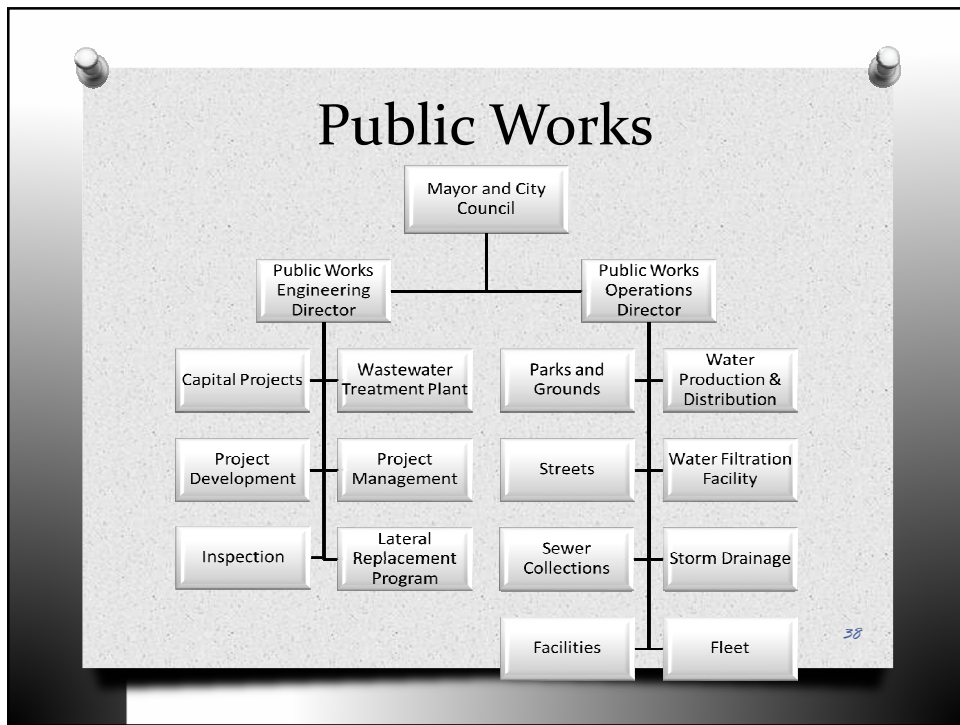


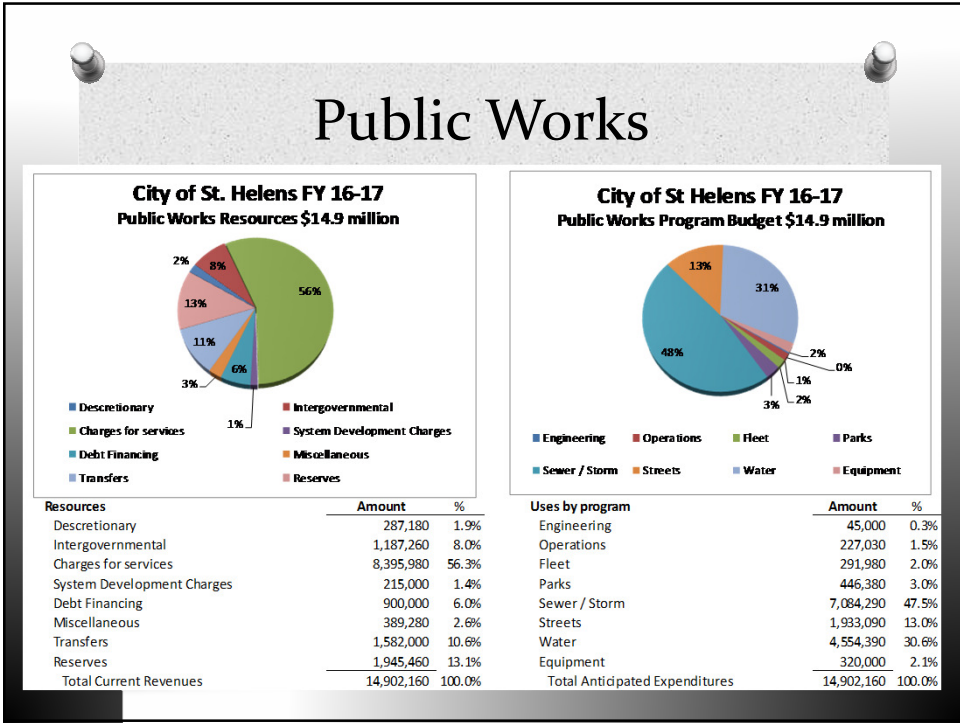
## St. Helens Public Library

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

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- 
- ## St. Helens Public Library
- What is not covered by current budget?
- o Increased funding for teen programming
  - o Staffing to further increase open hours per week
    - o FY 07/08 - 62
    - o FY 15/16 - 42
    - o FY 16/17 - 47
  - o Improved funding for library materials
    - o FY 07/08 - \$57K
    - o FY 15/16 - \$52K with LSTA grant funding
    - o FY 16/17 - \$45K
- 36





- ## Public Works What's New?
- o Gable Road improvements
  - o Sanitary pump station upgrade on S. River Street
  - o S. 10<sup>th</sup> Street storm pump station re-route
  - o More paving of gravel streets and pavement overlays
  - o LED street light conversion
  - o Rehabilitate the 2 million gallon water reservoir
  - o Complete water meter replacements
  - o Improve storm drainage on Columbia Boulevard, west of Highway 30
  - o Dockside services – electricity and water pedestals
- 40

## Public Works

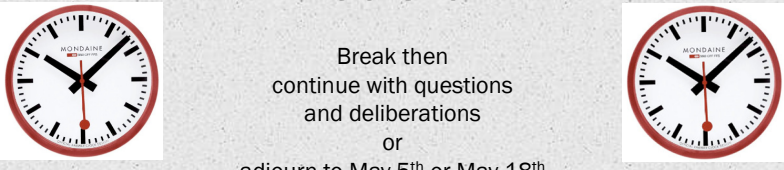

Department/Program	Adopted FY 2015-16	Proposed FY 2016-17	Variance - Improvement / (Impairment)		
			Amount	Percent	Notes
<b>Public Works</b>					
Operations					
					Shift of support staffing - Time
Engineering	55,610.00	45,000.00	10,610.00	19%	Survey
Operations	226,080.00	227,030.00	(950.00)	0%	Staffing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

- ## Public Works
- What is not covered by current budget?
- o Parks – Tennis court repairs
  - o Sustainable street maintenance funding program
  - o Parks Maintenance – increase land area
  - o Long-term Docks Maintenance Program
  - o Park expansion on riverfront property
  - o Increased maintenance and beautification of Highway 30 landscape strip
  - o Bring traffic signal at S. 18<sup>th</sup> & Old Portland Road to current standards (\$250,000-\$300,000)
  - o Year-around restroom facilities at all City parks
  - o Extra staff time and materials for community events
- 42



# Decision

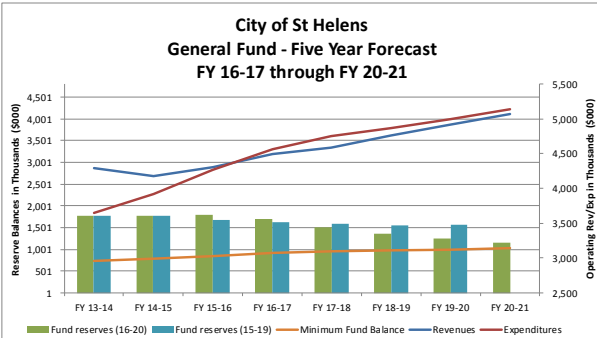
Break then  
continue with questions  
and deliberations  
or  
adjourn to May 5<sup>th</sup> or May 18<sup>th</sup>

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# Five Year Forecast

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



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

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