

City of St. Helens

Budget Committee

Budget Meeting Minutes

April 21, 2015

Council & Members Present:

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

Staff Present:

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

Members Absent:

Randy Peterson, Mayor
Michael Funderburg, Committee Member

Others:

High school students Mary Woiccak Patty Coffey



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

Visitors Comment

None

Approval of Minutes

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

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

All in favor; none opposed; motion carries.

Overview of Budget

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

Review – Library Department

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

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

The Library is not defined by its walls.

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

The Library is not limited to its formats.

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

Jeffries reviewed Library programs.

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

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

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

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

Break

Jeffries reviewed the additional funding requests.

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

Review – Arts & Cultural Commission

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

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

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

Motion

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

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

Questions/Comments

None

Next Meeting Date:

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



There being no further business, the meeting was adjourned at 7:37 p.m.

ATTEST:




Garrett Lines, Chair



Jon Ellis, Finance Director


Prepared by: Lisa Scholl, Committee Secretary

PowerPoint Presentation attached.



City of St. Helens
Budget Committee Meeting
April 21, 2015

Presented by:
Jon Ellis, Budget Officer
Margaret Jeffries, Library Director



1

Budget Committee Agenda

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

2

Visitor Comments



3

Minutes

Approval of Minutes of April 7, 2015

4

Budget Calendar

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

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

5

Total Proposed FY 15-16 Budget

Fund	Resources			Uses		Resources in excess of 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			<u>15,111,130</u>		<u>16,905,300</u>			
								Draw on (1,794,170) reserves

Budget Discussion By Department

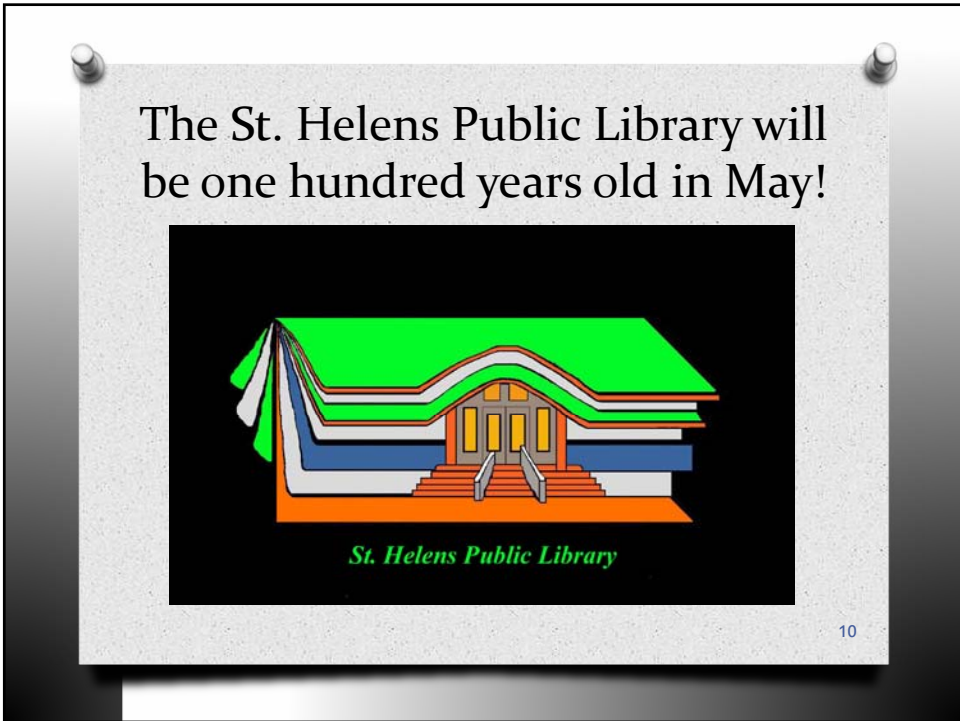
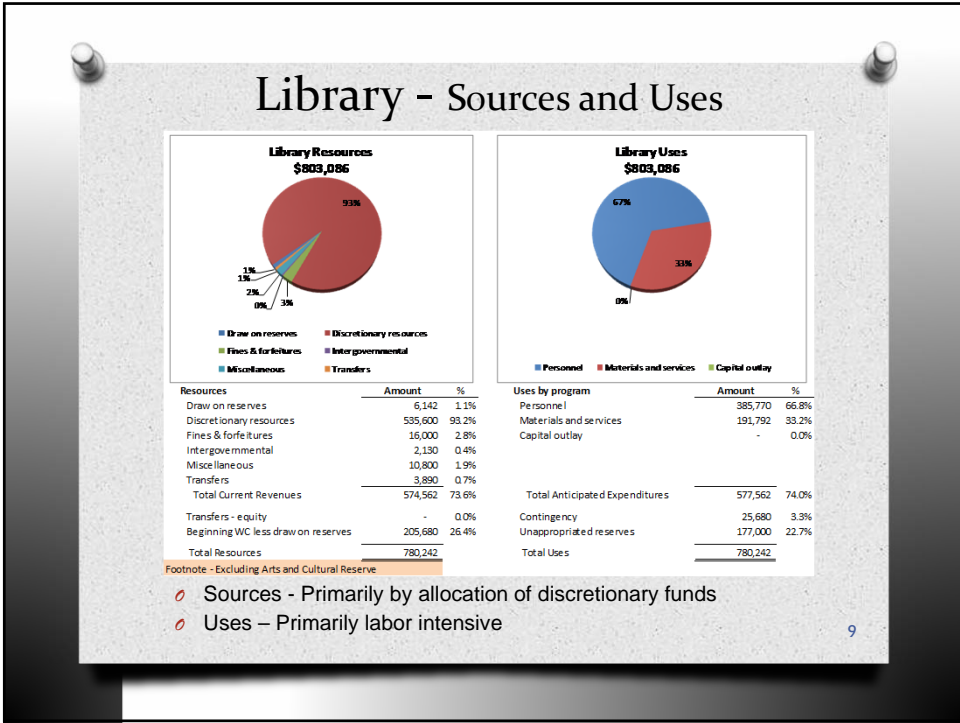
Department	General Fund 001	Special Revenue Funds					Internal Service Funds			Enterprise Funds		Total Budget
		Tourism 008	Community 009	Capital 010	Streets 011	CDBG 033	Admin Svcs 012	PW Engr/Ops 013	Fleet 015	Water 017	Sewer 018	
City Council	81,710											81,710
Admin / CD	839,320	119,000	853,520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

7

City's Budget Overview By Department

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

8



1915

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



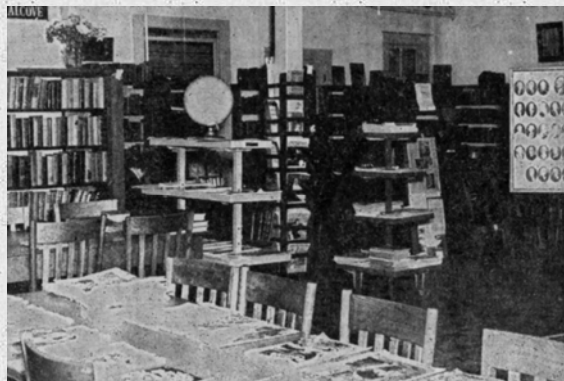
FURNITURE STORE OF E. A. ROSS

Mr. Ross came from Wisconsin to also well equipped in the undertak- Oregon in 1910, and had charge of ing and embalming line, and meets the Muckle ranch during his first all calls with promptness, as he car- year. One year later he engaged in ries a complete line of goods in that the furniture and undertaking busi- department. ness, being associated with Frank In society lines Mr. Ross is some- Sherwood. After a period of one thing a "liar," as he is member year he purchased the interest of of the K. of P. lodge, Odd Fellows, his partner and since that time has Medson Woodmen of America and managed and conducted the business Yeoman. He is superintendent of alone. He took a course in embalm- the M. E. Sunday school and takes ing and is now a regular licensed em- an active interest in church work. balmer. He carries a large stock of Mr. Ross is always ready to do his furniture and handles everything part in every worthy enterprise and necessary to make the home conven- is classed among our important and ent and attractive. He believes in reliable business men. His store patronizing home industries and rooms are located in the bank build- therefore makes a specialty of hand- ing, where he will be glad to greet ing Oregon made furniture. He is an; who may call.

11

St. Helens Public Library

1949



12

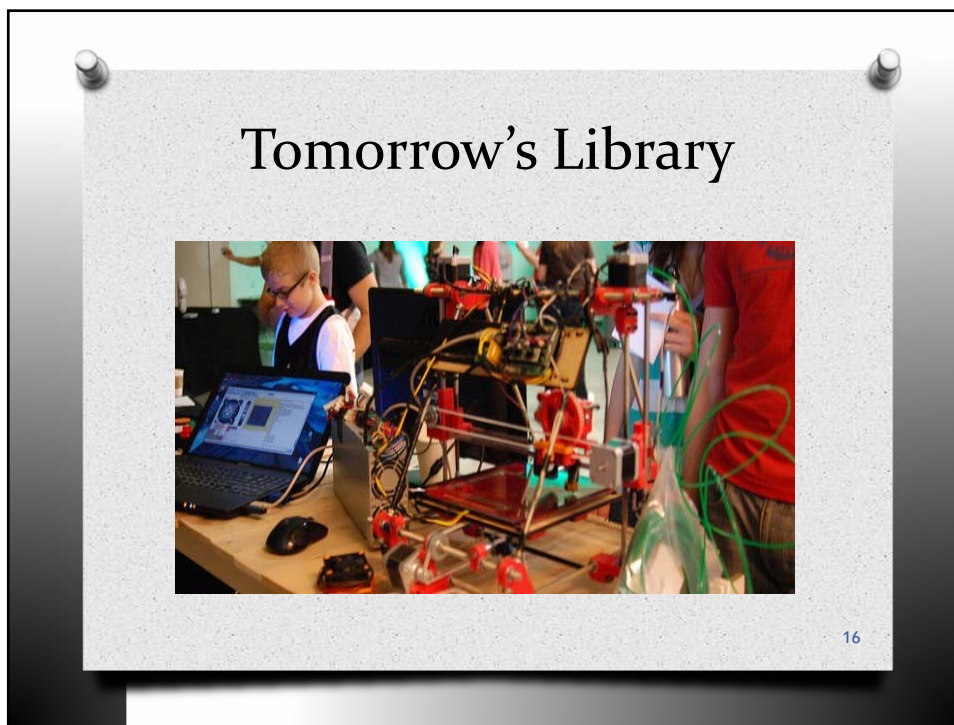
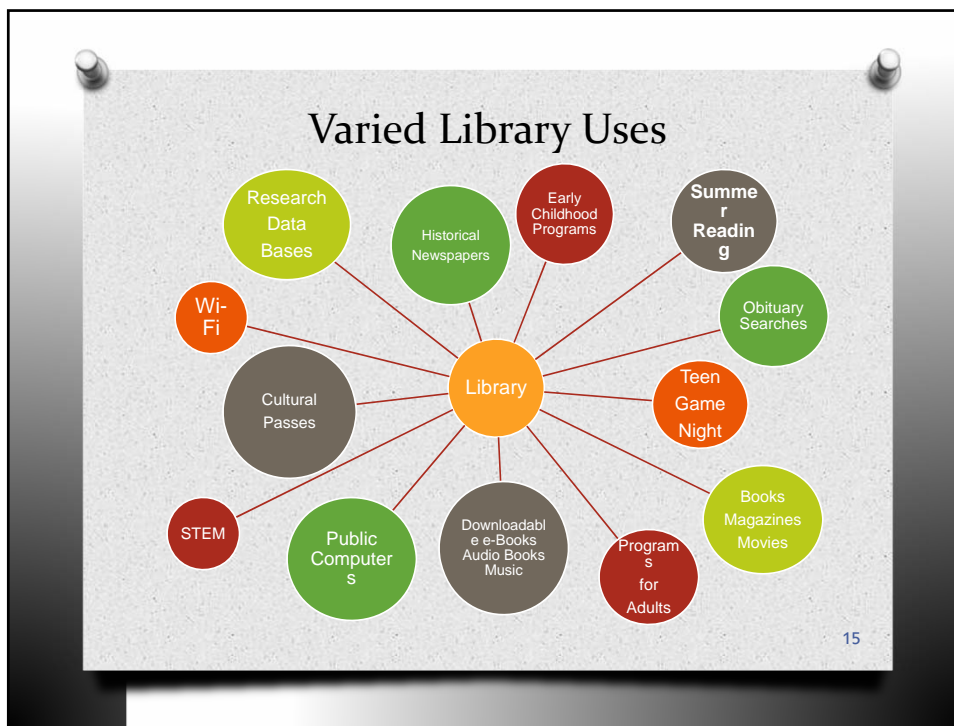
The mission
of librarians is
to improve society
through facilitating
knowledge creation
in their communities.

13

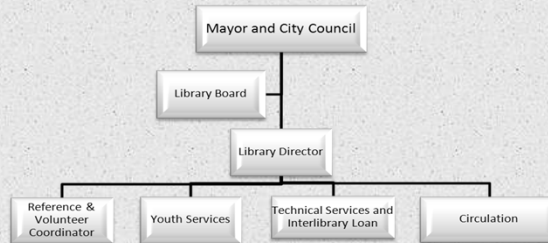
Today's Library



14



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



Services and Programs

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

17

Library - What's new?

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

18

Library – (pages 79)

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

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

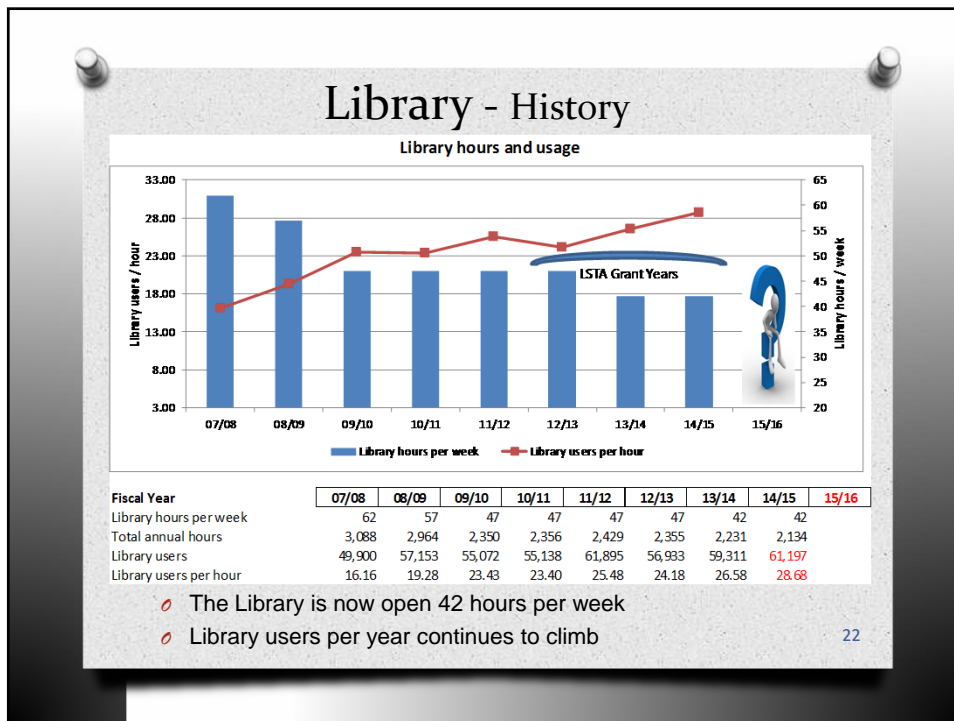
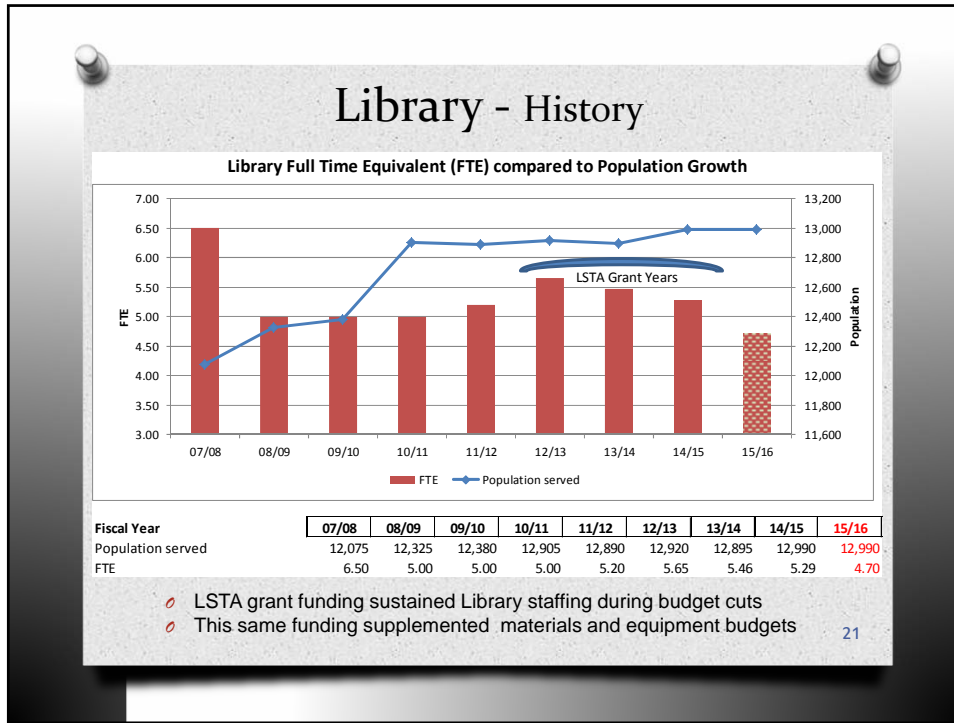
19

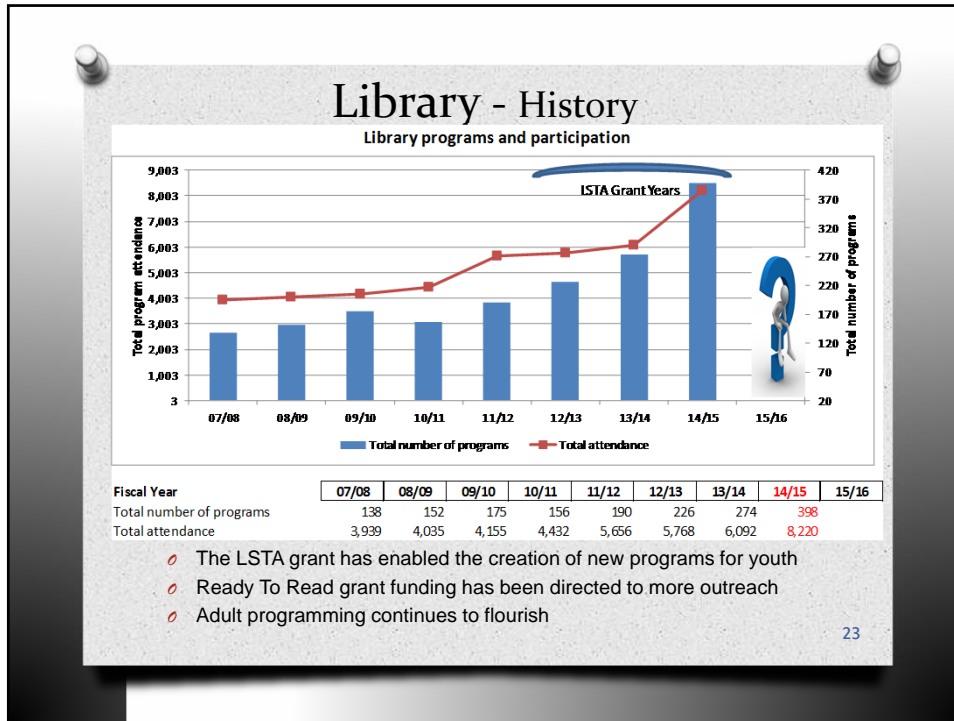
Library – (pages 94, 96, 97)

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

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

20





Library - Additional Funding Requests

Additional Funding Requests - FY 2015-16 Budget

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

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

24

Library – History

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

25

What keeps a Youth Librarian busy?



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

26

Current Library Assistant Staffing

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

27

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

28

St. Helens Arts and Cultural Commission



29

Arts and Cultural Commission (Page 93)

Fd	Dpt	Acct	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Projected 6-30-15	Proposed 2015-16
Public Arts Reserve							
Resources							
009	201	301000	40,250	49,373	69,653	43,434	21,844
009	201	335100	11,254	21,797	5,000	5,000	1,000
009	201	365100	4,220	6,360	1,380	60	-
Total Resources			55,724	77,530	76,033	48,494	22,844
Uses							
						Estimated	
009	201	558104	154	3,550	10,000	7,000	6,000
009	201	558105	806	740	1,000	1,000	1,500
009	201	558107	525	328	750	750	750
009	201	558108	914	1,090	500	500	500
009	201	558109	550	464	1,000	500	1,500
009	201	558110	1,154	-	1,250	900	1,250
009	201	652000	2,248	27,923	48,550	16,000	2,000
009	201	558112	-	-	500	-	500
009	201	558114	-	-	-	-	5,000
009	201	596000	-	-	5,000	-	3,000
Total Uses			6,351	34,095	68,550	26,650	22,000
Ending fund balance			49,373	43,434	7,483	21,844	844

o Restricted Reserves utilized for qualified projects

30

Questions?



31

Next meeting Tuesday,
April 28, 2015, 6PM

o Public Works Operations

32