



SCAPPOOSE

Oregon

**CITY OF SCAPPOOSE
BUDGET COMMITTEE MEETING MINUTES
COUNCIL CHAMBERS, 33568 E. COLUMBIA AVENUE
MONDAY, MAY 13, 2024, 5:30 P.M.**

Disclaimer: These minutes are intended to summarize the conversations that took place in this meeting rather than provide a full transcript. Anyone wishing to view the full conversation can find a recording of this meeting on YouTube at: www.youtube.com/watch?v=l84PuFbKA5w and www.youtube.com/watch?v=b1sxDsub0SE.

Call to Order

Mayor Backus called the 2024 Budget Committee meeting to order at 5:30pm.

Roll Call

Present: Budget Committee Members ~ Joseph A. Backus; Rita Bernhard; Marisa Jacobs; Tyler Miller; Rita Bernhard; Ty Bailey; Andrew Lafrenz; Beth Rajski (arrived at 5:34pm); Interim City Manager Larry Lehman; Public Safety Director Brian Jensen; Community Development Director Laurie Oliver Joseph; Finance Administrator Carol Almer; Public Works Director Dave Sukau; Utility Supervisor Doug Nassimbene; Treatment Plant Supervisor Darryl Sykes; Treatment Plant Supervisor Kevin Turner; and City Recorder Susan M. Reeves.

Remote: Budget Committee Members ~ Jeannet Santiago; Sandie Wiggs (joined at 5:33pm); Michelle Brown (joined at 5:35pm); Chris Vitron; Isaac Butman; and Megan Greisen (joined at 6:01pm and left at 6:20pm).

Excused: Budget Committee Member Kim Holmes.

Nominate a Budget Committee Chair

Budget Committee Member Joseph A. Backus moved, and Budget Committee Jeannet Santiago seconded the motion to appoint Ty Bailey as the Budget Committee Chair. Motion passed (12-0). Budget Committee Member Joseph A. Backus, aye; Budget Committee Member Rita Bernhard, aye; Budget Committee Member Chris Vitron, aye; Budget Committee Member Marisa Jacobs, aye; Budget Committee Member Beth Rajski, aye; Budget Committee Member Tyler Miller, aye; Budget Committee Member Rita Bernhard, aye; Budget Committee Member Ty Bailey, aye; Budget Committee Member Andrew Lafrenz, aye; Budget Committee Member Sandie Wiggs; Budget Committee Member Michelle Brown, aye; and Budget Committee

Member Jeannet Santiago, aye.

Approval of minutes ~ May 10, 2023

Budget Committee Member Joseph A. Backus moved, and Budget Committee member Rita Bernhard seconded the motion to approve the May 10, 2023 Budget Committee minutes. Motion passed (12-0). Chair Ty Bailey, aye; Budget Committee Member Joseph A. Backus, aye; Budget Committee Member Rita Bernhard, aye; Budget Committee Member Chris Vitron, aye; Budget Committee Member Marisa Jacobs, aye; Budget Committee Member Beth Rajski, aye; Budget Committee Member Tyler Miller, aye; Budget Committee Member Rita Bernhard, aye; Budget Committee Member Andrew Lafrenz, aye; Budget Committee Member Sandie Wiggs; Budget Committee Member Michelle Brown, aye; and Budget Committee Member Jeannet Santiago, aye.

Receive Budget Message

Interim City Manager Larry Lehman read over his Budget Message.

May 13, 2024

Dear Budget Committee Members,

It is a pleasure to serve in the position of Budget Officer and be able to present to you the 24/25 City of Scappoose Budget. This City Budget is sort of a transition budget. This budget includes significant wage increases for our Police officers and works toward the City Council goal of 24/7 police coverage. With this police budget, the Scappoose wages will be competitive with neighboring jurisdictions and includes the funding for 8 Patrol position. The amount in the contractual /professional services is mostly for legal fees that we hope will not be needed. For our general employees, all except Police personal, the budget includes a 3% cost of living adjustment. Employment stays the same as last year with the exception on one new employee in the Storm Sewer fund. The General Fund budget continues the Council Goal of a putting funds in the parks department reserve by adding \$100,000. This fiscal year the City is working on major projects that make the overall budget appear very large in comparison to normal years. It includes the Keys reservoir, completion of Dutch Canyon Well #3, the Basalt well that is currently being drilled, large wastewater treatment plant projects that include aeration basin, grit removal and the bio solids dryer. The City has been very fortunate in receiving a large amount of American Rescue Plan Act (ARPA) that make many of these large projects possible. I would like to thank Finance Administrator Carol Almer, and all the department heads for the work they have done to prepare this budget.

Sincerely,

Interim City Manager Larry Lehman

Public Hearing/State Revenue Sharing
Motion to Accept State Revenue Sharing

Chair Ty Bailey opened the public hearing at 5:38pm and closed due to no one wanting to speak on this matter.

Budget Committee Member Miller moved, and Budget Committee Member Teresa Keller seconded the motion to accept State Revenue Sharing. Motion passed (12-0). Chair Ty Bailey, aye; Budget Committee Member Joseph A. Backus, aye; Budget Committee Member Rita Bernhard, aye; Budget Committee Member Chris Vitron, aye; Budget Committee Member Marisa Jacobs, aye; Budget Committee Member Beth Rajski, aye; Budget Committee Member Tyler Miller, aye; Budget Committee Member Rita Bernhard, aye; Budget Committee Member Andrew Lafrenz, aye; Budget Committee Member Sandie Wiggs; Budget Committee Member Michelle Brown, aye; and Budget Committee Member Jeannet Santiago, aye.

Budget Deliberations

General Fund

Finance Administrator Carol Almer went over the General Fund. The General Fund consists of revenue collected from property taxes, franchise fees, license and permit fees, intergovernmental revenue, charges for services, interest income, transfers, and other miscellaneous income sources.

This fund also stores all expenditure and budget data from the following departments:

Administration

Police

Planning

Municipal Court

Parks and Grounds

All these departments are funded using the funds received by the General Fund. None of the departments have separate working capital. budgets are prepared by department heads. Vision for the year: To maintain a healthy cash position and to provide needed community services. The General Fund for fiscal year 24-25 has a beginning cash position of \$4,665,639. This amount will provide the City with the working capital needed to meet General Fund expenditure requirements without interim borrowing prior to the receipt of property tax revenue in November. The proposed budget also provides for a \$1,407,221 contingency line item, provided that no unexpected expenditures occur. Staff has committed \$1,700,000 to an unappropriated ending fund balance. These funds cannot be utilized during the upcoming fiscal year and will provide the basis for fiscal year 25-26 beginning cash carryover. Property tax revenue is projected to be \$2,492,763. Columbia County collects all property taxes and distributes collections for the City's certified tax dollars back to the City. This amount is based on the City levying its tax rate of \$3.2268 per \$1,000 on the assessed value of the district. The

City estimates a 94% collection rate for the fiscal year. Property Taxes account for 52% of the General Fund revenue. Franchise fee revenue is estimated to be \$520,300. Franchise agreements are made between the City and businesses that provide certain services within the City limits. The amount paid to the City is usually determined by a percentage of the gross revenues of the business and established by the franchise agreement. The current agreements we have in place are CenturyTel (7%) expires 6/2028, Columbia River PUD (5%) expiring 3/2043, NW Natural Gas (5%) expiring 9/2032, Waste Management of Oregon (5%) expiring 11/2026, Comcast Cable (5%) expiring 3/2033, and Astound Broadband (5%) expiring 12/2025. Franchise fees account for 11% of General Fund revenues. The City anticipates collecting \$40,000 in business license fees. Business license fees are collected from those who conduct business in the City and are not covered by a franchise agreement. Business license fees account for less than 1% of General Fund revenues. The total intergovernmental revenue is estimated to be \$617,000. The State of Oregon collects alcohol and cigarette taxes from all sales. These taxes are distributed to the City based on population, along with state revenue sharing funds. The City's share of special telephone tax revenue (911 communications) is deposited directly with the local jurisdiction providing emergency communication services. Intergovernmental revenues account for 14% of the General Fund revenues. Charges for services has anticipated revenue of \$341,981. Revenues in this category are generated by the Police Department, Municipal Court and Planning Department. The City anticipates receiving \$100,000 from Court revenue, \$43,000 from Planning revenue, and \$10,000 from Police administrative fees. Charges for services account for 3% of the General Fund revenues. Interest income for the year is estimated at \$235,875. The City places the vast majority of its funds in the state local government investment pool. Interest revenue accounts for 2% of the General Fund revenues. Miscellaneous revenue includes receipt of monies that are not otherwise accounted for in defined categories. The proposed budget estimates miscellaneous revenue at \$252,000. Miscellaneous revenue accounts for 2% of the General Fund revenues. Transfers to the General Fund are projected to be \$530,052. Transfers are made from each department/fund to the General Fund to cover administrative costs associated with each department/fund. Transfer revenue accounts for 10% of the General Fund revenues. Total amount of revenue for the General Fund is projected to be \$5,030,927. Total fund resources are \$9,696,566. Within the General Fund, the City expects to expend \$6,489,331. These expenditures are budgeted into the following departments: Administration 24%, 1,602,920, Police 43% \$2,880,002, Parks & Grounds 10%, \$652,798, Municipal Court 5% \$337,911, Planning 11% \$733,975, Transfers 1%, \$64,000, and Contingency \$379,830.

Administration Department

Finance Administrator Carol Almer went over the Administration Department Fund. The Administration Department includes the City Manager and support staff. The responsibilities of the department include day-to-day management of the City, converting City Council goals into action plans, managing City contracts, franchise agreements and grant projects, responding to citizen inquiries and complaints, managing the City records, and working with state and federal elected officials and departments. The Administration Department is responsible for all City Recorder and Human Resources functions. The City Manager receives direction from the City

Council, who set policy for the City through the passage of annual goals, ordinances, and resolutions. The City Council and City Manager are responsible for ensuring effective working relationships with citizens, community groups and other governmental agencies. Vision for the year: To ensure the City operates in accordance with the City Charter, State, and Federal laws. The Administration Department is responsible for ensuring Council goals and day to day operations of the City are met.

Promote community events.

Promote outreach and track outreach impact.

The Administrative Department's proposed budget is \$1,448,283. The fund allocates \$107,737 for personnel services and \$1,300,546 for materials and services. Within materials and services, the largest expenditures are insurance at \$371,000, contractual professional at \$217,600 and Community Contributions \$62,016. Administration also pays expenses for all departments for City-wide expenses such as financial software, audits and insurance. Capital outlay is budgeted at \$40,000 to be spent on equipment and maintenance of the City Hall building. This year Administration is not needing to cover the Building Fund's expenses by transferring money to the fund but is allowing all SDC admin fees to be used by that fund.

Police Department

Interim Public Safety Director Brian Jensen went over the Police Department Fund. working in partnership with the community to preserve peace, prevent crime, and protect property with professionalism and compassion. The vision of the Scappoose Police Department is to continue to enhance Officer Health and Wellness, work towards complete 24/7 coverage, , continue recruitment until fully staffed, criminal investigations and traffic safety enforcement, increase emergency preparedness. Continue our motto of community and compassion. Participate in community events which help enhance the relationship between police and the community.

Compliance with council Goals:

Fund increased Community Engagement and Outreach for Public Safety

Complete Operational needs analysis and prioritize the recommendation to support sufficient staffing for Police Department

Create a Safe City & Visible Police Presence

Total operational cost for the department is budgeted at \$2,943,616. Personnel services are \$2,311,118. Material and services costs are budgeted at \$405,125. The largest expenditures within materials and services are contractual professional services at \$110,400 and utilities \$38,400. Capital outlay is budgeted at \$103,600, which includes a new RMS server and money towards a new police vehicle. Funds have also been set aside for a potential move to a county-wide RMS system.

Parks Department

Utility Supervisor Doug Nassimbene went over the Parks Department Fund. The Parks Department strives to maintain and enhance the City parks, public grounds, and public restrooms. The department is committed to ensuring the citizens of Scappoose have enjoyable recreational areas to visit for play and relaxation. The vision of the Parks Department is to further improve our City parks and grounds in a manner which is satisfactory to citizens of Scappoose.

Compliance with Council Goals:

- 4.1 – Implement the Parks and Recreation Masterplan, prioritize projects and pursue funding
- 4.2 – Apply for OPRD LGGP grant focused on Grabhorn
- 4.3 – Evaluate and implement a funding mechanism for park maintenance and development
- 4.4 – Prioritize upgrades for existing parks to current ADA standards and fund improvement
- 4.5 – Complete Parks System Development Charges update
- 4.6 – Explore feasibility of recreation program and facility

The Parks Department Budget, a portion of the General Fund, maintains the City's park grounds. For Fiscal year 2024-25, the Parks Department has an operational budget of \$731,749. This figure is comprised of \$318,602 in personal services, \$165,295 in materials and services and \$17,852 in transfers to the Administration Department. The fund has also identified \$230,000 in capital outlay projects that include: Commerce Drive Park access drive construction, park improvements identified in the new Masterplan, purchase of a new subcompact tractor and zero-turn mower and a contribution of \$100,000 to a newly established savings program for future park improvements.

Municipal Court Department

Finance Administrator Carol Almer went over the Municipal Court Department Fund. The Scappoose Municipal Court operates under direction of the Presiding Judge, who has jurisdiction over misdemeanors and violations that occur within the jurisdictional boundary of the City of Scappoose. Felony crimes are handled by Circuit Court, located in St Helens. Municipal Court is held on Wednesdays. The Municipal Court's vision for the coming year is to continue to preside over misdemeanors and violations. The Municipal Court will continue to substantially reduce the number of outstanding uncollected citations.

Compliance with Council Goals:

Assist Administration Department in ensuring Council goals are met.

The Municipal Court's budget is \$301,875. Within that budget, \$99,652 is budgeted for personnel services costs and \$195,527 is budgeted for materials and services. Of that amount, contractual services for the Judge, court appointed Attorneys and Prosecuting Attorney represent \$134,272. The second largest expenditure in the materials & services is assessments at \$30,000. There will be \$6,696 transferred to the Administration Department.

Planning Department

Community Development Director Laurie Oliver Joseph went over the Planning Department Fund. The planning services in the belief that a growing community can remain livable, meet the needs of its citizens, and become a diverse community with jobs and housing options. The department guides public and private development through long-range planning and development review and serves as an information resource for residents on a wide range of topics pertaining to land use and infrastructure. The Planning Department assists developers and citizens with new industrial, commercial, and residential development projects. The primary Planning Department areas of focus for the year will be assisting citizens and developers with current planning projects and completion of the 50-Year Plan.

Compliance with Council Goals:
Complete the 50 Year Plan

The budgeted amount from the General Fund for the department is \$1,063,822. The Planning Department anticipates revenue of \$230,873. Personnel services costs are budgeted at \$629,702. Material and services costs are estimated at \$274,194. Capital outlay is budgeted at \$129,243 and there will be a transfer to the Administration Department of \$30,683. The Planning Department is addressing Council Goal 2.1 by budgeting \$129,243 this fiscal year to continue working on the 50 Year Plan with the consultant team. It is anticipated that all components of the Plan will be placed on Council's agenda for adoption in fall of 2024. Once adopted locally by the city, Columbia County would then need to consider the UGB expansion and establishment of Urban Reserves during hearings with the County Planning Commission and Board of Commissioners. Staff expects that the project will be completed in spring 2025.

Non-Departmental

Finance Administrator Carol Almer went over the Non-Departmental Fund.

Law Enforcement Assessments Fund

Finance Administrator Carol Almer went over the Law Enforcement Assessments Fund. This fund was established for Law Enforcement Assessment Fees. The Municipal Court imposes an assessment fee appropriate to the cost of providing the enforcement services as established by the City. The assessments will be expended in relation to law enforcement and prevention activity in areas of traffic safety, drug, and alcohol prevention or other crime prevention activity.

Compliance with Council Goals:

Continue community safety initiatives
National Night Out

Donut Day
Ice Cream Social
Halloween Safety
Citizen Academy
Tip a Cop
Suicide Prevention Walk
Special Olympics Torch Run
School supply donation drop site
Maintain community safety
Safety equipment for Officers in the field

This year there is working capital carryover of \$13,054. The fund anticipates intergovernmental revenue of \$5,000 and interest income of \$300. Total fund resources are estimated at \$18,354. The fund anticipates spending \$10,000 on training activities and equipment. The fund has a contingency of \$8,354.

Watts House Fund

Public Works Director Dave Sukau went over the Watts House Fund. This fund was established to provide a more efficient method of tracking Watts House expenditures. To provide revenue for expenditures related to the Watts House.

Compliance with Council Goals:
Maintain fiscal responsibility on behalf of the community.

This year has a beginning working cash carry over of 32,456 and the fund anticipates revenue of \$1000 in interest. Total fund resources are estimated at \$33,456. The fund anticipates spending \$11,000 for materials and services. Under capital outlay, \$10,000 has been budgeted for miscellaneous house projects. Contingency is budgeted at \$12,456.

PEG Fee Fund

Finance Administrator Carol Almer went over the PEG Fee Fund. This fund was established for tracking of revenue and expenditures related to PEG Fees. To continue to utilize remaining funds to pay for items such as the newsletter and website until funds are exhausted.

Compliance with Council Goals:
Continue to develop a stronger communication plan.

The fund has a beginning cash position of \$31,864. The fund does not anticipate any PEG Fee revenue in FY 2023-24 due to the elimination of the PEG Fee revenue in the latest franchise agreement. Total fund resources are estimated to be \$34,144. The fund expects to spend \$30,595 for materials & services and contingency is budgeted at \$3,549.

Building Fund

Community Development Director Laurie Oliver Joseph went over the Building Fund. The Building Department is committed to serving our building community, developers and our existing and new residents, with comprehensive enforcement of building, plumbing, mechanical and fire and life safety codes of the State of Oregon. This department ensures that commercial and industrial buildings, residential dwellings, and public buildings including schools and government buildings, are constructed in conformance with all regulatory codes to ensure the continued safety and well-being of all members of the community. Inflation slowed in 2023 as compared to 2022; however, it has still resulted in slower economic growth and development in the City during the past year. Despite the slower economic growth, the Building Department estimates that 22 single-family home permits could be issued this year. In addition, we anticipate a new restaurant will be constructed, as well as one new commercial building and one new light industrial building.

Compliance with Council Goals:

Provide support to ongoing City projects.

The City will continue partnering with Columbia County to provide Building Official services for the upcoming fiscal year. The Building Fund begins the year with a starting position of \$54,908. Permit revenue and miscellaneous fees are anticipated to be \$240,656. Total fund resources are expected to be \$295,564. Personnel services costs are budgeted at \$87,632. Materials and services are estimated at \$192,114. Contingency is \$7,680. The General Fund will continue to help fund Building by covering the lease and using SDC admin fees to be transferred to Building.

Street Fund

Public Works Director Dave Sukau went over the Street Fund. The Street Department is dedicated to maintaining the transportation system throughout the city. The department personnel ensure that traffic control signs, pedestrian crossings and roads are kept in good condition with the intention of providing public safety for the community. Vision for the year: Continue to provide maintenance and repairs to City owned streets. Construct new and repair existing sidewalks.

Compliance with Council Goals:

Goal 5.4 – Update TSP CIP and Transportation SDC's

Fund Objectives:

- Maintain city streets and sidewalks
- Continue Sidewalk Improvement Program
- Pursue Transportation Funding
- Promote SRTS Projects
- Implement projects identified for funding by fuel tax revenue
- Continue streetlight enhancement projects

The Street Fund receives its monies from multiple sources. These sources include: State Gas Tax revenue which is based on dollars per capita of our city, a local \$0.03 per gallon fuel tax, the Federal Surface Transportation Program Fund, infrastructure fees, interest earned and intergovernmental revenue. The budget shows a beginning cash balance of \$1,068,714, interest income of \$36,000 and intergovernmental revenue of \$1,006,955. The total resources for this fund are \$2,111,669. The budgeted expenditures for the Street Fund are \$2,111,669. This is comprised of personal services of \$285,876 and materials and services of \$217,465. The fund also budgeted \$860,000 for capital outlay projects which include a continued effort to improve streetlighting, signage, sidewalk construction and pavement maintenance. There is also \$58,550 in transfers and an anticipated contingency of \$689,778. Projects anticipated for the year include; sidewalk construction on SW 1st & Maple, sign / pavement maintenance and continued efforts in constructing sidewalks near the Grant Watts School.

Footpaths & Bicycle Trails Fund

Public Works Director Dave Sukau went over the Footpaths & Bicycle Trails Fund. This fund is intended for special sidewalk and path projects. Funding comes from one percent of the state gas tax revenue into this fund. Vision for the year: Promote the Sidewalk Improvement and Repair Program.

Compliance with Council Goals:

Continue Sidewalk Improvement and Repair Program

The beginning working capital carryover for the Foot Path and Bicycle Trails fund is \$237,431. The fund anticipates revenue in the amount of \$11,500. The City expects to receive \$6,500 from state gas tax revenue and \$5,000 from interest. The total resources for the fund is \$248,931. For the 2024-2025 fiscal year, this Fund is allocating \$3,000 for materials and services. The Fund is also allocating \$40,000 for Citizen participation in the Sidewalk Improvement Program. This program is on a first come, first serve basis to qualifying participants. The City will match 50% of the cost to repair sidewalks that front the participant's property up to \$1,000. Property owners are only allowed to participate in this Program one time.

Storm Water Drainage Fund

Public Works Director Dave Sukau went over the Storm Water Drainage Fund. This fund was established with the intention to provide the revenue needed to meet Federal and State Stormwater requirements. Vision for the year: Begin implementation of the updated Stormwater Masterplan. Fund a utility worker position for stormwater maintenance and compliance.

Fund Objectives:

- Maintain DEQ stormwater compliance
- Address Aging Infrastructure

- Reach F Project
- Storm Cleaning
- Swale Maintenance
- Street Sweeping
- Capital Improvements

The beginning Stormwater Drainage fund balance is \$1,597,635. The budget anticipates revenue of \$35,000 from interest income and \$986,568 in Stormwater user fees. Total resources for the Stormwater Drainage Fund are \$2,619,203. The fund anticipates expenditures of \$398,489 for personal services, \$239,215 for materials and services, \$207,000 in Capital outlay and \$52,292 in transfers. The contingency for this year is \$1,722,207. Capital outlay for the 2024-25 budget year consists of the construction of stormwater infrastructure and continued partnership with the Scappoose Bay Watershed Council on waterway enhancement. Construction items consist of new UIC's and UIC retrofit, catch basins and pipework. Waterway enhancement for this year consists of the continued effort to construct Reach F. The City's contribution is a Grant Match for a SBWC capacity and enhancement project along the Eastern portion of the EJ Smith/Grabhorn Parcel.

Storm Water Drainage SDC Fund

Public Works Director Dave Sukau went over the Storm Water Drainage SDC Fund. The Stormwater Drainage System Development Charge is the mechanism by which the City of Scappoose collects funds from developers to pay for future storm water improvement needs generated by development. Vision for the year: The focus for this year will be to continue implementation of the updated Stormwater Master Plan.

Fund Objectives:

- Implement Stormwater Master Plan & CIP
- Stormwater Capacity Improvements

The Stormwater Drainage SDC fund has a working capital carryover of \$395,645. The fund expects to collect \$59,482 in SDC fees, and \$9,600 in interest income for a current year resource total of \$69,082. The total fund resources are \$464,727. For expenditures, the city has budgeted \$200,000 for capital outlay to construct Stormwater extra capacity projects. There will be a transfer of \$2,974 to the General Fund to cover administrative costs. The contingency is budgeted at \$261,753. The total expenditures for the Stormwater SDC fund are \$464,727. Capital outlay projects for the 2024-2025 year consist of the implementation of the Stormwater Master Plan and construction of projects to be listed in the new Stormwater Master Plan CIP.

Street SDC Fund

Public Works Director Dave Sukau went over the Street SDC Fund. The Transportation System Development Charge is the mechanism by which the City of Scappoose collects funds from developers to pay both previous excess capacity improvements and to have funds available to pay for future improvement needs generated by development. Vision for the year: Continue

capacity improvements of City Streets and Sidewalks.

Compliance with Council Goals:

Goal 5.4 – Update TSP and transportation SDC's

Fund Objectives:

- Continue Capacity Improvements
- Pursue Transportation Funding
- Promote SRTS Projects
- Identify Fuel Tax Projects

The Street SDC fund is projected to have a beginning cash balance \$988,646. The fund anticipates a collection of SDC revenue of \$192,054 and interest revenue of \$35,000. Current year resources total \$227,054 making the total estimated fund resources at \$1,215,700. The proposed expenditures for the Street SDC fund are \$1,215,700. These are comprised from Capital outlay projects totaling \$550,000, a transfer to the General Fund of \$9,603 to cover administrative costs, and a contingency of \$656,097.

Parks SDC Fund

Utility Supervisor Doug Nassimbene went over the Parks SDC Fund. The Park System Development Charge is the mechanism by which the City of Scappoose collects funds from developers to pay both for previous excess capacity improvements and to have funds available to pay for future improvement needs generated by development. Vision for the year: The Parks SDC Fund will focus on updating the Parks and Recreation Master Plan and conceptual design of the Grabhorn property conceptual plan.

Compliance with Council Goals:

- 4.1 – Implement the Parks and Recreation Masterplan, prioritize projects and pursue funding
- 4.2 – Apply for OPRD LGGP grant focused on Grabhorn
- 4.3 – Evaluate and implement a funding mechanism for park maintenance and development
- 4.4 – Prioritize upgrades for existing parks to current ADA standards and fund improvement
- 4.5 – Complete Parks System Development Charges update
- 4.6 – Explore feasibility of recreation program and facility

The Beginning working capital carryover for the Parks SDC fund is \$153,853. The City anticipates \$5,000 in interest revenue and \$84,084 in SDC revenue. The total fund revenue is \$89,084, bringing the total resources to \$242,937. For expenditures, the City has budgeted for \$100,000 in capital outlay, and a transfer of \$4,204 to the General Fund to cover administrative costs. The fund has a contingency of \$138,732. With the recent completion of the updated Parks Master Plan, the city anticipates moving forward the design a park on the Grabhorn parcel.

Pool Fund

Finance Administrator Carol Almer went over the Pool Fund. The Pool Fund was created as a result of a Ballot Initiative which directed the City to construct a basic covered pool. This is a dedicated fund, and the resources can only be used for expenses related to the construction of a pool. Vision for the year: There are no projects anticipated for this fiscal year.

The Pool fund has a beginning cash position of \$9,571. Interest income is projected to be \$350. Total fund resources are \$9,821. We do not anticipate any expenditures this fiscal year. The fund anticipates a contingency of \$9,821.

Unemployment Insurance Fund

Finance Administrator Carol Almer went over the Unemployment Insurance Fund. The City of Scappoose is self-insured for unemployment insurance and needs to maintain this fund to cover any unemployment claims. The resources in this fund are dedicated and can only be used for unemployment claims against the City. Vision for the year: No staffing reductions are anticipated in this current budget year.

Compliance with Council Goals:
Maintain responsible fiscal management.

The proposed budget has a beginning cash position of \$96,359, interest income of \$1,000, and total fund resources are \$97,369. There is a budgeted expenditure of \$50,000 in personnel services to cover any claims, but the City is not anticipating any new claims. The fund has a contingency of \$47,369.

Utility Water Fund

Treatment Plant Supervisor Darryl Sykes went over the Utility Water Fund. The Water Fund is a dedicated "Enterprise" fund. The Water Department produces and distributes high quality drinking water that meets all State and Federal standards. The Water Fund is used to report financial operations of the City's water treatment facilities that provide drinking water to all City residents. Vision for the year: This year's focus will be to continue reducing water loss, city-wide meter replacement, optimizing water production and distribution system replacement.

Compliance with Council Goals:
Goal 5.3 – Develop and implement plan to address aging water infrastructure
Goal 5.5 – Complete ARPA funded infrastructure projects

Fund Objectives:
- Explore Future Water Sources
- Address Aging Infrastructure
- Security Upgrades
- Distribution Engineering & Replacement
- Distribution improvements

- Plant optimization
- SCADA upgrades
- Meter replacement

For the 2024-25 budget year, the Water Fund will begin with a cash carryover of \$5,248,020. The Fund expects to collect \$2,805,370 in service charges, \$5,225,000 intergovernmental revenue, \$2,950,000 in debt proceeds and \$30,000 in interest. The total fund resources are \$16,258,390. Proposed expenditures in the water fund include: \$1,176,331 for Personal Services, \$779,260 for Materials and Services and \$11,300,000 for Capital Outlay. The fund budgets \$81,439 for debt service, \$201,888 for transfers and a projected contingency of \$2,719,472. Capital Outlay items identified in this year's budget include; continued water meter replacement, security upgrades, treatment plant upgrades, distribution system replacement, completion of the basalt well project, construction of the new 3.0MG reservoir and the purchase of a new Water Department supervisor vehicle.

Budget Committee Member Marisa Jacobs moved, and Budget Committee Member Joseph Backus seconded the motion to extend the meeting to 9:00pm. Motion passed (12-0). Chair Ty Bailey, aye; Budget Committee Member Joseph A. Backus, aye; Budget Committee Member Teresa Keller, aye; Budget Committee Member Rita Bernhard, aye; Budget Committee Member Tyler Miler, aye; Budget Committee Member Chris Vitron, aye; Budget Committee Member Marisa Jacobs, aye; Budget Committee Member Beth Rajski, aye; Budget Committee Member Andrew Lafrenz, aye; Budget Committee Member Jeannet Santiago, aye; Budget Committee Member Michelle Brown, aye; and Budget Committee Member Sandie Wiggs, aye.

Water SDC Fund

Treatment Plant Supervisor Darryl Sykes went over the Water SDC Fund. The Water System Development Charge fund is a dedicated fund and is the mechanism by which the City of Scappoose collects funds from developers to pay both for previous and new capacity improvements. It makes funds available for future improvement needs generated by development. Water SDC'S are calculated based on the size of the water meter needed for the development. This account includes both the revenue and the capital outlay for those projects. Vision for the year: This Fund's focus will be to identify future water sources and design capacity improving distribution projects.

Compliance with Council Goals:

Goal 5.3 – Develop and implement plan to address aging water infrastructure

Goal 5.5 – Complete ARPA funded infrastructure projects

Fund Objectives:

Address future capacity needs for water infrastructure

For the 2024-25 budget year, the Water SDC fund begins the year with a projected beginning cash amount of \$103,340. Anticipated revenue is \$464,280 coming from three sources: \$4,000 from interest, \$360,280 from Water SDC's, and a transfer of \$100,000 from the Utility Water

Fund to cover debt service payments. Total fund resources are \$567,620. Expenses within the fund include debt service in the amount of \$280,589. This is to make principal and interest payments on loans G03003, maturing in 2027, and S03003, maturing in 2035. The fund anticipates a transfer of \$17,328 to the General Fund for SDC administration and shows capital outlay of \$176,976 for the proportionate land use contribution of tax lot 602 to the Keys Reservoir project. The Water SDC Fund anticipates a contingency of \$92,727 for a total in expenditures of \$567,620.

Utility Wastewater Fund

Treatment Plant Supervisor Kevin Turner went over the Utility Wastewater Fund. The City's sewer collection system collects and conveys wastewater from its customer connections to the treatment plant located on East Columbia Ave. The collections system includes over 37 miles of gravity wastewater pipe and 7 pump stations that move wastewater from low elevations to adjacent areas where gravity lines exist. The Wastewater Treatment Plant (WWTP) is an extended aeration activated sludge treatment plant constructed in 1992 with a design capacity of 3.4 million gallons. The WWTP operates under a National Pollutant Discharge Elimination System Permit (NPDES) issued in 2009 and expired in 2014. This permit is currently on administrative extension and expected to be renewed in conjunction with completion of the Phase I improvements. The NPDES establishes minimum monitoring and reporting requirements, and not to exceed discharge limits. Vision: The most significant challenges facing the Wastewater Fund this budget cycle will be financing the infrastructure upgrades identified in the 2018 Facilities Master Plan. The phased approach, done in accordance with the facility plan, will increase design flow to 6.05 million gallons. Phase I upgrades should begin late summer 2024 and will be funded primarily through the Clean Water State Revolving Fund loan. To prepare for these upgrades, an interim aeration basin and flow pattern changes were completed in 2022. During all construction projects, staff must continue operate and meet regulatory requirements.

Compliance with Council Goals

5.2 Capacity Upgrades

5.4 Complete ARPA funded infrastructure projects

The Wastewater fund will begin with a working capital carryover of \$5,456,988 and anticipates revenue from interest, intergovernmental programs, and long-term debt proceeds to be \$22,176,530. Fund expenditures from personal, materials and services, capital outlay, debit services, and transfers, are expected to be \$19,438,429. Leaving a contingency of \$3,341,398.

Wastewater SDC Fund

Treatment Plant Supervisor Kevin Turner went over the Wastewater SDC Fund. The Wastewater System Development Charge fund is a dedicated fund and is the mechanism by which the City of Scappoose collects funds from developers to pay both for previous and excess capacity improvements. It makes funds available to pay for future improvement needs generated by

Approval of 2024/20425 City of Scappoose Budget

Budget Committee Member Joseph A. Backus moved, and Budget Committee Member Marisa Jacobs seconded the motion to approve the 2024/2025 Budget as amended and corrected.

Budget Committee Member Joseph A. Backus thanked staff for their hard work.

Budget Committee Member Tyler Miller talked about having definitions for items on page 38.


Motion passed (12-0). Chair Ty Bailey, aye; Budget Committee Member Joseph A. Backus, aye; Budget Committee Member Rita Bernhard, aye; Budget Committee Member Chris Vitron, aye; Budget Committee Member Marisa Jacobs, aye; Budget Committee Member Beth Rajski, aye; Budget Committee Member Tyler Miller, aye; Budget Committee Member Rita Bernhard, aye; Budget Committee Member Andrew Lafrenz, aye; Budget Committee Member Sandie Wiggs; Budget Committee Member Michelle Brown, aye; and Budget Committee Member Jeannet Santiago, aye.

Calendar Check ~ next meeting May 14 & May 21, 2024, if needed

No more meetings needed.

Adjournment of the Budget Committee meeting of the City of Scappoose

Chair Bailey adjourned the meeting at 8:19 pm.


Chair Joseph A. Backus

Attest:


City Recorder Susan M. Reeves, MMC