

AGENDA**CITY OF SCAPPOOSE BUDGET COMMITTEE
COUNCIL CHAMBERS, 33568 E. COLUMBIA AVE
WEDNESDAY, MAY 10, 2023, 5:30 P.M.****Call to Order****Roll Call****Nominate a Budget Committee Chair****Approval of minutes ~ May 23, 2022****Receive Budget Message****Public Hearing/State Revenue Sharing****Motion to Accept State Revenue Sharing****Budget Deliberations****(Tab #)**

8. General Fund	Pages 48-56
9. Administration Department	Pages 57-60
10. Police Department	Pages 61-64
11. Parks Department	Pages 65-68
12. Municipal Court Department	Pages 69-71
13. Planning Department	Pages 72-74
14. Non-Departmental	Page 75-76
15. Law Enforcement Assessments Fund	Pages 77-79
16. Watts House Fund	Pages 80-83
17. PEG Fee Fund	Pages 84-85
18. Building Fund	Pages 86-90
19. Street Fund	Pages 91-95
20. Footpaths & Bicycle Trails Fund	Pages 96-98
21. Storm Water Drainage Fund	Pages 99-103
22. Storm Water Drainage SDC Fund	Pages 104-106
23. Street SDC Fund	Pages 107-109
24. Parks SDC Fund	Pages 110-112
25. Pool Fund	Pages 113-114
26. Unemployment Insurance Fund	Pages 115-116
27. Utility Water Fund	Pages 117-122
28. Water SDC Fund	Pages 123-125
29. Utility Wastewater Fund	Pages 126-132
30. Wastewater SDC Fund	Pages 133-136
31. Debt Schedules	Pages 137
32. Transfers	Page 138

Calendar Check ~ next meeting May 11 & May 16, 2023, if needed**Adjournment of the Budget Committee meeting of the City of Scappoose**



SCAPPOOSE *Oregon*

CITY OF SCAPPOOSE BUDGET COMMITTEE COUNCIL CHAMBERS, 33568 E. COLUMBIA AVE MONDAY, MAY 23, 2022, 5:30 P.M.

Call to Order

Scott Burge called the City of Scappoose Budget Committee meeting to order at 5:30pm.

Present: Budget Committee members ~ Scott Burge; Annette Pixley; Megan Greisen (left at 6:41pm to attend the School District meeting); Pete McHugh; Josh Poling; Brandon Lesowske; Teresa Keller; Michelle Brown; Ty Bailey; Tyler Miller; and Jeannet Santiago. Staff members ~ City Manager Alexandra Rains; City Recorder Susan Reeves; Public Works Director Dave Sukau; Treatment Plant Supervisor Darryl Sykes; Utility Supervisor Doug Nassimbene; Treatment Plant Supervisor Kevin Turner; Building Official Don VanDomelen; and Rob Moody, CPA/Partner with Merina + Co.

Remote: Budget Committee member Sandie Wiggs; Budget Committee member Rita Bernhard; Budget Committee Member Chris Vitron; Assistant to the City Manager Isaac Butman; Community Development Director Laurie Oliver Joseph; Interim Public Safety Director Brian Jensen; and Lee Nover.

Nominate a Budget Committee Chair

Josh Poling nominated Scott Burge as Chair, and Ty Bailey seconded the motion. Motion passed (14-0). Scott Burge, aye; Teresa Keller, aye; Annette Pixley, aye; Megan Greisen, aye; Pete McHugh, aye; Josh Poling, aye; Brandon Lesowske, aye; Chris Vitron, aye; Michelle Brown, aye; Sandie Wiggs, aye; Ty Bailey, aye; Rita Bernhard, aye; Tyler Miller, aye, and Jeannet Santiago, aye.

Approval of minutes ~ May 24, 2021

Annette Pixley moved, and Tyler Miller seconded the motion to approve the minutes from the May 24, 2021 Budget Committee meeting. Motion passed (14-0). Scott Burge, aye; Teresa Keller, aye; Annette Pixley, aye; Megan Greisen, aye; Pete McHugh, aye; Josh Poling, aye; Brandon Lesowske, aye; Chris Vitron, aye; Michelle Brown, aye; Sandie Wiggs, aye; Ty Bailey, aye; Rita Bernhard, aye; Tyler Miller, aye, and Jeannet Santiago, aye.

Receive Budget Message

2022-2023 Budget Message

May 23, 2022

Dear Mayor, City Councilors and Budget Committee Members,

It is my pleasure to submit a balanced budget for Fiscal Year 2022-2023 to the City of Scappoose Budget Committee. This year's budget maintains funding for delivery of core City services and investments in crucial infrastructure needs to address both the age of City assets and the City's capacity to accommodate population and economic growth. Additionally, the budget includes funding for Council's 2022-2023 Goals – such as support for the first phase of the 50 Year Plan, local economic development, community livability, public safety and expansion of the local park system.

Before delving into the accomplishments of the past year and discussing important upcoming projects, I want to take a moment to recognize the City's outstanding staff. They are incredibly talented and committed to providing the best customer service possible to the Community – even in the face of the lingering COVID-19 Pandemic and increasing demands without the benefit of significant increases in staffing.

This past year has been very memorable for the Community, City Council and City Staff. First, the COVID-19 Pandemic continues to impact many aspects of our personal and professional lives, although we are beginning to see some return to normalcy with the recent easing of mask restrictions in most settings. The City was the recipient of approximately \$1.6 million in COVID-related emergency funds, via the American Rescue Plan Act, and, thus far, has allocated funds to cover the cost of water meters, an ambulance for the Scappoose Rural Fire District, support for the newly formed Small Business Resource Center and a new vehicle for the police department. Council, in partnership with the citizen members of the Budget Committee, are still working diligently to determine how the remaining funds will be spent.

Second, City Council bid farewell to Councilor Joel Haugen, who resigned in the winter of 2022, welcomed Councilor Jeannet Santiago to fill the vacant seat and set goals for FY 2022-2023. Third, City Staff have remained incredibly busy and were able to address the day-to-day operations of the City while also achieving many of the goals identified by Council in FY 2021-2022 including:

- Completion of the Old Portland Rd. Sidewalk Infill Project
- Organized and hosted the Scappoose 100 Year Celebration
- Arranged multiple Police Department events – Halloween Drive Through and Donut Day
- Held annual one-on-one meetings with neighboring local leaders
- Implemented a GAAP Basis of Accounting
- Worked with CET to develop economic development marketing materials for *Site Selector Magazine*
- Continued implementation of the City's voluntary sidewalk repair program
- Continued and expanded communication outreach efforts through existing methods such as the City Newsletter and Facebook. Additionally, the City launched the City App, created a Nextdoor account, and is working on establishing an Instagram account

- Working to update the Grabhorn Park Design based upon the feedback received from the Grabhorn Park Ad Hoc Committee
- Significant progress has been made on Phase 1 of the Wastewater Treatment Plant upgrades
- Phases 1 and 2 of the Columbia Commerce Center have been platted and approximately 14 acres of park land has been transferred to the City
- Worked with Donovan Enterprises to update the City's water and wastewater rates

Looking forward to the new Fiscal Year, the proposed budget includes funding for many important projects, inclusive of both our core services and City Council's adopted goals. The City's local economic development needs will be addressed by supporting several key objectives, beginning with the expansion of OMIC; Oregon Tech is in the process of constructing another building on their existing site. Similarly, City Staff will also continue to support the development of the Columbia Commerce Center. The Construction documents for Phases 3 and 4 of the road and applicable public infrastructure have been approved. The City has an improvement agreement in place with Airpark Development LLC and ODOT in order to ensure the availability of approximately \$2.8 million in pass-through ODOT funds for the road portion of the project.

The City's goal of enhancing community livability will be addressed in significant part through the development of the City's 50 Year Plan. This project will be a multi-year effort and includes several complex components such as: an Economic Opportunities Analysis, an update to the City's Housing Needs Analysis and Buildable Lands Inventory; a City-wide visioning process; updates to the Comprehensive Plan and Comprehensive Plan Map; the possible rezone of lands within the City; and updates to the development code. Staff hired ECONW through an RFP process and began this project in early 2022. The Planning Department has taken the lead on this project and, in general, has become increasingly busy over the last few years so the budget includes the addition of an Associate Planner position. Additional efforts aimed at improving the livability of the City will include the launch of the City's new annual event, Adventure Fest, the expenditure of local fuel tax dollars, the continuation and enhancement of outreach to the community, and support of the Senior Center through the direct allocation of funds and staff time.

The City's focus on the continued safety of the community will be pursued by the Police Department through various objectives such as: the completion of an operational needs analysis; increasing the transparency of crime data; coordinating with Columbia 911 on the new radio system process; the continuation of community outreach through events; and, if possible, the reinstatement of the School Resource Officer position. Also, the Police Department budget includes the addition of a patrol officer position. These goals will be overseen by the department's new Chief of Police, Steven Lougal, who brings a considerable amount of experience and fresh perspective with which to tackle these projects.

The City's goal of continuing to develop a vibrant park system will focus considerable time and

effort on a comprehensive update to the City's Parks Master Plan. This project will take a holistic look at the existing parks, amenities and new park property the City has purchased in order to develop a prioritization list/capital improvement plan for City Staff to implement. The ongoing efforts to update the conceptual plan for the Grabhorn property will be closely tied to this process and will help inform the final outcome. Additionally, the Peace Candle will be fully restored this summer and staff will continue to support volunteer efforts around Friends of Scappoose Parks and will look for opportunities to acquire public art when possible. Last but certainly not least, considerable time and effort will be expended on the City's effort to address aging infrastructure. Thanks to Betsy Johnson, the City received approximately \$14 million dollars for water and wastewater projects and will be aggressively pursuing completion of those projects over the next 3-5 years to meet the deadlines associated with those funds. In addition to these projects, the Stormwater Master Plan is slated for completion fall of 2022 and updates to the stormwater, wastewater and transportation SDC rates are anticipated. This year's budget also includes the addition of a new utility worker position to help address operation and maintenance of the City's infrastructure and park facilities.

In summary, this year's budget continues to maintain funding for core services, make strategic investments in City infrastructure and implement Council goals. I would like to recognize and thank the Mayor and Council for their leadership and support. This past year had many unique challenges, however, staff reached many key milestones and next year promises to be equally productive for the City.

Respectfully submitted,
Alexandra Rains
Budget Officer
City of Scappoose
end of message

Public Hearing/State Revenue Sharing

Mayor Burge opened the public hearing for State Revenue Sharing and closed it due to no one wanting to speak on this matter.

Motion to Accept State Revenue Sharing

Brandon Lesowske moved, and Tyler Miller seconded the motion to accept State Revenue Sharing. Motion passed (14-0). Scott Burge, aye; Teresa Keller, aye; Annette Pixley, aye; Megan Greisen, aye; Pete McHugh, aye; Josh Poling, aye; Brandon Lesowske, aye; Chris Vitron, aye; Michelle Brown, aye; Sandie Wiggs, aye; Ty Bailey, aye; Rita Bernhard, aye; Tyler Miller, aye, and Jeannet Santiago, aye.

Budget Deliberations

General Fund

Rob Moody gave an overview of 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. Vision For The Year: To maintain a healthy cash position and to provide needed community services. The General Fund for fiscal year 22-23 has a beginning cash position of \$4,918,221. 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 \$372,331 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 23-24 beginning cash carryover. Property tax revenue is projected to be \$2,383,761. 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 \$459,600. 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%) expired 6/2006, Columbia River PUD (4%) expiring 3/2024, NW Natural Gas (3%) expiring 9/2032, Waste Management of Oregon (5%) expiring 11/2026, Comcast Cable (5%) expiring 12/2022 and Astound Broadband (5%) expiring 12/2025. Franchise fees account for 10% of General Fund revenues. The City anticipates collecting \$23,000 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 \$562,295. 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. The City anticipates receiving \$146,700 for liquor, \$6,000 for cigarettes, \$150,000 for state shared revenue and \$259,595 from ARPA funds. Intergovernmental revenues account for 38% of the General Fund revenues. Charges for services has anticipated revenue of \$148,951. Revenues in this category are generated by the Police Department, Municipal Court and Planning Department. The City anticipates receiving \$100,000 from Court revenue, \$30,000 from Planning revenue, and \$12,000 from Police administrative fees. Charges for services account for 13% of the General Fund revenues. Interest income for the year is estimated at \$24,000. The City places the vast majority of its funds in the state local government investment pool. Interest revenue accounts for 1% 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 \$240,000. Miscellaneous revenue accounts for 5% of the General Fund revenues. Transfers to the General Fund are projected to be \$732,820. Transfers

are made from each department/fund to the General Fund to cover administrative costs associated with each department/fund. Transfer revenue accounts for 16% of the General Fund revenues. Total amount of revenue for the General Fund is projected to be \$4,574,427. Total fund resources are \$9,492,64.

Administration Department

Rob Moody gave an overview of the Administration Department. 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 Administrative Department's proposed budget is \$2,793,598. The fund allocates \$90,615 for personnel services and \$2,632,983 for materials and services. Within materials and services, the largest expenditures are economic development at \$214,440, contractual professional at \$514,500 and Community Contributions \$984,133. Capital outlay is budgeted at \$70,000 to be spent on equipment upgrades and maintenance of City Hall building.

Police Department

Interim Public Safety Director Brian Jensen gave an overview of the Police Department. The members of the Scappoose Police Department, are committed to maintaining a safe and livable community by working in partnership with the community to preserve peace, prevent crime, and protect property with professionalism and compassion. Vision for the Year: The vision of the Scappoose Police Department is to continue our motto of community and compassion while completing criminal investigations, traffic safety enforcement, emergency preparedness and updates to city ordinances. Additionally, we look forward to resuming all community events, following the pause required by COVID restrictions, that help enhance the relationship between police and the community. Compliance with Council Goals: Complete operational needs analysis, Coordinate Columbia County 911 radio system, Maintain sufficient staffing levels, Engage School District to enhance Resource Officer Program, Continue community outreach, Continue emergency preparedness planning, Continue Citizens Academy, Increase transparency of crime data community dashboard. Total operational cost for the department is budgeted at \$2,866,744. Personnel services are \$2,180,730. Material and services costs are budgeted at \$360,109. The largest expenditures within materials and services are contractual professional services at \$89,900, vehicle maintenance at \$90,975 and utilities at \$36,900. Capital outlay is budgeted at \$210,689 to be spent on new roof new patrol vehicles. There will be a transfer of \$115,216 to the Administration Department.

Parks Department

Utility Supervisor Doug Nassimbene gave an overview of the Park Department. 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. Vision: The vision of the Parks Department is to further improve our City parks and grounds in a manner which is satisfactory to the community of Scappoose. Compliance with Council Goals: Promote Community Events Restore the Peace Candle Promote and support county-wide and local tourism Support public art Update Parks and Recreation Master Plan Continue Friends of Scappoose Parks Develop Grabhorn property conceptual plan. The Parks Department budget, which is part of the General Fund, maintains the existing City park grounds. The Parks Department has an operational budget of \$695,393. This figure represents personnel services costs of \$278,094, material and service costs of \$145,760 and \$21,539 transferred to the Administration Department. The fund has also identified \$250,000 in capital outlay projects that include: Peace Candle restoration, asset management software, purchase of Parks Department vehicle and park enhancement projects identified by City Council and Staff.

Municipal Court Department

Rob Moody gave an overview of the Municipal Court Department. 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. Vision for the Year: 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 \$301,188. Within that budget, \$89,952 is budgeted for personnel services costs and \$202,735 is budgeted for materials and services. Of that amount, contractual services for the Judge, City Attorney, court appointed Attorneys and Prosecuting Attorney represent \$132,400. The second largest expenditure in the materials & services is assessments at \$40,000. There will be \$8,501 transferred to the Administration Department.

Planning Department

Community Development Director Laurie Oliver Joseph gave an overview of the Planning Department. The Planning Department is committed to serving existing and new residents and businesses with comprehensive 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. Vision for the Year: The Planning Department assists 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, developing a long-term comprehensive community vision through development of a 50-Year Plan, promoting and supporting small local businesses, supporting OMIC's expansion, and support and monitoring of the Columbia Commerce Center. Compliance with Council Goals: Continue to Support OMIC's Expansion, Promote and Support Small Local Businesses, Launch and develop the 50 Year Plan Support, and Monitor Development of Columbia Commerce Center. The budgeted amount from the General Fund for the department is \$743,889. The Planning Department anticipates revenue of \$30,000. Personnel services costs are budgeted at \$432,495 with the addition of an Associate Planner position. Material and services costs are estimated at \$131,531. Capital outlay is budgeted at \$145,000 and there will be a transfer to the Administration Department of \$44,863. The Planning Department is addressing Council Goal 2.2 by budgeting \$145,000 this fiscal year to continue working with our consultant on the first several phases of the 50-Year Plan. It is anticipated that this project will be completed in 2024.

Community Development Director Laurie Oliver Joseph explained there is one adjustment that she is requesting and this has been discussed with City Manager Rains and that is to add \$1,500 to line item 10-120-240. She explained that is for travel and training. She is requesting this to cover the cost of training for the new Associate City Planner so that they can attend the planning conference that happens yearly.

Brandon Lesowske moved, and Josh Poling seconded the motion to approve to increase line item 10-120-240 by \$1,500. Motion passed (14-0). Scott Burge, aye; Teresa Keller, aye; Annette Pixley, aye; Megan Greisen, aye; Pete McHugh, aye; Josh Poling, aye; Brandon Lesowske, aye; Chris Vitron, aye; Michelle Brown, aye; Sandie Wiggs, aye; Ty Bailey, aye; Rita Bernhard, aye; Tyler Miller, aye, and Jeannet Santiago, aye.

Non-Departmental

Rob Moody gave an overview of Non-Departmental . The fund contains transfers out, contingency, and unappropriated ending fund balance. Vision for the Year: Maintain a strong contingency fund and unappropriated ending fund balance to serve as the basis for next fiscal year's cash carryover. The contingency line item has been budgeted at \$372,331. The unappropriated ending fund balance is budgeted at \$1,700,000.

Law Enforcement Assessments Fund

Rob Moody gave an overview of the Law Enforcement Assessments Fund. This fund was established for Law Enforcement Assessment Fees. Vision for the Year: 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, and Safety equipment for Officers in the field. This year there is working capital carryover of \$19,191. The fund anticipates intergovernmental revenue of \$7,500 and interest income of \$100. Total fund resources are estimated at \$26,771. The fund anticipates spending \$15,000 on training activities and equipment. The fund has a contingency of \$11,771.

Watts House Fund

Public Works Director Dave Sukau gave an overview of the Watts House Fund. This fund was established to provide a more efficient method of tracking Watts House expenditures. Vision for the Year: 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 \$39,878 and the fund anticipates revenue of \$225 in interest. Total fund resources are estimated at \$40,103. The fund anticipates spending \$10,600 for materials and services. Under capital outlay, \$10,000 has been budgeted for miscellaneous house projects. Contingency is budgeted at \$19,503.

PEG Fee Fund

Rob Moody gave an overview of the PEG Fee Fund. This fund was established for tracking of revenue and expenditures related to PEG Fees. Vision for the Year: Upgrade the sound system in the City Council Chambers. Compliance with Council Goals: Continue to develop a stronger communication plan. The fund has a beginning cash position of \$41,907. The fund anticipates PEG Fee revenue of \$10,000, from the city collection of .52 cents per user, per month per the franchise agreement which expires 12/2022. Total fund resources are estimated to be \$52,207. The fund expects to spend \$40,995 for materials & services and contingency is budgeted at \$11,212.

Building Fund

Building Official Don VanDomelen the Building Fund. The Building Department is committed to serving 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 such as 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. Vision for the Year: Trends projected that economic growth would continue into the new fiscal year, however, the Coronavirus pandemic that arose in March 2020 has still resulted in an unknown economic future. Despite the uncertain economic future, the Building Department estimates that more than 35 single-family homes permits could be issued this year. In addition, we anticipate 3 new commercial building permits as well. Recent reduction in lumber cost could also increase small homeowner projects, i.e., decks, patios and fences. Compliance with Council Goals: Provide support to ongoing City projects. The Building Fund begins the year with a starting position of

\$221,739. Permit revenue and miscellaneous fees are anticipated to be \$316,000. Total anticipated revenue for this fund is projected to be \$317,300 and total fund resources are expected to be \$539,039. Personnel services costs are budgeted at \$252,971. The Materials and services are estimated at \$68,694. There will be a transfer to the General Fund of \$43,298. The contingency is \$174,076.

Street Fund

Public Works Director Dave Sukau gave an overview of the Street Fund. The Street Department is dedicated to maintaining the street and storm systems 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: To provide maintenance and repairs to City owned streets. Construct new and repair existing sidewalks. Compliance with Council Goals: Pursue Transportation Funding, Promote SRTS Projects, Continue Street & Sidewalk Improvements, and Streetscape Improvements. 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 \$1,643,491, interest income of \$5,500, intergovernmental revenue of \$3,716,279 and charges for services of \$20,000. The total resources for this fund are \$5,385,270. The budgeted expenditures for the Street Fund are \$5,385,270. This is comprised of personal services of \$332,100 and materials and services of \$247,810. The fund also budgeted \$3,715,115 for capital outlay projects which include a continued effort to improve streetlighting, sidewalk construction and pavement maintenance. There is also \$118,040 in transfers and an anticipated contingency of \$972,205. Projects anticipated for the year include pavement overlays in the NW portion of the City, Havlik Drive and Dutch Canyon Road.

Footpaths & Bicycle Trails Fund

Public Works Director Dave Sukau gave an overview of 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. Vision for the Year: Develop a plan to create new trails and sidewalks within the City. Compliance with Council Goals: Continue Sidewalk Improvement Program. The beginning working capital carryover for the Foot Path and Bicycle Trails fund is \$181,193. The fund anticipates revenue in the amount of \$31,951. The City expects to receive \$6,126 from state gas tax revenue, \$825 from interest income and a transfer from the street fund in the amount of \$25,000. The total resources for the fund is \$213,144. The City plans to spend \$3,000 for repairs and maintenance of existing foot paths. This fund also has \$25,000 in capital outlay for developing new trails and continuing the City Sidewalk Program. This program is on a first come, first serve basis to qualifying participants. The City will match 50% of the lowest estimated bid 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. The fund anticipates a contingency of \$185,144. Total expenditures for the year are \$213,144.

Storm Water Drainage Fund

Public Works Director Dave Sukau gave an overview of the Storm Water Drainage Fund. This fund was established to provide the revenue needed to meet Federal and State Stormwater requirements. Vision for the Year: Develop a Stormwater Management Plan and provide maintenance to the system. Compliance with Council Goals: Address aging infrastructure, Update/Review Stormwater Fees, and Complete the Stormwater Master Plan. The beginning Stormwater Drainage fund balance is \$734,239. The budget anticipates revenue of \$3,200 from interest income and \$379,284 in Stormwater user fees. Total resources for the Stormwater Drainage Fund are \$1,116,723. The fund anticipates expenditures of \$143,194 for personal services, \$165,190 for materials and services and \$370,000 in Capital outlay. The contingency for this year is \$438,339. Capital outlay for the 2022-23 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, catch basins and pipework. Waterway enhancement for this year consists of the design of South Scappoose Creek bank sloping and vegetation projects at Concomly and Creekside Parks. Reach F is a Grant Match for a SBWC project along the Eastern portion of the EJ Smith/Grabhorn Parcel. The Storm Drainage Fund will also be contributing 33% towards the purchase of a new vacuum truck to replace the city's current truck.

Storm Water Drainage SDC Fund

Public Works Director Dave Sukau gave an overview of 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 stormwater improvement needs generated by development. Vision for the Year: The focus for this year will be to update the Stormwater Master Plan. Compliance with Council Goals: Update Storm Water Master Plan, Develop and Implement a Capital Improvement Plan, and Construct Stormwater Capacity Improvements. The Stormwater Drainage SDC fund has a working capital carryover of \$414,427. The fund expects to collect \$56,128 in SDC fees, and \$2,500 in interest income for a current year resource total of \$58,628. The total fund resources are \$473,055. For expenditures, the city has budgeted \$312,000 for capital outlay to complete the Stormwater Master Plan update and other approved Stormwater extra capacity projects. There will be a transfer of \$2,806 to the General Fund to cover administrative costs. The contingency is budget at \$158,249. The total expenditures for the Stormwater SDC fund are \$473,055. Capital outlay projects for the 2022-2023 year consist of the completion 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 gave an overview of the Street SDC Fund. The Transportation System Development Charge is the mechanism by which the City of Scappoose collects funds from developers to pay for both previous excess capacity improvements and to pay for future improvement needs generated by development. Vision for the Year: Develop a plan for

improving City Streets. Compliance with Council Goals: Pursue Transportation Funding, Continue Street & Sidewalk Capacity Improvements, Promote SRTS Projects, and Continue to identify projects for fuel tax revenue. The Street SDC fund is projected to have a beginning cash balance \$827,129. The fund anticipates a collection of SDC revenue of \$190,656 and interest revenue of \$5,000. Current year resources total \$195,656 making the total estimated fund resources are \$1,022,785. The proposed expenditures for the Street SDC fund are \$1,022,785. These are comprised from Capital outlay projects totaling \$200,000, a transfer to the General Fund of \$9,533 to cover administrative costs, and a contingency of \$813,252. Capital outlay extra capacity projects for the 2022-23 budget year consist of sidewalk design for SE 3rd Place and Vine Street.

Parks SDC Fund

Utility Supervisor Doug Nassimbene gave an overview of the Park 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 pay for future improvement needs generated by development. Vision for the Year: The Parks SDC will focus on the design of the Grabhorn Property/Veteran's Park extension. Compliance with Council Goals: Promote and support county-wide and local tourism, Update Parks and Recreation Master Plan, and Develop EJ Smith Road property conceptual plan. The Parks SDC Fund has a working capital carryover of \$247,195. The City anticipates \$1,300 in interest revenue and \$134,155 in SDC revenue. The total fund revenue is \$135,455, bringing the total resources to \$382,650. For expenditures, the City has budgeted for \$200,000 in capital outlay. There will be a transfer of \$6,708 to the General Fund to cover administrative costs. The fund has a contingency of \$175,942. Capital outlay extra capacity projects planned for the 2022-23 budget year are to update the Parks and Recreation Master Plan and Develop the EJ Smith Road Property Conceptual Plan.

Pool Fund

Rob Moody gave an overview of 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. Compliance with Council Goals: Maintain responsible fiscal management. The Pool fund has a beginning cash position of \$8,965. Interest income is projected to be \$45. Total fund resources are \$9,010. We do not anticipate any expenditures this fiscal year. The fund anticipates a contingency of \$9,010.

Unemployment Insurance Fund

Rob Moody gave an overview of 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 \$87,059, interest income of \$525, and total fund resources are \$87,584. There is an anticipated expenditure of \$50,000 in the personnel services to cover past claims. The fund has a contingency of \$37,584.

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 operations of the City's water treatment facilities that provide drinking water to all City residents. Vision for the Year: The focus for this fiscal year will be water meter replacement, and maintenance and operation of the existing system. Compliance with Council Goals: Explore Future Water Sources, Address aging infrastructure, and Delivery of water and wastewater infrastructure projects. The Utility Water Fund begins the year with a starting position of \$3,393,627. Charges for services is budgeted at \$2,526,750 and intergovernmental revenue is anticipated to be \$9,209,500. Total anticipated revenue for this fund is projected to be \$11,753,750 and total fund resources are expected to be \$15,147,377. Personnel services costs are budgeted at \$1,099,784. The Materials and services are estimated at \$888,783. Capital outlay is budgeted at \$10,465,000 Debt service is expected to be \$122,116. There will be a transfer to both the General Fund and Water SDC Fund in the amount of \$243,196. The contingency is \$528,498. This Fund also has a balance of \$1,800,000 in unappropriated funds. Capital Outlay items identified in this year's budget include; water meter replacement, treatment plant upgrades, distribution engineering, distribution replacement, vac truck replacement and SCADA upgrades.

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: The focus for this fiscal year will be updating the Water Master Plan and developing a Capital Improvement Plan. Compliance with Council Goals: Address aging infrastructure Update Public Works Design Standards. The Water SDC fund begins the year with a projected beginning cash amount of \$249,441. Anticipated revenue is \$493,929 coming from three sources: \$1,600 from interest, \$387,799 from Water SDC's, and a transfer of \$104,530 from the Utility Water Fund, to make principal and interest payments. Total fund resources are \$743,370. Expenses within the fund include debt service in the amount of \$307,440. 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 \$19,390 to the General Fund for SDC administration and \$100,000 in capital outlay for extra capacity projects. The Water SDC Fund

anticipates a contingency of \$316,540 for total expenditures of \$743,370.

Utility Wastewater Fund

Treatment Plant Supervisor Kevin Turner went over the Utility Wastewater Fund. The Utility Wastewater Fund is a dedicated "Enterprise" fund. The City of Scappoose operates and maintains a 1.58 M.G.D. activated sludge wastewater treatment plant with tertiary treatment, 36 miles of sewer lines and five pumping stations. The purpose of these facilities is to protect public health and public use of the Columbia River and Multnomah Channel by providing secondary effluent treatment. Treatment plant and staff is responsible for the operation of the wastewater facility to ensure proper treatment of all raw wastewater at all times. The operator is ultimately responsible to ensure all state and federal regulations are met. The City was issued a new permit in March 2009 and will be required to monitor influent, effluent, and process control. This monitoring will require the treatment plant operator to sample and test many functions within the treatment plant process as well as sampling of the receiving stream. Vision for the Year: The Wastewater Fund will focus on long term upgrades by continuing engineering and begin construction of the Phase I upgrades identified by the Master Plan. Compliance with Council Goals: Phase I Facility Improvement Design, Phase I Construction, Smith Road Pump Station Replacement, Biosolids Land Application, Root Treatment, and Annual Collections Jetting and TV. The Wastewater fund will begin the year with a \$1,764,727 beginning cash position and anticipates revenue of \$5,838,766. Total operating revenue in this fund is projected to be \$7,603,493. Expenditures within the department include \$1,115,335 for personnel services and \$655,440 for materials and services. For capital outlay the projected budget is \$4,430,70. The fund budgets \$118,392 for two principal and interest payments for loan R06809 which matures in 2031 and an interest only payment for loan R809831. The fund budgets \$160,024 for transfers and has budgeted a contingency of \$1,123,602.

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 new capacity improvements. It makes funds available to pay for future improvement needs generated by development. Wastewater 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: Completing the engineering and begin construction of the Phase I improvements will be on the top priorities. Compliance with Council Goals: Address aging infrastructure, Capacity Upgrades- Treatment & Collections, Update Public Works Design Standards, and Update Public Works Design Standards. The Wastewater SDC fund has a beginning cash position of \$1,156,652. The City anticipates receiving \$6,100 in interest income and \$213,733 in SDC fees. Total resources for the fund are \$1,376,485. Capital outlay is anticipated to be \$878,000. The fund contains a transfer to the General Fund of \$19,236 for administrative costs and a contingency of \$479,249.

Debt Schedules

Rob Moody explained the City currently does not have any outstanding general obligation debt.

Transfers

Rob Moody explained this is another one of those schedules that will eliminate all of those blank lines just to make it a little bit easier to read but what this demonstrates is the transfers between funds for things like reserves or to move monies for pre-designated purposes or to make transfers say to the general fund for services provided to other funds.

Chair Burge talked about funding a new vehicle for the City Engineer. He stated the least we can do is make sure they have a vehicle that will get them to their inspection sites. He just doesn't want to be in the position where we get someone's vehicle breakdown. He feels the vehicles need to be replaced when they need to be replaced and not just wait until they breakdown.

Ty Bailey asked for in the future if they could have a capital infrastructure index that would be really useful.

Ty Bailey moved, and Annette Pixley seconded the motion to approve to 2022-2023 Budget as amended. Motion passed (14-0). Scott Burge, aye; Teresa Keller, aye; Annette Pixley, aye; Megan Greisen, aye; Pete McHugh, aye; Josh Poling, aye; Brandon Lesowske, aye; Chris Vitron, aye; Michelle Brown, aye; Sandie Wiggs, aye; Ty Bailey, aye; Rita Bernhard, aye; Tyler Miller, aye, and Jeannet Santiago, aye.

Calendar Check ~ next meeting May 24, 2022, if needed

No future meetings needed.

Adjournment of the Budget Committee meeting of the City of Scappoose.

Chair Scott Burge adjourned the Budget Committee meeting at 7:27p.m.

Chair

Attest:

City Recorder Susan M. Reeves, MMC